

2018

# General



## Policies and Rules

CALENDAR PART 1



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STELLENBOSCH  
UNIVERSITY

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1918 · 2018

# 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 Information 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](http://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

## TABLE OF CONTENTS

See p. 319 for alphabetical index.

<b>General Information</b>	<b>1</b>
<b>Chancellor's Medallists</b>	<b>4</b>
<b>Some Standard Abbreviations Explained</b>	<b>6</b>
<b>Almanac 2018</b>	<b>7</b>
<b>Stellenbosch University: Historical Background</b>	<b>74</b>
<b>Chancellor</b>	<b>77</b>
<b>Rector's Management Team</b>	<b>77</b>
<b>Convocation</b>	<b>78</b>
<b>The University Council</b>	<b>79</b>
Committees of Council	81
<b>The Senate</b>	<b>83</b>
Committees of Senate	93
<b>The Institutional Forum</b>	<b>97</b>
<b>Degrees, Diplomas and Certificates</b>	<b>99</b>
Faculty of Arts and Social Sciences	99
Faculty of Science	100
Faculty of Education	101
Faculty of AgriSciences	101
Faculty of Law	102
Faculty of Theology	103
Faculty of Economic and Management Sciences	103
Faculty of Engineering	104
Faculty of Medicine and Health Sciences	105
Faculty of Military Science	106
<b>Admission and Registration</b>	<b>107</b>
1. Admissions Policy	107
2. Undergraduate Admission Requirements	108
3. Academic Support Programmes	110
4. Application, Admission and Registration as a Student	112
5. Admission as a Special Student	118

6.	Admission of Students at the Start of the Second Semester	119
7.	Concurrent Registration at Different Universities	120
8.	Concurrent Registration for more than one Programme	121
9.	Readmission after Unsuccessful Studies	121
10.	Academic Activities during the Day and in the Evenings, Sport Pursuits and Test Times	125
11.	Absence from Classes and/or Tests	125
12.	Unsatisfactory Work by Students	128
13.	Issuing of Documents	129
14.	Students' Information and Addresses to Employer Organisations	129
15.	Furnishing of Reports on Academic Progress	130
16.	Private Students' Organisation (PSO)	130
17.	Presentation/Changing of Programmes	130
18.	Conferment of Degrees, Diplomas and Certificates	130
18.	Discontinuation of Studies	131
20.	Deregistration of Modules after Early Assessment	131
21.	Confidentiality of Students' Personal Information	132
	<b>Accommodation</b>	<b>133</b>
<b>A.</b>	<b>Policy for placement in residences, and in listening, learning and living houses, as well as allocation to PSO wards and clusters</b>	<b>133</b>
1.	Introduction	133
2.	Aim and scope of the policy	133
3.	Objectives of the policy	134
4.	Policy principles	134
5.	Policy provisions	134
6.	Conflict resolution	138
7.	Control of policy	138
8.	Reporting and publicising	138
9.	Action in cases of non-compliance	138
10.	Definitions	139
11.	Supporting document	141

<b>B.</b>	<b>Management guidelines for the application of the Placement Policy for the 2018 student intake</b>	<b>141</b>
1.	Introduction and consideration of principles	141
1.1	Introduction and background	141
1.2	Important principles to be considered in the placement policy	142
2.	Prospective first-year students in undergraduate residences	143
2.1	Application of the policy criteria to the placement of first-year students in undergraduate residences	143
2.2	Procedures and rules applicable to the placement of prospective students	144
2.3	Procedures and rules applicable to the management of waiting lists for prospective students	147
2.4	Procedures and rules applicable to the cancellation of accommodation before the start of the academic year (prospective students)	148
3.	Senior students in undergraduate residences, senior residences and/or Listen, Live & Learn Houses	149
3.1	Procedures and rules applicable to re-application and re-placement of current students (Stellenbosch Campus)	149
3.2	Application of the policy on the placement of students with specific reference to senior residences (Stellenbosch Campus)	153
3.3	Procedures and rules applicable to re-application and re-placement of current students (Tygerberg Campus)	155
3.4	Application of the policy on the placement of students in the Listen, Live & Learn Initiative houses	156
3.5	Procedures and rules applicable to the cancellation or termination of residence lodging	156
4.	Procedures and rules applicable to the transfer/shifting of students	157
5.	Procedures and rules applicable to accommodation fees	158
6.	Procedures and rules applicable to students in private accommodation (PSO students)	158
7.	Accommodation offering and rules	159
7.1	Procedures and rules applicable to maintaining order	159
7.2	Procedures and rules applicable to the accommodation offering	160
7.3	Procedures and rules applicable to accommodation during vacations	162
7.4	Procedures and rules applicable to laundry and bedding	162
7.5	Procedures and rules applicable to meals	162
7.6	Procedures and rules applicable to conduct	163
7.7	Construction and maintenance	163

<b>University Examinations</b>	<b>164</b>
1. General Provisions	164
2. Discussing marked answer scripts with members of the teaching staff during exam periods	164
3. Re-evaluation of Examination Scripts	165
4. Registration for Examination Purposes Only	166
5. Recognition of Other Universities' Examinations	167
6. Recognition of Modules: Second Degree	167
7. Rules for Student Conduct at Tests and Examinations	167
8. Provisions Relating to Examinations and Promotion	168
<b>Postgraduate Qualifications</b>	<b>186</b>
1. Changing from one Subject/Field of Study to Another	186
2. The Degree of Bachelor Honours and the Postgraduate Diploma	188
3. The Degree of Bachelor of Education Honours (BEdHons)	188
4. The Degree of Bachelor of Laws (LLB)	189
5. The Degree of Master	189
6. The Doctorate (= the Degree of Doctor)	201
7. Code of Conduct Guiding the Relationship between Supervisor and Student	221
8. Continuation of Registration for Postgraduate Programmes	222
9. Maximum Periods of Registration: Diploma and Honours Programmes	224
10. Interruption of Master's and Doctoral Studies	224
<b>Policy Matters</b>	<b>226</b>
1. Policy on Alcohol and Substance Abuse	226
2. Copyright on the University Campus	230
3. Electronic Communications Policy	231
4. Employment Equity Policy	241
5. SU Policy on Academic Integrity: The Prevention and Handling of Plagiarism	243
7. Policy on Unfair Discrimination and Harrassment	244
8. Students with Special Learning Needs/Disabilities	269
9. SU Protest Protocol for Students and Staff	274
10. Parking and Registration of Vehicles	274

<b>Disciplinary Code for Students of Stellenbosch University</b>	<b>275</b>
<b>Chapter 1</b>	<b>275</b>
<i>General matters</i>	275
1. Definitions	275
2. Purpose of this disciplinary code	279
3. The values of Stellenbosch University	280
4. The principles informing the application of this disciplinary code	280
5. Application of the disciplinary code	280
6. Imminent threats	281
7. Summary	281
<b>Chapter 2</b>	<b>284</b>
<i>Rules for student conduct</i>	284
8. Introduction	284
9. General rules	284
10. Academic misconduct	285
11. Dishonesty and misrepresentation	286
12. Sexual misconduct	287
13. Premises and property	287
14. The consumption of alcoholic and illegal substances	288
15. Events and gatherings on University Campus	288
16. Intellectual property	288
17. Residences and PSO wards	289
<b>Chapter 3</b>	<b>290</b>
<i>Part 1: Powers granted to various disciplinary functionaries</i>	290
18. General matters	290
19. The Rector	290
20. Residence misconduct: Dealt with by the Residence Head, the House Disciplinary Committee and the Residence Disciplinary Committee	291
21. Academic misconduct: Dealt with by the Head of Department	293
22. Discriminatory misconduct and sexual misconduct: Dealt with by the Equality Unit	294
23. The Central Disciplinary Committee	294
24. External disciplinary panel	296
25. Appeals to the Disciplinary Appeal Committee (DAC)	297
<i>Part 2: Supporting functionaries</i>	298

26. Director: Legal Services	298
27. Head of Student Discipline	298
28. Student Disciplinary Investigator	299
29. Evidence Leader	300
<b>Chapter 4</b>	<b>301</b>
<i>Disciplinary measures and procedures</i>	301
30. General matters	301
31. Representation and legal representation	302
32. Suspension from the University or a Residence	303
33. Reporting and referral of a suspected Disciplinary Misconduct	304
34. The initial investigation	305
35. Selection of the appropriate disciplinary channel	307
36. Summary procedure before the chairperson of the Central Disciplinary Committee	308
37. Enquiry before the full Central Disciplinary Committee	308
38. Enquiry before the Residence Disciplinary Committee	311
39. Appeal to the RDC against a decision by the House Disciplinary Committee	314
40. Enquiry before the Disciplinary Appeal Committee	314
Acronym List	316
Flowcharts of the Processes	317
<b>Index</b>	<b>319</b>

*Please note:* The list of University staff is available on web, together with the other parts of the Calendar.



# **GENERAL INFORMATION**

## **1. LANGUAGE AT THE UNIVERSITY**

The official Language Policy and Language Plan of Stellenbosch University were approved by the Council of the University. The full version is available at <http://sun.ac.za/language>.

## **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. OMBUD**

Stellenbosch University makes use of an ombud 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 ombud, provided –

1. that the ombud 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 ombud will refer a complainant to the existing University structures if, in the opinion of the ombud, the particular channel through which complaints are processed was not utilised adequately;
3. that, in all respects, the ombud may independently obtain further information in relation to the complaint and/or problem, and that, with the permission of the Rector, she/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 ombud;
5. that the ombud 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 ombud 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](mailto: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
Stellenbosch University Library (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	021 883 9027
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 Office	021 808 9436	021 883 9027
Research Development	021 808 4914	021 883 9027
Stellenbosch University International	021 808 2565	021 808 3799

<b>Faculty administrators:</b>	<b>Telephone</b>	<b>Fax</b>
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

## 6. 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:

<b>Year</b>	<b>Winner</b>	<b>Degree/Diploma</b>
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)

<b>Year</b>	<b>Winner</b>	<b>Degree/Diploma</b>
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
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),

Year	Winner	Degree/Diploma
		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	J Bovijn	MB,ChB
2014	T Weighill	MSc (Mathematics)
2015	JCB Kotze	MB, ChB
2016	RM Swanepoel	BEng (Chemical Eng)
2017	Miss J Kazmaier	BEng (Industrial Eng)

## 7. 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 2018

JANUARY 2018				
General			Meetings	Closing dates for agendas
1	Mon	NEW YEAR'S DAY (PUBLIC HOLIDAY)		
2	Tue	<p>University offices reopen (08:00).</p> <p>Commencement of classes for postgraduate programmes in Nursing.</p> <p>Commencement of e-registration for senior Medicine &amp; Health Sciences students on Tygerberg campus.</p> <p>Temporary balances available in cost centres for operational use. (Actual balances become available after year-end.)</p> <p>First day for placing orders.</p>		
3	Wed	Commencement of classes for MB,ChB VI (Groups B and C).		
4	Thu			Research Ethics Committee: Human Research (Humaniora) (25/1)
5	Fri	End of Military Academy recess.		Appointments Committee (31/1)
6	Sat			

JANUARY 2018				
General			Meetings	Closing dates for agendas
7	Sun			
8	Mon	<p>Military Science students report for induction programme.</p> <p>Orientation and commencement of first block session for MPhil (Environmental Management) newcomer students.</p> <p>Commencement of classes for the following programmes:            B of Speech-Language and Hearing Therapy III and IV,            B of Occupational Therapy III,            Master of Community Counselling,            MB,ChB II–V,            MB,ChB VI (Groups A and D),            BSc Diet IV, and            MDiv.</p>		
9	Tue	Commencement of classes for BSc in Dietetics II and III.		
10	Wed	Commencement of classes for B of Occupational Therapy II and IV.	Readmission Appeals Committee (08:30)	
11	Thu		Readmission Appeals Committee (08:30)	
12	Fri	Final day for loading final marks obtained in externally moderated exit-level modules in November 2017 examination (2 <sup>nd</sup> opportunity).	Readmission Appeals Committee (08:30)	



<b>JANUARY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>13</b>	<b>Sat</b>	Mentor training (full-day)		
<b>14</b>	<b>Sun</b>	Mentor training (full-day)		
<b>15</b>	<b>Mon</b>	<p>Commencement of classes for the following programmes: BSc in Physiotherapy II–IV, Theatre Arts II and III, BDramHons, MDram,</p> <p>BCurHons (NE) I, DN (clinical and non-clinical), modular classes for BPhil (Sustainable Development Planning and Management), and USB programmes.</p> <p><b>Final day for submitting applications for readmission, except for the faculties of Science, Economic &amp; Management Sciences, Engineering, and Medicine and Health Science, which all have earlier due dates.</b></p>		<p>Rules</p> <p>Programme Advisory Committee (25/1)</p>
<b>16</b>	<b>Tue</b>		Readmission Appeals Committee (08:30)	Faculty board: Military Science
<b>17</b>	<b>Wed</b>			<p>EC(IF) (24/1)</p> <p>Health Research Ethics Committee 1 (7/2)</p> <p>Research Committee: Subcommittee C (31/1)</p>

<b>JANUARY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>18</b>	<b>Thu</b>			Research Committee: Subcommittee A (29/1)  Research Committee: Subcommittee B (30/1)
<b>19</b>	<b>Fri</b>			
<b>20</b>	<b>Sat</b>			
<b>21</b>	<b>Sun</b>			
<b>22</b>	<b>Mon</b>	Commencement of classes for all Military Science programmes.  Finalisation of risk register: deans and divisional heads.  Research workshop for MPA (100% thesis) (until 29 January).		Finance Committee (9/2)  Quality Committee (7/2)  Reports of deans, vice-rectors and COO for SU annual report 2017
<b>23</b>	<b>Tue</b>	Start of welcoming programme for international students.	Readmission Appeals Committee (08:30)  Rectorate meeting (full-day strategic planning for Rectorate) (09:00–16:00)  ICTTL (09:00–11:00)	EC(S) (30/1)
<b>24</b>	<b>Wed</b>		Readmission Appeals Committee (08:30)	Faculty board: Arts & Social Sciences

JANUARY 2018				
General			Meetings	Closing dates for agendas
		Finalisation of risk register: RC heads.	Bursaries and Loans Committee (14:00)  Executive Committee (IF) (15:00)	
25	Thu	<p>Welcoming parade, Military Academy, Saldanha campus (10:00).</p> <p>Military Academy academic opening (18:30–20:00).</p> <p><b>Newcomer first-years report to residences and PSO wards (08:00– 12:30).</b></p> <p><b>Start of welcoming programme for newcomer first-years and their parents.</b></p> <p>18:00–19:00: Joint welcoming of newcomers, their parents, student leaders and staff at Danie Craven Stadium – including newcomers from Military Science and Tygerberg campus.</p>	<p>Readmission Appeals Committee (08:30)</p> <p>Programme Advisory Committee (extended) (09:00–13:00)</p> <p>Research Ethics Committee: Human Research (Humaniora) (14:00)</p>	<p>Appointments Committee (28/2)</p> <p>Research Committee (7/2)</p>
26	Fri	<p><b>Continuation of welcoming programme for newcomer first-years.</b></p> <p><b>Cluster Day.</b></p>	Readmission Appeals Committee (08:30)	Faculty board: Theology

JANUARY 2018				
General			Meetings	Closing dates for agendas
		<p>Newcomer first-years of Medicine &amp; Health Sciences undergo registration process on Tygerberg campus, by residence (09:00–13:00).</p> <p>Registration of B of Occupational Therapy I and B of Speech-Language and Hearing Therapy I students on Stellenbosch campus (those who could not self-register) (14:00–16:00).</p>	<p>Teaching Development Fund Steering Committee (09:00–11:00)</p>	
27	Sat	<b>Continuation of welcoming programme for newcomer first-years.</b>		
28	Sun	<b>Continuation of welcoming programme for newcomer first-years.</b>		
29	Mon	<p><b>Continuation of welcoming programme for newcomer first-years.</b></p> <p>Commencement of newcomer first-year registration on Stellenbosch campus.</p> <p>Final day for submitting 2017 research outputs for subsidy purposes.</p> <p>SciMathUS opening event (09:00).</p>	<p>Agenda discussions: Appointments Committee (31/1) (09:00) and EC(S) (30/1) (10:00)</p> <p>Research Committee: Subcommittee A (14:00)</p>	<p>Faculty boards:  Medicine &amp; Health Sciences  AgriSciences  Science</p>

<b>JANUARY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>30</b>	<b>Tue</b>	<p><b>Continuation of welcoming programme for newcomer first-years.</b></p> <p>Commencement of NARGA registration for senior students on Stellenbosch campus.</p> <p>Conclusion of newcomer first-year registration on Stellenbosch campus.</p>	<p>Rectorate-Deans Committee (08:30–10:00)</p> <p>Executive Committee (Senate) (10:00)</p> <p>Research Committee: Subcommittee B (14:00)</p>	Faculty board: Law
<b>31</b>	<b>Wed</b>	<p><b>Continuation of welcoming programme for newcomer first-years.</b></p> <p>Continuation of senior student registration on Stellenbosch campus.</p>	<p>Appointments Committee (09:00)</p> <p>Research Committee: Subcommittee C (14:00)</p> <p>SRC(EC) and management (15:00–16:30)</p>	Health Research Ethics Committee 2 (21/2)

FEBRUARY 2018				
General			Meetings	Closing dates for agendas
1	Thu	<p><b>Continuation of welcoming programme for newcomer first-years.</b></p> <p>Continuation of senior student registration on Stellenbosch campus.</p>	<p>Language Planning and Management Project Team (09:00–11:00)</p> <p>Institutional Forum (15:00)</p>	<p>Faculty board: Education</p> <p>Research Ethics Committee: Human Research (Humaniora) (22/2)</p>
2	Fri	<p><b>Continuation of welcoming programme for newcomer first-years.</b></p> <p>Conclusion of registration for all students (excluding students from Medicine &amp; Health Sciences).</p>		<p>Academic Planning Committee (15/2)</p> <p>Faculty board: Economic &amp; Management Sciences</p>
3	Sat	Conclusion of official welcoming programme for newcomer first-years.		
4	Sun	Opening church service, Faculty of Theology (19:00)		
5	Mon	<p><b>GENERAL COMMENCEMENT OF CLASSES FOR ALL STUDENTS (NEWCOMER FIRST-YEARS AND SENIORS), excluding senior students from the Faculty of Medicine &amp; Health Sciences).</b></p> <p>Theology Day: Opening of Faculty of Theology (09:00).</p>		Faculty board: Engineering
6	Tue		Agenda discussion: Human Resources	

<b>FEBRUARY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
			Committee (12/2) (08:30)  Rectorate meeting (09:30–16:00)	
<b>7</b>	<b>Wed</b>		Quality Committee (09:00–13:00)  Research Committee (14:00)  Health Research Ethics Committee 1 (13:00)  Training Forum (15:00–16:00)	
<b>8</b>	<b>Thu</b>		Committee for Learning and Teaching (14:00–16:30)	
<b>9</b>	<b>Fri</b>	Conclusion of e-registration and normal registration of senior Medicine & Health Sciences students on Tygerberg campus.  Closing date for applications for the reassessment of examination papers for both examination opportunities in November 2017.	Finance Committee (10:00–13:00)	EC(C) (19/2)
<b>10</b>	<b>Sat</b>			
<b>11</b>	<b>Sun</b>			

<b>FEBRUARY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>12</b>	<b>Mon</b>	Closing date for new applications for examination concessions.	Faculty board: Medicine & Health Sciences (14:00)  Human Resources Committee (16:00)	
<b>13</b>	<b>Tue</b>		Institutional Planning Forum (IPF) – day 1	
<b>14</b>	<b>Wed</b>	Pre-workshop: NGDip (HE) (T&L).	Institutional Planning Forum (IPF) – day 2	Health Research Ethics Committee 1 (7/3)
<b>15</b>	<b>Thu</b>		Academic Planning Committee (10:00)  Social Impact Committee (12:00)  Faculty boards: Military Science (08:00), Theology (13:00), Science (14:30),  Arts & Social Sciences (15:00), AgriSciences (15:00)	Investments Committee (26/2)
<b>16</b>	<b>Fri</b>	FINAL DAY FOR STUDENTS TO CHANGE MODULES/PROGRAMMES.  FINAL DAY FOR LATE REGISTRATION (excluding	Agenda discussion: EC(C) (19/2) (09:00)  Faculty boards: Law (10:30)	



<b>FEBRUARY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
		<p>new M (thesis) and D students).</p> <p>FINAL REGISTRATION DAY FOR NEW STUDENTS FOLLOWING A STRUCTURED M PROGRAMME (Earlier registration dates apply to some structured M programmes. Confirm with programme coordinators.)</p>	<p>Education (14:00)</p> <p>Economic &amp; Management Sciences (14:00)</p>	
<b>17</b>	<b>Sat</b>			
<b>18</b>	<b>Sun</b>			
<b>19</b>	<b>Mon</b>	<p>Commencement of classes for modular M in Management Coaching (MPhil).</p> <p>Commencement of modular session for Public Management honours programme (Bellville).</p> <p>Orientation and commencement of first contact session for Module 3, NGDip (HE) (T&amp;L) 2016/17</p>	Executive Committee (Council) (14:00)	Programme Advisory Committee (8/3)
<b>20</b>	<b>Tue</b>		<p>Rectorate meeting (09:00–16:00)</p> <p>Faculty board: Engineering (10:00)</p>	<p>Finance Committee (2/3)</p> <p>Reports for Senate (9/3)</p>

<b>FEBRUARY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
				EC(S) (FB reports) (27/2)
<b>21</b>	<b>Wed</b>		Health Research Ethics Committee 2 (13:00)	
<b>22</b>	<b>Thu</b>	Final day for loading final marks of January examinations, master's students and dean's concession examinations, as well as for loading module results of doctoral candidates with a view to March graduation ceremonies.	Research Ethics Committee: Human Research (Humaniora) (14:00)	
<b>23</b>	<b>Fri</b>		USASO (SU Advisory Forum for Student Support Services) (10:00–12:00)	
<b>24</b>	<b>Sat</b>	SU Open Day		
<b>25</b>	<b>Sun</b>			
<b>26</b>	<b>Mon</b>	Commencement of modular session for Public Management honours programme (Pretoria).	Social and Business Ethics Committee (09:00–12:00)  Agenda discussion: EC(S) (27/2) (09:00)  Agenda discussion: Appointments Committee (28/2) (10:30)	

FEBRUARY 2018				
General			Meetings	Closing dates for agendas
			Investments Committee (14:00–17:00)	
27	Tue		Rectorate-Deans Committee (08:30–10:00)  Executive Committee (Senate) (faculty board reports and approval of doctoral examination results) (10:00)	
28	Wed	Final day for submission of applications for 100%-thesis M and D programmes, including full details of study records, research proposals, bibliographies, etc.  Final day for electronic submission of master's theses and doctoral dissertations for the March graduation ceremonies.	Appointments Committee (09:00)	

<b>MARCH 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>1</b>	<b>Thu</b>	Commencement of electronic applications for 2019 admissions. Hard-copy applications may also be submitted from Thursday 1 March 2018.	Welcoming Programme Committee (10:00–12:00)  SRC(EC) and management (15:00–16:30)	Research Ethics Committee: Human Research (Humaniora) (20/3)
<b>2</b>	<b>Fri</b>	SU Centenary celebrations	Finance Committee (10:00–13:00)	Appointments Committee (4/4)  Risk Management Committee (9/3)
<b>3</b>	<b>Sat</b>			
<b>4</b>	<b>Sun</b>			
<b>5</b>	<b>Mon</b>	Closing date for new applications for examination concessions.	Agenda discussion: Senate (9/3) (9:00) and Honorary Degrees Committee (7/3) (10:00)  Council agenda planning (11:00)	Programme Advisory Committee (29/3)
<b>6</b>	<b>Tue</b>		Rectorate meeting (09:00–16:00)	
<b>7</b>	<b>Wed</b>		Student Accommodation Committee (09:00–10:00)	COUNCIL AGENDA  (final day for submitting documents in Afrikaans and English).

<b>MARCH 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
			Honorary Degrees Committee (11:00)	Health Research Ethics Committee 2 (28/3)
			Health Research Ethics Committee 1 (13:00)	Special Finance Committee (2017 Financial Statements) (22/3)
<b>8</b>	<b>Thu</b>		Programme Advisory Committee (extended) (09:00–13:00)	
			Teaching Development Fund Steering Committee (14:00–16:00)	
<b>9</b>	<b>Fri</b>	<p>Ratification of results of November examinations 2017 (2<sup>nd</sup> opportunity), January examinations, dean's concession examinations and master's candidates by Vice-Rector (Learning &amp; Teaching).</p> <p>Final day for amending (prescribed) book lists for second semester 2018.</p>	<p>Risk Management Committee (09:00–11:00)</p> <p><b>SENATE (14:00)</b></p>	
<b>10</b>	<b>Sat</b>			
<b>11</b>	<b>Sun</b>			
<b>12</b>	<b>Mon</b>		<p>Information Security Steering Committee</p> <p>(10:00–12:30)</p>	

<b>MARCH 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
			ICTTL (14:00–16:00)	
<b>13</b>	<b>Tue</b>			Senate Research Ethics Committee (23/3)
<b>14</b>	<b>Wed</b>			Health Research Ethics Committee 1 (4/4)
<b>15</b>	<b>Thu</b>			
<b>16</b>	<b>Fri</b>		Information Technology Advisory Committee (10:00–12:30)  Language Planning and Management Project Team (11:00–13:00)  Bursaries and Loans Committee (14:00–16:00)	Naming of Buildings Committee (28/3)  Language Committee (28/3)
<b>17</b>	<b>Sat</b>			
<b>18</b>	<b>Sun</b>			
<b>19</b>	<b>Mon</b>	<b>FIRST GRADUATION CEREMONY:</b>  Economic & Management Sciences: PGDip Actuarial Science, PGDip Marketing, PGDip HIV/Aids Management, PGDip Transport and Log, BCom		Programme Advisory Committee (12/4)

MARCH 2018				
General			Meetings	Closing dates for agendas
		(including Law), BComHons, MCom, MPhil, PhD (Stellenbosch) (17:00) (Coetzenburg Centre)		
20	Tue	<b>SECOND GRADUATION CEREMONY:</b> Theology, Engineering (10:00) (Coetzenburg Centre)  <b>THIRD GRADUATION CEREMONY:</b> AgriSciences, Medicine & Health Sciences (17:00) (Coetzenburg Centre)	Council agenda discussion (26/3) (14:00)  Research Ethics Committee: Human Research (Humaniora) (12:00)	
21	Wed	<b>HUMAN RIGHTS DAY (PUBLIC HOLIDAY)</b>		
22	Thu	<b>FOURTH GRADUATION CEREMONY:</b>  Arts & Social Sciences (10:00) (Coetzenburg Centre)  <b>FIFTH GRADUATION CEREMONY:</b>  Science, Education, Law, Military Science (17:00) (Coetzenburg Centre)	Special Finance Committee (2017 Financial Statements) (08:30–11:30)	
23	Fri	Final day for submitting early-assessment marks on SIS.  <b>SIXTH GRADUATION CEREMONY:</b>  Economic & Management Sciences: Dip in Public	Senate Research Ethics Committee (14:00)	

MARCH 2018			
General		Meetings	Closing dates for agendas
	<p>Accountability, PGDip Business Management and Admin, PGDip Dispute Settlement, PGDip Fin Planning, PGDip Leadership Development, PGDip Environmental Management, PGDip Development Finance, PGDip Project Management, PGDip Futures Studies, PGDip Sustainable Development, BPAHons, MPhil (Management Coaching, Environmental Management, Development Finance, Futures Studies, Sustainable Development), MPA, MBA, BAcc, BAaccLLB, BAaccHons, MAcc, PhD (Business School) and honorary degrees (10:00) (Coetzenburg Centre).</p> <p><b>CONCLUSION OF CLASSES FOR FIRST TERM (except for MB,ChB II–VI, Dietetics IV, and B of Occupational Therapy I–IV).</b></p> <p>Conclusion of first term for MBA programmes.</p> <p>IT maintenance from 17:00 on 23 March until 07:00 on 26 March.</p>		



<b>MARCH 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>24</b>	<b>Sat</b>	IT maintenance until 07:00 on 26 March.		
<b>25</b>	<b>Sun</b>	IT maintenance until 07:00 on 26 March.		
<b>26</b>	<b>Mon</b>	<p><b>COMMENCEMENT OF CLASSES FOR SECOND TERM (except for MB,ChB II–VI and Dietetics IV).</b></p> <p>Closing date for non-degree and postgraduate international student applications for admission in the second semester.</p> <p>Closing date for new applications for examination concessions.</p> <p>IT maintenance until 07:00.</p>	<p>Agenda discussion: Language Committee (08:00)</p> <p><b>SU COUNCIL (10:00)</b></p>	Research Committee: Subcommittee C (9/4)
<b>27</b>	<b>Tue</b>		<p>Rectorate meeting (09:00–16:00)</p> <p>Agenda discussion: Human Resources Committee (3/4) (08:30)</p>	<p>Rules</p> <p>Audit and Risk Committee (20/4)</p>
<b>28</b>	<b>Wed</b>		Naming of Buildings Committee (08:30–10:00)	Health Research Ethics Committee 2 (18/4)

<b>MARCH 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
			<p>Language Planning and Management Project Team (09:00–11:00)</p> <p>Agenda discussion: Appointments Committee (4/4) (11:30)</p> <p>Health Research Ethics Committee 2 (13:00)</p> <p>Language Committee (14:00)</p>	
<b>29</b>	<b>Thu</b>	<p><b>FINAL DAY FOR REGISTRATION OF NEW M (THESIS) AND D STUDENTS</b></p> <p>Conclusion of classes for BSc in Physiotherapy I–IV, as well as classes and clinical training for B of Speech-Language and Hearing Therapy I–IV.</p>	<p>Programme Advisory Committee (extended) (Calendar amendments of faculties of Science, AgriSciences, Engineering, and Medicine &amp; Health Sciences) (09:00–14:00)</p>	Research Committee: Subcommittee B (10/4)
<b>30</b>	<b>Fri</b>	<p><b>GOOD FRIDAY (PUBLIC HOLIDAY)</b></p> <p><b>SU RECESS FROM 30 MARCH TO 8 APRIL 2018</b> (except for certain programmes on Tygerberg campus)</p>		

MARCH 2018				
General			Meetings	Closing dates for agendas
31	Sat			

APRIL 2018				
General			Meetings	Closing dates for agendas
1	Sun			
2	Mon	FAMILY DAY/EASTER MONDAY (PUBLIC HOLIDAY)		
3	Tue		Human Resources Committee (16:00)	EC(S) (17/4)
4	Wed		Social Impact orientation for new SU academics (08:00–13:00)  Appointments Committee (09:00)  Health Research Ethics Committee 1 (13:00)	
5	Thu			Research Ethics Committee: Human Research (Humaniora) (25/4)

<b>APRIL 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>6</b>	<b>Fri</b>			EC(IF) (17/4)  Quality Committee (26/4)  Research Committee: Subcommittee A (16/4)
<b>7</b>	<b>Sat</b>			
<b>8</b>	<b>Sun</b>	<b>END OF SU RECESS.</b>		
<b>9</b>	<b>Mon</b>	Commencement of classes for Dietetics II and III, B of Occupational Therapy I–IV, as well as BSc in Physiotherapy I–IV.  Commencement of classes and clinical training for B of Speech-Language and Hearing Therapy I–IV.  Final day for submitting papers for May/June examination on Tygerberg campus.	Research Committee: Subcommittee C (14:00)	Finance Committee (18/4)
<b>10</b>	<b>Tue</b>		Rectorate meeting (09:00–16:00)  Research Committee: Subcommittee B (14:00)	
<b>11</b>	<b>Wed</b>			Health Research Ethics Committee 1 (2/5)

<b>APRIL 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>12</b>	<b>Thu</b>		Programme Advisory Committee (extended) (Calendar amendments of faculties of Law, Arts & Social Sciences, Education, Economic & Management Sciences, Military Science, and Theology) (09:00–14:00)	
<b>13</b>	<b>Fri</b>			
<b>14</b>	<b>Sat</b>			
<b>15</b>	<b>Sun</b>			
<b>16</b>	<b>Mon</b>		Agenda discussion EC(S) (17/4) (09:00)  Research Committee: Subcommittee A (14:00)	
<b>17</b>	<b>Tue</b>		Rectorate-Deans Committee (08:30)  Executive Committee (Senate) (10:00)  Subcommittee B: ad hoc committee for the consideration of publication outputs (08:30–13:00)	

<b>APRIL 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
			Executive Committee (IF) (15:00)	
<b>18</b>	<b>Wed</b>		Student Accommodation Committee (09:00–10:00)  Health Research Ethics Committee 2 (13:00)  Finance Committee (14:00–17:00)  Training Forum (15:00–16:00)	Research Committee (4/5)
<b>19</b>	<b>Thu</b>		Agenda discussion: Audit and Risk Committee (20/4) (09:00)  Board of Trustees: Stellenbosch Trust (10:00–14:00)  Committee for Learning and Teaching (14:00)	Student Fees Committee (7/5)
<b>20</b>	<b>Fri</b>		Audit and Risk Committee (08:00)	Faculty board: Arts & Social Sciences
<b>21</b>	<b>Sat</b>			
<b>22</b>	<b>Sun</b>			

<b>APRIL 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>23</b>	<b>Mon</b>		SRC(EC) and management (15:00–16:30)	Faculty board: Engineering
<b>24</b>	<b>Tue</b>		Rectorate meeting (09:00–16:00)  Subcommittee A: ad hoc committee for the consideration of publication outputs (08:30–16:30)	Academic Planning Committee (9/5).  Faculty board: Medicine & Health Sciences, Science, AgriSciences, Military Science.
<b>25</b>	<b>Wed</b>		Research Ethics Committee: Human Research (Humaniora) (14:00)  Employment Equity Advisory Committee (15:00–16:30)	Health Research Ethics Committee 2 (16/5) (12:00)  Faculty board: Education
<b>26</b>	<b>Thu</b>	FRIDAY TIMETABLE APPLIES	Quality Committee (09:00–13:00)	
<b>27</b>	<b>Fri</b>	<b>FREEDOM DAY (PUBLIC HOLIDAY)</b>		
<b>28</b>	<b>Sat</b>			
<b>29</b>	<b>Sun</b>			
<b>30</b>	<b>Mon</b>	<b>NO-CLASS DAY</b> <b>Final day for officially discontinuing first-semester modules with faculty administrators in Admin A.</b>		

<b>MAY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>1</b>	<b>Tue</b>	<b>WORKERS' DAY (PUBLIC HOLIDAY)</b>		Appointments Committee (30/5)  Investments Committee (10/5)  Faculty board: Economic & Management Sciences
<b>2</b>	<b>Wed</b>	Closing date for new applications for examination concessions.	General Management Committee (10:00)  Health Research Ethics Committee 1 (13:00)	
<b>3</b>	<b>Thu</b>	Final day for submitting moderated papers to the Examination Division for the first and second examination opportunities in May and June.	Agenda discussion: Honorary Degrees Committee (4/5) (09:00)  Library Committee (10:00)  Institutional Forum (15:00)	
<b>4</b>	<b>Fri</b>		Honorary Degrees Committee (10:30)  Research Committee (14:00)	Faculty board: Theology
<b>5</b>	<b>Sat</b>			
<b>6</b>	<b>Sun</b>			



MAY 2018				
General			Meetings	Closing dates for agendas
7	Mon	<b>Commencement of May/June examination on Tygerberg campus.</b>  Commencement of modular session for MPA programme (Bellville Park campus).	Student Fees Committee (09:00)  Faculty board: Medicine & Health Sciences (14:00)	
8	Tue		Rectorate meeting (09:00–16:00)	Finance Committee (16/5)  Faculty board: Law
9	Wed		Academic Planning Committee (10:00)  Faculty boards: Arts & Social Sciences (15:00) AgriSciences (15:00) Military Science (08:00)	
10	Thu		Investments Committee (09:00–12:00)  Faculty boards: Science (14:00) Theology (13:00) SRC(EC) and management (15:00–16:30)	Readmission Appeals Committee  Research Ethics Committee: Human Research (Humaniora) (31/5)
11	Fri		Faculty boards: Law (10:30), Engineering	Audit and Risk Committee (24/5)

<b>MAY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
			(10:00), Economic & Management Sciences (14:00) and Education (14:00)  ICTTL (14:00–16:00)	
<b>12</b>	<b>Sat</b>	Commencement of examination at Faculty of Military Science.		
<b>13</b>	<b>Sun</b>			
<b>14</b>	<b>Mon</b>		Social and Business Ethics Committee (09:00–12:00)	Language Committee (30/5)
<b>15</b>	<b>Tue</b>		Teaching Development Fund Steering Committee (14:00–16:00)	Reports for Senate (1/6)  EC(S) (FB reports) (22/5)  EC(C) (29/5)
<b>16</b>	<b>Wed</b>	Final day for making special arrangements with Examination Division for the submission of moderated papers for the May and June examinations (duplicated by faculties) following approval by the Registrar.	Finance Committee (09:00–12:00)  Health Research Ethics Committee 2 (13:00)	Health Research Ethics Committee 1 (6/6) (12:00)
<b>17</b>	<b>Thu</b>		Social Impact Committee (14:00)	

MAY 2018				
General			Meetings	Closing dates for agendas
18	Fri	<p><b>CONCLUSION OF CLASSES FOR SECOND TERM.</b></p> <p>Final day for announcing class marks for first-semester modules.</p> <p>Final day for students to submit applications for readmission with a view to the second semester of 2018.</p> <p>Conclusion of classes and clinical training for B of Speech-Language and Hearing Therapy I–III, as well as classes for BSc in Dietetics II &amp; III.</p> <p>Announcement of class marks for BSc in Dietetics II and III.</p>	USASO (SU Advisory Forum for Student Support Services) (10:00–12:00)	Submission of RC environmental plans by vice-rectors. Plans are then made available to faculties to draft their environmental plans.
19	Sat			
20	Sun			
21	Mon	PREDAC opening day	Agenda discussion: (EC(S) (22/5) (09:00) and Audit and Risk Committee (24/5) (14:00)	Programme Advisory Committee (7/6)
22	Tue	<b>Commencement of June examination (1<sup>st</sup> opportunity)</b>	Rectorate-Deans Committee (08:30–10:00)	

<b>MAY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
			Executive Committee (Senate) (FB reports) (10:00)  Rectorate meeting (13:00–16:30)	
<b>23</b>	<b>Wed</b>		Agenda discussion: Human Resources Committee (29/5) (09:00)	
<b>24</b>	<b>Thu</b>		Audit and Risk Committee (09:00 – 13:00)	
<b>25</b>	<b>Fri</b>	Closing date for FIRLT applications.	Readmission Appeals Committee (only applications for readmission with a view to the second semester of 2018) (08:30)  Agenda discussion: Language Committee (09:00).	
<b>26</b>	<b>Sat</b>			
<b>27</b>	<b>Sun</b>			
<b>28</b>	<b>Mon</b>		Agenda discussion: Senate (1/6) (09:00) and EC(C) (29/5) (09:30)  Council (18/6): agenda planning (10:00)	Research Committee: Subcommittee C (11/6)

MAY 2018				
General			Meetings	Closing dates for agendas
			Agenda discussion: Appointments Committee (30/5) (11:00)	
29	Tue		Executive Committee (Council) (14:00)  Human Resources Committee (16:00)	
30	Wed		Appointments Committee (09:00)  Language Committee (14:00)	Rules  Health Research Ethics Committee 2 (20/6) (12:00)
31	Thu	<b>FINAL DAY FOR PAYMENT OF 75% OF 2018 STUDENT FEES.</b>  Closing date for electronic applications by prospective MB,ChB students for 2019. (Hard-copy applications for this programme may also be submitted until today.)	Research Ethics Committee: Human Research (Humaniora) (14:00)	

<b>JUNE 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>1</b>	<b>Fri</b>	Conclusion of classes and clinical training for B of Speech-Language and Hearing Therapy IV.	<b>SENATE (14:00)</b>	COUNCIL AGENDA (final day for submitting documents in Afrikaans and English)
<b>2</b>	<b>Sat</b>	Start of Military Academy recess.		
<b>3</b>	<b>Sun</b>			
<b>4</b>	<b>Mon</b>			Research Committee: Subcommittee B (12/6)  Quality Committee (21/6)
<b>5</b>	<b>Tue</b>		Rectorate meeting (09:00–16:00)	EC(S) (12/6)
<b>6</b>	<b>Wed</b>		Health Research Ethics Committee 1 (13:00)	Senate Research Ethics Committee (15/6)
<b>7</b>	<b>Thu</b>		Programme Advisory Committee (extended) (09:00–13:00)  Committee for Learning and Teaching (14:00–16:30)	Research Ethics Committee: Human Research (Humaniora) (28/6)
<b>8</b>	<b>Fri</b>			Research Committee: Subcommittee A (18/6)
<b>9</b>	<b>Sat</b>			
<b>10</b>	<b>Sun</b>			
<b>11</b>	<b>Mon</b>	<b>Conclusion of June examination (1<sup>st</sup> opportunity).</b>	Agenda discussion EC(S) (12/6) (09:00)	Finance Committee (20/6)

JUNE 2018				
General			Meetings	Closing dates for agendas
			Research Committee: Subcommittee C (14:00)	
12	Tue	Commencement of June examination (2 <sup>nd</sup> opportunity).	Rectorate-Deans Committee (08:30–10:00)  Executive Committee (Senate) (10:00)  Research Committee: Subcommittee B (14:00)	
13	Wed	Announcement of re-examinations for BSc in Dietetics II & III.	Council agenda discussion (18/6) (09:00)	Naming of Buildings Committee (22/6)
14	Thu			
15	Fri		Senate Research Ethics Committee (14:00)	Submission of faculty environmental plans by deans
16	Sat	YOUTH DAY (PUBLIC HOLIDAY)		
17	Sun			
18	Mon		SU COUNCIL (10:00)  Research Committee: Subcommittee A (14:00)	
19	Tue		Rectorate meeting (final meeting before new term) (10:00–16:00)	

