



STUDENTS' REPRESENTATIVE COUNCIL
IBHUNGA ELIMELE ABAFUNDI
STUDENTERAAD



UNIVERSITEIT
iYUNIVESITHI
STELLENBOSCH
UNIVERSITY

100
1918 · 2018

SRC 2021/22 TERM REPORT 2: ACADEMIC AFFAIRS COUNCIL CHAIR

saam vorentoe · masiye phambili · forward together

Students' Representative Council
Third Floor, Neelsie Student Centre
Private Bag XI, Matieland, 7602
Tel: +27 21 808 2757 | Email: sr@sun.ac.za



GEORGE VAN DYK – ACADEMIC AFFAIRS COUNCIL CHAIRPERSON – VANDYK@SUN.AC.ZA

Table of Contents

Constitutional Responsibilities.....	3
Student Constitution	3
Academic Affairs Council Constitution.....	3
Portfolio Overview.....	4
Committees/Task Teams	5
Academic Planning Committee (APC)	5
Purpose and nature of APC	5
Meetings of APC	5
Co-curriculum Recognition Committee (CRC).....	5
Purpose and nature of CRC.....	5
Meetings of CRC.....	5
Committee for Learning and Teaching (CLT)	5
Purpose and nature of CLT	5
Meetings of CLT.....	6
Disciplinary Creep Task Team (DC Task Team).....	6
Purpose and nature of DC Task Team.....	6
Meetings of DC Task Team.....	6
Institutional Forum (IF)	6
Purpose and nature of IF.....	6
Meetings of IF	7
Learning and Teaching Workstream (L&T WS).....	7
Purpose and nature of L&T WS	7
Meetings of L&T WS.....	7
Quality Committee (QC).....	7
Purpose and nature of QC	7
Meetings of QC.....	7
Senate.....	8
Purpose and nature of Senate.....	8
Meetings of Senate.....	8

saam vorentoe · masiye phambili · forward together



Students' Representative Council Executive Committee (SRC (EC))	8
Purpose and nature of SRC (EC)	8
Meetings of SRC (EC)	8
Term Overview	9
Academic Affairs Council Constitutional Review Committee (AAC CRComm) and Process	9
Budget Usage	10
Plans for next term	12
Constitutional Review	12
Faculty Mentors and Dean's Committee	12
Addendum A: DRAFT: The Constitution of the Academic Affairs Council of Stellenbosch University, April 2022	13
Addendum B: DRAFT: Communique to Faculty Management Regarding "Faculty Mentors" and "Dean's Committees"	14



Constitutional Responsibilities

Student Constitution

As a Students' Representative Council (SRC) Executive Committee (EC) member, constitutional responsibilities are described in the Student Constitution specifically Section 41, which most pertinently states the following:

The Executive Committee has the duty to set the agenda for SRC meetings, manage the day-to-day matters of the SRC, and fulfil any duty that the SRC delegates to it. It must further fulfil any other function that this Constitution assigns to it. This includes duties such as compiling the SRC budget, making important decisions in urgent cases, and deciding on the portfolio allocation of the SRC.

The Academic Affairs Council is described in Chapter 8 of the Student Constitution, with Sections 95 through to 97 being of relevance in terms of constitutional responsibilities.

Thereby, the Academic Affairs Council represents the academic interests of the students at the SRC and the University management. The Academic Affairs Council has a constitutional mandate to actively promote the rights of students and specifically the right, under s8(2) to quality education, academic support, and transparent and justifiable assessment procedures. The AAC further serve as a forum of faculty committee leaders that strives to protect and further the interests of all students, by advising the SRC via the Academic Affairs Council chairperson.

Academic Affairs Council Constitution

Furthermore, the Academic Affairs Council Constitution describes the following functioning and duties for its chairperson, as per Section 4.1:

The chairperson of the AAC, in consultation with the rest of the executive committee of the AAC, convenes meetings of the AAC and is responsible for all administrative arrangements. This includes being responsible for the minutes of meetings, compilation and dispatch of agendas to members, official correspondence of the AAC, passing on the minutes to the SRC, and compiling the annual report of the AAC.



Portfolio Overview

The duties and responsibilities of the Academic Affairs Council Chairperson, in terms of the strategy document as tabled at the SRC Strategy Weekend, are as follow:

- Ensure that faculty matters are raised in institutional committees.
- Assist students with the academic issues they face.
- Bring academic matters to the forefront when the SRC is deliberating on issues.
- Inform/guide SRC in the decisions they make which might affect academic matters.
- Provide advice and consultation for SRC members on academic matters discussed at institutional committees.

The constitutional responsibilities described in the preceding section also give a clear and concise overview of the minimum requirements of the portfolio constitutionally



Committees/Task Teams

Academic Planning Committee (APC)

Purpose and nature of APC

The Academic Planning Committee (APC) is a standing committee of Senate that reports to the Executive Committee of Senate (EC(S)) chaired by Prof Deresh Ramjugernath. Its primary concern is recommending decisions around academic planning to the EC(S) and Senate. It primarily focuses on topics such as new research centres, programme changes, and so forth.

Meetings of APC

17 February 2022

1. Matters arising from the minutes of the previous meeting:
 - a. The chair gave an update on the progress of the Disciplinary Creep Task Team.
 - b. The chair gave an update on the progress of the Student Debt Working Group (SDWG).
 - c. A matter regarding membership of the Committee for Bursaries and Loans (CBL) was discussed.
2. The Constitutions of the following Centres, Institutes, and Schools (CISs) were approved by the APC, with recommendations from the APC:
 - a. Centre for Social Justice (Prof T Madonsela)
 - i. George van Dyk requested that a student representative be included in the governing body of the Centre for Social Justice, which was unanimously supported by the APC.
 - b. Centre for Epidemic Response and Innovation (CERI) (Prof T de Oliveria).
 - c. Beyers Naudé Centre for Public Theology (Prof D Foster)
3. The report of the Programme Advisory Committee (PAC) of the fourth quarter of 2021 was presented by the chair.
4. The composition of subcommittees of the APC was discussed.

Co-curriculum Recognition Committee (CRC)

Purpose and nature of CRC

The Co-curriculum Recognition Committee (CRC) accredits co-curricular activities and programmes at the institution.

Meetings of CRC

The CRC did not meet in the period from 08 February to 08 April 2022.

Committee for Learning and Teaching (CLT)

Purpose and nature of CLT

The Committee for Learning and Teaching (CLT) is chaired by Prof Deresh Ramjugernath and forms an integral part of the Learning and Teaching responsibility centre. It comprises all the vice-deans: learning and teaching, of each faculty.



Meetings of CLT

The CLT did not meet in the period from 08 February to 08 April 2022.

Disciplinary Creep Task Team (DC Task Team)

Purpose and nature of DC Task Team

The establishment of the Disciplinary Creep Task Team was a resolution the APC took on 20 October 2021 at the request of the Executive Committee of Senate to discuss the matter of disciplinary creep and to posit recommendations regarding the management thereof within the institution. The Disciplinary Creep Task Team is chaired by Prof Deresh Ramjugernath and has a student representative in the chairperson of the Academic Affairs Council, George van Dyk. Its first meeting was on 4 February 2022.

Disciplinary creep or encroachment refers to the encroachment of one faculty's academic disciplinary domains by another, typically concerning academic programmes which the faculty being encroached upon would believe to be within its own disciplinary expertise. Disciplinary creep is important to manage without letting go of newer scholarly approaches, such as multidisciplinary, interdisciplinarity, transdisciplinarity, and cross-disciplinarity, as the most progressive international institutions have advanced via these approaches. Thus, disciplinary boundaries need to be established and respected.

Ultimately, the Disciplinary Creep Task Team will develop guidelines or a framework to the aim of advancing scholarship, as well as learning and teaching at Stellenbosch University, without the cannibalisation of disciplines within the institution.

Meetings of DC Task Team

The DC Task Team did not meet in the period from 08 February to 08 April 2022.

Institutional Forum (IF)

Purpose and nature of IF

The Institutional Forum is recognised by Chapter 2 of the SU Statute as a governance structure. It comprises 23 members, across the following four sectors:

1. Governance and management sector
2. Staff sector
3. Student sector
 - a. The student sector comprises six persons, one of which is elected from the ranks of the Academic Affairs Council. This representative is Ms Sandri du Plessis, the chairperson of the Engineering Student Council.
4. Community sector

The powers and functions of the IF, from the SU Statute, include advising the Council of SU. In addition, the IF of SU must perform any other function given to it by the Council of SU.



Meetings of IF

Please consult the report of Zander Niemand, the SRC Transformation Officer, for a report of the meetings of IF.

Learning and Teaching Workstream (L&T WS)

Purpose and nature of L&T WS

The Learning and Teaching Workstream (L&T WS), chaired by Prof Deresh Ramjugernath, reports directly to the Institutional Committee for Business Continuity (ICBC). It is centred in the responsibility centre of Learning and Teaching and focuses on all matters pertinent to the academic project of the institution. The Academic Affairs Council Chairperson serves as the student representative on this workstream of the ICBC.

Meetings of L&T WS

As the ICBC has been dissolved, the L&T WS, as a structure of the ICBC, has also been dissolved. The following two resolutions are of importance to the student body:

1. The first semester will continue in Augmented Remote Learning, Teaching, and Assessment (ARTLA).
2. The second semester will ideally be fully in-person, as far as possible, with government regulations permitting.

Quality Committee (QC)

Purpose and nature of QC

The QC is responsible for reviewing and auditing every department within the institution towards a superlative degree of quality. Ultimately, the QC may recommend adjustments to each department, and request feedback on these adjustments by a prescribed date.

Meetings of QC

25 March 2022

1. The following peer review reports were presented and accepted by the Quality Committee (QC):
 - a. Microbiology
 - b. Afrikaans and Dutch (Afrikaans en Nederlands)
 - c. Drama
2. The following two-year follow up reports were presented:
 - a. Agricultural economics
3. Self-evaluation criteria:
 - a. Library and Information Services
4. Institutional Audit: A broad overview was presented



Senate

Purpose and nature of Senate

The Senate is recognised by Chapter 2 of the SU Statute as a governance structure. In essence, it is the highest academic decision-making body of the institution. It is chaired by the rector and vice-chancellor of SU, Prof Wim de Villiers, and is most notably comprised of all full professors, deans, and vice-deans, as well as the Rectorate of SU. The Academic Affairs Council is afforded one representative on Senate.

