



FABI SQUARE

BIOINFORMATICS

2018

Fact Finder  
Rules and Regulations

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UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA



## A welcoming message from the Vice-Chancellor and Principal

# Dear students and prospective students

The University of Pretoria, or UP, is renowned for offering the widest selection of academic programmes among public universities in South Africa. These range from medicine, biochemistry, law, engineering and veterinary science to languages, social sciences, visual design, music, actuarial sciences, accountancy, marketing, business management, and much more. But more importantly, our unwavering commitment to excellence in teaching and learning is widely recognised and we are known for producing graduates who are sought after by potential employers and who can make a meaningful contribution to society.

Various surveys show that UP qualifications are very highly rated among employers, both locally and internationally, and many of our more than 350 000 alumni are well-known leaders in industry and the public sector. A qualification from UP will ensure that you, too, are well positioned to realise your dreams, aspirations and full potential. This was again confirmed when UP was placed in position number 97 globally for alumni outcomes in the QS Graduate Employability Survey published in 2017. The respected international rating agency placed UP in the 251-300 bracket overall and in position 272 in the world for employer reputation.

Because of the size and diversity of our student body and the many programmes on offer, the start of the academic year can be very confusing and daunting to navigate, especially for first-years and new students. We therefore do all we possibly can to provide our students with full information and adequate and effective guidance to assist them, not only during the registration process while they are settling into student life, but also throughout the course of the year.

This Fact Finder and General Rules and Regulations publication is intended to inform, assist and guide you in making important decisions as you enrol or continue your studies at UP and some of you enter the exciting new phase of life as a student for the first time. It contains everything you need to know about the University's faculties, degree programmes, modules to choose from, the academic calendar and, importantly, the many student services and amenities we offer. You will find important information on first and advanced bachelor's and postgraduate degrees and University regulations that apply to admission, registration, requirements for admission to examinations and compliance with degree requirements.

Our primary goal will always be the success of our students, and therefore we devote attention, effort and resources to laying the foundation for school leavers to adapt to university life, and we have a wide variety of support structures to enable our students to complete their degrees within the designated time periods. Students can consult the Fact Finder for the communication channels to resolve problems they experience with academic as well as non-academic issues, and it also contains the disciplinary code for students as prescribed by the University Council.

Academic success is at the very core of our investment in our students, but we have also learned that academic success is dependent on a holistic approach. Psycho-social factors are important, therefore we encourage our students to participate in the wide variety of social activities on offer,

such as taking part in competitive or recreational sport or joining a student society. Students in residences have access to a mix of social and academic opportunities and other students can join Faculty Houses and Day Houses and become class representatives. Student counsellors are available if a student has any psychological problems and there are also other health and wellness services.

In keeping with our commitment to a holistic education, UP invests significantly in sport, arts and culture, leadership development and other social activities for our students. We continue to do so even at a time when public universities are under severe financial pressure, because well-rounded graduates are more likely to succeed in their later careers. Our surveys have shown that employers seek graduates with good interpersonal skills, and the ability to solve problems and work in multicultural teams. These skills, essential in our globalised world, are acquired and honed through exposure to the world beyond academe.

Therefore we have 120 registered student societies ranging from the debating society and music groups, to political and religious societies. And there are our famous choirs. The majority of the members of the award-winning UP Camerata choir and the UP symphony orchestra are not music students but are enrolled for programmes such as engineering, accounting, medicine and many others. I am sure you know that at Tuks we also take our sport seriously. While our successes in rugby, soccer, cricket and athletics are given wide media coverage, you may not be aware of our successes in the so-called minor sports, like rowing, for example. There is a golf range and also an archery range. There are 34 sports codes in total.

As a UP student, you will be assured of a supportive and enabling environment aimed at assisting you to achieve success in your studies and in life. Be sure to explore and experience the opportunities on offer to the full!



**Professor Cheryl de la Rey**  
Vice-Chancellor and Principal

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Disclaimer: This publication contains information about regulations, policies, tuition fees, curricula and programmes of the University of Pretoria applicable at the time of printing. Amendments to or updating of the information in this publication may be effected from time to time without prior notification. The accuracy, correctness or validity of the information contained in this publication is therefore not guaranteed by the University at any given time and is always subject to verification. The user is kindly requested, at all times, to verify the correctness of the published information with the University. Failure to do so will not give rise to any claim or action of any nature against the University by any party whatsoever.

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# University of Pretoria

## Section 1: Fact Finder

### 1. University of Pretoria

Student Service Centre	Location	Postal address
Tel +27 (0)12 420 3111 Email <a href="mailto:ssc@up.ac.za">ssc@up.ac.za</a>	University of Pretoria cnr Lynnwood Road and Roper Street Hatfield South Africa	University of Pretoria Private Bag X20 Hatfield 0028 South Africa
Crisis line	Emergency numbers	Website
Tel +27 (0)80 000 6428 (toll-free)	24-hour Operational Management Centre: Tel +27 (0)12 420 2310/2760  24-hour Operational Manager: Tel +27 (0)83 654 0476	<a href="http://www.up.ac.za">www.up.ac.za</a> <a href="http://www.up.ac.za/parents">Parents' page</a> <a href="http://www.up.ac.za/parents">www.up.ac.za/parents</a> <a href="http://www.up.ac.za/study-finance">Study finance</a> <a href="http://www.up.ac.za/fees-and-funding">www.up.ac.za/fees-and-funding</a>

#### 1.1 Campuses and faculties

**The Hatfield Campus** has more than 60 historical buildings that are spread over 24 hectares. It is one of the most picturesque campuses in South Africa and is close to a business centre with several essential services, such as banks, bookshops, pharmacies, sports facilities, clothing stores, restaurants and coffee shops.

The Hatfield Campus houses the following faculties:

- Economic and Management Sciences
- Engineering, Built Environment and Information Technology
- Humanities
- Law
- Natural and Agricultural Sciences
- Theology and Religion

**The Groenkloof Campus** houses the Faculty of Education.

**The Hillcrest Sports Campus** houses TuksSport and the High Performance Centre (hpc).

**The Mamelodi Campus** houses the:

- BCom – Extended programme
- BSc – Extended programme for the Biological and Agricultural Sciences
- BSc – Extended programme for the Physical Sciences
- BSc – Extended programme for the Mathematical Sciences
- Post-school mathematics and science programmes
- A variety of community engagement programmes

**The Onderstepoort Campus** houses the Faculty of Veterinary Science.

**The Prinshof Campus** houses the Faculty of Health Sciences.

**The Gordon Institute of Business Science (GIBS)** houses academic programmes, as well as a wide range of executive courses that can be custom-designed to suit specific company needs. It is located in Sandton, Johannesburg.

#### 1.2 Student Administration offices

Faculty	Location
Economic and Management Sciences	R1-12 Economic and Management Sciences Building, Hatfield Campus
Education	Administration Building, Groenkloof Campus
Engineering, Built Environment and Information Technology	6th floor Engineering Building 1, Hatfield Campus
Health Sciences	R3-54 Student Administration Centre, Tswelopele Building, Prinshof Campus
Humanities	R2-9 IT Building, Hatfield Campus
Law	R1-56 Law Building, Hatfield Campus
Natural and Agricultural Sciences	Ground floor Agricultural Sciences Building, Hatfield Campus
Theology and Religion	R1-22 Theology Building, Hatfield Campus
Veterinary Science	Arnold Theiler Building, Old Soutpan Road, Onderstepoort Campus

# University of Pretoria

## 1.3 GPS coordinates of campuses

Hatfield	S25° 45' 21" E28° 13' 51"
GIBS	S26° 07' 46.2" E28° 02' 46.788" (56 km from Hatfield Campus)
Groenkloof	S25° 46' 10" E28° 12' 34" (3.5 km from Hatfield Campus)
Hillcrest	S25° 45' 10" E28° 14' 46" (1.2 km from Hatfield Campus)
Mamelodi	S25° 43' 22" E28° 23' 56" (12 km from Hatfield Campus)
Onderstepoort	S28° 10' 54" E25° 38' 52" (22 km from Hatfield Campus)
Prinshof	S25° 43' 57" E28° 12' 10" (6 km from Hatfield Campus)

## 1.4 Google Maps

UP Campus maps are available on Google Maps as well as the Google Maps Application. Type the links below in your Internet browser. Alternatively, you can install the Google Maps Application cost free on your smart phone or tablet.

Campus	Google Maps link
Hatfield Campus	<a href="http://goo.gl/NkGMVd">http://goo.gl/NkGMVd</a>
Hillcrest Sports Campus	<a href="http://goo.gl/JGdYbq">http://goo.gl/JGdYbq</a>
Groenkloof Campus (Faculty of Education)	<a href="http://goo.gl/CUSK6y">http://goo.gl/CUSK6y</a>
Prinshof Campus (Faculty of Health Sciences)	<a href="http://goo.gl/BD2pNm">http://goo.gl/BD2pNm</a>
Onderstepoort Campus (Faculty of Veterinary Science)	<a href="http://goo.gl/gwjdO9">http://goo.gl/gwjdO9</a>
Mamelodi Campus	<a href="http://goo.gl/zKsCbl">http://goo.gl/zKsCbl</a>
Gordon Institute of Business Science (GIBS)	<a href="http://goo.gl/hNbxPi">http://goo.gl/hNbxPi</a>





# Academic matters

## 1.5 Important dates

Description	Dates
Online registration for senior students	From 3 January 2018
Online registration for first-year students	10 to 29 January 2018
Welcoming Day	27 January 2018
Academic orientation of first-year students	30 January to 2 February 2018
Access to UPO, an online academic orientation module for first-year students. Each Faculty's UPO has its own code.	As soon as the student has registered
Division of large course groups: New first-year students	2 February 2018
INSYNC first-year concert	3 February 2018
First term	5 February to 26 March 2018
Closing date for amendments or cancellation of modules without paying fees (Quarter 1, 2 and Semester 1)	19 February 2018
RAG	3 March 2018
Second term	27 March to 29 May 2018
Third term	16 July to 4 September 2018
Closing date for amendments or cancellation of modules, without paying fees (Quarter 3, 4 and Semester 2)	30 July 2018
#I chose UP Day	4 August 2018
Fourth term	5 September to 1 November 2018
Spring Day	26 September 2018

NOTE: The dates above are subject to change. For the most recent information, go to [www.up.ac.za](http://www.up.ac.za) OR <http://linus.up.ac.za/calendars/>

## 2. Academic matters

International students may also refer to Section 5: International students.

### 2.1 Admission (new first-year students)

- If you have been conditionally admitted to the University, the results you obtain in the end examination of your final school-year must still meet the admission requirements of the programme for which you were conditionally admitted. If your results no longer comply with the minimum admission requirements, you will not be admitted. Before you register, you may follow your application status at [www1.up.ac.za](http://www1.up.ac.za) where you will also find relevant communication and checklists.
- Before registration, all admitted students must enter into a legal contract with the University. For more information about the contract and for instructions to complete the contract, visit the UP Student Portal at [www1.up.ac.za](http://www1.up.ac.za).
- Admitted and conditionally admitted students are requested to go online and accept or decline the offer of the University to enrol for the programme for which they have been conditionally admitted. If students wish to cancel their application to study at UP and wish to receive no further communication from the University, they must send an email to [ssc@up.ac.za](mailto:ssc@up.ac.za).
- If you have been placed in a residence, refer to your placement letter for occupation dates.
- If you have been conditionally admitted to a residence, but the end examination results of your final school-year are lower than the required marks for admission, you may not move into the residence until the Student Administration office of the relevant faculty has confirmed your admission. Admission in such cases is not guaranteed.
- If you apply to have some of your Grade 12 subjects remarked, and you do not comply with the minimum admission requirements based on your current results, you will not be allowed to register in the interim. Re-mark results are only available in February and in terms of the University's policy, such marks will not be taken into consideration. You are welcome to apply for the next academic year.
- Writing the National Benchmark Test (NBT) is not compulsory for all programmes. Refer to the relevant faculty brochure.

NOTE: The National Benchmark Test does not replace the Academic Literacy Test that has to be written by new first-year students during the orientation programme for registration and start of the academic year.

#### Contact information

**Tel** +27 (0)21 650 3523  
**Website** [www.nbt.ac.za](http://www.nbt.ac.za)

## Academic matters

### 2.2 Registration (all students)

You will not be allowed to register if you do not comply with the minimum admission requirements for your specific programme.

#### STEP 1: FINANCIAL ASPECTS

**You need to do the following before you will be able to register:**

- Pay the initial fee. Ideally initial payment should reflect on your student account two days prior to registration. It is important to keep in mind that cash payments reflect immediately, but EFT payments only reflect after five days. No cheques will be accepted.
- If you are a bursary holder, you are required to provide the Student Accounts Division in the Student Service Centre with a confirmation letter from your sponsor or bursar, at least five days prior to registration, so that UP can record these details in the system and, if applicable, waive the requirement to pay the initial fee.
- The proof of bursary must be on an official letterhead, signed by the sponsor and must confirm the total amount of the bursary granted to you, as well as indicate what the bursary amount covers (eg tuition fees, accommodation, meals, textbooks, etc).
- A form to assist the sponsor in defining the bursary amounts, is available on the UP website at [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding), choose Undergraduate Funding/Related forms and documents/Employer or Other Bursary.
- If the aforementioned proof of bursary is not submitted at least five days before registration, you will have to pay the initial fee before registration.
- If you have been notified that you have been funded by NSFAS, you will be informed with an sms that your initial fee has been waived.
- Documentation (bank deposit slips, official University receipts, etc) must be presented upon request and if payments were made after the due dates.

**NOTE:** Initial payments that are required before you may register include tuition fees, residence fees and an international administrative levy (as may be applicable to your situation). These amounts can be found on [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

#### STEP 2: DOCUMENTS, DATES AND VENUES

All students will be required to register online during the 2018 registration period. The registration schedule will be made available on the University's website which will indicate the dates for registration and the arrangements with regards to the exceptions. In these cases the following will apply:

- Ensure that you are familiar with the correct venue and dates for registration. Refer to your orientation programme for registration and start of the academic year for this information.
- You are not a registered student just by paying the initial fee. You are only a registered student once you have been issued a proof of registration for the year.

**You will only be able to register online or on Campus\* if:**

- Your student contract has been correctly completed and delivered at UP.
- Your initial payment (R5 000) has been paid.
- Your residence reservation levy (R5 700) has been paid (if applicable).
- You still meet the minimum programme admission requirements with your final NSC/IEB results.

\*If you register on Campus, bring along your ID and one copy.

#### Proof of registration

- You may download and print a proof of registration from the UP Student Portal after you have registered.
- A proof of registration will be emailed to you after you have registered.
- Keep this proof in a safe place.
- A duplicate can be obtained from the Student Service Centre at a prescribed fee per duplicate or can be downloaded free of charge on the UP Student Portal.
- Note that proof of registration cannot be issued to a student without proof of identification (ID, student card, passport or driver's licence).

#### STEP 3: TESTS – NEW FIRST-YEAR STUDENTS ONLY

##### Academic Information Management (AIM)

- Academic Information Management modules (AIM 101, AIM 102, or both AIM 111 and AIM 121, depending on your programme), are compulsory for all new first-year students.
- AIM 101 will be presented in the first semester and AIM 102 in the second semester, depending on your programme.
- AIM 111 will be presented in the first semester and AIM 121 in the second semester.
- No exemption examination is available for AIM 101, AIM 102, or both AIM 111 and AIM 121.

**NOTE:** Comprehensive information regarding these modules will be communicated to students during scheduled registration week sessions. The cost of AIM modules is not included in the estimated tuition fees at [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding) or quotation system.

# Academic matters

## Student Academic Readiness Survey (STARS)

The Student Academic Readiness Survey<sup>©</sup> (STARS) measures prospective students' perception of their readiness for university education. Readiness for university education can be defined as the level of preparation a student has in order to succeed at a higher education institution. In addition to academic achievement, the STARS measures (a) academic attitude and needs, (b) motivational factors, (c) background factors, (d) test and exam skills and (e) general wellbeing. The purpose of the STARS is to identify areas where the University of Pretoria could possibly support you. If you agree, a copy of your report will be available to a faculty advisor who will discuss your report with you if you indicate a need for support. It is in your own interest to answer the survey honestly. Note that this is not an admissions test.

Your personal STARS profile will be available on the UP Student Portal at [www1.up.ac.za](http://www1.up.ac.za) within three weeks of completion of the survey. The UP Student Portal will contain clear instructions for finding your report online, using the following identification detail:

- UP Student Portal login: Eight-digit UP student number eg u17123458
- UP Student Portal password: ID (SA citizens) or passport number (non-South African citizens)

### Contact information

Dr Juan-Claude Lemmens

**Tel** +27 (0)12 420 4161 (08:00–15:30)

**Email** [jlemmens@up.ac.za](mailto:jlemmens@up.ac.za)

**Location** Department for Education Innovation  
R3-58.10  
IT Building

## Academic literacy of first-year students

An inadequate level of academic literacy can impact negatively on a student's chances of academic success. The University of Pretoria has processes in place, through the Grade 12 English marks, or through an academic literacy test, to identify students who might need development. Full details will be communicated in the orientation programme for registration and start of the academic year, which will be distributed to all admitted students in November or December. If you are required to write the academic literacy test, a specific time to do so will be scheduled in the programme. If your Grade 12 English marks are to be used, staff from Faculty Administration will register you for the appropriate programme.

**NOTE:** The Academic Literacy Test does not replace the National Benchmark Test (NBT). For more information on the NBT visit [www.nbt.ac.za](http://www.nbt.ac.za).

### 2.3 Student access cards

- Student cards will be issued after registration.
- A student card will not be issued without proof of identification (ID, passport or driver's licence. Note that your previous student card cannot be used as proof of identification for obtaining a new student card.
- The first student card is issued free of charge. In the event of loss or damage, you may apply for a duplicate card at the Student Service Centre at a prescribed fee.
- Note that no holes or any other modifications may be made to the student access card. Should you make any modification, you will be held liable for the replacement fee.
- Lost, stolen or damaged student cards will also not be replaced without proof of identification (ID, passport or driver's licence).
- Student cards provide access to the campus and various computer facilities and buildings on campus. Keep your student card with you at all times. The student card must be presented upon request and during examinations and tests.
- One student card is issued to every registered UP student when they commence their studies. Keep this card safe as it will be used for the duration of your studies at the University of Pretoria. Student cards will be activated annually, directly after the registration period.

### 2.4 Discontinuation of studies or modules and changing of programmes and/or modules

- You cannot simply stay away from class or just inform the lecturer that you do not want to continue with your studies, a programme or a module.
- The lecturer is not involved with the administration of such changes.
- Students need to familiarise themselves with the relevant due dates as reflected at [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).
- For any enquiries regarding the financial implications of such a decision, contact the Student Accounts Division in the Student Service Centre.
- Students must complete their degree in accordance with the regulations which were applicable when they first registered for a specific field of study or specialisation. If students interrupt their studies or change to another field of study or specialisation, the regulations of the year in which studies are resumed, or in which the new field of study or specialisation is taken, will apply.

### Changing programmes or withdrawing from modules (registered students)

- If you wish to change or discontinue a module, it can be done on the UP Student Portal through the registration component. The discontinuation dates available on the UP website at [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding), (click on Fees and other student account information), will apply.

## Academic matters/Financial matters

- If you want to change programmes, complete a form at the Student Administration office of the faculty where you wish to continue your studies. If you wish to discontinue your studies at the University of Pretoria for the current year or permanently, a prescribed form must be completed at the Student Accounts Division in the Student Service Centre. Failure to do this will result in your account not being closed and fees for the full year being levied. In the event of non-payment, the account will be handed to Legal Services to collect the debt, which may result in blacklisting at credit institutions.

### 2.5 Academic records

- Registered students may obtain an official academic record from the Student Service Centre at a prescribed fee, however, students are encouraged to use the UP Student Portal to download a copy.
- Note that no academic record may be issued to a student without proof of identification (ID, student card, passport or driver's licence).

### 2.6 Travelling abroad

- Students who intend to travel abroad during recess periods can obtain a letter from the Student Service Centre stating that they are going to return to UP to continue with their studies.
- You must be a registered student to obtain this letter.
- Note that no letter can be issued to a student without proof of identification (ID, student card, passport or driver's licence).

## 3. Financial matters

### 3.1 General financial information: 2018

**AIM modules:** The cost of AIM modules is not included in the average cost per programme.

**Family discount:** When two or more dependent children of the same family are registered simultaneously at the University of Pretoria, they may apply for a rebate on tuition fees. The terms and conditions can be found at [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

**The 2.5% discount:** If the student account is paid in full (ie 100%) by 30 April, a 2.5% discount is applicable. For more information go to [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

**Estimates:** The University of Pretoria provides undergraduate students with tuition fee estimates in the following ways:

- See fees per faculty on the [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding) website.
- Estimates do not include AIM modules.
- Tuition fee quotations are available to students as a self-help function. Follow these steps:
  - Login on the UP Student Portal and enter the Student Centre.
  - Under the Finance tab, click on the Student Finances tab.
  - On the next page, click the second Student Finances tab.
  - The fee estimation (quotation) is available there.
  - Use the plus (+) button to add modules or the minus (-) button to remove modules.
  - Click the Generate Quote button. You can then view, save or print the quotation.
  - AIM modules may be added if you need to.

**Accounts:** All accounts are payable on these dates (30 April: 50% and 31 July: 100%), even if you do not receive an account in the mail. Accounts are available on the UP Student Portal (My TUKS Login>Student Service Centre>Finances>Student Finances>Tuition Account). The account can be viewed, saved or printed.

**NOTE:** The internet browser must be set to allow pop-ups. The account will be visible in PDF-format. Students can update the portal with an email address where the account can be sent. (*My TUKS Login>Student Service Centre>under Personal and Contact info, click "update account email address."*)

**Discontinuation dates:** Adding or dropping of modules after registration should be done at your Faculty. Regardless of when a module is added, should you decide to later discontinue said module, the discontinuation costs will be calculated according to the table called "Discontinuation dates," which can be found at [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

**Initial payments:** The initial payment is **not** an additional amount payable, but forms part of the tuition fees and is an initial payment towards the tuition fees. For more information on registration and cancellations fees, go to [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

**Residence fees:** For information on residence fees, residence reservation levy, residence cancellation fee and meals go to [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding) and to [www.up.ac.za/accommodation](http://www.up.ac.za/accommodation).

**Fees paid by bursars:** Students must submit written proof from the sponsor of the bursary awarded to them prior to registration, otherwise the initial payment will be payable by the student. The final decision regarding the acceptance of a bursary letter rests with the university.

**How and where to pay:** UP cashiers are available on all our campuses from Mondays to Fridays from 08:00 to 16:00. For EFT payments, allow at least five working days for payment to reflect on your student account. More information is available at [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding). No cash payments will be possible during registration on the Hillcrest Sports Campus.

# Financial matters

**UP banking details:** The University of Pretoria's banking details are available at [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

**UP Student Portal:** The UP Student Portal allows registered students 24/7 access to their account, personal information, academic record, financing applications, discount amounts, amounts payable, payment dates, quotations and meal-money accounts. The UP Finance Department sends out monthly statements, but cannot guarantee the delivery of these statements. The University assumes that students have access to, and use the portal. The importance of this is highlighted to students during orientation during first-year registration. More information is available at [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

## 3.2 Bursary and loan applications

### ■ UP-managed funding

Applications must be submitted through the UP Student Portal or [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding). Applications are open from 1 August 2017 to 30 November 2017. No late applications will be accepted.

### ■ National Student Financial Aid Scheme (NSFAS)

NSFAS applications opened on 1 August 2017, for students who require financial assistance. For applications and comprehensive information, visit [www.nsfas.org.za](http://www.nsfas.org.za). Applications close on 30 November 2017. Students who received funding for the 2017 academic year should not apply, as NSFAS already has their information.

### ■ Fundi (formerly known as Eduloan)

Since 1996 Fundi has helped over 800 000 Southern Africans to get an education through affordable study loans for full-time and part-time students. As a registered credit provider, our educational loans cover a wide range of student-related necessities, such as books, accessories, laptops, university and private accommodation, as well as tuition with a fixed monthly instalment. Anyone can apply for a loan (students, parents or guardians), provided that the applicant is in fulltime employment or has a registered business.

#### Contact information

**Tel** +27 (0)12 420 2161/5175  
**Email** [lizettevr@eduloan.co.za](mailto:lizettevr@eduloan.co.za)  
**Location** R1-13 Student Centre  
**Business hours** 08:00–16:30

### ■ Other bursary options

You may also visit the following websites for information on bursaries:

- [www.up.ac.za/sport](http://www.up.ac.za/sport) for information on UP sports bursaries
- [www.gostudy.mobi](http://www.gostudy.mobi), which lists bursaries according to field of study
- <http://bursary.hcifoundation.co.za>
- The Bursary Register:

**Tel** +27 (0)11 672 6559  
**Email** [rlevin@mweb.co.za](mailto:rlevin@mweb.co.za)



## Financial matters

### 3.3 Special package offer to academic achievers

The special package offer to academic achievers is based on the average percentage obtained in a school examination (refer to the table below). This special package offer includes guaranteed awards, placement in programmes and/or residence placement. Note that the academic average percentage is based on a calculation formula of the University of Pretoria.

Special package offer to academic achievers (New first-year students in 2018)							
Note: Amounts are for 2018 and will be adjusted for 2019.							
ADMISSION (based on the examination results with which you apply)		ACHIEVEMENT AWARDS (based on the final school-year examination results)				RESIDENCE PLACEMENT (based on the examination results with which you apply)	
Qualifying academic average percentage	Admission to study	Qualifying academic average percentage	FACULTIES			Qualifying academic average percentage	Residence placement
			Natural and Agricultural Sciences AND Engineering, Built Environment and Information Technology	Health Sciences AND Veterinary Science	Other faculties		
75%-100%	Guaranteed admission to your first or second choice open programme (not applicable to selection programmes) if your application is received not later than <b>1 May</b> of the year preceding commencement of studies.	75%-79.99%	R6 400	-	-	85%-100%	Guaranteed placement in a UP residence if your application is received not later than <b>1 May</b> of the year preceding commencement of studies and once you are conditionally admitted to a programme.
		80%-84.99%	R16 000	R6 400	R16 000		
		85%-89.99%	R25 000	R13 000	R25 000		
		90%-100%	R40 000	R20 000	R40 000		
		<b>DUX LEARNER AWARD</b> (based on the final school-year examination results) <b>Dux learner award</b> to the value of R7 500 to the top academic achiever in Grade 12 of a specific school (one learner per school)					

#### NOTE:

- The University reserves the right to amend the regulations and conditions applicable to bursaries, awards and loans without prior warning. Visit [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding) for the latest information.
- For further enquiries, call +27 (0)12 420 3111 or email [csc@up.ac.za](mailto:csc@up.ac.za).
- If you require study advice from a student advisor, contact Ms Carol Bosch at +27 (0)12 420 5144 or [carol.bosch@up.ac.za](mailto:carol.bosch@up.ac.za).
- Terms and conditions apply – visit [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

NOTE: The University of Pretoria reserves the right to amend award values without prior notice.

#### Criteria

- Undergraduate achievement awards are based on the average percentage obtained (not on the number of distinctions).
- The average percentage is not rounded off.
- Undergraduate achievement awards are made automatically to newly-registered undergraduate students who meet the award criteria. Students do not apply for these awards.
- First-year students who register for studies at UP directly after Grade 12 (their final school-year), or who took a gap year(s) after their final school-year, who meet the award criteria, will be considered.
- Students who have previously registered at a tertiary educational institution prior to registering at UP, will not be considered for an achievement award. Students who registered at UP in previous years, are also not considered.
- Qualifying students must be South African citizens or permanent residents in South Africa, or be citizens of a SADC country.
- The average percentage for award purposes is the average of the actual percentages obtained for all recognised NSC/IEB/Cambridge subjects taken, in their final school-year end examination, based on the calculations done by the University of Pretoria.

#### Conditions

- Certain subjects are EXCLUDED in the calculation of average percentages:
  - Life Orientation
  - Mathematics Paper 3
  - Additional Mathematics
  - Practical Music Grade 4 and 5 (Note: Practical Music Grades 6, 7 and 8 are considered for inclusion in the calculation of the average percentage. If your music report is not part of your NSC report, submit your official music report to your faculty's student administration office before 28 January for consideration).

## Financial matters/Accommodation

- The awards are finalised on the basis of the final marks that the University receives from the Department of Basic Education for the final school-year. Results obtained for papers that have been re-marked are not taken into account for award purposes.
- Awards are fully repayable if students discontinue or terminate their studies in the relevant programme for whatever reason during the year in which the award is made.
- If students change their programmes during the year in which the award is made, the award value allocated or awarded will not be cancelled or adjusted upward/downward to align it with the consecutive programmes enrolled for.