<b>JUNE 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>20</b>	<b>Wed</b>		Finance Committee (09:00–12:00)  Health Research Ethics Committee 2 (13:00)  Employment Equity Advisory Committee (15:00–16:30)	
<b>21</b>	<b>Thu</b>		Quality Committee (09:00–13:00)	
<b>22</b>	<b>Fri</b>	End of first semester for B of Occupational Therapy II–IV, BSc in Physiotherapy III, and B of Speech-Language and Hearing Therapy III.	Naming of Buildings Committee (08:30–10:00)	Appointments Committee (23/7)  Faculty board: Arts & Social Sciences  Strategic Fund applications (1 <sup>st</sup> opportunity) for 2018 (07/8)
<b>23</b>	<b>Sat</b>	End of first semester for USB programmes		
<b>24</b>	<b>Sun</b>			
<b>25</b>	<b>Mon</b>			Research Committee (12/7)
<b>26</b>	<b>Tue</b>			
<b>27</b>	<b>Wed</b>			
<b>28</b>	<b>Thu</b>		Research Ethics Committee: Human	



JUNE 2018				
General			Meetings	Closing dates for agendas
			Research (Humaniora) (14:00)	
29	Fri	<p><b>Conclusion of June examination (2<sup>nd</sup> opportunity).</b></p> <p><b>END OF FIRST SEMESTER, except for certain programmes on Tygerberg campus.</b></p> <p>End of first semester for B of Speech-Language and Hearing Therapy IV, B of Occupational Therapy I, and BSc in Physiotherapy I, II and IV.</p> <p>IT maintenance from 17:00 on 29 June until 07:00 on 2 July.</p>		
30	Sat	<p>Closing date for applications by prospective students who wish to be considered for undergraduate programmes in all faculties (excluding MB,ChB, which closed on 31 May) and for residence placement for 2019.</p> <p>IT maintenance until 07:00 on 2 July.</p>		

<b>JULY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>1</b>	<b>Sun</b>	IT maintenance until 07:00 on 2 July.		
<b>2</b>	<b>Mon</b>	Commencement of classes for MB,ChB V second semester.  IT maintenance until 07:00.		EC(IF) (16/7)
<b>3</b>	<b>Tue</b>			
<b>4</b>	<b>Wed</b>			
<b>5</b>	<b>Thu</b>			Research Ethics Committee: Human Research (Humaniora) (26/7)
<b>6</b>	<b>Fri</b>			
<b>7</b>	<b>Sat</b>			
<b>8</b>	<b>Sun</b>			
<b>9</b>	<b>Mon</b>	Commencement of classes for MB,ChB II–IV second semester.  Commencement of classes and clinical training for B of Speech-Language and Hearing Therapy III and IV.		Faculty board: Medicine & Health Sciences
<b>10</b>	<b>Tue</b>	Start of welcoming programme for international students.		Faculty board: Military Science
<b>11</b>	<b>Wed</b>		Information Technology Advisory Committee (10:00–12:30)	Health Research Ethics Committee 1 (1/8) (12:00)

<b>JULY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
				Health Research Ethics Committee 2 (15/8) (12:00)
<b>12</b>	<b>Thu</b>		Research Committee (14:00)	
<b>13</b>	<b>Fri</b>	Final day for submitting applications for admission with a view to the second semester of 2018, excluding readmission applications (which already closed on 18 May).		
<b>14</b>	<b>Sat</b>			
<b>15</b>	<b>Sun</b>	End of Military Academy recess.		
<b>16</b>	<b>Mon</b>	Commencement of second-semester classes for all programmes in Military Science, USB programmes, B of Occupational Therapy II–IV, BSc in Physiotherapy I and III, as well as MB,ChB I.	Executive Committee (IF) (15:00)	Faculty boards: AgriSciences, Science, Engineering  Quality Committee (2/8)
<b>17</b>	<b>Tue</b>	PREDAC		EC(S) (24/7)  Student Fees Committee (6/8)  Finance Committee (30/7)
<b>18</b>	<b>Wed</b>	PREDAC		Academic Planning Committee (1/8)
<b>19</b>	<b>Thu</b>	PREDAC		Faculty board: Education

JULY 2018				
General			Meetings	Closing dates for agendas
20	Fri	<p>Final day for departments to load internally and externally moderated final marks for all June examinations, as well as first-semester progress marks for year modules.</p> <p>PREDAC</p>	<p>Agenda discussion: Appointments Committee (23/7) (08:00)</p> <p>Student Accommodation Committee (09:00 – 10:00)</p>	Faculty board: Economic & Management Sciences
21	Sat	Final day for amending meal quotas on student accounts.		
22	Sun			
23	Mon	<p><b>COMMENCEMENT OF CLASSES FOR SECOND SEMESTER AND THIRD TERM (except for certain programmes on Tygerberg campus).</b></p> <p>Commencement of classes for BSc Dietetics I, II &amp; III, B of Speech-Language and Hearing Therapy I and II (including clinical training), B of Occupational Therapy I, and BSc in Physiotherapy II and IV.</p>	<p>Agenda discussion EC(S) (24/7) (08:30)</p> <p>Appointments Committee (09:00)</p> <p>SRC(EC) and management (15:00–16:30)</p>	Faculty board: Law
24	Tue	Final day (12:00) for submitting proposals to the Registrar for the awarding of honorary degrees in December 2018 and March 2019.	<p>Executive Committee (Senate) (10:00)</p> <p>Rectorate meeting (13:00–16:30)</p>	

<b>JULY 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
			Faculty board: Medicine & Health Sciences (14:00)	
<b>25</b>	<b>Wed</b>		Executive Planning Forum (EPF) (full-day)	
<b>26</b>	<b>Thu</b>		Executive Planning Forum (EPF) (full-day)  Research Ethics Committee: Human Research (Humaniora) (14:00)  Institutional Forum (15:00)	Faculty board: Theology
<b>27</b>	<b>Fri</b>	Closing date for applications for reassessment of examination papers for both June examinations (except for programmes on Tygerberg campus).	Agenda discussion: Honorary Degrees Committee (30/7) (08:00)	
<b>28</b>	<b>Sat</b>			
<b>29</b>	<b>Sun</b>			
<b>30</b>	<b>Mon</b>	Commencement of first contact session for elective modules, PGDip (HE) (T&L).	Finance Committee (10:00–13:00)  Honorary Degrees Committee (15:00)	
<b>31</b>	<b>Tue</b>	Closing date for current students to reapply for residence placement.	Faculty board: Military Science (08:00)	

**JULY 2018**

<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
			Social Impact workshop 3: Staff volunteerism (08:00–16:00)	

**AUGUST 2018**

<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>1</b>	<b>Wed</b>		Academic Planning Committee (10:00)  Social Impact Committee (14:00)  Health Research Ethics Committee 1 (13:00)  Faculty boards: Science (14:30), Arts & Social Sciences (15:00), AgriSciences (15:00)	Strategic Fund applications (2 <sup>nd</sup> opportunity) for 2018 (7/8)
<b>2</b>	<b>Thu</b>	Institutional Women's Day	Quality Committee (09:00–13:00)  Welcoming Programme Committee (10:00–12:00)  Faculty boards: Engineering (10:00) and Theology (13:00).	Appointments Committee (29/8)

<b>AUGUST 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>3</b>	<b>Fri</b>	<b>FINAL DAY FOR MODULE AND PROGRAMME AMENDMENTS, AND FOR REGISTRATION OF STUDENTS ADMITTED TO RESIDE AS FROM THE SECOND SEMESTER.</b>	Budget: Rectorate and deans (09:00–11:00)  Faculty boards: Law (12:00) Education (14:00) Economic & Management Sciences (14:00)	Research Committee: Subcommittee A (13/8)  Audit and Risk Committee (20/8)
<b>4</b>	<b>Sat</b>			
<b>5</b>	<b>Sun</b>			
<b>6</b>	<b>Mon</b>	Ratification of June examination results by Vice-Rector (Learning & Teaching).	Student Fees Committee (09:00)  Central Analytical Facilities Subcommittee (14:00)	Reports for Senate (24/8)  EC(S) (FB reports) (14/8)  Research Committee: Subcommittee C (20/8)
<b>7</b>	<b>Tue</b>		Strategic Fund (1 <sup>st</sup> meeting 2018) (09:00–12:00)  Rectorate meeting (12:00–16:30)  Training Forum (15:00 – 16:00)	

<b>AUGUST 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>8</b>	<b>Wed</b>		Student Accommodation Committee (09:00–10:00) Bursaries and Loans Committee (10:00–12:00)  ICTTL (14:00–16:00)	Research Ethics Committee: Human Research (Humaniora) (30/8)
<b>9</b>	<b>Thu</b>	<b>NATIONAL WOMEN'S DAY (PUBLIC HOLIDAY)</b>		
<b>10</b>	<b>Fri</b>	Finalisation of risk register: deans, divisional heads and RC heads.		
<b>11</b>	<b>Sat</b>			
<b>12</b>	<b>Sun</b>			
<b>13</b>	<b>Mon</b>	Closing date for new applications for examination concessions.	Social and Business Ethics Committee (09:00–12:00)  Agenda discussion EC(S) (14/8) (14:00)  Research Committee: Subcommittee A (14:00)  SRC(EC) and management (15:00–16:30)	Research Committee: Subcommittee B (21/8)  Investments Committee (22/8)



<b>AUGUST 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>14</b>	<b>Tue</b>		<p>Rectorate-Deans Committee (08:30–10:00)</p> <p>Executive Committee (Senate) (FB reports) (10:00)</p> <p>Budget 2019: Individual discussions with deans (Rectorate, deans, vice-deans, CD: Finance, CD: HR, practitioners) (14:00–18:00)</p>	EC(C) (23/8)
<b>15</b>	<b>Wed</b>		<p>Health Research Ethics Committee 2 (13:00)</p>	<p>Health Research Ethics Committee 1 (5/9)</p> <p>Language Committee (3/9)</p>
<b>16</b>	<b>Thu</b>		<p>Budget 2019: Individual discussions with deans (Rectorate, deans, vice-deans, CD: Finance, CD: HR, practitioners) (08:00–17:00)</p>	Risk Management Committee (23/8)
<b>17</b>	<b>Fri</b>		<p>Budget 2019: Faculty Managers Meeting (09:00–11:00)</p> <p>Agenda discussion: Audit and Risk Committee (20/8) (11:30–12:30)</p>	Finance Committee (24/8)

<b>AUGUST 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>18</b>	<b>Sat</b>			
<b>19</b>	<b>Sun</b>			
<b>20</b>	<b>Mon</b>		<p>Audit and Risk Committee (08:00–12:00)</p> <p>Teaching Development Fund Steering Committee (12:00–14:00)</p> <p>General Management Committee (14:00)</p> <p>Research Committee: Subcommittee C (14:00)</p>	
<b>21</b>	<b>Tue</b>		<p>Rectorate meeting (09:00–13:00)</p> <p>Agenda discussion: Senate (24/8) (14:00), EC(C) (23/8) (14:45)</p> <p>Research Committee: Subcommittee B (14:00)</p>	Student Fees Committee (6/9)
<b>22</b>	<b>Wed</b>		<p>Investments Committee (09:00–12:00)</p> <p>Committee for Learning and Teaching (14:00)</p>	

<b>AUGUST 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
			Employment Equity Advisory Committee (15:00–16:30)	
<b>23</b>	<b>Thu</b>	Eskom Expo for Young Scientists: Stellenbosch regional competition.	Agenda discussion: Human Resources Committee (27/8) (08:30)  Risk Management Committee (11:00–13:00)  Executive Committee (Council) (14:00)	
<b>24</b>	<b>Fri</b>	Eskom Expo for Young Scientists: Stellenbosch regional competition.	Finance Committee (09:00–12:00)  <b>SENATE (14:00)</b>	
<b>25</b>	<b>Sat</b>			
<b>26</b>	<b>Sun</b>			
<b>27</b>	<b>Mon</b>		Agenda discussion: Language Committee (3/9) (8:30)  Council agenda planning (26/9) (09:00)  Agenda discussion: Appointments Committee (29/8) (09:45)  Human Resources Committee (16:00)	Programme Advisory Committee (13/9)

<b>AUGUST 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>28</b>	<b>Tue</b>			EC(S) (4/9)
<b>29</b>	<b>Wed</b>	Annual Academic Day, Faculty of Medicine & Health Sciences.	Appointments Committee (09:00)  Library Committee (14:00)	Health Research Ethics Committee 2 (19/9)  Senate Research Ethics Committee (7/9)
<b>30</b>	<b>Thu</b>		Budget 2019: Individual discussions with deans (Rectorate, deans, CD: Finance, CD: HR) (08:00–17:00)  Research Ethics Committee: Human Research (Humaniora) (14:00)	
<b>31</b>	<b>Fri</b>		Budget 2019: Individual discussions with deans (Rectorate, deans, CD: Finance, CD: HR) (08:00–17:00)	Appointments Committee (3/10)

<b>SEPTEMBER 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>1</b>	<b>Sat</b>			
<b>2</b>	<b>Sun</b>			
<b>3</b>	<b>Mon</b>		Agenda discussion EC(S) (4/9) (09:00)	

SEPTEMBER 2018				
General			Meetings	Closing dates for agendas
			Language Committee (14:00)	
4	Tue		Rectorate-Deans Committee (08:30–10:00)  Executive Committee (Senate) (10:00)  Rectorate meeting (13:00–16:30)	Finance Committee (12/9)  Faculty of Military Science  Naming of Buildings Committee (14/9)
5	Wed		Health Research Ethics Committee 1 (13:00)	
6	Thu		Student Fees Committee (09:00)	Research Ethics Committee: Human Research (Humaniora) (27/9)
7	Fri	<b>END OF THIRD TERM (except for certain programmes on Tygerberg campus).</b>  Conclusion of classes for BSc in Dietetics I, II & III, B of Speech-Language and Hearing Therapy I–II (including clinical training), B of Occupational Therapy I–IV, and BSc in Physiotherapy I, II and IV.  Final day for submitting prescribed book lists for 2019.	Senate Research Ethics Committee (14:00)	

SEPTEMBER 2018				
General			Meetings	Closing dates for agendas
		IT maintenance from 17:00 on 7 September until 07:00 on 10 September.		
8	Sat	<b>SEPTEMBER RECESS FROM 8 TO 16 SEPTEMBER.</b>  IT maintenance until 07:00 on 10 September.		
9	Sun	IT maintenance until 07:00 on 10 September.		
10	Mon	IT maintenance until 07:00.	Budget 2019: Rectorate and deans (10:00–12:00)	COUNCIL AGENDA (final day for submitting documents in Afrikaans and English)
11	Tue			
12	Wed		Social Impact Symposium (08:00–16:00)  Finance Committee (09:00–12:00)	Health Research Ethics Committee 1 (3/10)
13	Thu		Programme Advisory Committee (extended) (09:00–13:00)	
14	Fri		Naming of Buildings Committee (08:30–10:00)  USASO (SU Advisory Forum for Student	EC(IF) (25/9)

SEPTEMBER 2018				
General			Meetings	Closing dates for agendas
			Support Services) (10:00–12:00)	
15	Sat			
16	Sun	<b>END OF SEPTEMBER RECESS.</b>		
17	Mon	<b>COMMENCEMENT OF CLASSES FOR FOURTH TERM (except for certain programmes on Tygerberg campus).</b>  Commencement of classes for B of Occupational Therapy I–IV, BSc in Dietetics I, II & III, B of Speech-Language and Hearing Therapy I and II (including clinical training), MB,ChB I, and BSc in Physiotherapy I, II and IV.		Rules  Strategic Fund applications (2 <sup>nd</sup> opportunity) for 2018 (27/9)
18	Tue	Closing date for non-degree postgraduate international student applications with a view to admission in the first semester of 2019.	Agenda discussion: Human Resources Committee (27/9) (08:30)  Rectorate meeting (09:00–16:00)  Heritage Day: Prestige lecture (17:30–19:30)	
19	Wed		Council agenda discussion (26/9) (11:00)	

SEPTEMBER 2018				
General			Meetings	Closing dates for agendas
			Health Research Ethics Committee 2 (13:00)	
20	Thu		SRC(EC) and management (15:00–16:30)	
21	Fri	Conclusion of classes for BSc in Physiotherapy III.		Audit and Risk Committee (8/10)
22	Sat			
23	Sun			
24	Mon	<b>HERITAGE DAY (PUBLIC HOLIDAY)</b>		
25	Tue		Bursaries and Loans Committee (14:00)  Executive Committee (IF) (15:00)	
26	Wed		<b>SU COUNCIL (10:00)</b>	Health Research Ethics Committee 2 (17/10)
27	Thu		Strategic Fund (2 <sup>nd</sup> meeting 2018) (09:00–12:00)  Human Resources Committee (15:00)  Research Ethics Committee: Human Research (Humaniora) (14:00)	
28	Fri	<b>Final day for discontinuing second-semester and year</b>		



SEPTEMBER 2018				
General			Meetings	Closing dates for agendas
		modules with the faculty administrators in Admin A.  Conclusion of classes and clinical training for B of Speech-Language and Hearing Therapy III and IV.		
29	Sat			
30	Sun			

OCTOBER 2018				
General			Meetings	Closing dates for agendas
1	Mon	Commencement of classes for BSc in Physiotherapy III.	Agenda discussion: Appointments Committee (3/10) (09:00)	Quality Committee (18/10)
2	Tue	Final day for submitting to the Examination Division moderated papers for both examination opportunities in November, excluding Tygerberg campus.	Rectorate meeting (09:00–16:00)	EC(S) (9/10)
3	Wed		Appointments Committee (09:00)  Health Research Ethics Committee 1 (13:00)	
4	Thu		ICTTL (14:00–16:00)	Special Finance Committee (Budget) (10/10)

<b>OCTOBER 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
				Research Ethics Committee: Human Research (Humaniora) (25/10)
<b>5</b>	<b>Fri</b>	<b>FINAL DAY FOR PAYING OUTSTANDING BALANCE ON STUDY, ACCOMMODATION AND OTHER FEES FOR 2018.</b>  Final day for submitting applications for admission to master's programme in Nursing.  Closing date for applications for examination concessions.	Agenda discussion: Audit and Risk Committee (8/10) (10:00)	Appointments Committee (2/11)
<b>6</b>	<b>Sat</b>			
<b>7</b>	<b>Sun</b>			
<b>8</b>	<b>Mon</b>	Commencement of classes and clinical training for B of Speech-Language and Hearing Therapy III and IV.  Start of examination on Tygerberg campus.	Agenda discussion: EC(S) (9/10) (09:00)  Audit and Risk Committee (10:00 – 14:00)	Research Committee (24/10)
<b>9</b>	<b>Tue</b>		Strategy and budget 2019: Rectorate and deans (08:00–10:00)  Executive Committee (Senate) (10:00)	Risk Management Committee

<b>OCTOBER 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>10</b>	<b>Wed</b>		Special Finance Committee (Budget) (09:00–12:00)  Committee for Learning and Teaching (14:00)	
<b>11</b>	<b>Thu</b>		Social Impact Committee (10:00)  Institutional Forum (15:00)	
<b>12</b>	<b>Fri</b>		Language Planning and Management Project Team (09:00–11:00)	Faculty boards: Arts & Social Sciences, Military Science  Research Committee: Subcommittee A (22/10)
<b>13</b>	<b>Sat</b>			
<b>14</b>	<b>Sun</b>			
<b>15</b>	<b>Mon</b>		Social and Business Ethics Committee (09:00–12:00)  Risk Management Committee (14:00–16:00)	Faculty boards: AgriSciences Science Engineering  Research Committee: Subcommittee C (29/10)
<b>16</b>	<b>Tue</b>		Rectorate meeting (09:00–16:00)	Faculty board: Law

<b>OCTOBER 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>17</b>	<b>Wed</b>		Budget 2019: Rectorate, deans and other GMC members (10:00–12:00)  Health Research Ethics Committee 2 (13:00)  SRC(EC) and management (15:00–16:30)	Academic Planning Committee (31/10)  Senate Research Ethics Committee (26/10)  Language Committee (29/10)  Health Research Ethics Committee 1(7/11)
<b>18</b>	<b>Thu</b>		Quality Committee (09:00–13:00)	Faculty boards: Medicine & Health Sciences Education
<b>19</b>	<b>Fri</b>			Faculty boards: Economic & Management Sciences Theology  Submission of inputs for Institutional Plan 2019–2024 by RC heads, deans and PASS heads.
<b>20</b>	<b>Sat</b>			
<b>21</b>	<b>Sun</b>			
<b>22</b>	<b>Mon</b>		Research Committee: Subcommittee A (14:00)	Research Committee: Subcommittee B (30/10)

OCTOBER 2018				
General			Meetings	Closing dates for agendas
23	Tue		Rectorate meeting (09:00–16:00)	EC(C) (5/11)
24	Wed	Final day for making special arrangements with Examination Division for the submission of moderated papers for November examination (duplicated by faculties) following approval by the Registrar.	Information Security Steering Committee (10:00–12:30)  Research Committee (14:00)  Employment Equity Committee (15:00–16:30)	Final closing date for all research applications for 2018.
25	Thu		Research Ethics Committee: Human Research (Humaniora) (14:00)	
26	Fri	<p><b>CONCLUSION OF CLASSES FOR THE FOURTH TERM, except for certain programmes on Tygerberg campus.</b></p> <p>Conclusion of classes and clinical training for B of Speech-Language and Hearing Therapy I–III, B of Occupational Therapy I–IV, and BSc in Dietetics I–IV.</p> <p>Announcement of class marks for BSc in Dietetics I–IV.</p> <p>Final day for announcement of class marks.</p>	<p>Agenda discussion: Language Committee (09:00)</p> <p>Senate Research Ethics Committee (14:00)</p>	

OCTOBER 2018				
General			Meetings	Closing dates for agendas
27	Sat			
28	Sun			
29	Mon	Start of November examination for BSc in Dietetics I–IV.  SoTL preconference workshops.	Language Committee (9:00)  Research Committee: Subcommittee C (14:00)	
30	Tue	<b>Start of November examination (1<sup>st</sup> opportunity).</b>  SoTL conference.	Agenda discussion: Human Resources Committee (6/11) (08:30)  Rectorate meeting (09:00–16:00)  Agenda discussion: Appointments Committee (2/11) (16:00)  Research Committee: Subcommittee B (14:00)	
31	Wed	SoTL conference.	Academic Planning Committee (10:00)  Faculty boards: Military Science (08:00) Science (09:00) Law (10:30)	Health Research Ethics Committee 2 (21/11)

OCTOBER 2018				
General			Meetings	Closing dates for agendas
			Arts & Social Sciences (15:00) AgriSciences (15:00)  Training Forum (15:00–16:00)	

NOVEMBER 2018				
General			Meetings	Closing dates for agendas
1	Thu		Faculty boards: Medicine & Health Sciences (14:00) Theology (13:00)  CONVOCATION (19:00)	
2	Fri	Final day for submitting applications for admission to honours and master's programmes in Public Management.	Appointments Committee (09:00)  USASO (SU Advisory Forum for Student Support Services) (10:00–12:00)  Agenda discussion: EC(C) (5/11) (14:00)  Faculty boards: Engineering (10:00)	

<b>NOVEMBER 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
			Economic & Management Sciences (14:00) Education (14:00)	
<b>3</b>	<b>Sat</b>	Start of examination at Faculty of Military Science.		
<b>4</b>	<b>Sun</b>			
<b>5</b>	<b>Mon</b>	Commencement of second contact session for elective modules, PGDip (HE) (T&L).	Executive Committee (Council) (14:00)	
<b>6</b>	<b>Tue</b>	Final day for submitting applications for admission to the Postgraduate Diploma in Nursing.	Human Resources Committee (16:00)	Reports for Senate (23/11)  EC(S) (FB reports) (13/11)  Naming of Buildings Committee (16/11)  Finance Committee (16/11)  Investments Committee (15/11)
<b>7</b>	<b>Wed</b>		Council (26/11): Agenda planning (09:00–11:00) Health Research Ethics Committee 1 (13:00)  Student Accommodation Committee (14:00–15:00)	



<b>NOVEMBER 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>8</b>	<b>Thu</b>		Information Technology Advisory Committee (10:00–12:30)	COUNCIL AGENDA (final day for submitting documents in Afrikaans and English)  Readmission Appeals Committee  Research Ethics Committee: Human Research (Humaniora) (29/11)
<b>9</b>	<b>Fri</b>	Closing date for FIRLT applications.		
<b>10</b>	<b>Sat</b>			
<b>11</b>	<b>Sun</b>			
<b>12</b>	<b>Mon</b>	Africa Universities Day	Agenda discussion: EC(S) (13/11) (09:00)	
<b>13</b>	<b>Tue</b>		Rectorate-Deans Committee (08:30–10:00)  Executive Committee (Senate) (FB reports) (10:00)  Rectorate meeting (13:00–16:30)	
<b>14</b>	<b>Wed</b>			
<b>15</b>	<b>Thu</b>		Investments Committee (14:00–17:00)	

<b>NOVEMBER 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>16</b>	<b>Fri</b>	Conclusion of classes and clinical training for B of Speech-Language and Hearing Therapy IV.  Announcement of re-examinations for BSc in Dietetics I–IV.	Readmission Appeals Committee (08:30)  Naming of Buildings Committee (08:30–10:00)  Finance Committee (09:00–12:00)	
<b>17</b>	<b>Sat</b>			
<b>18</b>	<b>Sun</b>			
<b>19</b>	<b>Mon</b>			
<b>20</b>	<b>Tue</b>			
<b>21</b>	<b>Wed</b>	<b>End of November examination (1<sup>st</sup> opportunity).</b>	Agenda discussion: Senate (23/11) (10:00)  General Management Committee (11:00)  Health Research Ethics Committee 2 (13:00)	EC(S) (27/11) (medals only)
<b>22</b>	<b>Thu</b>	<b>Start of November examination (2<sup>nd</sup> opportunity).</b>	Council agenda discussion (26/11) (10:00)	
<b>23</b>	<b>Fri</b>	Final day for submitting foreign bankers' drafts for imports.  Final day for submitting applications for foreign bankers' drafts (type A), excluding imports.	<b>SENATE (14:00)</b>	Research Committee: Subcommittee A (3/12)
<b>24</b>	<b>Sat</b>			
<b>25</b>	<b>Sun</b>			

<b>NOVEMBER 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing dates for agendas</b>
<b>26</b>	<b>Mon</b>		<b>SU COUNCIL (10:00)</b>	Research Committee: Subcommittee B (4/12)
<b>27</b>	<b>Tue</b>	Final day for departments to load final marks obtained in the November examination (1 <sup>st</sup> opportunity).	Rectorate-Deans Committee (08:30–10:00)  Executive Committee (Senate) (awarding of medals only) (10:00)  Rectorate meeting (final meeting of 2018) (13:00–16:30)	
<b>28</b>	<b>Wed</b>	Final day for electronic submission of theses and dissertations for December graduation ceremonies.		
<b>29</b>	<b>Thu</b>		Research Ethics Committee: Human Research (Humaniora) (14:00)	
<b>30</b>	<b>Fri</b>	Closing date for applications for admission to postgraduate programmes, excluding 100%-thesis M and D programmes, unless indicated otherwise in the relevant section of the Calendar.		

<b>DECEMBER 2018</b>				
<b>General</b>			<b>Meetings</b>	<b>Closing date for agendas</b>
<b>1</b>	<b>Sat</b>	End of second semester for USB programmes.		
<b>2</b>	<b>Sun</b>			
<b>3</b>	<b>Mon</b>		Research Committee: Subcommittee A (14:00)	
<b>4</b>	<b>Tue</b>		Research Committee: Subcommittee B (14:00)	
<b>5</b>	<b>Wed</b>			
<b>6</b>	<b>Thu</b>			
<b>7</b>	<b>Fri</b>	Announcement of results for November examination (1 <sup>st</sup> opportunity) (14:00).  Ratification of November examination results (1 <sup>st</sup> opportunity) by the Vice-Rector (Learning and Teaching).  IT maintenance from 17:00 on 7 December until 18:00 on 9 December.		
<b>8</b>	<b>Sat</b>	<b>End of November examination (2<sup>nd</sup> opportunity).</b>  IT maintenance until 18:00 on 9 December.		
<b>9</b>	<b>Sun</b>	IT maintenance until 18:00.		
<b>10</b>	<b>Mon</b>	First oath-taking ceremony, Faculty of Medicine &		

DECEMBER 2018				
General			Meetings	Closing date for agendas
		<p>Health Sciences (Allied Health Sciences) (10:30).</p> <p>Second oath-taking ceremony, Faculty of Medicine &amp; Health Sciences (MB,ChB) (16:30).</p> <p><b>FIRST GRADUATION CEREMONY:</b></p> <p>Economic &amp; Management Sciences: PGDip Actuarial Science, PGDip Marketing, PGDip HIV/Aids Management, PGDip Transport and Log, BCom (including Law), BComHons, MPhil, MCom, PhD (Stellenbosch) (17:30) (Coetzenburg Centre).</p>		
11	Tue	<p><b>SECOND GRADUATION CEREMONY:</b></p> <p>Medicine &amp; Health Sciences (10:00) (Coetzenburg Centre).</p> <p><b>THIRD GRADUATION CEREMONY:</b></p> <p>Science (17:30) (Coetzenburg Centre).</p> <p>Final day for departments to load internally moderated final marks obtained in non-final-year modules in the</p>		

DECEMBER 2018				
General			Meetings	Closing date for agendas
		November examination (2 <sup>nd</sup> opportunity) (12:00).		
12	Wed	<p><b>FOURTH GRADUATION CEREMONY:</b></p> <p>Education, Military Science (10:00) (Coetzenburg Centre).</p> <p><b>FIFTH GRADUATION CEREMONY:</b></p> <p>Economic &amp; Management Sciences: Dip in Public Accountability, PGDip Business Management and Admin, PGDip Dispute Settlement, PGDip Fin Planning, PGDip Leadership Development, PGDip Environmental Management, PGDip Development Finance, PGDip Project Management, PGDip Futures Studies, PGDip Sustainable Development, BPAHons, MPhil (Management Coaching, Environmental Management, Development Finance, Futures Studies, Sustainable Development), MPA, MBA, BAcc, BAccLLB, BAccHons, MAcc, PhD (Business School) (17:30) (Coetzenburg Centre).</p>		

DECEMBER 2018				
General			Meetings	Closing date for agendas
13	Thu	<p><b>SIXTH GRADUATION CEREMONY:</b></p> <p>Arts &amp; Social Sciences (<b>NB:</b> only Drama, Music and Visual Arts), AgriSciences, Law (10:00) (Coetzenburg Centre).</p> <p><b>SEVENTH GRADUATION CEREMONY:</b></p> <p>Arts &amp; Social Sciences (<b>NB:</b> not Drama, Music and Visual Arts) (17:30) (Coetzenburg Centre).</p> <p>Award ceremony, Faculty of Military Science, Saldanha campus (19:00).</p>		
14	Fri	<p><b>EIGHTH GRADUATION CEREMONY:</b></p> <p>Theology, Engineering and honorary degrees (10:00) (Coetzenburg Centre).</p> <p>Final day for withdrawing supplies from Purchasing and Provision Services.</p> <p>Final day for applications for new cost centres.</p> <p>Final day for placing orders with suppliers.</p>		Deans' reports for SU annual report 2018

DECEMBER 2018				
General			Meetings	Closing date for agendas
		Passing-out parade, Military Academy, Saldanha campus (10:30).  Military Academy closes for recess.  <b>END OF SECOND SEMESTER.</b>		
15	Sat	Updated Institutional Plan for 2019 available and submitted to DHET.		
16	Sun	<b>DAY OF RECONCILIATION (PUBLIC HOLIDAY)</b>		
17	Mon	<b>(PUBLIC HOLIDAY due to Day of Reconciliation on Sunday)</b>		
18	Tue			
19	Wed			
20	Thu			
21	Fri	University offices close at 16:30.		
22	Sat			
23	Sun			
24	Mon			
25	Tue	<b>CHRISTMAS DAY (PUBLIC HOLIDAY)</b>		
26	Wed	<b>DAY OF GOODWILL (PUBLIC HOLIDAY)</b>		
27	Thu			



DECEMBER 2018				
General			Meetings	Closing date for agendas
28	Fri			
29	Sat			
30	Sun			
31	Mon			

# STELLENBOSCH UNIVERSITY: HISTORICAL BACKGROUND

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) (01.09.2017 – 01.09.2022)

### **Vice-Rector (Learning and Teaching)**

Prof A Schoonwinkel, PrEng, MEng (Stell), MBA (Cape Town), PhD (Stanford) (01.09.2017 – 31.12.2020)

### **Vice-Rector (Social Impact, Transformation and Personnel)**

Prof NN Koopman, BA, DTh (UWC) (01.07.2016 – 30.06.2021)

### **Vice-Rector (Strategy and Internasionalisation)**

Prof HC Klopper, BCur (Unisa), MCur, PhD (UJ), MBA (Luton), DNursing (Hon) (Oxford Brookes) (01.09.2016 – 31.08.2021)

### **Chief Operating Officer**

Prof SA du Plessis BComHons, MPhil, PhD (01.01.2018 – 31.12.2023)

# **CONVOCATION**

## **President**

Adv Jan C Heunis SC, BA (Law), LLB (Stell), LLM, LLD (RAU) (26.01.2016 – 31.12.2018)

## **Vice-President**

WA Liebenberg, BScAgric, BscHonsAgric (Stell) (23.11.2017 – 23.11.2020)

## **Additional members**

MM van Zyl, BSc, BScMedScHons, MscMedSc (Stell) (23.11.2017 – 23.11.2020))

## **Secretary**

BL Pieters, BSc, BScHons (Stell) (01.01.2017 – 31.12.2018)

# 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.

	<b>Council member</b>		<b>from</b>	<b>until</b>
a)	<b>Rector and Vice-Chancellor</b>	Prof WJS de Villiers	01.04.2015	31.03.2020
b) (1)	<b>Vice-Rector (Research, Innovation and Postgraduate Studies)</b>	Prof TE Cloete	01.09.2017	31.07.2022
b) (2)	<b>Vice-Rector (Learning and Teaching)</b>	Prof A Schoonwinkel	01.09.2017	31.12.2020
b) (3)	<b>Vice-Rector ( Social Impact, Transformation and Personnel)</b>	Prof NN Koopman	01.07.2016	30.06.2021
b) (4)	<b>Chief Operating Officer</b>	Prof SA du Plessis	01.01.2018	31.12.2023
c)	<b>Elected by Senate</b>	Prof UME Chikte	01.01.2018	31.12.2019
		Prof MA Fataar	03.06.2016	30.06.2018
		Prof A Gouws	01.01.2018	31.12.2019
d)	<b>Elected by the permanent academic staff (non-Senate members)</b>	Prof J Fourie	01.09.2016	31.08.2018
e)	<b>Elected by the permanent non-academic staff</b>	Ms M Arangies	06.04.2016	05.04.2018
f)	<b>Appointed by Council</b>	Mr AV Moos	05.05.2014	04.05.2018
		Ms K Njobe	05.05.2014	04.05.2018
g)	<b>Appointed by the Students' Representative Council</b>	Mr EL Etson	01.01.2018	31.12.2018
		Mr L Nkamisa	01.01.2018	31.12.2018

	<b>Council member</b>		<b>from</b>	<b>until</b>
h)	<b>Elected by the Institutional Forum</b>	Vacant		
i)	<b>Appointed by the Minister of Education</b>	Mr AR Dietrich	23.03.2017	22.03.2021
		Prof A Keet	01.12.2014	30.11.2018
		Prof PG Maré	25.09.2014	24.09.2018
		Ms S Lingela	01.01.2014	31.12.2018
		Ms Z Stuurman	13.07.2017	12.07.2021
j)	<b>Elected by the Convocation</b>	Prof WAM Carstens	02.04.2014	01.04.2018
		Prof AR Coetzee	02.04.2016	01.04.2020
		Prof GJ Crafford	04.11.2016	01.04.2020
		Mr H Gonzales	02.04.2016	01.04.2020
		Prof JH Hambidge	22.06.2016	01.04.2018
		Mr JG Theron	02.04.2014	01.04.2018
k)	<b>Appointed by the Council of the Municipality of Stellenbosch</b>	Adv GMM van Deventer	01.12.2016	30.11.2021
l)	<b>Appointed by the Premier of the Western Cape Province</b>	Mr AP van der Westhuizen	01.08.2014	31.07.2018
m)	<b>Elected by the Donors</b>	Mr JJ Durand	02.04.2012	01.04.2016
		Mr GM Steyn (Chairperson since 02.04.2012)	02.04.2014	01.04.2018
		Prof PW van der Walt (Vice-Chairperson since 07.05.2012)	02.04.2014	01.04.2018



## **COMMITTEES OF COUNCIL**

Committees' term of office: 01.07.2016 - 30.06.2018.