The powers and functions of the Senate are derived from the SU Statute.

Meetings of Senate

18 March 2022

The matters of Senate are by nature confidential.

Students' Representative Council Executive Committee (SRC (EC))

Purpose and nature of SRC (EC)

The purpose and nature of the SRC (EC) is described in this document under *Constitutional Responsibilities*, as per the Student Constitution of SU.

Meetings of SRC (EC)

Please consult the secretary-general of the SRC, Ms Alysa-Abby Kekana, for accurate and true minutes of the meetings of the SRC (EC).



Term Overview

Academic Affairs Council Constitutional Review Committee (AAC CRComm) and Process

The constitutional review committee of the AAC was established by George van Dyk, Sebastian Foster, and AAC Executive Committee. Sebastian Foster is acting as the chairperson of the AAC CRComm, with the following members (and their designations in brackets):

- Sebastian Foster (AAC CRComm chairperson and AAC vice-chairperson).
- Johane Berry (AAC CRComm secretariat).
- George van Dyk (AAC chairperson).
- Philip Visage (SRC vice-chairperson and policy officer).
- Vhudi Ravhutsi (TSRC chairperson).
- Sandri du Plessis (ESC chairperson).
- Karabo Mogashoa (EBSK chairperson).

The AAC CRComm completed its first draft of its proposed AAC constitution which has been presented to all members. Currently, the AAC is debating the proposed AAC constitution and the AAC CRComm will consider all comments from all members. This will allow for a final draft to be constructed and voted on at an extraordinary meeting of the AAC, as per the active AAC constitution.

A draft of this Constitution is attached as Addendum A.



Budget Usage

The SRC allocated a budget of **R53 000** to the AAC. Table I provides a breakdown of how the amount in the AAC's cost centre has been utilized thus far.

Table I: Academic Affairs Council Budget and Actuals, 2021/22, as at 13 April 2022.

INCOME	Budget	Actual
2021/2022 Faculty Committee Fees	R 50 544,00	R 300,00 *
SRC Contribution	R 53 000,00	R 53 000,00
Previous Balance**	R	R 30 077,67
Total INCOME	R 103 544,00	R 83 377,67
EXPENDITURE		
AAC Camp	R 20 000,00	R 7 530,00
IT Services***	R 6 300,00	R 6 300,00
Leadership Development	R 18 250,00	R 0
2021/2022 Honorarium	R 38 000,00	R 0
Merchandise	R 5 000,00	R 0
Employment Development Campaign	R 5 500,00	R 0
Transport	R 1 200,00	R 0
Total EXPENDITURE	R 94 250,00	R 13 830,00

Notes: * Payment received for IT services, not full payment of student levies.

** Previous balance including interest accrued from the previous year.

***IT services to be reimbursed by each faculty as stated before.



A detailed breakdown of the faculty committee fees or levies, owed to the Academic Affairs Council for 2021/22, is provided in Table 2. According to the Academic Affairs Council Constitution of May 2015, each faculty student committee must pay a levy of R2.50 per undergraduate student in the relevant faculty.

Table 2: Breakdown of faculty committee fees/levies to the Academic Affairs Council for 2022.

Date	Faculty Committee	Amount	Status
2022/04/13	Natural Sciences (NSC)	R7 407.50	Outstanding
2022/04/13	Engineering (ESC)	R7 620.00	Outstanding
2022/04/13	Economics and Management Sciences (EBSK)	R13 520.00	Outstanding
2022/04/13	Theology (TSC)	R1 295.00	Outstanding
2022/04/13	Education (OSK)	R3 432.50	Outstanding
2022/04/13	Arts and Social Sciences (BASK)	R10 615.00	Outstanding
2022/04/13	Agrisciences (ASA)	R4 680.00	Outstanding
2022/04/13	Law (JV/S)	R1 975.00	Outstanding
		<u>R50 544.50</u>	

Please note that the above-mentioned figures include the personal email fees that the respective members of the faculty committees received this year. R6 000 was used for the IT services as can be seen in the screenshot of the cost centre and will be reimbursed by each faculty.



STUDENTS' REPRESENTATIVE COUNCIL
IBHUNGA ELIMELE ABAFUNDI
STUDENTERAAD



UNIVERSITEIT
iYUNIVESITHI
STELLENBOSCH
UNIVERSITY



Plans for next term

Constitutional Review

The AAC intends to complete its constitutional review by the end of the second semester.

Faculty Mentors and Dean's Committee

Please consult Appendix B for a draft communique to be sent to all faculties.

saam vorentoe · masiye phambili · forward together

Students' Representative Council
Third Floor, Neelsie Student Centre
Private Bag X1, Matieland, 7602
Tel: +27 21 808 2757 | Email: sr@sun.ac.za



STUDENTS' REPRESENTATIVE COUNCIL
IBHUNGA ELIMELE ABAFUNDI
STUDENTERAAD



UNIVERSITEIT
iYUNIVESITHI
STELLENBOSCH
UNIVERSITY



Addendum A: DRAFT: The Constitution of the Academic Affairs Council of Stellenbosch University, April 2022

saam vorentoe · masiye phambili · forward together

Students' Representative Council
Third Floor, Neelsie Student Centre
Private Bag X1, Matieland, 7602
Tel: +27 21 808 2757 | Email: sr@sun.ac.za

Constitutional Review Committee Outline

On the 18th of February 2022, the Academic Affairs Council's ("AAC") Executive met and appointed Sebastian Foster (sitting AAC Vice-Chairperson), as Chairperson of the Constitutional Review Committee ("CRC"). This document represents the Chairperson's proposed outline, as was promised during the aforementioned meeting.

Background:

A council's constitution holds incredible importance. It establishes the binding rule of law under which the council, both present and future, will function, develop, adjudicate, and be held accountable. It is through a concise yet comprehensive, restraining yet empowering, supreme document, that the AAC as a student leadership body will be guided in its transformative journey from a reactive committee into a recognised, respected, and proactive council. Through this review process, it is envisioned that the AAC will become a successful *ad hoc* council of the Students' Representative Council ("SRC"), not only fulfilling its duties as the apex student body of academic affairs and student development but becoming the foremost example of student leadership excellence. In doing so, the AAC will become the benchmark of student leadership at Stellenbosch University ("SU"), providing the many branches of SU's student leadership bodies with a role model. With effective and meaningful change to the AAC Constitution, it is believed this vision will be realised.

The duty to oversee this constitutional review and amendment process was granted to me by the AAC Executive. This is a duty I aim to execute with the utmost care, diligence, and discipline, for I know that this will not merely be my legacy, but a shared, lived legacy for many years to come. With the required dexterities and acumen, the revised AAC Constitution will form the bedrock upon which the rebirth of the AAC will be founded.

Purpose and Constituency of the Constitutional Review Committee:

To provide an effective and efficient review process, it is paramount that a competent and knowledgeable CRC is established. The members of this panel will be tasked with the complete overhaul of the current AAC Constitution, formulating a new Constitution which embodies the vision of the AAC, empowers its sibling committees, respects, and conforms to the Student Constitution, Institutional Constitution, Higher Education Act 101 of 1997, and the supreme Constitution of the Republic of South Africa, 1996. As

such, the following candidates have been selected to fulfil the role of reviewers:

- George van Dyk
 - George is the current AAC Chairperson and the person responsible for commissioning the creation of this task force. His comprehension of and passion for SU is unbridled, having worked through the institution's leadership ladder. It is this commitment and insight which makes George an imperative necessity to the CRC.
- Johané Berry
 - Johané, the sitting AAC Media & Marketing Officer, brings a wealth of legal knowledge to the committee, evidenced through her unparalleled hand in the 2020 Juridical Society Constitution amendments and her distinguished *LLB* degree achievements. Her discipline and hard work are an asset to any team.
- Susanna (Sandri) Du Plessis
 - Sandri, the current Chairperson of the Engineering Student Council, represents excellence in discipline and wisdom in mind. Having recently been accepted to do her PhD in Engineering, Sandri will represent all students in her contributions to the AAC's constitutional overhaul.
- Philip Visage
 - Philip currently holds office as the Policy Officer and Vice-Chairperson of the SRC. As a diligent and effective student leader, Philip will provide a necessary legal and policy understanding to the process.
- Vhudi Ravhutsi
 - Vhudi holds office as the Chairperson of the Tygerberg Students' Representative Council ("TSRC"), offering a crucial separate perspective to the committee. Having been involved in the TSRC's constitutional amendments, Vhudi will be the link to alternative methods of achieving student leadership success through the constitutional amendment process.
- Karabo Mogashoa
 - Karabo represents the Economic and Management Sciences Student Committee in her office as Chairperson. To the committee, Karabo brings with her a confident and reassured commitment to safeguarding the process from mediocrity and inaptitude.

I will join the mentioned reviewers in pursuit of a successful constitutional rebirth.

Proposed Timeline and Amendment Process:

The AAC is hindered in its effectiveness every day it exists under the reigning AAC Constitution. As do all the faculty committees which are subordinate to it. As such, time is of the essence. However, due to the importance and significance of this review process, the CRC cannot afford to hinder itself. The final proposed AAC Constitution needs to be perfect, so as to ensure its longevity and empower its transformative purpose. Therefore, the following timeline is proposed.

I have settled on developing a timeline from back to front. The final deadline for the 2022 AAC Constitution to be enacted will be the end of the first week of Term 2 – Friday the 8th of April. This gives the CRC six weeks to consult, receive submissions, deliberate, draft, and propose amendments to the AAC. With discipline and commitment, I am confident that the CRC will be able to achieve this. The only foreseeable delays will be due to proposed amendments being rejected, or failure from other bodies to act timeously.

As per the current AAC Constitution, the following clauses must be abided by in the amendment process:

9. Amendment to the Constitution

9.1. Any amendment to this constitution must be approved by a two-thirds majority.

9.2. Motions for the amendment of this constitution should reach the chairperson at least 48 hours before the given meeting at which they will be discussed.