NOTE: Be sure to read about all the various funding opportunities on [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

### 4. Accommodation

#### 4.1 Accommodation on UP campuses

##### Residence room fees

Residence room fees are published on [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

##### Non-compliance with programme requirements

Note that you should you no longer comply with the minimum admission requirements of your programme, you may not move into a residence, even if a place was previously allocated to you and paid for.

##### Room changes

- Permission must be granted for a student to move from one room to another. If the correct procedure is not followed, a fine will be charged and debited to the relevant student's account.
- A *Change of Room* form must be completed. This form can be obtained from the Building Coordinator: Residence Facilities.
- Upon receipt of your form, the Building Coordinator: Residence Facilities will conduct a room inspection to determine if any damage occurred in the room you intend to vacate.

##### Departure/moving out of residence

Students who want to leave the residence must give 30 days' notice of departure via the UP Student Portal. A student who leaves must hand in the keys, together with the Departure Form, at the Building Coordinator: Residence Facilities. The room will only be deemed vacated after handing in the keys and Departure Form. Students who depart after 30 September will not be refunded for accommodation.

##### Room renewal

Due to limited accommodation, it is usually not possible to re-allocate all current residing students a place in residence for the following year. You will be requested to reapply for a place in your current residence each year. Residence placement for the following year is based on academic merit. It is therefore important to perform well academically from the first semester.

##### Proof of residence

- Proof of residence can only be supplied to registered students currently residing in a University residence.
- Proof of residence can be obtained from the Student Service Centre.
- Note that no letters can be issued to a student without proof of identification (ID, student card, passport or driver's licence).

##### Contact information

**Tel** +27 (0)12 420 3111  
**Email** [tuksres.placement@up.ac.za](mailto:tuksres.placement@up.ac.za)  
**Website** [www.up.ac.za/accommodation](http://www.up.ac.za/accommodation)  
[www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding)

#### 4.2 Alternative accommodation

The University can unfortunately not provide accommodation to all applicants as the demand exceeds the available places. The following private facilities may be considered for alternative private accommodation:

##### Accredited accommodation in the vicinity of Hatfield Campus

Accredited accommodation	Telephone number	Email and/or website
Hatfield Studios (Prospect Street, Hatfield)	+27 (0)87 365 2847	<a href="mailto:info@hatfieldstudios.co.za">info@hatfieldstudios.co.za</a>
The Fields (City Property) (Burnett Street, Hatfield)	+27 (0)12 362 4473/4504	<a href="mailto:propworld@cityprop.co.za">propworld@cityprop.co.za</a>
Studios @ Burnett (Burnett Street, Hatfield)	+27 (0)87 357 8655	<a href="mailto:info@studiosburnett.co.za">info@studiosburnett.co.za</a> <a href="http://www.studiosburnett.co.za">www.studiosburnett.co.za</a>

## Accommodation

### Accredited accommodation in the vicinity of Hatfield Campus (continued)

Accredited accommodation	Telephone number	Email and/or website
Respublica Student Living • Eastwoods • Hatfield Square • Urban Nest	+27 (0)10 020 0300	info@respublica.co.za www.respublica.co.za
South Point (Pretorius Street, Arcadia)	+27 (0)12 326 1645 +27 (0)800 788 3368	www.staysouthpoint.co.za
The Edge (MidCity Properties) • Festival's Edge • Reitz Edge	+27 (0)12 426 3400 +27 (0)78 852 9477	www.ontheedge.co.za
Rosendal (585 Pretorius Street, Arcadia)	+27 (0)12 341 7600 +27 (0)82 774 3320	segoalem@worldonline.co.za www.segoaleproperties.co.za
Campus Key (cnr Glyn and Prospect Streets, Hatfield)	+27 (0)861 788 3368	www.campuskey.co.za
TMM Lofts (Concord Living) (976 Park Street, Hatfield)	+27 (0)79 650 9496	info@concord-living.co.za www.concord-living.co.za
Duncan Court (1236 Park Street, Hatfield)	+27 (0)83 327 1590	koos@gccaptial.co.za www.duncancourt.co.za

### Accredited accommodation in the vicinity of Prinshof Campus

Accredited accommodation	Telephone number	Email and/or website
Craig's Place (City Property) (Steve Biko Street, Arcadia)	+27 (0)12 319 8700	propworld@cityprop.co.za
Flower's Edge (MidCity Properties) (Malherbe Street, Prinshof)	+27 (0)12 426 3400	www.ontheedge.co.za

### Alternative accommodation in the vicinity of Hatfield and Groenkloof Campuses

Alternative accommodation	Telephone number	Email and/or website
Arlon Property	+27 (0)12 362 5499	arlon@icon.co.za www.arlon.co.za
Isa Carstens Academy Residence	+27 (0)12 348 0125	educationpta@isacarstens.co.za
Off Campus Rental	+27 (0)12 362 6123 +27 (0)83 438 2548	ocrental@telkomsa.net
TheRoomLink	+27 (0)82 629 2870	ilsa@TheRoomLink.com www.TheRoomLink.co.za

## 4.3 Accommodation in Pretoria

### Hotels

<b>City Lodge Hatfield</b> Tel +27 (0)12 423 5000 Website www.citylodge.co.za	<b>City Lodge Lynnwood</b> Tel +27 (0)12 471 0300 Website www.citylodge.co.za
<b>Court Classique</b> Tel +27 (0)12 344 4420 Website www.courtclassique.co.za	<b>Garden Court Hatfield</b> Tel +27 (0)12 342 9600 Website www.tsogosunhotels.com
<b>Hotel 224</b> Tel +27 (0)12 440 5281 Website www.hotel224.com	<b>Hotel at High Performance Centre</b> Tel +27 (0)12 362 9800 Website www.hpc.co.za
<b>Protea Hotel Hatfield</b> Tel +27 (0)12 364 0300 Website www.proteahotels.com	<b>Protea Hatfield Manor Hotel</b> Tel +27 (0)12 362 7077 Website www.marriott.com/hotels/travel/jnbpr-protea-hotel-pretoria-manor
<b>Sheraton Hotel Pretoria</b> Tel +27 (0)12 429 9999 Website www.sheraton.com/pretoria	<b>Southern Sun Pretoria</b> Tel +27 (0)12 341 1571 Website www.tsogosunhotels.com
<b>The Courtyard – Arcadia</b> Tel +27 (0)12 342 4940 Website www.citylodge.co.za	<b>Town Lodge Menlo Park</b> Tel +27 (0)12 348 2711 Website www.citylodge.co.za



## Accommodation/International Students

### Guesthouses

<b>137 Murray Street Guesthouse</b> Website <a href="http://www.murray137.co.za">www.murray137.co.za</a>	<b>Brooklyn Place Guesthouse</b> Website <a href="http://www.brooklynhouse.co.za">www.brooklynhouse.co.za</a>
<b>Brooklyn Guest Houses</b> Website <a href="http://www.brooklynguesthouses.co.za">www.brooklynguesthouses.co.za</a>	<b>Shani Boutique Hotel</b> Website <a href="http://www.shaniboutiquehotel.co.za">www.shaniboutiquehotel.co.za</a>
<b>Pebble Fountain Guest House</b> Website <a href="http://www.pebble-fountain.co.za">www.pebble-fountain.co.za</a>	<b>The Village in Hatfield</b> Website <a href="http://www.thevillageinhatfield.co.za">www.thevillageinhatfield.co.za</a>
<b>Bed and Breakfast in Hatfield</b> Website <a href="http://www.bandbhatfield.co.za">www.bandbhatfield.co.za</a>	<b>Bwelani Guesthouse</b> Website <a href="http://www.bwelaniguesthouse.co.za">www.bwelaniguesthouse.co.za</a>

## 5. International students

### 5.1 International Cooperation Division

All non-South African citizens must report to the International Cooperation Division in the Graduate Centre on the Hatfield Campus prior to registration. The Department of Enrolment and Student Administration will be open from 3 January 2018. (Refer to Section 2: Academic Matters.)

All students who are not South African citizens must submit immigration clearance documents prior to registration.

Before non-South African citizens are allowed to register, they need to submit proof of their legal status in South Africa, as well as proof of adequate medical aid cover. Documents required are stated under the heading 'Supporting documents' and must be emailed to [isd@up.ac.za](mailto:isd@up.ac.za). Students must clearly state their student number on each page.

### 5.2 Special orientation programme

Obtain more information from the International Cooperation office in the Graduate Centre, or visit [www.up.ac.za/international-cooperation-division](http://www.up.ac.za/international-cooperation-division).

### 5.3 Immigration clearance

Non-South African citizens will have to submit proof of legal status in South Africa, as well as proof of adequate medical aid cover at the International Cooperation Office in the Graduate Centre before they will be able to register.

#### Contact information

**Tel** +27 (0)12 420 3111  
**Email** [isd@up.ac.za](mailto:isd@up.ac.za)  
**Website** [www.up.ac.za/international-cooperation-division](http://www.up.ac.za/international-cooperation-division)  
**Location** Graduate Centre  
 Hatfield Campus

#### 5.3.1 Supporting documents

Each of the documents listed below must be submitted via [isd@up.ac.za](mailto:isd@up.ac.za):

- The International Students Information form and Medical Indemnity form, completed and signed (can be downloaded from the website at [www.up.ac.za/international-cooperation-division](http://www.up.ac.za/international-cooperation-division).)
- Copy of a valid passport or ID (in the case of students with permanent residence in South Africa). (Page with photo and number).
- A valid study visa endorsed for studies at the University of Pretoria, or one of the following:
  - An asylum-seekers transit visa
  - Refugee – a Section 24 permit
  - A diplomatic visa (Diplomatic cards are not acceptable)
  - A work visa for part-time postgraduate students
- Proof of medical aid cover. Medical aid premiums must be paid in advance for a period of one year, from January to December). No exceptions will be made.

Permanent residents are still classified as non-South African citizens and must submit a photocopy of their proof of permanent residence in South Africa before registration.

**NOTE:** Permanent residents of countries other than South Africa, including permanent residents of SADC-countries will be captured on UP systems as citizens of their original countries and tuition fees will be levied accordingly.

The above-mentioned documents must be emailed to [isd@up.ac.za](mailto:isd@up.ac.za) as soon as possible. A student will not be able to register until their information has been captured.

## International Students

### 5.4 Medical aid cover for study visa-holders

Non-South African citizens who are holders of a study visa, or who wish to apply for a study visa must, in terms of South Africa's Immigration Act, have sufficient medical aid cover for the duration of their stay in South Africa. Non-South African citizens intending to study at the University of Pretoria can join one of the following medical aid schemes:

#### Momentum Health (Ingwe option)

Membership fees are payable in advance annually.

**Tel** +27 (0)12 671 8749 (Centurion office) or  
+27 (0)86 010 2493  
**Email** studenthealth@momentum.co.za  
**Website** www.ingwehealth.co.za

#### BestMed Medical Scheme (Blueprint student option)

Membership fees are payable in advance annually.

**Tel** +27 (0)12 472 6000 or  
+27 (0)86 000 2378  
**Fax** +27 (0)12 323 4106 or  
+27 (0)12 339 9900  
**Email** nadia@4dhealth.co.za or  
lineyl@curemed.co.za

*NOTE: Although you may, with another international insurance or medical product, secure a study visa from a South African visa issuing authority, the University of Pretoria, in accordance with the Immigration Act, does not recognise such medical cover for registration purposes. Momentum Health offers weekly consultation sessions on the Hatfield Campus, at the International Students Division offices in the Graduate Centre. Students can join Momentum Health (Ingwe option) online by visiting [www.ingwehealth.co.za](http://www.ingwehealth.co.za).*

### 5.5 Universities South Africa (USAf)

A full or foreign conditional exemption certificate is a prerequisite and applicable to non-South African citizens and to students who do not have a South African National Senior Certificate (NSC) qualification or Independent Examination Board (IEB) qualification and who want to enrol for undergraduate studies at the University of Pretoria. This certificate can only be obtained from Universities South Africa.

#### Contact information

**Tel** +27 (0)10 591 4401/2  
**Fax** +27 (0)86 677 7744 (SA Only)  
+27 (0)12 481 2992 (International Only)  
**Email** exemptions@usaf.ac.za  
**Website** <http://he-enrol.ac.za>  
**Location** 1st floor  
Block D and E  
Hadeffields Office Park  
1267 Pretorius Street  
Hatfield 0028  
Pretoria  
**Postal address** PO Box 27392, Sunnyside  
Pretoria 0132

### 5.6 South African Qualifications Authority (SAQA)

#### Contact information

**Call centre** +27 (0)12 431 5000/70  
**Helpdesk** +27 (0)86 010 3188  
**Fax** +27 (0)12 431 5137  
**Website** [www.saqqa.org.za](http://www.saqqa.org.za)  
**Location** SAQA House  
1067 Arcadia Street  
Hatfield  
**Postal address** Postnet Suite 248  
Private Bag X06  
Waterkloof 0145

#### Evaluation of foreign qualifications:

**Tel** +27 (0)12 431 5070  
**Helpdesk** +27 (0)86 010 3188

## Student Affairs

### 6. Student Affairs

The Department of Student Affairs' mission is to design and implement high impact programmes and interventions to enhance student success, leadership, welfare and wellness within a proactive and programme-based approach.

The Student Affairs offices are located in the Roosmaryn Building on the Hatfield Campus. The Department of Student Affairs (DSA) has five sub-divisions: Student Counselling, Student Health Services, Disability Unit, Student Governance and Student Development.

#### 6.1 Student Counselling

The Student Counselling Unit consists of a highly professional, multi-disciplinary team which includes Educational, Clinical and Counselling Psychologists. The Unit provides free and confidential counselling services to all registered UP students.

The Student Counselling Unit offers personal and psychological counselling to improve wellness and psycho-social functioning. Counselling is available for a variety of presenting problems which can include relationships, anxiety, stress, depression and trauma. Learning and academic counselling is offered to empower students with their studies and to address specific learning problems. Career counselling and assessments ensure that students are assisted to make correct career choices or changes. Group interventions involve skills developments courses and support group meetings.

The University, in collaboration with the South African Anxiety and Depression Group (SADAG), offers 24-hour emotional support to students via the official UP 24-hour UP Counselling Careline. The number is +27 (0)800 747 747. Students are also encouraged to visit the SADAG website ([www.sadag.org](http://www.sadag.org)) for more information on mental health matters.

#### Contact information

<b>Hatfield Campus</b> Ethel Motlhamme (Senior Administrative Assistant) <b>Tel (office hours)</b> +27 (0)12 420 2333 <b>Tel (after hours)</b> +27 (0)12 420 2310/2760 (Security: Operational centre) <b>UP Counselling Careline</b> +27 (0)80 074 7747 (toll free) <b>Email</b> ethel.motlhamme@up.ac.za <b>Location</b> Student Centre (opposite TuksFM) Hatfield Campus <b>Office hours</b> 07:30–16:00	
<b>Groenkloof Campus</b> Ronel du Toit and Alex Norton (Counselling Psychologists) <b>Tel</b> +27 (0)12 420 5687/6240 <b>Location</b> Letlotlo Building 1-28	<b>Mamelodi Campus</b> Evelyn Nagel (Clinical Psychologist) <b>Tel</b> +27 (0)12 842 3724 <b>Location</b> Student Health Centre Education Building L204
<b>Onderstepoort Campus</b> Frieda Masipa (Educational Psychologist) <b>Tel</b> +27 (0)12 529 8476 <b>Location</b> Student Health Services Arnold Theiler building	<b>Prinshof Campus</b> Thabang Tlka (Clinical Psychologist) <b>Tel</b> +27 (0)12 319 3054 <b>Email</b> thabangtlaka@gmail.com <b>Location</b> Tswelopele Building 3-12

#### 6.2 Student Health Services

Student Health Services provide basic primary health care services to all registered students at UP. The services are run by fully qualified and registered healthcare professionals and are offered on all UP campuses. This includes the fully accredited Voluntary Counselling and Testing (VCT) Clinic for HIV/AIDS that, in collaboration with the University's Centre for Sexualities, AIDS and Gender (CSA&G), offers free testing and counselling to students.

#### Contact information

**Tel** +27 (0)12 420 2500  
**Location** Student Health Services Building (north of the Piazza)  
 Hatfield Campus

#### Health and wellness services

The medical personnel, doctors and nurses provide the following services:

- Examine, diagnose and treat illnesses. Prescriptions for medicine are issued to students by doctors. Students can buy prescribed medicine at a pharmacy at their own cost.
- Treat injuries of students.
- Refer students to a specialist, relevant clinic, hospital or laboratory when necessary (costs to be borne by the patient).
- Give information, advice or counselling on medical matters.

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- Provide family planning services, and refer students to the onsite pregnancy counselling services in the Roosmaryn Building when necessary, free of charge.
- Provide dietary advice.
- Offer advice regarding lifestyle and health.
- Offer free HIV testing and counselling (Voluntary Counselling and Testing – VCT)
- Offer free eye testing.

### How does the service function?

- Patients are seen on a walk-in basis.
- Appointments should, however, be made for dietary consultation, consultation for pregnancy counselling, eye testing and consultations at the VCT Clinic.

### Important to remember

- Consultations are currently free of charge, but this is subject to change. Phone +27 (0)12 420 2500 for further information.
- Remember your student card each time you visit Student Health Services Clinics.
- Prescribed medicine can be bought at any pharmacy at your own expense.
- You will be required to pay for any specialised examinations.

### Student Health Services Clinics

Campus	Clinic hours	Doctor's consulting hours
<b>Groenkloof Campus</b> Letlotlo Building 2nd floor, Room 2-10	Mondays, Tuesdays, Wednesdays and Fridays: 08:00–15:30 (subject to change)	Mondays: 11:00–13:00 (subject to change) Tel +27 (0)12 420 5233/3423
<b>Hatfield Campus</b> Student Health Services Building	Mondays to Fridays: 08:00–13:00 and 13:45–15:30	Mondays: 10:00–15:00 Tuesdays: 10:00–14:00 Thursdays: 08:30–12:30 (subject to change) Tel +27 (0)12 420 2500
<b>Mamelodi Campus</b> Education Building	Mondays, Wednesdays and Thursdays: 08:00–15:30 (Subject to change)	Wednesdays: 12:00–14:00 (subject to change) Tel +27 (0)12 842 3724/420 2500
<b>Onderstepoort Campus</b> Arnold Theiler Building	Mondays, Tuesdays and Thursdays: 08:30–15:30 (subject to change)	Mondays/Tuesdays: 12:00–14:00 (subject to change) Tel +27 (0)12 529 8243/420 2500
<b>Prinshof Campus</b> Tswelopelo Building Room 3-8	Tuesdays, Wednesdays, Thursdays and Fridays: 08:00–15:30	Thursdays: 13:00–15:00 (subject to change) Tel +27 (0)12 319 2453/420 2500

### 6.3 HIV counselling, testing and programmes

The HIV counselling and testing service for UP students is a collaboration of Student Health Services and the Centre for Sexualities, AIDS and Gender (CSA&G). This free service offers students professional HIV testing with pre- and post-test counselling, and is offered both at Student Health Services and at the offices of the CSA&G (the testing service at the CSA&G offices is available to all UP staff members as well). Students who test positive receive medical and emotional support (from the UP Clinic, the CSA&G and the Division of Student Support) and, where necessary, can access antiretroviral treatment at Tshwane District Hospital. All information is treated with the utmost confidentiality.

In addition to the above-mentioned collaboration with Student Health Services, the Centre for Sexualities, AIDS and Gender works closely with the University in its response to HIV, sexualities and gender, engages in research and teaching and runs community projects. It also runs a comprehensive youth leadership and active citizenship programme, Future Leaders @ Work, to equip young people with intellectual curiosity, knowledge, skills and support to address the challenges posed by HIV/AIDS, sexuality and gender in their personal and professional lives, their communities and in broader society. The Centre for Sexualities, AIDS and Gender operates under the intellectual umbrella of the Faculty of Humanities, but works with all UP faculties, with support from a university-wide reference group.

#### Contact information

**Tel** +27 (0)12 420 4391  
**Email** csa@up.ac.za or shirley.damons@up.ac.za  
**Location** First floor Huis and Haard Building  
 Hatfield Campus

### 6.4 Disability Unit

The Disability Unit (DU) supports students with disabilities in partnership with departments and faculties. The DU endeavours to establish a human rights culture at UP that allows for equal access and participation of students with disabilities in the

## Student Affairs

UP learning environment. In efforts to create an integrated and inclusive learning environment for students with disabilities, the Disability Unit offers the following services:

- Advocacy and advice on any disability related matters.
- Consultative and counselling services for students with disabilities.
- Assistive technological services: screenings, training and support to students with disabilities regarding a variety of assistive computer technologies and software applications available at the DU's computer lab. Training sessions are available on request.
- Adaptive text arrangements: Conversion of study material into accessible formats.
- Facilitation of test and examination venues for students with disabilities.
- Test and Exam Concession applications (relevant supporting medical report required and registration with DU).
- Orientation and mobility training.
- Academic support for students with learning disabilities.
- Psycho-social support for students with disabilities.
- Referrals for recommended textbooks in electronic format.
- Accessible study venues and computer lab.

Important to remember:

All students with disabilities bear the responsibility to timely request the assistance of the Disability Unit as well as to provide any documentation of conditions that may warrant academic accommodations. Kindly consult with the DU regarding required documentation. Concession applications for additional time must be submitted to the DU no later than 30 April, for first semester assessments and 30 September for second semester assessments.

### Contact information

**Tel** +27 (0)12 420 2064  
**Location** R1-4 Old Chemistry Building  
 Hatfield Campus

## 6.5 Student Governance

The Student Governance Division is responsible for coordinating and supporting the activities of the Student Representative Council (SRC). The SRC is the highest student governance structure at UP. It manages student matters and represents students on University committees and forums where decisions are made. SRC representatives serve a one-year term of office. The SRC plays a key role in the coordination of organised student life and must ensure that the extracurricular programme contributes to the overall development of students. The SRC also fulfills an important communication function – on the one hand conveying student needs and interests to the University Management, and on the other hand reporting progress to the student body.

The unit is also responsible for registering and coordinating student societies, clubs and organisations on campus whose purpose is to create a vibrant student life for students outside the classroom. Every year over 100 student societies and organisations are registered.

### Contact information

**Tel** +27 (0)12 420 6558  
**Location** Roosmaryn Building  
 Hatfield Campus

## 6.6 Student Development Division

The focus of the Student Development Division is leadership development and mentorship of students. Students are exposed to a wide range of opportunities to acquire additional life skills to equip them to perform optimally in all spheres of life. Extracurricular activities are facilitated by student committees (Stuku, TuksRAG, Student Sport, Perdeby, Enactus UP, the South African Washington International Programme (SAWIP), Golden Key, Day and Faculty houses and the Class Representative System.) The Division also runs mentorship programmes to support first-year students in order to enhance student success at the University of Pretoria.

### Contact information

**Tel** +27 (0)12 420 6600  
**Location** Roosmaryn Building  
 Hatfield Campus  
**Website** [www.up.ac.za/student-development](http://www.up.ac.za/student-development)

## 6.7 Student Representative Council (SRC)

The Student Representative Council (SRC) represents the interests of students at university and national forums.

### Contact information

**Tel** +27 (0)12 420 6600  
**Location** Roosmaryn Building  
 Hatfield Campus  
**Office hours** 07:30–16:00

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## Student Affairs/Computer facilities

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### 6.8 Day houses

If you are not living in a residence, but would like to have a great student life, then you should consider joining one of the day houses on campus. This will give you the opportunity to take part in organised student life activities such as Rag, sport, cultural and social events.

You can join one of the official day houses: Dregeana, Vividus Ladies, Luminous or Docendo. An annual membership fee is payable. Don't miss out – be sure to sign up with the day house of your choice!

#### Contact information

**Website** [www.up.ac.za/dayhouses](http://www.up.ac.za/dayhouses)

### 6.9 Faculty houses

By default, all students (day and residence students) belong to the faculty house of the faculty in which they are registered. Faculty houses have an academic focus and play an important role in linking students and lecturers in the faculty.

There are no membership fees payable to join a faculty house, but students have the option to purchase items such as T-shirts or to attend camps and other events for which fees are charged. The faculty house also serves as a link with the class representative system in the faculty.

#### Contact information

**Website** [www.up.ac.za/facultyhouses](http://www.up.ac.za/facultyhouses)

### 6.10 Study methods and study advice

#### Study methods

A number of academic development programmes are available to provide assistance to students who lack basic academic skills, such as reading, writing and analytical skills. Since students are drawn from different schooling backgrounds, these programmes aim to close the education gap that exists in the country. The emphasis is on the basic skills required for academic success and development.

#### Study advice

While the University's primary responsibility is that of preparing students for their entry into the labour market, students who experience uncertainty during the course of their studies regarding their choice of career are assisted.

You may arrange to consult with one of the academic programme consultants at the specific faculty's Student Administration Office or with one of the student advisors at the Student Service Centre. If you prefer professional academic testing, kindly contact the counselling psychologist at the Student Counselling Unit to make an appointment.

#### Contact information

**Tel** +27 (0)12 420 2333  
**Location** Student Centre  
 (Opposite TuksFM)

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## 7. Computer facilities

### 7.1 Introduction

Information technology services are provided at the University of Pretoria by the Student Computing Services Division. In order to support the academic efforts of students, the Division provides registered UP students with access to computer equipment and software and also provides technical assistance.

### 7.2 Open labs

The Open labs are situated in the Information Technology Building on the Hatfield Campus, and are available for use by all registered students. All computer facilities have support service desks located inside each facility to assist students. These services are available during each facility's operating times and include the following:

- Login enquiries
- UP Student Portal and ClickUP enquiries
- Student email enquiries (TUKS Gmail enquiries)
- Wireless network setup and enquiries
- Printing enquiries

## Computer facilities

In addition to the facilities on the Hatfield Campus, the Division Student Computing Services also manages facilities on the following campuses:

- Groenkloof Campus
- Mamelodi Campus
- Onderstepoort Campus
- Prinshof Campus

### 7.3 Student IT Helpdesk

#### Contact information: Student IT Helpdesk

**Tel** +27 (0)12 420 3837  
**Email** studenthelp@up.ac.za  
**Office hours** Mondays to Fridays: 07:00–16:30

Consult your Timetable booklet for detailed information on practical sessions that may be scheduled in the Student Computing Services labs.

**Residences.** All the University-administered residences are equipped with IT minilabs for use only by the specific residence's occupants. Students may contact the residence IT support team with any queries regarding the use of the IT infrastructure or computers located in the residence IT laboratories.

#### Contact information: Residence IT Helpdesk

**Tel** +27 (0)12 420 4287  
**Email** itres@up.ac.za  
**Office hours** Mondays to Fridays: 08:00–16:00

**NOTE:** When using the UP network and infrastructure, all official UP policies apply, including the Code of Conduct in the Computing Services Environment and the Policy on the Acceptable Use of Computing Resources. This includes connections via UP's wireless and cabled network from the library, computer facilities, residences and any other building or open area on a UP campus. The viewing and/or downloading of pornographic or copyrighted material (including media items, movies and software) is strictly forbidden and may lead to disciplinary action being taken.

### 7.4 Access to UP's computer systems

#### UP Student Portal

As a conditionally admitted or registered student of the University of Pretoria, you have access to the virtual campus environment via the UP Student Portal. The UP Student Portal is a gateway to all your applications, including ClickUP and the UP Student Centre.

For help accessing the UP Student Portal, visit <https://www1.up.ac.za/uplogin/faces/docs/UPPortal-Help-UPLogin.pdf> or click on "Need help" on the UP Student Portal login page.

#### ClickUP

The University's online learning management system is known as ClickUP. The ClickUP Portal will give you access to your modules.

Depending on your lecturer's preference, you may find the following information in your ClickUP online classrooms in the UP Student Portal:

- ClickUP modules
- Lecturers' contact information
- Study guides
- Content and resources
- Discussion rooms/blogs/wikis
- Projects and assignments
- Anti-plagiarism software (turnitin)
- Tests
- Assignment, project and test marks. Note: semester and final-year marks are only available on the UP Student Portal
- Notifications
- Calendar, what's new?, needs attention, to do

#### UP Student Centre

On the Student Centre (self-service) you will find information about the following:

- Student Academic Readiness Survey Report
- All registered modules (Proof of registration)
- Academic results and records (Academic record)
- Personal biographical information (Email address for student account)

## Computer facilities

- Quotations
- Discount for early payment
- 50% amount payable 30 April
- Student finances information
- Student account and query logging
- Financial aid application and information
- To-do list of outstanding documentation
- Online registration
- Communication
- Uploading of supporting documents
- Acceptance or rejection of application

### 7.5 Self-service password functionality

This service provides a procedure for users to set up or change their UP Student Portal passwords, as well as the ability to reset forgotten or lost passwords themselves.