### **1. Standing committees reporting directly to Council**

#### **a) Executive Committee of Council**

- The Chair of Council (Chair)
- The Vice-Chair of Council
- The Rector
- Four members of Council

#### **b) Honorary Degrees Committee**

- The Rector (Chair)
- The Chair of Council
- The Chief Operating Officer
- 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*)
- The Vice-Rector (Strategy and Internationalisation) (*ex officio*)
- Three additional members of Council
- Four members of Senate
- A student member

#### **c) Audit and Risk Committee**

- Prof PD du Plessis (Chair)
- Mr JP Bester
- Mr JJ Durand
- Mr H van der Ahee
- Mr BHJ Wessels

#### **d) Human Resources Committee**

- The Chair of Council (Chair)
- The Vice-Chair of Council
- The Rector
- 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 (one being the Chair of the Remuneration Committee)

- The Rector
- Two ex officio members (voteless): the Chief Director: Human Resources; and the Director: Human Resources

**f) Social and Business Ethics Committee (SBEC)**

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

**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
- Mr JJ Durand
- Mr MM Du Toit
- Mr DK Smith
- Ms E de la H Meaker
- Mr GT Ferreira
- Prof JD Krige

**b) Liaison Committee: University and City Council**

- The Rector
- The Vice-Rector (Social Impact, Transformation and Personnel)
- A member of Council
- 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 TE Cloete (Vice-Rector (Research, Innovation and Postgraduate Studies))
- Prof HC Klopper (Vice-Rector: Strategy and Internasionalisation)
- Prof NN Koopman (Vice-Rector (Social Impact, Transformation and Personnel))
- Prof A Schoonwinkel (Vice-Rector (Learning and Teaching))

### c) Chief Operating Officer

- Prof SA du Plessis (Chief Operating Officer)

### d) The Registrar

- Dr R Retief (Secretary)

### e) Two members of Council (term of 2 years)

- Mrs M Arrangies (28.11.2016 – 30.06.2018)
- Prof PW van der Walt (9.05.2016 - 30.06.2018)

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

Name	Major Discipline	Date Acceded
Prof AA van Niekerk	Philosophy	01.07.1989
Prof HB Geyer	Physics	01.01.1990
Prof BW Smit	Economics	01.01.1991
Prof HL Bosman	Old Testament	01.04.1991
Prof WJ Perold	Electronic Engineering	01.04.1991
Prof WJ Pienaar	Logistics	01.07.1991
Prof S van der Berg	Economics	01.01.1991
Prof MJ de Waal	Private and Roman Law	01.01.1992
Prof E Schwella	Public and Development Management	01.01.1992
Prof J Mouton	Sociology	01.11.1994
Prof L van Wyk	Mathematics	01.01.1995
Prof TJ Britz	Food Science	01.04.1995

<b>Name</b>	<b>Major Discipline</b>	<b>Date Accreded</b>
Prof P Olivier	Accounting	01.07.1995
Prof AH Basson	Mechanical Engineering	01.01.1996
Prof DB Davidson	Electrical and Electronic Engineering	01.01.1996
Prof AF Doubell	Internal Medicine	01.01.1996
Prof J-HS Hofmeyr	Biochemistry	01.01.1996
Prof N Vink	Agricultural Economics	01.01.1996
Prof A Schoonwinkel	Electrical and Electronic Engineering	01.07.1996
Prof TF Kruger	Obstetrics and Gynaecology	01.09.1996
Prof JM Pienaar	Private and Roman Law	01.01.1997
Prof VR Smith	Botany	01.01.1997
Prof JC Thom	Ancient Studies	01.01.1997
Prof JU de Villiers	Business Management	01.05.1997
Prof PA Brink	Internal Medicine	01.07.1997
Prof SJ Steel	Statistics	01.07.1997
Prof FG Scholtz	Physics	01.01.1998
Prof CJ van Schalkwyk	Accounting	01.03.1998
Prof JH Knoetze	Chemical Engineering	01.07.1998
Prof DE Rawlings	Microbiology	01.08.1998
Prof JLM Dillen	Physical Chemistry	01.01.1999
Prof RH Gouws	Afrikaans and Dutch	01.01.1999
Prof BW Green	Mathematics	01.01.1999
Prof WH van Zyl	Microbiology	01.01.1999
Prof JAC Weideman	Applied Mathematics	01.01.1999
Prof I Cornelius	Ancient Studies	01.06.1999
Prof GA Schoombee	Economics	01.07.1999
Prof L Viljoen	Afrikaans and Dutch	01.07.1999
Prof DJ Malan	Human Resources Management (Mil)	01.09.1999
Prof GR Basson	Civil Engineering	01.01.2000
Prof JE du Plessis	Private and Roman Law	01.01.2000
Prof AV Naidoo	Psychology	01.01.2000
Prof JW Schneider	Anatomical Pathology	01.01.2000
Prof JL Snoep	Biochemistry	01.01.2000
Prof JL van Niekerk	Mechanical Engineering	01.01.2000
Prof KR Koch	Chemistry	01.05.2000

<b>Name</b>	<b>Major Discipline</b>	<b>Date Acceded</b>
Prof BB van Heerden	Nuclear Medicine	01.07.2000
Prof AM Grundlingh	History	01.01.2001
Prof L Rabe	Journalism	01.01.2001
Prof LP Swartz	Psychology	01.02.2001
Prof LMT Dicks	Microbiology	01.04.2001
Prof GPAG van Zijl	Civil Engineering	01.04.2001
Prof HC Eggers	Physics	01.07.2001
Prof A Gouws	Political Science	01.07.2001
Prof SM Bradshaw	Chemical Engineering	01.01.2002
Prof RT Erasmus	Chemical Pathology	01.01.2002
Prof JF Smith	Drama	01.01.2002
Prof WH Steyn	Electrical and Electronic Engineering	01.01.2002
Prof Y Waghid	Education Policy Studies	01.04.2002
Prof K Theron	Horticultural Science	01.09.2002
Prof KH Myburgh	Physiological Sciences	01.09.2002
Prof JP Hattingh	Philosophy	01.01.2003
Prof CS Human	Private and Roman Law	01.01.2003
Prof LLL le Grange	Didactics	01.01.2003
Prof P Meyer	Electrical and Electronic Engineering	01.01.2003
Prof MJ Samways	Entomology and Nematology	01.01.2003
Prof M Swilling	Public Management and Planning	01.01.2003
Prof PG Slattery	Statistics and Actuarial Science	01.04.2003
Prof KJ Jenkins	Civil Engineering	01.05.2003
Prof L Warnich	Genetics	01.05.2003
Prof AJ Burger	Process Engineering	01.09.2003
Prof MR de Villiers	General Practice and Primary Care	01.01.2004
Prof MJ Kamper	Electrical and Electronic Engineering	01.01.2004
Prof S Liebenberg	Public Law	01.01.2004
Prof PJ Sutherland	Mercantile Law	01.01.2004
Prof N Beyers	Pediatrics and Child Health	01.06.2004
Prof SA Kagee	Psychology	01.07.2004
Prof JM Kössmann	Zoology	01.07.2004
Prof CH von Maltzan	Modern Foreign Languages	01.07.2004
Prof RE Swart	Educational Psychology	01.09.2004
Prof G Stevens	Geology	01.11.2004
Prof APJ Burger	Public Management and Planning	01.01.2005

<b>Name</b>	<b>Major Discipline</b>	<b>Date Acceded</b>
Prof H Prodinger	Mathematics	01.01.2005
Prof DM Richardson	Botany and Zoology	01.01.2005
Prof LJ Barbour	Chemistry and Polymer Science	01.09.2005
Prof JA Wium	Civil Engineering	01.11.2005
Prof CJ Walker	Sociology and Social Anthropology	01.12.2005
Prof SA du Plessis	Economics	01.01.2006
Prof J Volmink	Community Health	01.01.2006
Prof HC Boshoff	Business Management	01.02.2006
Prof UME Chikte	Community Health	01.04.2006
Prof TM Harms	Mechanical Engineering	01.04.2006
Prof DW Steyn	Obstetrics and Gynaecology	01.04.2006
Prof H Botha	Public Law	01.07.2006
Prof A Viljoen	Plant Pathology	01.12.2006
Prof FF Bauer	Viticulture and Oenology	01.12.2006
Prof MA Vivier	Viticulture and Oenology	01.12.2006
Prof LC Hoffman	Animal Sciences	01.12.2006
Prof A Groenwold	Mechanical and Mechatronic Engineering	01.01.2007
Prof MI Cherry	Botany and Zoology	01.01.2007
Prof BL Klumperman	Chemistry and Polymer Science	01.01.2007
Prof S Seedat	Psychiatry	01.01.2007
Prof JF Schoeman	Paediatrics and Child Health	01.05.2007
Prof JH van Vuuren	Operations Research	01.05.2007
Prof G Walzl	Molecular Biology and Human Genetics	01.05.2007
Prof M van Niekerk	Afrikaans and Dutch	01.07.2007
Prof MF Cotton	Paediatrics and Child Health	01.09.2007
Prof HS Schaaf	Paediatrics and Child Health	01.09.2007
Prof J Smith	Paediatrics and Child Health	01.09.2007
Prof H Schwoerer	Photonics	01.10.2007
Prof JD Clemens	Geology	01.10.2007
Prof M Fourie-Malherbe	Curriculum Studies	01.10.2007
Prof NN Koopman	Systematic Theology and Ecclesiology	01.01.2008
Prof SF Mapolie	Chemistry and Polymer Science	01.01.2008
Prof H Pasch	Chemistry and Polymer Science	01.01.2008
Prof E Terblanche	Sport Science	01.01.2008
Prof E Irusen	Internal Medicine	01.03.2008

<b>Name</b>	<b>Major Discipline</b>	<b>Date Acceded</b>
Prof G Venter	Mechanical and Mechatronic Engineering	01.03.2008
Prof A Ellmann	Nuclear Medicine, Medical Imaging and Clinical Oncology	01.06.2008
Prof SPJ von Wielligh	Accounting	01.07.2008
Prof IS Buick	Geology	15.08.2008
Prof KJ Esler	Conservation Ecology and Entomology	01.09.2008
Prof WC Preiser	Medical Virology	01.09.2008
Prof RM Mash	Family Medicine and Primary Care	01.10.2008
Prof TE Cloete	Microbiology	01.01.2009
Prof GP Kemp	Public Law	01.01.2009
Prof CA Matthee	Botany and Zoology	01.01.2009
Prof SL Robins	Sociology and Social Anthropology	01.01.2009
Prof AN Roychoudhury	Geology and Environmental Studies	01.01.2009
Prof NV Schuman	Music	01.01.2009
Prof UL Opara	Horticultural Science	01.02.2009
Prof JA du Preez	Electrical and Electronic Engineering	01.03.2009
Prof C van der Walt	Curriculum Studies	01.04.2009
Prof M Kruger	Paediatrics and Child Health	01.05.2009
Prof PleFN Mouton	Botany and Zoology	01.05.2009
Prof QA Louw	Physiotherapy	01.06.2009
Prof WC Visser	Public Management and Planning	01.06.2009
Prof IM Rewitzky	Mathematical Sciences	01.06.2009
Prof MA Fataar	Education Policy Studies	01.07.2009
Prof G Woods	Public Management and Planning	01.07.2009
Prof DR Hall	Obstetrics and Gynaecology	01.09.2009
Prof AC Hesseling	Paediatrics and Child Health	01.09.2009
Prof A-M Botha-Oberholzer	Genetics	01.12.2009
Prof DU Bellstedt	Biochemistry	01.01.2010
Prof PS Bolton	Public Law	01.01.2010
Prof EG Rohwer	Physics	01.01.2010
Prof JH van Wyk	Botany and Zoology	01.01.2010
Prof MJ Aziakpono	Development Finance	01.02.2010
Prof BL Watson	Information Science	01.02.2010
Prof M Manley	Food Science	01.03.2010
Prof JA Carr	Internal Medicine	01.04.2010

<b>Name</b>	<b>Major Discipline</b>	<b>Date Accredited</b>
Prof C Scheffer	Mechatronic Engineering	01.05.2010
Prof WAL van Otterlo	Chemistry and Polymer Science	01.06.2010
Prof K Dzama	Animal Sciences	01.07.2010
Prof LC Jonker	Old and New Testament	01.07.2010
Prof G Quinot	Public Law	01.07.2010
Prof A Botha	Microbiology	01.01.2011
Prof JH Cilliers	Practical Theology and Missiology	01.01.2011
Prof S Cornelissen	Political Science	01.01.2011
Prof MF Essop	Physiological Sciences	01.01.2011
Prof AP Greeff	Psychology	01.01.2011
Prof RCC Jafta	Economics	01.01.2011
Prof HDT Mouton	Electrical and Electronic Engineering	01.01.2011
Prof JM Rohwer	Biochemistry	01.01.2011
Prof OC Ruppel	Mercantile Law	01.01.2011
Prof M Wild	Mathematical Sciences	01.01.2011
Prof LA Wallis	Emergency Medicine	01.02.2011
Prof JT Burger	Genetics	01.07.2011
Prof D Daniëls	Educational Psychology	01.07.2011
Prof J Punt	Old and New Testament	01.07.2011
Prof CPS Reddy	Curriculum Studies	01.07.2011
Prof SI Ikhide	Graduate School of Business: Development Finance	01.08.2011
Prof MK Banda	Mathematical Sciences	01.01.2012
Prof MR Tomlinson	Psychology	01.01.2012
Prof MW Visser	African Languages	01.01.2012
Prof M Robinson	Curriculum Studies	01.04.2012
Prof O Dean	Intellectual Property Law	01.07.2012
Prof TR Niesler	Electrical and Electronic Engineering	01.07.2012
Prof S Viviers	Business Management	01.07.2012
Prof F Breuer	Mathematics	01.01.2013
Prof PD Erasmus	Business Management	01.01.2013
Prof JF Görgens	Process Engineering	01.01.2013
Prof LPT Heinecken	Sociology and Social Anthropology	01.01.2013
Prof AI Levin	Anaesthesiology and Critical Care	01.01.2013
Prof KK Müller-Nedebock	Physics	01.01.2013
Prof E Strauss	Biochemistry	01.01.2013



<b>Name</b>	<b>Major Discipline</b>	<b>Date Accreded</b>
Prof H Weigel	Physics	01.01.2013
Prof AE Feinauer	Afrikaans and Dutch	01.07.2013
Prof WP Boshoff	Civil Engineering	01.01.2014
Prof SR Daniels	Botany and Zoology	01.01.2014
Prof R Donaldson	Geography and Environmental Studies	01.01.2014
Prof LL Dreyer	Botany and Zoology	01.01.2014
Prof R du Preez	Industrial Psychology	01.01.2014
Prof M du Toit	Viticulture and Oenology	01.01.2014
Prof A-M Engelbrecht	Physiological Sciences	01.01.2014
Prof B Fischer	Computer Sciences	01.01.2014
Prof C Hui	SARChI Chair in Mathematical and Theoretical Physical Biosciences	01.01.2014
Prof AFM Kisters	Geology	01.01.2014
Prof A Louw	Biochemistry	01.01.2014
Prof C Matei	Music	01.01.2014
Prof M Rautenbach	Biochemistry	01.01.2014
Prof V Sewram	Community Health	01.01.2014
Prof CHJ van der Merwe	Ancient Studies	01.01.2014
Prof L van Zijl	Computer Sciences	01.01.2014
Prof SG Wagner	Mathematics	01.01.2014
Prof XG Mbhenyane	Human Nutrition	01.04.2014
Prof GM Wolfaardt	Microbiology	01.04.2014
Prof GF Midgley	Botany and Zoology	01.05.2014
Prof LJ Claassens	Old and New Testament	01.07.2014
Prof N Cook	Economic Geology	01.07.2014
Prof NC Gey van Pittius	Molecular Biology and Human Genetics	01.07.2014
Prof M Kastner	Physics	01.07.2014
Prof K Schreve	Mechanical and Mechatronic Engineering	01.07.2014
Prof C Schutte	Industrial Engineering	01.07.2014
Prof RR Vosloo	Systematic Theology and Ecclesiology	01.07.2014
Prof PJ Naudé	Graduate School of Business	01.09.2014
Prof CKD Adjasi	Graduate School of Business	01.01.2015
Prof KT August	Practical Theology & Missiology	01.01.2015
Prof K Moodley	General Internal Medicine	01.01.2015
Prof P Pillay	Public Leadership (SPL)	01.01.2015
Prof EGH van Helden	Molecular Biology and Human Genetics	01.01.2015

<b>Name</b>	<b>Major Discipline</b>	<b>Date Accredited</b>
Prof AJ van Reenen	Chemistry and Polymer Sciences	01.01.2015
Prof GE Visser	Geography & Environmental Studies	01.01.2015
Prof G Tromp	Molecular Biology and Human Genetics	01.03.2015
Prof WJS de Villiers	Internal Medicine	01.04.2015
Prof EB Derman	Sport and Exercise Medicine	01.04.2015
Prof GAJ van Dyk	Psychology (Military Sciences)	01.04.2015
Prof RM Warren	Molecular Biology and Human Genetics	01.05.2015
Prof PP Fourie	Political Science	01.07.2015
Prof SJvZ Muller	Music	01.07.2015
Prof AG Visagie	Afrikaans and Dutch	01.07.2015
Prof E Bylund	General Linguistics	01.01.2016
Prof JJ de Klerk	Graduate School of Business	01.01.2016
Prof SLA Ferreira	Geography and Environmental Studies	01.01.2016
Prof CJ Fourie	Electrical and Electronic Engineering	01.01.2016
Prof S Karjiker	Anton Mostert Chair: Intellectual Property Law	01.01.2016
Prof PE Mallon	Chemistry and Polymer Sciences	01.01.2016
Prof AC Swart	Biochemistry	01.01.2016
Prof SS Swart	History	01.01.2016
Prof P Weingart	NRF/DST Chair in Science Communication in the Centre for Research on Evaluation, Science and Technology	01.01.2016
Prof H Reuter	Clinical Pharmacology	01.03.2016
Prof IJ van der Waag	Military History	01.03.2016
Prof ID Couper	Rural Health in Centre for Health Professions Education (CHPE)	01.04.2016
Prof MJ Kotze	Chemical Pathology	01.04.2016
Prof D Francis	Sociology	01.07.2016
Prof JH Havenga	Logistics	01.07.2016
Prof I Nell	Practical Theology & Missiology	01.07.2016
Prof EA Rudman	Public Law	01.07.2016
Prof JS Terblanche	Conservation Ecology & Entomology	01.07.2016
Prof SC van Schalkwyk	Centre for Health Professions Education	01.07.2016
Prof A Welte	Mathematics	01.07.2016

<b>Name</b>	<b>Major Discipline</b>	<b>Date Accredited</b>
Prof P Gobodo-Madikizela	Chair of Research for Social Change and Transformation and Psychology	01.08.2016
Prof JF Kirsten	Economics & Agriculture Economics	01.08.2016
Prof HG Patterton	Bioinformatics and Computational Biology	01.08.2016
Prof MP de Wit	Public Leadership	01.10.2016
Prof K Jacobs	Microbiology	01.01.2017
Prof S Lubbe	Mathematical Statistics	01.01.2017
Prof AC Pauw	Botany and Zoology	01.01.2017
Prof E Pretorius	Physiological Sciences	01.01.2017
Prof MS Tshehla	Mathematics (Military Sciences)	01.01.2017
Prof T Young	Epidemiology and Biostatistics	01.01.2017
Prof CFN Koegelenberg	Pulmonology	01.04.2017
Prof OD Makinde	Mathematics (Military Sciences)	01.04.2017
Prof R Burger	Economics	01.07.2017
Prof R Carolissen	Educational Psychology	01.07.2017
Prof NS Mamphweli	Bio-Energy	01.07.2017
Prof SE Visagie	Logistics	01.07.2017
Prof S Williams-Elegbe	Mercantile Law	01.07.2017
Prof M Ungerer	Strategic Management – USB	01.07.2017
Prof RP Lamberts	Exercise Science	01.08.2017
Prof G Pietersen	Genetics	01.09.2017
Prof HC Kloppe	Global Health	01.11.2017
Prof RW Nel	Practical Theology and Missiology	01.11.2017
Prof N Smit	Mercantile Law	01.11.2017

- 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:**

<b>Name</b>	<b>Capacity</b>	<b>Date Acceded</b>
Chief Director: Human Resources	Mr V Mothobe	01.01.1996
Senior Director: Student Affairs	Dr B Schreiber	01.10.2003
Chief Director: Finance	Mr HAJ Lombard	11.12.2003
Senior Director: Library and Information Services	Ms E Tise	01.01.2006
Director: Postgraduate and International Office	Mr RJ Kotzé	03.03.2006
Senior Director: Research	Dr T Theron	01.10.2008
Senior Director: Learning and Teaching Enhancement	Dr A van der Merwe	01.12.2012
Senior Director: Innovation and Business Development	Ms A Nel	01.12.2013
Senior Director: Centre for Student Recruitment	Ms CM Feyt	06.06.2014
Director: Centre for Teaching and Learning	Dr C Jacobs	06.06.2014
Senior Director: Social Impact	Dr LB van Rooi	06.06.2014
Senior Director: Institutional Research and Planning	Prof I Cloete	06.07.2014
Senior Director: Information Technology	Mr Attie Juyn	05.01.2015
Chief Director: Facilities Management	Ms Nicolette van den Eijkel	05.01.2015
Chief Director: Sport	Ms I Groenewald	28.08.2015
Senior Director: Corporate Communication	Dr PP Mmope	26.08.2016
Senior Director: Development and Alumni Relations	Mrs K Bruns	26.08.2016

## 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	From	Until
AgriSciences	Prof D Brink	01.07.2017	30.06.2022
Arts and Social Sciences	Prof AJ Leysens	01.01.2018	31.12.2023
Economic and Management Sciences	Prof DJ Malan (Acting Dean) From: May 2018 Prof I Woolard	Acting 01.05.2018	Until 30.04.2018 30.04.2023
Education	Prof Y Waghid	01.04.2017	until further notice
Engineering	Prof JL van Niekerk	01.07.2017	30.06.2022
Law	Prof N Smit	01.08.2017	31.07.2022
Medicine and Health Sciences	Prof J Volmink	1.01.2016	31.12.2020
Military Science	Prof MS Tshehla	01.01.2017	31.12.2022
Science	Prof L Warnich	1.02.2014	31.01.2019
Theology	Prof RW Nel	01.11.2017	31.10.2022

### Standing committees of Senate

Committees' term of office: 1 January 2018 to 31 December 2019 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 Vice-Rector (Strategy and Internationalisation)
- The Chief Operating Officer
- 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)
- The Vice-Rector (Strategy and Internationalisation)
- 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 Vice-Rector (Strategy and Internationalisation)
- The Senior Director: Institutional Planning and Quality Assurance
- The Senior Director: Learning and Teaching Enhancement
- The Director: Centre for Teaching and Learning
- Six members of Senate
- 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
- 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 Chief Operating Officer
- 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*)
- The Vice-Rector (Strategy and Internationalisation) (*ex officio*)
- Four members of Senate
- Three members of Council

- 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
- At least two professors of Law appointed by the Chair

**h) Research Committee**

- The Vice-Rector (Research, Innovation and Postgraduate Studies) (*ex officio*) (Chair)
- The Vice-Rector (Social Impact, Transformation and Personnel) (*ex officio*)
- The Vice-Rector (Learning and Teaching) (*ex officio*)
- The Directors: Research (including the Manager: Research Development and Support (Tygerberg)) responsible for the respective subcommittee environments
- The Chairs of Subcommittee A, Subcommittee B, Subcommittee C and the Subcommittee for Central Analytical Facility
- One member nominated from the ranks of Subcommittees A and B respectively
- 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)
- 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 (1.10.2017 – 30.9.2020)**

Ms G Arangies

Mr AV Moos

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

Prof AP Greeff (1.10.2016 – 30.9.2018)

Prof JH Knoetze

Prof KH Myburgh

**c) Senior Director: Social Impact and Transformation (1.10.2017 – 30.9.2020)**

Dr LB Van Rooi

**d) Nominated to serve on behalf of the Director: Employment Equity (1.10.2017 – 30.9.2020)**

Mr SD Molapo

**e) The Registrar (Permanent member)**

Dr R Retief

**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 (1.10.2017 – 30.9.2018)**  
Mr W Bester  
Ms D Padachey
- j) Members from the Prim Committee elected by the Prim Committee (1.10.2017 – 30.9.2018)**  
Mr A Napoli  
Mr R Williams
- k) Member nominated by the Societies Council) (1.10.2017 – 30.9.2018)**  
Mr S Tyeku
- l) Members from the Academic Affairs Council nominated by the Academic Affairs Council (1.10.2017 – 30.9.2018)**  
Mr J Griesel  
Mr M Ndamandama
- m) Member from the Student Union appointed by the Students' Representative Council (1.10.2017 – 30.9.2018)**  
Vacant
- n) Nominated by the President of the Convocation (1.10.2017 – 30.9.2020)**  
Mr WA Liebenberg  
Dr DA Scholtz (Vice-chair)
- o) Nominated by the representative bodies of civil society (1.10.2017 – 30.9.2020)**  
Rev HJ Goosen (Council for Church Cooperation)  
Mr GG Groenewald (Stellenbosch Ratepayers' Association)  
Vacant (Stellenbosch Welfare and Development Coordination Committee)  
Vacant (Stellenbosch Municipality)  
Mr W Maliwa (Western Cape Education Department)  
Vacant (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
Bachelor of Music Honours	BMusHons	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 Disaster Risk Study and Development*	PGDip (Dis Risk Study and Dev)	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 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	MAgriAdmin	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	DSc	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)	

## 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
Postgraduate Diploma in Intellectual Property Law	PGDip (Intellectual Property Law)	1

## 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 Administration*	AdvCert (Business 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 Analysis*	PGDip (Fin Anal)	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 and Logistics	PGDip (Transport and Log)	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
Postgraduate Diploma in Engineering Management	PGDip (Eng Management)	1



## 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 Nursing and Midwifery	BNursing and Midwifery	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 of 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 Medical Toxicology	PGDip (Medical Toxicol)	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 complete admission policy is available at [www.maties.com](http://www.maties.com).

This Admissions Policy supports SU's strategic positioning for the 21<sup>st</sup> century set out in the Institutional Intent and Strategy, which commits the University to creating and sustaining "an environment of inclusivity, transformation, innovation, diversity, and maintaining excellence with a focus on the future".

The Admissions Policy promotes access and success for students from diverse communities. This policy is embedded in the University's commitment to eradicating unfair discrimination on all grounds, which impairs persons in their human dignity and capabilities.

Decisions on admission to SU are aligned with the principles of academic excellence through diversity and inclusivity. These factors must work in tandem, and not in competition. It is thus important for the University to attract the best candidates, regardless of race, and the best candidates with lower socio-economic status (SES).

The University must be satisfied that any applicant, regardless of race or SES, has the ability to complete the programme to which he or she is seeking admission successfully.

The policy, and the targets set in each year, will be adapted to reflect the progress made at the University and in the wider community, at eradicating the effects of historical racial division and all other forms of discrimination.

Each faculty determines the minimum admission requirements and selection criteria for programmes. Minimum requirements aim at ensuring that every prospective student has the potential to complete a programme successfully, without lowering the standards of teaching and assessment.

The University is committed to affirmative action measures, with the specific aim of overcoming the long-term effects of apartheid and racial division, evidenced by those disparities.

Information on selection procedures and admission requirements for undergraduate programmes is available at [www.maties.com](http://www.maties.com).

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

The general admission requirements for undergraduate programmes are given below under par. 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<sup>1</sup> (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](http://www.maties.com), as well as the selection procedures at [www.maties.com](http://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).

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<sup>1</sup> 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.

Discretionary admission by the dean with a view to promoting diversity may also occur. (Also see “Important notes” under par. 2.1.3.2.)

*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](http://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](http://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 administrator 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](http://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. Applicants from quintile 1 - 3 schools are exempted from the application fee.
- 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 MB, ChB programme in the Faculty of Medicine and Health Sciences 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. Applicants from quintile 1 - 3 schools are exempted from the application fee and late-application surcharge, if permission for late application was granted.
- 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](http://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 suspect that you have an infectious or contagious disease, you must get medical assistance immediately, you must withdraw yourself from all University activities and accommodation and you must take all other steps to make sure that you do not infect other students or staff. If you do not take these steps you will be held responsible for any claims that are made against the University. In legal terms, you indemnify the University against these claims. If legal action is taken against the University, you must also pay all the actual 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](http://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](http://www.nbt.ac.za)) and SU’s website for prospective students ([www.maties.com](http://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, must have completed and submitted the prescribed application form, together with the required application fee, to the University Offices 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](http://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](http://www.maties.com). The abbreviated admissions policy and basic admission requirements are provided in par. 1 and 2 of this chapter.

### **4.2.2 Documents as proof of admissibility**

At registration, every prospective student registering as student of 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.

### **4.2.3 Student card**

At registration, every new student is issued with an electronic photo identity card, referred to as a student card. Student cards are an essential part of the University's commitment to keep students and staff safe, to secure the campus and to ensure the integrity of tests and examinations. The student card gives students access to certain University buildings and is needed to operate photocopiers, to participate in the meals quota system, to use the washing facilities in residences and for the use of certain other services. It must also be shown to obtain access to test and examination venues.

Students retain the student card issued to them in their first year and should bring it with each time they come to renew their registration as a student. It is essential for every student to have their student card in their possession when they are on campus or taking part in activities or services related to the University. Without this card a person will not be recognised as a student of the University and, consequently, could be refused permission to access the University, participate in activities or services and write tests and examinations. Lost student cards can, after payment of the required amount at the Cashiers, be replaced at the IT Hub in Block A of the Administration buildings.

Please note: Students must keep their student cards safe and must never permit other persons to use the card for any purposes. Lending a student card, using another student's student card or generating (a) falsified student card(s) constitutes fraud and is viewed in a very serious light. Depending on the circumstances, both the holder of the card and the person using someone else's card may be subjected to disciplinary action.

### **4.2.4 Registration procedure and programme and module changes**

4.2.4.1 All prospective students, including Honours students, must formally register as students in accordance with the University's official programme of registration. A student who has failed to register according to the official registration programme 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 from the relevant Faculty Administrator and pays the late registration levy of R500. No student (except new Master's and Doctoral students) will be allowed to register later than two weeks after the commencement of classes (see almanac in the front of this book). The late registration levy of R500 will be payable, except where the outcome of an appeal for readmission prevented registration according to the official registration programme. In the case of a new first-year student, late registration can be denied due to fact that the study programme is full. Also see par. 4.2.5 further on in this regard.

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, as well as students from other schooling systems whose final school results were received timeously and could be captured on the central information system of the University. Alternative arrangements may be made for Master's and Doctoral candidates and the relevant faculty administrator 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.

A complete programme of registration, as well as information on the web-based self-registration facility, are e-mailed before the end of the previous year to first-year students and senior students.

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. 4.2.7 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 administrator 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. 4.2.6. 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).

4.2.4.2 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).

#### **4.2.5 Surcharge for failure to register on time**

##### **4.2.5.1 *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.

##### **4.2.5.2 *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.

### **4.2.6 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.

### **4.2.7 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 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.

### **4.2.8 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 faculty administrator of the faculty concerned for formal approval of such combination. The offices of the faculty administrators are in Block A of the Central Administration Building.

### **4.2.9 Non-graduated students of other universities**

4.2.9.1 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.

4.2.9.2 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.

#### **4.2.10 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 2018 shall commence on Monday 5 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. Consult the relevant faculty administrator in Block A of the Central Administration Building in this regard.

## **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 undergraduate degree, special, certificate and diploma student 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 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 and the admission was communicated to Senate and has been accepted.

## **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 administrator;
  - 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 whose academic record does not comply with the requirements for readmission to the University for the following year will be informed via 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 (other than students in the Faculty of Economic and Management Sciences [6 January], Faculty of Science, Faculty of AgriSciences and Faculty of Engineering [9 January], and Faculty of Medicine and Health Sciences [varying]), 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 R362.

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 administrator 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, supported by a medical certificate. In the case of discontinuation of studies due to supported medical reasons before the November examinations, a student will therefore not be denied readmission for the year, or for any consecutive year where discontinuation of studies due to proven medical reasons is necessary.

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, Sliding Scale B and Sliding Scale C 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 contained 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 contained 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 Faculties of Arts and Social Sciences, AgriSciences, and Economic and Management 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, except for students in the Faculty of Science, who are subject to

Sliding Scale C. Students in the Faculty of Arts and Social Sciences as well as the Faculty of Economic and Management 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

**Sliding Scale C in terms of the required HEMIS credits: applicable to students in the extended programme in the Faculty of Science**

Historical years	1	2	3	4	5	6	7	8	9
HEMIS credits	1	1,5	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 with closing date 15 January of the year concerned (with the exception of students in the Faculty of Economic and Management Sciences [6 January], the Faculty of Science, the Faculty of AgriSciences and the Faculty of Engineering [9 January] and Faculty of Medicine and Health Sciences [varying, will be supplied in letter]) 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/s of (a) module/s 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, except if the absence was for one test only, in which

case not the Registrar but the relevant lecturer will handle the leave of absence. 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.

The following general rules apply for the handing in/handling of medical certificates:

- A medical certificate connected to the absence from an assessment (with the exception of modules that are assessed in terms of the examinations policy) or to the late submission of an academic assignment, will only be considered if it has been issued within 24 hours from the time the assessment occurred or the submission date of an academic assignment (unless the certificate explicitly states why it could not be issued within 24 hours), and handed in within 7 days after the assessment test date or the submission date of the academic assignment;
- Medical certificates issued by family members will not be accepted;
- In cases of mental health conditions, only medical certificates issued by psychiatrists, medical practitioners and registered clinical psychologists will be accepted;
- Within the framework of the abovementioned rules, faculties may make their own faculty-specific arrangements, provided that at least the 24 hour-rule will apply in all cases. Students must therefore take note of the fact that – apart from the abovementioned rules – possible faculty-specific rules must also be taken into account when medical certificates are handed in.

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	R60,00
Duplicate certificate	R90,00

### 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 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 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.
- 18.5 No postgraduate degree/diploma/certificate will be awarded to any student during the December graduation ceremonies, or the March graduation ceremonies of the following year, if the student in question was not registered before June of the year concerned. A student who was not registered before June of 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.

## **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](mailto: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 administrator 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.

## **21. CONFIDENTIALITY OF STUDENTS' PERSONAL INFORMATION**

SU respects students' privacy. That also means that SU recognises that students' personal information (including academic results) belongs to students and not to their parents and that there are no legal grounds on which SU may give the information to the parent, including in personal conversations, without the student's consent. In principle, students' information should be given to third parties without the student's consent only if the information has to be shared in order for SU to perform in terms of its contract with the student or if SU is legally obligated to do so, for instance if a warrant or other binding order requires it.

SU recognises with great appreciation parents' interest in their children and as a gesture of goodwill SU will discuss students' study matters with their parents, but only with the consent of the student concerned.

# ACCOMMODATION

## **A. 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 21<sup>st</sup>-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](http://www.maties.com)) and for current students ([www.mymaties.com](http://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](http://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](http://www.maties.com)) and for current students ([www.mymaties.com](http://www.mymaties.com)) and is adapted annually.

## **B. MANAGEMENT GUIDELINES FOR THE APPLICATION OF THE PLACEMENT POLICY FOR THE 2018 STUDENT INTAKE**

### **1. Introduction and consideration of principles**

#### **1.1 Introduction and background**

- 1.1.1 The overarching aim of the placement policy is to optimise the entire living environment of students at Stellenbosch University (SU) – both inside and outside the classroom – as an important contributing factor to optimising student success. Students’ overall experience of the University contributes to their eventual success, or lack thereof. The University therefore has a responsibility to utilise and organise that experience to the best of its ability.
- 1.1.2 The optimisation of students’ out-of-class experience, like that of their in-class experience, must tie in with the University’s vision, mission and strategic objectives. In this regard, the so-called characteristics or profile of the Stellenbosch graduate are of particular importance.
- 1.1.3 In practice, therefore, a strategy for the optimisation of the students’ out-of-class experience means that the University will attempt to arrange everything that affects the students’ optimal development, external to and in support of the formal curriculum, in such a way that it contributes to student success. The strategy includes the following:
  - 1.1.3.1 The pursuit of excellence and the endeavour to remain at the cutting edge, also in terms of the co-curriculum, thereby helping to shape graduates who are sought after for their well-roundedness and creative, critical thinking.
  - 1.1.3.2 A thorough investigation of the different living environments of all the students at SU, and how those environments can be structured, adjusted and even reformed to contribute optimally to the best possible university experience for all students. This relates, among others, to the organisation of the University in terms of transformation, a welcoming and friendly campus, the mobility plan and measures to adapt to a constantly changing reality.
  - 1.1.3.3 An integrated perspective on residence placement, placement in the Listen, Live & Learn (LLL) houses, and allocation to Private Students’ Organisation (PSO) wards and clusters, all of which are systemically linked. The one therefore cannot be amended or adjusted without also considering the others.

1.1.3.4 Student placement and allocation that contributes to the formation of healthy, diverse communities, which in turn will ensure optimal formation and development in the out-of-class context – and eventually (academic and other) success. The following points of departure should be noted in this regard:

- a) The process is managed as a strategic matter in order to allow a systemic-holistic approach to student development.
- b) Such process presupposes the formation of healthy, diverse communities, which will in turn lead to the maintenance of a positive learning culture and a richer learning experience in the clusters<sup>2</sup>.
- c) It remains an important endeavour, when placing students in residences, to give preference to students whose chances of studying successfully will be improved significantly by living in a residence (such as newcomer first-year students or students in extended degree programmes).
- d) Academic merit enhanced by diversity is an important factor that needs to be considered throughout.
- e) Fairness, consistency and practicability are further values that are taken into account in the placement policy.

## **1.2 Important principles to be considered in the placement policy**

1.2.1 A first guiding principle in the policy is *excellence* strengthened by *diversity*. This is considered throughout, along with all the other provisions in the placement policy.

1.2.1.1 Diversity is regarded as a very important contributing factor in the development of healthy communities as well as in student excellence. The University therefore wants to create diversity-rich environments in the SU student communities. In this way the University acknowledges that students are diverse in many respects (not only in terms of ethnicity), and this diversity needs to be reflected in the composition of student communities, including residences and other living environments.

1.2.1.2 In addition, the diversity profile that the University is pursuing in the residences must be in line with the longer-term diversity objectives set by the institution. In this way, the policy aims to bring about greater inclusivity by assuring all students that their diversity, collectively, will eventually contribute to greater excellence.

1.2.2 A second important principle in the policy is that the most vulnerable students should preferably be accommodated in residences. This, among other reasons, is why senior students should move from largely undergraduate residences to other types of accommodation, such as a senior residence, LLL house or PSO ward, after the normal duration of their undergraduate programme. This consideration takes into account:

- (i) the richness of students' university experiences, and their further development and preparation for the challenges upon leaving university;

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<sup>2</sup> A cluster comprises residences that are grouped together, primarily geographically, and into which one or two PSO wards are incorporated to form a student community. The clusters form a smaller student community with the intention of improving the quality of the experience of all students at the University, and in particular to improve the integration of PSO students into campus life.

- (ii) the vulnerability of newcomers (and, by implication, the throughput rate of the University), which carries more weight than the need of senior students to extend their accommodation experience by yet another year; and
- (iii) the expansion of accommodation at SU, which means that there will eventually be accommodation in senior residences or LLL houses for most of the senior students who move on from undergraduate residences.

## **2. Prospective first-year students in undergraduate residences**

### **2.1 Application of the policy criteria to the placement of first-year students in undergraduate residences**

- 2.1.1 **Placement category – academic merit:** Placement occurs mainly according to academic merit. Residence placement offers in this category is based on the applicant's Grade 11 final examination marks if the applicant applies in his/her Grade 12 year. If the student has already matriculated, the Grade 12 final examination marks are used as criterion of academic merit.
- 2.1.2 **Placement category – diversity:** Once the initial placement according to academic merit has been finalised, the diversity profile of students who have been placed is compared with management's target profile. The remaining residence vacancies are then awarded to students on the basis of five diversity factors in order to best achieve the target profile. In this round, academic merit is still taken into account.
  - 2.1.2.1 As far as diversity is concerned, students are classified according to the following five factors:
    - (i) South African or foreign citizenship;
    - (ii) language preference (Afrikaans, English or other);
    - (iii) ethnicity (white, coloured, Black African, Asian or Indian);
    - (iv) first-generation or non-first-generation student; and
    - (v) economic class (for students who require financial support and are found to qualify for bursaries them based on a means test).
  - 2.1.2.2 On the basis of this combination of diversity factors (and still taking academic merit into account), a student is then placed according to the management guidelines for diversity (for example, a student may be placed as a coloured South African citizen with Afrikaans as preferred language and as a non-first-generation student).
  - 2.1.2.3 Each year, management determines a diversity profile that the next round of placements should pursue. The profile is calculated taking into account the University's objectives and the existing student composition.
  - 2.1.2.4 Notwithstanding his/her diversity profile, no newcomer first-year student with an average of less than 60% in Grade 11 or 12 will be placed in a residence<sup>3</sup>, unless for extraordinary reasons, such as that the student requires to be enrolled for an extended

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<sup>3</sup> A management resolution that is amended from time to time.

degree programme or that the student has special learning needs (with reference to physical disabilities) that necessitate residence placement.

- 2.1.3 **Placement category – special placements:** Placement according to further special provisions in the policy takes place in close conjunction with the first two placement categories, namely academic merit and diversity, and does not represent additional placements<sup>4</sup>:
- 2.1.3.1 Bloemhof Boarding Trust placements: 40 women + 5 men = total 45. The names of the applicants have to reach the placement officials by 1 September every year<sup>5</sup>.
- 2.1.3.2 Extended degree programmes (EDP) placements: At least 40 women + 40 men = total 80. These placements are spread equally across the residences (approximately 4 per residence).
- 2.1.3.3 Sport placements: 35 women + 35 men = total 70. The proposed target for African Black, coloured, Indian and Asian students is 40% of the placements<sup>6</sup>. The names of the applicants must reach the Residence Placement Office by 1 September every year.
- 2.1.3.4 Rector's discretionary placements: These placements are based on strategic reasons, as requested by the Rector.
- 2.1.3.5 Placement of students with physical disabilities: Students with disabilities that impair movement are placed as their physical constraints necessitate University accommodation.
- 2.1.4 **Tygerberg Campus placements:**
- 2.1.4.1 At the Tygerberg Campus, placements are done according to recruitment bursary allocation and academic merit.
- 2.1.4.2 In circumstances where places are limited, factors such as distance from campus could be taken in account.
- 2.1.4.3 Financial support based on financial need is continuously taken in account as a criterion for placement.
- 2.1.5 Please note: The Vice-Rector (Learning and Teaching), being the University manager within whose centre of responsibility the policy falls, is responsible for determining the annual amendments of specific numbers and/or percentages, and other details for the application and implementation of the policy.

## **2.2 Procedures and rules applicable to the placement of prospective students**

- 2.2.1 Residence applications form part of the general application form for admission to Stellenbosch University (SU). Prospective students can apply online at [www.maties.com](http://www.maties.com), or may phone Client Services on 021 808 9111 for any assistance.

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<sup>4</sup> Points 2.1.3.1 to 2.1.3.4 are all subject to a management resolution that is amended from time to time.

<sup>5</sup> A management resolution that is amended from time to time.

<sup>6</sup> A management resolution that is amended from time to time.



- 2.2.2 Residence applications for the Stellenbosch Campus close on **30 June** of the year of application. Late applications are not accepted.
- 2.2.3 The policy makes provision for specific placement categories. The policy may be accessed by clicking on the “Accommodation” link on the website for prospective students, [www.maties.com](http://www.maties.com).
- 2.2.4 Accommodation in residences is limited and subject to a selection process. **As a result there is no guarantee that students will receive a place in their residence of choice.**
- 2.2.5 To be considered for residence placement, applicants need to have been admitted to a programme at the University. Should applicants’ first study choice be subject to extensive selection (such as a programme in the Faculty of Medicine and Health Sciences), a second choice may be indicated. By doing so, prospective students can ensure that they are considered for a place in a residence, even if they are not admitted to their first study choice.
- 2.2.6 Students who are admitted to the programme BAgriC (Elsenburg), or a programme at the Business School (Bellville Campus), or who are selected for MB,ChB, Physiotherapy or Dietetics (including late selections at the beginning of the academic year) **do not stay in residence on Stellenbosch Campus**. Please note:
  - 2.2.6.1 Prospective students selected for MB,ChB, BSc in Physiotherapy and BSc in Dietetics apply for residence placement on the Tygerberg Campus, which is situated about 45km from the Stellenbosch Campus.
  - 2.2.6.2 Students following the programme in Speech-Language and Hearing Therapy (in their first and second year) and Occupational Therapy (in their first year) will not be accommodated on the Tygerberg campus. They may be considered for placement in residence on the Stellenbosch campus.
  - 2.2.6.3 Residence placements on the Tygerberg Campus are made only after the completion of the selection process (in September). Students who have been selected receive a selection letter and a residence application form from the Tygerberg Campus.
  - 2.2.6.4 Receiving a place in a Stellenbosch residence does not guarantee receiving a place in a Tygerberg Campus residence.
  - 2.2.6.5 BAgriC (Elsenburg) students apply for residence placement at Elsenburg and not on the Stellenbosch Campus.
- 2.2.7 Students who register for subjects or modules at the University that do not lead to the awarding of a full qualification from the University do not qualify for a place in a residence. This rule applies to students who hold leadership positions in residence as well.
  - 2.2.7.1 Special or short course students, as well as students who gain admission to the SciMathUS (or similar) programme, are not accommodated in a University residence.
  - 2.2.7.2 Full-time registered students at the University who also work full time in the same year and are remunerated for their work may not use University accommodation.

- 2.2.8 The placement procedure will be completed by 30 October. By that time, applicants will know whether or not they have received a place in a residence. If an applicant is unsuccessful, the University will confirm this after 30 October.
- 2.2.9 The application status of students who have been placed in a Stellenbosch residence will be changed to “reserved” on [www.mymaties.com](http://www.mymaties.com). At this stage, students have not yet been allocated to a specific residence.
- 2.2.10 Such applicants will receive a reservation letter requesting that an acceptance amount totalling 30% of the accommodation fees be paid by a certain date. For 2018, the acceptance amount is **R11 600**. Please note the following in this regard:
- 2.2.10.1 The payment of the acceptance amount confirms that the applicants have accepted their place in the residence, the terms of the placement policy, the management guidelines, as well as the terms and conditions that are sent to them along with the reservation letter (and are published on [www.maties.com](http://www.maties.com)).
- 2.2.10.2 The acceptance amount is regarded as the **first mandatory instalment** of residence fees and is credited to the applicant’s student account upon registration.
- 2.2.11 Should the acceptance amount not be received by the deadline, the student’s application for residence placement will be cancelled. The student’s application status on [www.mymaties.com](http://www.mymaties.com) will therefore be changed to “cancelled”.
- 2.2.12 After the reservation process has been concluded, placement in specific residences takes place. This usually happens in **September**. The residence in which the student is placed will appear under “status application” on [www.maties.com](http://www.maties.com) and will also be confirmed in a placement letter (sent by ordinary mail or e-mail).
- 2.2.13 The following points need to be noted with regard to placement in a University residence:
- 2.2.13.1 In accordance with principles of the residence placement policy, no transfers between residences will be permitted.
- 2.2.13.2 The children of former Stellenbosch University students will be treated in the same way as all other students and no preference will be granted to applicants based on the alumnus/a status of parents.
- 2.2.13.3 Since different placement categories are used, it could happen that students with lower marks are placed before those with higher marks.
- 2.2.14 If the applicant has not been given a reserved or confirmed place in a residence by **30 October**, the application for residence placement must be taken as unsuccessful. If the student still wishes to be considered for place in a residence on the Stellenbosch Campus, he/she can register on the electronic residence waiting list at [www.maties.com](http://www.maties.com) from 1 November.

## **2.3 Procedures and rules applicable to the management of waiting lists for prospective students**

### **2.3.1 November waiting list**

2.3.1.1 If a student still wishes to be considered for a place in a residence on the Stellenbosch Campus after the completion of placements at the end of October, he/she can register on the electronic residence waiting list at [www.maties.com](http://www.maties.com) from 1 November.