9.3. All amendments to the constitution of the AAC must be ratified by the Students' Representative Council.

As such, the CRC will schedule a meeting with the AAC within the six-week period to propose amendments. This meeting will require quorum on the AAC's part. After two-thirds of the AAC vote in favour of each amendment, the amended constitution will be sent to the SRC for ratification. Student Court will also be privy to the process, so as to ensure confidence in the process and maintain a healthy relationship.

The CRC will begin the review process by requesting submissions from the greater student body, which will be made available before the end of the week of the 21st of February and will stay open for four weeks. Suggestions, brought to the CRC via students, the AAC, or the reviewers, will be deliberated on and drafted by the committee in set meetings. These meetings will be held by the Chairperson.

Closing:

The CRC, under the leadership of its reviewers, will ensure that the AAC Constitutional review and amendment process is conducted timeously, yet effectively, in an honest, transparent, and disciplined manner. We hope to provide the AAC, and the larger SU institution, with a constitution which transforms the AAC into an esteemed and valued council, successful in executing its roles and duties in a distinguished, respected manner.

To the Executive, thank you for your trust. To the Council, may this process breathe a great new life into our purpose, values, and duties.

With purpose,

Mr Sebastian Foster | BA(Law) | LLB (PG) (*in progress*)

Vice-Chairperson

Academic Affairs Council

e: | SFoster@sun.ac.za | **t:** 083 605 4974 | **w:** sun.ac.za/english/management/src/aac **a:** SRC Office,
3rd Floor Neelsie Student Centre | 8 De Beer Rd, Stellenbosch.





Stellenbosch

UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

**The Constitution of the
Academic Affairs Council
of Stellenbosch University**

Drafted by the Constitutional Review Committee of 2022.

Approved by the Academic Affairs Council on the x April 2022.

Approved by the Students' Representative Council on x April 2022.

Ratified by the Student Court on X April 2022.

Preamble

We, the Academic Affairs Council of Stellenbosch University, commit ourselves to actively promoting the rights of students as contained in Chapter 2 of the Student Constitution, to quality education, academic support, and transparent and justifiable assessment procedures.

We devote ourselves to serve as a forum of faculty committee leaders that strives to protect and further the academic interests of all students, by promoting a transformative teaching and learning experience, enabling academic success, and developing graduate attributes, with the aim towards establishing a thriving academic project which facilitates student retention.

Subject to the provisions of the Constitution of the Republic of South Africa, the Higher Education Act, the Statute of Stellenbosch University, University regulations and the Student Constitution, we accept this as our binding Constitution.

Chapter 1: Basic Provisions

1 Definitions

In this Constitution, unless the context indicates otherwise –

- (1) **“Accept”**, **“decide”**, or **“elect”** means a resolution taken by means of a simple majority of votes, unless stated otherwise.
- (2) **“Constitutional amendment”** means any change, alteration, or amendment to this Constitution or a Faculty Student Committee’s Constitution.
- (3) **“Day”** means a calendar day.
- (4) **“Executive Committee”** means the Executive Committee of the Academic Affairs Council.
- (5) **“Executive Committee Member”** means a member of the Executive Committee of the Academic Affairs Council as stipulated in section 11(1).
- (6) **“Faculty Student Committee Constitution”** means the Constitution which binds only a specific Faculty Student Committee.
- (7) **“Faculty Student Committee”** means the body of student leaders elected in terms of the relevant Faculty Committee Constitution mandated to represent the academic interests of their respective faculties’ students.
- (8) **“Internal communication”** is given the meaning provided in the Language Policy of Stellenbosch University.
- (9) **“In writing”** means either by way of an email or written document.

- (10) “**Leadership bursary**” means a monetary contribution made by the institution towards a student leader’s tuition fees via their student account.
- (11) “**Ordinary Member**” means any member of the Academic Affairs Council who is not a member of the Executive Committee of the Academic Affairs Council.
- (12) “**Policy Officer**” means the position held by a member of the Students’ Representative Council, as detailed in the Student Constitution.
- (13) “**Positive vote**” (in the context of an election) means the following process:
- (a) When one candidate receives a simple majority of the vote, they are elected.
 - (b) If no candidate receives a simple majority of the vote, the following steps are followed:
 - (i) A new election takes place.
 - (ii) For this election, the candidates who received the smallest number of votes in the previous election are removed, but the sum of the removed candidate’s votes may not exceed 50% of the total number of votes in the previous election.
 - (iii) This process is repeated until one candidate receives a simple majority of the votes.
- (14) “**Simple majority vote**” means a 50% plus one (1) vote.
- (15) “**Student**” means a student registered at the University, or a student who was accepted into an academic programme at the University and intends to register in the current academic year.
- (16) “**Student body**” means an organised group of students formally associated with the University.
- (17) “**Student leader**” means any positional and non-positional leader that is a student.
- (18) “**Task team**” means a group of students led by at least one appointed member of the Academic Affairs Council to address continuous and/or ad hoc issues.
- (19) “**University day**” means a weekday (Monday to Friday) during the academic year which is not a public holiday.
- (20) “**University**” means Stellenbosch University.

2 Status of this Constitution

- (1) All constitutions, regulations, rules, codes, documents, motions, and decisions adopted by faculty student committees are subject to this Constitution and are invalid insofar as there are any discrepancies.
- (2) This Constitution is called the “**Constitution of the Academic Affairs Council of Stellenbosch University**”.

3 Interpretation

- (1) In this Constitution, unless the context clearly indicates otherwise, words shall have their ordinary dictionary meaning.
- (2) Should a dispute arise as to the interpretation of a word or clause used in this Constitution, the Executive Committee of the Academic Affairs Council shall decide on its interpretation.
- (3) The English version of this Constitution shall take preference over the Afrikaans and isiXhosa version of this Constitution in the event of an interpretation conflict.

4 Bodies constituted by this Constitution

- (1) This Constitution constitutes Faculty Student Committees for the following faculties:
 - (a) Faculty of AgriSciences
 - (b) Faculty of Arts and Social Sciences
 - (c) Faculty of Economic and Management Sciences
 - (d) Faculty of Education
 - (e) Faculty of Engineering
 - (f) Faculty of Law
 - (g) Faculty of Medicine and Health Sciences
 - (h) Faculty of Military Sciences
 - (i) Faculty of Science
 - (j) Faculty of Theology

5 Duties and Powers

- (1) The Academic Affairs Council represents the academic interests of the students at the Students' Representative Council and the University management.
- (2) The Academic Affairs Council is an autonomous student representational structure and has the powers necessary for the performance of its duties.
- (3) Decisions of the Academic Affairs Council are binding on all faculty committees, subject to the Academic Affairs Council constitution.

6 Constitutional mandate

- (1) The Academic Affairs Council has a constitutional mandate to:
 - (a) Actively promote the rights of students contained in CHAPTER 2 of the Student Constitution, and specifically the right, under s 8(2) to quality education, academic support, and transparent and justifiable assessment procedures, by serving on Faculty Board and Programme Committees on institutional and faculty-specific levels and promoting the class representative structures to enhance academic participation and representation.

- (b) Serve as a forum of faculty committee leaders that strives to protect and further the interests of all students, by advising the Students' Representative Council via the Academic Affairs Council Chairperson, by putting academic leadership at the fore of campus leadership and fulfilling our duty towards the academic interests of students.

Chapter 2: Composition

7 Membership

- (1) The following people comprise the membership of the Academic Affairs Council:
 - (b) The Chairperson of the Academic Affairs Council;
 - (c) The Vice Chairperson of the Academic Affairs Council;
 - (d) The following Faculty Student Committees each appoint two representatives as members of the Academic Affairs Council:
 - (i) Faculty of AgriSciences
 - (ii) Faculty of Arts and Social Sciences
 - (iii) Faculty of Economic and Management Sciences
 - (iv) Faculty of Education
 - (v) Faculty of Engineering
 - (vi) Faculty of Law
 - (vii) Faculty of Medicine and Health Sciences
 - (viii) Faculty of Military Sciences
 - (ix) Faculty of Science
 - (x) Faculty of Theology
 - (e) Any further administrative officers who the Executive Committee of the Academic Affairs Council deem necessary to be appointed, of which two must at least be a Treasurer and a Secretary-General.
- (2) The two appointed representatives, as stated in 7(1)(c), will be the Chairperson and Vice-Chairperson of the relevant Faculty Student Committee, unless the structure in question provides otherwise.

Chapter 3: Duties and Functioning of the Academic Affairs Council

8 Duties and Functions

- (1) The Chairperson of the Academic Affairs Council –
 - (a) Is responsible for the following administrative arrangements, including:
 - (i) Facilitating Academic Affairs Council meetings, in consultation with the Secretary-General;

- (ii) All official correspondence from and to the Academic Affairs Council;
 - (iii) Passing on the minutes to the Students' Representative Council Chairperson;
 - (iv) Compiling the annual report of the Academic Affairs Council
- (f) Is responsible for representing the Academic Affairs Council, either in their own capacity or by virtue of a representative in the event that the Chairperson is unavailable, on the following committees:
- (i) Timetable Committee of the Academic Planning Committee;
 - (ii) Academic Planning Committee of Senate;
 - (iii) Committee of Learning and Teaching;
 - (iv) Any other institutional committee which stipulate that the Chairperson of the Academic Affairs Council must act as a representative on said committee; and;
- In fulfilling the duties in section 8(1)(b)(i)-(iv), the Chairperson is required to obtain input from the Academic Affairs Council and report back to the Academic Affairs Council.
- (g) Must meet with the Deputy Vice-Chancellor: Teaching & Learning on a monthly basis.
- (h) Must oversee the finances of the Academic Affairs Council, in consultation with the Treasurer, if a Treasurer is appointed.
- (i) Acts as an *ex-officio* member of the Students' Representative Council and, as such, is responsible for keeping the Students' Representative Council apprised of activities of the Academic Affairs Council.
- (j) Must write and submit a satisfactory term report.
- (k) Is responsible for convening special or emergency meetings where necessary.
- (l) During their term of office, may not be a member of a Faculty Student Committee.
- (m) Is an *ex officio* member of the Students' Representative Council and is responsible for keeping the Students' Representative Council apprised of activities of the Academic Affairs Council.
- (n) Facilitates the discussion and addressing of academic and other matters of communal interest that fall within the sphere of academia at Stellenbosch University and empowers the members of the respective faculty committees to represent and inform students effectively.
- (2) The Vice-Chairperson of the Academic Affairs Council –
- (a) Is responsible for the internal functioning of the Academic Affairs Council, which includes:
 - (i) Discipline within the Academic Affairs Council;
 - (ii) Maintaining team morale and well-being;
 - (iii) Co-curricular development of the Academic Affairs Council;
 - (iv) Encourage all members to obtain faculty mentors.