- Passwords need to conform to the UP policy, which states that a password must consist of at least eight characters, including one or more digit(s) and a combination of upper- and lower-case letters.
- Passwords should not include words found in a dictionary, and should preferably not be names of people, pets, celebrities, sports teams and months of the year.
- Do not write down your password.
- Do not tell anyone your password, as this will enable someone to access all your personal information.

Students are advised to set up challenge questions that may be used to reset their passwords themselves should they forget or lose a password. Guidelines on how to do this are available at [www.up.ac.za/media/shared/368/ZP\\_Files/Self%20Help%20Guides%20Final/2upportalpassword.zp44011.pdf](http://www.up.ac.za/media/shared/368/ZP_Files/Self%20Help%20Guides%20Final/2upportalpassword.zp44011.pdf)

### 7.6 Instructions for new users of the UP Student Portal

- Go to [www.up.ac.za](http://www.up.ac.za). Click on MyTUKS Login.
- Click on the “New users” link on the UP Student Portal login page.
- Login with your username which is ‘u’ followed by your eight-digit UP student number that appears on your student card or application letter eg u12345678.
- Follow the process to create and save a password.
- Select three questions from the list of challenge questions.
- Enter and save the answers to the challenge questions.
- Refer to the self-help guides at [www.up.ac.za/student-services/article/256701/self-help-guides](http://www.up.ac.za/student-services/article/256701/self-help-guides).

#### Contact information

**Tel** +27 (0)12 420 3837  
**Email** [studenthelp@up.ac.za](mailto:studenthelp@up.ac.za)

### 7.7 Internet access

Internet access at the University of Pretoria is provided free of charge to registered students. Although access is free, internet usage will still be linked to each student’s UP computer access account and will be monitored.

**NOTE:** When using the UP network and infrastructure, all official UP policies apply, including the Code of Conduct in the Computing Services Environment and the Policy on the Acceptable Use of Computing Resources. This includes connections via UP’s wireless and cabled network from the library, computer facilities, residences and any other building or open area on a UP campus. The viewing and/or downloading of pornographic or copyrighted material (including media items, movies and software) is strictly forbidden and may lead to disciplinary action being taken.

Students must acquaint themselves with the following two important policies:

- Code of conduct for users of the student computing services environment  
<https://www1.up.ac.za/cs/groups/staff/@public/documents/document/mdaw/mda0/~edisp/004227.pdf>
- Policy on acceptable use of computing resources  
<https://www1.up.ac.za/cs/groups/staff/@public/documents/document/mdaw/mda0/~edisp/004232.pdf>

### 7.8 Tuks Google account

All registered students have free access and use of the Internet on all campuses and residences. All registered students have a UP enabled email service hosted by Google as TUKS Gmail: ...@tuks.co.za. This TUKS Gmail account is used as one of the official channels of communication with students, and once activated will be available for life.

The Google services include spam protection, unlimited mailbox space, a powerful search tool and the ability to send attachments of up to 20MB in size. The Google Apps Education Edition includes applications such as Google Photos, Google Drive, Google Calendar, Google Hangouts and Google Docs.

“I already have a personal Gmail account. How will this affect my TUKS Gmail account?” These two accounts will be completely independent of each other. Your personal account has, for example, the format of “username@gmail.com” while your TUKS account has the format of “u12345678@tuks.co.za”.



## Computer facilities

### 7.9 Google Plus

Google Plus (Google+) is a simple to use, powerful social networking tool, and all posts are visible to the worldwide Google+ community. The Department of University Relations will post important announcements, relevant news items and events on the channel on a daily basis.

The University of Pretoria's official Google Plus (Google+) account is available at <https://plus.google.com/u/0/+universityofpretoria/posts>.

### 7.10 TuksPrint

**TuksPrint** service is a quick and convenient system that enables students to manage all their printing, copying, and scanning needs from one unique print account, mobile or online.

Konica Minolta South Africa (KMSA) has been contracted to provide multifunction devices (MFDs) on all our campuses with advanced functions to print, copy and scan documents with a single solution print billing and release software system (YSoft), which replaces the previous Phonet and P-counter billing systems. This combined multifunction printing and management system for UP students is called **TuksPrint**.

#### TuksPrint features

- **TuksPrint** is a **web and mobile-enabled** system, allowing you to submit and manage print jobs and manage your printing account from your smart **mobile device** or internet connected workstation computer.
- **TuksPrint "pay-per-page"** is a prepaid system. Your **TuksPrint** account will only be debited for pages printed, copied or scanned.
- **TuksPrint "secure-release"**. Use your unique PIN (personal identification number) and your student card at a specific **TuksPrint MFD** to ensure that only you will be able to retrieve your print jobs from that device.
- **TuksPrint on all of UP's campuses**. The same functionality is available at any of almost 200 MFDs on all the campuses. You can print wherever you find a **TuksPrint** linked MFD to enjoy simple and easy "**follow me**" functionality! (See maps).
- **TuksPrint** informs you of every **action in your printing account** by email (eg deposits, scan jobs, print jobs, etc)
- **TuksPrint** is **quick and convenient**.

#### Contact information

**Website** [www.up.ac.za/en/tuks-print](http://www.up.ac.za/en/tuks-print)

### 7.11 Student Technology Programme (STP)

#### What is STP?

The University of Pretoria subscribes to the nationwide Student Technology Programme (STP) for public universities.

#### On offer

- Registered students can purchase various models of laptops or tablets at discounted prices and can choose additional products or warranties added to their purchase.
- All models are compatible with the network and wireless infrastructure of UP.
- All laptops purchased through this initiative are supplied with full software licenses for Microsoft Windows and Microsoft Office 365 is available for students at <http://office365.up.ac.za>.

#### Products offered

- A wide range of laptops, as well as Android and Windows-based tablets are available.
- Students can choose from devices that only support Wi-Fi to devices that have Wi-Fi and 3G capabilities.

#### Contact information

**Website** [www.stp.ac.za](http://www.stp.ac.za)



## Computer facilities/Sport

### 7.12 Wi-Fi network



All registered students have free access and use of the Wireless Internet on all campuses and residences. The University foresees expanded Wi-Fi coverage and provision to communal and departmental venues to meet specific operational needs. Various UP Wireless Internet hotspots provide wireless coverage to identified indoor and outdoor areas on all campuses. For more information, use this QR code.

#### Contact information and connectivity support

##### Staff members and visitors:

**ITS Helpdesk** +27 (0)12 420 3051  
**Email** help@it.up.ac.za

##### Students:

**ITS Helpdesk** +27 (0)12 420 3837  
**Email** studenthelp@up.ac.za

##### Wi-Fi network:

**Email** upwireless@up.ac.za  
**Website** www.up.ac.za/up-wireless-network  
**Wi-Fi** www.up.ac.za/en/up-wireless-network/article/261966/using-wireless

Students are also welcome to visit the Student IT Hub for support with connecting their laptops and other devices to the UP wireless network. The venue is located in the Student Centre on Hatfield Campus, Room 1-11. The available booking times are 09:00 to 15:00. Bookings can be made between 09:00 and 12:00 every day.

**Office Hours** Monday to Friday 08:00 to 16:00  
**Email** studentithub@tuks.co.za

## 8. Sport

### 8.1 Introduction

Sport represents a significant part of student life. The University of Pretoria provides students with opportunities to participate in a variety of sporting disciplines at club, national and international level. The University also boasts excellent sports facilities, which are highly regarded both nationally and internationally.

The Hillcrest Sports Campus is centrally located and is easily accessible to students. TuksSport has a large number of sport clubs and is currently the largest source of athletes for a variety of sports disciplines and national teams. TuksSport forms a vital part of the UP experience and therefore you are encouraged to select the University of Pretoria for an outstanding sports and academic career.

#### Contact information

**Tel** +27 (0)12 420 6060  
**Fax** +27 (0)12 420 6095  
**Email** sportinfo@up.ac.za  
**Website** www.up.ac.za/tuksport

### 8.2 Sports clubs

Sport	Contact information	Sport	Contact information
TuksAthletics	<b>Danie Cornelius</b> Tel +27 (0)12 420 6080 Email danie.cornelius@up.ac.za	TuksNetball	<b>Lifaletu Khumalo</b> Tel +27 (0)12 420 6081 Email tuks.netball@up.ac.za
TuksAquatics: lifesaving, swimming, triathlon, underwater hockey and water polo	<b>Rocco Meiring</b> Tel +27 (0)12 420 6075 Email tuks.aquatics@hpc.co.za	TuksRowing	<b>Xilia Dreyer</b> Tel +27 (0)12 420 4924 Email xilia.dreyer@up.ac.za
TuksHockey	<b>Kgothatso Maboea</b> Tel +27 (0)12 420 6170 Email kgothatso.maboea@up.ac.za	TuksRugby	<b>Ansie du Plessis</b> Tel +27 (0)12 420 6066 Email ansie.duplessis@up.ac.za
Assupol TuksCricket	<b>Blanche Conradie</b> Tel +27 (0)12 420 6124 Email blanche.conradie@up.ac.za	TuksSquash	<b>Liz Mackenzie</b> Tel +27 (0)12 420 6109 Email tukssquash@up.ac.za

## Sport

Sport	Contact information	Sport	Contact information
TuksFootball	<b>Boitumelo Lekalakala</b> Tel +27 (0)12 420 6001 Email boitumelo.lekalakala@up.ac.za	TuksTennis	<b>Makgotso Moloantoa</b> Tel +27 (0)12 420 6083 Email tukstennis@up.ac.za
TuksGolf and PGA Golf Academy	<b>Kevin Wylie</b> Tel +27 (0)12 420 6888 Email kevin.wylie@hpc.co.za	Recreational sport: aikido, basketball, chess, cycling, dance, exploratio, jujitsu, karate, mind sport, orienteering, softball, taekwondo, ultimate and volleyball	<b>Takalani Mfamadi</b> Tel +27 (0)12 420 6061 Email takalani.mfamadi@up.ac.za
TuksGymnastics	<b>Liesel Bouch</b> Tel +27 (0)12 420 6014 Email tuks.gymnastics@up.ac.za	Specialised and individual sports: archery, badminton, canoe, fencing, judo, trampoline and wrestling	<b>Ilze Wicksell</b> Tel +27 (0)12 420 6135 Email ilze.wicksell@up.ac.za

### 8.3 Sports bursaries

Sports bursaries are available, subject to various conditions as determined by each clubs' criteria, to sports achievers who obtained at least provincial colours in the selected sport, and who are full-time, bona fide, registered students at the University of Pretoria. It is expected of these students that they actively participate in this sport for a TuksSport Club while studying at the University. Bursaries can be awarded to an applicant for one sport code only. Applications are open from 30 June to 30 September of the year preceding commencement of study. Application forms are not published online but can be requested via email. Sports bursary applications are handled separately from normal UP registration applications and should only be submitted to the provided email address. To find out more about our sports bursaries, visit the TuksSport website.

#### Contact information

**Tel** +27 (0)12 420 6060  
**Email** riekie.labuschagne@up.ac.za  
**Website** www.up.ac.za/tukssport

### 8.4 High Performance Centre (hpc)

The University of Pretoria's High Performance Centre (hpc) is Southern Africa's first elite performance sports facility. Launched in May 2002, the Centre is the training ground for tomorrow's sporting champions and the venue of choice for sports professionals and enthusiasts alike.

The hpc is situated on the Hillcrest Sports Campus of the University of Pretoria. Its unique combination of world-class training facilities, medical services, accommodation and hospitality, nutritional and scientific expertise and research has earned the hpc its reputation for excellence and success, locally as well as internationally. These facilities attract a steady flow of international athletes as well as local sporting bodies for training camps or specific team preparation. The hpc has become the preferred location for Team South Africa pre-departure camps as well as the preferred centre of specialisation for a significant number of national federations. Within this sporting environment, the Sport Academy Programme is a sporting initiative which has been endorsed by several national federations in South African sport as well as international sporting federations.

The following sporting offerings are catered for by the hpc in conjunction with the TuksSport High School and TuksSport: Judo, Tennis, Rowing, Football (men and women), Golf, Triathlon, Athletics, Swimming and Cricket.

Many African sport federations have also enrolled their own talented athletes into the Academy Programme. These countries include: Zimbabwe, Mozambique, Namibia, Kenya, Zambia and Botswana. Athletes from these countries are part of the hpc and compete in local club, provincial and national competitions as part of their performance development.

#### Contact information

**Tel** +27 (0)12 484 1700  
**Fax** +27 (0)12 484 1701  
**Email** info@hpc.co.za  
**Website** www.hpc.co.za

### 8.5 TuksSport High School

TuksSport High School is an Independent school for boys and girls from Grade 8 to 12. The school forms part of the High Performance Centre (hpc), and shares its vision of offering a unique sporting and learning environment to its learners. This specialised school allows current and potential high performance athletes to train and travel internationally, while still staying in school. TuksSport High School offers learner athletes a unique opportunity to live out their passion for sport in a distinctive and supportive sporting milieu created by the hpc and the University of Pretoria.

#### Contact information

Sphelele Khuzwayo  
**Tel** +27 (0)12 484 1780/6  
**Email** sphelele.khuzwayo@hpc.co.za

# Transport and parking

## 9. Transport and parking

### 9.1 Parking and traffic

#### Hatfield Campus

Undergraduate students may park in the designated areas surrounding the Hatfield Campus. Parking is extremely limited. Tshwane Metro Police issues fines whenever students park illegally on sidewalks. The University cannot take any responsibility for these fines.

Honours and master's students may park on campus from 14:00 and doctoral students any time. A parking disc must be obtained online via the UP Student Portal. Parking is not allowed on reserved and undercover parking bays. Parking is allowed over weekends.

The official student parking areas of the University in the Hatfield area are located as follows:

- Corner of Burnett and Festival Streets (H17)
- Corner of Herold Street and Duxbury Road (H29)
- Corner of Herold Street and Lynnwood Road (H30)
- Corner of Hilda Street and Duxbury Road (no parking code as yet)

These above areas are enclosed areas that are patrolled by security officers of the Department of Security Services. To gain access to these areas, students must produce a valid student card at the gate.

#### Onderstepoort, Mamelodi and Prinshof Campuses

Students at the Onderstepoort, Mamelodi and Prinshof Campuses apply for parking discs at their specific campuses and are allowed to park on the campus full-time. Parking is not allowed on reserved and undercover parking bays.

#### Engineering 3 Parkade (Hatfield Campus)

The Engineering 3 Parkade is only accessible from the entrance situated in University Road. Access control for students is on a prepaid credit or a pay-on-foot cash basis as is the case at other parkades. Payments can be made in cash or by means of a credit card at an automatic payment station. A prepaid credit system is available and a student can open an account at the Katanga Parking Management control room on level 2 in the Parkade.

The following rates will apply to casual student parking on weekdays from 06:00 to 18:00:

- 0–2 hours: R5
- 2–4 hours: R8
- 4–6 hours: R10
- 6+ hours: R20

A flat rate of R8 will apply from 18:00 to 06:00 on weekdays and over weekends. This will not apply when the Parkade is used for special events. For events at Loftus Versfeld, a flat rate of R100 will apply. The penalty for cars left in the Parkade for more than 24 hours is R250. The penalty for a lost ticket is R50.

#### Parking for residence students

Residence students who qualify, may park in the paid parking areas at the residences. There are a limited number of parking bays available. Students may apply at General Enquiries in the Student Service Centre for open parking at the relevant residences by completing the Residence Parking Disc form. All undercover parking applications for parking at the residences are submitted to and allocated by the relevant Residence House Committee member responsible for Administration.

#### Parking for students with disabilities

Students who are permanently physically disabled can apply for parking discs at the Parking Division in the Student Service Centre. Note that a written motivation from your doctor must be submitted along with your application.

#### Contact information

**Contact person:** Retha Labuschagne  
**Tel** +27 (0)12 420 5172  
**Email** accesscontrol.ssc@up.ac.za

### 9.2 Transport/bus services

**Public bus services:** [www.tshwane.gov.za/Services/Transport/pages/default.aspx](http://www.tshwane.gov.za/Services/Transport/pages/default.aspx)

**University of Pretoria bus services:** A bus timetable and route indicator will be visible on ClickUP and on the UP website at [www.up.ac.za](http://www.up.ac.za).

**Residence bus services:** The University provides a free bus service between most residences, except where residences are situated within walking distance of the campus.

## Transport and parking

Park-and-ride commuter service for staff and students between the Hillcrest Sports Campus, Groenkloof Campus and Hatfield Campus

- The facility is available for use by staff and students.
- Security guards will be on duty to facilitate parking.
- Staff and students must show a valid staff or student card on request.
- The park-and-ride facility is free of charge.
- A timetable and route indicator will be on ClickUP and on the UP website at [www.up.ac.za](http://www.up.ac.za).

### Between the Hillcrest Sports Campus and the Hatfield Campus

Because of a lack of parking, students are encouraged to park at the Daan Swiegers parking area on the Hillcrest Sports Campus. A bus service is available for students who prefer to park at the Hillcrest Sports Campus or who take part in activities there. The bus departs from the parking area next to the Daan Swiegers Building on the Hillcrest Sports Campus.

- From the Hillcrest Sports Campus to the Hatfield Campus, a 60-seater bus departs every half-hour from 06:45 to 17:45.
- From the Hatfield Campus at the H29 parking area on the corner of Duxbury Road and Herold Street, a 60-seater bus picks up and drops off passengers every half-hour from 07:00 to 17:30.

### Between the Groenkloof Campus and the Hatfield Campus

A bus service is available to transport students between the Groenkloof Campus and the Hatfield Campus. A bus departs from the parking area in front of the Letlotlo Building on the Groenkloof Campus.

- From the Groenkloof Campus, a bus departs every half hour from 06:30 to 18:00.
- On the Hatfield Campus, the bus stops at the H29 parking area on the corner of Duxbury Road and Herold Street to pick up or drop off passengers.
- From the Hatfield Campus, a 60-seater bus picks up and drops off passengers every half hour, from 06:30 to 18:30, at the H29 parking area on the corner of Duxbury Road and Herold Street.

### Between the Groenkloof Campus and the Hatfield Campus – late night service

A bus service is also available late at night to transport students from the Hatfield Campus to the Groenkloof Campus.

- From the Groenkloof Campus at the Letlotlo Building to Hatfield Campus at the H29 parking area on the corner of Duxbury and Herold Street, a bus departs at 19:00, 20:00, 21:00 and 22:00.
- From the H29 parking area on the corner of Duxbury Road and Herold Street on the Hatfield Campus to the Groenkloof Campus, a bus departs at 19:30, 20:30 and 21:30.

### Between the Mamelodi Campus and the Hatfield Campus

A bus service is available for students enrolled for all the extended programmes that is presented on the Mamelodi Campus. Buses depart from the H29 parking area on the corner of Duxbury Road and Herold Street on the Hatfield Campus to the Mamelodi Campus daily at 06:45 and return at 17:20.

### Between the Prinshof Campus and the Hatfield Campus

A bus service is available for students with lectures on both the Prinshof and Hatfield Campuses. The bus departs from the HW Snyman Building North main gate at the Prinshof Campus and from the H29 parking area on the corner of Duxbury Road and Herold Street on the Hatfield Campus. A timetable and route indicator will be on ClickUP and on the UP website at [www.up.ac.za](http://www.up.ac.za).

### Contact information

**Email** [cornelia.basson@up.ac.za](mailto:cornelia.basson@up.ac.za)

## 9.3 Travel agents

<b>Atlantis Corporate Travel</b> <b>Tel</b> +27 (0)11 656 0809 <b>Email</b> <a href="mailto:floriso@atlanticorporate.co.za">floriso@atlanticorporate.co.za</a>	<b>Sure Glenwood Travel (Hatfield Campus)</b> <b>Tel</b> +27 (0)12 362 5159 <b>After hours</b> +27 (0)79 503 9078 <b>Email</b> <a href="mailto:cathy@glenwoodtravel.co.za">cathy@glenwoodtravel.co.za</a>
<b>Sure Glenwood Travel (Lynnwood Road)</b> <b>Tel</b> +27 (0)12 348 8131 <b>Email</b> <a href="mailto:maria@glenwoodtravel.co.za">maria@glenwoodtravel.co.za</a>	<b>Travel with Flair</b> <b>Tel</b> +27 (0)12 436 9000 <b>Email</b> <a href="mailto:jorina@twf.co.za">Jorina@twf.co.za</a> <a href="mailto:Linda@twf.co.za">Linda@twf.co.za</a>
<b>Tourvest Travel</b> <b>Tel</b> +27 (0)11 790 0000 <b>Email</b> <a href="mailto:TTSUP@travel.co.za">TTSUP@travel.co.za</a>	

## Transport and parking/General services

### 9.4 Shuttle services

Should you require transport to the campus or to your accommodation in Pretoria, you may contact one of the following companies:

<b>Gautrain</b> Your first consideration should be to make use of the Gautrain. <b>Tel</b> +27 (0)800 428 87246	<b>Airport Link</b> <b>Tel</b> +27 (0)11 792 2017 <b>Email</b> bookings@airportlink.co.za <b>Website</b> www.airportlink.co.za
<b>Ulysses Tours</b> <b>Tel</b> +27 (0)12 653 0018 <b>Email</b> ulysses@lantic.co.za <b>Website</b> www.ulysses.co.za	<b>Xpert Shuttle</b> <b>Tel</b> +27 (0)12 807 7312 <b>Email</b> info@xpertshuttle.co.za
<b>EZ Shuttle</b> <b>Tel</b> +27 (0)86 139 7488 <b>Email</b> info@ezshuttle.co.za <b>Website</b> www.ezshuttle.co.za	<b>PS Tours</b> <b>Tel</b> +27 (0)12 565 4246 <b>Email</b> pstours@lantic.net
<b>Roxburg Travel</b> <b>Tel</b> +27 (0)84 556 2304 <b>Email</b> roxburg@iafrica.com <b>Website</b> www.roxburgtravel.com	<b>Shuttle Direct</b> <b>Tel</b> +27 (0)86 173 4732 <b>Email</b> admin@shuttledirect.co.za <b>Website</b> www.shuttledirect.co.za

## 10. General services

### 10.1 Campus shops

<b>Bookmark</b> The campus bookshop Bookmark is located on the Hatfield, Groenkloof, Mamelodi and Prinshof campuses. Bookmark strives to stock all the prescribed books, most of the recommended textbooks, as well as contemporary books, stationery, gift wrap, files and cards.	<b>Contact information</b> <b>Tel</b> +27 (0)12 420 5684 (Groenkloof) +27 (0)12 362 4420 (Hatfield) +27 (0)12 842 3553 (Mamelodi) +27 (0)12 319 2204 (Prinshof) <b>Email</b> info@bookmark.co.za <b>Website</b> http://bookmark.co.za <b>Location</b> Student Centre Hatfield Campus <b>Office hours</b> Mondays to Fridays: 08:00–17:00 Saturdays: 08:00–13:00 Sundays and public holidays: closed
<b>Sure Glenwood Campus Travel</b> Travel assistance is rendered to students at competitive prices. Services include quotations, airline tickets, bus tickets (Greyhound and Intercap), tour packages (local and abroad), student rates and car hire.	<b>Contact information</b> <b>Tel</b> +27 (0)12 420 4735 or +27 (0)12 362 5159 <b>Email</b> cathy@glenwoodtravel.co.za <b>Location</b> Student Centre Hatfield Campus <b>Office hours</b> Mondays to Fridays: 08:30–16:30
<b>Hatfield Campus Student Copy Centre</b> Students may visit the Copy Centre for photocopying, printing, binding, laminating and sending faxes.	<b>Contact information</b> <b>Tel</b> +27 (0)12 420 2210 <b>Location</b> Student Centre Hatfield Campus <b>Libraries on all University campuses</b> <b>Office hours</b> Mondays to Fridays: 07:30–16:00

### 10.2 Dining halls and payment of meals

A dining hall (the Klooster Hall beside the UP Chapel) is available on the Hatfield Campus for all students. Payments can be made at the cashiers in the Student Service Centre. This will allow you to book for meals at the dining hall using your student card.

UP has established a new dining hall, TuksMonate, on the Hillcrest Sports Campus. Students need not book meals in advance. Boekenhout, Olienhout, Taaibos and Kollege residences do not have their own dining halls anymore, and students from these residences are all welcome to eat at TuksMonate.

## General services

### Contact information

**Tel** +27 (0)12 420 6947  
**Email** marmara.deklerk@up.ac.za  
**Location** Hillcrest Sports Campus

For residence students, an amount is debited in advance against your student account, which can be used for meals at the specific residence's dining hall. Once this amount is depleted, students can pay an additional amount at the cashiers in the Student Service Centre to be used for meals. Residence students may request the Student Accounts Division in the Student Service Centre to transfer money from their residence meal account to the Klooster Hall if they would like to have some of their meals there instead of in the residence dining hall.

There are a variety of restaurants and coffee shops that operate on a cash basis on the different campuses of the University of Pretoria.

### 10.3 Food outlets

<b>Adlers</b> <b>Tel</b> +27 (0)12 362 8854 <b>Location</b> Huis and Haard Building Hatfield Campus	<b>Adlers</b> <b>Tel</b> +27 (0)12 842 3577 <b>Location</b> Arena Building Mamelodi Campus
<b>Chips Café</b> <b>Tel</b> +27 (0)12 362 1081 <b>Location</b> Student Centre Hatfield Campus	<b>Coffee Buzz</b> <b>Tel</b> +27 (0)12 362 5262 <b>Location</b> Student Centre Hatfield Campus
<b>CPR Café</b> <b>Tel</b> +27 (0)12 329 1612 (Prinshof) <b>Location</b> HW Snyman Building (Prinshof Campus)	<b>Crisp Health Cafe</b> <b>Tel</b> +27 (0)12 356 3031 (Prinshof Campus) +27 (0)12 373 0200 (Kalafong) <b>Location</b> Tswelopele Building (Prinshof Campus) Klinikala Building (Kalafong)
<b>EDS Express</b> <b>Tel</b> +27 (0)12 460 5595 <b>Location</b> Letlolo Building Groenkloof Campus	<b>Groenkloof Hub</b> <b>Tel</b> +27 (0)12 420 5611 <b>Location</b> Building No10 Groenkloof Campus
<b>Haloa Coffee Shop Hatfield Campus</b> <b>Tel</b> +27 (0)12 420 4992 <b>Location</b> Engineering tower Hatfield Campus	<b>Haloa Coffee Shop Groenkloof Campus</b> <b>Tel</b> +27 (0)12 420 5962 <b>Location</b> Opposite Aldoel Building next to Bookmark Groenkloof Campus
<b>Haloa Coffee Shop Prinshof Campus</b> <b>Tel</b> +27 (0)12 319 2376/+27 (0)60 654 8480 <b>Location</b> Opposite Aldoel Building next to Bookmark Prinshof Campus	<b>La Fiamma</b> <b>Tel</b> +27 (0)12 529 8254 <b>Location</b> Lesedi Building Onderstepoort Campus
<b>Oom Gert's Kiosk</b> <b>Tel</b> +27 (0)12 362 6811 <b>Location</b> Huis and Haard Building Hatfield Campus	<b>Oom Gert's Kuierplek</b> <b>Tel</b> +27 (0)12 362 6811 <b>Location</b> Huis and Haard Building Hatfield Campus
<b>Piazza Foods</b> <b>Tel</b> +27 (0)12 362 3128 <b>Location</b> Student Centre Hatfield Campus	<b>Pie City</b> <b>Tel</b> +27 (0)12 362 0538 <b>Location</b> Student Centre Hatfield Campus
<b>Pure Café</b> <b>Tel</b> +27 (0)12 420 4517 <b>Location</b> Building 18, Old Club House, Hatfield Campus	<b>Spageti's</b> <b>Tel</b> +27 (0)12 362 1661 <b>Location</b> Student Centre Hatfield Campus
<b>Steers Tukkies</b> <b>Tel</b> +27 (0)12 420 3242 <b>Location</b> Next to the Rautenbach Hall (below the Aula) Hatfield Campus	<b>Torpedo's</b> <b>Tel</b> +27 (0)12 362 1171 <b>Location</b> Student Centre Hatfield Campus
<b>Tribeca</b> <b>Tel</b> +27 (0)12 420 6886 <b>Location</b> Next to the Rautenbach Hall (below the Aula) Hatfield Campus	

## General services

### 10.4 Career services and student job opportunities

The Career Services Unit in the Department of Enrolment and Student Administration assists students to get ready for the world of work. There is an increasing demand for tertiary institutions to produce graduates who are employable in the sense that they reflect the attributes, capabilities and dispositions to work successfully.

The primary role of the Career Services Unit is to assist students to acquire the necessary soft skills to enter the world of work. The Unit offers various support functions including assistance with building and writing CVs, cover/motivational letters, career related advice on career planning, psychometric assessment preparation, job searches, job applications, preparation for interviews and work readiness workshops. It also offers free online work readiness courses that are easily accessible through the UP Student Portal.