2.3.1.2 Registration on the waiting list closes on the day the academic year commences and classes start in February. Students may register on the waiting list until then.

2.3.1.3 Please note the following:

2.3.1.3.1 The same placement categories are used as for other placements (see paragraph 2.1). It is therefore possible that a student who is lower down on the waiting list can be placed before another student who is higher on the list based on one of the placement categories.

2.3.1.3.2 Students' positions on the waiting list will change constantly as further candidates register. As far as academic merit is concerned, the same points as set out in paragraph 2.1.1 will apply. The applicant will not be able to adjust his/her marks by entering a matric mark at this stage.

2.3.1.3.3 From 1 December, students will only be contacted by the University by phone or e-mail regarding any further placements.

### **2.3.2 February waiting list**

2.3.2.1 The November electronic waiting list expires on the first day of the academic year, at the beginning of February. A new waiting list then opens. Students who wish to place their names on this new February waiting list can do so at [my.sun.ac.za](http://my.sun.ac.za).

2.3.2.2 Unfortunately, at this late stage there is no guarantee that a student will receive a place in a residence or will be placed in the residence of his/her choice.

2.3.2.3 Students will have the option to indicate either a specific residence of choice or no specific choice. The latter will be considered for any residence as places become available.

2.3.2.4 As far as academic merit is concerned, the University will now take the student's final examination marks (Grade 12) into consideration. However, the placement criteria (see paragraph 2.1) will still apply. This means that a student with a lower Grade 12 average may be placed above a student with a higher academic average.

2.3.3 If a student cancels his/her awarded place in a residence, or cancels after having moved into a residence, or turns an offer that was made down, the student will move down on the waiting list, as the University has in fact already given the student a turn to accept a place.

## **2.4 Procedures and rules applicable to the cancellation of accommodation before the start of the academic year (prospective students)**

- 2.4.1 Cancellation of residence accommodation is only accepted if submitted in writing or by e-mail. Prospective students who wish to cancel their residence accommodation are therefore required to send an e-mail to [info@sun.ac.za](mailto:info@sun.ac.za), citing their student number and the reason for the cancellation.
- 2.4.2 Without having submitted such a notice, students will not come into consideration for any reimbursement of the acceptance amount.
- 2.4.3 The date of receipt of the written notice will be used as the official date for calculating any monies owed.
- 2.4.4 In the event of cancellations, the acceptance amount will be dealt with as follows:
  - 2.4.4.1 For cancellations **before or on 31 October** of the year preceding the intended year of lodging, the full residence acceptance amount will be reimbursed.
  - 2.4.4.2 Where the residence acceptance amount needs to be reimbursed, students are required to complete the bank details form enclosed with their placement letter. The form is also available on the website of the Student Fees Division.
  - 2.4.4.3 Any cancellation after 31 October is subject to a cancellation fee of **R640**.
  - 2.4.4.4 **For cancellations after the first Monday after the National Senior Certificate results have been made available in January of the intended year of lodging, the full acceptance amount will be forfeited.**
- 2.4.4.5 Students who have failed to arrive at the residence by the commencement of the welcoming programme will forfeit the full acceptance amount, and their residence places will be cancelled.
- 2.4.4.6 Students who are not admitted to the programme for which they have applied or who, owing to circumstances beyond their control, are unable to use the residence placement in respect of which they have already paid the required acceptance amount may apply for the reimbursement of the acceptance amount by way of a fully motivated letter. The letter should be addressed to the Residence Placement Office and be sent to [info@sun.ac.za](mailto:info@sun.ac.za).
- 2.4.4.7 The reimbursement of any monies, however, ultimately rests with the University.
- 2.4.5 A place in a residence is allocated for the full academic year. Should students cancel their accommodation after the start of the academic year, a cancellation fee to the value of 30% of the outstanding residence fees will be payable.

### **3. Senior students in undergraduate residences, senior residences and/or Listen, Live & Learn Houses**

#### **3.1 Procedures and rules applicable to re-application and re-placement of current students (Stellenbosch Campus)**

##### **3.1.1 General re-application and re-placement rules:**

- 3.1.1.1 All students (Tygerberg and Stellenbosch Campus) who already live in a University residence or privately must apply electronically at my.sun.ac.za before **31 July** every year to be re-admitted to a University residence.
- 3.1.1.2 Such applications will only be considered if the students concerned have, in the University's opinion, delivered proof of satisfactory academic performance and if there are sufficient vacancies. All admissions remain subject to the provisions of the University's placement policy. **It is thus not a given that any resident of any residence will be placed in a residence or a specific residence in the next year.**
- 3.1.1.3 In the light of the principle that the most vulnerable students, i.e. first-year students, should be accommodated in residences as far as possible, senior students in undergraduate residences may as a rule only reside in those residences for the normal duration of the undergraduate programme for which they initially registered (the period is cumulative regardless of whether the student has changed residence or was placed later). If a student belongs to the leadership structures, as for instance head student, house committee member, cluster convenor or mentor, the minimum years may be extended. Also see 3.3 for arrangements at the Tygerberg Campus in this regard.
- 3.1.1.4 Students must be registered for a full-time programme to be eligible to stay in University housing. If a student plans to register later than February of the academic year, he/she will not be accommodated in residence and the place will be allocated to a student from the waiting list.
- 3.1.1.5 Students who register at the University for subjects or modules that do not lead to the awarding of a full qualification also do not qualify for a place in a residence. This includes students who hold leadership positions in residence.
- 3.1.1.5.1 Special or short course students, as well as students who obtain admission to the SciMathUS (or similar) programme, are not accommodated in a University residence.
- 3.1.1.5.2 Students who are registered as full-time students at the University who also work full time in the same year and are remunerated for their work may not use University accommodation.
- 3.1.1.6 Students who follow the programme BAGric (Elsenburg), or a programme at the Business School (Bellville Campus), or are selected for MB,ChB, Physiotherapy or Dietetics (including late selections at the beginning of the academic year) do not stay in residence on the Stellenbosch Campus. Students following the programmes Occupational Therapy and Speech-Language and Hearing Therapy may apply for residential accommodation on the Stellenbosch Campus in their first (Occupational Therapy) and second year (Speech-Language and Hearing Therapy).

**3.1.2 HEMIS requirement for re-placement**

- 3.1.2.1 Applications for readmission to residence submitted by existing occupants of senior and undergraduate residences with a view to any particular year will be assessed on the basis of the applicants' academic performance in the June, November/ December examinations of the preceding year or years. The University reserves the right to allocate conditionally or to refuse accommodation to such students on the basis of their June results and study records for the preceding year(s). If students' academic performance renders them non-compliant with the requirements for academic readmission, they will not be allocated a place in a residence.
- 3.1.2.2 As far as the requirements for re-placement in residences on the Stellenbosch Campus are concerned, the following points need to be noted:
- 3.1.2.2.1 Re-placement requirements for residences are only a provisional indication and may be adjusted upwards from year to year to meet the stated diversity aims.
- 3.1.2.2.2 The minimum module credit requirements for re-application for continued residence accommodation may be adjusted every year.
- 3.1.2.2.3 For the normal duration of a student's curriculum, credits earned are calculated according to the HEMIS (Higher Education Information Management System) credit system for academic readmission to the University.
- 3.1.2.2.4 One HEMIS credit is equal to the total number of module credits that are prescribed for a specific year of study in a specific programme. For example, one HEMIS credit is equal to 126 module credits in the case of the BA first year, 133 module credits in the case of the BSc non-final year, and 144 module credits in the case of the ordinary BCom non-final year.
- 3.1.2.2.5 Full details of the calculations that are done in terms of the HEMIS scale appear under "Readmission after unsuccessful studies" in Part 1 of the University Calendar.
- 3.1.2.2.6 For year subjects for which only a progress mark is available, a progress mark of 48% must be achieved to earn half of the credits for that module. For progress marks below 48%, no credits will be earned for that module.
- 3.1.2.2.7 In the case of second-semester and year modules for which no final mark is available at the end of the year, or where a final mark of 48 was achieved prior to sitting for the second examination, a final mark  $F = 48$  or a class mark  $C = 50$  is regarded as adequate for the purposes of admission to a residence in the following year.
- 3.1.2.2.8 A student's academic performance following the assessment above will determine whether:
- accommodation is allocated conditionally; or
  - accommodation is not allocated at that stage.
- 3.1.2.2.9 Please note that the requirement for academic HEMIS credits to continue an academic programme differs from the required HEMIS credits for re-placement in residence.
- 3.1.2.2.10 Tables 1 and 2 indicate the required HEMIS credits to be earned in the June examination in order to qualify for provisional readmission to residence in the following year:

**Table 1: HEMIS credits based on June examination results in mainstream programmes in order to qualify for provisional readmission to a residence in the following year (sliding scale A1)**

Historic years	0,5	1,5	2,5	3,5	4,5	5,5
HEMIS credits	0,3375	1,16	2,0825	2,7	3,6	4,00

**Table 2: HEMIS credits based on June examination results in approved extended degree programmes in order to qualify for provisional readmission to residence in the following year (sliding scale B1)**

Historic years	0,5	1,5	2,5	3,5	4,5	5,5
HEMIS credits	Not applicable	0,8	1,232	1,8	2,7	3,6

- 3.1.2.2.11 Students in **extended degree programmes (EDPs)** are not assessed in terms of the provisional residence readmission criteria (according to sliding scale B1, Table 2) following the June examinations in year 1. However, after the December examinations, EDP students are required to meet the HEMIS credit requirements for readmission to residence in the following year.
- 3.1.2.2.12 From year 2, the residence readmission requirements above will apply, first in terms of sliding scale B2, followed by B1. Should EDP students need to apply for readmission to a faculty, they will lose their residence placement. Years 4,5 and 5,5 above (in Tables 1 and 2) apply to students in leadership positions.
- 3.1.2.2.13 Should a student fail to make use of the June examination opportunity, calculations are based on the class mark, which has to be 48% or higher in order to carry any credit weight. In the case of a year module, the progress mark must be 48% or higher, in which case the student will have earned half of the module credits.
- 3.1.2.2.14 Apart from the requirements in Table 2, 0,20 HEMIS credits are required in respect of each particular semester.
- 3.1.2.2.15 Should students lose their residence placement in June, they will not be able to reclaim residence placement if they manage to achieve the required credits in December (in terms of Table 3 and 4 below). In exceptional cases, where residence vacancies become available in the following year, these students may be considered for residence placement along with other, similar cases from a waiting list. **This waiting list opens at the beginning of February and is available on the student portal at my.sun.ac.za.**
- 3.1.2.2.16 Tables 3 and 4 indicate the required HEMIS credits that have to be earned by students in the December final examinations to retain their provisional residence placement – allocated on the basis of the June examination – in the following year.
- 3.1.2.2.17 The numerical factor is calculated to two decimals, and is adjusted upward each time should the fraction contain more than two decimals. Also note that academic readmission enjoys preference in respect of sliding scale B2 (Table 4). This implies that students who are readmitted to their faculties will also be readmitted to the residence,

except where the faculty's readmission threshold is lower than the thresholds in sliding scale B2 (Table 4). Years 5 and 6 (Tables 3 and 4) apply to students in leadership positions.

**Table 3: HEMIS credits based on December examination results in mainstream programmes to retain provisional residence placement in the following year (sliding scale A2)**

Historic years	1	2	3	4	5	6
HEMIS credits	0,45	1,45	2,45	3,00	4,00	5,00

**Table 4: HEMIS credits on the basis of December examination results in approved extended degree programmes to retain provisional residence placement in the following year (sliding scale B2)**

Historic years	1	2	3	4	5	6
HEMIS credits	0,45	1,00	1,45	2,00	3,00	4,00

### 3.1.3 Re-application rules for students in leadership positions

3.1.3.1 Aspiring leaders should apply for residence placement in the following year.

3.1.3.2 Students can only be in leadership positions if they qualify for a place in residence. Leaders who, for example, do not meet the HEMIS requirements for residence placement or who are registered for subjects or modules that do not lead to the awarding of a full qualification (e.g. when registered as a special student) do not qualify for a place in a residence. They will therefore not be able to hold a leadership position in residence.

3.1.3.3 Senior students in **undergraduate residences** may, as a rule, reside in those residences for the normal duration of the undergraduate programme for which they initially registered (the period is cumulative regardless of whether the student has changed residence or was placed later). If, however, the students belong to the leadership structures, as for instance, primaria, house committee member, cluster convenor or mentor, the minimum stay in residences may be extended.

3.1.3.4 Senior students in the **senior residences** may also remain for a longer period (maximum of three years) if they are part of the leadership structures and meet all the academic requirements.

3.1.3.5 Also see 3.3 for arrangements with regard to the **Tygerberg Campus** in terms of a junior and senior phase.

3.1.3.6 Please note that only 25% of the members of the mentor group in residence may be accommodated for longer than the normal duration of their degree programmes.

### 3.1.4 Private (PSO) students applying for residence

3.1.4.1 PSO students apply online at my.sun.ac.za in the preceding year for placement in residence.



- 3.1.4.2 Limited places are available in undergraduate residences for students who live privately (PSOs).
- 3.1.4.3 Places in residences for PSO students are allocated on the basis of availability. Academic achievement is used as the primary criterion for placement.
- 3.1.4.4 Students who are already enrolled and who want to be accommodated in a University residence for the first time (i.e. students who have stayed in private accommodation up to that point) need to pay the prescribed acceptance amount after placement.

### 3.1.5 **Waiting list management for undergraduate residences**

*(Please see waiting list management for senior residence in paragraph 3.2.10):*

- 3.1.5.1 After the re-placement cycle is concluded at the end of August, the available places and cancellations in undergraduate residences are allocated to the placement of prospective students. No waiting list for current students in undergraduate residences will therefore be available until classes commence in the following academic year in February.
- 3.1.5.2 **A waiting list opens at the beginning of February when classes for the new academic year commence and is available on the student portal at my.sun.ac.za.**
- 3.1.5.3 All students who would still like to be considered for placement can register on this waiting list in the following three categories:
  - First year (undergraduate residence)
  - Current student applying for undergraduate residences
  - Current student applying for senior accommodation
- 3.1.5.4 Students will be placed according to academic performance. The policy principles as set out in paragraph 1.2 in terms of diversity and vulnerability within the context of academic merit will still be applicable.
- 3.1.5.5 Students who have not met the academic criteria may register on this list if they are still within their minimum time duration for undergraduate accommodation. Such students will only be considered for placement if there are no claims from academically deserving students for the place.

## 3.2 **Application of the policy on the placement of students with specific reference to senior residences (Stellenbosch Campus)**

- 3.2.1 In order to prepare students for a mature and independent professional life, they are encouraged to move from undergraduate residences to senior residences, LLL houses or private accommodation. Senior students who move out of undergraduate residences (apart from those in leadership positions) must apply formally for placement in a senior residence or LLL house.
- 3.2.2 For students to qualify for placement in senior residences in Stellenbosch, the same two central provisions, namely academic merit and diversity, apply. In addition, the placement of senior students is considered in two categories in accordance with the number of years since they completed matric. These categories are:
  - (i) matric-plus-4 to matric-plus-6 years (22 to 24 years); and
  - (ii) matric-plus-6 to matric-plus-8 years (24 to 26 years).

- 3.2.3 The maximum age for students in senior residences and/or LLL houses currently is 26 years<sup>7</sup>. In exceptional cases, and if places are available, students older than 26 years may be accommodated.
- 3.2.4 The category within which students fall determines the type of residence accommodation for which they will be considered. The allocation and categories are summarised in Table 1.

**Table 5: Categories for placement in senior residence (Stellenbosch Campus)**

Senior residences	Categories
Huis de Villiers, Russel Botman House, LLL houses, Concordia and Huis MacDonald	1) Matric-plus-4 to matric-plus-6 years 2) Matric-plus-6 to matric-plus-8 years
Lobelía and Botmashoogte	1) Matric-plus-6 to matric-plus-8 years

- 3.2.5 The senior residences mainly accommodate students who have already been living in other undergraduate residences.
- 3.2.6 Postgraduate students and students who studied at undergraduate level at the University are compared on the basis of their weighted averages per credit, and those with a higher weighted average per credit receive preference over students with a lower weighted average per credit. The weighted average per credit is calculated for undergraduate performance.
- 3.2.7 The placement of newcomer first-year students in senior residences (usually students older than 23 years) should, if capacity allows, not exceed 10% of the places in such residences<sup>8</sup>.
- 3.2.8 Students may stay in senior residences and/or LLL houses for a **maximum of three years** (this period is cumulative regardless of whether students have changed their residence or have changed their programme), even if they have already been living in an undergraduate residence.
- 3.2.9 Senior students may remain in senior residences for a longer period if they are part of the leadership structures and meet all the academic requirements.
- 3.2.10 **Waiting list management for senior residences**
- 3.2.10.1 **September waiting list for senior residences:** After the official re-placement process is concluded at the end of August, a waiting list will open in September for senior accommodation.

<sup>7</sup> A management resolution that is amended from time to time.

<sup>8</sup> A management resolution that is amended from time to time.

- 3.2.10.2 When cancellations in senior accommodation are received, consideration will be given to placement of students in the following order of preference:
- Current students in the specific residence who meet the set academic requirements and who have not exceeded the maximum of a three-year stay in senior residence
  - Applicants from undergraduate residences who meet the set academic requirements
  - Senior students who are following an undergraduate programme and the minimum duration of the programme exceeds the three years allocated to senior residences
  - Students who make use of private accommodation and meet the academic HEMIS criteria and who applied for senior accommodation for the following year
  - The policy principles as set out in paragraph 1.2 in terms of diversity and vulnerability in the context of academic merit will still be applicable
- 3.2.10.3 February waiting list: The September waiting list for senior accommodation expires when classes commence for the new academic year in February. The new February waiting list will open for all students. Any senior student may register on this waiting list.
- 3.2.10.4 Students will be placed according to academic performance. The policy principles as set out in paragraph 1.2 will also be applicable.
- 3.2.10.5 Students who have not met the academic criteria may also register on this list if they are still within their minimum time duration for senior accommodation. They will, however, only be considered for placement if there are no claims from academically deserving students for the place.

### **3.3 Procedures and rules applicable to re-application and re-placement of current students (Tygerberg Campus)**

- 3.3.1 All students who already live in a University residence or privately must apply electronically at [my.sun.ac.za](http://my.sun.ac.za) before **31 July** every year to be (re)admitted to a University residence.
- 3.3.2 Such applications will only be considered if the students concerned have, in the University's opinion, delivered proof of satisfactory academic performance and if there are sufficient vacancies. All admissions remain subject to the provisions of the University's placement policy. **It is thus not a given that any resident of any residence will be placed in a residence or a specific residence in the next year.**
- 3.3.3 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.
- 3.3.4 On the Tygerberg Campus there are no undergraduate residences, but a distinction is made between junior and senior residences, and students move from junior to senior residences during the course of their undergraduate studies (also see paragraph 3.4.2 in this regard).

- 3.3.5 The junior phase for MB,ChB students is broadly regarded as the first to third year, while the senior phase is regarded as the fourth to the sixth year. For the allied health sciences, the junior phase is broadly regarded as the first to the third year, while the senior phase refers to the fourth year.
- 3.3.6 As point of departure, the aim is a ratio of 40:60 first-year students to second- and third-year students in the junior residences on the Tygerberg Campus.
- 3.3.7 Academic criteria serve as the primary criteria for re-placement in a residence.
- 3.3.8 Further criteria that may be considered as re-placement criteria for students on the Tygerberg Campus are discretionary factors such as distance from the campus, access to transport, financial and social circumstances, and health factors.
- 3.3.9 Regulations regarding leaders are stipulated in paragraph 3.1.3.
- 3.3.10 With regard to a **waiting list**, a new waiting list will open at the end of February of the residential year and will lapse on 31 August. On 1 September, a new waiting list will open based on the electronic applications received for the following residential year.

### **3.4 Application of the policy on the placement of students in the Listen, Live & Learn Initiative houses**

- 3.4.1 The diversity profile that is pursued for the Listen, Live & Learn (LLL) Initiative plays a determining role. Applicants are thus placed according to the diversity needs of the overall LLL Initiative. The diversity profile includes the categories of gender, ethnicity, faculty of study and nationality.
- 3.4.2 Senior students apply for placement in the LLL houses directly with the LLL Office. The applications are considered for placement after applications are reviewed by an external panel as appointed by the LLL Office.
- 3.4.3 Students who are not registered for a full-time degree programme do not qualify to stay in the LLL houses, as set out in paragraph 2.2.7.
- 3.4.4 The maximum age for students placed in LLL houses is 26, as set out in paragraph 3.2.3, and students may only live in LLL houses for a maximum period of three years, as set out in paragraph 3.2.8.

### **3.5 Procedures and rules applicable to the cancellation or termination of residence lodging**

#### **3.5.1 Before commencement of the academic year**

- 3.5.1.1 Enrolled students may cancel their lodging until **30 September** in the year preceding the year of lodging to which the cancellation pertains, without incurring any liability for accommodation fees for the following year.
- 3.5.1.2 Should cancellation occur after the date above, though prior to the commencement of the academic year, the University will levy a cancellation fee. A cancellation fee of R1 000 will be payable in respect of cancellations of lodging **after 30 September**; R2 000 will be payable for cancellations **after 30 October**, and R3 000 will be payable

for cancellations **after 30 November** in the year preceding the year of lodging to which the cancellation pertains.

### 3.5.2 **After commencement of the academic year (current students)**

- 3.5.2.1 Should enrolled students wish to cancel their accommodation, they are required to notify the Residence Placement Office in writing by sending an e-mail to [info@sun.ac.za](mailto:info@sun.ac.za) or by completing the required forms at the Residence Placement Office.
- 3.5.2.2 The date of receipt of the written notice will be regarded as the official date for calculating any monies owed.
- 3.5.2.3 Students will be liable for a cancellation fee of 30% of outstanding accommodation fees.
- 3.5.2.4 Students will be required to vacate their residence lodging on the day of cancellation.
- 3.5.2.5 If students cancel their accommodation on the grounds of ill health and submit a satisfactory medical certificate, they may be exempted from liability for the cancellation fee.
- 3.5.2.6 However, final decisions about the reimbursement of all monies rest with the University.

## **4. Procedures and rules applicable to the transfer/shifting of students**

- 4.1 Because of the high demand for the limited number of places in residences, prospective students will not necessarily be placed in the specific residence for which they have applied.
- 4.2 In the light of the University's endeavour to promote diversity in all residences and to distribute students from different backgrounds equally among residences, no request from prospective students for transfer from one residence to another will be considered.
- 4.3 The University reserves the right to transfer a student from one University residence/house to another where this may be deemed necessary.
- 4.4 Current students will, however, only be transferred from one residence to another in exceptional cases. The Head: Residence Placement may approve a request for a transfer on the basis of:
  - availability of places in residence;
  - a sound motivation;
  - consultation with role players such as the Centre for Student Counselling and Campus Health Services; and
  - in accordance with the Centre for Student Communities (CSC).
- 4.5 The University also reserves the right to:
  - 4.5.1 refuse to place a student in a University residence;
  - 4.5.2 terminate an occupant's lodging in a University residence by giving one week's notice; and
  - 4.5.3 deny a student continued lodging in University accommodation where such a student's conduct jeopardises the creation of healthy student communities.

- 4.6 Where required, the prescriptions in paragraph 4.5 shall be preceded above shall be preceded by the following procedure: A committee convened especially for this purpose by the Director: CSC will, firstly, determine whether a resident's conduct indeed undermines/has undermined the creation of healthy student communities to such an extent that it justifies the denial of residence placement; and, secondly, whether other arrangements can be made to resolve the issue.
- 4.7 Such a committee will consist of a minimum of five persons, namely the Director: CSC as convenor, the Head: Residence Placement, a member of staff from the Centre for Student Affairs, a student representative appointed by the Students' Representative Council, and at least one staff member from the Centre for Student Counselling and Development (CSCD).

## **5. Procedures and rules applicable to accommodation fees**

- 5.1 All information on accommodation fees is contained in Part 3 of the University Calendar.
- 5.2 Annual accommodation fees cover the period from approximately 18 January to 10 December in a particular year (depending on the University's almanac and excluding university vacations in the middle and at the end of the year). Students are expected to familiarise themselves with the respective arrival dates for house committees, first-year students and senior students. Accommodation for the period mentioned above is not guaranteed in the form of any particular allocated bed, and the University reserves the right to transfer students to other accommodation following the first examination opportunities, depending on requirements and availability.
- 5.3 Residents whose accommodation fees are in arrears by one semester will require the permission of the Student Fees Division to stay on in residence.
- 5.4 The University Council reserves the right to amend accommodation fees payable to the University (see Part 3 of the Calendar) without prior notice.
- 5.5 Residents responsible for causing damage in a residence (or other University accommodation, such as an apartment or house), will be held liable for such damage, and all expenses incurred for repairs arising from such damages will be debited to their student accounts.

## **6. Procedures and rules applicable to students in private accommodation (PSO students)**

- 6.1 The Private Students' Organisation (PSO) consists of 11 wards, namely Libertas, Oude Molen, Pieke and Vesta (men's wards); Aristea, Equité, Silene, Venustia (women's wards); and Aurora, Olympus and Osler (combined men's and women's wards, with Oslers on Tygerberg Campus).
- 6.2 All private students are subject to the rules and regulations of Stellenbosch University and the private wards to which they belong.
- 6.3 In terms of a Council resolution, all private students are compelled to join the Private Students' Organisation (PSO) and to pay PSO membership fees.

- 6.4 Students who live in accredited private accommodation still form part of the relevant PSO ward.
- 6.5 As far as PSO and hence also cluster allocations are concerned, it is equally important to pursue the two core provisions, namely academic merit and diversity.
- 6.6 The same aim is pursued, namely to allocate students in such a way that it will contribute to the formation of healthy, diverse communities, which in turn will ensure optimal formation and development in the out-of-class context, and eventually also (academic and other) success.
- 6.7 In order to achieve the aforementioned aims, students are allocated randomly to PSO wards, as per Stellenbosch University's placement policy and hence also to one of the seven clusters.
- 6.8 A cluster comprises residences that are grouped together, primarily geographically, and into which one 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 incorporated to form a student community (currently approximately 2 500 to 3 000 students). Such a cluster with residences and PSO wards is managed generally by a residential education (ResEd) coordinator, assisted by a student leadership structure. The clusters form a smaller student community with the intention of improving the quality of the experience of all students at the University, and in particular to improve the integration of PSO students into campus life.
- 6.9 The clusters are: Wimbledon (Eendrag, Helshoogte, Sonop, Irene, Aristeia and Vesta); Victoria (Monica, Harmonie, Wilgenhof, Oude Molen, Silene and Huis de Villiers); Vicmeyr (Dagbreek, Majuba, Minerva, Huis Ten Bosch, Lydia and Aurora); amaMaties (Serruria, Nemesia, Erica, Helderberg, Libertas and Equité); Validus (Simonsberg, Huis Visser, Huis Marais, Goldfields, Academia and Olympus); Rubix (Nerina, Metanoia, Heemstede, Venustia and Pieke); and Tygerberg (Kerkenberg, Meerhof, Huis Francie van Zijl, Hippokrates and Osler).
- 6.10 A regulated PSO walkover process is managed by the PSO Office in order to gather data and to address extraordinary circumstances.

## **7. Accommodation offering and rules**

### **7.1 Procedures and rules applicable to maintaining order**

- 7.1.1 Upholding the residence rules rests firstly with the relevant resident/visiting warden of a residence/PSO ward, the head student and the house committee, and the students must assist these office bearers.
- 7.1.2 The resident head or PSO coordinator must submit the house rules (internal house rules, which are also applicable to other types of residential environments, such as clusters, apartments and houses) and any changes thereto to the Director: CSC. Candidates who wish to stand for election to leadership positions first have to be approved by the CSC. For this purpose, the Director: CSC and the relevant resident/visiting warden will

consider the academic performance and conduct of the nominees, and reserve the right to remove certain students' names from the candidate list.

- 7.1.3 The members of the house committee are responsible for upholding the rules and regulations of the University, the residence rules and the rules of the relevant cluster or house.

## **7.2 Procedures and rules applicable to the accommodation offering**

- 7.2.1 All accommodation in a University residence, apartment or house is allocated for a full academic year, subject to the provisions for the vacation of residence rooms/University houses during certain vacations and second rounds of examinations.

- 7.2.2 Accommodation in a University residence implies the following:

- 7.2.2.1 occupation of the allocated room, as determined by the University from time to time in the course of the year, excluding certain vacations;

- 7.2.2.2 access to catered meals, where applicable, during the academic terms, on conditions determined by the University from time to time; and

- 7.2.2.3 where food is provided in residences, students are prohibited from keeping two-plate stoves, or microwave or other ovens in their rooms. The University reserves the right to confiscate these items.

- 7.2.3 No food may be prepared in rooms or on verandas or balconies.

- 7.2.4 The University reserves the right to utilise the rooms to accommodate other persons during certain vacations.

- 7.2.5 Outsiders (i.e. those who are not students placed in the particular residence for the particular year) may not overnight in residences during the academic year without the permission of the resident warden.

- 7.2.4 Residents and/or their guests will be held financially liable for any damage caused by them in the building. They are responsible for the state of the rooms they occupy, as well as the furniture and equipment contained therein, and will be liable for any damages that they, or others, or devices used by them or others, may cause.

- 7.2.5 Structural changes to furniture or University property are not permitted under any circumstances.

- 7.2.6 All rooms must be accessible to authorised residence staff.

- 7.2.7 A room will be presented to the student, at which stage the student will be required to sign an "inventory" confirming the state of the room. After the room is vacated it will again be inspected by the Residence Services Coordinator. In the case of any discrepancy with the inventory form, damages will be recovered from the student's account.

- 7.2.8 Only single power plugs or multiplug distributors with SABS-approved trip switches may be used in 15 amp wall sockets. All other forms of power distribution, such as dual plugs, temporary wiring and the like, are strictly prohibited. Only one device with a proper three-wire cord will be permitted per socket in a multiplug distributor.



- 7.2.9 No switchboards, trip switches or permanent electrical wiring may be tampered with.
- 7.2.10 No equipment that may pose a fire or other risk will be permitted in rooms. The University reserves the right to confiscate such equipment.
- 7.2.11 Only one fridge (up to a maximum of 150 litres) will be permitted per room.
- 7.2.12 Any items such as traffic signs, information signage, shopping trolleys, flower boxes and waste bins that are not the property of the residence, and therefore of the University, are strictly prohibited in any area of the residence or on the related premises, irrespective of whether these were used, bought, exchanged or donated.
- 7.2.13 No furniture or equipment may be removed from a room/rooms or any other venue at the residence without the permission of the residence head and the Residence Services Coordinator.
- 7.2.14 The University will not be liable for the loss or damage of residents' property, and residents will be personally responsible for arranging the necessary insurance cover. This includes fire or water damage and theft.
- 7.2.15 Fire extinguishers must be placed in predetermined positions in residences and may only be removed in the case of fire.
- 7.2.16 Under no circumstances may emergency equipment such as fire extinguishers, fire hydrants and the contents of emergency plan boxes be misused or tampered with. Such transgressions will be punishable by summary eviction.
- 7.2.17 Any form of obstruction in corridors and thoroughfares, such as bicycles and motor scooters, is strictly prohibited.
- 7.2.18 The unauthorised stacking of waste paper, cardboard or any other flammable material in any room of the residence is prohibited. (Residences have designated places where this type of material may be stacked for recycling purposes.)
- 7.2.19 For safety reasons, occupants of residences will be required to remove all their belongings from their rooms and leave all cupboard doors open prior to their departure for the end-of-year vacation or any other break for which the University may require the rooms. Where practicable (excluding in the December/January vacation), the resident head, in consultation with the house committee, will designate an appropriate room where students' belongings may be stored. Storage will only be provided for properly packaged and identified items. Any storage space in the facility will be under the supervision and control of the house committee.
- 7.2.20 The keeping of weapons is strictly prohibited and any resident who is caught with a weapon will be suspended from residence immediately.
- 7.2.21 No animals may be kept. Any animal will immediately be removed and handed over to the local SPCA.

**7.3 Procedures and rules applicable to accommodation during vacations**

- 7.3.1 Residents who remain in Stellenbosch during vacations, and who are required to vacate their rooms in terms of the procedure for the vacation of residences for certain vacations, may apply for accommodation in a residence/residences made available for this purpose by the University, upon payment of the applicable levy and on conditions that may apply from time to time.

**7.4 Procedures and rules applicable to laundry and bedding**

- 7.4.1 Residents are required to provide their own bed and bath linen, e.g. duvets, duvet covers, sheets, pillow cases, blankets and towels. It is recommended that residents also bring with them a mattress protector.
- 7.4.2 Students who wish to do their own laundry will be able to use paid-access washing machines and tumble dryers.

**7.5 Procedures and rules applicable to meals**

- 7.5.1 Guests of any staff member or resident may only have meals at the residence by prior arrangement and upon payment of the applicable fee. The resident warden will exercise the necessary control.
- 7.5.2 Meals may only be provided to students who have booked meals by means of a student card. In all instances, meals must be booked on the computer system at least two days in advance. Where students have failed to book, they may receive a meal at double tariff, should there be food available after the relevant meal time.
- 7.5.3 Upon registration at the beginning of the year, all residents are required to select a meal quota based on their own requirements. Non-residents may also register to have meals at a residence, on conditions determined by the University from time to time. For example, PSO students in a specific cluster may book meals in the dining halls of the residences in that cluster.
- 7.5.4 Parties and special events (see residence rules – also applicable to other types of accommodation) will only be permitted at the applicant's expense. The resident/visiting warden will exercise control.
- 7.5.5 Alcoholic beverages will only be permitted in residences in accordance with the provisions contained in the residence rules.
- 7.5.6 Meal times are determined by the resident head, in conjunction with the ResEd coordinator and the housing services manager.
- 7.5.7 As meals in University residences are prepared in bulk, residents will not be able to demand that any special dietary requirements be adhered to. However, limited provision is made for halaal meals.

## **7.6 Procedures and rules applicable to conduct**

- 7.6.1 Students' conduct must at all times comply with the disciplinary code for students of Stellenbosch University (see Part 1 of the Calendar). Any potentially offensive actions must be avoided. The residence and other house rules must also be adhered to throughout.
- 7.6.2 In order to fill all available rooms and to keep pace with circumstances (such as economic considerations and actual enrolment figures), the University reserves the right to amend, cancel or add any provisions, procedures and rules (see also Chapters 1 and 2 of the Rules for Students of the University).

## **7.7 Construction and maintenance**

- 7.7.1 From time to time, the University will upgrade built structures in and around residences and conduct necessary maintenance work.
- 7.7.2 Measures will be taken to minimise any inconvenience as far as possible.

# 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 MARKED ANSWER SCRIPTS WITH MEMBERS OF THE TEACHING STAFF DURING EXAM PERIODS

If a student wishes to learn from his mistakes, he shall be at liberty to discuss his marked answer scripts during exam periods with the lecturer(s) concerned, provided that:

- 2.1 A student must not view his marked answer script(s) other than in the presence of the lecturer(s) concerned.
- 2.2 The discussion of such marked answer 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 marked answer scripts with the lecturer(s) concerned is not intended as an opportunity for the re-evaluation of the examination mark/flexible assessment 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 flexible assessment, no re-evaluation of test scripts and other assignments for assessment shall be considered. See par. 8.4.1.12 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 (50%) 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 a special 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 (50%), 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

The following rules apply to students during tests and examinations:

- 7.1 You must show your student card – or identity document or driver's licence if your student card is temporarily not available – on entry into the venue.
- 7.2 You must answer all questions in ink.
- 7.3 Read the instructions on your question paper.
- 7.4 Communication between candidates in test or examination venues is not allowed.
- 7.5 Supporting material (including blank paper, books, notes, calculators and other electronic equipment) is not allowed in test or examination venues, unless the use of particular items is expressly allowed or prescribed.
- 7.6 You must switch off your cellphone and place it face down on the desk in front of you for the full duration of the test or exam.
- 7.7 You must take off your wrist watch and place it face down on the desk together with your cell phone.
- 7.8 You are not permitted to read or copy any answer or part of any answer that another student has written in his answer book or on the question paper.
- 7.9 You are not permitted to remove parts of answer books.
- 7.10 The front page of every examination answer book used must be completed in full. **Please note:** Neither your first names, surname and student number, nor your signature, may appear on the front page of or inside the examination answer book. This information will appear on/under the anonymity sticker on the examination answer book. The sticker has to

be covered before handing in your examination answer book. Until test books are also supplied with anonymity stickers, only your student number must be written on the front page. In the case of question papers with space for answers (i.e. no test or examination answer book is used), only your student number may be written on the front page of the question paper.

- 7.11 If you use more than one answer book, place the second and further books inside the first book when you hand in.
- 7.12 All answer books issued to you must be handed in to an invigilator before you leave the test or examination venue.
- 7.13 No extra time will be allowed if you arrive late. If you arrive more than 45 minutes after the start of the test or examination session, you will not be allowed to enter the test or examination venue.
- 7.14 You are not allowed to leave the test or examination venue within the first 45 minutes of a test or examination session.

## **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 R907 is payable when a dean's concession examination is granted. The amount must be paid at the cashiers in Block A of the 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 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 *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.

### **8.1.19 *Project assessment***

On 11 March 2016, Senate recognised project assessment as a formal assessment option in the Faculty of Engineering (see Recommendation Report of the Committee for Learning and Teaching).

## **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. If the first examination in a module cannot be written because of illness or whichever other reason, the second examination in the module may be used, without any permission but as first and only further examination opportunity in the module. 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. If at all possible, it will be very useful if the final marks could be submitted in

accordance with 8.2.14 above, as it can then be taken into account for the HEMIS readmission calculations of undergraduate students.

- 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 undergraduate 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 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 par. 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 par. 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, and
  - c) on condition that the qualification will only be awarded *cum laude*, if all the required modules were passed over the normal duration of the programme concerned.
- 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 in Further Education and Teaching Training (PGCE [FETT]), the following modular weights shall be used in the calculation of pass with distinction:

a)

Academic Language Development and Awareness (8)	0,06
Curriculum Studies (8)	0,06
Education, Leadership and Management (6)	0,04
Educational Psychology (8)	0,06
History and Sociology of Education (8)	0,06
Philosophy of Education (8)	0,06
Practical Learning (32)	0,3
Sustainable Living (6)	0,04
Teaching specialization 1 (20)	0,16
Teaching specialization 2 / Advanced Study module (20)	0,16
Total	<u>1,00</u>

- b) A student shall pass with distinction if, in addition to complying with all the prescribed requirements, a final mark of not less than 70 in Practical Learning (32) was obtained by him.

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

8.3.14.11 A Doctoral degree is not awarded with distinction.

## **8.4 Rules with respect to flexible assessment of modules**

### **8.4.1 General provisions**

The examination system is the main assessment system, and flexible assessment can be applied as an alternative assessment scheme. Flexible assessment is defined as follows: 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 of the module). A final mark is awarded without concluding the study period with a formal university examination.

The system of flexible assessment allows for three official assessment periods per semester. The first of these (A1) will be during the semester (the current test period), the second (A2) will be in the time period of the first examination, and the third (A3) will be in the time period of the second examination. All or none of these official assessment periods can be used for the assessment scheme of an individual module.

The stipulations of par. 8.3.4 and 8.3.5 above apply to modules that use flexible assessment.

In addition, the following rules for flexible assessment in modules apply for the purposes of determining a final mark:

- 8.4.1.1 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.
- 8.4.1.2 No single assessment opportunity may contribute more than 60% to the final mark. However, faculties may allow departures from this rule in individual modules based on justification in terms of the University's assessment policy as applicable within the particular module. Departures from this rule must – in the case of each individual module – be approved by Senate in accordance with the approval procedure explained further on in this document.
- 8.4.1.3 No particular assessment opportunity can be the sole determination of a pass or fail, but if students by choice do not use an assessment opportunity offered, they forfeit the right to multiple opportunities.
- 8.4.1.4 At least 40% of the final mark of the module is subject to internal moderation and, in the case of an exit level module, at least 40% of the final mark must be externally moderated as well.
- 8.4.1.5 Assessment schemes must provide for timeous feedback to students, i.e. should normally include formative feedback. For assessments during the course of the semester, departments should give feedback to students (for instance via SUNLearn or as specified in the module framework or study guide) as soon as possible after the assessment opportunity was completed.
- 8.4.1.6 Completing additional, optional assessments may not reduce the final mark, but the improvement in the final mark due to completing additional, optional assessments may be limited.
- 8.4.1.7 Details of the assessment scheme in a module must be provided in the module framework or study guide at the start of the semester.
- 8.4.1.8 The module framework or study guide must make clear whether any specific assessment opportunity is compulsory, or not.
- 8.4.1.9 Assessments used in the A3 period in November preclude a student from graduating in December of that year.
- 8.4.1.10 Decisions about access to an assessment opportunity in the A3 period must be loaded on the system preferably five days, but no less than three days (not counting Saturdays, Sundays and public holidays) before the assessment opportunity.
- 8.4.1.11 Final marks between 35 and 50 are allocated in multiples of 5.
- 8.4.1.12 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.

### **8.4.2 Uploading final marks**

There will be two opportunities to upload marks – and in some modules a choice between two comments as determined by the lecturer in accordance with the assessment scheme of a module – onto the student information system (SIS), namely:

- 1) After A2, a final mark which can constitute a fail, pass, or pass with distinction, and a choice of two comments, namely (1) module incomplete, if a mark that can constitute a final mark was not obtained in the course of the semester, or (2) admitted to further assessment, if the assessment scheme of a module makes provision for a further assessment in A3.
- 2) After A3, a final mark which can constitute a fail, pass, or pass with distinction. If a student was granted admission to A3, but did not turn up for the assessment, the mark uploaded onto SIS will be the mark obtained previously, or the comment module incomplete, if a mark that can constitute a final mark was not obtained in the course of the semester.

The following valid comments may be loaded against modules to indicate the outcome of an assessment:

- 1) Admitted to further assessment (comment to be uploaded by department after A2, where applicable)
- 2) Module incomplete (comment to be uploaded by department after A2 or A3, where applicable)
- 3) Fail (automatically attached by SIS to mark that is uploaded, exception if after A2 the student is granted admission to A3, where applicable; then comment (1) above is applicable)
- 4) Pass (automatically attached by SIS to mark that is uploaded)
- 5) Pass with distinction (automatically attached by SIS to mark that is uploaded)

### **8.4.3 Procedure for approval of assessment scheme**

If flexible assessment is preferred as the assessment scheme for a module – or an amendment to a module's previously approved flexible assessment scheme is required – the following application procedure should be followed:

- 8.4.3.1 The proposed scheme will be considered within faculties in terms of each faculty's own teaching and learning and programme management structures, with the seven criteria for effective assessment – contained and described in the document *Assessment policy and*

*practices at Stellenbosch University* – as foundation. The seven criteria are the following: validity, reliability, academic integrity, transparency, fairness, achievability, and timely feedback.