- (b) During their term of office, may not be a member of a Faculty Student Committee.
 - (c) Is responsible for assisting and coordinating the Academic Affairs Council members serving on institutional committees.
 - (d) Is responsible for providing guidance and assistance to Academic Affairs Council members in their respective Faculty Student Committees as requested by the Chairpersons of such Faculty Student Committees.
 - (e) Is responsible for sitting on the disciplinary committees of all Faculty Student Committees or appointing a delegate to do so on their behalf in the event that the Vice-Chairperson is unable to do so.
 - (f) Must write and submit a satisfactory term report, as well as confirm and hand over all term reports received from the other Academic Affairs Council members.
- (3) The Treasurer of the Academic Affairs Council -
- (a) Is responsible for-
 - (i) Financial processing within the Academic Affairs Council;
 - (ii) Compiling the draft budget of the Academic Affairs Council, alongside the Chairperson, subject to confirmation by the Executive Committee of the Academic Affairs Council;
 - (iii) Compiling the financial report and tracking expenditure of the Academic Affairs Council;
 - (iv) Ensuring that the financial resources of the Academic Affairs Council are used in a transparent, responsible and sustainable manner;
 - (v) Overseeing compliance with the financial policies of the Academic Affairs Council;
 - (b) Must write and submit a satisfactory term report.
- (4) The Secretary-General of the Academic Affairs Council -
- (a) Is responsible for-
 - (i) Scheduling fortnightly Academic Affairs Council meetings;
 - (ii) Reserving venues for Academic Affairs Council meetings;
 - (iii) Drawing up and circulating meeting agendas to Academic Affairs Council members;
 - (iv) Taking minutes during meetings and circulating such minutes to Academic Affairs Council members after a meeting; and
 - (v) Assisting in sending out correspondence from the Academic Affairs Council.
 - (b) Must write and submit a satisfactory term report.

9 Duties of ordinary members of the Academic Affairs Council

- (1) The ordinary members of the Academic Affairs Council have the following duties:

- (a) Attending and participating in all Academic Affairs Council meetings and events, unless excused by the Chairperson, or Vice-Chairperson where applicable;
- (b) Reporting on and proposing recommendations for, *inter alia*:
 - (i) Faculty Board, which both the Chairperson and Vice-Chairperson of a Faculty Student Committee must sit on; and
 - (ii) The running of Faculty Student Committees.

10 Academic Affairs Council Meetings and Events

- (1) The functioning of Academic Affairs Council meetings:
 - (a) Are to be left to the discretion of the Chairperson, assisted in administration by the Secretary-General, who can make provisions as long as they are not contradictory to any provisions in this chapter.
 - (i) The Chairperson must propose and outline a manner in which meetings, extraordinary meetings, executive meetings and agendas will be organised and held, to the Executive Committee in the first Executive Committee Meeting.
 - (ii) The Executive Committee of the Academic Affairs Council has the power to overrule any of the Chairperson's proposals.
- (2) The Academic Affairs Council must meet at least once every two (2) weeks but is not obligated to meet during the official examination and holiday periods.
 - (a) The Chairperson will have the discretion to wave meetings on the conditions of:
 - (i) Academic wellbeing of members;
 - (ii) Lack of agenda and/or meeting material; or
 - (iii) Any further reason deemed acceptable by the Executive Committee in consultation with the Chairperson, following a formal Executive Committee meeting.
- (3) Written notice of an ordinary Academic Affairs Council meeting is given to members at least two (2) University days before the meeting and states at least—
 - (a) The date, time, and place of the meeting; and
 - (b) The complete agenda.
- (4) Regarding quorum and voting during a meeting of the Academic Affairs Council:
 - (a) Twelve (12) Academic Affairs Council members constitute a quorum at Academic Affairs Council meetings.
 - (i) Additionally, one representative from at least seven faculties must be present.
 - (b) No decision of the Academic Affairs Council will be valid if at least eleven (11) members were not present at the meeting where the decision was taken.
 - (i) Additionally, no decision of the Academic Affairs Council will be valid if more than three faculties had no representatives present.

- (c) If a vote results in a tie, the Academic Affairs Council must deliberate meaningfully around the issue and vote again. If the vote still results in a tie, the vote of the Chairperson will be decisive.
- (5) Regarding transparency of Academic Affairs Council ordinary meetings:
- (a) An abbreviated agenda, which states at least all the points on the agenda, as well as the date, time, and place of the meeting must be made available to all students at least two (2) University days before each Students' Representative Council meeting.
 - (b) Any person invited by the Academic Affairs Council may attend Academic Affairs Council meetings.
 - (c) The Chairperson can rule the discussion of a specific point on the agenda in camera if they believe it to be in the best interests of students, provided that
 - (i) The Chairperson must do it before the agenda is set.
 - (ii) The point must still appear in the agenda and abbreviated agenda.
 - (iii) The discussion of the point still be noted, the record of which need only be made available internally to the Academic Affairs Council.
 - (iv) The Academic Affairs Council can decide to overturn the decision of the Chairperson.
- (6) Regarding transparency of Academic Affairs Council special meetings:
- (a) An abbreviated agenda, which states at least all the points on the agenda, as well as the date, time and, place of the meeting, must be made available to all students at least two (2) hours before the meeting.
 - (b) The special meeting allows the Academic Affairs Council to meet when necessary to discuss immediate or pertinent issues without delay.
 - (c) The Academic Affairs Council Executive Committee can rule that the meeting be a closed meeting provided that:
 - (i) It is necessary for the discussion, in the best interest of students, or necessary for the Academic Affairs Council to agree on an issue.
 - (ii) The minutes of the discussion be released to students within five (5) university days.
 - (iii) If at least two (3) members of the Academic Affairs Council put a request in writing to the Chairperson within two (2) University days after the minutes are made available, the discussion point is tabled at the next possible ordinary Academic Affairs Council meeting.
- (7) Regarding the minutes of Academic Affairs Council meetings:
- (a) All decisions of the Academic Affairs Council must be noted.

- (a) The Secretary-General must ensure that the complete minutes of each Academic Affairs Council meeting are made available to all students electronically, not later than five (5) University days after the meeting
- (8) Regarding Seconds for Academic Affairs Council members:
 - (a) If Academic Affairs Council members cannot attend an Academic Affairs Council meeting, they may appoint a member of their faculty student committee, in writing, as a second to attend the meeting.
 - (i) This must be sent to both the Secretary-General and Chairperson of the Academic Affairs Council.
 - (b) Said second may exercise all the rights and powers at the meeting that the person that they represent would have been able to exercise had they been present.
 - (c) The right to appoint a second may not be exercised consecutively for more than two (2) Academic Affairs Council meetings.
 - (d) Seconds from Academic Affairs Council members count towards quorum.
- (9) Code of Conduct of the Academic Affairs Council:
 - (a) The Vice-Chairperson, in collaboration with the Chairperson, must build and propose to the Executive Committee, a Code of Conduct for the functioning of Academic Affairs Council Meetings and Events. Upon approval by the Executive, the Code of Conduct must be approved by a simple majority of the Ordinary Members of the Academic Affairs Council and will be binding on all of the Academic Affairs Council for their term in office.
 - (i) Amendments to the Code of Conduct must be formulated by the Vice-Chairperson, and first proposed to, and passed by, the Executive. After which, the proposal must be approved by the Ordinary Members by a simple majority vote.
- (10) Events of the Academic Affairs Council:
 - (b) The Vice Chairperson is responsible, in collaboration with the Chairperson, for organising and hosting Academic Affairs Council sessions. These sessions will provide for co-curricular education, student governance training, and general team-building occasions.
 - (c) Proposed sessions must be tabled by the Vice Chairperson and approved by the Executive Committee.
 - (d) Such sessions are compulsory for all Academic Affairs Council members, unless excused by the Vice-Chairperson and Chairperson.

Chapter 4: The Executive Committee of the Academic Affairs Council

11 Composition

- (1) The Executive Committee consists of—
 - (a) The Chairperson of the Academic Affairs Council;
 - (b) The Vice-Chairperson of the Academic Affairs Council;
 - (c) The Treasurer of the Academic Affairs Council;
 - (d) The Secretary of the Academic Affairs Council; and
 - (e) Three (3) additional members of the Academic Affairs Council.
- (2) The Treasurer and Secretary-General are non-voting members of the Executive Committee of the Academic Affairs Council but do hold speaking rights.

12 Mandate

- (1) It is the mandate of the Executive Committee to ensure that the Academic Affairs Council functions efficiently, transparently, and sustainably in fulfilling its constitutional mandate.

13 Duties and Powers

- (1) The Executive Committee has the duty and power to—
 - (a) Set the agenda for Academic Affairs Council meetings.
 - (b) Manage the day-to-day matters of the Academic Affairs Council,
 - (i) Excluding any power or duty granted to the Academic Affairs Council by this Constitution.
 - (c) Fulfil any duty that the Academic Affairs Council specifically delegates to it.
 - (d) Approve, and amend thereafter, the Academic Affairs Council budget.
 - (e) Make important decisions in urgent cases where it is not practically feasible to convene the Academic Affairs Council.
 - (i) The Academic Affairs Council must be immediately notified of decisions taken in terms of this power; and
 - (ii) Such decisions must be tabled at the next possible Academic Affairs Council Meeting for final determination.
 - (f) Decide on the additional portfolio officers to be appointed, excluding the compulsory portfolios.
 - (g) Appoint the additional portfolio officers.
 - (h) Make interpretation decisions on this Constitution that binds all structures subject to this constitution.
 - (i) Assist Student Parliament in their composition by—

- (i) Delegating the requisite number of Academic Affairs Council members to the Student Assembly; and
 - (ii) Delegating a student to the Student Imbizo as a delegate; and
 - (iii) Delegating three (3) Special Delegates from the faculty committees, who are not on the Academic Affairs Council, to the Student Imbizo.
- (j) Must facilitate the election of an Academic Affairs Council member to serve on each of the following institutional governance structures:
 - (i) The Institutional Forum; and
 - (ii) The Senate.
 - (k) Ensure that each Faculty Student Committee has representation on their relevant faculty board and are able to adequately represent students at that forum.
 - (l) Establish a Constitutional Review Committee with the power to approve amendments to this Constitution in accordance with section 28.
- (2) Decisions taken and powers exercised by the Executive Committee is in full force and effect unless it is set aside by the Academic Affairs Council in a meeting called in terms of section 16(3).
- (a) This provision applies to all decisions and powers of the Executive Committee, excluding section 13(1)(h) which may only be overturned by the Student Court.