Furthermore, specific job opportunities for students, as well as opportunities for graduates to enter fulltime employment or graduate development programmes, are advertised by companies on the University's Career Portal. Students/Alumni must login to the UP Student Portal and login to TuksCareers with the UP Student Portal login details in order to access and view job postings ([www.up.ac.za](http://www.up.ac.za) > MyTuks Login > Login > TuksCareers).

#### Contact information

**Tel** +27 (0)12 420 2315  
**Email** [careerservices@up.ac.za](mailto:careerservices@up.ac.za)  
**Location** Old Chemistry Building, Room 1.5.2  
 Hatfield Campus

### 10.5 The Department of UP Arts

#### UP Museum collections

The Department of UP Arts manages and curates the University's museums and 52 diverse art and heritage collections. These collections comprise the largest sculptural, ceramic collection, and art archive in South Africa, and include the national heritage Mapungubwe archaeological gold collection, as well as the only museum conservation laboratory at a university.

The museums continue a rich 108-year-old research tradition, making use of the art and heritage collections that are fundamental for curation, research, training and teaching purposes. The museums serve students and researchers by means of practical classes, collection visits to storage facilities and permanent exhibitions for the public, specialised museum tours and research opportunities for postgraduate studies. The museums also partner with many departments and faculties, scholars and students, as well as with external institutions to encourage collaborative and supportive research, and to provide wider research access to the university collections.

The ceramic collections form the largest part of the museum collections. Consisting of about 7 000 ceramics, it is one of the most comprehensive collections in South Africa. The ceramic collections contain valuable eastern, western, South African as well as other representative ceramics from almost every continent dating from 3 BC to the 21st century. The University is also custodian of one of the largest sculpture collections, comprising 830 sculptures, particularly bronze artworks by artists such as Edoardo Villa, Anton van Wouw and other African sculptors. The University art collection contains over 12 760 artworks, paintings and graphics by well-known South African as well as many international artists.

#### Contact information

**Tel** +27 (0)12 420 2945  
**Email** [museums@up.ac.za](mailto:museums@up.ac.za)

#### Large group bookings with UP Campus Tours

**Tel** +27 (0)12 420 5155  
**Email** [hcstours@up.ac.za](mailto:hcstours@up.ac.za)

#### Music Ensembles

The Department of UP Arts annually manages a large variety of world-class concerts in the many theatres and halls on the campuses of the University of Pretoria to add value to the cultural development of students, staff and the University community at large. Such concerts do not only involve internal UP performers and role-players, but also allow musicians from outside the University to perform to a large diversity of audiences. More than 25 free UP Arts Lunch Hour Concerts are presented annually to afford performers the opportunity to perform to a live audience. Free lunch-hour concerts are presented at 12:40 on Thursdays in the MUSAION.

Talented students, irrespective of their formal training, are given the opportunity to participate in making music through ensembles and choirs such as Tuks Camerata, UP Ovuwa Cultural Ensemble, the UP Symphonic Winds (UPSW) and the University of Pretoria Symphony Orchestra (UPSO).

The Onderstepoort Community Choir (OPCC), UP Youth Choir (UPYC), UP Jacaranda Children's Choir (JCC) and UP Brass Band are also affiliated to UP Arts.

#### Contact information

**Tel** +27 (0)12 420 5450  
**Fax** +27 (0)12 420 4918  
**Email** [motlatsi.matlakala@up.ac.za](mailto:motlatsi.matlakala@up.ac.za)



## General services

### 10.6 Legal aid

#### Services rendered by the University of Pretoria's Law Clinic

A variety of services are rendered by attorneys, candidate attorneys and students. These services are, however, only available to those individuals who qualify in terms of a means test. Only persons who earn less than R7 000 per month gross and whose asset value does not exceed R350 000 in case of immovable and/or movable assets, are eligible for assistance. The rendering of the services provides much needed legal aid to the indigent who has very little chance of obtaining these services from private practitioners.

The Law Clinic:

- does not conduct any consultations telephonically or by email; an appointment must be made at the offices of the Law Clinic; and
- does not charge any fees for professional services rendered to clients; clients are only liable to pay for their disbursements, such as sheriff's fees.

#### Contact information

**Tel** +27 (0)12 420 4155  
**Fax** +27 (0)12 362 6216  
**Email** aniki.grobbelaar@up.ac.za  
**Location** University of Pretoria Law Clinic  
 1107 South Street  
 Hatfield

**Office hours** Mondays to Fridays: 08:00–16:00 (office closed between 13:00 and 14:00)  
 Saturdays: Closed

### 10.7 Library services

The Department of Library Services is host to a world-class modern academic research library network spread over the six campuses of the University. This service is aligned to the University of Pretoria's faculties with customised services for undergraduates, postgraduates, staff, alumni and visiting academics. All services are designed to create a gateway to global information and support learning, teaching and research through interaction with professional staff.

Key initiatives include access to wide-ranging print and electronic collections, online assignment support for undergraduate students, an online reference service, wireless hot spots, search engines to access electronic journals, books and databases, an institutional repository, various audio-visual materials, dedicated facilities for the physically challenged and postgraduates and interlending library facilities to national and international collections.

The MakerSpace in the Merensky 2 Library encourages creativity and innovation by providing tools and services such as 3D printing, 3D scanning, electronics and various software packages to help students turn their ideas into reality. Contact the MakerSpace at makerspace@tuks.co.za for more information.

All of these initiatives actively contribute to a world-class learning environment. Self-service printers are available at the Merensky 2 Library, as well as at some of the faculty libraries. To make photocopies, deposit money into your student printing account at the Copy Centre in the library. The weekly library training schedule is available at [www.library.up.ac.za/training/index.htm](http://www.library.up.ac.za/training/index.htm).

#### Contact information

**Library mobile app** [www.library.up.ac.za/quality/app.htm](http://www.library.up.ac.za/quality/app.htm)  
**Website** [www.library.up.ac.za](http://www.library.up.ac.za)  
**Facebook** UP Library Services – <https://www.facebook.com/pages/UP-Library-Services/34563526704>  
**Twitter** @UPLibrary – <https://twitter.com/UPLibrary>

<b>Basic Medical Sciences and Dentistry Library (Prinshof Campus)</b> <b>Tel</b> +27 (0)12 319 2905 <b>Email</b> <a href="mailto:myleen.oosthuizen@up.ac.za">myleen.oosthuizen@up.ac.za</a> <b>Location</b> Faculty of Health Sciences Basic Medical Sciences Building 9 Bophelo Road Gezina	<b>Education Library (Groenkloof Campus)</b> <b>Tel</b> +27 (0)12 420 5536 <b>Email</b> <a href="mailto:julene.vermeulen@up.ac.za">julene.vermeulen@up.ac.za</a> <b>Location</b> Media Building cnr George Storrar Drive and Leyds Street
<b>Medical Library (Prinshof Campus)</b> <b>Tel</b> +27 (0)12 356 3181 <b>Email</b> <a href="mailto:kabelo.nzima@up.ac.za">kabelo.nzima@up.ac.za</a> <b>Location</b> Faculty of Health Sciences HW Snyman Building 31 Bophelo Road Gezina	<b>Jotello F Soga Library (Onderstepoort Campus)</b> <b>Tel</b> +27 (0)12 529 8007/8/9 <b>Email</b> <a href="mailto:susan.marsh@up.ac.za">susan.marsh@up.ac.za</a> <b>Location</b> Faculty of Veterinary Science Arnold Theiler Building Onderstepoort Campus Zoutpan Road (M35) Onderstepoort

## General services

<b>Klinikala Library (Kalafong Academic Hospital)</b> <b>Tel</b> +27 (0)12 373 1031 <b>Email</b> asia.matlala@up.ac.za <b>Location</b> Klinikala Building Klipspringer Road Atteridgeville	<b>Mamelodi Library (Mamelodi Campus)</b> <b>Tel</b> +27 (0)12 842 3566 <b>Email</b> jacob.mothutsi@up.ac.za <b>Location</b> cnr Hinterland Street and Solomon Mahlangu Drive Mamelodi
<b>Merensky 2 Library (Hatfield Campus)</b> <b>Tel</b> +27 (0)12 420 2235/6 or +27 (0)12 420 3150 <b>Online contact</b> <a href="https://goo.gl/Htn1K5">https://goo.gl/Htn1K5</a> <b>Location</b> Department of Library Services Lynnwood Road	<b>Music Library (Hatfield Campus)</b> <b>Tel</b> +27 (0)12 420 2317 <b>Email</b> isobel.rycroft@up.ac.za <b>Location</b> Musaion Lynnwood Road
<b>Oliver R Tambo Library – Law Library (Hatfield Campus)</b> <b>Tel</b> +27 (0)12 420 2268 <b>Email</b> shirley.gilmore@up.ac.za <b>Location</b> Law Building Lynnwood Road	<b>Witbank Library</b> <b>Tel</b> +27 (0)13 653 2342 <b>Email</b> riki.duplessis@up.ac.za <b>Location</b> Witbank Hospital E-Health Centre Mandela Drive eMalahleni

### Study Centre hours

#### Weekdays

Open 24 hours per day

#### Campus library hours

All libraries are closed on public holidays and observances.

During the examinations library operating hours are extended.

#### Website

[www.library.up.ac.za/aboutus/hours.htm](http://www.library.up.ac.za/aboutus/hours.htm)

Library	Mondays, Wednesdays and Thursdays	Tuesdays	Fridays	Saturdays	Sundays
Basic Medical Sciences (BMS) and Dentistry	07:00–17:00	08:30–17:00	07:00–16:00	Closed	Closed
Groenkloof	07:30–21:00	08:30–21:00	07:30–20:00	08:30–17:00	09:00–13:00
Jotello F Soga	07:30–18:00	08:30–18:00	07:30–18:00	08:30–12:30	Closed
Mamelodi	07:30–21:00	08:30–21:00	07:30–17:00	09:00–17:00	09:00–13:00
Medical Library	07:00–20:00	08:30–20:00	07:00–19:00	08:30–17:00	11:00–15:00
Merensky 2 Library	07:00–21:00	08:30–21:00	07:00–20:00	09:30–17:00	11:00–15:00
Music Library	07:30–19:00	08:30–19:00	07:30–16:00	09:00–13:00	Closed
Oliver R Tambo	07:30–21:00	08:30–21:00	07:30–20:00	08:30–17:00	Closed

## 10.8 Printing and copying services

### Student Computing Services Labs

- Students can make use of the printing facilities in the Student Computing Services Labs.
- Printing credits can be purchased at any of the copy centre cashiers located on the various campuses.
- Credits can be used for printing, photocopying and scanning at the libraries, copy centres, and student computing IT facilities.
- Enquiries regarding print credits and activations can be made at the copy centres and student computing IT facilities.

### Copy Centres

- Purchase credits for printing, photocopying and scanning.
- Scan documents.
- Bind assignments.

**Location** Student Centre, Hatfield Campus

### Library

- To make photocopies in the library, deposit money into your student printing account at the Copy Centre counter (and not at the Student Service Centre).
- Each client may register a pin number for printing purposes. You will be prompted for this pin number once you start printing from a computer inside the library. If you forget your pin, you can have it reset at the Copy Centre.

### Contact information

**Tel** +27 (0)12 420 3505

# Security services

## 11. Security services

### 11.1 Emergency numbers

**24-hour Operational Management Centre:** +27 (0)12 420 2310/2760

**24-hour Operational Manager:** +27 (0)83 654 0476

### 11.2 Crisis line (24 hours)

The 24-hour crisis line offers professional and confidential support to students experiencing trauma. Students who fall victim to crimes such as robbery, assault, rape, sexual abuse and hijacking, and those experiencing trauma are professionally supported.

**Crisis line:** +27 (0)80 000 6428 (toll-free)

**UP Counselling Careline:** +27 (0)80 074 7747

### 11.3 Safety tips

- Avoid isolated areas when you are alone.
- Be vigilant of suspicious persons loitering in the immediate vicinity.
- Report all crime, no matter how insignificant, to the nearest police station, as well as to the Department of Security Services.
- Pay attention to your surroundings.
- Take responsibility for your own safety as well as items such as cellular phones and laptops.

### 11.4 Use of the Green Route

The Green Route Project makes specific provision for students and personnel members to be accompanied to and from their residences and vehicles or any nearby places after 18:00. Security officers from the Department of Security Services accompany students and personnel members on foot from 18:00 to 06:00 on a daily basis from the following points on the various campuses:

- Hatfield Campus: in front of the Absa ATM next to the Merensky Library
- Prinshof Campus: in front of the HW Snyman Building
- Kalafong Hospital: in front of the Klinikala Building
- The Onderstepoort, Groenkloof and the Mamelodi Campuses do not have specific points from where the escorts are done. Should you require assistance, contact the 24-hour Operational Management Centre at +27 (0)12 420 2310/2760.
- Students who do not have access to a telephone to call the 24-hour Operational Management Centre should go to the security official on duty at the gate of their respective residences to arrange for an escort.

### 11.5 Lost property

Lost property is handed in and can be claimed at the 24-hour Operational Management Centre (eastern entrance) of the Department of Security Services in the Administration Building on the Hatfield Campus.

#### Contact information

**Tel** +27 (0)12 420 2310/2760



# Policies

## Section 2: Policies

### General rules, requirements and information

Every student is required to familiarise him-/herself with all relevant procedures, regulations, rules and instructions of the University.

NOTE: Ignorance of the procedures, regulations, rules and instructions will not be accepted as an excuse in the case of transgressions.

### A. Disciplinary code for students

#### (Rules prescribed by the University Council)

##### PREAMBLE

The University of Pretoria's Disciplinary Code: Students is based on, and informed by, the principles of academic integrity and honesty, as well as appropriate behaviour within the wider institutional context. These principles are at the core of the University's everyday activities and its main reason for existence, namely the academic education and training of students, as well as the fostering of norms and values of excellence in a wider sense. The Code recognises the fact that the safeguarding of the aforementioned principles is an inherent requirement for the preservation of the integrity of the various qualifications awarded by the University. Safeguarding such principles is essential for establishing and maintaining an environment that is conducive to sound academic practices in general, and contribute to shaping individuals who will add value to society.

The Code provides for corrective and punitive measures to be applied in appropriate circumstances. It aims to provide guidance to students to correct behaviour where necessary. Furthermore, the Code promotes the fair and lawful adjudication of disciplinary enquiries and the imposition of appropriate disciplinary measures.

A specific objective of the Code is to, in the interest of both students and the University, initiate and finalise all disciplinary proceedings as speedily as possible without undue delay.

In terms of this Code the University shall implement all reasonable measures to protect the interests of students, staff members, contractors and members of the public, on all its campuses or other premises. The Code also has as its objective the promotion and protection of the interests of the University as an educational institution.

The Code is not intended to be a comprehensive set of rules and regulations that makes provision for every possible objectionable and punishable act by a student, and as such, the rules and regulations below will not be assigned an overly literal or strict interpretation. Consequently, when evaluating the conduct of a student to determine whether such conduct amounts to misconduct, and/or when considering whether the specific conduct of a student is covered by a specific rule or charge, the determining factor shall at all times be the misbehaviour or wrongdoing such a rule or regulation is aimed at.

### 1.1 DEFINITION OF MISCONDUCT

The following acts are categorised as misconduct in terms of this Code:

If a student –

- 1.1.1 contravenes or attempts to contravene any instruction, regulation, rule or directive of the University;
- 1.1.2 refuses to obey any lawful instruction or request by any council member, lecturer, contractor, staff member or security officer of the University, or any other person who is by law in a position of authority or to whom authority is delegated by the University, or acts contrary to such instruction or request;
- 1.1.3 is guilty of intentional or negligent conduct which results in:
  - 1.1.3.1 the good name of the University being brought into disrepute or otherwise compromised;
  - 1.1.3.2 the maintenance of order and discipline at the University being prejudiced or otherwise compromised;
  - 1.1.3.3 the proper course of teaching, research, and/or community service at the University being prejudiced or otherwise compromised;
- 1.1.4 without limiting the generality of paragraphs 1.1.1 to 1.1.3,
  - 1.1.4.1 unlawfully infringes another person's human rights as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996;
  - 1.1.4.2 performs an act which is an offence in terms of South African law and such an act is prejudicial to the University or its staff, guests, contractors or students;
  - 1.1.4.3 in University context infringes a person's copyright or any other intellectual property right, including but not limited to plagiarism;
  - 1.1.4.4 in University context –
    - a. acts in a dishonest manner or attempts to act in a dishonest manner, which includes any form of conduct involving deception, for example theft, unauthorised possession of property, bribery, fraud, forgery or giving false or misleading statements. (These acts do not constitute a closed list of possible transgressions involving dishonesty for purposes of this paragraph);
    - b. intimidates, assaults, attempts to assault any person or engages in fighting;
    - c. makes any misrepresentation with regard to any administrative process, which includes but is not limited to the following: misrepresentations regarding academic and other records, including degree and diploma certificates and other documents; misrepresentations regarding illness; misrepresentations made to persuade or attempt to persuade the University to administratively act in a way that the University would not or probably would not have acted in the absence of such misrepresentation;

## Policies

- d. forges a document (which includes but is not limited to generating a false document and/or presenting it as a legitimate document, changing an existing document inter alia by including false or misleading information, or forging another person's signature on any document);
  - e. presents a forged document, inter alia, as described in paragraph 1.1.4.4 (d) with the aim to mislead; and/or
  - f. plagiarises by stating, or implying, original authorship of someone else's written or creative work (words, images, ideas, opinions, discoveries, artwork, music, recordings, computer-generated work), and/or by incorporating such work or material, in whole or in part, into his or her own work without properly acknowledging or citing the source;
- 1.1.4.5 uses property of the University or under the University's control unlawfully or without permission, or damages such property in a manner that may give rise to liability for damages;
  - 1.1.4.6 enters or occupies or attempts to enter or occupy any University or University-controlled premises or building or part thereof without permission;
  - 1.1.4.7 conducts himself or herself in an indecent or improper manner on University or University-controlled premises or at a University-related function or activity at any location or in circumstances where he or she represents or is seen to represent the University, or is otherwise identified as a student of the University;
  - 1.1.4.8 in any manner infringes or attempts to infringe the freedom of movement of a student, contractor or staff member of the University or a member of the public who is present on University or University-controlled premises or at a University-related function or activity at any location or in circumstances where the student who causes such infringement represents or may be seen to represent the University;
  - 1.1.4.9 conducts himself or herself in an insulting, indecent or improper manner towards a student, contractor or staff member of the University or a member of the public who is present on University or University-controlled premises or at a University function or activity at any location or in circumstances where the student who conducts him- or herself in the aforementioned manner represents or may be seen to represent the University;
  - 1.1.4.10 in contravention of the provisions of South African law or a rule of the University, unlawfully possesses, distributes, buys, sells, uses, and/or is under the influence of a dependency-inducing substance (such as alcohol or drugs, including but not limited to any drug as defined in section 1 of the Drugs and Drug Trafficking Act, Act No 140 of 1992 or any act that amends or replaces it) while present on University or University-controlled premises or at a University-related function or activity at any location or in circumstances where he or she represents or is seen to represent the University, or is otherwise identified as a student of the University;
  - 1.1.4.11 accepts or attempts to obtain any benefit or information or access to information in an inappropriate manner, which may place any student in an advantageous position academically in relation to other students in any manner whatsoever;
  - 1.1.4.12 intentionally or negligently provides false or incorrect information, and such action is to the detriment or potential detriment of the University; and/or
  - 1.1.4.13 assists or encourages another student to commit an act which constitutes misconduct.

## 1.2 PROCEDURE IN CASE OF MISCONDUCT

### 1.2.1 General

- 1.2.1.1 In the event of an alleged transgression of this Code a charge of misconduct shall be laid with the Office of the Registrar.
- 1.2.1.2 The Registrar is not obliged, but reserves the right to, at any time inform the parent/s or legal guardian of a student (notwithstanding the student having reached the legal age of majority), of any disciplinary investigation and/or proceedings conducted against the student in a manner which the Registrar deems appropriate under the circumstances.
- 1.2.1.3 If the student is a minor, the student's parent/s or legal guardian will be informed of the proceedings and may attend the proceedings. An agreement entered into with a student who is a minor, will be done with the assistance of his or her parent/s or legal guardian.
- 1.2.1.4 The Registrar may appoint a University staff member (full-time or part time) or a person from outside the University with appropriate legal qualifications, who may act as an initiator in proceedings before the Disciplinary Committee (Students).
- 1.2.1.5 If the Registrar is of the opinion that a formal charge of misconduct against a student is warranted, the Registrar may have such a charge formulated.

### 1.2.2 Expedited informal procedure

- 1.2.2.1 The Registrar may in his or her personal capacity, at his or her discretion, investigate a complaint, finalise the matter and impose a penalty by agreement with an alleged transgressor, in an expedited manner, or refer a charge of misconduct for investigation.
- 1.2.2.2 The Registrar may impose a penalty as is provided for in paragraph 1.3.1.2 and summarily dispose of the matter. In the event that any other penalty provided for in paragraph 1.3 is agreed upon, the agreement between the Registrar and the student must be confirmed by the Disciplinary Committee (Students).

### 1.2.3 Temporary suspension or removal of a student from University-controlled premises or a residence pending a disciplinary procedure

- 1.2.3.1 The Registrar may, at his or her discretion, if there are reasonable grounds for suspecting that a student has committed serious misconduct, or in any other appropriate circumstances, temporarily suspend a student from a residence or deny a student access to any or all University-controlled premises pending the results of a disciplinary investigation.

## Policies

- 1.2.3.2 The Registrar is entitled to act in the manner set out above if he or she is of the opinion that it is reasonably necessary in order to protect the interests of the student involved, other students, contractors, staff members, members of the public and/or the University.
- 1.2.3.3 The student shall be entitled to make verbal representations to the Registrar should he or she be of the opinion that the grounds referred to in paragraph 1.2.3.1 above do not exist or do not justify his or her temporary suspension, or that compelling additional circumstances exist that should be considered.
- 1.2.3.4 The Registrar shall consider the aforementioned representations and exercise his or her discretion in a fair and just manner, taking into account all the relevant circumstances.
- 1.2.4 Formal plea and penalty procedure
- 1.2.4.1 In the event that a charge or charges have been formulated against a student, and the student –
- a. freely and voluntarily admits the charge/s against him or her;
  - b. has been given the opportunity to make representations to the Registrar on the appropriate disciplinary measures and relevant aspects; and
  - c. has freely and voluntarily entered into a plea and penalty agreement with the University; the Registrar may take disciplinary steps against the student in accordance with paragraph 1.3.
- 1.2.4.2 The charge, admission of guilt and disciplinary measures imposed shall be noted and recorded by the Chairperson of the Disciplinary Committee (Students), in the presence of the student, or the student and/or his or her parent/s or legal guardian, or the student and/or his or her qualified and practising legal representative. A judge from the Constitutional Tribunal may attend the proceedings as an observer as envisaged in paragraph 1.4.4.
- 1.2.4.3 The Chairperson of the Disciplinary Committee (Students) may, should it at any time before the student is found guilty appear that the student wishes to revisit his or her decision regarding the plea and penalty agreement or wishes to make further representations, remit the matter to the Registrar for further consideration.
- 1.2.4.4 The Chairperson of the Disciplinary Committee (Students) may, if appropriate, remand the matter for purposes of a formal disciplinary proceeding and/or formal submissions in mitigation and aggravation on behalf of the student and the University respectively. The matter shall then be reconvened and an initiator appointed in accordance with paragraph 1.2.1.4.
- 1.2.5 Formal disciplinary procedure
- 1.2.5.1 If charges against a student have been formulated as envisaged in paragraph 1.2.1.5 and the student denies the charge/s against him or her, the Registrar may convene a disciplinary investigation by the Disciplinary Committee (Students). The Committee will determine whether the student is guilty of the alleged misconduct and decide on disciplinary measures in accordance with this Code.
- 1.2.5.2 The written charge shall be compiled and delivered to the student concerned. In the document the student shall be summoned to appear at the specific date, time and venue stated in the document in order to answer to the charge.
- 1.2.5.3 A student shall be entitled to be accompanied by his or her parent/s or legal guardian and/or qualified and practising legal representative during the disciplinary proceedings. The Chairperson of the Disciplinary Committee (Students) may give permission to a third party other than the parent/s or guardian of the student to assist the student. This third party will be allowed to provide general support to the student, but shall not act as a legal representative.
- 1.2.5.4 Should the student decide to retain the services of a qualified and practising legal representative, such services shall be retained entirely at his or her discretion and at his or her own expense. The name and contact details of such legal representative must be submitted to the Registrar prior to the date of the disciplinary proceedings. Neither the University nor the student shall, during the course of a disciplinary proceeding, have any claim against each other pertaining to the costs incurred by a party in respect of legal representation.
- 1.2.5.5 The procedure followed during any particular disciplinary proceeding shall be determined by the Chairperson of the Disciplinary Committee (Students), taking into account the rules of fair administrative justice. The aforementioned proceedings shall include that the student –
- a. is provided with sufficient details of the charge/s against him or her;
  - b. is afforded reasonable time to prepare for the proceedings;
  - c. does not have to incriminate himself or herself;
  - d. is asked whether he or she understands the charge/s and is requested to enter a plea of guilty or not guilty to the charge/s;
  - e. is permitted to call witnesses to give evidence in his or her favour;
  - f. is allowed to cross-examine anyone who gives evidence against him or her;
  - g. is allowed to present his or her case to the Disciplinary Committee (Students);
  - h. is allowed to address the Disciplinary Committee (Students) on any relevant aspect;
  - i. is allowed to present mitigating circumstances if found guilty of any charge/s against him/her;
  - j. is entitled to be informed of any further internal processes (any possible appeal), which he or she may pursue and the possible consequences or results of such processes; and
  - k. is upon request, provided with written reasons for any decision made by the Disciplinary Committee (Students).

## Policies

- 1.2.5.6 The Disciplinary Committee (Students) shall keep minutes of the proceedings or ensure that such minutes are kept in a manner that it deems appropriate.
- 1.2.5.7 If so requested in writing by a student who has been found guilty of any charge, the Disciplinary Committee (Students) must furnish written reasons for its decision and/or disciplinary measures imposed within a reasonable period after such request has been made. After submission of the mentioned written reasons, the Disciplinary Committee (Students) will have fulfilled its function.

### 1.3 PENALTIES

- 1.3.1 Upon finding a student guilty of misconduct and having heard evidence in mitigation, the Chairperson may impose any one of, or a combination of the following penalties:
  - 1.3.1.1 reprimand the student;
  - 1.3.1.2 temporarily or permanently deprive the student of any right or privilege associated with his or her registration as a student at the University;
  - 1.3.1.3 impose a fine not exceeding the amount determined from time to time for this purpose by Council, and/or order the student to pay an amount which amounts to the actual damage caused by the student and/or to reimburse any other party for damages suffered;
  - 1.3.1.4 compel the student to perform community service within the University for a specified number of hours as are deemed to be reasonable given the nature and seriousness of the transgression and the evidence presented to the Committee;
  - 1.3.1.5 deny the student the right or privilege to register for a particular module, or revoke a credit obtained in a module;
  - 1.3.1.6 suspend the student's registration for a specified period;
  - 1.3.1.7 permanently expel a student from the University;
  - 1.3.1.8 deny the student the privilege of re-registering as a student at the University; and/or
  - 1.3.1.9 suspend the awarding of any degree, qualification and/or other award pending the finalisation of any disciplinary proceeding or the expiry of any suspended penalty, or receipt of payment, or compliance with any disciplinary measure or penalty;
- 1.3.2 The Chairperson may suspend any of the above penalties wholly or in part on condition that the student adheres to or complies with any measure imposed, which is designed to correct behaviour, educate students and/or act as incentive to modify behaviour.
- 1.3.3 If an appeal against a decision of the Disciplinary Committee (Students) is lodged in terms of paragraph 1.5, the Chairperson may, in appropriate circumstances, suspend any disciplinary measure imposed by the Committee pending the result of the appeal.