- 8.4.3.2 The particular lecturer will propose the flexible assessment scheme to be adopted in the module, with motivation in terms of the University's assessment policy referred to in par. 8.4.3.1 above, to his or her Head of Department or Chair for approval, after the lecturer has determined with the Student Information System Support (SISS) office whether SIS can accommodate the particular design.
- 8.4.3.3 Once the proposed scheme has been approved by the Head of Department or Chair and the faculty's internal teaching and learning and programme management structures, it will be submitted to SU's Programme Advisory Committee/Academic Planning Committee and the relevant faculty board for approval by Senate as part of the faculty's approval of its calendar changes for the following year.

#### **8.4.4 Information needed by the Timetable Office and Examination Office**

##### **8.4.4.1 Timetable Office**

By May of the preceding year, the Timetable Office needs to know what will be expected of it with regard to dates to be allocated to modules for A1, A2 and A3. The procedure is the following:

- For A1: A1 is scheduled in accordance with historical data, namely if A1 was scheduled for the current year, it will automatically be scheduled for the following year. If A1 was not scheduled for the current year, it will automatically not be scheduled for the following year. Possible changes from year to year as far as this aspect is concerned should be kept to a minimum, especially in cases where a date for a module is set annually.
- For A2 and A3: Codes will be created on SIS to distinguish between (1) modules requiring only A2, (2) modules requiring A2 as well as A3, and (3) modules requiring none of A2 and A3. If a lecturer wants to institute a change for the following year, the procedure for approval explained in par 8.4.3 above must be followed.

##### **8.4.4.2 Examination Office**

As standard practice, the Examination Office will allocate on request venues to be used by modules using flexible assessment in the A2 and A3 periods.

In the case of modules wanting to utilise the service of the Examination Office for the administration of A2 and A3, the service will be supplied in accordance with the rules governing the management of examinations.

At the beginning of each semester, the Examination Office needs the following information of each flexible assessment module and will obtain the information by means of a web-based questionnaire, to be completed by each department:

- Must a venue **and** invigilators be supplied (1) for A2, or (2) for A2 as well as A3

### **8.5 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.

### **8.6 General rules for Honours and Master's programmes**

8.6.1 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.

8.6.2 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.

### **8.7 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 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 (mymatrics.com), under the section Test/Exam Info: General Exam Information, be used.

## **8.8 Scheduling of tests**

Normally, no centrally scheduled test dates will be allocated to undergraduate modules in the final two and a half 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 that are being phased out, 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 administrators in Block A of the 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](http://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

If the student concerned received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

“The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF.”

The Afrikaans wording should read:

“Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemee erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie.”

### 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 © 2018 Stellenbosch University  
All rights reserved

**In Afrikaans theses:**

Kopiereg © 2018 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*

If the student concerned received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

"The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF."

The Afrikaans wording should read:

"Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemee erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie."



*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).
- 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](http://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.")

If the student concerned received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

"The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF."

The Afrikaans wording should read:

"Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemee erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie."

##### **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 © 2018 Stellenbosch University  
All rights reserved

##### **In Afrikaans dissertations:**

Kopiereg © 2018 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:...” and

If the student concerned received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

“The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF.”

The Afrikaans wording should read:

“Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemee erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie.”

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/secretcy, 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/secretcy.

### **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.
- 6.14.2.2 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. 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.
- 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 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. Applications received after 30 April of the year concerned will be considered on merit, provided that the student has not registered for the year.
- 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 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 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

This policy is currently under review. The new version will be available on the web.

### 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 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's Unit for Psychotherapeutic and Support Services).

- 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 (USB D) 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 USB D 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 USB D 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*

USB D 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 Prim 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:**

Dr Birgit Schreiber (Senior Director: Student Affairs)

Tel.: 021-808 3167

E-mail: [studentesake@sun.ac.za](mailto: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 the following link: <http://www.innovus.co.za/working-with-innovus/intellectual-property-2/copyright.html>.

### 3. ELECTRONIC COMMUNICATIONS POLICY

#### 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 par. 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 par. 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 par. 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 par. 4.1 above, the University is obliged to manage and protect its communication systems, and the person authorised thereto in terms of par. 5 may, therefore, without further notice to the User (but subject to par. 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 par. 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 par. 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 par. 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 par. 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 par. 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 Ombud 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**

This policy is currently under review. The new approved version will be available on the web.

## 6. POLICY ON UNFAIR DISCRIMINATION AND HARASSMENT

In case of any discrepancies or differences about interpretation between the English text of this policy and its Afrikaans translation, the English version must prevail as the legally binding formulation.

### Sleutel terme / *Key terms*

Afrikaans	<i>English</i>
Onbillike diskriminasie	Unfair discrimination
Seksuele teistering	Sexual harassment
Viktimisering	Victimisation
Gelykheid	Equality
Transformasie	Transformation
Gender	Gender

## 1. INTRODUCTION

- 1.1 Stellenbosch University's (SU) strategic positioning for the 21st century is anchored in creating and sustaining an environment of inclusivity, transformation, innovation and diversity, and maintaining excellence with a focus on the future. The institution's responsibility to our country and continent is key. One of the challenges in this regard is to remove inequalities and discrimination from our higher education system and to strengthen human rights and democracy on our campuses. These aspirations have been captured in the University's vision, mission and value statement for 2030<sup>9</sup>.
- 1.2 The University fully commits itself to promoting all fundamental rights and freedoms of every person on campus as required by the Constitution and related legislation such as the Promotion of Equality and the Prevention of Unfair Discrimination Act 4 of 2000 and the Employment Equity Act 55 of 1998. This policy must be read together with the Protection from Harassment Act 17 of 2011 and the Code of Good Practice on Handling of Sexual Harassment Cases in the Workplace, 2005, as amended.
- 1.3 Equality is promoted within a culture of inclusivity. SU is committed to becoming a more diverse, accessible, inclusive, participatory and representative institution and to remaining self-critical about potential structural discrimination, micro-aggressions and oppression<sup>10</sup>.

<sup>9</sup> Institutional Intent and Strategy, Stellenbosch University, 2013–2018

<sup>10</sup> Institutional Intent and Strategy, Stellenbosch University, 2013–2018

## **2. PURPOSE OF THE POLICY**

- 2.1 The purpose of this policy is to state the principles and provisions for addressing unfair discrimination against staff and students at SU, as well as to ensure that appropriate mechanisms are in place to support those subjected to unfair discrimination, and that positive steps are taken to prevent instances of unfair discrimination and protect staff and students against such discrimination.
- 2.2 This policy aims to promote equal opportunities for success through appropriate structures and practices.
- 2.3 This policy offers an overarching framework for promoting equality and for preventing and addressing unfair discrimination.

## **3. SCOPE OF THE POLICY**

- 3.1 The scope of the policy is to guide all policy and procedural documents and principles that relate to unfair discrimination, victimisation, harassment and sexual harassment at SU.
- 3.2 The policy applies to all staff, students and any other person or entity engaging in any activity on any property under the University's jurisdiction or any University-related activity.
- 3.3 This policy further applies wherever unfair discrimination or harassment might impact negatively on the University or its staff, students or any other person or entity, and when and wherever any behaviour relating to unfair discrimination and harassment or the publication and reporting thereof might have a negative impact on or possess a reasonable potential to harm a fellow student or staff member of the University or any other person or entity, or on the University's reputation.

## **4. AIMS OF THE POLICY**

The aims of this policy are:

- 4.1 to define 'unfair discrimination', 'harassment', 'sexual harassment' and 'victimisation' with a view to prevent or address all forms of unfair discrimination, harassment, sexual harassment and victimisation within the institution;
- 4.2 to provide consistent, fair, reasonable and transparent procedures and structures for dealing with allegations of unfair discrimination, harassment, sexual harassment and victimisation;
- 4.3 to promote adherence to the stipulations of the Constitution of South Africa and related legislation;
- 4.4 to clarify internal and external roles and responsibilities with regard to reporting, support, investigations, education and communication; and
- 4.5 to recognise past inequalities and the impact thereof, and to implement corrective and remedial actions.

## 5. DEFINITIONS

For the purpose of this policy, the following definitions apply:

- 5.1 **Advisors:** a team of advisors must be contacted following each official complaint and presented with the information, and they must recommend the best possible pathway to resolution;
- 5.2 **ADHO:** the anti-discrimination and harassment officer based at the Equality Unit (EU) at the Centre for Student Counselling and Development (CSCD);
- 5.3 **Advisory panel:** the panel of preliminary enquiry who conduct investigations after the advisors have filed official complaints and referred them to an advisory panel; there are two advisory panels for discrimination, harassment and victimisation complaints – one dealing with staff and the other with students; there are two advisory panels, too, for sexual harassment complaints – one dealing with staff and the other with students;
- 5.4 **Complainant:** the person alleging that conduct constituting unfair discrimination, harassment, sexual harassment or victimisation has occurred; the complainant may or may not be the person directly affected;
- 5.5 **Harassment:** unwanted conduct which demeans, humiliates or creates a hostile or intimidating environment or is calculated to induce submission by actual or threatened adverse consequences, and which may be persistent, once-off or serious and may relate to –
  - 5.5.1 sex, gender or sexual orientation, or
  - 5.5.2 a person's belonging or presumed belonging to a group identified by one or more of the prohibited grounds or characteristics associated with such group;
- 5.6 **Mediation:** a voluntary, confidential once-off facilitation of communication between two parties (directly or indirectly) by a trained mediator, the aim being an amicable resolution to any conflict or dispute, based on the principle of shared humanity;
- 5.7 **Microaggressions:** any brief, everyday verbal, nonverbal or environmental slights, snubs or insults, whether intentional or unintentional, that communicate hostile, derogatory or negative messages to marginalised and disempowered groups in society;
- 5.8 **Respondent:** the person against whom a complaint has been filed;
- 5.9 **Sexual harassment:** behaviour typically experienced as offensive, which may include sexual approaches and which often are made within the context of a relationship of unequal power or authority; sexual harassment is a form of discrimination on the grounds of gender, sexual orientation or sexuality; it is unwanted and may be experienced as an expression of power, authority or control of a sexual nature; it creates a hostile environment that prevents those concerned to learn or work to capacity.

Sexual attention becomes sexual harassment if the behaviour persists (although a single incident of harassment can constitute sexual harassment, too), if the complainant has

made it clear that the behaviour is considered offensive and/or if the respondent should have known that the behaviour would be regarded as unacceptable<sup>11</sup>.

Perceptions diverge regarding the kind of behaviour that constitutes sexual harassment, ranging from unwelcome sexual attention, sexist or suggestive remarks and bribery or extortion (e.g. positive rewards for sexual favours) to aggressive behaviour (e.g. attempted or actual rape). Sexual harassment thus covers a broad spectrum of unwanted behaviour, including the following:

- 5.9.1 **verbal** harassment, such as unwelcome enquiries regarding a person's sex life, telephone calls with a sexual undertone, continuous rude or sexist jokes or remarks, jokes with sexual innuendo, unwelcome requests for dates and remarks about a person's figure;
- 5.9.2 **nonverbal** harassment, such as leering, gestures with a sexual meaning and persistent unwelcome flirtation;
- 5.9.3 **visual** harassment, such as displaying pornographic photos, comics, objects, et cetera that create a hostile environment;
- 5.9.4 **physical** harassment, such as unwelcome contact through patting, pinching, fondling, kissing, pawing, assault, molesting and rape; and
- 5.9.5 **quid pro quo** harassment, such as sexual bribery (e.g. promising a promotion in return for sexual favours) and sexual extortion (e.g. refusal to promote people if they do not consent to granting sexual favours);
- 5.10 **Unfair discrimination:** any act or omission – including a policy, rule or practice – that undermines people's human dignity or has the effect of preventing them from participating as equals in any aspect of University life on the grounds of their race, gender, sex, pregnancy, marital status, HIV/Aids status, socio-economic status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, birth or any other legally recognised prohibited ground of discrimination, or a combination of more than one of these grounds.

No person may discriminate unfairly – whether directly or indirectly – against an employee in any employment policy or practice on the grounds of race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV/Aids status, conscience, belief, political opinion, culture, language, birth or any other arbitrary ground, or a combination of more than one of these grounds<sup>12</sup>. Promoting affirmative action consistent with the Employment Equity Act 55 of 1998, as amended, does not constitute unfair discrimination; neither does preferring or excluding any person based on an inherent job requirement.

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<sup>11</sup> Code of Good Practice on the Handling of Sexual Harassment Cases in the Workplace, 2005, as amended

<sup>12</sup> Employment Equity Act 55 of 1998 as amended

Unfair discrimination can happen either directly or indirectly:

- 5.10.1 **Direct unfair discrimination** is overt discrimination that occurs when a person is treated less favourably than others on any of the grounds included by the definition of ‘unfair discrimination’ at 5.10 above. Hate speech – i.e. communication, including remarks and gestures, that violates the human dignity of other persons – is a form of direct unfair discrimination.
- 5.10.2 **Indirect unfair discrimination** occurs when a requirement, condition or practice is set which appears neutral, but in effect discriminates unfairly against people on any of the grounds included by the definition of ‘unfair discrimination’ at 5.10 above. An example of indirect unfair discrimination is when a requirement, condition or practice seems reasonable, but imposing it excludes persons with one or more of the attributes included by 5.10 above, whereas most persons without those attributes can comply with such requirement, condition or practice;
- 5.11 **Victimisation**: any detrimental consequences (or threat of such consequences) visited upon people because they have lodged, intend to lodge, or have helped someone else lodge a complaint of unfair discrimination, or because the people in question have provided information about a complaint (e.g. by whistle-blowing) or acted as a witness regarding a complaint of unfair discrimination.

## **6. POLICY PRINCIPLES**

### **6.1 Equity and equality as a strategic priority**

The underlying principles of equity and equality as set out in the Constitution and related legislation are recognised as an integral component of SU’s strategic priorities to strengthen human rights and democracy on our campuses. These aspirations are expressed in the University’s vision, mission and value statement for 2030<sup>13</sup>.

### **6.2 Responsibility**

Every student and staff member at SU should feel that, since they are important stakeholders in the University, they are co-responsible for respecting and promoting the principles laid down in this policy.

### **6.3 Employment equity practices**

Equal opportunities, affirmative action, the prohibition of unfair discrimination and the promotion of diversity are key driving principles of the recruitment and appointment process at SU.

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<sup>13</sup> Institutional Intent and Strategy, Stellenbosch University, 2013–2018



## **7. POLICY PROVISIONS**

### **7.1 Provisions which prohibit unfair discrimination, harassment, sexual harassment and victimisation, and which promote the creation of a diverse and inclusive campus community**

- 7.1.1 All persons to whom this policy applies must refrain from engaging in any form of direct or indirect unfair discrimination, harassment, sexual harassment or victimisation as defined in paragraph 5 above.
- 7.1.2 SU Management must take reasonable steps to create a diverse working environment which is free from all forms of unfair discrimination, harassment, sexual harassment and victimisation. Such steps include:
- a) adopting appropriate policies, plans and programmes to protect or advance groups that have been disadvantaged by unfair discrimination or members of such groups;
  - b) reviewing all institutional policies and practices regularly to ensure that they comply with the principles and provisions set out in this policy;
  - c) adopting appropriate educational strategies and communication campaigns to educate and sensitise staff and students continuously about the prohibition of unfair discrimination, harassment, sexual harassment and victimisation and the promotion of a diverse, inclusive campus environment; and
  - d) adopting institutional practices that foster language sensitivity and that create institutional space and appreciation for different cultural and religious practices, social justice campaigns and public celebrations.
- 7.1.3 Annual training opportunities for staff: As part of their induction at SU, all employees are required to undergo training as regards race, diversity, transformation and social justice within a year of them being appointed, as well as at other times while they are in SU's employ, to enhance their understanding and compliance with this policy. Awareness training about the Employment Equity Act and the Six Codes of Good Practice must be included as per the Employment Equity Plan (prescribed by the Employment Equity Act and the Six Codes of Good Practice).
- 7.1.4 All line managers are obliged to take all reasonable measures to accomplish the following:
- a) Promote staff empowerment by means of race, diversity, transformation and social justice training as described at 7.1.3 above.
  - b) Monitor the working environment to ensure that it is free from all forms of unfair discrimination and to take appropriate remedial action in accordance with this policy should unfair discrimination or the threat thereof occur in their environment.
  - c) Ensure that their own behaviour is appropriate and that they do not engage in conduct which may contravene the policy and procedures set out herein, which includes refraining from any form of victimisation of staff or students.
  - d) Ensure that all persons to whom this policy applies and who resorts under their line management understand the policy and procedures set out herein. Heads of

residences and coordinators of private student organisations (PSOs), in collaboration with the Centre for Student Communities (CSC), must ensure that all students understand the policy and procedures set out herein. Annual training for student leaders (including house committee members, mentors, committee members of associations and Student Representative Council members) should be facilitated to ensure that students are informed of the policy and its content.

7.1.5 All employees and students of SU must strive to:

- a) ensure that they do not engage in any unfair discrimination, harassment or victimisation in contravention of this policy;
- b) report any alleged incidences of unfair discrimination, harassment or victimisation (as outlined in the attached reporting protocol; see addenda A, B and C);
- c) refer persons who allege that they have been the victim of unfair discrimination or harassment to the responsible entities in terms of paragraph 7.2 below for support, counselling and filing the appropriate complaints; and
- d) maintain confidentiality of information and cooperate during the investigation of a complaint.

7.1.6 Criminal and civil charges: Nothing may prevent grievants from pressing separate criminal charges against alleged respondents under the Protection from Harassment Act 17 of 2011, and nothing may prevent grievants from pressing separate civil charges against alleged respondents.

## **7.2 Provisions that frame institutional responses to unfair discrimination, harassment, sexual harassment and victimisation**

7.2.1 **Confidentiality** must be preserved as far as possible by limiting communication to persons to whom disclosure is consistent with their official position and responsibility, or with their specific responsibility to assist in the resolution of the grievance concerned.

7.2.2 The principles of **procedural fairness** apply at all stages of the complaint resolution process. Persons responsible for investigating and resolving complaints must guard consciously against bias and conflict of interest, and must act fairly and impartially. The rights of complainants as well as respondents must be protected. Each party must be given a fair opportunity to know the official complaint or case against them, and to be heard. Respondents must be informed of a complaint as soon as the advisors at the EU at the CSCD have made their recommendations upon reviewing the complaint made by the complainant.

7.2.3 Complaints must be **investigated promptly** and involve as few people as possible. Parties to a complaint are entitled to receive advice and support as appropriate, and to be kept informed of the progress regarding a complaint (outlined in the attached reporting protocol; see addenda A, B and C).

7.2.4 Where appropriate, the preferred **method of resolution** is discussion, mediation or a process of conciliation or education – or a combination of these methods – with a view to redressing any contraventions of this policy and assist the parties to agree on an

outcome which is consistent with constitutional rights and values as well as related legislation. The appointed ADHO at the EU must explain to the complainant clearly and comprehensively what is the preferred method of solution available and why it is appropriate. The remedy which the complainant would prefer for pursuing a complaint – i.e. either the disciplinary approach (or other similar processes) or the mediatory approach (or discussion, or the process of conciliation or education) – is an important consideration in dealing with complaints.

- 7.2.5 **Mediation must be a voluntary process**, therefore both parties or groups must agree to it and give their consent in writing. Agreement to mediation neither commits the complainant to pressing disciplinary or criminal charges, nor does it deprive the complainant of the right to do so. If mediation breaks down, the procedure for complaints or grievances may be instituted, which may or may not lead to a disciplinary procedure. However, no formal inquiry or disciplinary proceedings may commence or be pursued while mediation is taking place, subject to 7.2.6 and 7.2.7 below.
- 7.2.6 The University recognises that **certain kinds of offences are not suited to being mediated**, for example if the alleged infringement is serious. Care must also be taken to ensure that settlements, even when agreed to by both parties, are appropriate and fair.
- 7.2.7 The University recognises that **mediation may be inappropriate** if a party to a complaint holds a reasonable belief that such procedure is likely to provoke victimisation, further incidents of unfair discrimination or harassment, or unnecessary distress.
- 7.2.8 The **grievance or disciplinary process** must be followed where mediation has been proven unsatisfactory. The EU and the SU functionary responsible must collaborate and communicate continuously regarding the referral of cases, as necessary.
- 7.2.9 This policy is aligned with the newly revised **Disciplinary Code for Students and Staff Disciplinary Processes**.
- 7.2.10 Staff and students avail themselves of these procedures **may not be victimised** on account of invoking their rights in law or the procedures established under this policy and related policies. Any staff member or student who feels victimised on this account has the right to lay a complaint according to this policy and procedures.
- 7.2.11 Appropriate steps must be taken to ensure **psychological support** for all parties involved, during the procedure as well as afterwards.
- 7.2.12 All SU staff and students must be **informed of the policy** and procedures, and may consult the appointed anti-discrimination and harassment officers (ADHOs) at the EU.
- 7.2.13 Nothing in this policy may pre-empt the right of any individual to seek appropriate **legal redress outside the University**.
- 7.2.14 Frivolous or **vexatious complaints** will not be tolerated and may result in disciplinary action. The Head: EU must refer such cases to the Head: Student Discipline or the Chief Director: Human Resources Division (HR), or to both.

## 8. FUNCTIONS AND RESPONSIBILITIES

### 8.1 Functions and responsibilities

- 8.1.1 The policy has been approved by the University Council. The Rector is responsible for overseeing the execution of the policy, and has delegated the management of the policy to members of the Rector's Management Team (RMT), namely the Vice-Rector: Learning and Teaching (VR:L&T) and the Vice-Rector: Social Impact, Transformation and Personnel (VR:SI, T&P).
- 8.1.2 The vice-rectors mentioned at 8.1.1 are joint owners of this policy and are responsible for the policy being formulated, updated and implemented, as well as for a curator and complementary functionaries being appointed and functioning effectively.
- 8.1.3 The Senior Director: Student Affairs of the Division Student Affairs and the Chief Director: HR are jointly responsible for the curation of the policy and must ensure that it is formulated, approved, reviewed, communicated, made available and implemented. The curators also have the final say, subject to the Rector's approval, in matters regarding the policy.
- 8.1.4 The EU, as part of the CSCD, serves as the office dealing directly with complaints of unfair discrimination against and harassment of staff and students. The Head: EU has a managerial function and oversees all activities of the unit. The complaint procedures are set out in the protocol (addenda A, B and C). The procedures are aligned with the Disciplinary Code for Students.
- 8.1.5 The role of the Employment Equity (EE) Manager at SU is to establish a long-term, integrated approach to EE and diversity at SU by developing the University's equity and diversity programmes, assisting faculties and central support services divisions with developing appropriate strategies, and ensuring that the University complies with the Employment Equity Act and related legislation. The Manager: EE is responsible for preparing and compiling the reports to be submitted to the Department of Labour.
- 8.1.6 The functions and responsibilities of the Employment Equity Advisory Committee (EEAC) are the following:
  - a) Assist with the implementation of EE measures and the promotion of diversity within the University.
  - b) Fulfil a consultative and monitoring function with regard to the implementation of EE processes at the University, and initiate recommendations for policy adjustments as required.
  - c) Monitor the development, revision and extension of policies and strategies that affect EE and diversity with respect to all University staff.
  - d) Strive to identify and eliminate all forms of discrimination within the University.
  - e) Review progress regarding EE and diversity goals against the plans, targets and recommendations obtained from reviews of SU units.
  - f) Advise the Vice-Chancellor, Senate and senior SU Management on the responsibilities, functions and initiatives of the EE Unit and the EEAC.

- g) Represent the various constituencies in broad matters identified as part of the EEAC's monitoring role.
- h) Report to constituencies on progress regarding matters discussed at EEAC meetings by referring to the official minutes of such meetings.
- i) Monitor and discuss the actual implementation of the EE Plan.
- j) Monitor and evaluate the EE Plan for the purpose of submitting quarterly reports to the RMT and Council.

## **8.2 Implementation**

The curators are responsible for the implementation of the policy from the effective date or the review date. The stipulations of this policy become effective as soon as the SU Council has approved it.

## **8.3 Monitoring**

The owners of the policy are accountable and the curators are responsible for the necessary controls being established to monitor adherence to the policy.

## **8.4 Reporting**

The owners of the policy are accountable and the curators are responsible for reporting on the policy, which includes submitting an annual report to the RMT. Statistical feedback of incidents and a case management profile must be submitted once a semester to the VR:L&T and the VR:SI, T&P, as owners of the policy.

## **8.5 Release**

The curators, advised by the Director: Legal Services, must disseminate information regarding completed cases.

## **8.6 Revision**

The policy must be reviewed every five years – or sooner, if circumstances so dictate – or as deemed necessary.

## **8.7 Action in case of noncompliance**

In case of noncompliance with the policy the curator must investigate the actions, context and possible reasons for noncompliance, and advise on remedial actions. In cases of serious noncompliance disciplinary procedures may be considered.

# **9. SUPPORTING DOCUMENTS**

Addendum A: Complaint procedures and promotional measures against unfair discrimination and harassment

Addendum B: Complaint procedures and promotional measures against sexual harassment

Addendum C: Graphic presentation of the proposed process – complaint by a student or staff member

## 10. RELATED DOCUMENTS

Botha, HL, et al. 2014. *Report of the Task Team on the Inquiry into Unacceptable Welcoming Practices: Stellenbosch University*.

Soudien, C, et al. 2008. *Report of the Ministerial Committee on Transformation and Social Cohesion and the Elimination of Discrimination in Public Higher Education Institutions*.

South Africa (SA). 1996. *Constitution of the Republic of South Africa*. Pretoria: Government Printing Works.

South Africa (SA). *Higher Education Act, Act 101 of 1997*. Pretoria: Government Printing Works.

South Africa (SA). *Employment Equity Act (EEA), Act 55 of 1998*, as amended. Pretoria: Government Printing Works.

South Africa (SA). *Promotion of Equality and the Prevention of Unfair Discrimination Act, Act 4 of 2000*. Pretoria: Government Printing Works.

South Africa (SA). 2005. *Code of Good Practice on the Handling of Sexual Harassment Cases in the Workplace*, GN 1367 in GG 19049 (17 July 1998), as amended.

South Africa (SA). *Protection from Harassment Act, Act 17 of 2011*. Pretoria: Government Printing Works.

Stellenbosch University. *Admissions Policy*. Under review.

Stellenbosch University. *Disciplinary Code for Students*.

Stellenbosch University. *Employment Equity Plan*.

Stellenbosch University. *HIV/Aids Policy for Students and Staff*.

Stellenbosch University. *Institutional Intent and Strategy 2013–2018*.

Stellenbosch University. *Language Policy*.

Stellenbosch University. *Policy on Students and Staff with Special Needs (Disabilities)*. Under review.

Stellenbosch University. *Sexual Harassment Policy and Procedure for Staff*. Under review.

## **ADDENDUM A: COMPLAINT PROCEDURES AND PROMOTIONAL MEASURES AGAINST UNFAIR DISCRIMINATION AND HARASSMENT**

The Equality Unit (EU) is based at the Centre for Student Counselling and Development (CSCD) and serves as centralised one-stop service for staff and students to report complaints regarding unfair discrimination, victimisation, harassment and sexual harassment.

The EU consists of staff members who specialise in support, training, research, communication and educational services in matters pertaining to HIV/Aids, sexuality and gender. Two additional posts have been created – for two anti-discrimination and harassment officers (ADHOs). A summary of the complaint process is set out below:

### **A**

A staff member or student has experienced an incident of discrimination, harassment, sexual harassment or victimisation as defined in the SU Policy on Unfair Discrimination or Harassment, or an incident is reported to the Equality Unit (EU) from any SU environment.

### **B**

Lodge an official complaint in person with an anti-discrimination and harassment officer (ADHO) at the EU.

- ADHO: preliminary case assessment and standardised intake form
- ADHO: ongoing process updates to complainants and respondents
- referral to support services where appropriate
- monitoring of data regarding complaints
- complaints logged via e-mail (unfair@sun.ac.za) to be regarded as reported unofficially

### **C**

Case referred to advisors' team, who must make recommendations to the Head: EU (preferably within three working days). Recommendations could include:

- mediation or alternative dispute resolution by the EU (preferred, where appropriate)
- referral to HR or Student Discipline for formal investigation
- activation of staff or student advisory panel
- referral back into appropriate line function

The responsibilities of the EU, the ADHOs, the advisors and the advisory panels are discussed below.

## **1. Responsibilities: the EU**

The EU has the following responsibilities:

- 1.1 Ensure that the policy is communicated effectively throughout the University.
- 1.2 Ensure awareness about this policy by means of continuing education and training.
- 1.3 Ensure that the induction programme for staff and students includes education on fundamental constitutional rights and the relevant SU policies, particularly the prohibition of all forms of unfair discrimination, harassment and victimisation.
- 1.4 Ensure that the staff in each faculty and support-services division are made aware of what the policy entails.
- 1.5 Ensure that student leaders (including mentors, house committee members and Student Representative Council members) receive annual training with regard to what the policy entails.
- 1.6 Ensure that the marketing material and contact details of the EU are easily accessible.
- 1.7 Formalise service level agreements with HR and the Transformation Office in order to synergise training, educational initiatives and awareness campaigns.
- 1.8 Conduct, in collaboration with the Transformation Office, regular surveys on the nature of the institutional climate at SU with reference to this policy.
- 1.9 Arrange a meeting with all role players (HR, the Transformation Office, etc.) four times a year to enhance collaboration and discussion, and to share best practices.
- 1.10 Monitor the implementation of the policy and provide regular feedback to the Director: CSCD as well as the Manager: Staff Wellness at HR and the Head: Transformation Office.
- 1.11 Receive and assess complaints filed by students and staff, and ensure, facilitate and manage the effective functioning of the complaints process.
- 1.12 Submit reports once a semester to the Senior Director: Student Affairs as well as the VR:L&T and the VR:SI, T&P on the implementation of this policy as regards case management, statistics and cooperation with role players.
- 1.13 Submit an annual report to the RMT to provide an overview of case management, statistics and cooperation with role players.

## **2. Anti-discrimination and harassment officers**

The EU has two ADHOs. Their primary role is to provide comprehensive monitoring and evaluation, and to perform case management administration that prioritises the needs of the affected parties. ADHOs do not fulfil the role of counsellors or psychologists, but may inform complainants about the availability of such services.



ADHOs have the following responsibilities:

- 2.1 Participate in the pre-intervention phase, the intervention phase and the post-intervention phase, and be thoroughly informed about the various interventions available at SU (mediation, grievance procedures, disciplinary procedures, etc.).
- 2.2 Receive and assess complaints of unfair discrimination, harassment and victimisation.
- 2.3 Manage the discrimination and harassment protocol after an assessment has been done, ensuring that support, consultation and liaison are prioritised.
- 2.4 Can explain the University's policies pertaining to unfair discrimination, harassment and victimisation and the procedures available for resolving complaints and grievances.
- 2.5 Provide information about complainants' right to pursue external processes (e.g. via the Commission for Conciliation, Mediation and Arbitration – the CCMA – and the Equality Court). Cases can be referred to the CCMA only if the internal procedures have been exhausted.
- 2.6 Provide relevant information regarding the referred case to respondents, advisors, advisory panels and the environments concerned.
- 2.7 Refer complainants to a voluntary mediation process, should this be the intervention which the advisors have recommended. It is important for the EU to have trained mediators who can facilitate individual, group and community mediation.
- 2.8 Offer respondents the support of another ADHO during informal and formal processes.
- 2.9 Support complainants and respondents during investigations conducted by Legal Services or HR, and during disciplinary or grievance procedures, if complainants or respondents request them to do so.
- 2.10 Assist with training as well as the EU's educational work.
- 2.11 Follow up with complainants after an intervention as part of the post-intervention process and determine whether any new needs have been identified regarding their situation.

### **3. Advisors**

A team of four advisors must determine the best pathway to resolution for each official complaint received via the walk-in service, which is coordinated by an ADHO. The advisors must make their recommendations to the Head: EU within three working days after the official complaint was lodged with the ADHO. The advisors may also refer complaints directly to Legal Services, depending on the nature of the complaint and according to the discretion of the Head: EU.

Resolution may include the following forms:

- 3.1 mediation (preferred)
- 3.2 staff advisory panel
- 3.3 student advisory panel
- 3.4 staff disciplinary investigation
- 3.5 student disciplinary investigation
- 3.6 HR process

3.7 referral back into the appropriate line function for intervention.

#### **4. Advisory panel**

The advisors may refer to either the staff or student advisory panel, who must be appointed by the Director: CSCD, the Chief Director: HR or the Director: Legal Services. It is strongly recommended that the composition of the advisory panel be representative of gender and race to communicate sensitivity towards the accommodation of all identities. Final approval of the composition of the advisory panel rests with the curators of the policy. The panel serves as the body providing expert advice about the procedures to be followed. The chair of an advisory panel must appoint the panel members within five working days after the advisors have recommended activation.

##### *4.1 Members of the advisory panel*

- 4.1.1 There are two advisory panels – one dealing with staff and the other with students.
- 4.1.2 An advisory panel consists of a chair and at least three competent members with expertise in or a sound understanding of social justice, discrimination or sexual harassment (or more than one of these elements).
- 4.1.3 The ADHO who conducted the initial assessment after a complaint has been received (whether from students or staff members) must submit the relevant information to the advisors. If recommended by the majority of the advisors, the chair of the advisory panel is tasked to activate the panel.
- 4.1.4 It is the chair's task to compile an advisory panel from the list of available panel members for each complaint received.
- 4.1.5 It is advised that four members be present for each investigation.

##### *4.2 Functions of the advisory panel*

- 4.2.1 Conduct the preliminary investigation within 10 working days after the advisory panel was activated upon the recommendation of the advisors.
- 4.2.2 Make recommendations to the University, complainants and respondents regarding the way to proceed with the matter in question.
- 4.2.3 Communicate that, where indicated, mediation is viewed as a strong component of the intervention process and a preferred alternative option for dispute resolution. Explain to complainants what is the preferred method of resolution available and why it is recommended. The remedy which the complainant would prefer for pursuing a complaint – i.e. either the disciplinary approach (or similar processes) or the mediatory approach (or discussion, or the process of conciliation or education) – is an important consideration in dealing with complaints.
- 4.2.4 Provide the EU within 20 working days with written feedback regarding the outcome of the investigation.
- 4.2.5 Make recommendations within 20 working days regarding entities that can assist the EU in taking the necessary steps to eliminate unfair discrimination, harassment, sexual harassment and victimisation.

- 4.2.6 Submit a written, confidential report that includes recommendations and feedback on the process followed to the Head: EU within 20 working days after the advisory panel was activated upon recommendation by the advisors. The Head: EU may extend the delivery date of the report upon receipt of a properly motivated request. Segments of the report regarding recommendations and feedback may be disclosed at the discretion of the Head: EU. All decisions that the Head: EU has to make regarding recommendations may be made in consultation with the Senior Director: Student Affairs or the Chief Director: HR or the Director: Legal Services, or more than one of these officers, as deemed appropriate. The recommended course of action could be, for example, the following:
- a) mediation (preferred)
  - b) staff disciplinary investigation
  - c) student disciplinary investigation
  - d) HR process
  - e) referral back into the relevant line function for intervention.

## 5. Procedures

- 5.1 The main aim to be kept in mind throughout the procedure is to serve complainants' interests as far as reasonably possible. Nonetheless, the rights of complainants as well as respondents must be protected.
- 5.2 A report or complaint of unfair discrimination, harassment, sexual harassment or victimisation originating from any environment within the University must be brought to the EU's attention as soon as reasonably possible. The e-mail address [unfair@sun.ac.za](mailto:unfair@sun.ac.za) can be used to lodge a report with the EU unofficially.
- 5.3 Anonymous complaints cannot be explored by the EU or investigated by an advisory panel, but a faculty or division may be informed of such complaints.
- 5.4 If a complaint is brought to the attention of a supervisor or line manager, that person must refer the complaint or assist the complainant to report it to the EU. Official complaints must be lodged in person at the EU.
- 5.5 Complainants must consult an ADHO and must receive clarification and advice on the following aspects:
- 5.5.1 defining and assessing what happened, as the initial step in the ADHO's assistance;
  - 5.5.2 the various formal procedures, mediation and grievance procedures available, and that complainants may indicate their preferred form of addressing their complaint;
  - 5.5.3 the various support services available to complainants, and that their complaint will be referred if necessary;
  - 5.5.4 that, in certain circumstances (e.g. when it is in the interest of the institution, the wider SU community or sections of the University community, or because of the serious nature of the alleged incident), the University may be obliged to follow the disciplinary procedure prescribed by its Disciplinary Code, even if the complainant does not wish to pursue that route;

- 5.5.5 that the ADHO assisting the complainant may not be called as a witness during any disciplinary procedures;
- 5.5.6 that complainants retain the right to withdraw at any stage of the process, but that the ADHO would like written feedback on their reasons for withdrawal in an effort to ensure better understanding of the process and to address any deficiencies where necessary;
- 5.5.7 that the matter will be handled ethically and confidentially as far as possible, with the aim of honouring the dignity of those involved; followed by a comprehensive definition and thorough explanation to complainants and respondents regarding the boundaries of confidentiality;
- 5.5.8 that psychological, medical, legal and trauma counselling are available, and how to access these services; and
- 5.5.9 that complainants have the right to obtain their own legal assistance from outside the University during the disciplinary process, should they wish to do so.
- 5.6 The ADHO must complete a standardised, pre-approved intake form while assessing the complaint, and submit the report to the Head: EU, the Director: CSCD and the advisors for recommendation.
- 5.7 Once the advisors have made their recommendations, the ADHO must inform respondents that an official complaint was lodged against them; an ADHO must be allocated to the respondent as well.
- 5.8 The advisors must consider all relevant information and recommend the appropriate course of action to the University. Recommendations and interventions could include mediation, activating an advisory panel, advising complainants to lodge a grievance as per the SU Grievance Procedure for Staff, proceeding with a student disciplinary complaint, referral to HR or referral back into the appropriate line function for intervention and follow-up.
- 5.9 Once the procedures have been concluded the ADHO must contact complainants to offer post-intervention support.
- 5.10 Should complainants be dissatisfied with the procedures, the ADHO must give written feedback to the advisors or the advisory panel, or to both.
- 5.11 Should complainants remain dissatisfied after all the processes have been followed, the ADHO must refer them to the ombud (ombudsman@sun.ac.za).

## **ADDENDUM B: COMPLAINT PROCEDURES AND PROMOTIONAL MEASURES AGAINST SEXUAL HARASSMENT**

The Equality Unit (EU) is one of the units based at the Centre for Student Counselling and Development (CSCD) and serves as centralised one-stop service for staff and students to report complaints regarding unfair discrimination, victimisation, harassment and sexual harassment.

The EU consists of staff members who specialise in support, training, research, communication and educational services in matters pertaining to HIV/Aids, sexuality and gender. Two additional posts have been created – for two anti-discrimination and harassment officers (ADHOs). A summary of the complaint process is set out below:

### **A**

A staff member or student has experienced an incident of discrimination, harassment, sexual harassment or victimisation as defined in the SU Policy on Unfair Discrimination or Harassment, or an incident is reported to the Equality Unit (EU) from any SU environment.

### **B**

Lodge an official complaint in person with an anti-discrimination and harassment officer (ADHO) at the EU.

- ADHO: preliminary case assessment and standardised intake form
- ADHO: ongoing process updates to complainants and respondents
- referral to support services where appropriate
- monitoring of data regarding complaints
- complaints logged via e-mail (unfair@sun.ac.za) to be regarded as reported unofficially

### **C**

Case referred to advisors' team, who must make recommendations to the Head: EU (preferably within three working days). Recommendations could include:

- mediation or alternative dispute resolution by the EU (preferred, where appropriate)
- referral to HR or Student Discipline for formal investigation
- activation of staff or student advisory panel
- referral back into appropriate line function

The responsibilities of the EU, the ADHOs, the advisors and the advisory panels are discussed below.

## **1. Responsibilities: the EU**

The EU has the following responsibilities:

- 1.1 Ensure that the policy is communicated effectively throughout the University.
- 1.2 Ensure awareness about this policy by continuing education and training.
- 1.3 Ensure that the induction programme for staff and students includes education on fundamental constitutional rights and the relevant SU policies, particularly the prohibition of all forms of unfair discrimination, harassment or victimisation.
- 1.4 Ensure that the staff in each faculty and support-services division are made aware of what the policy entails.
- 1.5 Ensure that student leaders (including mentors, house committee members and Student Representative Council members) are annually trained with regard to what the policy entails.
- 1.6 Ensure that the marketing material and contact details of the EU are easily accessible.
- 1.7 Formalise service level agreements with HR and the Transformation Office in order to synergise training, educational initiatives and awareness campaigns.
- 1.8 Conduct, in collaboration with the Transformation Office, regular surveys on the nature of the institutional climate at SU with reference to this policy.
- 1.9 Arrange a meeting with all role players (HR, the Transformation Office, etc.) four times a year to enhance collaboration and discussion, and to share best practices.
- 1.10 Monitor the implementation of the policy and provide regular feedback to the Director: CSCD as well as the Manager: Staff Wellness at HR and the Head: Transformation Office.
- 1.11 Receive and assess complaints from students and staff, and ensure, facilitate and manage the effective functioning of the complaints process.
- 1.12 Submit reports once a semester to the Senior Director: Student Affairs as well as the VR:L&T and the VR:SI, T&P on the implementation of this policy as regards case management, statistics and cooperation with role players.
- 1.13 Submit an annual report to the RMT to provide an overview of case management, statistics and cooperation with role players.

## **2. Responsibilities: ADHOs**

The EU has two ADHOs. Their primary role is to provide comprehensive monitoring and assessment, and to perform case management administration that prioritises the needs of the affected parties. ADHOs do not fulfil the role of a counsellor or psychologist, but may inform complainants about the availability of such services.