14 Election of the Additional Academic Affairs Council members onto the Academic Affairs Council Executive Committee

- (1) The election of the three (3) additional members of the Executive Committee must take place at a meeting of the incoming Academic Affairs Council.
 - (a) The meeting is chaired by the incoming Academic Affairs Council Chairperson.
 - (b) Only Academic Affairs Council members serving as representatives from faculty committees will have a voting right in this meeting.
- (2) Only Academic Affairs Council members serving as current representatives from faculty committees may stand for these positions.
- (3) The incoming Executive Committee must decide on the following and communicate it to the Academic Affairs Council in a timely manner:
 - (a) The manner in which nominations will take place;
 - (b) How the meeting will be facilitated; and
 - (c) How voting will take place.
- (4) The following minimum requirements must be met for a meeting as referred to in section 14(1) to be valid:

- (a) The meeting must be advertised to the Academic Affairs Council at least five (5) days before it will take place;
 - (b) Each candidate must make oral representations on their suitability;
 - (c) Academic Affairs Council members must be provided adequate time to ask the candidates questions; and
 - (d) Voting must take place during the meeting itself.
- (5) All members with voting rights in terms of this section will have three (3) votes to cast for the candidates.
- (a) Where there are only three (3) candidates, each candidate requires at least a two-thirds (2/3^{rds}) majority to be elected
 - (b) Where there are more than three (3) candidates-
 - (i) Every candidate receiving a simple majority vote will be elected
- (6) If all 3 positions are not filled after the first vote, there will be another round where each member will have the number of votes as there are vacant positions to be filled during that round. This will continue until there are three (3) consecutive rounds where no candidates were elected, whereafter the currently formulated Executive Committee must determine a just and equitable way to conduct a new vote with a new process.

15 Appointment of Additional Portfolio Officers

- (1) The outgoing Academic Affairs Council Executive Committee is mandated, after the election of the new Chairperson and Vice-Chairperson, to assist in the appointment of at least a Treasurer and Secretary-General, who will hold office for the incoming Academic Affairs Council term.
- (2) This process must occur after the incoming Chairpersons are elected but before the outgoing Academic Affairs Council is dissolved.
- (3) The appointment process is as follows:
 - (a) The incoming Chairpersons must advertise the positions for a period of at least one (1) calendar week, through the best sources available to the Academic Affairs Council.
 - (b) After the application period closes, the candidates must be interviewed by a panel of at least three (3) members:
 - (i) With the incoming Chairpersons serving as two (2) members; and
 - (ii) At least one (1) member of the outgoing Executive Committee.
 - (aa) Where no members of the outgoing Executive Committee are available, a member/(s) of the outgoing Academic Affairs Council and/or incoming Academic Affairs Council will suffice.

- (c) The panel must submit their recommendations to the incoming Executive Committee in their first sitting, wherein the Executive Committee must approve of the appointment by way of a simple majority.
- (4) The remuneration of appointed Officers is to be decided and proposed by the incoming Chairperson of the Academic Affairs Council, and approved by the incoming Executive Committee, in their first sitting.
- (5) The panel must submit a signed document to the Students' Representative Council, via the Academic Affairs Council Chairperson, outlining the process and outcomes of the appointment.
- (6) The Chairperson of the Academic Affairs Council must conclude an agreement with the Officer stipulating at least:
 - (a) Remuneration, as approved by the Executive Committee of the Academic Affairs Council;
 - (b) Their duties and obligations; and
 - (c) When their appointment commences and conditions of its termination.

16 Meetings and Minutes

- (1) The Executive Committee meets at least once per week before an ordinary Academic Affairs Council meeting but is not obligated to meet during examination and holiday periods.
 - (a) A member must excuse themselves from the Chairperson and Secretary-General in the event that they have an acceptable excuse for being absent at least two (2) days before an Executive Committee meeting.
 - (b) Alternatively, a member must provide a justifiable reason for not having excused themselves in accordance with section 16(1)(a) within two (2) days after the Executive Meeting, in the case of an emergency.
- (2) All decisions of the Executive Committee must be noted, and the minutes of an Executive Committee meeting must be made available to the Academic Affairs Council three (3) University days after the meeting.
- (3) If at least three (3) members of the Academic Affairs Council put a request in writing to the Chairperson within five (5) University days after the minutes are made available, the following must occur—
 - (a) The Chairperson must, within two (2) University days of the submission of the request, convene a special Academic Affairs Council meeting.
 - (b) The only item(s) on the agenda will be the issues in question from the minutes of the Executive Committee meeting.

- (c) A simple majority of the membership of the Academic Affairs Council is required to set aside the decisions of the Executive Committee.
- (4) Any Academic Affairs Council member may request to attend an Executive Committee meeting as a non-voting member, provided that the request is submitted to the Secretary and Chairperson at least two (2) University days prior to the meeting.
 - (a) The request to attend must be approved by a simple majority vote of the Executive Committee.
- (5) The Executive Committee may request the attendance of any person that is relevant to specific agenda points, to attend meetings to simplify discussions.

17 Quorum

- (1) Four (3) voting members of the Executive Committee constitute a quorum at meetings of the Executive Committee.

Chapter 5: Discipline and Conflict

18 Conflict resolution

- (1) The Vice-Chairperson of the Academic Affairs Council is responsible for promoting and maintaining healthy relations between members of the Academic Affairs Council and shall therefore—
 - (a) Endeavour to resolve conflict that may arise between members of the Academic Affairs Council by way of mediation, or alternatively appoint a member of the Academic Affairs Council to do so in their stead should the need arise,
 - (b) Ensure an acceptable level of discipline is maintained by members of the Academic Affairs Council
 - (c) Handle all internal formal and informal complaints against members of the Academic Affairs Council in a manner that is respectful, fair, and just.
 - (i) Should a member disagree with the manner in which a complaint was handled, they may lodge an appeal to the Executive Committee of the Academic Affairs Council.
 - (ii) The Executive Committee of the Academic Affairs Council will decide on a resolution by way of a simple majority vote, excluding the Vice-Chairperson.
 - (d) Members must first attempt to resolve the conflict themselves, prior to lodging a formal or informal complaint with the Vice-Chairperson.

19 Disciplinary procedures

- (1) Disciplinary procedures must be instituted against any member of the Academic Affairs Council who—
 - (a) Is absent from three (3) meetings without excusing themselves and without a valid and accepted reason; and/or
 - (b) Acts in a manner which—
 - (i) Amounts to a serious dereliction of their duties; and/or
 - (ii) Brings the name of the Academic Affairs Council, Students' Representative Council, and/or Stellenbosch University's name into disrepute; and/or
 - (iii) Contravenes any Code of Conduct which Stellenbosch University or the Academic Affairs Council has implemented; and/or
 - (iv) Is contradictory to this Constitution, the Student Constitution, and/or the Constitution of the Republic of South Africa; and/or
 - (v) Offends the purpose and functioning of the Academic Affairs Council and its members,

And/or;

 - (c) Fails to inform the Academic Affairs Council of pending Central Disciplinary Committee proceedings against them within one (1) calendar week of being informed by the Central Disciplinary Committee.
- (2) Any member of the Academic Affairs Council or Stellenbosch University can bring forward a disciplinary matter to the Vice-Chairperson of the Academic Affairs Council, who is responsible for:
 - (a) Establishing a Disciplinary Committee on an *ad hoc* basis, and;
 - (b) Informing the accused of the formal allegations against them,

within five (5) calendar days of the allegation being formally received.
- (3) Each Disciplinary Committee must include:
 - (a) The Vice-Chairperson of the Academic Affairs Council, who will chair the Disciplinary Committee;
 - (b) The Chairperson of the Academic Affairs Council or a member of the Executive Committee;
 - (c) Three (3) additional members, where:
 - (i) One (1) member is randomly selected Academic Affairs Council member,
 - (aa) The Vice-Chairperson must conduct this draw.
 - (ii) One (1) member who is a penultimate or final year law student,
 - (aa) Appointed by the Vice-Chairperson
 - (iii) One (1) Academic Affairs Council member who is elected by a majority vote.
 - (aa) The Vice-Chairperson must conduct this election.

- (4) A Disciplinary Committee must investigate the matter thoroughly and hold a hearing no later than ten (10) university days after a Disciplinary Committee was established.
 - (a) The accused must be invited to this hearing
 - (b) If the accused does not avail themselves, the hearing may proceed in their absence, after attempts to contact the accused have been made.
 - (c) No members have the right to representation in a Disciplinary Committee hearing.
- (5) A Disciplinary Committee has the power to, in the case of a guilty verdict:
 - (a) Dispose of the matter; and/or
 - (b) Reduce honoraria; and/or
 - (c) Order a formal apology; and/or
 - (d) Suspend the member; or
 - (e) Expel the member
 - (i) If a member is expelled, the specific faculty student committee from which that person came has a duty to appoint a new member to the Academic Affairs Council,
And/or;
 - (f) Any other reasonable and proportionate measure that is deemed appropriate by the Disciplinary Committee.
- (6) Any and all orders of a Disciplinary Committee—
 - (a) Must be made within five (5) university days after the final hearing; and
 - (b) May be appealed to the Student Court within fifteen (15) University days.
- (7) All decisions of a Disciplinary Committee must be reported to the Students' Representative Council and made institutionally accessible, except for information deemed to be of an exceptionally private nature by the Disciplinary Committee and/or on the request of the injured/offended party.
- (8) A Motion of no confidence—
 - (a) May be brought against all members of the Academic Affairs Council where confidence in them is deemed to have been considerably lost, due to any reasons.
 - (b) To remove from the Academic Affairs Council, an ordinary member, Executive Committee member, or the Chairpersons of the Academic Affairs Council, must be brought by a nominator and two (2) seconders at an extraordinary meeting.
 - (i) The nominator and seconders are empowered to call this extraordinary meeting.
 - (ii) The nominator must present all members with the facts of the motion at least seventy-two (72) hours before the meeting.
 - (iii) All members of the Academic Affairs Council must be present, including the member who the motion is being brought against.