### 1.4 DISCIPLINARY COMMITTEE (STUDENTS)

- 1.4.1 The Disciplinary Committee (Students) consists of one member, namely the Chairperson, provided that an additional member may be co-opted as envisaged in paragraph 1.4.2. The Chairperson shall be appointed from the ranks of the following categories of persons:
  - 1.4.1.1 a University staff member (full-time or part-time) with a legal qualification, or
  - 1.4.1.2 an external person with a legal qualification, appointed by the Vice-Chancellor and Principal, to act as the Chairperson of the disciplinary investigation;
- 1.4.2 The Chairperson of the Disciplinary Committee (Students) may, in cases where the subject matter is of a complicated nature and/or requires specific expertise, or where it may otherwise be desirable, co-opt a second member to the Committee for purposes of adjudication upon a specific matter. In such instances the second member of the Committee must be –
  - 1.4.2.1 an academic staff member of the University in the case of academic matters; or
  - 1.4.2.2 a staff member of the University, who may be an academic or non-academic staff member, in the case of all other matters; and should any dispute arise as to whether a staff member is an academic or non-academic staff member, the matter shall be decided on by the Chairperson.
- 1.4.3 The staff member referred to in paragraph 1.4.2 shall contribute his or her expertise as is appropriate and be included in all deliberations of the Disciplinary Committee (Students), but shall not have a vote in regard to the finding.
- 1.4.4 The Constitutional Tribunal may appoint a registered student of the University from the ranks of the serving Constitutional Tribunal Judges, as defined in the University of Pretoria Constitution for Student Governance, to act as an observer during the course of any disciplinary proceedings. Such a Constitutional Tribunal Judge must be of good academic standing and be at least at a third-year level of study. The Constitutional Tribunal Judge shall make contributions to the proceedings as are appropriate and be included in all deliberations of the Disciplinary Committee (Students), but shall not have a vote in regard to the finding.
- 1.4.5 If there are no appointed Constitutional Tribunal Judges or no appointed judges are available, any disciplinary proceeding may lawfully continue without representation from the ranks of the judges of the Constitutional Tribunal.
- 1.4.6 Disciplinary proceedings (which shall include the appeal procedure) are of a strictly confidential nature and shall be treated as such by all the parties present or otherwise involved with the relevant proceedings. The aforesaid confidentiality obligation shall extend to any documentation utilised or information disclosed. The University reserves the right to obtain a written undertaking of confidentiality from any relevant party.

## Policies

### 1.5 APPEAL PROCEDURE

- 1.5.1 A student may appeal against the finding and/or the disciplinary measures imposed by the Disciplinary Committee (Students) in accordance with the following procedure:
- 1.5.1.1 The student may appeal to the Appeals Committee of Senate against the conviction and/or the disciplinary measures imposed by the Disciplinary Committee (Students) by lodging a written Notice of Appeal to the Registrar.
- 1.5.1.2 The written Notice of Appeal shall be lodged with the Registrar not later than 10 (ten) days after the decision of the Disciplinary Committee (Students) has been communicated to the student. The Notice of Appeal shall be accompanied by an amount not exceeding R2 000 (Two Thousand Rand) or another amount as determined by Council from time to time, which shall serve as part payment for costs related to the appeal: provided that in deserving cases the Registrar may lower the amount payable or waive the payment at his or her discretion.
- 1.5.1.3 The grounds of appeal must be furnished in detail in the Notice of Appeal and must indicate clearly whether the appeal is lodged against the finding and penalty or only the penalty.
- 1.5.1.4 On receipt of the Notice of Appeal, a copy thereof shall be submitted to the Chairperson of the Disciplinary Committee (Students), whereupon the Committee shall prepare a response to the grounds of the appeal within a reasonable time and submit it to the Registrar.
- 1.5.1.5 The Registrar shall then arrange for the appeal to be heard as soon as possible by the Appeals Committee of Senate.
- 1.5.1.6 The Appeals Committee of Senate may confirm, alter or set aside the finding and shall be entitled to suspend, increase or reduce any penalty and/or disciplinary measure imposed. Should the Appeals Committee of Senate set aside the finding and/or disciplinary measures imposed by the Disciplinary Committee (Students), or reduce the disciplinary measures imposed on the student, the amount paid by the student in accordance with paragraph 1.5.1.2 above shall be refunded.
- 1.5.1.7 The appeal shall be adjudicated on the basis of the documentation before the Appeals Committee of Senate and no verbal representation on behalf of the student or the University shall be permitted.

### 1.6 APPEALS COMMITTEE OF SENATE

- 1.6.1 The Appeals Committee of Senate consists of:
- 1.6.1.1 the Chairperson of Senate or his or her nominee, who may be a University staff member (full-time or part-time) or a person from outside the University, and who shall act as Chairperson of the Committee; and
- 1.6.1.2 one permanent academic staff member from the Faculty of Law, who must be a professor in the Faculty if the Chairperson is not academically qualified in law; and
- 1.6.1.3 one other permanent academic staff member from any faculty within the University.
- 1.6.2 With regards to the staff members referred to in paragraphs 1.6.1.2 and 1.6.1.3 above, the proviso is that a staff member, who has served as a member of the Disciplinary Committee (Students) in respect of a certain matter, may not serve as a member of the Appeals Committee of Senate in respect of the same matter.

### 1.7 GENERAL

- 1.7.1 If a student refuses or fails to attend a disciplinary hearing, the hearing may be continued in his or her absence in a manner which the Disciplinary Committee (Students) deems appropriate, taking into account all the relevant circumstances.
- 1.7.2 If the student elects to retain the services of a legal representative, it is the student's responsibility to ensure that such a representative is reasonably available and present at the proceedings. Should the matter be delayed in an unreasonable manner by a legal representative, the Chairperson may in his or her discretion decide to proceed with the matter in the absence of the legal representative.
- 1.7.3 If a student's misconduct also constitutes a breach of any professional or ethical code of a profession he or she is preparing to enter, the University shall provide this information to such profession upon request by the relevant professional body. The consent of the relevant student shall be obtained in this regard.
- 1.7.4 In the event that a student is found guilty of a transgression of a serious nature which also constitutes a criminal offence, the University is entitled to, and in certain circumstances obliged to, in addition to any internal proceedings instituted, report the matter to the South African Police Service.
- 1.7.5 Any reference to the Registrar of the University in this Code shall, unless specifically stipulated otherwise, include his or her delegated representative authorised to act as such with regard to all aspects set out in the Code.
- 1.7.6 If the Vice-Chancellor and Principal is of the opinion that the circumstances of a specific case warrant it, he or she may perform some or all of the actions performed by the Registrar in terms of the Disciplinary Code (Students) or, alternatively, he or she may, in accordance with section 68(3) of the Higher Education Act, 101 of 1997, as amended, delegate the authority to perform these functions to another staff member of the University.
- 1.7.7 Nothing in this document shall prohibit the Council of the University from promulgating specific disciplinary codes and procedures for regulating conduct in residences or in other units within the University where it is regarded as necessary by the Council. Such disciplinary codes and procedures, where applicable, shall operate in a concurrent manner with the Disciplinary Code (Students), within the specific framework of jurisdiction afforded to it by the Council.



## Policies

### **B. Sexual harassment and racial discrimination** (Be advised that this policy is currently under revision.)

In terms of its Code of conduct on the handling of Sexual harassment and its Policy on Unfair Discrimination on the basis of Race, the University of Pretoria strives towards creating a living and study environment for each of its students that is non-sexist, non-racist and non-discriminatory.

Disciplinary steps can be taken against students who commit acts of sexual harassment and/or unfair discrimination on the basis of race. Upon conviction, such students can be expelled.

Sexual harassment is unwelcome conduct of a sexual nature that violates the rights of a student and constitutes a barrier to equity within the University community, while unfair discrimination on the basis of race impairs a student's right to a non-discriminatory, non-racial study or living environment.

The procedures to be followed by a complainant to report cases of sexual harassment and unfair discrimination on the basis of race are set out the University's policies and can be illustrated as follows:

#### **PROCEDURE TO REPORT A CASE PERTAINING TO SEXUAL HARASSMENT AND/OR RACIAL DISCRIMINATION:**

1. Reporting/Complaint at Advisor on Sexual Harassment\*/Student Council member\*/Security Services/ House mother or House father
2. Consultation: Complainant with Advisor on Sexual Harassment
3. Choice: Either Mediation or Disciplinary Procedure
4. Mediation: Come to an Agreement **OR**
5. If no Agreement, Disciplinary Procedure

\*Student Council member. Tel: +27 (0)12 420 6554

Advisors on Sexual Harassment: Ms Bes Liebenberg Tel: +27 (0)12 420 2119, Dr Zuleikha Ahmed +27 (0)12 420 4002, Ms Sarah Matseke +27 (0)12 420 6797, and email address:antisexualharassment@up.ac.za

Access to the Code of conduct on the handling of Sexual harassment is available at [www.up.ac.za/media/shared/409/code-of-conduct-on-the-handling-of-sexual-harrasment.zp85249.pdf](http://www.up.ac.za/media/shared/409/code-of-conduct-on-the-handling-of-sexual-harrasment.zp85249.pdf)  
24 hour crisis line: Tel +27 (0)12 420 2310 or 0800 006 428 (toll free), for psycho-social support and counselling contact UP Counselling Careline: 0800 747 747

The Policy on Unfair Discrimination on the Basis of Race is available at [www.up.ac.za/media/shared/409/unfair-discrimination-on-the-basis-of-race.zp87166.pdf](http://www.up.ac.za/media/shared/409/unfair-discrimination-on-the-basis-of-race.zp87166.pdf)

#### **Non-compliance with rules and regulations**

1. A student's non-compliance with the rules and regulations of the University may constitute misconduct and will be dealt with in terms of the Disciplinary Code: Students. Whilst a disciplinary investigation against a student is in process a block is activated against the name or record of the student concerned. This block will limit a student's access to his or her academic record and will indicate which division or department should be contacted.
2. A student's non-fulfilment of his or her financial obligations towards University does not constitute misconduct as intended in the disciplinary code and procedures of the University. However, the University reserves the right to:
  - a) levy interest on unpaid amounts at an interest rate equal to that of the prime rate of the University's bankers as of 1 February of the year concerned, and to hold the student responsible for such amounts;
  - b) withhold a student's final marks;
  - c) refuse registration for a following term;
  - d) deny admission to examinations;
  - e) deny admission to lectures/practical sessions;
  - f) deny the student a certificate of conduct;
  - g) withhold a student's academic record;
  - h) withhold a student's degree/diploma certificate;
  - i) deny the student admission to accommodation in a residence;
  - j) deny him/her access to meals in a residence;
  - k) terminate the student's accommodation in a residence;
  - l) have the debt listed with a credit bureau; or
  - m) hand the account over to the University of Pretoria's attorneys or debt collectors in order to collect the outstanding fees, in which case the student will be liable for the costs incurred.

**NOTE: Non-compliance with a student's financial obligations does not deprive the student of his/her right to perusal of examination scripts in terms of General Regulation G.14.**

## Policies

### C. Language of tuition

From 1 January 2019 English will be the language of teaching and learning for all first-year programmes. The only exception is where students are studying other languages and in programmes with profession-specific language outcomes, subject to approval by Senate. English will also be the language of official communication and administration on all campuses and in residences. Where requested and feasible, administrative services may be provided in other South African languages.

Students who registered prior to 2019, including those who registered in 2018 for the first time, will continue to receive lectures, tutorials, study guides and assessment material (question papers, assignments and the like) in Afrikaans for those programmes which were offered in Afrikaans at the time of enrolment, provided that the class size remains practically feasible and it is academically justifiable.

Where assessment and question papers are set in Afrikaans, currently enrolled students will also be allowed to answer in Afrikaans.



# Policies

## D. Other Policies

It is required of each student to acquaint him- or herself thoroughly with the policies and related procedures, regulations, rules and instructions of the University.

### ACADEMIC POLICIES

- Academic professional development: Teaching and learning
- Assessment and accreditation of prior learning
- Assessment policy
- Code of ethics for scholarly activities
- Community engagement policy
- Constitution of the research fellowship programme
- Constitution: Postdoctoral fellowship programme for candidates with doctoral degrees from other Institutions
- Contract research and consulting
- Electronic theses and dissertations
- Examinations and related matters
- Guidelines for the Senate Appeals Committee: Admissions
- Intellectual property
- Open access publishing processing charges
- Open access to research papers authored by University of Pretoria researchers
- Plagiarism prevention policy
- Responsible research

### GOVERNANCE POLICIES

- Alcohol policy on sports campus and at all sports facilities
- Brand and corporate identity
- Code of conduct on employee student relationships
- Energy management policy
- Environmental policy
- Events policy
- Fraud policy and response plan
- Handling of sexual harassment
- HIV/Aids policy
- Language policy
- Release of student information
- Smoking policy
- Social media policy
- Unfair discrimination on the basis of race
- Web policy
- Whistle-blowers policy

### SUPPORT SERVICES POLICIES

- Accreditation of private off-campus residences for students
- Day houses
- Disciplinary code for university-controlled residences
- Faculty houses
- Fire detection and alarm systems for buildings
- Medical emergencies on campuses
- Organised student life
- Pregnancy in residences
- Registration of postdoctoral fellows
- Service providers
- Societies
- Student complaints protocol
- Student leadership, development and training
- Students with disabilities

### Contact Information

**Tel** +27 (0)12 420 3941  
**Email** janine.esterhuizen@up.ac.za  
**Website** <https://www1.up.ac.za/webcenter/portal/StudentIntranetTemp/topic?contentID=UPPR210105>

# General Rules

## Section 3: General Rules

### Examinations, tests and other academic assignments

Students also need to familiarise themselves with the General Regulations applicable to examinations and related matters. Also take note of the relevant faculty-specific policies on examinations in the respective faculties.

#### Registration for examinations

At the beginning of the year, a student indicates on his or her registration form in which modules he or she will be writing examinations. If, however, the student later decides not to write an examination in a module(s), he or she must inform the Student Administration of the faculty concerned accordingly.

#### Admission to examinations

1. A student is admitted to an examination in a module only if he or she has prepared him- or herself satisfactorily through the proper execution of the work, and subject to other faculty stipulations has obtained a semester/year mark of at least 40%, provided that for all first-semester modules at the 100-level a student must obtain a semester mark of at least 30% in order to be admitted to the examination in the module in question.
2. In the calculation of the year mark, performance in tests and the satisfactory execution of assignments (tasks) are taken into consideration.
3. It is therefore essential that a student attends classes regularly, writes all tests and completes all work assignments. A student who, as a result of unforeseen circumstances, is prevented from attending classes, writing tests or completing assignments on time, should contact the lecturer(s) concerned without delay in order to make alternative arrangements. Neglect to do so could result in admission to the examination being denied.
4. In the event of illness, a valid and acceptable medical certificate must be submitted to the Student Administration concerned, in addition to making arrangements with the lecturer(s) concerned.
5. The names of students who have not been admitted to examinations are announced by the various departments on the last day of lecturing by means of name lists placed on the departmental notice boards. Students must personally ascertain whether or not they have been admitted to an examination in a particular module.

#### GENERAL INSTRUCTIONS

1. No access to the test or examination venue will be allowed without a valid student card. Students are obliged to identify themselves positively by means of a valid student card when writing a test or examination.
2. No person may purport to be a registered student and/or write a test or examination on behalf of another student.
3. No student may enter the test or examination venue later than half an hour after commencement of a test or examination session. No student may leave the test or examination venue earlier than half an hour after commencement of a test or examination session. In the case of computer-based assessment, a student may not enter the venue after the punctual commencement of the test or examination session.
4. Students must obey all the instructions given by an invigilator immediately and strictly.
5. Students may not bring into the test or examination venue or have in their possession any of the following:
  - bags (satchels)
  - handbags
  - pencil cases or bags
  - unauthorised apparatus
  - books and other study material (except as indicated in paragraph 7)
  - any piece of paper, no matter how small
  - notes of any nature whatsoever.

Mere possession of any of the aforementioned, irrespective of whether the student acted intentionally or negligently or innocently, is regarded as a serious transgression of the rules and subsequently as serious academic misconduct. It remains the student's responsibility to verify, prior to the commencement of a test or examination, that none of the aforementioned items are in his or her possession.

6. A student in possession of any electronic means of communication or similar devices, including but not limited to cellular phones or cellular phone watches (smart watches), or any electronic portable devices, including but not limited to laptops, tablets and/or iPads, must ensure that such electronic device is switched off and placed on the floor under his or her chair and out of the student's line of sight. These devices may not be kept on the person of the student and may not be switched on or handled at all by the student during the test or examination session. Cellular phones may not be used as a substitute for calculators.
7. Students are responsible for providing their own writing material (stationery), apparatus and other material in accordance with the requirements and specifications or instructions set by the lecturer concerned (ie open book tests or examinations). If a bag is used for these items, the items must be placed in a sealable, transparent plastic bag to be provided at the venue. Mutual exchange of such items will not be allowed.
8. It is important that the surname, full names and signature of the student are provided in the relevant space on the test or examination answer script. If so preferred by the student, this information may be treated as confidential by folding and sealing the top portion of the examination or test answer script. The covered portion may only be opened

## General Rules

- by the examiner if the student number is incorrect or illegible. All scripts must be completed in indelible ink. Scripts completed in pencil or erasable ink will not be marked and the writer (student) will not qualify for an additional evaluation opportunity (test/examination).
9. Once the invigilator has announced the commencement of the test or examination, all conversation or any other form of communication between students must cease. During the course of the test or examination no communication of any nature whatsoever may take place between students.
  10. No student may assist or attempt to assist another student, or obtain help, or attempt to obtain help from another student during a test or examination. In the event that the nature of the examination allows for students to engage in discussion with each other, the lecturer must state this explicitly in the instructions and the examination must be conducted in a separate examination venue, where the discussions will not disrupt other students.
  11. Students may not act dishonestly in any way whatsoever. Dishonest conduct includes, but is not limited to:
    - dishonesty with regard to any assessment, whether it be a test or an examination, or with regard to the completion and/or submission of any other academic task or assignment;
    - plagiarism (using the work of others as though it is your own without acknowledging the source);
    - the submission of work by a student with a view to assessment when the work in question is that of someone else either in full or in part, or where it is the result of collusion between the student and another person or persons. The exception is group work as determined by the lecturer concerned.
  12. Writing on any paper other than that provided for test or examination purposes is strictly prohibited. Students may also not write on the test or examination paper, except in the case of fill-in and multiple-choice question papers.
  13. Rough work should be done in the test or examination answer script and then crossed out. No pages may be removed from the test or examination answer script.
  14. Smoking is not permitted in the test or examination venue, and students will also not be permitted to leave the venue during the test or examination for this purpose.
  15. Only in exceptional circumstances will a student be given permission to leave the test or examination venue temporarily, and then only under the supervision of an invigilator.
  16. Students may not take used or unused answer scripts from the test or examination venue.
  17. As soon as the invigilator announces during a test or examination that the time has expired, students should stop writing immediately. In the case of computer-based assessment students are automatically stopped from working on the computer when the login time expires.
  18. Students may bring their own watches to the test/examination venue; however, smart watches will not be allowed.

**NOTE:** Students should take note that, if found guilty of academic misconduct or non-compliance with these rules, a student could, among other disciplinary measures, forfeit his or her credits for a module and/or be suspended from the University for a period that could range from one year to permanent suspension. Such a student's record will be blocked for the period of suspension and he or she will not be entitled to a certificate of good conduct from the University during this period. Students should also take note that, if found guilty of academic misconduct, it may negatively influence their admission to other universities and/or registration with professional councils.

### Announcement of results

- a) Departments may only display final results via a computer result list issued by the Head: Student Administration.
- b) Final results can be viewed on the UP Student Portal.
- c) The results of students who have not paid their tuition fees or are in possession of outstanding library material will be withheld unless they qualify for supplementary examinations. The results of the supplementary examinations will also be withheld until the tuition fees are paid and/or outstanding library material is returned.

### Re-marking of examination answer scripts

- a) A student must submit a written application for the re-marking of an examination answer script to the Faculty Head: Student Administration within 14 calendar days after the commencement of lectures in the ensuing semester.
- b) The mark(s) awarded after re-marking of an examination answer script will be regarded as the final result(s) of the examination even though it could be lower than the original mark.
- c) The mark(s) awarded after re-marking of a supplementary answer script will be regarded as the final mark even though it could be lower than the original mark. The highest final mark that may be awarded to a student in a supplementary examination is 50%.
- d) Information regarding the fee for re-marking is available from the Student Service Centre (SSC) and the money should be paid at the SSC before the application will be considered.
- e) Should the re-marking result in a pass mark, the student concerned may be refunded the appropriate amount.
- f) Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of re-marking.
- g) Re-marking results will be made known as soon as possible.

## General Rules

### Conducting of examinations and tests on Saturday

Due to its extensive tests and examination programmes, the University is compelled to conduct some tests and examinations on Saturdays. It is therefore not practicable to accede to requests for special tests and examinations that are exclusively intended to substitute programmes scheduled for Saturdays.

### Examinations on religious holidays

In its calendar the University accommodates public holidays as proclaimed by Government. Only religious holidays that correspond to any of these public holidays are accommodated in the calendar. However, the University operates as a secular institution and no one religion or belief system is favoured above the other. When students request to be absent from any examination, test, class, practical module or other academic commitment due to a religious objection, they should approach their faculty's student administration at least 2 weeks prior to the relevant date with a written request to be excused from such academic obligations. This request should be supported by a letter from the relevant church, congregation or religious leader that confirms that the student is an active member of that church, congregation or religious group and that the particular date needs to be sanctified based on the tenets of that religion.

The Dean (or delegated representative) will consider the possibility of allowing the student(s) to sit for an alternative examination, test, class, practical module. This alternative examination will therefore be the only opportunity for the student to write in accordance with the conditions as provided in the relevant Yearbook.

### Cancellation of lectures and tests

The attention of lecturers is drawn to the fact that lectures may not be cancelled with a view to preparations for Rag or any other activity.

### General requirements

**NOTE:** It is the responsibility of all students to familiarise themselves with the General Regulations of the University, as well as faculty-specific regulations, and the procedures, rules and instructions pertaining to study in any Faculty. Ignorance of the applicable regulations, rules and instructions, or the wrong interpretation thereof will not be accepted as an excuse for not complying with the stipulations of such regulations, rules and instructions.

### Admission – General

Any person who wishes to register at the University for the first time, or after an interruption of studies, should apply or reapply for admission. Prospective students must ensure that their applications reach the University before the closing date specified for the programme. The closing date is an administrative admission guideline for non-selection programmes. Once a non-selection programme meets capacity and the institutional targets, such a programme will be closed for further admissions, irrespective of the closing date. However, if institutional targets have not been met by the closing date, such programme will remain open for admissions until institutional targets are met. For selection programmes the closing date indicates the closure of the application process.

Students for distance education may apply for admission at any time during the year. However, they must apply before 1 September to write examination in April of the following year, or before 1 March to write examination in October of the same year. No late registrations will be accepted.

Due to constraints on the University's facilities, there is a limit to student enrolments in all programmes. Meeting the minimum requirements of a programme, specified in the brochure, may therefore not be sufficient to ensure admission. Prospective students are therefore encouraged to apply in good time.

### Number restrictions

If limited human resources and/or facilities are available, number restrictions will be applied. Senate may also limit the number of students allowed to register for a programme, in which case the Dean concerned may, at his discretion, select from the students who qualify for admission, those who may be admitted.

### Statement of symbols

When registering at this University for the first time, a candidate has to submit a record of symbols obtained for each subject in the Grade 12 examination. In certain faculties, candidates who studied at other tertiary institutions and postgraduate students have to submit an official academic record.

### Presenting of National Senior Certificate

All undergraduate candidates who enrol at the University of Pretoria for the first time, must show their original National Senior Certificate or certificate of complete exemption from the Matriculation Board, USAf at the Student Administration of their faculty before the end of the first semester (in the Faculty of Law before the end of October and in the Faculty of Veterinary Science before the end of August).

### Academic information management

The University of Pretoria requires all undergraduate first-year students to complete the AIM module/s, Academic information management, unless other regulations apply to a specific programme. See the applicable degree programme for more information. Details regarding the module/s can be found in the list of modules.

# General Rules

## Application of old and new regulations

(Also consult General Regulation G.5)

Students must complete their degree in accordance with the regulations which were applicable when they first registered for a specific field of study or specialisation. If students interrupt their studies or change to another field of study or specialisation, the regulations of the year in which studies are resumed, or in which the new field of study or specialisation is taken, apply.

## Registration for a particular year of study

(Also consult General Regulation G.2)

At the beginning of an academic year, a student registers for all the modules he or she intends taking in that particular year (whether these are first-semester, second-semester or year modules) in accordance with the rules governing the programme the students wish to register for. Changes to the selection of modules may be made at the beginning of the second semester with the Dean's approval. A student may only register for modules that will fit in on the lecture, test and examination timetables.

Application for reregistration can be refused on the grounds of poor academic performance in the previous year.

If a module or programme does not attract enough registrations in order to be presented economically, the Dean may decide to withdraw it. The affected students will be informed in time to enable them to register for an alternative module or programme.

### NOTE:

- Should a student in the **Faculty of Theology and Religion** interrupts his/her registration for the undergraduate programme and it is not renewed within four years of the first registration, the credits obtained will no longer be valid. The student should repeat the modules already passed.
- On successful application for a **distance education** programme a student will be registered for the complete programme.
- Should a student in the **Faculty of Natural and Agricultural Sciences** be prepared to attend one module after hours to avoid clashes on the timetables, the approval of the Dean is not required. (This will only be possible if the module in question is offered full-time and extramurally). A student is allowed to register for the next year of study only if at least the equivalent of four semester modules have been passed in a particular year of study.
- Students in the **Faculty of Humanities** who register late must peruse the general regulations that govern late registration in the Faculty. A student who wishes to select modules to the value of more than 180 credits per year, needs to obtain special permission from the programme manager/coordinator.

## Registration for and cancellation of modules

Final cut-off dates are set for the change of modules (removing or adding) for each academic year. The cut-off date for cancellation of modules in the first and second semesters will be communicated to students by means of notices on the notice boards and announcements in the classes as well as in the calendar of the University and the timetable book. Students will not be allowed to cancel any module at a later date and lecturers/administrative staff will not supply any letters in this regard after the deadline.

A student may not register for a module of a subsequent year if a timetable clash occurs with a module of a previous year which has not yet been passed and which is prescribed for his or her field of study, unless exemption is obtained from class attendance in the latter module.

Should a student register for second semester modules at the beginning of a year of study, and it becomes evident at the end of the first semester, that he or she does not comply with the prerequisites of the second-semester modules, the registration of such modules will be cancelled. It is also the student's responsibility to ensure at the beginning of the second semester that the cancellation has been done.

## Concurrent registration for two fields of study

With the permission of the dean/deans concerned, a student may register for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, simultaneously, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean/deans may prescribe on the condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean/deans concerned if the student does not perform satisfactorily.

## Termination of studies

A student who decides to terminate his or her studies during the course of the academic year, must notify the University **in writing** and the notification (on the official form) of the termination of studies must be handed in at the accounts consultants at the Student Service Centre. All changes of modules must be done in writing at the relevant student administration.

The date on which the University receives the notification from the student will be considered to be the date on which studies are terminated. The burden of proof for the termination of studies or modules rests with the student.

If a student terminates his or her studies after the first Tuesday in June, or notice to this effect is received by the University after this date, the student shall be considered to have registered for the full academic year and to have failed. It is therefore in the interest of the student to notify the University without delay that he or she is terminating their studies.

## General Rules

### Modules from other faculties

A student who follows a module which is presented in another faculty, must acquaint him/herself and comply with the admission requirements of the module in question, sub minima requirements for tests/examinations, supplementary examination periods, etc.

### Credits for modules passed by unregistered students

There are students who attend lectures, write tests and examinations and in this manner earn "marks", but have either not registered for modules/or even as students at all. These marks will not be communicated to any student before he/she has provided proof of registration. A student cannot obtain any credits in a specific academic year for a module "passed" in this manner during a previous academic year and for which he/she was not registered. This arrangement applies even where the student is prepared to pay the tuition fees.

### Degree with distinction

Weighted averages (GPA), together with other faculty-specific criteria if applicable, are used at UP to calculate averages for the determination of distinctions.

### Plagiarism

Plagiarism is when you present someone else's ideas – published or unpublished – as if they were your own. Other people's ideas may be contained in written text (journal articles, textbooks, etc), visual text (graphics, photographs, etc), multimedia products (web sites, media productions, etc), music (compositions, lyrics, etc), and spoken text (speeches, lectures, etc). Plagiarism is a serious offence and a student could be charged with misconduct which could lead to suspension from the University. For further information on plagiarism visit the following web site: [www.ais.up.ac.za/plagiarism/index.htm](http://www.ais.up.ac.za/plagiarism/index.htm)

### Agreement for postgraduate study

An agreement between the student and the supervisor should be signed at the commencement of postgraduate study. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and makes it clear that they are entering into a binding undertaking with each other.

### Leave of absence

If it is impossible for a registered student at the University of Pretoria to continue with his/her studies/research in a specific year, but he/she intends to continue in the following year, the student must apply in writing to the dean of the relevant faculty for **leave of absence**. The application must include: full names, student number, address, reasons and period for leave of absence, for example the whole year, first semester (January to June) or second semester (July to December), name of supervisor (where applicable), and the student's intentions for the period after his/her leave of absence. However, in accordance with the policy of the University of Pretoria, leave of absence is not granted for more than two years. Any outstanding fees should be paid in full upon the student's return from his/her leave of absence.