ADHOs have the following responsibilities:

- 2.1 Participate in the pre-intervention phase, the intervention phase, and the post-intervention phase, and be thoroughly informed about the various interventions available at SU (mediation, grievance procedures, disciplinary procedures, etc.).
- 2.2 Receive and assess complaints of sexual harassment. All complaints of this nature lodged at the 24 Hours Crisis Service, Campus Security, the CSCD, the district surgeon, hospitals or emergency services, doctors or SU faculties must be reported to the ADHO concerned.
- 2.3 Manage the sexual harassment protocol after an assessment has been done, ensuring that support, consultation and liaison are prioritised.
- 2.4 Report incidents to the South African Police Services (SAPS) for investigation in the case of rape, which is a criminal offense. A statement must be made at the SAPS station and a dossier opened. The district surgeon must concomitantly perform a physical examination by completing a rape kit. The physical evidence must be sent away for DNA testing. Alongside this process, the advisory panel must also investigate the complaint to the extent that this is possible.
- 2.5 Can explain the University's policies pertaining to sexual harassment and the procedures available for resolving complaints and grievances.
- 2.6 Provide information about complainants' right to pursue external processes (e.g. via the Commission for Conciliation, Mediation and Arbitration – the CCMA – and the Equality Court). Cases can be referred to the CCMA only if the internal procedures have been exhausted.
- 2.7 Provide relevant information regarding the referred case to respondents, advisors, advisory panels and the environments concerned.
- 2.8 Refer complainants to a voluntary mediation process, should this be the intervention which the advisors have recommended. It is important for the EU to have trained mediators who can facilitate individual, group and community mediation.
- 2.9 Offer respondents the support of another ADHO during informal and formal processes.
- 2.10 Support complainants and respondents during investigations conducted by Legal Services or HR, and during disciplinary or grievance procedures, if complainants or respondents request them to do so.
- 2.11 Assist with training as well as the EU's educational work.
- 2.12 Follow up with complainants after an intervention as part of the post-intervention process and determine whether any new needs have been identified regarding their situation.

### **3. Advisors**

A team of four advisors must determine the best possible pathway to resolution for each official complaint received via the walk-in service, which is coordinated by an ADHO. The advisors must make their recommendations to the Head: EU within three working days after the official complaint was lodged with the ADHO. The advisors may also refer complaints directly to Legal Services, depending on the nature of the complaint and according to the discretion of the Head: EU.

Resolution may include the following forms:

- 3.1 mediation (preferred)
- 3.2 staff advisory panel
- 3.3 student advisory panel
- 3.4 staff disciplinary investigation
- 3.5 student disciplinary investigation
- 3.6 HR process
- 3.7 referral back into the appropriate line function for intervention.

#### **4. Advisory panel**

The advisors may refer to either the staff or student advisory panel, who must be appointed by the Director: CSCD, the Chief Director: HR or Director: Legal Services. It is strongly recommended that the composition of the advisory panel be representative of gender, language and race to communicate sensitivity towards the accommodation of all identities. Advisory panel members can be recruited in two ways: compiling a group of staff and students who fulfil the requirements set by the two task teams, and recruiting panel members by sending out a call to all SU staff and students. Final approval of the advisory panel rests with the curators of the policy. The panel serves as the body providing expert advice about the procedures to be followed. The chair of an advisory panel must appoint the panel members within five working days after the advisors have recommended activation.

##### *4.1 Members of the advisory panel*

- 4.1.1 There are two advisory panels – one dealing with staff and the other with students.
- 4.1.2 An advisory panel consists of a chair and at least three competent members with expertise in or a sound understanding of social justice, discrimination or sexual harassment (or more than one of these elements).
- 4.1.3 The ADHO who conducted the initial assessment after a complaint has been received (whether from students or staff members) must submit the relevant information to the advisors. If recommended by the majority of the advisors, the chair of the advisory panel is tasked to activate the panel.
- 4.1.4 It is the chair's task to compile an advisory panel from the list of available panel members for each complaint received. In the case of sexual harassment, a panel of provisional enquiry must be appointed within 10 working days to initiate the investigation.
- 4.1.5 It is advised that four members be present for each investigation.

##### *4.2 Functions of the advisory panel*

- 4.2.1 Conduct the preliminary investigation within 10 working days after the advisory panel was activated upon the recommendation of the advisors.
- 4.2.2 Make recommendations to the University, complainants and respondents regarding the way to proceed with the matter in question.



- 4.2.3 Communicate that, when indicated, mediation is viewed as a strong component of the intervention process and a preferred alternative option for dispute resolution. Explain to complainants what is the preferred method of resolution available and why it is recommended. The remedy which the complainant would prefer for pursuing a complaint – i.e. the disciplinary approach (or similar processes) or the mediatory approach (or discussion, or the process of conciliation or education) – is an important consideration in dealing with complaints.
- 4.2.4 Provide the ADHO within 20 working days written feedback regarding the outcome of the investigation.
- 4.2.5 Make recommendations within 20 working days regarding entities that can assist the EU in taking the necessary steps to eliminate unfair discrimination, harassment, sexual harassment and victimisation.
- 4.2.6 Submit a written, confidential report that includes recommendations and feedback on the process followed to the Head: EU within 20 working days after the advisory panel was activated upon recommendation by the advisors. The Head: EU may extend the delivery date of the report upon receipt of a properly motivated request. Segments of the report regarding recommendations and feedback may be disclosed at the discretion of the Head: EU. All decisions that the Head: EU has to make regarding recommendations may be made in consultation with the Senior Director: Student Affairs or the Chief Director: HR or the Director: Legal Services, or more than one of these officers, as deemed appropriate. The recommended course of action could be, for example, the following:
  - a) mediation (preferred)
  - b) staff disciplinary investigation
  - c) student disciplinary investigation
  - d) HR process
  - e) referral back into the relevant line function for intervention.

## **5. Procedures**

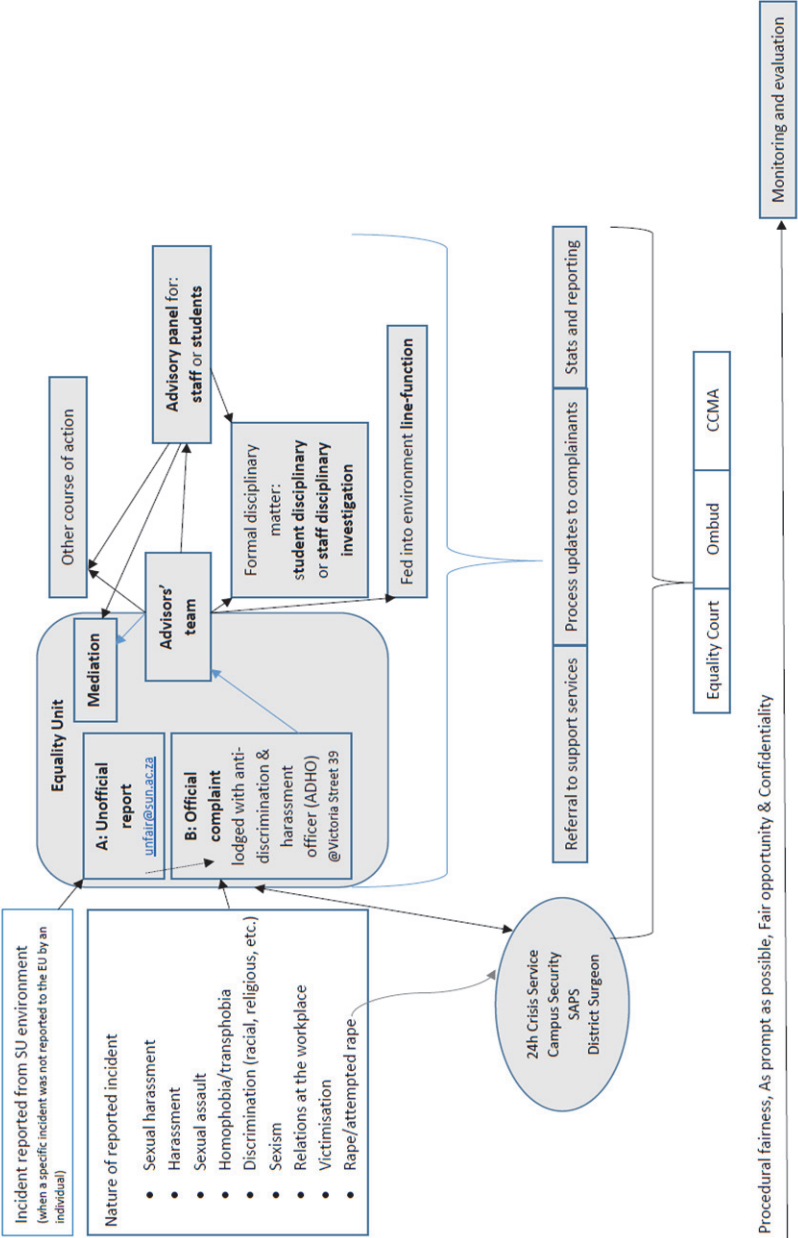
- 5.1 The main aim to be kept in mind throughout the procedure is to serve complainants' interests as far as reasonably possible.
- 5.2 A complaint of unfair discrimination, harassment or victimisation must be brought to the EU's attention as soon as reasonably possible. The e-mail address [unfair@sun.ac.za](mailto:unfair@sun.ac.za) can be used to lodge a complaint with the EU unofficially.
- 5.3 Anonymous complaints cannot be explored by the EU or investigated by an advisory panel, but a faculty or division may be informed of such complaints.
- 5.4 If a complaint is brought to the attention of a supervisor or line manager, that person must refer the complaint or assist the individual to report it to the EU. Official complaints must be lodged in person at the EU.
- 5.5 Complainants must consult an ADHO, who must clarify the following aspects to them and advise them in that regard:

- 5.5.1 defining and assessing what happened, as the initial step in the ADHO's assistance;
- 5.5.2 the various formal procedures, mediation and grievance procedures available, and that complainants may indicate their preferred form of addressing their complaint;
- 5.5.3 the various support services available to complainants, and that their complaint will be referred if necessary;
- 5.5.4 that, in certain circumstances (e.g. when it is in the interest of the institution, the wider SU community or sections of the University community, or because of the serious nature of the alleged incident), the University may be obliged to follow the disciplinary procedure prescribed by its Disciplinary Code, even if the complainant does not wish to handle the matter in that way;
- 5.5.5 that the ADHO assisting the complainant may not be called as a witness during any disciplinary procedures;
- 5.5.6 that complainants retain the right to withdraw at any stage of the process, but that the ADHO would like written feedback on their reasons for withdrawal in an effort to ensure better understanding of the process and to address any deficiencies where necessary;
- 5.5.7 that the matter will be handled ethically and confidentially as far as possible, with the aim of honouring the dignity of those involved; followed by a comprehensive definition and thorough explanation to complainants and respondents regarding the boundaries of confidentiality;
- 5.5.8 that psychological, medical, legal and trauma counselling are available, and how to access these services;
- 5.5.9 that complainants have the right to obtain their own legal assistance from outside the University during the disciplinary process, should they wish to do so.
- 5.6 The ADHO must complete a standardised, pre-approved intake form while assessing the complainant, and submit the report to the Head: EU, the Director: CSCD and the advisors for recommendation.
- 5.7 Once the advisors have made their recommendations, the ADHO must inform respondents that an official complaint was lodged against them; an ADHO must be allocated to the respondent as well.
- 5.8 The advisors must consider all relevant information and recommend the appropriate course of action to the University. Recommendations and interventions could include mediation, activating an advisory panel, advising complainants to lodge a grievance as per the SU Grievance Procedure for Staff, proceeding with a student disciplinary complaint, referral to HR or referral back into the appropriate line function for intervention and follow-up.
- 5.9 Once the procedures have been concluded the ADHO must contact complainants to offer post-intervention support.
- 5.10 Should complainants be dissatisfied with the procedures, the ADHO must give written feedback to the advisors or the advisory panel, or to both.

- 5.11      Should complainants remain dissatisfied after all the processes have been followed, the ADHO must refer them to the ombud ([ombudsman@sun.ac.za](mailto:ombudsman@sun.ac.za)).

**ADDENDUM C: GRAPHIC PRESENTATION OF THE PROPOSED PROCESS  
IN CASE OF A COMPLAINT LODGED BY A STUDENT OR STAFF  
MEMBER**

**SU Unfair Discrimination and Harassment Complaint Processes and Pathways**



## **7. POLICY ON STUDENTS WITH SPECIAL LEARNING NEEDS/DISABILITIES\***

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

### **7.1 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.

### **7.2 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.

### **7.3 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:

- 7.3.1 accepting students with special learning needs/disabilities, and who meet the necessary academic requirements, into the student community as fully integrated members;
- 7.3.2 providing for the needs of such students where necessary, where doing so is practicable, and without impinging on the rights of other students; and
- 7.3.3 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.

### **7.4 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.

### **7.5 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:

- 7.5.1 facilitating access to modules, programmes, academic adjustments and/or aid;

- 7.5.2 keeping up to date with changes in the accommodation needs and other needs of the students with disabilities;
- 7.5.3 ensuring that all confidential information concerning the disability is only disclosed with the written consent of the student involved; and
- 7.5.4 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.

## **7.6 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.

- 7.6.1 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.
- 7.6.2 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.
- 7.6.3 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 7.6.2 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.
- 7.6.4 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 7.6.2, the final decision is made after relevant consultation with the DU and faculties.

## **7.7 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.

- 7.7.1 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.
- 7.7.2 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.

## **7.8 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.

- 7.8.1 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.
- 7.8.2 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.
- 7.8.3 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.

## **7.9 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:

- 7.9.1 The Student Affairs Division, and more specifically the DU (point of service of the CSCD), coordinates all such activities aimed at supporting these students.
- 7.9.2 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.
- 7.9.3 HUMARGA provides a variety of software packages, Braille facilities and other specialised tools in liaison with DU.
- 7.9.4 The Department of Sport Science/Maties Sport provides for participation in sport, wherever possible.
- 7.9.5 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.

7.9.6 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.

7.9.7 Housing arrangements are finalised by the Centre for Career Advice, Admissions and Residence Placement with input from the DU where necessary (see also point 8.7 in this regard).

## **7.10 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.

## **7.11 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 ombud.

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).

## **8. SU PROTEST PROTOCOL FOR STUDENTS AND STAFF**

This document is available on the SU website.

## **9. PARKING AND REGISTRATION OF VEHICLES**

- 9.1 Students or staff wishing to park private motor vehicles on University grounds must register these vehicles electronically at the relevant University division.
- 9.2 Registration of a motor vehicle is a prerequisite for parking on University grounds but does not guarantee a parking bay.
- 9.3 Consult the web (web address at point 9.7 below) for the following: various types of parking available, the application and allocation procedures, associated costs and payment mechanisms.
- 9.4 Registration is done electronically on the web.
- 9.5 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.
- 9.6 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.
- 9.7 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](mailto:info@sun.ac.za) or 021 808 9111.

# DISCIPLINARY CODE FOR STUDENTS OF STELLENBOSCH UNIVERSITY

[PLEASE NOTE THAT THIS CODE WILL BE IMPLEMENTED FROM 1 JANUARY 2017]

## PREAMBLE

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In terms of section 36 of the Higher Education Act, 1997, every student of Stellenbosch University is subject to such disciplinary measures and disciplinary procedures as are determined by the University's Statute or the institutional rules.

Clause 69 of the Statute of Stellenbosch University states that any student who contravenes Rules prescribed by Council or acts contrary to that clause of the Statute becomes liable to such punishment and penalties as Council may determine. Disciplinary measures and procedures are to be prescribed by Council in a disciplinary code for Students.

Flowing from the above, after consultation with the Senate and the Student Representative Council, Council hereby adopts the following as its disciplinary code for Students of Stellenbosch University.

## CHAPTER 1

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### General matters

#### 1. Definitions

1.1 In this disciplinary code, unless the context indicates otherwise:

‘**Academic Matter**’ means an Academic Misconduct which arose from negligence, and which may be dealt with by the relevant Department.

‘**Academic Misconduct**’ means a breach of academic integrity. It includes, but is in no way limited to, the following:

- a) **Plagiarism**, which is the use of the ideas or material of others without acknowledgement, or the re-use of one's own previously evaluated or published material without acknowledgement (self-plagiarism or text-recycling). In this definition acknowledgement will mean a reference indicating the source of previously expressed ideas or published material, and the details of the publication and self-plagiarism or text-recycling will be the re-use of one's own previously evaluated or published material without acknowledgement or indication thereof.
- b) **Collusion**, which is co-operation among Students when academic work is falsely presented for assessment as an individual effort by one or more of the Students involved.

- c) **Cheating** in examinations and assessments, for example when Students copy or allow their work to be copied, give or ask for assistance from another Student without permission, refer to unauthorised notes, books, electronic devices or other reference material, or take part in the assessment pretending to be another Student, or allow another Student to impersonate them.
- d) **Fabrication** or invention of research, data, evidence, attendance at lectures or presentations, or committing any other misrepresentation relating to scientific or academic work.

‘**Central Disciplinary Committee**’ (‘**CDC**’) means one of the disciplinary committees established by this disciplinary code. It has jurisdiction to deal with all Disciplinary Matters.

‘**Cluster**’ means a number of Residences and PSO wards that are grouped together.

‘**Complainant**’ means a person alleging misconduct by a Student which was directed against the complainant.

‘**Dangerous Weapon**’ means any object, other than a firearm, capable of causing death or inflicting serious bodily harm, if it were used for an unlawful purpose.

‘**Day**’ means a calendar day but excludes weekends and public holidays.

‘**Disciplinary Appeal Committee**’ (‘**DAC**’) means one of the disciplinary committees established by this disciplinary code. In terms of this code it hears appeals against decisions of the RDC and the CDC.

‘**Disciplinary Matter**’ means Disciplinary Misconduct which is of a nature to be dealt with by the RDC or the CDC in terms of this disciplinary code, taking into account the seriousness of the misconduct, the importance of issues raised in the matter, the evidentiary or conceptual complexity of the matter, the broader interest which the University may have in the outcome of the matter, and any other relevant consideration.

In this disciplinary code, Disciplinary Matters are distinguished from Residence Matters, Academic Matters and Equality Matters, which are dealt with by functionaries other than the disciplinary committees.

‘**Disciplinary Misconduct**’ is an umbrella term which means any breach of University policies, rules or instructions issued under the authority of Council which prescribe Student conduct, including the rules for Student conduct contained in this disciplinary code.

Disciplinary Misconduct includes but is wider than Academic Misconduct, Residence Misconduct, Discriminatory Misconduct, and Sexual Misconduct, which all constitute Disciplinary Misconduct arising in specific circumstances. Disciplinary Misconduct may include conduct on and through social media.

‘**Disciplinary Proceedings**’ commence by way of a report in terms of clause 0 and continue until the matter is finally disposed of in terms of this disciplinary code, including any appeal where applicable.

‘**Discriminatory Misconduct**’ means unfair discrimination, harassment and victimisation as defined in the University’s Policy on Unfair Discrimination and Harassment.

**‘Document’** means the manifestation of any recording, whether visual, audio or both, in any medium, using any technology, and includes any book, pamphlet, list, circular, plan, poster, publication, drawing, photograph, picture or data. It also includes any recording on a disc, hard-drive or other device by which information or data is stored.

**‘Equality Matter’** means any matter falling within the jurisdiction of the Equality Unit in terms of the Policy governing that Unit, which it determines not to refer to the CDC as a Disciplinary Matter.

**‘Equality Unit’** means the Equality Unit established and regulated by the University’s Policy on Unfair Discrimination and Harassment.

**‘Expulsion’** means the immediate termination of a Student’s registration with the University or withdrawal of the allocation of the right to reside in a Residence, as the case may be, along with the immediate loss of all privileges flowing from such registration or allocation. A Student who is expelled from University is, by virtue of such expulsion, automatically also expelled from any Residence the Student may reside in.

**‘Functionary’** means a person exercising a power or performing a function in terms of this disciplinary code or other university authorisation.

**‘House Disciplinary Committee’** means one of the disciplinary committees established within a Residence by this disciplinary code. In terms of this code it hears Residence Matters.

**‘House Rules’** means internal rules and stipulations that are applicable to individual Residences that are included in the internal rules of each Residence, although they remain subordinate to Residence Rules. (Individual residences should maintain their internal rules and be able to furnish the Centre for Student Communities (CSC) with them on request.)

**‘Initiation’** means any Unacceptable Welcoming Practices as defined below.

**‘Legal Practitioner’** means a person admitted in the past, or currently, to practice as an attorney in any division of the High Court of South Africa, or an admitted and currently practicing advocate in any division of the High Court of South Africa.

**‘Legal Representation’** means representation by a Legal Practitioner.

**‘Permission’** means written or oral approval by the person with authority to issue instructions to Students on behalf of the University in any particular context and includes ostensible permission.

**‘Policy’** means Stellenbosch University Council approved policy.

**‘Premises’** includes any land, building, structure, or part thereof, owned or under the control of the University or for which the University is responsible, and includes athletic and recreational fields and facilities.

**‘Private Student Organisation Ward’** (‘**PSO ward**’) means a residential association of Students living in private accommodation who are under the authority of a Residence Head.

**‘Rector’** refers to the rector of the Stellenbosch University.

**‘Residence’** means the physical Residence building provided by the University to house Students, and may also mean the residential association of Students living in that Residence under the authority of a Residence Head or who voluntarily subject themselves to the rules governing that Residence, but does not include Student accommodation rented or leased to a Student by a third

party, or any other Student accommodation not provided by the University even though facilitated by the University.

**‘Residence Disciplinary Committee’** (‘RDC’) means one of the disciplinary committees established by this disciplinary code. In terms of this Code it has jurisdiction over Disciplinary Matters which do not involve threats to the physical or mental wellbeing of Students or serious damage to University property.

**‘Residence Head’** means the head of a specific Residence or PSO ward with authority over Students assigned to that Residence or PSO ward, and is synonymous with ‘Warden’, ‘Visiting Head’, PSO-Coordinator.

**‘Residence Matter’** means a residential misconduct which arose from negligence or is of a minor nature.

**‘Residence Misconduct’** means misconduct which took place within the physical confines of the Student’s Residence, which constitutes a breach of the House Rules, or which was selectively directed at a fellow Student of the same Residence.

**‘Residence Rules’** are the overarching rules, approved by the Vice-Rector: Teaching and Learning, with respect to Residences, that are applicable to all residents of residences. The Residence Rules applies to Students of PSO wards, where applicable.

**‘Representation’** will in this Code mean for another Student or staff member to speak on behalf of a Student in an enquiry or hearing in terms of this disciplinary code, and representative has a corresponding meaning, except in the case of Legal Representation or Legal Representative, where it will specifically refer to the case where a Student is represented by a Legal Representative. Nothing herein shall be construed to mean that a Student is not entitled to obtain legal advice outside of Disciplinary Proceedings.

**‘Sexual Harassment’** has the meaning assigned to it by University’s Policy on Unfair Discrimination and Harassment, and is one of the forms of Sexual Misconduct.

**‘Sexual Misconduct’** means behaviour towards, or communication with, another Student in a manner that is sexually inappropriate, harassing, coercive, or violent.

**‘Suspension’** or **‘Suspend’** means the temporary exclusion of a Student from the University, including the loss of all Student privileges which include, but are not limited to, access to Campus and University facilities, or the temporary removal of a Student from his or her Residence and loss of all residential privileges which include but are not limited to access to the Residence, pending the final determination of disciplinary proceedings against that Student. While under suspension, the Student nevertheless remains subject to all the University’s rules, including the provisions of this disciplinary code.

Nothing in this disciplinary code shall be construed to limit the allocation and re-allocation of Residence accommodation for Students and management of Residences by the University in the ordinary course.

**‘Student’** means a person who is registered with the University for the purpose of academic research or study until the person graduates from the academic program for which such person is registered, unless that person is refused re-admission during the course of the academic program,

is expelled, cancels the Student's registration or fails to renew the registration at the beginning of an academic year. For the purpose of this disciplinary code, a postdoctoral fellow is a Student.

**'Student Association'** refers to Associations registered at the Student Representative Council in accordance with the applicable rules and procedures.

**'Student Community'** refers to a Residence, a PSO ward, a cluster, an association, a club or a similar structure where a collective of Students are members for a common cause, recognised as such by the University.

**'Student Union'** is the collective term for all the registered Students of Stellenbosch University.

**'Student Representative Council' ('SRC')** means the body of student representatives elected and appointed in terms of the Statute of the University.

**'Unacceptable Welcoming Practice'** is any attitude, action, rule or practice that is typical of a hierarchical power system and that does not promote a value-driven system, as defined in more detail in the Residence Rules.

**'University'** means Stellenbosch University.

**'University Community'** means any staff member, Student, employee or representative of the University, individually or collectively as indicated by the context.

**'University Campus'** or **'Campus'** means all Premises occupied or controlled by the University or for which the University is responsible, including Residences.

**'University Premises'** means any building, temporary structure, facility, open area or other property which belongs to the University or for which the University is accountable in law.

**'Written Notice'** means notice in written form and includes any representation of words, letters, symbols, numbers, or figures, whether printed in, inscribed on a tangible medium or stored in an electronic form or other medium, retrievable in a perceivable form, and regardless of whether an electronic signature is affixed.

- 1.2 This code is written in gender neutral format, however should there be any word denoting a gender it must be read to include reference to the other genders.
- 1.3 Any word referring to any Functionary or official of the University will also refer to any succession or replacement Functionary or official.
- 1.4 The English version of this code is the operative version and the Afrikaans version is the translation.

## **2. Purpose of this disciplinary code**

- 2.1 The purpose of this disciplinary code is to provide a framework for good decision-making within which the University exercises discipline over students. In this way, it aims to foster and to maintain an environment which supports the University's values.
- 2.2 For that purpose, this disciplinary code provides clear rules for acceptable Student conduct and sets out disciplinary measures and procedures which ensure that disciplinary action by the University is taken efficiently and in a manner that is reasonable, lawful and procedurally fair.

- 2.3 The disciplinary code recognises that the restoration and healing of the University Community as a whole and the relationships amongst individual members are at the heart of its purpose. Therefore sanctions imposed in terms of this code will take cognisance of the efforts made to restore relationships and will, in addition to the established aims of punishment and deterrence, serve to rehabilitate and educate offenders and where persons found guilty of misconduct and where appropriate, sanctions will contribute to the restoration and healing of the University Community as a whole, the relationships amongst its Student Communities and individual members of the Student Community.

### **3. The Values of Stellenbosch University**

- 3.1 Stellenbosch University operates on the basis of a set of values which every Student is expected to respect and promote, and which ought to inform the application of this disciplinary code:
- 3.1.1 Excellence: Students of the University strive for excellence.
- 3.1.2 Shared Accountability: Students are responsible along with all other members of the University Community for the achievement of the University's vision.
- 3.1.3 Empathy: Human dignity is promoted through a culture and behaviour that are characterised by self-respect, respect for other people, and respect for the physical environment.
- 3.1.4 Innovation: Students strive to think and act in new and different ways and make better choices and decisions for everyone.
- 3.1.5 Leadership in the Service of Others: Students strive for the wellness of people and the world by leading with humility, responsibility and understanding.

### **4. The principles informing the application of this disciplinary code**

- 4.1 Disciplinary powers exercised in terms of Chapter 3, Part 1 of this disciplinary code constitute administrative action and are not judicial in nature.
- 4.2 Such powers are subject to the right to administrative justice and any legislation which gives effect to that right.
- 4.3 A Legal Practitioner may only represent the Student in Disciplinary Proceedings when Legal Representation has been duly applied for, and granted. Where Legal Representation is granted, access to, or the availability of, a particular legal representative shall not constitute grounds for delay in the Disciplinary Proceedings save in exceptional circumstances.

### **5. Application of the disciplinary code**

- 5.1 Regardless of where the conduct complained of takes place, this disciplinary code applies to all Students of the University, as well as any person who has agreed expressly or by implication to be bound by this disciplinary code as if that person was a Student, including by virtue of the following:
- 5.1.1 applying to study at the University, whether for the first time or as a returning Student;



- 5.1.2 taking up place at University accommodation;
- 5.1.3 taking part in University activities relating to the welcoming and integration of newcomer Students prior to registration;
- 5.1.4 taking part in any academic activities prior to registration;
- 5.1.5 agreeing to represent the University on or away from Campus in academic, sport, cultural or other official activities;
- 5.1.6 taking part in an academic bridging programme such as the SciMathUS programme;
- 5.1.7 enrolling to study through a partnership agreement concluded between the University and any partner institution (including but not limited to the Military Academy at Saldanha, the Cape Institute for Agricultural Training: Elsenburg), and provided for in more detail in the applicable agreement and subject to that agreement.
- 5.1.8 any conduct whereby the person holds out to be a registered Student of the University.

## **6. Imminent Threats**

- 6.1 Nothing contained in this disciplinary code shall be construed as preventing the University, its employees, or persons contracted to the University, to take whatever measures are reasonably required to deal with imminent threats to the wellbeing of Students, to prevent the imminent destruction of University property, and to restore order and normal functioning on Campus.
- 6.2 The use of force in such cases shall be limited as far as possible, and may only be employed for the above immediate purpose in the face of imminent harm.
- 6.3 A staff member involved in such an action, whether in its authorisation or execution, shall take reasonable steps to contain the escalation of the conflict, which includes contacting the Head: Equality Unit as soon as practically possible to request the assistance of a mediator, unless this is clearly inappropriate.
- 6.4 Once the imminent threat has been contained, any Student alleged to have committed a misconduct is allowed to call for and receive support from a family member, fellow Student, any member of the University Community or the Student support hotline.
- 6.5 The matter shall be reported as soon as practically possible in one of the ways set out below in Chapter 4, and thereafter dealt with in terms of this disciplinary code.

## **7. Summary**

- 7.1 This disciplinary code is structured as follows: Chapter 1 deals with general matters. Chapter 2 sets out rules for general conduct, including generally applicable rules and rules which apply in particular contexts. Chapter 3 confers disciplinary powers on various disciplinary Functionaries and authorises supporting Functionaries. Chapter 4 sets out disciplinary measures and procedures.
- 7.2 In summary, the procedure envisaged in this disciplinary code to deal with misconduct in the ordinary course is as follows.
- 7.3 A matter is reported through one of several channels, depending on the nature of the suspected Disciplinary Misconduct the relevant Residence Head for Residence

Misconduct, the relevant head of department for Academic Misconduct, the Equality Unit for discriminatory and Sexual Misconduct, and the chairperson of the CDC for all other Disciplinary Misconduct.

- 7.4 In each case, the relevant person must decide how to deal with the matter, taking into account the seriousness of the misconduct, the importance of issues raised, the evidentiary or conceptual complexity of the matter, the broader interest which the University may have in its outcome, and any other relevant consideration.
- 7.5 Some matters may be dealt with at the level at which they arose (at departmental level, by the House Disciplinary Committee, or by the Equality Unit), while others are referred to the disciplinary committees established in this disciplinary code. Matters which are referred to the disciplinary committees are called Disciplinary Matters.
- 7.6 Where alleged misconduct arises in an academic or Residence context but also constitutes a violation of the general rules for Student conduct (for example, where an alleged instance of discriminatory conduct takes place in a Residence against a fellow student of the same Residence), the University will always have an interest in the outcome of the matter that goes beyond the context in which it arose. This will constitute a Disciplinary Matter. The chairperson of the CDC may review a decision by the relevant Functionary to treat a matter as a Residence or Academic Matter, instead of treating it as a Disciplinary Matter.
- 7.7 An initial investigation is conducted to collect evidence relevant to the suspected Disciplinary Misconduct. The initial investigation forms the basis of the University's case, which may be supplemented at various points throughout the disciplinary process.
- 7.8 The Student who is suspected of the Disciplinary Misconduct is presented with a summary of the University's case in respect of the misconduct before any adverse finding or decision is made, to allow the Student to prepare and respond meaningfully to all allegations.
- 7.9 A chairperson of the CDC decides how to deal appropriately with Disciplinary Matters on the basis of the initial investigation, as set out in clause 0. The chairperson may decide to divert the matter to the Equality Unit, in terms of clause 0, for an alternative dispute resolution to adopt the summary procedure if the Student admits the misconduct (clause 36), to refer the matter for an enquiry to the RDC (clause 38), or to refer it for an enquiry before the full CDC (clause 37).
- 7.10 The RDC only deals with Disciplinary Matters which arise from Residence Misconduct, but which do not involve a serious threat to the physical or mental wellbeing of Students or serious damage to University property. All other matters are heard by the CDC.
- 7.11 Where a matter is referred for an enquiry to the RDC or the CDC that does not mean that the enquiry should necessarily mimic a criminal trial. Evidence can be presented either through oral testimony or witness statements (sworn or otherwise). Cross-examination may, or may not, be appropriate. The University's case is presented to the disciplinary committees by an Evidence Leader (as provided for in clause 0). A Student who is suspected to have committed Disciplinary Misconduct, and any other Student

who is affected by the suspected misconduct, will always be allowed to address the relevant committee at the enquiry.

- 7.12 A Student may choose to be represented in Disciplinary Proceedings by another Student or staff member of the University. Legal Representation is not ordinarily allowed, though it may be applied for. Where an application for Legal Representation is dismissed, this does not prevent the Student from obtaining legal advice, but the legal representative may not be present at the enquiry.
- 7.13 Any person who is affected by a decision of the RDC or the CDC may lodge an appeal to the DAC (as provided for in clause 0). The DAC has wide powers, and may consider any additional evidence before it makes a decision.
- 7.14 The disciplinary committees have a wide discretion to impose an appropriate sanction. A Suspended sentence may also be imposed. This means that the sanction will not become effective if the Student complies with the conditions imposed. Examples of such conditions include community service or diversity training offered e.g. by the Equality Unit.
- 7.15 In some cases, the disciplinary committees may recommend that Student communities who have not been found to have committed misconduct nevertheless take part in processes which serve the restoration of trust within the University Community.
- 7.16 In exceptional cases where the University does not, for whatever reason, have the capacity to deal with a Disciplinary Matter, an External Disciplinary Panel may be appointed to exercise disciplinary power on behalf of the University. The process is set out in clause 24 of this code. Panel members must be persons of high standing who are suitable to deal with the case at hand.
- 7.17 Throughout the process, the Student who is suspected of having committed a Disciplinary Misconduct and any other Student who has been affected, including the complainant, if there is one, may ask to be supported by a friend or family member or may request support from the Student support services.
- 7.18 While Disciplinary Proceedings are ongoing, a Student may be Suspended from the University or from a Residence in certain circumstances. The Rector or the Residence Head has the power to temporarily Suspend a Student without giving the Student a hearing, but the Suspension must be confirmed by the RDC or the CDC in terms of clause 0.
- 7.19 A flow chart visually representing a summary of the disciplinary process in terms of this disciplinary code is annexed. The flow chart and this summary are intended for ease of reference and comprehension only and shall not give rise to independent rights and obligations.

## CHAPTER 2

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### Rules for Student Conduct

#### 8. Introduction

- 8.1 In what follows, Council prescribes certain conduct expected from Students within a particular context. These prescriptions may, but need not, be given effect to in greater detail in other University Policies, rules or instructions issued under the authority of Council. In those cases, the relevant Policy, rule or instruction must be interpreted so as to give effect to this disciplinary code.
- 8.2 Where the provisions of this disciplinary code are irreconcilable with overlapping provisions of any other University Policy, rule or instruction issued under the authority of Council, the provisions of this disciplinary code apply. The proviso is that the Functionary acting in terms of this disciplinary code must reconcile and give effect to the substantive provisions of a conflicting Council approved Policy to the greatest extent possible.
- 8.3 Unless otherwise indicated, any breach by a Student of the rules provided for in this chapter, or in any other University Policy, rule or instruction issued under the authority of Council, constitutes Disciplinary Misconduct and will be dealt with in terms of this disciplinary code. Where the Policy, rule or instruction in question prescribes Student conduct, but does not expressly create an offence or set out procedures for dealing with a violation, the conduct in question may nevertheless constitute Disciplinary Misconduct.

#### 9. General Rules

- 9.1 No Student shall, without good and lawful reason, wilfully engage in any conduct which adversely affects the University, any member of the University Community, or any person who is present on the University Campus at the invitation of the University.
- 9.2 Any criminal conduct committed by a person who is or was a Student against or to the detriment of another member of the University Community shall constitute Disciplinary Misconduct.
- 9.2.1 If found guilty of such an offence by a South African court, in addition to any punishment that may be imposed by the court, the Student becomes liable to be dealt with in terms of this disciplinary code by virtue of a final judgment of the court of last instance. Any finding made in such judgment against the Student concerned shall be proof of the facts on which the finding is based, and shall form part of the preliminary record in terms of clause 0.
- 9.2.2 Notwithstanding a charge being laid with the South African Police Services against the Student, and/or notwithstanding pending court proceedings in which the Student is an accused, the University may, but is not required to, proceed with and conclude Disciplinary Proceedings against a Student in terms of the provisions of this disciplinary

code, if the conduct complained of also constitutes a distinct and independent Disciplinary Misconduct.

- 9.3 A Student shall not act in a manner that is racist, unfairly discriminatory, violent, grossly insulting, abusive or intimidating against any other person. This prohibition extends but is not limited to conduct which causes either mental or physical harm, is intended to cause humiliation, or which assails the dignity of any other person.
- 9.4 A Student shall not interfere with, or act in any manner which can reasonably be expected to interfere with the proper functioning of the University as an institution of learning and research. The prohibition extends to interference with a member of the University Community's work, study, as well as administrative, custodial and any other function related to the University.
- 9.5 A Student shall not act in any way so as to endanger, or contribute to the endangerment of any other person or group of persons.
- 9.6 A Student shall not act in a manner so as to disrupt, or potentially disrupt, the maintenance of order and discipline at the University.
- 9.7 A Student shall adhere to the conditions of use of the University's resources, including its library, sports facilities, laboratories and any other resource or facility. Wilful failure to adhere to such conditions constitutes misconduct under this code.
- 9.8 A Student shall comply with any reasonable written or oral instruction or request by any member of the University's academic staff, or any other employee or Functionary of the University with authority over the Student, by virtue of their position within the University or specific designation in the relevant context. Wilful disregard of such instruction or request constitutes misconduct under this Code.
- 9.9 If a Student witnesses a misconduct which is likely to cause physical or emotional harm to another member of the University Community or which may cause significant damage to the University's tangible or intangible property, or has good reason to believe that such misconduct is planned, is taking place, or has already occurred, that Student shall report such facts as are known to the Student to any member of staff as soon as practically possible. The Student may request anonymity, and may make the report confidential by way of e-mail.
- 9.10 A Student shall not impede or obstruct a disciplinary investigation undertaken in terms of this Code, or mislead any authorised or delegated official or Functionary exercising powers in terms thereof. This includes, but is not limited to, instances of making false statements to officials and functionaries performing their duties in terms of this Code.

## **10. Academic Misconduct**

- 10.1 Academic activity at the University is based on the values of academic rigour, honesty and trust which together form the bedrock of academic integrity. Academic Misconduct undermines the value of academic integrity and is prohibited.
- 10.2 Students must take responsibility for the integrity of their own work and respect the integrity of the academic assessment process:

- 10.2.1 This includes an obligation to ask for clarification from an academic member of staff where the Student is unsure of what academic integrity requires in the circumstances.
- 10.2.2 In addition, every Student must strictly adhere to an instruction received in the course of an academic assessment by a person with authority over the Student by virtue of their position in the University or specific designation in the relevant context, whether the instruction or the assessment is in oral or written format.
- 10.3 Where Academic Misconduct arises from negligence or is of a minor nature, the matter may be treated as an Academic Matter by the academic department concerned, unless the head of that department refers the matter to the CDC to be dealt with as a Disciplinary Matter. The gravity of the misconduct will be determined taking the following factors into account:
  - 10.3.1 Blameworthiness (intent or negligence) of the person committing Academic Misconduct (e.g. Plagiarism): Did the person commit Academic Misconduct knowingly (intentionally), or in circumstances indicating that the person should reasonably have known of the Academic Misconduct (negligently)? Blameworthiness (either intent or negligence) is required to make a finding of Academic Misconduct. To determine intent or negligence all the circumstances must be taken into account, including but not limited to the following factors also relevant to the gravity of the Academic Misconduct and referred to below: the extent of the Academic Misconduct, the importance of the academic activity concerned, the seniority of the person committing the Academic Misconduct and repeated commission of Academic Misconduct.
  - 10.3.2 The extent of the Plagiarism: How much of the work presented as part of an academic activity constitutes Plagiarism, in relation to the part of the work constituting an own intellectual contribution? Is the Plagiarism contained in the work so extensive that it is not possible to determine or assess own intellectual contribution?
  - 10.3.3 The importance of the academic activity: Did the alleged Academic Misconduct concern a small assignment, a final thesis, or an article submitted for publication?
  - 10.3.4 Harmfulness of the Academic Misconduct: The extent of harm that the Academic Misconduct has caused or can potentially cause to personal and institutional reputation, taking into account all the circumstances, including the seniority of the person committing the Academic Misconduct, the relevant academic activity and the extent of the Academic Misconduct.
  - 10.3.5 Repeated commission of Academic Misconduct.
- 10.4 Wilful, repeated or serious Academic Misconduct constitutes a disciplinary matter and must be dealt with in terms of the procedures set out in this disciplinary code.

## **11. Dishonesty and misrepresentation**

- 11.1 A Student shall not publish falsehoods which may reasonably be expected to bring the University or any of its staff or employees into disrepute, or damage the University's good name or reputation, save where the facts on which the publication is based are sincerely held and reasonably believed to be true.

- 11.2 A Student shall not, whether actively or through silence:
  - 11.2.1 Mislead any member of the University's academic staff or any other employee of the University with authority over the Student; nor
  - 11.2.2 Make any misrepresentation or a false declaration relating to the Student's academic performance, whether at the University or any other academic institution; nor
  - 11.2.3 Present to, or rely on, any information or Document which the Student knows, or reasonably ought to know, to be false or a forgery.
- 11.3 When dealing with the University, a Student shall not allow another person to impersonate the Student, nor allow another person to use any identification issued to the Student by the University or relied upon by the University to identify the Student, such as a student number, ID number, student card, access card, electronic password, or any other means of identification.
- 11.4 A Student shall not falsely hold out to represent the University, or any of its recognised student bodies.