- (iv) If reasonable attempts to compel the member against whom the motion is brought to attend the meeting fail, the Academic Affairs Council shall be entitled to vote in their absence.
- (iv) The vote must be anonymous, so as to prevent against the pressuring of voters.
- (v) A special majority vote will remove the member from their position on the Academic Affairs Council.
- (v) If removed, this member will be removed from their office as Chairperson or Vice-Chairperson of their Faculty Student Committee.
 - (aa) This faculty student committee must elect a new Chairperson and/or Vice-Chairperson within seven (7) University days.
- (c) To remove from the Executive Committee an member of the Executive Committee, must be brought by a nominator and one (1) seconder at an an extraordinary meeting.
 - (vi) The nominator and seconders are empowered to call this extraordinary meeting.
 - (vii) The nominator must present all members, including the member who the motion is being brought against, with document detailing reasons for the motion, as well as any evidence brought against them, at least seventy-two (72) hours before the meeting.
 - (viii) All members of the Academic Affairs Council Executive Committee must be present, including the member who the motion is being brought against.
 - (vi) If reasonable attempts to compel the member against whom the motion is brought to attend the meeting fail, the Academic Affairs Council shall be entitled to vote in their absence.
 - (ix) The vote will be anonymous, so as to prevent against voter pressuring.
 - (x) A simple majority vote will remove the member from their position on the Academic Affairs Council Executive Council.
 - (xi) The removed member must be replaced at the next meeting of the Academic Affairs Council.
- (d) Must be tabled in a meeting facilitated by the Vice-Chairperson, provided they are not the member against whom the motion is brought.
- (9) The Vice-Chairperson, in collaboration with the Secretary-General, must draft a report of the motion of no confidence, which must be passed on to the Students' Representative Council.
- (10) The tabling of a motion of no confidence, or the outcome of a motion of no confidence, cannot be appealed to the Student Court, however, may be reviewed by the Student Court on procedural grounds.
- (11) Where disciplinary proceedings are brought against the Vice-Chairperson, the Chairperson will fulfil all the Vice-Chairperson's duties in this section.

- (12) Where disciplinary proceedings are brought against both the Chairpersons, the Executive Committee will fulfil all the Vice-Chairperson's duties in this section, assisted by a member of Student Court.
- (13) All Faculty Student Committee disciplinary proceedings must—
 - (a) Be formally brought to the attention of the Vice-Chairperson of the Academic Affairs Council,
 - (b) Have the Vice-Chairperson of the Academic Affairs Council—
 - (i) or a delegated Executive Committee member,
 - (ii) or a delegated Ordinary member who is not a member of the faculty student committee in question,
Sit on the committee's disciplinary proceedings as an equal member.
- (14) All Faculty Student Committee motions of no confidence must—
 - (a) Have their outcome formally brought to the attention of the Affairs Council at the first following meeting; and
 - (b) Have a report of the motion of no confidence, inclusive of facts and evidence, presented to the Executive Committee of the Academic Affairs Council by a representative from the Faculty Student Committee.

Chapter 6: Elections

20 Elections for the Ordinary Members of the Academic Affairs Council

- (1) The representatives from the faculties serving on the Academic Affairs Council are elected to the Academic Affairs Council in terms of their respective Faculty Student Committee Constitutions.
- (2) The outgoing Academic Affairs Council Executive Committee may assist in these elections in an advisory capacity.

21 Election of the Academic Affairs Council Chairperson

- (1) The election of the Academic Affairs Council Chairperson must take place at a meeting of the outgoing Academic Affairs Council.
 - (a) This meeting must occur before the Students' Representative Council General Election commences.
 - (b) The meeting is chaired by the Electoral Commissioner.
 - (c) Only outgoing Academic Affairs Council members with general voting rights may exercise their right to vote in this specific meeting.
 - (d) The meeting shall be open to any student to attend but participation in questions will be limited to the rules established by the Electoral Commissioner.

- (2) Only current Academic Affairs Council members, or students who have previously served on the Academic Affairs Council, may stand for the position of Academic Affairs Council Chairperson.
 - (a) In cases where there are no willing candidates, the Academic Affairs Council must, after consultation with the Electoral Commissioner and outgoing Students' Representative Council Executive Committee, determine a just and equitable process to nominate other students for the position.
- (3) The outgoing Executive Committee, in consultation with the Electoral Commissioner, must determine at least one (1) month before the meeting referred to in section 21(1) the following:
 - (a) The manner in which nominations will take place;
 - (b) How the meeting in section 21(1) will be facilitated;
 - (c) The rules with regard to non-Academic Affairs Council members attending the meeting; and
 - (d) How voting will take place.
- (4) The following minimum requirements must be met for a meeting as referred to in section 21(1) to be valid:
 - (a) The meeting must be advertised to the Academic Affairs Council at least ten (10) days before it will take place;
 - (b) Each candidate must make oral representations on their suitability;
 - (c) Academic Affairs Council members must be provided adequate time to ask the candidates questions; and
 - (d) Voting must take place during the meeting itself.
- (5) A positive vote is required to elect a new chairperson, provided—
 - (a) When only one candidate is standing for the position, a two-thirds (2/3^{rds}) majority is required for that candidate to be elected to the position.
 - (i) If this candidate does not obtain the required votes, the election process must begin anew, until a candidate obtains the necessary votes.
- (6) The following persons will not be eligible to stand for this position:
 - (a) Students that will be serving on a Faculty Student Committee in the subsequent leadership term.

22 Election of the Academic Affairs Council Vice-Chairperson

- (1) The election of the Academic Affairs Council Vice-Chairperson must take place at a meeting of the outgoing Academic Affairs Council.
 - (a) This meeting must occur before the Students' Representative Council General election commences.

- (b) The meeting is chaired by the Electoral Commissioner.
 - (c) Only outgoing Academic Affairs Council members with general voting rights may exercise their right to vote in this specific meeting.
 - (d) The meeting shall be open to any student to attend but participation in questions will be limited to the rules established by the Electoral Commissioner
- (2) Only current Academic Affairs Council members, or students who have previously served on the Academic Affairs Council, may stand for the position of Academic Affairs Council Vice-Chairperson
- (a) In cases where there are no willing candidates, the Academic Affairs Council must, after consultation with the Electoral Commissioner and outgoing Students' Representative Council Executive Committee, determine a just and equitable process to nominate other students for the position
- (3) The outgoing Executive Committee, in consultation with the Electoral Commissioner, must determine at least one (1) month before the meeting referred to in section 22(1) the following:
- (a) The manner in which nominations will take place;
 - (b) How the meeting in subsection (1) will be facilitated;
 - (c) The rules with regards to non-Academic Affairs Council members attending the meeting;
 - (d) How voting will take place.
- (4) The following minimum requirements must be met for a meeting as referred to in section 22(1) to be valid:
- (a) The meeting must be advertised to the Academic Affairs Council at least ten (10) days before it will take place;
 - (b) Each candidate must make oral representations on their suitability;
 - (c) Academic Affairs Council members must be provided adequate time to ask the candidates questions; and
 - (d) Voting must take place during the meeting itself.
- (5) A positive vote is required to elect a new Vice-Chairperson, provided that—
- (a) When only one candidate is standing for the position, a two-thirds ($2/3^{\text{rds}}$) majority is required for that candidate to be elected to the position.
 - (i) If this candidate does not obtain the required votes, the election process must begin anew, until a candidate obtains the necessary votes.
- (6) The following persons will not be eligible to stand for this position:
- (a) Students that will be serving on a Faculty Student Committee in the subsequent leadership term

Chapter 7: Term of office

23 Term of Office

- (1) The term of a member of the Academic Affairs Council, including members of the Executive Committee, but excluding the Chairpersons of the Academic Affairs Council—
 - (a) Ends on the successful election of the incoming Chairpersons on their faculty student council, on the conditions that:
 - (i) The outgoing Ordinary Member of the Academic Affairs Council must have included a detailed written account of their duties and obligations on the Academic Affairs Council in their term report, successfully handed over to the incoming successor; and
 - (aa) This written account must be approved by the outgoing Vice-Chairperson of the Academic Affairs Council, or any delegated member(s) of the outgoing Executive Committee.
 - (ii) The passing of the final working day of the third term of the academic calendar has passed.
 - (b) Begins at their successful election into the Office of Chairperson or Vice-Chairperson on their faculty student council, on the conditions that:
 - (i) They have received an appropriate term report by their predecessor, and;
 - (ii) The passing of the final working day of the third term of the academic calendar has passed.
- (2) The terms of the Chairpersons of the Academic Affairs Council—
 - (a) Ends—
 - (i) On their successor's valid election; and
 - (ii) Upon passing their approved term report to their successor; and
 - (iii) Upon the passing of the final working day of the third term of the academic calendar; and
 - (iv) With regard to the Chairperson, when the Students' Representative Council term ends.
 - (b) Begins—
 - (i) On their valid election; and
 - (ii) Upon receiving their predecessor's approved term report; and
 - (iii) Upon the passing of the final working day of the third term of the academic calendar; and
 - (iv) With regard to the Chairperson, when the Students' Representative Council term begins

- (3) The term of an appointed Officer of the Academic Affairs Council—
 - (a) Ends—
 - (i) Upon the lapsing of the period detailed in their agreement with the Chairperson of the Academic Affairs Council in accordance with section 15(6); and
 - (ii) On the satisfactory completion of conditions stipulated in their agreement with the Chairperson of the Academic Affairs Council in accordance with section 15(6).
 - (b) Begins—
 - (i) On their valid appointment; and
 - (ii) The signing of their agreement with the Chairperson of the Academic Affairs Council, in accordance with section 15(6).
- (4) Should the term of a member of the Academic Affairs Council come to an end prior to the completion of an allocated project, event and/or institutional obligation, that project, event and/or institutional obligation shall remain the duty of the relevant outgoing member to fulfil, unless it is capable of being passed on to an incoming member.
 - (a) This member will automatically obtain the status of an *ad hoc* member of the Academic Affairs Council, with no voting rights, but speaking privileges.
- (5) Outgoing Academic Affairs Council members have a reasonable duty to assist and guide incoming Academic Affairs Council members.
- (6) Detailed and thorough term reports of the Academic Affairs Council Chairperson, Vice-Chairperson, and appointed Officers must be passed on by the outgoing Vice-Chairperson to the incoming Chairperson.
- (7) The transition between an outgoing Academic Affairs Council and an incoming Academic Affairs Council must take place at the end of the third (3rd) term and the beginning of the fourth (4th) term of the academic year.
- (8) The outgoing Academic Affairs Council is mandated to ensure that all faculty student committees complete their elections prior to the passing of the final working day of the third term of the academic calendar.