## General information

### Residence accommodation

The online application form that is completed for admission to a programme at the University of Pretoria has a specific section that must be completed for residence accommodation. These forms are available as from March of the previous year. The Student Service Centre can be contacted if a student decides to apply for residence accommodation if this application form has already been handed in. Unfortunately accommodation cannot be guaranteed as the demand for University accommodation by far exceeds the places that are available. Admission to a programme does not also automatically ensure residence accommodation.

**NOTE: Allocation of accommodation in the residence at Onderstepoort (Faculty of Veterinary Science) will only be confirmed after admission to the BVSc programme or the Bachelors in Veterinary Nursing. Details concerning accommodation fees are available on request. Due to the high demand for accommodation in the Onderstepoort residence, preference will be given to BVSc students from the second year of study onwards as well as first-year diploma students.**

Application for accommodation in the Onderstepoort residence should be submitted as part of the online application as from 1 March of the preceding year of study. A number of places will be reserved for students in the first year of the BVSc programme who are already using residence accommodation at the Hatfield Campus.

Students registered for Distance Education programmes are responsible for arranging their own transport, accommodation and food during contact sessions and examinations.

### Changes to regulations and fees

The University reserves the right to amend regulations and syllabi where necessary and to change module fees without prior notice.

**NOTE: The fees advertised and thus levied in respect of a module or programme presentation represents a combination of the costs associated with the formal services rendered (for example lecturers, practicals, access to laboratories, consumables used in laboratories, etc) as well as associated indirect overheads such as the provision of library and recreation facilities, security and cleaning services, electricity and water supply, etc. Therefore the fees in respect of a module or programme presentation cannot simply be reconciled with the visible services that are rendered in respect of such module or programme.**



## General Rules

### Prescribed books

Lists of prescribed books will be made available in certain faculties. The appropriate lecturers will supply information regarding prescribed books to students at the commencement of lectures.

The complete content of each Distance Education programme is contained in the learning materials that students receive. It is not necessary to buy any additional textbooks. Extracts from referenced textbooks are provided with the learning materials. Students also receive envelopes, assignment covers and writing pads to submit their assignments.

### Academic dress at graduation ceremonies

<b>1.</b>	<b>DOCTOR'S DEGREE</b>
<b>Gown:</b>	A ruby gown (Cambridge model) with a 15 cm band in the Faculty colour on the front panel.
<b>Cap:</b>	A ruby beret (Utrecht model) with the tassel in the faculty colour.
<b>Hood:</b>	A maroon hood lined in the Faculty colour (Oxford model) with a 7,5 cm border in the Faculty colour.
<b>2.</b>	<b>MASTER'S DEGREE</b>
<b>Gown:</b>	A black gown (Cambridge model).
<b>Cap:</b>	A flat square black beret with the tassel in the faculty colour.
<b>Hood:</b>	A black hood lined in the faculty colour with a 7,5 cm border in the faculty colour.
<b>3.</b>	<b>HONOURS DEGREE</b>
<b>Gown:</b>	A black gown as for bachelor's degrees.
<b>Cap:</b>	A flat square black beret with the tassel in the faculty colour.
<b>Hood:</b>	As for bachelor's degrees but hemmed with a 2 cm band of the base material.
<b>4.</b>	<b>BACHELOR'S DEGREE</b>
	<b>(a) General</b>
<b>Gown:</b>	A black gown (Cambridge model).
<b>Cap:</b>	A flat square black beret with the tassel in the faculty colour.
<b>Hood:</b>	A grey hood with a 7,5 cm edging in the faculty colour.
	<b>(b) Bachelor of Divinity and Bachelor of Education</b>
<b>Gown:</b>	A black gown as for bachelor's degrees.
<b>Cap:</b>	A flat black square beret with the tassel in the faculty colour.
<b>Hood:</b>	As for bachelor's degrees but with a 2 cm edge in the base material.
<b>5.</b>	<b>DIPLOMAS AND CERTIFICATES</b>
<b>Gown:</b>	A black gown (Cambridge model).
<b>Cap:</b>	A flat square black beret with a black tassel.
<b>Hood:</b>	A 12 cm wide hood band made of Cashmere fabric in the prescribed faculty colours, and a V-form neck piece with a 5 cm grey strip in the centre of the neck piece for all diplomas and certificates.
NOTE: Persons in the SANDF, SAPS, etc who wish to attend the graduation ceremony in uniform, may do so subject to the following conditions: the gown must be worn, the beret, and not the cap, must be donned.	

### The use of UP computer facilities

The University's computer facilities are used subject to the Code of Conduct for Users of the Student Computing Environment. Conduct in contravention with the code, will be dealt with in accordance with the provisions thereof. The code can be viewed at <https://www1.up.ac.za/cs/groups/staff/@public/documents/document/mdaw/mda0/~edisp/004227.pdf>. All users of the Student Computing Labs must read and agree to the Code of Conduct prior to the use of the computer facilities. A hard copy of the Code can be obtained on request at any of the computer laboratories.

### Orientation

In terms of the policy determined by the University Council, no form of initiation of first-year students or any other students is permitted. A welcoming programme will be presented.

## General Rules

### Residences – Rules

Matters concerning University-controlled residences are described fully in the TuksRes Guide, which is available at the Department of Residence Affairs and Accommodation. Residence students are subjected to the applicable rules and regulation pertaining residences.

### University grounds and buildings

1. The University reserves the right to deny persons and organisations access to its grounds and buildings.
2. Admission to the premises of the University is under all circumstances subject to the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985.
3. Persons who enter and park on the premises of the University do so at their own risk. Therefore, the University does not accept liability for any accident or damage suffered by a person as a result of the use of the grounds or buildings of the University.
4. The use of the grounds and buildings of the University is subject to the policy and procedural provisions determined by the University Council.
5. Climbing University buildings, accessing roofs of these buildings without permission or any other related unauthorised act is prohibited.
6. Unless the Traffic Regulations expressly determine otherwise, the traffic rules applicable to public roads contained in the Road Traffic Act, Act 29 of 1989, as amended, also apply to the premises of the University.

### The use of student cards

Each student is responsible for the safekeeping of his/her student card. A student card may only be used by the registered student to whom the card was issued. A student card may not be abused and care should be taken by the card holder that the card is not used in such a way that it may pose a security risk to the University, ie by lending, sharing or giving it to someone else. Should a student no longer be a registered student at the University of Pretoria, the student card issued to that particular student may no longer be used for any purpose whatsoever.

### Occupational health and safety

All staff members and students of the University must at all times comply with the provisions regarding occupational health and safety as set out in the Occupational Health and Safety Act, Act 85 of 1993, including all rules and work proceedings as set out by the University in the interest of health and safety.

### Sports meetings – Code of Conduct

#### 1. General premise

The general premise is that the behaviour of the students of the University of Pretoria shall at all times, ie also at any sports meeting – **including Intervarsity** – be such that the image and good name of the University is not prejudiced. In this regard, an intervarsity is not considered to be an extension of Rag, but an event in its own right with a long and proud tradition.

#### 2. All sports meetings

- a) A student's behaviour shall not be of such a nature that it disrupts or in any way detrimentally affects the normal course of the sports activity in question.
- b) No spectators shall without authorisation set foot on the playing field regardless of whether the particular sports activity is in progress.
- c) Alcohol abuse is strictly prohibited. No glass bottles and/or cans are allowed in the stadiums.
- d) No dangerous objects or weapons as stated in paragraph 2.12 below are allowed into the stadiums.
- e) A spectator shall subject him- or herself to the authority of the person appointed by the University or TuksSport to maintain order and shall abide by any reasonable arrangement made by such a person with a view to the discipline of the spectators.
- f) Indecent behaviour and foul language are forbidden.

#### 3. Official tours

- a) The rules regarding official tours undertaken by students of the University of Pretoria regulate the organisation, approval and effective control of official tours, excursions or trips beyond the borders of Pretoria that are organised by the students themselves, employees of the University of Pretoria or a University organisation, and to which the name of the University of Pretoria is linked.
- b) Official tours can be divided into three categories, namely academic tours, student tours and sports tours.
- c) The University authorities reserve the right to take disciplinary action in terms of the rules and regulations of the University against tour chaperons and/or tour managements and/or tour members during or after a tour. (These regulations are available on request at the offices of the SRC.)

### Firing of rockets and explosives

The use and/or firing of any fireworks, rockets or explosives, of whatever nature, is not only a contravention of the rules of the University, but can also constitute a criminal offence. Contraventions of this nature normally lead to the suspension of the student concerned.

# General Rules

## Carrying and storage of firearms

A person is guilty of misconduct if he or she stores on the premises of the University, possesses or controls, a firearm, explosives, explosive device or any other dangerous or potentially dangerous weapon or object without the express prior consent of the Director: Security Services or his authorised representative. The concepts "firearm," "explosive," "explosive device" and "dangerous weapon" bear the meaning that they are accorded in the relevant statutory provisions. A dangerous or potentially dangerous weapon or object includes but is not limited to a potato gun and/or a paintball gun.

## Code of conduct: Meetings

### A. Points of departure

The University of Pretoria is a reflection of the society it functions in and is therefore subject to the processes affecting it. These processes may cause differences of opinion and inherent tensions. In accordance with the Constitution of the Republic of South Africa, it is the University of Pretoria's mission to foster a culture of freedom of speech and free expressions of opinion on campus. This mission however, can only be brought to fruition in an environment where all parties practice this right while simultaneously accepting the accompanying responsibilities. Staff members and students have the right to express their disagreement or satisfaction with particular views or actions but on specific conditions. The conditions include:

- a sensitivity for the rights of others
- respect for political, cultural and religious differences
- tolerance of opposing opinions.

Free speech should also honour individual privacy, dignity and personal choice. Commitment to this regulation implies that students and staff members accept these responsibilities and that they conform to them.

### B. Aim

To agree on the details of a code of conduct with a view to ensuring the continued and responsible exercising of freedom of speech and expression of opinion during meetings.

### C. Definitions

#### 1. Speakers

Persons from within or outside the University, irrespective of their political or other affiliations, who are invited to address staff members, students and the general public on University premises or to participate in any prearranged function or action.

#### 2. Convener

- 2.1 In the case of invitations to participate in organised student activities, irrespective of whether the meeting was scheduled in advance, the convener is the **SRC** and/or the student body which issued the invitation.
- 2.2 In the case of invitations to participate in meetings or programmes that do not form part of student activities, the convener is the person and/or the organisation who issued the invitation.

#### 3. During the proceedings

- 3.1 The official proceedings is the period that follows on the announcement by the chairperson or convener of the meeting of the commencement of the proceedings, or his or her attempts to make such an announcement, and lasts until the chairperson or convener announces that the proceedings have ended. For this purpose the customary time allowed for questions is considered to be part of the official proceedings.
- 3.2 For the purposes of this code of conduct the concept "during the meeting or a gathering" has a corresponding meaning.

#### 4. Protest

Protest as intended in paragraph E of this code of conduct and which is made in the prescribed manner during the proceedings, or at some other appropriate time, in terms of the organiser's rules of procedure.

#### 5. Unauthorised protest

Protest which does not conform to the definition and other rules of procedure contained in this code of conduct.

#### 6. Applicant

A staff member or a student of the University, or an organisation affiliated with the SRC, who applies to the organisers for the protest.

#### 7. Students' Representative Council (SRC)

The Students' Representative Council of the University of Pretoria as elected and constituted in terms of the Constitution of the SRC and the Students' Senate.

#### 8. University authority

The Rectorate or any other organ or division of the University, including, where applicable, an authorised staff member of the University.

#### 9. Invitations

- 9.1 In accordance with a particular situation, all invitations to speakers are issued by the convener after consultation with the University authorities.

## General Rules

9.2 Notwithstanding any provision in this code, the Rectorate can, if it is of the opinion that a particular meeting will have a detrimental effect on or will endanger the orderly course of teaching and research and the maintenance of order and discipline, either prohibit the issuing of particular invitations or demand that they be withdrawn.

### 10. Guests of the University

For the purposes of this code of conduct speakers are considered to be guests of the University who should always be afforded courtesy and be treated in accordance with the civilised norms and the standards the University attempts to uphold.

### D. Responsibilities of conveners

1. The convener has the following responsibilities:
  - a) The safety and wellbeing of speakers from the moment they enter the University premises until they leave the premises after their visit.
  - b) The control of admission to all meetings, adhering to the policy provisions laid down by the Council in this regard.
  - c) The provision of information to the chairperson of a meeting to familiarise him or her with his or her obligations in terms of this code of conduct. The chairperson or convener must inform those present adequately beforehand of the content of this code.
  - d) All reasonable measures and precautions required to ensure the orderly course of the proceedings.
  - e) The conveners may request that the Department Security Services should render support in the execution of the obligations mentioned in D.1(a), (b) and (d), provided that:
    - i. a written application for support is submitted beforehand to the Department Security Services;
    - ii. the obligations to be taken over by the Department Security Services are clearly defined and agreed upon in writing; and
    - iii. The Department Security Services is exclusively responsible for the matters taken over in terms of D.1 (e)(ii).
  - f) The conveners are responsible for collating and making available all information and confirmatory proof regarding the infringement of this code of conduct in any manner, and for submitting the details thereof to the Registrar within three days, provided that the Department Security Services bears the responsibility for the matters taken over in terms of paragraph D.1 (e)(i) – (iii). Measures taken by the conveners for the purposes of fulfilling the obligations mentioned in paragraph D.1 (a) – (e) must comply with the policy provisions laid down by the University in regard to the control of admission and the protection of University premises.

### E. Protest and other actions

1. Besides the protest that is permitted in terms of paragraph E.4, all other forms of protest or actions intended to disrupt a meeting, or which have that effect, are not permissible during the proceedings.
2. Subject to the provisions of paragraphs C.1.10 and E.1, it is permissible to display placards, banners and flags, carried by protestors, before or after the proceedings, provided that no placards, banners, flags or slogans may be displayed against University buildings.
3. Subject to the provisions of paragraphs C.1.10 and E.1, it is permissible to shout slogans, sing songs and to utter lyrics before or after the proceedings. (As long as the slogans shouted do not amount to hate speech).
4. It is permissible to register protest during a meeting, provided that the following condition is fulfilled in all respects: Applicants must give the organisers written notice of their intention to register protest 10 working days before the commencement of a meeting. It is regarded as an essential condition of a proper notice that the written notice be accompanied by the full text of the protest note.
5. The following requirements apply to the protest note mentioned in par. E.4:
  - i. The protest note must be in the form of a press release and must be read aloud by the applicant as prescribed in paragraphs E.6 and E.7.
  - ii. The content of the protest note may not be directed at the speaker in his or her personal capacity.
  - iii. The applicant accepts full responsibility for the content of the protest note and the conveners give permission for its delivery at the applicant's risk.
6. It is within the sole jurisdiction of the conveners to determine the order arrangements for the meeting and everyone present is subject to these arrangements.
7. If an application to protest does not comply with all the requirements set out in paragraphs E.4 (a), E.5 and E.9 such a protest shall be considered to be unauthorised and shall not be permitted, provided that if an application to protest does comply with the requirements, the conveners are obliged, subject to the provisions of paragraph E.8, to allow the protest during the proceedings or at some other appropriate time.
8. The maximum time that shall be allowed for protest during a meeting is five minutes, provided that if more than one applicant wants to register protest, the time can be extended to a maximum of 10 minutes and that applicants who represent groups can be given precedence.
9. In the case of protest being registered by more than one person, the conveners of the meeting can, in accordance with the particular circumstances, request the applicants to reduce their notes of protest in order that the protests may be registered and completed within the time limits.

## General Rules

### F. Application

The code of conduct is applicable to:

- a) all staff members of the University, irrespective of whether they have a permanent, part-time or temporary appointment;
- b) all registered students of the University; and
- c) groups and organisations of which registered students are members or in whose activities or management registered students participate, irrespective of whether the group or organisation concerned is affiliated to the SRC.

### G. Infringements

1. This code of conduct has the status of a regulation and the infringement of any of its provisions is justiciable in terms of the Rules laid down by the Council of the University in accordance with Article 13 of the University of Pretoria, Article 36 of the Higher Education Act (Act No 101 of 1997) as well as the Statute of the University of Pretoria.
2. If an organisation that is affiliated with the SRC infringes any of the provisions of this code of conduct in any manner, or attempts to do so, the SRC can decide to summarily terminate the affiliation of that organisation.
3. Incitement or intimidation of groups or individuals to infringe this code of conduct shall be regarded to be an infringement thereof, and such infringement shall, in accordance with the particular case, be dealt with in terms of paragraphs G.1 and 2.

### Pets on campus

No pets are allowed on University grounds, with the following exceptions:

- Guide dogs for blind persons
- Animals that need to be on a specific campus as patients or for research
- Pets owned by personnel who stay in houses belonging to the University or houses on the University campuses on a permanent basis.

### Smoking policy (including staff and visitors)

With a view to creating a pleasant and healthy working environment and to balancing the interests of smokers and non-smokers, the following areas are classified as non-smoking areas:

- Any area where a possible fire and/or security risk exists and which has been designated as such.
- Any premises where food is stored, manufactured, prepared, handled, sold or served.
- All indoor areas.

All members of staff and visitors are required to comply with the provisions of the smoking policy. The policy may be revised from time to time in view of possible statutory developments.

### Use of cellular phones and other recording devices during lectures and practicals

The attention of students is drawn to the fact that cellular phones may not be used at all during lectures and practical sessions and must be switched off. Furthermore, students are prohibited from recording lectures without the permission of the lecturer concerned. However, in the case of students with special needs, prior arrangements should be made to obtain the necessary approval.

## Traffic and parking regulations of the University of Pretoria

### A. Definition of terms – traffic and parking regulation

For purposes of these regulations the following definitions apply:

1. **Official road:** A gravel or tarred road established by the University on its grounds for the use of motor vehicles/bicycles.
2. **Official parking space/area:** A space/area intended for parking motor vehicles and bicycles and which is indicated as such. The parking areas on the Hatfield Campus are indicated on the University map as well as on the various University grounds by an H and a number. The South Campus is indicated with an S and a number, Groenkloof with a G and a number and Onderstepoort, the Medical Campus and Mamelodi with a P and a number.
3. **Visitor:** A person who is not a student, contractor or a staff member of the University.
4. **Bicycle shed:** A parking area for motorcycles and bicycles and which is indicated as such by a road sign board.
5. **Authorised official:** A traffic official or other member of the Department of Security Services or the authorised contractor of the University authorised to enforce entrance control or security on the University grounds.
6. **Personnel/Student card:** An identity card issued by the University.
7. **Motorcycle:** Any self-driven or semi self-driven motor vehicle with two wheels with or without a side-car.
8. **Motor vehicle:** Any self-driven or semi self-driven motor vehicle. Any trailer.

## General Rules

9. **Road traffic sign:** Any parking and traffic sign, information sign, danger warning sign, roadway line and marks which are applicable in terms of the Road Traffic Ordinance, provided that the University can use its own measurements, distances and heights with regard to the erection of traffic signs and the marking of roadway lines and marks.
  10. **Road Traffic Ordinance:** Art. 93(1) of the National Road Traffic Act (Act 93 of 1996) which is effective in the Republic of South Africa.
  11. **Roadworthy:** A licensed vehicle that is roadworthy in accordance with the regulations of the Road Traffic Ordinance.
  12. **Parking disc:** A token issued on request by the Student Service Centre of the University to a member of staff or a student. The parking disc must be attached to the windscreen of a vehicle where it must be clearly visible. It may not be transferred to or requested on behalf of anyone else.
  13. **A member of staff:** Any member of the University Council or any other person who is permanently or temporarily employed by the University.
  14. **Council:** The Council of the University of Pretoria.
  15. **Student:** Any full-time, after-hours or part-time student registered at the University.
  16. **Contractor:** Any person or company contracted by the University.
  17. **University:** The University of Pretoria.
  18. **University grounds:** Grounds owned or rented by the University or grounds that are in any manner subject to the control of the University.
  19. **Traffic officer:** Any member of staff, called upon by the Director: Security Services, to enforce traffic control for the University.
  20. **Sheltered parking:** Any sheltered parking established by the University or for which permission for erection had been granted.
  21. **Parking for persons with a disability:** Allocations will be made in accordance to legislation.
    - 1) The South African Constitution of 1996. According to the bill of Rights Chapter 2 "everyone is equal (9.1) ...and may not be unfairly discriminated against...on the ground (of) race, gender (or) disability (9.3). Everyone has inherent dignity and the right to have their dignity respected and protected (1). Everyone has the right to an environment that is not harmful to their health or wellbeing (24)".
    - 2) The Employment Equity Act of 1998. According to Chapter III "Affirmative action measures implemented by a designated employer must include: (a) measures to identify and eliminate employment barriers, including unfair discrimination, which adversely affect people from designated groups (c) making reasonable accommodation for people from designated groups in order to ensure that they enjoy equal opportunities and are equitably represented in the workforce of a designated employer".
- B. General information**
1. The purpose of the traffic and parking regulations of the University is to restrict traffic disturbance and accidents on its premises to a minimum.
  2. Although the University attempts to provide parking facilities for students and personnel with the funds and limited space at its disposal, the Council is not obliged to provide these facilities.
  3. Admission to the premises of the University and parking on the University grounds take place at a person's own risk. Therefore the University does not accept liability for any accident or damage suffered by a person as a result of the use of the roads or parking facilities of the University.
  4. Unless the Traffic Regulations expressly determine otherwise the traffic rules applicable to public roads, contained in Art. 93(1) of the National Road Traffic Act (Act 93 of 1996), as amended, also applies to the premises of the University.
  5. Traffic and parking regulations are subject to amendment or temporary suspension by the University from time to time.
  6. Transgressors of the traffic and parking regulations are subject to the following penal clauses:
    - (a) **Personnel and students**  
Action in terms of the disciplinary provisions of the University as well as criminal charges in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).
    - (b) **Visitors**  
Criminal charges for contravention in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).
    - (c) **Contractors**  
Action in terms of the disciplinary provisions of the University as well as criminal charges in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

# General Rules

## C. Admission to university grounds

### 1. Admission

Admission to the premises of the University by motor vehicles, pedestrians and bicycles is under all circumstances subject to the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985), which determines among other things that an authorised officer may require a member of staff, a student or a visitor who desires admission to the University premises to:

- supply their name and address and any other relevant information;
- supply proof of identity;
- declare whether they have any dangerous object in their possession;
- declare content of any vehicle or container of any nature in their possession or custody and to display its contents;
- subject themselves to a search of themselves or of any vehicle or container, and
- hand such object, container or vehicle to an authorised official for searching or custody until they leave the University terrain again.

If an authorised official of the University has given permission to a person(s) to enter the University, he/she may do so subject to certain conditions, such as:

- That the person must wear an identity card or any proof of permission for the duration of his visit to or stay on the University premises;
- That he or she may only enter certain parts of or places on the terrain;
- That he or she may be prohibited from getting into contact with certain persons or that he may be restricted in that regard; and/or
- That the period of time that he or she may stay on the University premises may be restricted.
- To move or remove his or her motor vehicle or bicycle at any time if it should be in the interest and security of the University premises or the people thereon.

### 2. Personnel

- a) Permanent full time, permanent part time and temporary full-time personnel qualify for full day parking on all campuses.
  - Part-time personnel eg extraordinary lecturers, extraordinary professors and honorary professors, qualify for full-day parking on all campuses.
  - Part-time personnel appointed for 25 hours per week and more qualify for full day parking on all campuses.
  - Postdoctoral fellowships qualify for full-day parking on all campuses.
- b) Should a personnel member not qualify for full-day parking on the Hatfield Sports Campus, application can be made for parking on a satellite campus ie Groenkloof, Onderstepoort, Mamelodi, Prinshof and Hillcrest Sports Campus.
- c) If a personnel member is in possession of a valid parking disc for the applicable year, the personnel card will be activated for the relevant gates. Personnel members must use their personnel cards to activate the motor gates upon entrance and exit.
- d) For the sake of members of staff who own two motor vehicles, a second parking disc may be issued provided that
  - (i) not more than one vehicle per staff member is parked on University parking areas simultaneously;
  - (ii) particulars of only one vehicle be displayed on a parking disc;
  - (iii) A parking disc may not be transferred from one vehicle to another (if a person changes vehicles the previous disc must be handed in before a substitute disc will be issued);
  - (iv) No motor vehicle will be admitted to University parking areas without a valid parking disc;
  - (v) The parking disc must be visible on the windscreen of the vehicle for the period it is parked in a University parking area;
  - (vi) Staff members who have children that are students at the University may not allow their children to park the staff member's motor vehicle on a parking area intended for personnel vehicles;
  - (vii) Misuse of the parking facilities may cause that one or both the parking discs of a particular member of staff be suspended;
  - (viii) The parking disc may not be requested on behalf of anyone else or transferred to another person.
- e) As a result of the high number of vehicles in certain parking areas, the University had to impose limited zoning and a staff member is allowed to park only in the area/zone where to his or her particular disc warrants admission.
- f) A vehicle may only be parked on the marked spaces in the area. Visitors' parking is intended for the use of visitors only. Motorcycles may only be parked on parking areas intended and marked for that purpose.
- g) All traffic signs and regulations of the University must be obeyed at all times. (Offenders render themselves liable to action in terms of the disciplinary provisions of the University.)
- h) Persons who enter the University premises do so at their own risk.
- i) If a member of staff resigns or retires from University employment the parking disc in his or her possession must be returned to the Director: Security Services.
- j) A member of staff to whom a sheltered parking space has been allocated is allowed to park his/her vehicle in that space only. Contravention of this regulation renders the offender liable to action in terms of the disciplinary provisions of the University.
- k) Parking bays reserved for the disabled are for the exclusive use of such persons.

## General Rules

### 3. Students

- a) Hatfield Campus  
Undergraduate students' motor vehicles are not permitted on the Hatfield Campus. Honours and master's students may park on campus from 14:00 and doctoral students may park on campus full-time.
- b) Student parking facilities (Hatfield Campus)  
Students' motor vehicles are restricted to the parking facilities provided for students. An authorised official may at any time request a person who uses this parking to present his/her student card. H29, H30 and H17 have been allocated as student parking.
- c) Onderstepoort, Groenkloof, Prinshof, Mamelodi and the Hillcrest Sports Campus  
Students are issued with a parking disc on request and they obtain entry to the parking area on the basis of a parking disc and their student card. All students leaving the premises must also present their student card on request to the authorised official on duty at the gate.

### 4. University vehicles

University vehicles are permitted to enter or exit from University premises on the basis of the personnel card of the driver as issued by the transport section, provided he or she is a member of staff. Other University vehicles are permitted to enter and leave on the grounds of a letter of authorisation by the relevant head of the section/department verifying the identity of the driver of the vehicle in question. Any accidents where University vehicles are involved must be reported to the 24-hour Operational Management Centre at Security Services (+27 (0)12 420-2310), transport section (+27 (0)12 420 2757) and to the SAPS.

### 5. Visitors

Visitors may park only on specified visitors' parking areas and not underneath carports.

### 6. Contractors

Vehicles of contractors are only permitted on the University premises if in possession of a valid parking disk displayed on the window.

### D. Traffic regulations

1. The general speed limit is 35 km/h. However, the driver of a motor vehicle must reduce speed when required (when pedestrians are crossing or when the view is limited) to adapt to the circumstances prevailing on the premises of the University.
2. All road traffic signs must be obeyed at all times.
3. Motorcycles may only be parked in the motorcycle shed at the Humanities Building or parking areas allocated and marked for that purpose.
4. No bicycles are allowed on the pathways of the University premises.
5. Motor vehicles and bicycles are allowed only on official roadways.
6. These regulations apply to all University premises.

### E. Parking regulations

1. General
  - a) Parking on University premises is permitted only on areas officially allocated for the parking of various vehicles.
  - b) Since parking space on the various campuses is limited, the allocation of parking bays is done by zoning. A staff member/student is only permitted to the parking zone for which the parking disc is valid.
  - c) Persons in possession of valid parking discs are not allowed to park on visitors' parking areas unless directed by an authorised official to that parking bay.
  - d) The following are considered to be parking or traffic offences and will be dealt with as explained in par I.1-5:
    - i. Parking on campus without a valid parking disc;
    - ii. Parking in front of gates, on driving lanes or places where parking is not allowed, eg paving;
    - iii. Double parking;
    - iv. Parking on reserved parking and loading zones;
    - v. Misuse of parking disc;
    - vi. Parking on grass and sports fields;
    - vii. Parking in bays reserved for the disabled;
    - viii. All offences with regard to bicycles;
    - ix. Not stopping at stop streets.
2. Besides the above general provisions, the following specific arrangements apply to the various premises (also after hours and during holidays).