## **12. Sexual misconduct**

- 12.1 No Student may behave towards or communicate with any person, on any part of Campus, in a manner that is sexually inappropriate, harassing, coercive, or violent.
- 12.2 No Student may behave towards or communicate with another Student or University employee or Functionary in a manner that is sexually inappropriate, harassing, coercive, or violent, regardless of where the prohibited behaviour takes place.
- 12.3 In addition, sexual harassment, as defined in the University's Policy on Unfair Discrimination and Harassment, constitutes Sexual Misconduct.

## **13. Premises and property**

- 13.1 A Student shall not make use of, occupy, or enter any University Premises without permission to do so.
- 13.2 A Student shall not remove, make use of, damage or destroy any physical property, including emergency equipment, which belongs to the University, any member of the University Community, or for which the University is accountable, without permission to do so and other than as a consequence of the ordinary and intended use of that property. If a Student is found in possession of property which is known to have been stolen, such Student will be assumed to have committed misconduct under this rule unless the Student is able to show that the property was acquired innocently.
- 13.3 A Student shall not misappropriate funds to which the Student is given access by virtue of the Student's position in the University, or any organisation or association affiliated with the University.
- 13.4 A Student shall not, without permission, bring a firearm onto Campus or be in possession of a firearm on any part of Campus. Furthermore, a Student shall not, without permission, bring onto Campus or have in the Student's possession any Dangerous Weapon, explosive device or material, or fuel which is not reasonably

required for the operation of a motor vehicle or another legitimate purpose, in circumstances which give rise to a reasonable suspicion that the Student intends to use the relevant item in contravention of the rules for Student conduct. Any Student who arranges for such action or possession shall be in contravention of this rule as if such Student had personally brought the prohibited item onto Campus or had been found in the Student's possession.

13.5 A Student shall not, without permission, distribute any poster, advertisement or leaflet on Campus, or affix these to any notice board, building or ground on Campus. A Student shall furthermore neither arrange nor encourage such actions. In the event that the poster, advertisement or leaflet identifies a Student or student body, they are assumed to be in breach of this rule unless able to show otherwise.

13.6 A Student shall not engage in commercial activity on Campus without permission.

#### **14. The consumption of alcoholic and illegal substances**

14.1 No Student may bring any alcoholic or illegal substance onto any part of Campus without permission to do so.

14.2 No Student may sell or purchase any alcoholic or illegal substance on any part of Campus, whether possession thereof is legally permitted or not, nor facilitate or arrange for such a sale by another person, without permission to do so. In addition, such permitted sale and purchase of intoxicating liquor or narcotic substance must comply with all requirements imposed by the laws of South Africa.

14.3 No Student may be in possession of an alcoholic or illegal substance on any part of Campus, where such possession is contrary to the laws of South Africa.

#### **15. Events and gatherings on University Campus**

15.1 No Student may organise or participate in an event or gathering for which the required permission has not been granted, or which takes place in contravention of any condition of permission having been granted.

15.2 Regardless of whether the required permission for an event or gathering has been obtained, no Student may intimidate or otherwise force another person to take part or stopping them from taking part in an event or gathering against their will.

15.3 Unless authorised to do so, no Student may prevent another person from entering onto or exiting from any part of the University Campus or into building on Campus during an event or gathering.

#### **16. Intellectual property**

16.1 No Student may reproduce or transmit, in any form or manner, including but not limited to photocopy and photography, any Document or work in respect of which copyright exists, unless such reproduction or transmission is permitted by copyright legislation in force at the time of the reproduction or transmission.

16.2 Repeated or large-scale infringement of this prohibition constitutes misconduct and shall be dealt with as a Disciplinary Matter. Where the misconduct arises from



negligence or is of a minor nature, the matter may be dealt with by the responsible librarian or academic department concerned.

- 16.3 A Student shall not act in a way that is prejudicial to the University's intellectual property, including its digital and electronic systems.

## **17. Residences and PSO wards**

- 17.1 Residences and PSO wards are subject to Residence Rules and House Rules, where applicable.
- 17.2 Residence Rules are updated by the Centre for Student Communities after consultation with the prim committee. Amendments to Residence Rules shall be approved by the Vice-Rector: Teaching and Learning.
- 17.3 Residences and PSO wards may prescribe rules for the conduct of their Students in House Rules.
- 17.4 A breach of the Residence Rules and the relevant House Rules constitutes a Residence Misconduct. Residence Misconduct furthermore includes any other Disciplinary Misconduct in terms of this disciplinary code which took place within a Residence, or which was selectively directed at a fellow Student of the same Residence.
- 17.4.1 Depending on the seriousness of the Residence Misconduct, the importance of issues raised, the evidentiary or conceptual complexity of the matter, and the broader interest which the University may have in its outcome, it will be dealt with either by the relevant House Disciplinary Committee as a Residence Matter, or by the RDC or the CDC as a Disciplinary Matter.
- 17.4.2 Where a provision contained in a house rule overlaps irreconcilably with any substantive or procedural provision in this disciplinary code, this code prevails and the matter automatically becomes a Disciplinary Matter.
- 17.5 Full sets of Residence Rules and relevant House Rules are available on the University's website or at the Office of the Director for Centre for Student Communities.

## CHAPTER 3

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### **Part 1: Disciplinary powers granted to various disciplinary functionaries**

#### **18. General matters**

- 18.1 This Chapter sets out the powers and functions of disciplinary functionaries (Part 1) and supporting functionaries (Part 2).
- 18.2 Disciplinary functionaries, or in relevant cases their respective chairpersons, determine their own procedures subject to the procedures, safeguards and measures set out in the following Chapter, to deal with the matter fairly and with the necessary expedience. Disputes should be dealt with, with the minimum formalities, but with due regard to the substantial merits of the matter.
- 18.3 Any Functionary exercising disciplinary powers may, prior to exercising such powers:
  - 18.3.1 Request and receive the assistance of the Student Disciplinary Investigator to obtain such additional evidence as the disciplinary Functionary considers necessary to properly consider the issue at hand; and
  - 18.3.2 May seek and receive information and advice from any other Functionary mentioned in this disciplinary code, but may not abdicate the decision for which the Functionary is responsible.

#### **19. The Rector**

- 19.1 The Rector or a delegate of the Rector may temporarily Suspend a Student from the University if, on the facts available at that time, the Rector reasonably fears that:
  - 19.1.1 the continued attendance of the Student poses an imminent threat to the order and discipline at the University;
  - 19.1.2 the continued attendance of the Student poses a real and urgent danger to the mental or physical well-being of fellow Students and other individuals on Campus;
  - 19.1.3 that the continued attendance of the Student poses a real and urgent risk of serious damage being done to the University's property; or
  - 19.1.4 the person's continued presence on Campus may be to the detriment of the investigation by (a) interfering with evidence and/or (b) influencing of witnesses.
- 19.2 The Student's Suspension from the University is subject to confirmation by the CDC.
- 19.3 The Rector bears the additional responsibilities and exercises the powers, duties, and functions assigned to the Rector by this disciplinary code.
- 19.4 The powers of the Rector may be delegated to a Vice-Rector.

## **20. Residence Misconduct: dealt with by the Residence Head, the House Disciplinary Committee and the Residence Disciplinary Committee**

### *The Residence Head*

- 20.1 All suspected Residence Misconduct shall be dealt with in the first instance by the Residence Head in authority over the Residence where the incident arose. The relevant Residence Head must consider whether, on the facts available at that time:
  - 20.1.1 a Residence Misconduct is reasonably suspected;
  - 20.1.2 if so, whether the misconduct is to be dealt with as a Residence matter or as a Disciplinary Matter, taking into account the seriousness of the misconduct, the importance of issues raised, the evidentiary or conceptual complexity of the matter, and the broader interest which the University or other Residences may have in its outcome, and any other relevant consideration.
- 20.2 The Residence Head has discretion whether or not to pursue a Residence Matter, taking into account the interests of affected Students and the interest of the Residence, as well as that of the University, if applicable.
- 20.3 The Residence Head may furthermore Suspend a Student from the Residence with immediate effect if, on the facts available at that time, the Residence Head reasonably fears that:
  - 20.3.1 the continued presence of the Student in the Residence poses an imminent threat to the order and discipline of the Residence;
  - 20.3.2 the continued presence of the Student in the Residence poses a real and urgent danger to the mental or physical well-being of fellow Students in the Residence;
  - 20.3.3 the continued presence of the Student in the Residence poses a real and urgent risk of serious damage being done to the University's property; or
  - 20.3.4 the person's continued residence may be to the detriment of the investigation by (a) interfering with evidence and/or (b) influencing of witnesses.
- 20.4 A Student's Suspension from the Residence is subject to confirmation by the RDC.
- 20.5 The director responsible for the management of Student Residences shall have residual authority to exercise any of the functions of the Residence Head in the event that the Residence Head is absent or otherwise unable to fulfil those functions for any reason.

### *The House Disciplinary Committee*

- 20.6 The House Disciplinary Committee acts through a full committee, made up of a chairperson and additional members. The Residence Head or a nominee of the Residence Head is chairperson of the House Disciplinary Committee. The additional members are appointed in terms of the constitution and House Rules of the respective Residences.
- 20.7 Every Residence must establish a House Disciplinary Committee. The House Disciplinary Committee has jurisdiction to deal with Residence Matters. Pending the

adoption of a constitution of the House Disciplinary Committee in terms of this code, the committee, panel or Functionary currently authorised to exercise discipline over Students in the particular Residence retains its powers and jurisdiction. The HDC does not have the power to expel a Student.

- 20.8 The House Disciplinary Committee may request the assistance of a SDI to assist in or guide an investigation into the suspected Residence Misconduct.
- 20.9 The decision of the House Disciplinary Committee is taken by majority vote. In the event of a tie, the chairperson holds the deciding vote.
- 20.10 The chairperson of the House Disciplinary Committee must ensure that proper records are kept of all proceedings before the House Disciplinary Committee.
- 20.11 Any Student adversely affected by a decision of the House Disciplinary Committee may appeal that decision to the RDC.
- 20.12 In the absence of House Rules, or House Rules that do not provide for a House Disciplinary Committee, then the Residence Rules shall apply to such extent as required to address the deficiency, subject to the provisions and requirements of this Code.

#### *The Residence Disciplinary Committee*

- 20.13 The RDC has jurisdiction to hear Disciplinary Matters arising from Residence Misconduct, which nevertheless does not involve a serious threat to the physical or mental wellbeing of Students or serious damage to University property. The RDC does not have the power to expel a Student.
- 20.14 The RDC has the further jurisdiction to confirm a temporary Suspension imposed by a Residence Head, and to review the Suspension in terms of clause 0.
- 20.15 When required to confirm a Suspension:
  - 20.15.1 The RDC shall request the Head Student Discipline to institute an urgent investigation to verify the facts on which the Residence Head's decision was based, and obtain any additional relevant evidence; and
  - 20.15.2 The RDC shall confirm the Suspension if the evidence obtained in the investigation considered together with the submissions by the Student concerned in terms of clause 0, supports the reasons provided by the Residence Head for Suspending the Student.
- 20.16 The RDC also has jurisdiction as an appeal body to the House Disciplinary Committee. In that case the RDC takes its decision on the record of proceedings before the House Disciplinary Committee and may confirm that decision, or set it aside and refer the matter back for reconsideration.
- 20.17 In all cases, the RDC acts through a full committee, made up of a chairperson and at least two other members from the RDC panel. Decisions of the RDC are taken by consensus, and if not reached, majority vote. In the event of a tie, the chairperson holds the deciding vote.
- 20.18 The following decisions may be taken by round robin, including electronically, initiated by the chairperson:

- 20.18.1 A decision on any application relating to an enquiry before the RDC, including an application to be allowed to take part in the enquiry (clause 0), an application to observe an enquiry (clause 0), an application by a witness to give evidence at an enquiry other than through oral evidence (clause 0), an application for Legal Representation (clause 0); and
- 20.18.2 A review of a Suspension in terms of clause 0.
- 20.19 The Director: Legal Services appoints the chairperson and additional members of the RDC from the RDC panel in respect of each particular case. All Residence Heads are members of the RDC panel by virtue of their appointment to that position.
- 20.20 Insofar as is practically possible in any particular case, the members of the RDC, including the chairperson, ought to be heads of a Residence or PSO ward in the same cluster as the Residence in which the matter arose, but must exclude the Residence Head of that particular Residence in instances of appeal or a review of a Student's Suspension from a Residence.
- 20.21 In exceptional circumstances, the Director: Legal Services or delegate/s may appoint additional members to the RDC panel from among suitable members of the University Community. In that case, the chairperson must nevertheless be a Residence Head from the relevant cluster.
- 20.22 Any Student, adversely affected by a decision of the RDC, save for a decision taken on appeal from a House Disciplinary Committee, or a decision reviewing a Student's Suspension from a Residence, may appeal that decision to the DAC.
- 20.23 The RDC may determine its own terms of reference which must be compatible with these rules, and be confirmed by the Director: Legal Services.

## **21. Academic Misconduct: dealt with by the Head of Department**

- 21.1 All suspected Academic Misconduct shall be dealt with in the first instance by the relevant Head of Department, or their nominee, who must consider whether, on the facts available at that time:
  - 21.1.1 An Academic Misconduct is reasonably suspected;
  - 21.1.2 If so, whether the misconduct is to be dealt with as an Academic Matter or a Disciplinary Matter, taking into account the seriousness of the misconduct, the importance of issues raised, the evidentiary or conceptual complexity of the matter, the broader interest which the University or other Departments may have in its outcome, and any other relevant consideration.
- 21.2 The Head of Department has a discretion whether or not to pursue an Academic Matter, taking into account the interests of affected Students and the interest of the Department, as well as that of the University, if applicable.

## **22. Discriminatory Misconduct and Sexual Misconduct: dealt with by the Equality Unit**

- 22.1 Any suspected Sexual Misconduct and Discriminatory Misconduct shall ordinarily be dealt with in the first instance by the Equality Unit in terms of the policies governing that Unit.
- 22.2 The Head of the Equality Unit may decide to refer the matter to the CDC for an enquiry, in which case it becomes a Disciplinary Matter and is dealt with by the CDC in the ordinary course as if it had been referred for an enquiry by the chairperson of the CDC (as set out in clause 0). University management, and any other disciplinary or supporting Functionary, may make submissions or recommendations to the Equality Unit regarding the handling of the matter as a Disciplinary Matter.
- 22.3 If for any reason the Equality Unit is in the view of the Head of the Equality Unit, not able, or unwilling, to deal with a matter arising from suspected discriminatory or Sexual Misconduct, the matter may be dealt with as a Disciplinary Matter in the ordinary course.

## **23. The Central Disciplinary Committee**

### *The CDC*

- 23.1 The CDC acts through a chairperson alone when:
  - 23.1.1 Deciding whether to proceed with a Disciplinary Matter;
  - 23.1.2 Deciding on the appropriate channel to deal with a Disciplinary Matter;
  - 23.1.3 Following the summary procedure;
  - 23.1.4 Deciding any application relating to an enquiry before the CDC, including an application to be allowed to take part in the enquiry (clause 0), an application to observe an enquiry (clause 0), an application by a witness to give evidence at an enquiry other than through oral evidence (clause 0), an application for Legal Representation (clause 0); and
- 23.1.5 Deciding a review of a Suspension on the grounds of undue delay in terms of clause 0.
- 23.2 In all other cases, the CDC acts through a committee made up of a chairperson and three additional members selected from the CDC panel, at least one of whom shall be a Student nominee.
- 23.3 In the event of no consensus, the decision of the CDC acting through a full committee is taken by majority vote. In the event of a tie, the chairperson holds the deciding vote.

### *Chairpersons of the CDC*

- 23.4 A chairperson of the CDC shall at least be a senior academic staff member, who holds the position of lecturer or professor at the University, or a former or retired senior academic staff member from the University who held a permanent appointment of at least senior lecturer or professor at the University.

- 23.5 The chairpersons of the CDC are appointed by the Director: Legal Services on recommendation of the Dean of the Law Faculty.
- 23.6 The chairpersons of the CDC are appointed concurrently in respect of an academic year. The Director: Legal Services selects a particular chairperson to act for a particular part of the academic year, or in respect of a particular case, after consulting the Dean of the Law Faculty.

*Members of the CDC panel*

- 23.7 A member of the CDC panel shall be a member of the University Community, nominated as follows:
- 23.7.1 Each Faculty must nominate at least one senior academic staff member from each Faculty, accompanied by a short motivation. In the case of the Law Faculty, the nomination for a CDC panellist is in addition to the nomination of a chairperson.
- 23.7.2 Each responsibility centre of the Rector's Management Team must nominate at least one senior non-academic staff member from each centre, accompanied by a short motivation.
- 23.7.3 The SRC shall nominate at least ten post-graduate Students, accompanied by a short motivation. Should the SRC fail to do so, the Senior Director: Student Affairs may nominate suitable post-graduate Students to the CDC panel. Where this disciplinary code requires the SRC to take steps, but it fails or refuses to do so for whatsoever reason, Disciplinary Proceedings may proceed regardless of the SRC's failure or refusal with the necessary adjustments to the applicable rules and procedures to compensate for the failure or refusal.
- 23.8 The Director: Legal Services selects and appoint the members of the CDC from among the CDC panel for a particular part of the academic year or in respect of a particular case, after considering the motivations provided and the recommendation from the HSD regarding the experience, suitability, and availability of panel members, as well as the need for the CDC committee to reflect racial and gender diversity.
- 23.9 A decision of the CDC may be appealed to the DAC.

*Confirmation of temporary Suspension*

- 23.10 The CDC must consider and confirm or dismiss the Suspension of a Student from the University which has been temporarily imposed by the Rector in terms of clause 0.
- 23.11 When required to confirm a Suspension:
- 23.11.1 The CDC shall request the HSD to institute an urgent investigation to verify the facts on which the Rector's decision was based, and obtain any additional relevant evidence; and
- 23.11.2 The CDC shall confirm the Suspension if the evidence obtained in the investigation considered together with the submissions by the Student concerned in terms of clause 0, if any, support the reasons provided by the Rector for suspending the Student.

**24. External disciplinary panel**

- 24.1 When circumstances so demand, the Rector or a delegate may direct the Director: Legal Services to appoint persons who are not members of the University Community to constitute an External Disciplinary Panel in terms of special terms of reference to exercise disciplinary powers in a particular case.
- 24.2 The terms of reference are determined by the Rector on advice of the Director: Legal Services.
- 24.3 The Rector's power to direct that an EDP be appointed and to determine the terms of reference of an EDP may be delegated to an appropriate Vice-Rector.
- 24.4 When deciding whether to constitute an EDP, the Rector or the Rector's delegate must consider at least the following:
  - 24.4.1 The volume of the material which is likely to become relevant in a particular matter, in light of the capacity constraints of the members of the RDC panel and the CDC, as the case may be;
  - 24.4.2 The number of persons implicated in a complaint and the likely time to be taken up in oral submission of evidence in light of possible capacity constraints of the members of the RDC panel and the CDC, as the case may be;
  - 24.4.3 The need for the University's investigations and the execution of disciplinary functions to be seen to be impartial; and
  - 24.4.4 The need for urgent resolution of the matter in the circumstances of the particular case.
- 24.5 The EDP is made up of a chairperson and no less than two and no more than six additional members. In the absence of consensus, a decision of the EDP is taken by majority vote. In the case of a tie, the chairperson holds the deciding vote.
- 24.6 When appointing persons to act on the EDP, the Director: Legal Services must consider their experience and suitability to deal with Disciplinary Matters on behalf of the University and the particular case at hand.
- 24.7 Subject to the terms of reference and taking into account the procedure ordinarily adopted in enquiries before the CDC (as set out in clause 0), the chairperson determines the EDP's procedure.
- 24.8 The EDP ordinarily conducts the enquiry and makes fully substantiated recommendations to the CDC for a determination of the relevant Disciplinary Matter.
- 24.9 A decision by the CDC in those circumstances may be appealed to the DAC in the ordinary course.
- 24.10 Where the circumstances leading to the establishment of an EDP include allegations of bias against the University, or where none of the CDC's chairpersons are able or available to receive and determine the recommendations of the EDP, the terms of reference may direct the EDP to make a final, binding determination of the Disciplinary Matter before it. In that case:



- 24.10.1 The chairperson of the EDP must be a retired Rector or Vice Rector, or equivalent, of a University in the Republic of South Africa, a retired Judge, or a retired or former member of the Law Faculty who at the time of retirement held the position of lecturer;
- 24.10.2 The additional members of the EDP shall be suitable professionals of high standing; and
- 24.10.3 There shall be no appeal against the finding of an EDP.

## **25. Appeals to the Disciplinary Appeal Committee (DAC)**

- 25.1 An appeal against a decision by the RDC or the CDC is heard and determined by the DAC.
- 25.2 The DAC acts through a full committee made up of the chairperson, one academic staff member and one Student member. A decision of the DAC is taken by majority vote.
- 25.3 The chairperson of the DAC shall be the Dean of the Law Faculty by virtue of appointment, or a professor of the Law Faculty appointed as such by the Director: Legal Services after consultation with the Dean of the Law Faculty.
- 25.4 The academic staff member of the DAC shall be an academic member of staff of the Law faculty appointed for each academic year by the Director: Legal Services after consultation with the Dean of the Law Faculty. Where that academic staff member is not available or able to deal with a particular case, the Director: Legal Services may appoint another academic staff member after consultation with the Dean of the Law Faculty, whether that staff member is part of the Law Faculty or not, to act as academic staff member of the DAC on a temporary basis for a particular time or in respect of a particular case.
- 25.5 The Student member of the DAC shall be a post-graduate Student nominated by the SRC for each academic year. Where the Student member is not available, or able to deal with a particular case, or the SRC fails to make a nomination, the Director: Legal Services or delegate/s may appoint another post-graduate Student after consultation with the Dean of the Law Faculty. Such Student may be appointed to act as Student member of the DAC on a temporary basis (for a particular time) or in respect of a particular case, and may be part of the Law Faculty, or not. A failure to appoint such Student will not invalidate the process.
- 25.6 The DAC has wide appeal powers. It may consider any ground of review contained in legislation giving effect to the right to administrative justice, and it may rehear any Disciplinary Matter on the merits to whatever extent the DAC considers necessary and in whatever form the DAC may direct. The DAC has the power to substitute its finding for that of the RDC and the CDC in whole or in part, or to set the relevant decision aside and remit the matter to those committees for re-consideration subject to the direction of the DAC.

## **Part 2: Supporting functionaries**

### **26. Director: Legal Services**

- 26.1 The Director: Legal Services bears the overall responsibility for the implementation of this disciplinary code, in addition to exercising the powers, duties and functions assigned to the Director in this disciplinary code.
- 26.2 The Director: Legal Services reports to the Rector annually by the 1st quarter of the following year on all aspects of the implementation of this disciplinary code.
- 26.3 The Director: Legal Services has residual authority to exercise any of the functions of the HSD in the event that the HSD is absent or otherwise unable to fulfil those functions for any reason.
- 26.4 The HSD may delegate any responsibilities with the consent of the Director: Legal Services.

### **27. Head of Student Discipline**

- 27.1 The University shall appoint a HSD who bears the overarching responsibility to provide administrative and clerical support to the disciplinary processes conducted by the RDC, CDC, EDP and the DAC, and any other disciplinary Functionary on request, in addition to exercising the powers, duties, and functions assigned to the HSD herein.
- 27.2 The HSD may be assisted in any tasks by another staff member placed in the office of the Director: Legal Services. The HSD reports to the Director: Legal Services.
- 27.3 The responsibilities of the HSD include but are not limited to the following:
  - 27.3.1 To receive, record and process all Disciplinary Matters reported and referred to the CDC;
  - 27.3.2 To manage and supervise any investigation carried out by a Student Disciplinary Investigator;
  - 27.3.3 To make recommendations to any disciplinary Functionary who requests it, including but not limited to making recommendations to the chairperson of the CDC on the procedure to be adopted in dealing with an alleged misconduct and any procedural aspect of enquiries conducted by the RDC, CDC and DAC;
  - 27.3.4 To manage communications from, between, and submissions to, the RDC, CDC and the DAC, which includes communication with the Equality Unit, relevant Heads of Department and Residence Heads;
  - 27.3.5 To act as clerk of the RDC, CDC and the DAC during Disciplinary Proceedings;
  - 27.3.6 To keep, or cause to be kept, a combined file in respect of each Disciplinary Matter which must contain in original or duplicate all documentation pertaining to the matter, including the initial report and the initial investigation, the preliminary record, written submissions, applications regarding Legal Representation, transcripts or recordings of oral evidence presented and oral argument submitted, and notification of the respective disciplinary Functionary's decisions and reasons, as well as appeal records, if applicable;

- 27.3.7 To maintain records relating to, and to supervise the fulfilment of, Suspended sentences, and report thereon in writing to the chairperson of the relevant committee which imposed the Suspended sentence once it has been fulfilled;
- 27.3.8 To maintain records relating to Disciplinary Matters which are diverted to the Equality Unit, and report thereon to the chairperson of the relevant committee;
- 27.3.9 To request and receive registers of proceedings by the House Disciplinary Committee every semester and report thereon to the Director: Legal Services if it appears from such records that House Disciplinary Committees are not complying with the provisions of this Code;
- 27.3.10 To fulfil any additional advisory, administrative, or clerical function requested by any disciplinary Functionary; including to keep a record of any matters which suggest a need for revision of this disciplinary code as and when they arise. The matters in need of revision must be reported at least annually to the Director: Legal Services or more frequently if required or requested;
- 27.3.11 To assist Students in their interaction with and submissions to the various disciplinary functionaries;
- 27.3.12 To monitor and maintain a dedicated email account where any suspected misconduct may be reported;

## **28. Student Disciplinary Investigator**

- 28.1 The University shall appoint a full-time SDI to that position in the Directorate: Legal Services. In addition, the Director: Legal Services may appoint a suitably qualified Student Disciplinary Investigator/s in respect of a particular case who is or may not be a staff member of the University.
- 28.2 A SDI conducts investigations at the instruction from the HSD.
- 28.3 Any University staff member who becomes aware of a possible misconduct may request the urgent assistance of a SDI to secure evidence relevant to the misconduct before reporting it in one of the ways set out in this disciplinary code. The assistance must be rendered as soon as reasonably possible.
- 28.4 A SDI shall conduct the initial investigation, as well as any further investigation as may be required after a matter is referred to the RDC or the CDC for an enquiry, or as is required by the DAC. A SDI may furthermore carry out any other investigation into possible Student misconduct which the SDI is requested to undertake by the HSD.
- 28.5 In order to conduct the investigation, the SDI has access to information, documentation, and recordings which are under the control of the University, to the extent legally permitted. Such information, documentation and recordings must be treated confidentially by the SDI. It may only be accessed and used for the purpose of the immediate Disciplinary Proceedings, save for when the information, documentation or recording gives rise to a well-founded suspicion of serious, unrelated misconduct by the same Student or another person, in which case the SDI must report the matter.

- 28.6 The SDI may interview any person in the course of the investigation, including the Student who is suspected of having committed the misconduct. The SDI must interview a complainant, if any, and must ascertain whether the complainant wishes to make submissions or take part in a possible future enquiry. The Student suspected of misconduct cannot be compelled to co-operate, and must be advised of this fact prior to the commencement of the interview.
- 28.7 Every other person who wishes to make submissions or otherwise take part in a possible future disciplinary enquiry may submit an application to the SDI, setting out the grounds on which the person asks to be admitted. Such application must be in writing and must be submitted in the form and manner as required. The SDI may ask for clarification or any additional information on such application, which is to be included in the preliminary record for determination by the chairperson of the CDC.
- 28.8 The SDI must consider institutional imperatives in the investigation.

## **29. Evidence Leader**

- 29.1 The University shall appoint an Evidence Leader to present the results of the investigation conducted by the SDI on behalf of the University in an enquiry of the RDC, CDC or the DAC, and assist the chairperson and panel of the relevant disciplinary body.
- 29.2 The Evidence Leader, in cases before the CDC and DAC, may be:
  - 29.2.1 a full-time appointment in Legal Services, or
  - 29.2.2 an *ad hoc* appointment by the Director: Legal Services in respect of a particular case; or a particular time period.
- 29.3 The person appointed as Evidence Leader, in cases before the CDC and DAC, must at least hold a law degree and may be:
  - 29.3.1 the HSD; or
  - 29.3.2 a person from outside the University Community including a practicing or retired Legal Practitioner.
- 29.4 The Evidence Leader, in cases before the RDC, may be any of the persons referred to in paragraphs 0 and 0, or any other Student or staff member of the University nominated as such by the Director: Legal Services.
- 29.5 The Evidence Leader may challenge evidence presented by any person appearing in an enquiry before the relevant disciplinary committee, and may question a person who gives oral evidence to the extent permitted and directed by the chairperson of the relevant disciplinary committee.

## CHAPTER 4

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### Disciplinary Measures and Procedures

#### 30. General matters

- 30.1 All Disciplinary Proceedings provided for in this disciplinary code shall ordinarily be closed to the public.
- 30.2 An interested party or parties may apply for access to an enquiry by the RDC, CDC or DAC as observer on good cause shown, which must include at least a direct and substantial or personal interest in the proceedings.
- 30.3 The chairperson of the relevant committee to whom the application is addressed may issue directives as to how an application(s) shall be dealt with – either individually or collectively if there is more than one – taking into account the need for the expeditious determination of the enquiry.
- 30.4 Where an application for access is received and the chairperson of the relevant committee is of the *prima facie* view that access ought to be granted, every Student called to participate in the enquiry must be given an opportunity to respond to the application in the manner determined by the Chairperson.
- 30.5 Permission for access may be granted in whole or in part, and may be subject to such conditions as the relevant disciplinary committee considers necessary to safeguard the interests of any Student involved in the proceedings, the integrity of the disciplinary process, or the interests of the University.
- 30.6 The identity of any Student suspected or found to have committed Disciplinary Misconduct, as well as any Student called to participate in any disciplinary enquiry, shall not be published outside of the context of the relevant Disciplinary Proceedings, except with the express permission of the relevant disciplinary committee or Functionary.
- 30.7 Any Student who is called to participate in an enquiry as a witness may apply to the relevant disciplinary committee to give evidence in writing, by way of closed circuit television, or anonymously. Such application may be granted if the witness is able to show a reasonable fear for the Student's mental or physical well-being, or that the integrity of the enquiry will be undermined, should such witness be called to give evidence in the ordinary course.
- 30.8 If an application in terms of clause 30.7 is granted, the Student suspected of misconduct must be provided with a full and complete transcription or record of the evidence given, only subject to the protection of the identity of the witness if sought and granted, and an opportunity to respond thereto.
- 30.9 Records of all Disciplinary Proceedings shall be kept by the office of the HSD and are available to any party to the relevant Disciplinary Proceedings on request, or to any interested party on application. Unless permission has been granted to identify a particular Student as mentioned above (clause 0), the name and any details which may

identify that Student shall be blacked out or otherwise obscured from the records. Where records are in the form of audio recordings, a transcription of such recordings may be requested or applied for, as the case may be, at that party's own expense.

- 30.10 Any communication to the Chairperson of the RDC, CDC or DAC needs to be addressed to the HSD, or nominee, and be delivered, or sent to, the office of the HSD, or nominee.

### **31. Representation and legal representation**

- 31.1 A Student may choose to be represented in Disciplinary Proceedings by another Student or staff member of the University. This is referred to as Representation in this code. A Student appearing before a HDC, RDC, CDC and DAC will have a right to Representation.
- 31.2 Legal Representation is not ordinarily allowed, though it may be applied for in hearings before the RDC, CDC and DAC.
- 31.3 A Student appearing before the RDC, CDC, or DAC on suspected misconduct may apply to the chairperson of the RDC, CDC or DAC, as the case may be, to be allowed Representation by a Legal Practitioner.
- 31.4 The application must be submitted within five Days of notification to appear before the applicable disciplinary committee.
- 31.5 If the Student is unable to apply within that time, the application must set out the circumstances that led to the late filing of the application and ask for condonation which shall be granted if the chairperson is satisfied that the Student took all reasonable steps to submit the application in time and did not unreasonably delay the submission.
- 31.6 The convenience or availability of any particular Legal Practitioner will not be regarded as good reason for a delay of Disciplinary Proceedings, save in exceptional circumstances.
- 31.7 The relevant chairperson has a discretion to grant an application for Legal Representation, after taking into account at least the following:
- 31.7.1 The need for the expeditious determination of the matter in view of its impact on the wider University Community or any particular members of the University Community.
- 31.7.2 The nature of the allegations against the Student.
- 31.7.3 The factual and legal complexity of the case.
- 31.7.4 The gravity of potential sanctions in the event that the Student is found to have committed the suspected misconduct. An application for Legal Representation shall not be refused if the Student faces Expulsion as a possible sanction.
- 31.7.5 The availability of suitable Student or staff members to represent the Student should the application for Legal Representation be dismissed; and
- 31.7.6 Whether there are significant factual disputes which may require witness testimony and cross-examination.

- 31.8 Where an application for Legal Representation was granted by the RDC or the CDC, as the case may be, Legal Representation may continue before the DAC.
- 31.9 Where an application for Legal Representation is dismissed, this does not prevent the Student from obtaining legal advice, but the legal representative may not be present at the enquiry.
- 31.10 Notwithstanding the granting of the right to Legal Representation the Chairperson of the RDC, CDC or DAC, as the case may be, may issue directives and impose reasonable time limits regarding any procedural aspect of the enquiry, including the leading of evidence and cross-examination, with a view to achieving the expeditious determination of the matter. This may include a directive that legal submissions be made in writing.

## **32. Suspension from the University or a Residence**

### *Temporary Suspension*

- 32.1 Should any non-student member of the University Community, including any Functionary referred to in this disciplinary code, have reason to believe that the Suspension of a Student is warranted, that person shall report the matter as follows:
  - 32.1.1 To the HSD who will report it to the Rector or the Rector's delegate, for consideration of a temporary Suspension (as provided for in clause 0) from the University; or
  - 32.1.2 To the Residence Head of the relevant Residence for consideration of a temporary Suspension (as provided for in clause 0) from the Residence.
- 32.2 Any Student who has reason to believe that the Suspension of another Student is warranted may, but is not obliged to, report the matter as above.
- 32.3 The Rector and the Residence Head may also impose a temporary Suspension from the University in terms of clause 0, or the Residence in terms of clause 0, as the case may be, on their own initiative.
- 32.4 The Functionary imposing a temporary Suspension must immediately report the matter to the Centre for Student Counselling and Development, and advise the Student how to obtain support pending the finalisation of Disciplinary Proceedings. The Student must also be provided with the number for the Student support hotline.
- 32.5 The Student should, as soon as reasonably practical after being informed of the temporary Suspension and/or temporary Suspension from the Residence, be:
  - 32.5.1 Furnished with the reasons for the temporary Suspension;
  - 32.5.2 must be informed of the right to oppose the confirmation of the temporary Suspension before the RDC or the CDC, as the case may be. At the Student's election, written or oral submissions as to why such Suspension should not be confirmed, may be submitted; and
  - 32.5.3 Advised of the place and time of the confirmation hearing and any practical and logistical arrangements for such a hearing.

*Confirmation of the Suspension*

- 32.6 A temporary Suspension from the University or a Residence must be confirmed by the CDC (as provided for in clauses 0 and 0) or the RDC (as provided for in clauses 0 and 0), respectively.
- 32.7 The RDC and the CDC determines its own procedure in the confirmation hearing.
- 32.8 The temporary Suspension lapses if confirmation proceedings are not commenced within five Days of the temporary Suspension. The temporary Suspension remains in effect for the duration of the confirmation hearing, which may be postponed from time to time for further investigation or on other reasonable grounds, on good cause shown.
- 32.9 In the event that the RDC or CDC, as the case may be, confirms the Suspension, the Student shall remain Suspended pending the finalisation of the Disciplinary Proceedings against the Student, including any appeal, unless the relevant Disciplinary Committee orders otherwise at the hearing (clause 0).
- 32.10 Disciplinary Proceedings must commence by way of a report in terms of clause 0 as soon as practically possible after the temporary Suspension has been imposed.

*Review on the grounds of undue delay*

- 32.11 A Student who has been Suspended, whether temporarily or finally, may apply in writing to the chairperson of the RDC or to the CDC respectively, for a review of the Suspension on the grounds of undue delay in the investigation or in the progression of the Disciplinary Matter.
- 32.12 An application for review of a Suspension on the grounds of undue delay may be lodged no more than once every two weeks.

**33. Reporting and referral of a suspected Disciplinary Misconduct**

- 33.1 Unless a complainant has already reported a matter to the Equality Unit, the procedure for reporting a suspected Disciplinary Misconduct is the following:
- 33.2 If the suspected misconduct appears to the person reporting it to constitute Residence Misconduct, it must be reported to a member of the House Committee, who may either deal with the matter summarily in terms of the House Rules, or it must be reported to the Residence Head of the relevant Residence or PSO ward. In the event that the member of the House Committee deals with the matter summarily, it must be reported to the Residence Head at the earliest reasonable opportunity for confirmation. In the case of any unresolved matter, the Residence Head determines whether to refer it as a Residence Matter to the HDC, or as a Disciplinary Matter to the CDC for determination of the appropriate disciplinary channel.
- 33.3 If the suspected misconduct took place within an academic setting, including during exams, assessments or lectures, or if the suspected misconduct appears to the person reporting it to be an Academic Misconduct, it must be reported to the Head of the relevant Department. The Head of Department decides whether the matter is treated as an Academic Matter within the Department or to refer it as a Disciplinary Matter to the CDC for determination of the appropriate disciplinary channel.



- 33.4 Where suspected misconduct arises in an academic or Residence context but also constitutes a violation of the general rules for Student conduct, the University is presumed to have an interest in the outcome of the matter that goes beyond the context in which it arose, and such a matter will constitute a Disciplinary Matter. The decision to treat a matter as a Residence or Academic Matter, as the case may be, is subject to review by the Chairperson of the CDC on application by the Director: Legal Services. The Chairperson may require further investigation and the co-operation of any other Functionary for the purpose of review. If the Chairperson determines that the matter is a Disciplinary Matter, it will be referred to the CDC for determination of the appropriate disciplinary channel in the ordinary course.
- 33.5 If the suspected misconduct appears to the person reporting it to constitute discriminatory or Sexual Misconduct, it must be reported to the Equality Unit. The Head of the Equality Unit decides whether to deal with it as an Equality Matter or to refer it as a Disciplinary Matter to the CDC for determination of the appropriate disciplinary channel.
- 33.6 Any other suspected misconduct, and any instance of suspected misconduct which cuts across the various contexts set out immediately above, must be reported to the office of the HSD for referral to the CDC.
- 33.7 Nothing in this clause shall be construed as preventing a Functionary assigned a function or granted a power in terms of this disciplinary code from reporting a matter as provided above, including the institution of Disciplinary Proceedings on their own initiative.
- 33.8 The HSD receives referrals of Disciplinary Matters on behalf of the CDC from a Residence Head, a Head of Department, or the Equality Unit, as the case may be.
- 33.9 The HSD may decline to accept a report or referral if the facts reported at face value do not substantiate a reasonable suspicion that a Disciplinary Misconduct has occurred. In that case, the HSD must provide a written explanation to the person reporting or referring the matter.

#### **34. The initial investigation**

- 34.1 Any staff member, University employee, or other person with authority over a Student by virtue of their position in the University or specific designation in the context, may gather and confiscate evidence of suspected Disciplinary Misconduct which is immediately at hand for the purpose of reporting the suspected misconduct. The person confiscating the evidence must contemporaneously confirm the confiscation in writing to the Student, and must hand the evidence to the SDI as soon as reasonably possible after the matter has been reported, to form part of the initial investigation.
- 34.2 Upon receipt of a report, or a referral to the CDC for determination of the appropriate disciplinary channel, the HSD shall authorise an initial investigation into the suspected misconduct.

- 34.3 The results of the initial investigation shall be presented to the Student suspected of having committed the misconduct by the HSD, by way of a Written Notice and an invitation to do one of the following:
  - 34.3.1 To admit to the suspected misconduct and provide a short written statement setting out all relevant facts, and indicating whether and on what grounds the Student wishes the matter to be dealt with by way of the summary procedure or by the Equality Unit rather than the CDC; or
  - 34.3.2 To deny the suspected misconduct, and submit a short written statement indicating the grounds of the Student's denial, and whether or not the Student intends applying for Legal Representation.
  - 34.3.3 The Student's written statement forms part of the preliminary record.
- 34.4 The notice referred to immediately above in clause 0 above shall contain the following:
  - 34.4.1 Summary of the evidence obtained in the initial investigation, and a list and brief description of the Disciplinary Misconduct which the Student is suspected of having committed.
  - 34.4.2 Notice of the fact that further investigations may take place in the event that the matter is referred to the RDC or the CDC for an enquiry, as the case may be, or diverted to the Equality Unit for resolution.
  - 34.4.3 An explanation of the different disciplinary channels which may be followed. The Student shall be advised that referral to the Equality Unit at that stage, as well as the adoption of the summary procedure, requires a full admission of the conduct complained of.
  - 34.4.4 An invitation to admit to committing the misconduct complained of, with a clear statement that the Student is under no obligation to do so.
  - 34.4.5 A clear statement of the potential sanctions which may be imposed in the summary procedure, as well as mention of the mitigating value of a voluntary admission.
  - 34.4.6 The Student may be placed on terms to respond to the notice within 72 hours. If no response is received in that time, the Student will be taken to have denied committing the misconduct. If it is later established that the Student did in fact commit the Disciplinary Misconduct, the Student's failure to co-operate may be taken in aggravation of the sanction imposed.
- 34.5 The results of the initial investigation along with the written submissions of the Student suspected of Disciplinary Misconduct shall together constitute the preliminary record.

*Referral from the Equality Unit*

- 34.6 Where a matter has been reported to the Equality Unit and, after investigation, referred to the CDC for an enquiry, the record of the Equality Unit's investigation shall form the preliminary record, supplemented as the HSD considers necessary.