Chapter 8: Task Teams

24 Task teams

- (1) This Constitution allows for the creation of any task teams by the Academic Affairs Council.
- (2) The Academic Affairs Council can appoint task teams to address *ad hoc* or continuous issues.
 - (a) The Academic Affairs Council must consent to the establishment of a task team by way of a simple majority vote.

- (3) Any task team established by the Academic Affairs Council must be chaired by a member of the Academic Affairs Council and this member must be elected by the Academic Affairs Council by way of a simple majority vote.
- (4) The elected Chairperson of the task team has full prerogative to decide who serves on the task team, but must ensure that –
 - (a) The process of selecting the members who serve on the task team is fair, just, and non-discriminatory,
 - (b) Any student with the necessary skills has the opportunity to apply to serve on the task team, unless the urgency of the matter demands otherwise.
- (5) Any task team established by the Academic Affairs Council can be requested to provide feedback at Executive Committee meetings, and the Chairperson of the task team, or a delegated representative from the task team, must avail themselves to present feedback in these instances.
- (6) The Academic Affairs Council can delegate the authority to finalise an issue to a task team.
- (7) The Academic Affairs Council reserves the right to make the final decision on any matter investigated by a task team, taking into consideration the recommendations made by the task team.

Chapter 9: Finances

25 Students' Representative Council Subsidy to the Academic Affairs Council

- (1) The Academic Affairs Council is entitled to a portion of the budget of the Students' Representative Council, as determined by the Executive Committee of the Students' Representative Council and any other relevant financial policy the Students' Representative Council is subject to.
 - (a) The Academic Affairs Council must request these funds in line with the provisions stipulated by the Students' Representative Council.

26 Faculty Student Committee Levies to the Academic Affairs Council

- (1) Further to section 25(1), membership fees are levied from each Faculty Student Committee, as set out in section 7(1)(c).
 - (a) These fees entail a levy per active student in the faculty of the specific Faculty Student Committee, according to the following provisions:
 - (i) R3.52 is the value of the fee per active undergraduate student as at the end of the 2021/22 financial year.

- (ii) R2.50 is the value of the fee per active postgraduate student as at the end of the 2021/22 financial year.
 - (iii) R3.52 is the value of the fee as at the end of the 2021/22 financial year.
 - (iv) These fees levied on undergraduate and postgraduate students may be adjusted annually and will be adjusted for inflation at the end of each financial year, where the consumer price index (CPI) will usually be used as the inflation amount, with the final decision resting with the Deputy Vice-Chancellor: Learning and Teaching.
- (b) The amount is payable to the Academic Affairs Council as soon as facilities are available for it.
- (i) This amount must be paid by the end of the first academic semester at the latest.
- (c) Additional donations or administrative fees may be accepted from Faculty Student Committees, provided these are disclosed to the Academic Affairs Council, the Students' Representative Council, and all students within five (5) University days of the donation or administrative fee transfer.
- (i) Such donations or administrative fees must be earmarked for a specific use within the functioning of the Academic Affairs Council and its mandate, and the budget of the Academic Affairs Council must be updated accordingly within five (5) University days.

27 Leadership Bursaries

- (1) Every member of the Academic Affairs Council, as set out in section 7, comes into consideration for a leadership bursary, provided that the Centre for Undergraduate Bursaries and Loans, or its equivalent, enjoys absolute power regarding the awarding of a leadership bursary, subject to subsections (2) and (3).
- (2) The leadership bursary is a concession, and members who are not actively involved in the activities and the execution of duties of the Academic Affairs Council as per this Constitution, will not come into consideration to receive the bursary, or a portion thereof.
- (3) An evaluation of the amount to which each member of the Academic Affairs Council may be awarded will take place in terms of the following, but are not limited to:
 - (a) Timely and satisfactory response to internal communication;
 - (b) Punctuality and preparation for meetings, as well as meeting attendance;
 - (c) Execution of instructions received from the Chairperson of the Academic Affairs Council and other members of the Academic Affairs Council Executive Committee, in addition to any resolutions adopted at a meeting of the Academic Affairs Council;
 - (d) Execution of other duties assigned to the member by this Constitution, as well as the Constitution of their respective Faculty Student Committee.

- (4) The discretion for the awarding of leadership bursaries, on the basis of the criteria stipulated in section 27(3), lies with the Academic Affairs Council Executive Committee in consultation with the Deputy Vice-Chancellor: Learning and Teaching.

Chapter 10: Constitutional Amendments and Review

28 Constitutional Amendments to this Constitution

- (1) The Executive Committee of the Academic Affairs Council shall be responsible for appointing a Chairperson of the Constitutional Review/Amendment Committee when the need arises in accordance with this section or section 29.
 - (a) This Chairperson will be responsible for composing the Constitutional Review/Amendment Committee, which must consist of—
 - (i) The Chairperson of the Constitutional Review/Amendment Committee;
 - (ii) The Chairperson of the Academic Affairs Council (if they are not the Chairperson of the Constitutional Review/Amendment Committee);
 - (iii) At least one (1) other member Executive Committee of the Academic Affairs Council;
 - (iv) At least two (2) student leaders who are students from the Faculty of Law and have passed Constitutional Law 271 or its equivalent;
 - (v) At least one (1) member from the Students' Representative Council, preferably the Policy Officer;
 - (vi) A Secretary-General, who may also be a member listed in subsections (1)(a)(iii)-(v).
 - (vii) At least five (5) members.
 - (b) The Constitutional Review/Amendment Committee is responsible for identifying, deliberating on, and proposing amendments to this Constitution.
 - (i) The Chairperson of the Constitutional Review/Amendment Committee must arrange sittings to give effect to this mandate.
 - (ii) The Chairperson must make a request for submissions from the Academic Affairs Council members and the Constitutional Review/Amendment Committee must deliberate on these submissions.
 - (aa) Submissions must be receivable for a period of at least seven (7) university days unless the amendment is urgent in nature.
 - (iii) The Constitutional Review/Amendment Committee must—
 - (aa) Create a document of the active Constitution of the Academic Affairs Council of Stellenbosch University with proposed amendments and reasons for the amendments, and;
 - (bb) Create a proposed amended Constitution of the Academic Affairs Council of Stellenbosch University document.
 - (iv) Quorum will be five (5) members of the Constitutional Review/Amendment Committee.

(c) Upon completion, the Chairperson of the Constitutional Review/Amendment Committee must call a special meeting of the Academic Affairs Council and distribute—

- (i) The proposed amended Constitution of the Academic Affairs Council of Stellenbosch University document,
- (ii) A document of the active Constitution of the Academic Affairs Council of Stellenbosch University, with proposed amendments and the reasons for the amendments,

At least 72 hours before the special meeting of the Academic Affairs Council is to be held.

(d) At the special meeting of the Academic Affairs Council, the Chairperson of the Constitutional Review/Amendment Committee must—

- (i) Motivate the Constitutional Review/Amendment Committee's proposals, and;
- (ii) Call for a **vote** to amend the Constitution of the Academic Affairs Council of Stellenbosch University in line with each section of the document presented.

(aa) **Amendments** to this Constitution require approval by a two thirds (2/3^{rds}) majority vote by the Academic Affairs Council **members**.

(e) The outcome of any Constitutional amendment must be communicated to the Students' Representative Council, within five (5) university days.

(f) All amendments to this constitution will only take effect on **ratification** by Student Court, except in cases where ratification is denied in which case it will take effect on approval by the Appeal Court.

29 Constitutional Review

(1) The Academic Affairs Council must review this Constitution every 5th year through the creation of a Constitutional Review Committee.

30 Amendments to Faculty Student Committee Constitutions

(1) Amendments to a Faculty Student Committee's Constitution must—

- (a) Be in accordance with the amendment procedures stated in the respective empowering documents, and;
 - (i) Where these procedures are insufficient or non-existent, the faculty student committee's Chairpersons must approach the Academic Affairs Council member stipulated in section 30(1)(b) for a formal procedure, which must be approved by the Academic Affairs Council Executive Committee.

- (b) Include a member of the Executive Committee of the Academic Affairs Council, or a duly authorised delegate chosen from the ranks of the Academic Affairs Council, who will sit on the respective Committee's Constitutional Review/Amendment Committee.
 - (i) This member will have equal rights as the other members.
- (c) Be proposed to the Academic Affairs Council for ratification by the Chairperson of the faculty student committee's Constitutional Review/Amendment Committee –
 - (i) Following approval from the faculty student committee in accordance with their Constitution, and;
 - (ii) At a special Academic Affairs Council meeting
- (d) Be ratified by the Academic Affairs Council in accordance with section 31 of this Constitution.
- (e) The special Academic Affairs Council meeting must be called for by the Chairperson of the faculty student committee's Constitutional Review/Amendment Committee –
 - (f) With notice of at least five (5) academic days, and;
 - (g) With the following documents submitted at least five (5) academic days prior to the meeting:
 - (i) The active faculty student committee Constitution;
 - (ii) The current faculty student committee Constitution with comments on proposed amendments and reasons for the proposed amendments, and;
 - (iii) A proposed, amended Constitutional document, intended to be the new Constitution of the faculty student committee.
- (h) Wherein the Chairperson of the faculty student committee's Constitutional Review/Amendment Committee will explain the proposals per section and call for a vote to ratify each section separately.
 - (i) On the request of the Chairperson of the faculty student committee's Constitutional Review/Amendment Committee, the Academic Affairs Council may agree to ratify the proposed amendments all at once, following a detailed presentation of each proposed amendment.
 - (i) The Chairperson of the faculty student committee's Constitutional Review/Amendment Committee is mandated to be either the Chairperson or Vice-Chairperson of the faculty student committee.