# General Rules

## a) Motor vehicles

- i. Hatfield Campus
  - Students' motor vehicles and motorcycles are not permitted on the Hatfield Campus unless a valid parking disc can be shown.
  - Parking areas H17, H29, H30 are allocated to students. The cars of students shall at all times be restricted to these parking areas and to lawful parking along the roads.
  - Parking areas H20, H18 and H31 are reserved for the cars (with parking discs) of students living in women's residences.
  - Motorcycles and bicycles may only be parked in the sheds provided for that purpose.
- ii. Prinshof Campus
  - Motor vehicles belonging to students in the Faculty of Health Sciences are allowed on the premises on the basis of a parking disc and their student cards. When a student leaves in a motor vehicle, he or she must also show his or her student card on request to an authorised official. All other students are allowed into the area as visitors only.
  - P3101 and P3103 are for the use of students only.
  - P3104 is demarcated for staff members and students as indicated by the applicable signboards. Motorcycles and bicycles may only be parked in the sheds and other areas provided for that purpose.
  - Clinical premises: no vehicles belonging to students are allowed into this area. Motorcycles and bicycles may be parked in the shed provided for students.
- iii. Onderstepoort Campus
  - Students are issued with a parking disc on request and obtain entry to the premises on the grounds of the parking disc and their student cards. All students leaving the area must produce their student cards on request to the guard on duty at the gate.
  - Parking to the east of the Sir Arnold Theiler Building (V3) is allocated to students.
  - Motorcycles and bicycles may only be parked in the sheds and other areas provided for that purpose.
- iv. Hillcrest Sports Campus
  - Parking is restricted to the official parking areas.
  - Parking on embankments and sports fields is prohibited.
- v. Mamelodi Campus
 

All rules and regulations pertaining to the University of Pretoria's Traffic Regulations are applicable with the necessary changes.
- vi. Residences
 

Residents of university residences park according to the parking arrangements described in the residence regulations that must be considered an addendum to this regulation. The onus is on the students to get hold of the necessary regulations.
- vii. Groenkloof Campus
 

All rules and regulations pertaining to the University of Pretoria's Traffic Regulations are applicable with the necessary changes.

## b) Motorcycles

Staff members are permitted to park their motorcycles in all parking sheds or other parking areas provided on University premises for the parking of motorcycles.

Students are permitted to park their motorcycles in sheds only and on areas specifically allocated for the parking of students' motorcycles.

## c) Bicycles

Bicycles may be parked only in bicycle sheds or other areas specifically provided for that purpose.

Bicycles left at places other than those specifically provided, will be removed at the risk and cost of the owner and will be taken to the Director: Security Services. Offenders will be dealt with according to the disciplinary regulations of the University.

Bicycles obstructing emergency exits or bicycles locked to security gates will be removed and taken to the Director: Security Services, at the cost and risk of their owners.

Bicycles not claimed within three months will be confiscated and sold by the University.

## 3. Temporary structures

No temporary structures serving as sheltered carports are permitted on University premises.

## 4. Visitors

Visitors are allowed to park on visitors' parking only.

## F. Removal of or damage to road traffic signs or marks

Removal of or damage to road traffic signs and marks is considered to be a serious offence for which no admission of guilt arrangement will be accepted, as removal or damage to road traffic signs may lead to serious accidents causing injury and even loss of lives. If a person is caught and accused of any of these charges, he or she will have to appear in court directly.

## General Rules

### G. Application by individuals or organisations with regard to the use of municipal property

In the event of any road-running, treasure-hunt, bicycle race or any other proceeding that must take place on a public road or where the air space of the Metro Council will be used, permission must be obtained from the municipality timeously.

### H. Contravention of traffic and parking regulations

Non-compliance with the traffic and parking regulations of the University constitutes an offence. Such offenders render themselves liable to action in terms of the disciplinary provisions of the University as well as to criminal charges in terms of the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985.

The following are considered to be parking or traffic offences for which the fines indicated can be imposed:

- a) **Offences with motor vehicles** (including motorcycles, scooters and mopeds):
- Parking on campus without valid parking disc: R50
  - Parking in driveways and in front of gates as well as areas where parking is not allowed such as paved areas: R50
  - Double parking: R50
  - Parking on reserved areas or on loading zones: R50
  - Abuse of parking disc: R50
  - Parking on lawns and sports fields: R50
  - Parking on parking bays reserved for the disabled: R80
  - All offences with bicycles: R15
  - Failure to stop at stop signs: R60

**NOTE:** These amounts are subject to change.

- b) Bicycles left at places other than those specifically provided, will be removed at the risk and cost of the owner and will be taken to the Department of Security Services. The University cannot be held responsible for any damages caused for the owner through this action. Bicycles not claimed within three months will be confiscated and sold by the University.
- c) Removal or damage of road traffic signs and marks are serious offences for which no admission of guilt arrangement will be accepted.

When a fine as indicated above is imposed, representation can be made to the Director: Department Security Services. If a person is not satisfied with the outcome of the representation, he or she can request a hearing before the Traffic Tribunal to have the alleged offence adjudicated. An appeal against the decision of the Traffic Tribunal can be lodged with the Committee for Discipline (Students) within 10 days of the ruling.

- d) Submissions for offences regarding parking on parking bays reserved for the disabled will not be considered.

### I. Procedure in the event of parking or traffic offences

1. When the driver of a motor vehicle parks the vehicle contradictory to the University regulations or otherwise commits a parking or traffic offence, an authorised official hands a document to the driver of the vehicle. If the driver is absent, the document will be attached onto the vehicle in a place where it will be clearly visible.
2. In the abovementioned document the offence will be clearly defined and the driver of the vehicle notified that he or she must, prior to a specific date mentioned in the document, pay the amount indicated in the document as a fine at a certain place or to a certain official, or otherwise personally put a written request to the Director: Department Security Services or his representative explaining (a) why he or she is not guilty of the offence in question; or (b) the amount of the fine needs to be reduced.
3. The driver of the vehicle is also notified in the document of the fact that should he or she fail to react timeously to the notice, the Traffic Tribunal may impose the cost of the tracing fee as well as a fine for no reaction from the alleged offender.
4. A copy of the mentioned document is also made available to the official to whom the fine is to be paid. The official mentioned keeps a register of all parking and traffic offences with complete particulars of fines paid, of any representations relating to offences submitted, as well as the result of such representations.
5. Representations are considered by the Director: Department Security Services.
  - a) The person concerned is notified that a decision has been taken:
    - i. to acquit the person of the full amount of the fine; or
    - ii. to reduce the fine and to allow that payment of the outstanding amount be made on a fixed date; or
    - iii. not to sustain the representations and that the amount of the fine be paid in full prior to a previously fixed date.
  - b) The person is also notified that should he or she be dissatisfied with the result of the representations, a date for a hearing before the Traffic Tribunal may be requested to adjudicate the alleged offence. The person must immediately indicate whether such a hearing would be desirable.
  - c) Should a person request a hearing, a date for the hearing is determined and a document co-signed by the Director: Department Security Services, or an official authorised by him, and the person concerned, is handed to the person. In this document the person is notified of the date, time and place of the hearing of the Traffic Tribunal.
  - d) If a fine is not paid before the date fixed in terms of paragraph I.2 or paragraph I.5(a)(iii), the Director: Department Security Services notifies the Traffic Tribunal.

## General Rules

### 6. Traffic Tribunal

- a) All traffic cases referred to the Traffic Tribunal by the Director: Department Security Services are tried by a Traffic Tribunal which consists of a minimum of two members of the Faculty of Law.
- b) The Traffic Tribunal has the power to:
  - (i) increase or confirm or reduce the fine imposed on a person, and to stipulate that the outstanding amount be paid before a certain previously fixed date;
  - (ii) acquit a person of the payment of the fine;
  - (iii) impose a fine to the maximum, as stipulated in paragraph 1.7(d), for neglecting to obey an order in terms of 1.6(b)(i), or for neglecting to appear in the Traffic Tribunal on a day determined for the hearing, or for any action that amounts to contempt of the Traffic Tribunal;
  - (iv) charge the tracing costs as well as impose a fine for neglecting to react to the document mentioned in paragraph 1.1-4 (the maximum fine is stipulated in paragraph 1.7(d)); or
  - (v) institute legal procedures in terms of the Traffic Tribunal if a person continues to contravene the traffic regulations.
- c) Procedures in the Traffic Tribunal remain inquisitorial and rules of Law of Evidence do not apply.
- d) Neither legal representation nor cross-examination is permitted.
- e) The University authorities are represented by the Director: Department Security Services or a person assigned by him.
- f) The Traffic Tribunal may give hearing to any witness, at the request of any person concerned.
- g) In circumstances mentioned in paragraph 1.7(a), the Traffic Tribunal may conduct a hearing in the absence of the offender.
- h) All witnesses are cross-examined under oath or must make a solemn statement to tell the truth.

### Distribution of publications

Internal publications: Use of the corporate identity on all University of Pretoria publications aimed at internal and external audience should be signed off by the Director: University Relations and the Brand and Advertising Specialist.

External publications: With the exception of publications that have been officially approved, no publications, eg external newspapers, pamphlets or flyers may be distributed on the campuses without the prior approval of the Director: University Relations.

### Dress

It is expected of students of the University of Pretoria to be dressed neatly and appropriately on the campuses at all times. Deans may prescribe the appropriate dress for students in their faculties.

Conditions regarding the use of the University Coat of Arms/logo and the wearing of University colours are contained in the Corporate Identity Manual of the University and relevant regulations that the Student Representative Council may lay down in this regard. Enquiries should be directed to the Department of University Relations.

### Students with special needs

Parents and students are requested to communicate with the Disability Unit regarding all matters concerning students with special needs.

### Contact information

Mr IE Manele  
**Tel** +27 (0)12 420 2582  
 Mr JJ Erwee  
**Tel** +27 (0)12 420 4281  
 Mr S Sikhosana  
**Tel** +27 (0)12 420 2064

### Use of City Council property

The permission of the City Council must be obtained when property of the Council is entered or the air space above Pretoria is used for the execution of any student activity.

### Evacuation of lecture halls/laboratories

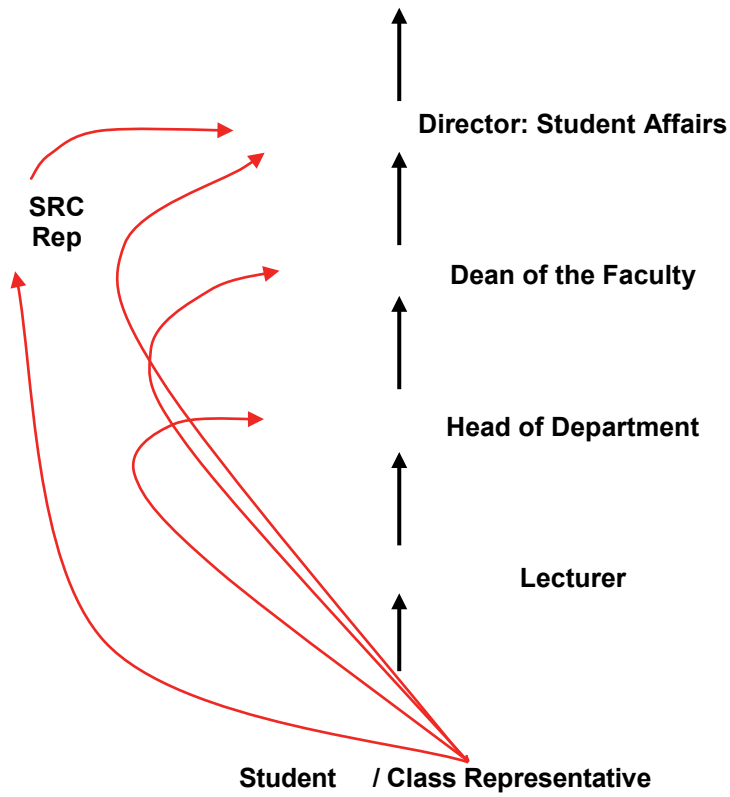
During the evacuation of a lecture hall/laboratory, whether during drills or in the case of real emergencies, the students in the hall/ laboratory shall be under the direct control of the lecturer concerned who shall be responsible for the orderly evacuation of the premises. The successful execution of an evacuation is dependent upon the full co-operation of everyone involved. The following suggestions are of particular importance:

- Remain calm and do not panic.
- Move quickly but do not run.
- Do not use the lifts.
- Use the main stairs or the fire-escape to get out of the building.
- If the escape route is already filled with smoke, crouch as low as possible since there is more fresh air closer to the floor.
- Avoid touching electrical equipment, switches and exposed wires.

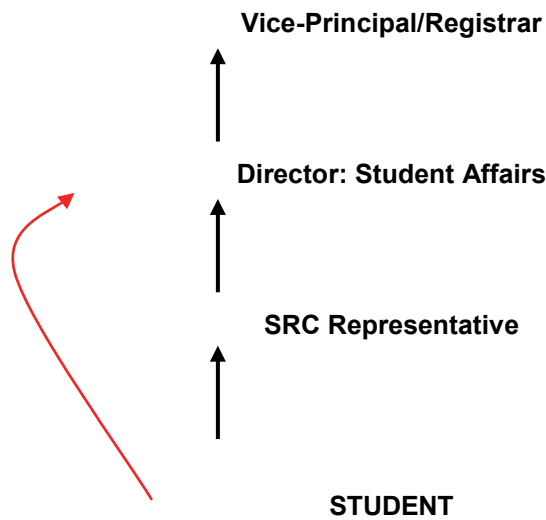
# General Rules

## Resolving student problems

### Communication Channels: Academic Issues



### Communication Channels: Non-Academic Issues



# General Regulations

## Section 4: General Regulations

The General Regulations (G Regulations) apply to all faculties of the University of Pretoria. As with other regulations, rules and prescriptions of the University, it is expected of each student to familiarise himself or herself well with these regulations. Ignorance concerning these regulations will not be accepted as an excuse for any transgression.

### Definition of terms

For the purposes of these General Regulations, and unless interpreted differently from the context,

- (i) the term “module” also includes the following: semester module and year module; and
- (ii) the term “semester mark” includes the mark awarded/achieved in respect of a module of seven weeks’ duration, as it is normally examined at the end of the semester in which it is presented.
- (iii) S = UP Statute
- (iv) J.S. = Joint Statute of the South African Universities

### First and advanced bachelor’s degrees (G.1–G.15)

#### I. First and advanced bachelor’s degrees

##### G.1 Admission

1. In order to register for a first bachelor’s degree at the University, a candidate should:
  - a) have completed the National Senior Certificate and have met the minimum requirements for admission to bachelor’s degree study as gazetted for admission to higher education, whilst students who have written the Cambridge International Examinations or any other recognised international Grade 12 examination as recognised by Universities South Africa (USAf) should be in possession of and submit proof of their final results. The University however, reserves the right to request the submission of the original NSC or similar certificate if required;
  - b) comply with the particular requirements, prescribed in the admission procedures and faculty regulations of the respective faculties and departments, for admission to particular modules and fields of study.
2. Admission requirements for candidates with a National Senior Certificate (NSC)
  - a) The minimum statutory requirement to obtain university entrance is a National Senior Certificate (NSC) certified by Umalusi with an achievement rating of **4** (50-59%) in **four** recognised 20-credit subjects from the designated subject list. Note that Life Orientation is a 10-credit subject.
  - b) **To be able to gain access to a Faculty and specific programmes prospective students require the appropriate combinations of recognised NSC subjects as well as certain levels of achievement in the said subjects.**  
In this regard the determination of an admission point score (APS) is explained and a summary of the faculty specific requirements, ie the admission point score (APS) per programme and the specific subjects required per programme and their required level of achievement are provided. Take note that there may be additional subject requirements under “Regulations” in the Regulations publication of each Faculty.
  - c) **Determination of an Admission Point Score (APS, old M-Score)**  
The calculation is based on a candidate’s achievement in six 20-credit recognised subjects, by using the NSC ratings that is the “1 to 7 scale of achievement”. Thus, the highest APS that can be achieved is 42. **Life Orientation** is excluded from the calculation determining the APS required for admission per faculty.

Rating code	Rating	Marks %
7	Outstanding achievement	80-100%
6	Meritorious achievement	70-79%
5	Substantial achievement	60-69%
4	Adequate achievement	50-59%
3	Moderate achievement	40-49%
2	Elementary achievement	30-39%
1	Not achieved	0-29%

Preliminary admission is based on the results obtained in the final Grade 11 examination.

**NOTE: The final Grade 12 results will be the determining factor with regard to admission.**

Alternative admission channels: Candidates with an APS lower than required, or without a required subject such as Mathematics, could be considered for admission to a faculty if they meet the additional assessment criteria specified by the University from time to time. Preference will, however, be given to students who comply with the regular admission requirements of the University.

3. A candidate, who does not comply with the requirements in G.1.1(a) above, may also be considered for admission, provided that the candidate:
  - a) is in possession of a certificate deemed by the University to be equivalent to any of the certificates mentioned in G.1.1(a); or

## General Regulations

- b) is a graduate from another tertiary institution or has been granted the status of a graduate of such an institution; or
  - c) passes an admissions examination prescribed by the University from time to time.
4. Senate may limit the number of students allowed to register for a field of study, in which case the dean concerned may, at his or her own discretion, select from the students who qualify for registration those who may be admitted.
  5. Subject to other faculty regulations and the stipulations of G.1.3 and G.54, a candidate is admitted to a postgraduate bachelor's degree only if he or she is already in possession of a recognised bachelor's degree.
  6. A candidate, who, at the time of application, is a registered student at another institution for an undergraduate programme, or was registered at another institution in previous years and did not complete the undergraduate programme he or she was enrolled for, applies as a transferring student. Any transferring student must, apart from complying with the general admission regulations of the University, comply with all the Faculty rules pertaining to:
    - a) Admission as a first-year student for the particular academic programme he or she is applying for, and will further be considered for admission based on
    - b) his or her full academic record, certificate of conduct, and any additional requirements as deemed relevant by the Dean.
  7. A candidate who, at the time of applying, is a registered student at the University of Pretoria and wishes to transfer to another undergraduate programme in the University must, in general (subject to the discretion of the Dean), comply with all the Faculty rules pertaining to admission as a first-year student for the particular academic programme he or she is applying for, and will further be considered for admission based on his or her full academic record and any additional requirements as deemed relevant by the Dean.
  8. Subject to other stipulations in Faculty regulations, a student may not enrol for a second or further undergraduate programme without the permission of the Dean. Such applications will, amongst others be considered on the basis of the reasons provided for the change of study field, previous academic achievements, duration of previous studies, ability to finance studies, etc.

### G2. Registration

1. (S.58) – A student registers at the University at the time and in a manner determined by the Council from time to time. By virtue of such registration, the student subjects himself or herself to the rules of the University.
2. Registration takes place in accordance with the regulations applicable to the particular degree for which the student registers, and on condition that compliance with the requirements of that degree is the student's responsibility.
3. Subject to exceptions approved by the dean concerned, a student may register for a module only if the official class timetable allows the student to attend all the classes and if there are no test or examination timetable clashes: Provided that this does not apply to students who register for distance education.
4. Subject to exceptions approved by the dean in consultation with the head of the department concerned, a student is not permitted to register for a module later than 15 days after lectures in that quarter or semester have commenced.
5. Closing dates for the amendments to or cancellation of modules (year, semester and quarter modules) are published annually in the University's calendar. If the change or cancellation is done before or on the relevant closing dates, the module will not appear on the student's academic record. After the closing dates for amendment to the selection of modules and fields of study, changes may be made only on the recommendation of the head of the department and with the approval of the dean. In this case, any module that has been cancelled will be reflected on the student's full academic record.
6. Registration for a module taken for non-degree or non-diploma purposes may take place only with the approval of the dean.
7. After registration, a student is obliged to pay the fees due on or before the date stipulated by the Council; and a student who cancels his or her registration, is not entitled to any refund and remains liable for the full amount.

### G.3. Renewal of registration

1. Students of the University are registered for one year of study, or for a shorter period determined in general or in specific cases by the Council. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by the Council from time to time.
2. Re-registration is permitted only:
  - a) in the case of full-time students, if the student has passed at least 50% of the modules enrolled for in a particular year of study, and, in the case of after-hours students, distance education students and students who follow an approved extended programme, if they have passed at least the equivalent of two semester modules – on condition that faculty boards may stipulate other requirements for progress that students must comply with in order to be re-admitted;
  - b) in the case of full-time students, if the student completes the degree for which he or she is still registered within the prescribed minimum period plus two years and, in the case of after-hours students, distance education students and students who follow an approved extended programme, if such students still complete their studies within the prescribed minimum period plus three years: provided that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted.

## General Regulations

3. A student who does not comply with the requirements in G.3.2 and who seeks readmission to the faculty may submit a written request to the dean that his or her application for readmission to the faculty be considered in terms of the set procedure.
4. Regulation G.3.2 applies with the necessary changes, to students from other tertiary institutions who register at the University.

### G.4 Termination of registration

A dean may, on the recommendation of a particular faculty committee, cancel the registration of a student or the registration for a module during an academic year, if the student fails to comply with the minimum requirements determined by the faculty board with regard to tests, examinations or any other work – on condition that a student may request that the dean reconsider the decision in terms of the set procedures.

### G.5 Application of old and new regulations

1. Should a regulation, according to which a curriculum has been compiled, be amended, a student who has started his or her curriculum under the old regulation and who has not interrupted his or her study, may complete such a curriculum in accordance with the old regulation – on condition that a faculty board may formulate special transitional requirements in order to enable that student to complete his study in accordance with the new regulation.
2. A student who has been registered for a degree programme and
  - a) who has failed to renew his or her registration for such a degree programme in the ensuing calendar year; or
  - b) who has failed a year of study; or
  - c) who has not complied with the prescribed requirements for progress in accordance with faculty regulations, is deemed to have interrupted his or her study and forfeits the right to continue studies under the old regulation.

In exceptional cases, a dean may grant such a student permission to continue his or her study in terms of such stipulations as the dean may determine.

### G.6 Concurrent registration for two fields of study

With the permission of the dean/deans concerned, a student may register for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, simultaneously, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean/deans may prescribe on the condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean/deans concerned if the student does not perform satisfactorily.

### G.7 Minimum study periods and requirements for bachelor's degrees

(J.S.16) – A bachelor's degree is conferred on a student only if he or she complies with the minimum period of study and other requirements as stipulated in the Joint Statute and the regulations of the University pertaining to the acquisition of that degree.

### G.8 Recognition of modules passed at this university

1. (J.S.16) – Modules may be recognised for degree purposes only if the date of the student's National Senior Certificate, certified by Umalusi, as specified in G.1.1, becomes effective before 2 April of the academic year in which such a module was completed.
2. If a student wishes to continue his or her study after an interruption, the dean, on the recommendation of the head of the department, may require either that such a student should repeat certain modules already passed or that supplementary work in these modules be undertaken with a view to the continuation of his or her studies.
3. Periods of attendance at and credits for modules which a student obtained at the University and which did not form part of the requirements for a degree already conferred on a student, may be accepted by the dean in consultation with the head of the department concerned, for a bachelor's degree, provided that the student complies with the stipulations in G.8.1 and G.9.4 (a).
4. Periods of attendance at and credits for modules which a student acquired at the University and which formed part of the requirements for a degree already conferred on the student, may be accepted by the dean in consultation with the head of the department concerned for a degree in another faculty, or for a second bachelor's degree in the same faculty, provided that there shall be no overlap in the course content of the first degree and the degree in the other faculty or the second degree in the same faculty and furthermore that the student complies with the stipulations in G.9.4 (b).

### G.9 Recognition of modules/study units passed at other tertiary institutions and the admission of such students

1. (J.S.17) – A student who was registered at another tertiary institution, must, on application for admission to this University, submit a certificate of conduct from that tertiary institution, as well as a comprehensive official academic record from the tertiary institution concerned and any other documents that may be required by the head of the department or the dean.
2. (J.S.18) – Subject to the stipulations of the Joint Statute, the dean may accept periods of attendance as a registered matriculated student at any other tertiary institution approved by Senate for this purpose, as part of the student's attendance record for a bachelor's degree. Subject to the stipulations of G.9.3, the dean may, furthermore, accept certificates of competence in any module issued by another tertiary institution, and may recognise such modules by means of exemption from class attendance and the examination – provided that such a certificate of competence be

## General Regulations

accepted only with regard to a module which is recognised by the tertiary institution where it was taken for approved programmes, and on condition that the student complies with the stipulations in G.8.1. The head of the department concerned may prescribe supplementary requirements if a student wishes to continue with subsequent modules in the subject in question.

3. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred by another tertiary institution, the dean may not accept certificates of competence in any module and may not recognise such modules that form part of the degree already conferred.
4. A bachelor's degree is conferred on a student in terms of subparagraph (2) only if:
  - a) the period of the student's attendance is at least equivalent to the full period that is prescribed for the degree;
  - b) the student, subject to differently worded requirements approved by Senate on the grounds of previously approved accredited programmes, has attended, at this University, the modules required by the University:
    - i) for a degree for which the period of attendance is three academic years, at least two academic years – on condition that the student has attended at least half the modules prescribed for that degree, as a registered student for that degree;
    - ii) for a bachelor's degree for which the period of attendance is four academic years, at least during the final two academic years;
    - iii) for a bachelor's degree for which the period of attendance is four and a half academic years, at least during the final two and a half academic years;
    - iv) for a bachelor's degree for which the period of attendance is five academic years, at least during the final two academic years;
    - v) for a bachelor's degree for which the period of attendance is five and a half academic years, at least during the final two and a half academic years;
    - vi) for a bachelor's degree for which the period of attendance is six academic years, at least during the final three academic years, with the exception of the Bachelor of Arts (Theology) degree, in which case the student must have attended modules at least during the final two academic years.

### G.10 Requirements for admission to examinations, promotion to a subsequent year of study or in a module as well as attendance modules

1. Satisfactory attendance, preparation and payment of tuition fees
  - a) A student is permitted to enter an examination or to be promoted in a module only if the lecturer of that module, in consultation with the head of the department, certifies that the student has prepared himself or herself satisfactorily by due performance in his or her work and has fulfilled the attendance requirements.
  - b) A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module if the prescribed tuition fees are not paid. A student's final marks may also be withheld should his/her tuition fees be outstanding.
  - c) A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module if he or she fails to fulfil the attendance requirements.
  - d) In exceptional circumstances, where it is deemed appropriate, the Dean of a Faculty may excuse a student from attending all or part of a module.
2. Admission to examination
 

Subject to other stipulations in faculty regulations, no minimum year mark or minimum semester mark is required for admission to the examination: Provided that all year and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.
3. Promotion to a subsequent year of study and promotion in a module
  - a) Students who have reached the required standard in a module as stipulated in G.10.3 (b), may be promoted, in accordance with authorising faculty regulations, to the next semester or level in a module without writing the prescribed examination, provided that a student receives credit for such promoted modules only if study in those modules is concluded by successfully completing a prescribed examination.
  - b) Subject to other faculty regulations, a student reaches the required standard of progress in a module as intended in G.10.3 (a) if he or she has satisfactorily prepared himself or herself by due performance of his or her work and, in addition, has obtained a year/semester mark of at least 65% in the particular module, as composed and calculated in terms of G.11.1 (a) and (b).
  - c) Students, who have been promoted in a module at another university or who have been promoted without writing the examination therein, may be admitted to a subsequent semester or level in the subject, as the case may be, at this University, on condition that a student can obtain credit for a promoted module only after an examination in the subsequent module has been passed at this University.
4. Attendance modules
 

Subject to other faculty regulations, a student receives credit for an attendance module only if he or she has attended classes to the satisfaction of the lecturers concerned and has obtained a year or semester mark of at least 50% for their work.

### G.11 Year and semester marks and repetition of modules

1. Year and semester marks
  - a) Each faculty should, by way of faculty regulations, determine the manner in which year and semester marks are compiled, provided that all year modules and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.



## General Regulations

- b) At the beginning of an academic year or a semester, the head of the department informs the students in his or her department in an appropriate manner concerning the formula for the calculation of the year or semester marks in modules in that department. Before each test, he or she also informs the students of the weight that will be allocated to the results of that test in the calculation of the year or semester mark. Each head of department announces the year or semester marks to the students in his or her department at the latest at the official conclusion of lectures.
2. Repetition of modules
  - a) A student who fails a particular examination, is obliged to attend the module(s) concluded by that examination again, unless the dean, on the recommendation of the head of the department concerned, grants exemption from class attendance, in which case the year or semester mark of the student has to be taken into consideration; and exemption in a specific module will be allowed only once.
  - b) Application for exemption from class attendance must be submitted within 14 days after the commencement of lectures – provided that deans may consider justifiably late applications.
  - c) A student who has failed a module, may be exempted by the dean, in consultation with the head of the department, from the examination in such a module and receive credit for it by virtue of the achievement in a subsequent semester in the module concerned.