**35. Selection of the appropriate disciplinary channel**

- 35.1 The preliminary record accompanied by a written recommendation from the HSD shall be placed before a chairperson of the CDC for a decision on the appropriate channel to deal with the suspected Disciplinary Misconduct, from among the following:
  - 35.1.1 The chairperson has discretion to refuse to pursue the matter, taking into account the nature of the allegations against the Student, the interests of the University Community and the person(s) against whom the conduct complained of was directed, and the strength of the evidence obtained in the initial investigation. In that case, the Student must receive notice in writing that Disciplinary Proceedings against him will not be pursued.
  - 35.1.2 The chairperson may adopt the summary procedure in terms of clause 0, if the Student has admitted the conduct complained of and the chairperson is satisfied that the admission was voluntarily made in full knowledge of the potential consequences.
  - 35.1.3 Unless the matter was referred from the Equality Unit in terms of clause 0, the chairperson may divert the matter to the Equality Unit to be dealt with in terms of the University's Policy on Unfair Discrimination and Harassment if both the Student, who is suspected of having committed the misconduct, and the Student(s) against whom the misconduct was committed, if they have been identified, agree to the diversion. The chairperson must consult the Equality Unit prior to taking the decision to divert the matter, and must be satisfied that each of the Students in question have agreed voluntarily in full knowledge of the potential consequences.
  - 35.1.4 The chairperson may refer the matter to the RDC for an enquiry in terms of clause 0.
  - 35.1.5 The chairperson may refer the matter to the full CDC for an enquiry in terms of clause 0.
- 35.2 Before making a determination, the chairperson of the CDC may invite submissions from any party, including from members of the Rector's Management Team, and may request the HSD to cause further investigation on any specific issue.
- 35.3 As soon as reasonably practical after making a determination, the chairperson must notify the Student in writing of the decision.
- 35.4 In the event that the summary procedure is adopted, the notification of the chairperson's decision must include an invitation to the Student to address the chairperson within a reasonable time regarding sanction.
- 35.5 In the event that the matter is diverted to the Equality Unit, the notification of the chairperson's decision must include the contact details of the Equality Unit.
- 35.6 In the event that the matter is referred to an enquiry before the full RDC or the CDC, the notification of the chairperson's decision must in addition include the following:
  - 35.6.1 The notification must confirm the summary of the evidence obtained in the initial investigation and subsequently, and provide a list and brief description of the Disciplinary Misconduct which the Student is suspected of having committed. The detail provided must be sufficient to enable the Student to respond meaningfully.

- 35.6.2 The notification must refer to the right to apply for Legal Representation, must explain how to submit the application, and provide the Student with a generic example of such an application.
- 35.6.3 The notification must explain that the nature of the enquiry may include oral testimony or the submission of sworn statements, or both. The notification must state that the RDC or the CDC, as the case may be, will provide a directive in due course giving further details of the enquiry.

### **36. Summary procedure before the chairperson of the Central Disciplinary Committee**

- 36.1 The chairperson's decision in the summary procedure is based on the preliminary record.
- 36.2 The chairperson has the discretion to impose sanctions from among the following:
  - 36.2.1 The payment of such amount as constitutes reasonable and adequate compensation for any damage, loss or costs caused by the Student.
  - 36.2.2 A written warning, including a final warning in the case of a repeated or serious offence.
  - 36.2.3 The publication on appropriate notice boards on the Campus of particulars of the offence and penalty, including the name of the Student.
  - 36.2.4 The imposition of an appropriate restorative, rehabilitative or punitive assignment, including community service, of not more than 50 hours at an appropriate organisation or body.
  - 36.2.5 Any combination of the sanctions set out immediately above.
- 36.3 The sanction shall not be reflected on the Student's academic record, but shall be recorded on the Student record system.
- 36.4 When deciding on the appropriate sanction, the following considerations are relevant and must inform the determination among all other relevant considerations:
  - 36.4.1 Proportionality between the misconduct and the sanction imposed;
  - 36.4.2 Mitigating circumstances, including that the Student has admitted to the conduct;
  - 36.4.3 The interest of members of the University Community affected by the misconduct and the University as a whole.

### **37. Enquiry before the full Central Disciplinary Committee**

#### *Directives and notifications prior to the enquiry*

- 37.1 The chairperson of the CDC may direct the HSD to cause further investigation into any aspect of the matter.
- 37.2 Where a complainant, or any other Student affected by the suspected misconduct, has indicated to the SDI a wish to take part in the Disciplinary Proceedings, that Student may make written submissions in this regard.
- 37.3 In appropriate cases, the chairperson may invite members of the University Community to make written or oral submissions to the CDC regarding the matter by way of a public

notice. The name of a Student suspected of Disciplinary Misconduct may only be published in exceptional circumstances.

- 37.4 The HSD, in consultation with the chairperson, must issue a directive to the Student suspected of Disciplinary Misconduct and the complainant, if any, setting out the following information:
  - 37.4.1 The time and the date for the enquiry of the matter, which ought to be at least ten Days from the date of delivery of the directive. In setting the time and date for the enquiry, the chairperson must consider the circumstances of the Student suspected of Disciplinary Misconduct, as well as the complainant, if any, and any other person with an interest in the matter.
  - 37.4.2 The CDC's decision on the application for Legal Representation, if one was submitted.
  - 37.4.3 Where further investigation has raised new factual issues or expanded the range of suspected misconduct, the directive must provide a summary of such new material.
  - 37.4.4 Whether the CDC considers it necessary for witnesses to be called, taking into account the result of the initial and further investigations, or whether it requires evidence to be submitted by way of sworn statements in whole or in part. Where the CDC calls for sworn statements, the directive must set out a timeline for their submission.
  - 37.4.5 Any procedural matters the CDC wishes to bring to the parties' attention, such as time limits for argument or the language to be used at the enquiry.
  - 37.4.6 Any other matter the CDC considers necessary.

### *The enquiry*

- 37.5 The preliminary record, the results of the further investigation as well as any additional relevant material including sworn statements must be circulated among the members of the CDC in advance of the enquiry.
- 37.6 The CDC may require the attendance of any member of the University Community who has made submissions to the CDC regarding the matter, and may question that person at the enquiry.
- 37.7 The Evidence Leader presents the case for the University.
- 37.8 Cross-examination of witnesses, if any, must be with permission of the chairperson CDC.
- 37.9 The CDC may ask questions to any party appearing before it, and may direct the conduct of the enquiry subject to the requirement that any person with an interest in the matter must be provided with a full opportunity to address the CDC.

### *Sanctions*

- 37.10 The CDC has a discretion to impose one or more of the following sanctions if it finds that a Disciplinary Misconduct has been committed:
  - 37.10.1 The payment of reasonable compensation for any damage, loss or costs caused by the Student to the University or to any other person as a result of the misconduct.
  - 37.10.2 A final written warning.

- 37.10.3 The submission of an apology in writing or in person to anyone affected by the misconduct.
- 37.10.4 The imposition of an appropriate restorative, rehabilitative or punitive assignment, including community service, of not more than 150 hours at an appropriate organisation or body.
- 37.10.5 The deprivation, Suspension or withholding of any Student privileges, such as participation as a member, organiser or office-bearer of any Student organisation, or any other leadership position, or participation in Campus activities.
- 37.10.6 The forfeiture of examination results, final marks, class marks and other forms of credit obtained in examinations, tests or otherwise.
- 37.10.7 The forfeiture of a bursary or loan granted or administered by the University.
- 37.10.8 Cancellation of a degree or diploma improperly obtained.
- 37.10.9 Expulsion from the University or a University Residence for a stated period of time or indefinitely. Where the Expulsion is for a limited period of time, re-admission of the Student may be made subject to reasonable conditions, and also be subject to normal rules for re-admission.
- 37.10.10 Notice in writing identifying the Student, providing the nature of the misconduct and the sanction imposed to a professional body or any other person or body that may have an interest therein.
- 37.10.11 Notice in writing identifying the Student, providing the nature of the misconduct and the sanction to the Dean of the Faculty in which the Student studies.
- 37.10.12 The publication on Campus of the particulars of the offence and penalty, including the Student's name.
- 37.10.13 Any combination of the sanctions listed immediately above.
- 37.10.14 The sanction may be reflected on the Student's record.
- 37.11 When deciding on the appropriate sanction, the following considerations are relevant and must inform the determination among other relevant considerations:
  - 37.11.1 Proportionality between the misconduct and the sanction imposed;
  - 37.11.2 Mitigating circumstances, if any, which may include the Student's co-operation with the disciplinary process;
  - 37.11.3 Conversely, lack of co-operation with the disciplinary process may be regarded as an aggravating circumstance.
  - 37.11.4 The interest of members of the University Community affected by the misconduct and the University as a whole.
- 37.12 The CDC has discretion to defer the effective date for the sanction pending the outcome of an appeal. Where it reasonably appears to the CDC that an appeal is lodged solely or primarily for the purpose of delaying the implementation of the sanction, it shall refuse to defer the effective date.

- 37.13 The CDC may Suspend whole or part of the sanction subject to the fulfilment of any condition which it considers appropriate.
- 37.13.1 This may include referral of the matter for an alternative dispute resolution mechanism with the express agreement of the complainant, if any.
- 37.13.2 The HSD monitors the fulfilment of any condition of a Suspended sanction and reports thereon to the chairperson of the CDC. If it appears to the HSD that the condition of Suspension has not been met in the required time or required manner, the HSD shall invite the Student to provide an explanation in writing, which must be included in the report to the chairperson. If the chairperson is satisfied that the condition of Suspension has not been fulfilled as required by the condition of Suspension, the chairperson shall bring the sanction into force and notify the Student accordingly.
- 37.14 In appropriate cases, or on recommendation, the CDC may recommend that groups of Students who have not been found to have committed misconduct nevertheless take part in processes which serve the restoration of trust within the University Community.

#### *Notification of the CDC's decision and sanction*

- 37.15 The decision of the CDC may be given orally immediately, in which event reasons for the decision must be provided in writing at a later stage. Written reasons for the CDC's decision shall be provided to all affected parties, and must be delivered as soon as reasonably possible.
- 37.16 A summary of the facts of the matter, the outcome, and reasons shall be published on a public University forum with the names of all parties redacted.

#### *Appeal*

- 37.17 Any party affected by the decision of the CDC may lodge an appeal against the decision within five Days of receiving reasons for the decision. The appeal lies to the DAC.
- 37.18 The notification of the CDC's decision must include all information necessary for the person receiving notification to lodge an appeal.
- 37.19 The appeal is lodged by way of a notice setting out the grounds of appeal, in the manner and within the time frames prescribed in the notification of the CDC's decision.

### **38. Enquiry before the Residence Disciplinary Committee**

#### *Directives and notifications prior to the enquiry*

- 38.1 The chairperson of the RDC may direct the HSD to cause further investigation into any aspect of the matter.
- 38.2 Where a complainant or any other Student affected by the suspected misconduct has indicated a wish to the SDI to take part in the enquiry, that Student may do so, on such conditions as the chairperson deem appropriate.
- 38.3 In appropriate cases, the chairperson may invite members of the Residence in which the matter arose to make written or oral submissions to the RDC regarding the matter by way of a public notice. The name of a Student suspected of Disciplinary Misconduct may only be published in exceptional circumstances.

- 38.4 The HSD, or nominee, in consultation with the chairperson of the RDC must issue a directive to the Student suspected of Disciplinary Misconduct and the complainant, if any, setting out the following information:
  - 38.4.1 The time and the date for the enquiry, which ought to be at least ten Days from the date of delivery of the directive. In setting the time and date for the enquiry, the chairperson must consider the circumstances of the Student suspected of Disciplinary Misconduct, as well as the complainant, if any, and any other person with an interest in the matter.
  - 38.4.2 The RDC's decision on the application for Legal Representation, if one was submitted.
  - 38.4.3 Where further investigation has raised new factual issues or expanded the range of suspected misconduct, the directive must provide a summary of such new material.
  - 38.4.4 Whether the RDC will accept evidence to be submitted by way of sworn statements in whole or in part, in which case the directive must set out a timeline for submission.
  - 38.4.5 Any procedural matters the RDC wishes to bring to the parties' attention, such as time limits for argument or the language to be used at the enquiry.
  - 38.4.6 Any other matter the RDC considers necessary.

### *The enquiry*

- 38.5 The preliminary record, the results of the further investigation as well as any additional relevant material including statements must be circulated among the members of the RDC in advance of the enquiry.
- 38.6 The RDC may require the attendance of any member of the University Community who has made submissions to the RDC regarding the matter, and may question that person at the enquiry.
- 38.7 The Evidence Leader presents the case for the University.
- 38.8 Cross-examination of witnesses, if any, must be with permission of the RDC.
- 38.9 The RDC may ask questions of any party appearing before it.

### *Sanctions*

- 38.10 The RDC has a discretion to impose one or more of the following sanctions if it finds that a Disciplinary Misconduct has been committed:
  - 38.10.1 The payment of reasonable compensation for any damage, loss or costs caused by the Student to the University or to any other person as a result of the misconduct.
  - 38.10.2 A final written warning.
  - 38.10.3 The submission of an apology in writing or in person to anyone affected by the misconduct.
  - 38.10.4 The imposition of an appropriate restorative, rehabilitative or 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.
  - 38.10.5 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.



- 38.10.6 The Suspension of certain privileges enjoyed by the Student as a member of the relevant Residence or PSO ward, or as a Student of the University, but excluding Expulsion from the relevant Residence, PSO ward or University.
- 38.10.7 Any combination of the sanctions listed immediately above.
- 38.11 When deciding on the appropriate sanction, the following considerations are relevant and must inform the determination among other relevant considerations:
  - 38.11.1 Proportionality between the misconduct and the sanction imposed;
  - 38.11.2 Mitigating circumstances, if any, which may include the Student's co-operation with the disciplinary process;
  - 38.11.3 Conversely, lack of co-operation with the disciplinary process may be regarded as an aggravating circumstance;
  - 38.11.4 The interest of members of the Residence affected by the misconduct, as well as the interests of the Residence, and the University.
- 38.12 The RDC has discretion to defer the effective date for the sanction pending the outcome of an appeal. Where it reasonably appears to the RDC that an appeal is lodged solely or primarily for the purpose of delaying the implementation of the sanction, it shall refuse to defer the effective date.
- 38.13 The RDC may Suspend whole or part of the sanction subject to the fulfilment of any condition which it considers appropriate.
  - 38.13.1 This may include referral of the matter to the Equality Unit for an alternative dispute resolution mechanism with the express agreement of the complainant, if any.
  - 38.13.2 The HSD monitors the fulfilment of any condition of a Suspended sanction and reports thereon to the chairperson of the RDC. If it appears to the HSD that the condition of Suspension has not been met in the required time or required manner, the HSD shall invite the Student to provide an explanation in writing, which must be included in the report to the chairperson. If the chairperson is satisfied that the condition of Suspension has not been fulfilled, the chairperson shall bring the sanction into force and notify the Student accordingly.
- 38.14 In appropriate cases or on recommendation, the RDC may recommend that groups of Students who have not been found to have committed misconduct nevertheless take part in processes which serve the restoration of trust within the Residence or the University Community.

*Notification of the RDC's decision and sanction*

- 38.15 The decision of the RDC may be given orally immediately, in which event reasons for the decision must be provided in writing at a later stage. Written reasons for the RDC's decision shall be provided to all affected parties, and must be delivered as soon as reasonably possible.
- 38.16 A summary of the facts of the matter, the outcome, and reasons shall be published on a public University forum with the names of all parties redacted.

### *Appeal*

- 38.17 Any party affected by the decision of the RDC may lodge an appeal against the decision within five Days of receiving reasons for the decision. The appeal lies to the DAC.
- 38.18 The notification of the RDC decision must include all information necessary for the person receiving the notification to lodge an appeal.
- 38.19 The appeal is lodged by way of a notice setting out the grounds of appeal, in the manner and within the time frames prescribed in the notification of the RDC's decision.

## **39. Appeal to the RDC against a decision by the House Disciplinary Committee**

- 39.1 When an appeal is lodged against a decision of the House Disciplinary Committee, the chairperson shall inform the HSD of the appeal immediately.
- 39.2 An appropriate record of the proceedings before the House Disciplinary Committee must be prepared by the person responsible for record keeping in terms of clause 0. Proceedings may be recorded with audio equipment.
- 39.3 The HSD must call on the appellant to submit the grounds of appeal in writing, and inform the appellant of the date and time for the hearing of the appeal.
- 39.4 The record of proceedings and grounds of appeal must be provided to the RDC in advance of the appeal hearing. Access to the record of proceedings may be granted to any party to the appeal at the discretion of the Chairperson of the RDC who determines the manner and extent of the access. Copies or transcriptions, as the case may be, may be allowed against payment of reasonable costs thereof.
- 39.5 In an appeal hearing against a decision by the House Disciplinary Committee, the RDC determines its own procedures, subject to what is contained in this Code, and Legal Representation will not be allowed.
- 39.6 The RDC hears only argument based on the record of proceedings before the House Disciplinary Committee. It may set the decision of the House Disciplinary Committee aside and remit the matter for reconsideration subject to the direction of the RDC, or it may confirm the decision of the House Disciplinary Committee.
- 39.7 There is no further appeal against a decision of the House Disciplinary Committee.

## **40. Enquiry before the Disciplinary Appeal Committee**

- 40.1 Immediately upon the lodging of an appeal to the DAC, the HSD must compile the record of the enquiry in the RDC, or the CDC, which includes the transcription of any recordings, and supplement the combined file referred to in clause 0 accordingly. The combined file must be provided to the members of the DAC as soon as practically possible.
- 40.2 Access to the record of the enquiry may be granted to any party to the appeal at the discretion of the Chairperson of the DAC who determines the manner and extent of the access. Copies or transcriptions, as the case may be, may be allowed against payment of reasonable costs thereof.

*Directives prior to the enquiry*

- 40.3 The chairperson of the DAC may direct the HSD to cause further investigation into any aspect of the matter.
- 40.4 In appropriate cases, the chairperson may invite members of the University Community to make written or oral submissions to the DAC regarding the matter by way of a public notice. The name of the appellant and any other affected Student may only be published in exceptional circumstances.
- 40.5 The chairperson of the DAC must issue a directive to the appellant and any other affected Student setting out the following information:
  - 40.5.1 The time and the date for the enquiry of the appeal, which ought to be at least ten Days from the date of delivery of the directive. In setting the time and date for the enquiry, the chairperson must consider the circumstances of the appellant and any other affected Student.
  - 40.5.2 The DAC's decision on the application for Legal Representation, if one was submitted.
  - 40.5.3 Where further investigation has raised new factual issues, the directive must provide a summary of such new material.
  - 40.5.4 Whether the DAC considers it necessary for additional witnesses to be called or further evidence to be admitted. Where the DAC calls for sworn statements, the directive must set out a timeline for their submission.
  - 40.5.5 Any procedural matters the DAC wishes to bring to the parties' attention, such as time limits for argument or the language to be used at the enquiry.
  - 40.5.6 Any other matter the DAC considers necessary.

*The enquiry*

- 40.6 The record of proceedings in the RDC or the CDC, as the case may be, as well as any additional relevant material including statements must be circulated among the members of the DAC in advance of the enquiry.
- 40.7 The DAC may require the attendance of any member of the University Community who has made submissions to any disciplinary committee regarding the matter, and may question that person at the enquiry.
- 40.8 The Evidence Leader presents the case for the University.
- 40.9 Cross-examination of witnesses, if any, must be with permission of the DAC.
- 40.10 The DAC may ask questions of any party appearing before it, and may direct the conduct of the enquiry subject to the requirement that the appellant and any person affected by the decision appealed against must be provided with a full opportunity to address the DAC.

*Sanctions*

- 40.11 The DAC is limited to the range of possible sanctions of the disciplinary committee from where the matter was appealed.

- 40.12 The DAC has discretion to impose sanctions that differ from those imposed by the disciplinary committee from where the matter was appealed, despite confirming that committee's findings regarding the Disciplinary Misconduct.

*Notification of the DAC's decision and sanction*

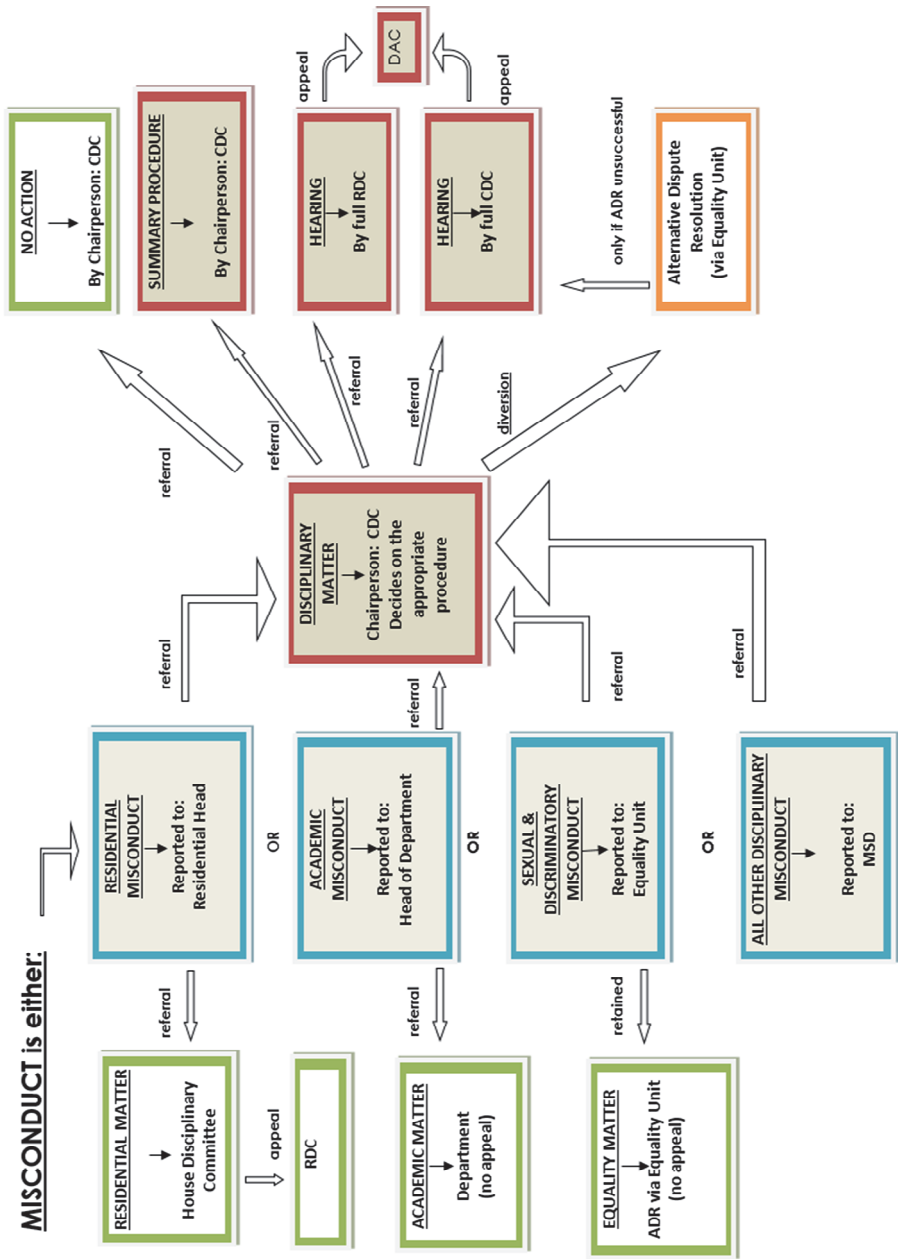
- 40.13 Notification of the DAC's decision must be in writing and must be delivered as soon as reasonably possible, but no later than one calendar month after the enquiry. Written reasons for the DAC's decision shall be provided to all affected parties.
- 40.14 A summary of the facts of the matter, the outcome, and reasons shall be published on a public University forum with the names of all parties redacted.

## **ACRONYM LIST**

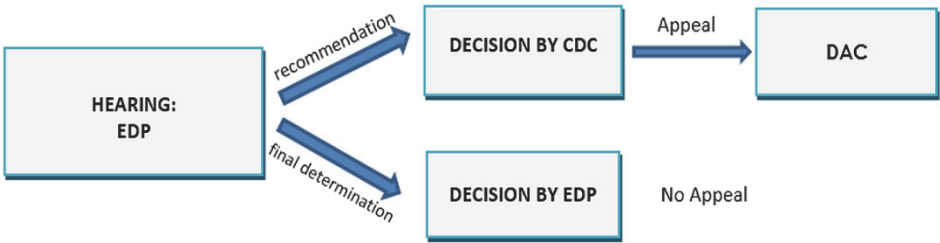
<b>ACRONYM</b>	<b>FULL NAME</b>
CDC	Central Disciplinary Committee
DAC	Disciplinary Appeal Committee
EDP	External Disciplinary Panel
HSD	Head: Student Discipline
PSO	Private Student Organisation Ward
RDC	Residence Disciplinary Committee
SDI	Student Disciplinary Investigator
SRC	Student Representative Council

FLOWCHARTS OF THE PROCESSES

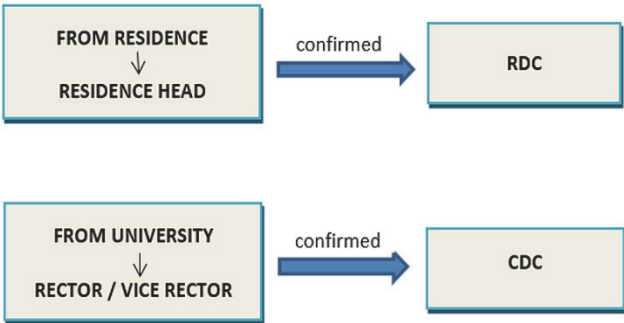
ORDINARY CASE



**EXTRAORDINARY CASE**



**TEMPORARY SUSPENSION:**



# 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).

## A

Abolishing of programmes by Senate and Council .....	138
Absence from classes and/or tests .....	133
Academic admission.....	<i>See Admission as a student.</i>
Academic dress at graduation ceremonies [18.3] .....	138
Academic progress, Reports on.....	138
Academic Support Programmes ( <i>See also Extended Degree Programmes.</i> ) .....	118
Academic transcripts/duplicate certificates, issuing of.....	137
Acceptance amount for residence placement [2.2.10] .....	154
Accommodation in University residences .....	141
Academic merit .....	147
First round of placements .....	142, 147
Five diversity factors .....	142, 147
Guidelines for the Application of the Placement policy .....	141–49
Placement in senior residences .....	144
Placement policy .....	141–49
Placements of first-year students .....	142
Special placements .....	143
Addresses for communicating with the University ( <i>See also Telephone numbers, useful.</i> ) .....	10
Admission as a student (= Academic admission)	
Admission as a special student .....	126
Admission as a student .....	115, 120
Admission of students at the start of the second semester .....	127
Admission requirements for Extended Degree Programmes .....	118
Admission requirements for undergraduate degree programmes.....	116
Admissions policy .....	115
Application, admission and registration as a student.....	120
National Senior Certificate (NSC).....	116
Student number.....	10
Admission to examinations .....	182
Affirmative action .....	249
Alcohol and Substance Abuse, Policy on .....	234
Almanac .....	15
Animals in residences, rules about [7.2.21].....	169
Appeal for readmission.....	132
Application as a student.....	120
Application for readmission as a student.....	129

Attendance module: DEFINITION .....	177
Attendance of classes, Unsatisfactory [12.].....	136
Award of degrees, diplomas and certificates (Conferment of) .....	138

## B

Bachelor Honours, the degree of .....	196
Boards of faculties .....	101

## C

Cancellation fee for accommodation in residence [2.4.4.3].....	156
Cancellation of accommodation in residence .....	156
Centre for Student Counselling and Development .....	11, 236
Chancellor's medallists .....	12
Change of address [4.1.7].....	121
Change of name, surname or marital status .....	126
Changing from one field of study to another (postgraduate qualifications).....	194
Changing of programmes by Senate and Council.....	138
Class attendance, unsatisfactory [12.].....	136
Class mark: DEFINITION .....	177
Closing date for applications for postgraduate studies .....	120
Closing dates for applications for undergraduate studies .....	120
Code of conduct guiding the relationship between supervisor and student .....	229
Commencement of the academic year (general date of commencement).....	126
Concurrent registration	
At different universities .....	128
For more than one programme at Stellenbosch University .....	129
Conferment of degrees, diplomas and certificates .....	138
Consequences of violation (Electronic Communications Policy).....	244
Contagious or infectious diseases [4.1.9 – 4.1.12]	
International students [4.1.12] .....	121
Continuation of registration for postgraduate programmes .....	230
Conversion from Master's to Doctorate .....	195
Copyright at the University ( <i>See also InnovUS and Plagiarism.</i> ) .....	238
Corequisite module: DEFINITION .....	178
Correspondence with the University: Specific addresses .....	10
Criteria for placement in undergraduate residences.....	151
<i>Cum laude</i> .....	<i>See With distinction.</i>

## D

Dean's concession examination	
DEFINITION .....	178



Deans of Faculties .....	101
Definitions	
Attendance module .....	177
Class mark .....	177
Corequisite module .....	178
Degree, certificate or diploma programme .....	176
Examination mark .....	177
Extended module .....	177
Extra module .....	179
Final mark .....	177
Flexible assessment .....	179
Module .....	176
Module in arrears .....	178
Prerequisite module .....	178
Prerequisite pass module .....	178
Progress mark .....	178
Semester module .....	176
Subject .....	176
Year module .....	176
Degree, certificate or diploma programme: DEFINITION .....	176
Degrees, diplomas and certificates offered by the University .....	107
Deregistration of modules after early assessment .....	139
Designated university admission subjects .....	116
Development and Alumni Relations .....	11
Deviation from existing programmes .....	125
Disabilities .....	<i>See Special Learning Needs/Disabilities.</i>
Disciplinary code for students of Stellenbosch University .....	283
Discontinuation of studies, form to be completed for .....	139
Discontinuation of studies, formal process of .....	139
Discussing marked answer scripts with teaching staff during exam periods .....	172
Diseases .....	<i>See Infectious or contagious diseases.</i>
Dissertations	
Abstracts compulsory .....	221
Abstracts in Afrikaans and English [6.11.5.6] .....	224
Alterations in mastercopy [6.11.2] .....	221
Assessment [6.9.12] .....	219
Author's declaration, the prescribed [6.11.5.4] .....	223
Bound copies for promotors [6.11.9] .....	225
Copyright on second page [6.11.5.5] .....	224
Electronic copy for the JS Gericke Library [6.11.8] .....	225
Examiners .....	214
Examiners' reports [6.6.2] .....	215
Fees payable [6.12] .....	225
Illustrations [6.9.14] .....	219
Oral examination .....	220
Originality of the candidate's research [6.9.8, 6.11.5.4] .....	219, 223
Product to be submitted [6.11.1] .....	221

Publication of dissertations .....	226
Set wordings if publishing [6.13.5].....	226
Set wordings when presenting [6.11.5.1 – 6.11.5.5] .....	222
Spine, Wording on .....	224
Title page and second page .....	222
Typewriting requirements [6.11.4] .....	222
University crest on title page [6.11.5.3].....	223
Distinction, With	
Obtaining a degree, certificate or diploma with distinction .....	187
Diversity factors .....	142, 147
Doctor, The degree of .....	<i>See</i> Doctorate.
Doctorate	
Admission.....	213
Annual registration [8.3].....	231
Annual reporting.....	213
Attendance.....	213
Basic faculty-specific provisions .....	209
Distinction, With [8.3.14.11] .....	188
Doctoral dissertation.....	<i>See</i> Dissertations.
Promoters/co-promoter(s).....	214
Duplication and binding by AFRICAN SUN MeDIA	
Doctoral dissertations [ <i>See under</i> AFRICAN SUN MeDIA.].....	221
Master's research assignments and theses [ <i>See under</i> AFRICAN SUN MeDIA.] .....	203
Duration of lectures, seminars, practicals and tutorials .....	14

## E

ECP (Electronic Communication Policy) .....	239
Electronic Communications Policy (ECP) .....	239
Acceptable and unacceptable use.....	240
Consequences of violation.....	244
Costs .....	245
Indemnity.....	245
Interception controls .....	243
Right to privacy .....	242
User's responsibilities.....	241
Employment Equity Policy.....	249
Equal opportunities.....	250
Examination mark: DEFINITION .....	177
Examination scheduling .....	133
Examinations .....	179
Admission to.....	182
General provisions .....	172
Rules for student conduct at examinations (and tests) .....	175
Examinations and promotion, Provisions relating to .....	176
Examinations, Specific provisions for Honours and Master's.....	182
Extended degree programmes .....	118

Admission requirements .....	118
Readmission .....	119
Registration process.....	119
Structure .....	119
Suspension.....	119
Extended module: DEFINITION .....	177
Extra module	
DEFINITION .....	179
Examination in extra modules .....	185
Restrictions on registration for extra modules .....	185
Extra writing time for tests and examinations .....	192

## F

Faculty boards .....	101
Failure to register for postgraduate programmes .....	230
Failure to register on time [4.2.4] .....	124
Final mark	
DEFINITION .....	177
General rules relating to final marks.....	182
Final marks, Allocation of.....	183
Flexible assessment of modules	
DEFINITION .....	179
Rules with respect to.....	188
Foundation modules [3.1.2.2].....	119

## G

Graduation ceremonies [18.2 – 18.4].....	138
Gymnasium (established in 1866), The Stellenbosch.....	82

## H

HEMIS credits	
Description .....	130
Sliding Scale A .....	132
Sliding Scale B .....	132
Sliding Scale C .....	132
HEMIS requirements for re-placement.....	158
Historical Notes, Some: A university in the making .....	82
Honours degrees: Statutory requirements, further requirements and admission .....	196
Honours examination provisions .....	182, 192
Honours programmes, Maximum periods of registration for .....	232

## I

Improvement of class mark which counts as final mark.....	184
Inclusivity.....	9
Infectious or contagious diseases [4.1.8 – 4.1.11] .....	121
InnovUS Technology Transfer (Pty) Limited	
Copyright clearance of third-party content .....	238
Institutional Forum, Members of the.....	105
Interruption of Master's and Doctoral studies .....	232
Interruption of undergraduate and postgraduate studies [4.1.6].....	120
Issuing of documents (academic transcripts and duplicate certificates) .....	137

## J

Joining a programme late .....	125
JS Gericke Library.....	11

## K

Keeping of vehicles .....	282
---------------------------	-----

## L

Language at the University.....	9
Late applications	
Surcharge.....	120
Late registration	
Surcharge for failure to register on time .....	124
Leave of absence	
Administrative handling of leave of absence for sport activities [11.4].....	136
Category A leave .....	135
Category B leave .....	135
Category C: Refusal of leave .....	136
Limitations on modules due to timetable clashes [4.2.6].....	125
Listening, Learning and Living houses (LLL houses)	
DEFINITION .....	147
Placement policy .....	141, 145

## M

Master, the degree of	
Admission.....	198
Annual reporting.....	198
Determining the final mark.....	203
Final mark [5.4.3.1 – 5.4.3.3] .....	199
Master's theses and research assignments: General provisions .....	199

Statutory requirements.....	197
Subsequent to Honours (one-year programme) .....	199
Supervisor/co-supervisor(s) and examiners .....	200
Theoretical work [5.4.3.2 – 5.4.3.3] .....	200
Master's degrees.....	<i>See Master, the degree of.</i>
Master's examination provisions.....	182, 192
Master's research assignments (25% or more of the final mark).....	203
Master's theses	
Abstracts (also for Master's research assignments) [5.7.3].....	204
Alterations required (also for Master's research assignments) [5.7.2].....	204
Author's declaration (also for Master's research assignments) [5.7.5.4].....	205
Bound copies for supervisors (also for Master's research assignments) [5.7.9] .....	207
Closing dates for submission for examination (also for Master's research assignments) .....	202
Dates for submission with a view to the graduation ceremonies [5.7.11].....	207
Determining the final mark.....	203
Electronic copy for SUNScholar [5.7.8].....	207
Examination, Number of copies for [5.6.1] .....	202
Examiners [5.5.1.3, 5.5.3].....	200, 201
Faculty-specific procedures (also for Master's research assignments) [5.6.4].....	202
Faculty-specific provisions (also for Master's research assignments) [5.4.2].....	199
Fees payable (also for Master's research assignments) [5.8] .....	207
General provisions (also for Master's research assignments) .....	199
Illustrations (also for Master's research assignments) [5.6.3].....	202
Oral presentation (also for Master's research assignments).....	203
Originality of the candidate's research (also for Master's research assignments) [5.7.5.4] .....	205
Publication (also for Master's research assignments) [5.10].....	207
Set wording on title page and second page (also for Master's research assignments) [5.7.5].....	204
Spine, Wording (also for Master's research assignments) [5.7.7] .....	206
Supervisor's report [5.5.1.4, 5.6.6] .....	201, 202
Supervisors and co-supervisors [5.5.2].....	201
Title page (also for Master's research assignments) .....	204
Typewriting requirements (also for Master's research assignments) [5.7.4] .....	204
University crest on title page [5.7.5.3].....	205
Maximum periods of registration for diploma and Honours programmes .....	232
Membership of Private Students' Organisation (PSO) [16.] ( <i>See also</i> PSO wards.) .....	138
Moderators [ <i>See second paragraph under</i> 5.5.1.3.] .....	200
Modular credits, Calculating HEMIS credit values of.....	188-190, 197-198
Module change .....	122
Module definitions	
Attendance module: DEFINITION.....	177
Corequisite module: DEFINITION .....	178
Extended module: DEFINITION.....	177
Extra module: DEFINITION .....	179
Flexible assessment: DEFINITION .....	179
Module in arrears: DEFINITION .....	178
Module: DEFINITION.....	176
Prerequisite module: DEFINITION.....	178
Prerequisite pass module: DEFINITION.....	178

Semester module: DEFINITION .....	176
Year module: DEFINITION .....	176

## N

National Benchmark Test .....	115, 117, 121
National Senior Certificate .....	116
Non-graduated students of other universities .....	125
NSC (National Senior Certificate) .....	116

## O

Obtaining a degree, certificate or diploma .....	186
Obtaining a degree, certificate or diploma with distinction .....	187
Official addresses of the University .....	10
Ombud .....	9
Organised sport and recreation times .....	133
Outside organisations, communicating students' information to .....	137

## P

Parking and registration of vehicles .....	282
Placement criteria in undergraduate residences .....	151
Placement Policy .....	<i>See Accommodation in University residences.</i>
Postgraduate diploma .....	196
Postgraduate diploma programmes, Maximum periods of registration for .....	232
Postgraduate diplomas: Statutory requirements, further requirements and admission .....	196
Postgraduate qualifications (Chapter on...) .....	194
Prerequisite module: DEFINITION .....	178
Prerequisite pass module: DEFINITION .....	178
Private Students' Organisation (PSO) ( <i>See also</i> PSO wards.) .....	138
Programme change .....	122
Programme of study (Instructional programme)	
Degree, certificate or diploma programme: DEFINITION .....	176
Senate and Council's right to change, not present or abolish programmes .....	138
Progress mark: DEFINITION .....	178
Projekassessering (definisie) .....	179
Protest Protocol .....	282
PSO students applying for residence .....	160
PSO wards	
Allocation policy .....	141
DEFINITION .....	148

## Q

Qualifications (degrees, diplomas, certificates) offered by the University .....	107
--	-----

## R

Readmission after unsuccessful studies .....	129
Readmission, Appeal for .....	132
Recognition of modules for a second degree .....	175
Recognition of other universities' examinations .....	175
Records of students' class marks, examination marks and final marks .....	182
Registration as a student .....	121
For the second semester [4.2.4.2] .....	124
Programme and module change [4.2.4.1] .....	122
Registration procedure [4.2.4.1] .....	122
Verifying one's proof of registration [4.2.4.1 – <i>See fifth paragraph</i> ] .....	123
Registration as a student in the Extended Degree Programme [3.1.5] .....	119
Registration for examination purposes only .....	174
Registration for postgraduate programmes, Maximum periods of	
Master's and doctoral [8.2-8.3] .....	231
Postgraduate diplomas and honours .....	232
Registration of Master's and Doctoral Students .....	126
Repeating a module .....	184
Reports on academic progress .....	138
Residence placement on Stellenbosch Campus, students who do not qualify [2.2.6, 2.2.7] .....	153
Residence placement, acceptance amount for [2.2.10] .....	154
Residence, application by PSO students .....	160
Residences .....	<i>See Accommodation in University residences.</i>
Restrictions on the registration for extra modules .....	185
Rules for–	
Student conduct at and during tests and examinations .....	175
Rules for students of Stellenbosch University (Chapter on...) .....	283

## S

Scheduling of examinations .....	133
Scheduling of tests .....	193
Semester module: DEFINITION .....	176
Senate	
Committees of Senate .....	101
Members of Senate .....	91
Senior Certificate (up until 2008) .....	118
Senior residences, maximum residence period [3.2.8] .....	162
Sensitive dissertations, theses and research assignments .....	227
Special Learning Needs/Disabilities, Policy on Students with .....	277

Accommodation .....	279
Admission and registration .....	279
Grievance procedure .....	281
Physical facilities .....	280
Rights .....	278
Support services .....	280
University clubs and societies .....	281
Special student, Admission as a .....	126
Standard abbreviations denoting type of instruction and duration .....	14
Stellenbosch University Contact Centre .....	11
Student card .....	122
Student conduct (See also Rules for students of Stellenbosch University.)	
At and during tests and examinations .....	175
Student Counselling and Development, Centre for .....	11, 236
Student number .....	10
Student Records Section (for academic transcripts and duplicate certificates) .....	137
Students who do not qualify for residence placement on Stellenbosch Campus [2.2.6, 2.2.7] ...	153
Subject: DEFINITION .....	176
SUNScholar, submission of dissertations [6.11.1] .....	221
SUNScholar, submission of theses [5.7.1] .....	203

## T

Telematic Services .....	11
Telephone and fax numbers, Useful .....	11
Tests and examinations, Extra writing time for .....	192
Tests and examinations, Rules for student conduct at and during .....	175
Tests starting times .....	133
Tests, Scheduling of .....	193
Timetable clashes [4.2.6] .....	125
Transcripts, Academic	
Fee payable .....	137
Procedure for issuing .....	137
Typewriting requirements	
For doctoral dissertations [6.11.4] .....	222
For Master's theses and research assignments [5.7.4] .....	204

## U

University Council	
Members of Council .....	87
University examinations (Chapter on...) .....	172
University Policy on–	
Alcohol and Substance Abuse .....	234
Copyright .....	238



Electronic Communications.....	239
Employment Equity.....	249
Students with Special Learning Needs/Disabilities .....	277
Unsatisfactory work or class attendance by students.....	136

## V

Vehicles, parking and registration of.....	282
Vehicles, the keeping of .....	282
Victoria College of Stellenbosch (1887-1918) .....	82

## W

Waiting list for senior residence [3.2.10] .....	162
With distinction, Obtaining a degree, certificate or diploma .....	187

## Y

Year module: DEFINITION.....	176
------------------------------	-----