31 Ratification of Faculty Student Committee Constitutions

- (1) With regard to the ratification of Faculty Student Committee Constitutions:
 - (a) The Academic Affairs Council may ratify any Constitutions, rules, or regulations, or amendments thereto, by faculty student committees, after the Faculty Student

Committee has approved of the proposed Constitution, rules, or regulations, or amendments thereto, in accordance with their Constitution.

- (b) The Academic Affairs Council must receive mandatory training facilitated by the Student Court to equip them with the skills necessary for the execution of its duty to ratify such amendments.
 - (i) This training must be arranged by the Vice-Chairperson of the Academic Affairs Council, in collaboration with the Chief Justice of the Student Court, to be held in the fourth (4th) term of the academic calendar year, or as soon thereafter as possible.
- (c) Ratify in this section will be understood to be a two-thirds (2/3^{rds}) majority vote in favour of ratification.
- (d) The Academic Affairs Council may give conditional ratification to a Constitution or such amendments under circumstances they deem just and equitable. In such cases—
 - (i) The failure of the Faculty Student Committee's Constitutional Review/Amendment Committee to enact the condition/s by the set date will render the conditionally ratified section/s invalid from the instance. The previous Constitution's analogous section will then be reinstated.
 - (aa) Where this creates an undue prejudice for the faculty committee, the Chairperson of the Faculty Student Committee's Constitutional Review/Amendment Committee and the Academic Affairs Council Vice-Chairperson must seek resolution from the Student Court.
 - (bb) The date which the Academic Affairs Council sets for compliance with the condition(s) must be a minimum of two (2) months.
 - (ii) Failure of a faculty student committee's Constitutional Review/Amendment Committee to enact the condition/s set out by the Academic Affairs Council by the date specified, constitutes sufficient ground upon which to institute disciplinary proceedings against the Chairperson of the faculty student committee's Constitutional Review/Amendment Committee.
- (e) Reviews against the decisions of the Academic Affairs Council must be made to the Student Court only on procedural grounds.
- (f) The Faculty Student Committee is empowered to appeal the decision of the Academic Affairs Council to the Student Court, on substantial grounds, in accordance with the Student Court's procedures.

Chapter 11: Student Court jurisdiction

32 Student Court jurisdiction

- (1) The Student Court is authorised to adjudicate over—
 - (a) All matters for which this Constitution provides jurisdiction; and
 - (b) An appeal against any decision made by the Academic Affairs Council Executive Committee, for which this Constitution allows.
- (2) The Student Court may refuse to approve new Constitutions, rules, regulations, or amendments submitted by the Academic Affairs Council on the grounds of—
 - (a) Procedural fairness;
 - (b) Incompatibility with the Academic Affairs Council's constitutional mandate or the constitutional framework of student leadership at the University.
- (3) The Academic Affairs Council may appeal to the Appeal Court against a refusal by the Student Court in terms of subsection (1).
- (4) The Academic Affairs Council must receive mandatory training by Student Court, prior to approving any constitutions, rules, or regulations, or amendments thereto, by faculty committees.
 - (a) All Constitutions, rules, or regulations, or amendments of a Faculty Committee Constitution must be approved by the Academic Affairs Council.
 - (b) Appeals of the decisions of the Academic Affairs Council must be in accordance with the procedure set out in the Academic Affairs Council Constitution.



STUDENTS' REPRESENTATIVE COUNCIL
IBHUNGA ELIMELE ABAFUNDI
STUDENTERAAD



UNIVERSITEIT
iYUNIVESITHI
STELLENBOSCH
UNIVERSITY



Addendum B: DRAFT: Communique to Faculty Management Regarding “Faculty Mentors” and “Dean’s Committees”

saam vorentoe · masiye phambili · forward together

Students' Representative Council
Third Floor, Neelsie Student Centre
Private Bag X1, Matieland, 7602
Tel: +27 21 808 2757 | Email: sr@sun.ac.za



14 March 2022

Dear Deans, Vice-deans, and Faculty Managers of Stellenbosch University.

On 22 February 2022, the Academic Affairs Council (“AAC”) of Stellenbosch University (“SU”) approved a resolution to recommend the implementation of so-called “Faculty Mentors” and “Deans’ Committee Meetings” in all faculties across campus. Furthermore, the AAC Chairperson – George van Dyk – has liaised with the Deputy-Vice Chancellor: Teaching and Learning – Prof. Deresh Ramjugernath – who has offered his support, in principle, for the proposed initiatives. This serves as a suggestive document, providing insight into the recommendation which the AAC hopes will be implemented by all faculties.

‘Faculty Mentors’:

Student leaders run the risk of becoming overwhelmed and burnt out during their terms in office. This may lead to (and has historically led to) lacklustre leadership/work standards, untimely resignations and, in the worst case, academic underperformance which may lead to academic exclusion. As a countermeasure to these realities, the AAC encourages each faculty to implement a so-called ‘Faculty Mentor’ programme.

Broadly speaking, a Faculty Mentor will serve as a role model to the student leader. Based on the agreement between the student leader and their Faculty Mentor, the role of the mentor may include, but is not limited to:

- being a career/education advisor,
- assisting in development of soft skills to enhance human capacity development, and
- a source of wisdom on how to deal with difficulties/adversity.

The AAC does not want to dictate how these relationships will work but hopes to leave this to the prerogative of the student leader and their mentor.

We propose that all staff members within a faculty be eligible to be a Faculty Mentor, upon request and acceptance. For efficiency, we recommend the Chairpersons of each faculty’s student council submit the names of requested Faculty Mentors to the Faculty’s Dean or Vice-dean: Teaching and Learning. The Dean or Vice-dean will then contact the requested Faculty Mentors, informing them of which student leader is requesting them, and asking if they are prepared to take up the request. If approval is received, it is the duty of the student leader to reach out to the Faculty Mentor and establish the relationship from thereon out.

We hope that this proposal is approved in each faculty. Establishing this privilege will certainly assist the student leadership body, creating a foundation upon which to develop healthier, stronger, more successful student leaders. Furthermore, the programme should strengthen the relationship between faculties and student leaders, again, leading to more prosperous outcomes.

‘Deans’ Committee’:

Remaining in the domain of building better, more effective student-faculty relationships, the AAC proposes that each faculty’s dean establish a ‘Deans’ Committee’, if it has not already done so. In each faculty, this would be a committee made up of its dean and vice-deans, its faculty manager, as well as the executive committee of the faculty’s student council. We suggest that this committee meets at least quarterly but may meet more frequently if required or desired.

The purpose of this committee will be to provide a platform for discussion between the faculty's management and the faculty student council via its executive committee, wherein feedback may be given, issues resolved, and nuanced matters dealt with collectively. This will improve the relationship and communication between the student leaders, the faculty's staff, and thus, the faculty's students, allowing for faculty-wide unification and clear communication. Again, we do not want to dictate how this committee will function and recognise the impracticality of a blanket approach and, as such, we wish to leave the particulars to each faculty to decide upon in discussion with their student leaders.

Vision 2040 and SU Values and Attributes motivation:

The AAC believes both these initiatives are in line with and will actively promote the institutions values of excellence, compassion, equity, respect, and accountability. This is vindicated by the institution adopting the core attribute of an organisational culture built on shared values, which is further anchored by professionalism.

Furthermore, we believe the following five of the institution's six core strategic themes will, over time, come to life through these initiatives:

1. A thriving Stellenbosch University.
2. A transformative student experience.
3. Purposeful partnerships and inclusive networks.
4. Networked and collaborative teaching and learning.
5. Employer of choice.

Taking cognisance of the institution's attribute of a strategic focus with a shared vision (which the AAC has bought into), we bear a strong conviction that these initiatives align with the institutions Vision 2040 document. As such, we would be delighted to see the institution afford us the opportunity to build this strategic relationship and expand on existing relationships through these initiatives. Ultimately, we believe this will bolster systemic sustainability in the institution.

Closing:

The AAC is unified in its mission to improve and aid the teaching and learning facilities at SU. Together, as a council, we approve of the recommendations mentioned in this communique, notably the establishment of so-called 'Faculty Mentor' privileges for student leaders, and the establishment of a so-called 'Deans' Committee'. Our aim is to further the communication between student leaders and faculty management towards shared practical objectives and, ultimately, the institution's Vision 2040 document. The AAC hopes that these recommendations are approved in all faculties campus-wide, with the united goal of improving the effectiveness of student leadership and developing supported staff-student relationships. From a grassroots level, we believe this will aid Stellenbosch University in becoming Africa's leading research-intensive university which is globally recognised as excellent, inclusive and innovative, where knowledge is advanced in the service of society.

On behalf of the Academic Affairs Council,

Mr Sebastian Foster | BA(Law) | LLB (PG) *cand.*

Vice-Chairperson

Academic Affairs Council

e: | SFoster@sun.ac.za | **t:** 083 605 4974 | **w:** sun.ac.za/english/management/src/aac
a: SRC Office, 3rd Floor Neelsie Student Centre | 8 De Beer Rd, Stellenbosch.



(Signature 1)

Mr George Van Dyk | BEng Chemical Engineering *cond.*

Academic Affairs Council Chairperson

SRC: Executive Committee

Students' Representative Council

e: | vandyk@sun.ac.za | **t:** 021 808 2757 | **w:** sun.ac.za/english/management/src/

a: SRC Office, 3rd Floor Neelsie Student Centre | 8 De Beer Rd, Stellenbosch



(Signature 2)