### G.12 Assessments (Examinations, tests and essays)

1. Examinations and essays
 

An examination in a module may be oral and/or written. Essays are prepared and examined as stipulated in faculty regulations.
2. Pass requirements
  - 2.1 In order to pass a module, a student must:
    - 2.1.1 obtain the minimum examination mark prescribed for that module;
    - 2.1.2 obtain a final mark of at least 50%;
    - 2.1.3 comply with the subminimum in subdivisions of modules, as stipulated in the regulations of the particular faculties.
  - 2.2 Each faculty should, by way of faculty regulations, determine the weight that is allocated to the year or semester mark and the examination mark in the calculation of the final mark of the student: Provided that all year modules and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.
  - 2.3 Subject to other faculty regulations, a student passes a module with distinction if he or she obtains a final mark of at least 75%.
3. Ancillary examinations
 

After writing an examination, the examiners may summon a student for an ancillary examination on particular aspects of the work in a module, with a view to awarding a final examination mark.
4. Supplementary examinations
  - 4.1 Subject to other faculty regulations, a student may be admitted to a supplementary examination in a module, in cases where:
    - a) a final mark of between 40% and 49% has been obtained; or
    - b) a pass mark has been obtained, but the required subminimum in the examination section of the module or divisions thereof has not been obtained.
  - 4.2 If the module, in which a final mark of between 40% and 49% has been obtained, is a first-semester module at 100 level, a supplementary examination must be granted.
  - 4.3 Subject to other faculty regulations, a student must obtain a final mark of at least 50% in order to pass a supplementary examination. The semester or year mark is not taken into account and the supplementary mark is the final mark.
  - 4.4 The highest final mark that may be awarded to a student in a supplementary examination is 50%.
  - 4.5 Special supplementary examinations are not arranged for students who are unable to write the examination at the times scheduled for supplementary examinations.
  - 4.6 Supplementary examinations cover the same subject matter as was the case for the examinations.
5. Extraordinary examinations (including the aegrotat)
  - 5.1 A student who is prevented from preparing for an examination, or from sitting for it, owing to unforeseen circumstances or illness, may be granted permission by the dean to write an extraordinary examination in the particular module(s).
  - 5.2 An application to sit for an extraordinary examination, supported by applicable corroborative proof, should be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written due to unforeseen circumstances – provided that an application that could not be submitted in time, may also be submitted for consideration, provided that there is a valid reason.
  - 5.3 The period to sit for an extraordinary examination is determined by the lecturer, in consultation with the head of the department concerned – on condition that the examination is conducted as soon as possible after the unforeseen circumstances or illness have/has ceased to exist; and on the further condition that such an examination in a module may not be sat for in more than one examination period.

## General Regulations

- 5.4 Should an extraordinary examination be granted, the prescribed fees must be paid by the student; and in cases where the cost of conducting the examination exceeds the prescribed fees, such additional costs may be recovered from the student.
6. Special examinations
- 6.1 A student requiring a limited number of modules to complete his or her degree, may, in terms of faculty regulations, be admitted to a special examination.
- 6.2 If there is an indication at the end of an academic year that a student qualifies for a special examination in no more than two modules and that such student can complete his or her study programme if he or she is successful, the faculty may require such student to sit for a special examination or examinations. If the student declines the offer, this may be taken into consideration with regard to further residence accommodation and financial support by the University.
- 6.3 If the special examination is conducted before 31 January, such a student must not register again for the module/s in question and the examination is treated as a supplementary examination.
- 6.4 If the special examination is conducted after 31 January, the student must register again for the module/s in question and a semester mark, examination mark and final mark must be obtained in an appropriate manner.
- 6.5 In cases where a special examination is conducted after 31 January, the result of the examination will not be taken into consideration with a view to the graduation ceremonies in March/April, and in cases where a special examination is conducted after 30 June, the result of the examination will not be taken into consideration with a view to the graduation ceremonies in September. Results of special examinations must be submitted to the Head: Student Administration before 15 February and 15 July respectively.
- 6.6 All the rules applicable to a supplementary examination also apply to a special examination (See G.12.4).
- 6.7 A student only qualifies for a special examination if he or she sat for the prescribed examination in the final (preceding) year of study.
7. General
- If a student has sat for an examination, he or she is not entitled to apply for an extraordinary examination (including an aegrotat) on the basis of the following:
- undisclosed illness at the time of the examination;
  - that the candidate was underprepared due to illness; or
  - the presence of undisclosed special circumstances at the time of the examination.

### G.13 Examiners

An examination in a module must be conducted by one or more examiner/s who is/are not involved with the instruction of that division of the module that is examined, together with one or more of the lecturers of such a module. Should this be impracticable as a result of the death, resignation, absence, illness or any other inability of the lecturer concerned, the dean of the faculty in question, in consultation with the head of the department concerned, may make the necessary arrangements.

### G.14 Perusal and re-marking of examination scripts

After conclusion of the examinations departments provide feedback to students concerning the framework used by examiners during examinations, provided that in the case of distance education the dean may make other arrangements to provide feedback to students. The head of the department concerned determines the manner in which feedback is provided. Students may apply for the re-marking of examination scripts after perusal of such scripts and within 14 days after the commencement of the lectures of the ensuing semester, and after payment of the prescribed fee. The examiner will be appointed by the head of the department concerned.

### G.15 Compliance with degree requirements and degree privileges

With the exception of an honorary degree, a degree will be conferred on a student only if the student has complied with all the requirements for the particular degree and has reached the level of competence prescribed for each module that is required for the degree, and on condition that no one is entitled to any privileges pertaining to a degree before the degree has been conferred on him or her at a graduation ceremony.

## Honours degrees (G.16–G.29)

### Honours degree

#### G.16 Admission

- Subject to the stipulations of G.1.3 and G.54, a candidate is admitted to the study for the honours degree only if he or she is in possession of a bachelor's degree.
- A candidate may be refused admission to an honours degree by the head of the department if he or she does not comply with the level of competence required in the subject as determined by the department – provided that a candidate, who fails to comply with the level of competence required, may be admitted if additional study assignments, as agreed upon, are completed and/or examinations are written.
- A candidate, who is refused admission to an honours degree, may request that the dean reconsider his or her application for admission in terms of the set procedures.

#### G.17 Registration

The stipulations of G.2 apply with the necessary changes.

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### G.18 Renewal of registration

1. The stipulations of G.3.1 apply with the necessary changes.
2. Subject to exceptions approved by the dean, on the recommendation of the head of the department, and in the case of distance education where the dean formulates the stipulations that will apply, a student may not enrol for the same subject for the honours degree more than once.
3. Subject to faculty regulations, a student who is registered for an honours degree must complete his or her study, in the case of full-time students, within one year of registering for the degree, and, in the case of part-time students, within two years of first registering for the degree and, in the case of distance education students, within the period stipulated by the dean.

Under special circumstances, the dean, on the recommendation of the head of the department, may approve a limited extension of this period.

### G.19 Termination of registration

The stipulations of G.4 apply with the necessary changes.

### G.20 Application of old and new regulations

The stipulations of G.5 apply with the necessary changes.

### G.21 Concurrent registration for two fields of study

The stipulations of G.6 apply with the necessary changes.

### G.22 Minimum study periods and requirements for honours degrees

1. (J.S.16) – An honours degree is conferred on a student only if the student has complied with the following minimum periods of study:
  - a) One academic year after the qualification has been obtained by virtue of which admission to the study has been granted.
  - b) Where an honours degree is followed concurrently with a bachelor's degree, one academic year in addition to the minimum period prescribed for the bachelor's degree in question – provided that in cases of exceptional merit, the University may, in agreement with the Joint Statute, shorten the minimum period of attendance.
2. In addition to the stipulations of G.22.1, an honours degree is conferred on a student only if the student has complied with all the requirements laid down in faculty regulations.

### G.23 Acknowledgement of modules

1. (J.S.18[3]) – Subject to the stipulations of G.22.1, G.23.2 and the Joint Statute, a dean may acknowledge modules passed at another tertiary institution or at this University in a department other than that in which the honours study is undertaken for the honours degree – provided that at least half of the required modules for the degree in question are attended and passed at this University.
2. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred, the dean may not acknowledge any modules that form part of the degree already conferred.

### G.24 Requirements for admission to examinations, promotion to a subsequent year of study, promotion in a module and attendance modules

The stipulations of G.10 apply with the necessary changes.

### G.25 Year and semester marks

The stipulations of G.11 apply with the necessary changes.

### G.26 Examinations

1. Examinations and research reports
  - a) The examination for an honours degree consists of papers, or papers and a research report, and may be oral and/or written.
  - b) The nature and extent of the examinations are determined by the dean, on the recommendation of the head of the department.
  - c) Research reports are prepared and examined according to the procedures laid down in faculty regulations.
  - d) A written examination for an honours degree takes place during the examination periods announced annually.
  - e) An oral honours examination may be conducted at a time other than the periods approved for written examinations,
  - f) provided that this is arranged by the head of the department, in consultation with the dean.
2. Pass requirements
 

The stipulations of G.12.2 apply with the necessary changes.
3. Ancillary examinations, supplementary examinations, extraordinary examinations and special examinations
 

The stipulations of G.12.3 to G.12.6 apply with the necessary changes.

### G.27 Examiners

The stipulations of G.13 apply with the necessary changes.

## General Regulations

### G.28 Re-marking of examination scripts

The stipulations of G.14 apply with the necessary changes.

### G.29 Compliance with degree requirements and degree privileges

The stipulations of G.15 apply with the necessary changes.

### Master's degrees (G.30–G.41)

#### III Master's degree

### G.30 Types of master's degree

1. There are three types of master's degree (NQF exit level 9, 180 credits) in terms of the Higher Education Qualifications Sub-Framework (HEQSF), namely:
  - a) Master's degree by dissertation: a single advanced research project, culminating in the production and acceptance of a dissertation or other forms of research such as a technical report, one or more creative performances or works, or a series of peer-reviewed articles or other research-equivalent outputs,
  - b) Master's degree by coursework and mini-dissertation: a coursework programme requiring a high level of theoretical engagement and intellectual independence, and in some cases demonstration of the ability to relate knowledge to a range of contexts for professional practice. It must contain a research project comprising a minimum of 60 credits at NQF level 9, culminating in the acceptance of a mini-dissertation or other forms of research such as technical reports, creative performances or works, or series of peer-reviewed articles or other research-equivalent outputs, and
  - c) Professional master's degree: the successful completion of a coursework programme requiring a high level of theoretical engagement and intellectual independence as well as demonstration of the ability to relate knowledge to the resolution of complex problems in appropriate areas of professional practice. In addition, a professional master's degree must include an independent research component that comprises at least a quarter of the credits at NQF level 9, consisting of either a single research or technical project or a series of smaller projects demonstrating innovation or professional expertise.

### G.31 Admission

1. As required by the regulations of the faculty in question and subject to the stipulations of G.1.3 and G.54, the minimum admission requirement is a relevant bachelor honours degree or a relevant postgraduate diploma. A relevant bachelor's degree at NQF level 8 may also be recognised as meeting the minimum entry requirement to a cognate master's degree.
2. A candidate may be refused admission to a master's degree by the head of department if he or she does not comply with the standard of competence in the discipline as determined by the department – provided that a candidate who does not comply with the required level of competence, may be admitted, provided that he or she completes additional study assignments and/or examinations as required by his or her supervisor.
3. A candidate, who is refused admission to a master's degree, may request that the dean reconsider his or her application for admission in terms of the prescribed procedure.

#### G.32 (a) Registration

1. (S.58) – A student registers at the University at a time and in a manner determined by Council from time to time. By virtue of such registration, the student subjects himself or herself to the rules of the University.
2. Registration takes place in accordance with the regulations applicable to the particular degree for which the student registers, and on condition that compliance with the requirements of that degree is the student's responsibility.
3. After registration, a student is obliged to pay the fees due on or before the date stipulated by Council and a student who cancels his or her registration is not entitled to any refund and remains liable for the full amount.

#### G.32 (b) Renewal of registration

1. Students of the University are registered for one year of study. After a year has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by Council from time to time.
2. Subject to exceptions approved by the dean, on the recommendation of the head of department, as set out in paragraph 3 below, a student may not enrol for the same subject for a master's degree more than once. This applies to both modules and the dissertation.
3. Students who are given permission by the dean, on the recommendation of the head of department, to present themselves more than once for an examination in the same department, must pay the full fees for this examination.
4. Students enrolled for a master's degree must complete their studies within two years after first registering for the degree, except for programmes which require a longer period and are specified in faculty regulations.
5. Renewal of registration after the two-year period is permitted only under special circumstances in which case the head of department may approve a limited fixed extension of this period in terms of the set procedures.

### G.33 Concurrent registration for two fields of study and duplication of master's degrees

The purpose of this provision is to avoid the awarding of multiple degrees for the same work undertaken and to ensure that degrees with different purposes are not embedded within each other.

## General Regulations

1. With the permission of the dean(s) concerned, a student may register simultaneously for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean(s) may prescribe on condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean(s) concerned if the student does not perform satisfactorily.
2. A duplicate master's degree is one at the same level and in the same field as a degree already awarded. Applicants are allowed to enrol for a second degree at master's level only if the second degree is in an unrelated field. A coursework degree at master's level is not regarded as a duplicate of a research master's degree, and therefore applicants who hold a coursework master's degree may be admitted to a research master's degree and vice versa if there is no duplication in the subject matter involved.

### G.34 Minimum study periods and requirements for master's degrees

1. A master's degree is conferred on a student only if at least one year has expired after obtaining the qualifications required for master's study – provided that the student is registered for at least 12 months for a master's degree at this University, although the dean may approve a shorter period.
2. A master's degree is conferred on a student only if he or she complies with all the requirements laid down in faculty regulations.

### G.35 Acknowledgement of modules

1. For a master's study, a dean may acknowledge examinations passed at other universities or at this University in a department other than that in which the master's study is undertaken – on condition that the mini-dissertation is prepared and examined in terms of these regulations and is completed under the guidance of a supervisor at this University and, on the further condition that at least half of the required modules for that degree are attended and passed at this University.
2. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred, the dean may not acknowledge any examinations and modules that form part of the degree already conferred.

### G.36 Requirements for admission to examinations

1. A student is permitted to enter an examination in a module only if the lecturer of that module, in consultation with the head of department, certifies that the student has prepared himself or herself satisfactorily by due performance in his or her work and has fulfilled the attendance requirements.
2. A student may be refused admission to the examination if the prescribed tuition fees have not been paid. A student's final marks may also be withheld should his or her tuition fees be outstanding.
3. A student may be refused admission to the examination if he or she has failed to fulfil the attendance requirements.
4. Subject to exceptions approved by the dean, on the recommendation of the head of department, a student may not enter for any master's examination more than twice.

### G.37 Examinations

1. General  
A master's degree is conferred on a student by virtue of a dissertation, or an examination and a dissertation or another relevant form of research, or examinations and a mini-dissertation or another relevant form of research (see G.30). Examinations may be written in and/or oral form.
2. Oral and written examinations
  - a) The nature and extent of examinations are determined by the dean of the faculty in question, on the recommendation of the head of department.
  - b) Written master's examinations take place as announced annually per department.
  - c) Oral master's examinations may be conducted at times other than those approved for written examinations, provided that these are arranged by the head of department, in consultation with the dean.

### G.38 Master's degree by coursework and a mini-dissertation

1. A coursework master's degree is conferred on a student by virtue of examinations (per module) and a mini-dissertation or other research-relevant output.
2. Decisions on the size (number of credits) of the research component of a master's degree by coursework should be made keeping in mind that the University is an internationally recognised South African research-intensive institution of higher learning.
3. Mini-dissertations or other relevant forms of research are prepared and examined according to the instructions that are laid down in the faculty regulations.

### G.39 Master's degree by dissertation

1. General  
All approvals relating to the preparation and submission of dissertations are given by the dean on the recommendation of the head of department. However, the dean may, at his or her own discretion, delegate such approvals to the head of department or to the Chairperson of the Postgraduate Committee of the faculty.

## General Regulations

2. Designation of supervisors
  - a) The head of department concerned should designate a supervisor from within the faculty for a particular master's study candidate, within one month after the candidate has been registered. The designation by the head of department should be confirmed by the dean.
  - b) A person designated as supervisor, should hold a qualification equivalent to or higher than the qualification of the postgraduate concerned and have the appropriate stature and experience to supervise postgraduate candidates.
  - c) A person designated as the supervisor should be appointed to an academic position in the University.
  - d) On the retirement or resignation of a supervisor from the University's service, he or she may, with approval of the head of department concerned, still act as supervisor for the student for whom he or she was appointed as supervisor, in order to enable such a student to complete his or her dissertation. For this purpose and for this period such a supervisor will be deemed to be an accredited lecturer of the University. This arrangement is allowed to continue until such time as the head of department deems it to be no longer appropriate or necessary. If on the retirement or resignation of a supervisor from the University's service, he or she is no longer prepared to act as supervisor for the student for which he or she was appointed as supervisor, a new supervisor is appointed.
  - e) The designation of supervisors is submitted to the faculty board for notification.
3. An agreement between the student and the supervisor
  - a) An agreement between the student and the supervisor should be signed. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and makes it clear that they are entering into a binding undertaking with each other.
  - b) It is the responsibility of the head of department concerned to monitor the progress of a candidate in regard to his or her signed agreement.
4. Approval of topic and title
  - a) Applications for approval of a topic and title of a dissertation, as well as changes to titles, are submitted to the head of department, for approval by the dean (who may delegate this approval, (see G.39.1 (a)).
  - b) The dean or delegate approves the application or refers it back to the head of department for amendment by the student.
  - c) Approved titles of dissertations are submitted to the faculty board for notification.
5. Non-disclosure of the contents of a study
  - a) Where part or all of the contents of the master's study must remain confidential, the supervisor will be required to submit an application to the dean setting out the grounds for such a request and indicating the duration of the period of confidentiality. This period would normally not exceed 2 (two) years.
  - b) The dean considers the application and either approves it or refers it back to the supervisor.
6. Preparation and submission of the dissertation
  - a) The supervisor is responsible for advising the student with regard to the proper preparation of the dissertation.
  - b) A dissertation should only be submitted with the written permission of the supervisor. Should the supervisor refuse to grant permission for submission, the candidate may request permission to submit from the dean. The dean may allow the dissertation to be submitted for examination or may turn down the request. Should the dean turn down the request, the candidate may refer the matter to the Vice-Principal responsible for research and postgraduate studies, who should convene the Postgraduate Appeals Committee to consider the matter based on reports from the candidate, the supervisor and the Postgraduate Committee. The decision of the Postgraduate Appeals Committee is final. Should the Postgraduate Appeals Committee agree to the request of the candidate, the supervisor has the right to remove his or her name from the dissertation if he or she so wishes.
  - c) A dissertation is submitted to the Head: Student Administration, before the closing date for the various graduation ceremonies as announced annually.
  - d) On submission of the dissertation the student should also submit a written statement by the supervisor, confirmed by the dean, approving submission of the dissertation.
  - e) A student for the master's degree, on submission of the dissertation, has to declare the following in writing: "I declare that the dissertation, which I hereby submit for the degree .....at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution."
  - f) For examination purposes, a student must, in consultation with the supervisor, submit a sufficient number of bound copies of the dissertation, printed on good quality paper and of good letter quality, to the Head: Student Administration. Permission to submit the dissertation in unbound form may be obtained from the supervisor concerned on condition that a copy of the final approved dissertation is presented to the examiners in bound format or electronic format.
  - g) Should the supervisor deem it appropriate, an electronic copy of the dissertation must be submitted to the Head: Student Administration for examination purposes in the format specified by the faculty and in accordance with the minimum specifications set by the Department of Library Services. The head of department may determine whether the electronic copies should be submitted instead of or in addition to the paper copies. [The specifications are available at: <http://upetd.up.ac.za/authors/publish/standards.htm#specs>]
  - h) If a dissertation is accepted, but the student is required to make certain amendments in accordance with the examiners' decisions, the amendments should be made to all copies to the satisfaction of the supervisor concerned, who must submit a declaration to this effect to the Head: Student Administration before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies.

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- i) In addition to the copies already mentioned, each successful student must submit a bound paper copy as well as two electronic copies of the approved dissertation to the Head: Student Administration in the format specified by the faculty and in accordance with the minimum standards set by the Department of Library Services, before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies, failing which the degree will only be conferred during a subsequent series of graduation ceremonies. [The specifications are available at: <http://upetd.up.ac.za/authors/publish/standards.htm#specs>]
7. Progress reports
- a) The supervisor must report once a year in writing to the head of department on the progress of his or her candidate.
- b) Registration for the second year is conditional on satisfactory progress in the first year as confirmed by the head of department. The head of department must record the approval on the electronic system.
8. Intellectual property
- a) All rights in regard to intellectual property that is produced by a student during his or her studies or as a result of any research project conducted at the University or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or his or her parents or guardians at registration. This stipulation applies amongst others, where the student works under study guidance or as a member of a project team of the University. It also applies where the student does contract work for a third party as a member of a research team of the University. The University and the student may, however, agree in writing to another arrangement.
- b) A student and the University may conclude an agreement regarding the publication of a research report, a mini-dissertation, a dissertation and/or any article. Should the copyright of the research report, mini-dissertation, dissertation and/or article be the only exploitable intellectual property that arises from such research report, mini-dissertation, dissertation and/or article, the University would normally transfer the copyright to the student, subject to certain conditions. A faculty may, in consultation with the Office of the Registrar, make arrangements that apply to that specific faculty.
- c) In the absence of any agreement, the University has the right to reproduce and/or publish, in any manner it may deem fit, the research report, mini-dissertation, dissertation and/or article, and to distribute such reproduction.
- d) On publication of the research report, mini-dissertation, dissertation and/or article, or an adaptation thereof, it should be stated that it emanates from a master's study at the University. The name of the supervisor and the department, in which the study was completed, should also be acknowledged. Reprints should state the title and date of the original publication.
- e) A student may not submit an article reflecting the content of the dissertation for publication without the permission of the supervisor.
- f) The above should be read in conjunction with the University's Intellectual Property Law Policy: Personnel and Students, as amended from time to time.

9. Technical editing of the dissertation

Subject to exceptions that have to be approved in writing by the head of department, in consultation with the supervisor, the technical editing of a dissertation should comply with the following requirements:

a) Title page

The title page of the dissertation which is submitted should contain the following:

- i. (The full title of the dissertation)  
by
- ii. (Full name of the student)
- iii. Submitted in partial fulfilment of the requirements for the degree  
or  
Submitted in fulfilment of the requirements for the degree .....in the  
Faculty of....., University of Pretoria
- iv. (Year and date of submission).

b) Format and cover

The dissertation should be submitted in a format not larger than A4. The bound copies must be bound in a hard cover, on which the title of the dissertation and the name of the student are printed. The name of the student and the year of submission of the dissertation should appear on the spine of each bound copy.

c) Ethics statement

The dissertation should contain a statement by the student that he or she has complied with the University's Policy on Research Ethics and Integrity and has in general observed the principles of honesty, objectivity, the duty of care and fairness in giving credit and appropriate acknowledgement to the work of others.

The ethics statement, which should appear after the declaration and before the summary of the dissertation, must contain the following:

**Ethics statement**

The author, whose name appears on the title page of this dissertation, has obtained, for the research described in this work, the applicable research ethics approval.

The author declares that he/she has observed the ethical standards required in terms of the University of Pretoria's Code of ethics for researchers and the Policy guidelines for responsible research.

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10. Synopsis of the dissertation
  - a) A summary of the dissertation in English of not more than 250 words should be compiled by the student and included in each bound copy of the dissertation.
  - b) A list of key terms to ensure recovery of the source should also be submitted together with the examination copies of the dissertation.
  - c) The student submits the summary of the dissertation for approval by the supervisor before final presentation thereof.
11. Evaluation of the dissertation
  - a) Appointment of the examination panel
    - (i) A student should inform the Head: Student Administration, in writing, of the intention to submit the dissertation at least three months prior to submission, in order that examiners can be notified accordingly.
    - (ii) The supervisor, in consultation with the head of department concerned, compiles a list of names of potential examiners both inside and outside of South Africa from which the dean appoints examiners, provided that at least one internal examiner and at least one external examiner from outside the University are appointed.
    - (iii) The supervisor may not be an internal examiner.
    - (iv) An external examiner should not be associated in any way with the candidate or in any way be involved in the research that the candidate has done previously, neither should a substitute examiner in any way be involved in the research that the candidate has done previously.
    - (v) External examiners must be from different institutions.
    - (vi) A summary of the dissertation in English of not more than 250 words compiled by the student will be made available to potential examiners in order to enable them to decide whether they have the expertise to accept the nomination.
    - (vii) As soon as a potential examiner has accepted his or her appointment as examiner, he or she is supplied with a formal letter of appointment as well as the criteria for evaluation. Examiners must sign an acceptance form, which is to be returned to the Head: Student Administration.
  - b) Identity of members of the examination panel
    - (i) The identity of the examiners may not be revealed to the candidate until the examination process has been completed and then only with the consent of the examiner and the head of department.
    - (ii) The identity of the examiners is made known in the programme of the graduation ceremony at which the degree is to be conferred on the candidate.
  - c) Criteria for evaluation
    - (i) A dissertation must be proof of a candidate's ability to work independently.
    - (ii) A dissertation should comply with the requirements stipulated by faculties and is also evaluated on the following:
      - (aa) scientific and academic standard of research; research procedures and techniques; methodology; definition and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;
      - (bb) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;
      - (cc) editing and use of language;
      - (dd) technical finish and layout which must meet the requirements set by faculties; and
      - (ee) whether the dissertation or parts thereof is publishable.
  - d) Examiners' reports
    - (i) Every examiner independently and individually submits a report to the Head: Student Administration. The reports are treated confidentially.
    - (ii) Every report has to contain **one** of the following recommendations:
      - (aa) that the degree be conferred without any changes to the dissertation by the candidate;
      - (bb) that the degree be conferred as soon as minor changes have been made to the dissertation by the candidate, to the satisfaction of the head of department;
      - (cc) that the degree be conferred as soon as the candidate has made major changes to the dissertation to the satisfaction of the examination panel;
      - (dd) that the dissertation does not meet the required standard, but that the candidate be invited to review the dissertation and to resubmit the dissertation at a later stage for re-examination;
      - (ee) that the dissertation be rejected and that the candidate does not pass;
      - (ff) that the candidate should be called for oral questioning by the examination panel prior to finalisation of the result;
      - (gg) in addition to the above, the mark that the candidate has achieved: on condition that at least 50% be regarded as a pass mark and at least 75% as a pass with distinction.
    - (iii) The examiners' reports are made available to the head of department by the Head: Student Administration.
    - (iv) In the case of a dissertation, the supervisor and the head of the department review the examiners' reports and submit a consolidated report with **one** of the following recommendations to the Postgraduate Committee:
      - (aa) that the degree be conferred;



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- (bb) that the degree be conferred as soon as minor changes have been made to the dissertation by the candidate to the satisfaction of the head of the department;
  - (cc) that the degree be conferred as soon as the candidate has made major changes to the dissertation to the satisfaction of the examination panel;
  - (dd) that the dissertation does not meet the required standard, but that the candidate be invited to review the dissertation and to resubmit the dissertation at a later stage for re-examination;
  - (ee) that the dissertation be rejected and that the degree not be conferred on the candidate;
  - (ff) that the candidate should be called for oral questioning by the examination panel prior to finalisation of the result;
  - (gg) in addition to the above, the mark that the candidate has achieved: on condition that at least 50% be regarded as a pass mark and 75% as a pass with distinction.
- (v) If a dissertation has been rejected the student may submit an amended version or another dissertation within two years, and in such a case the student must bear the full cost of the examination.
- e) Treatment of examiners' reports
- (i) Under no circumstances shall any party modify any examiner's report.
  - (ii) The contents of the examiners' reports or the consolidated examiners' report may only be revealed to the candidate with the permission of the head of department and with the consent of the examiners.
  - (iii) In the event that the candidate has to make corrections to the dissertation, the relevant section(s) of the examiners' reports will be made available to the candidate by the supervisor in consultation with the head of department in order for the necessary changes to be made to the dissertation.
- f) Finalisation of reports
- (i) Should the examiners' reports not reflect substantial consensus, the head of department in consultation with the supervisor, submits a report to the Postgraduate Committee, with a recommended solution. Under no circumstances shall a report of any examiner be ignored.
  - (ii) Should it be impossible to reach consensus, the dean, after consultation with the Postgraduate Committee and the head of department, appoints an additional external examiner who has international standing in the field of research to evaluate the dissertation and report to the Postgraduate Committee on the matter.
  - (iii) The Postgraduate Committee, after considering all the reports makes a preliminary decision on the conferment or not of the degree. The recommendation, together with all relevant documentation, is submitted to the dean.
  - (iv) Should the dean concur with the recommendation, he or she takes a decision accordingly.
  - (v) Should the dean not concur with the recommendation, he or she consults with the Postgraduate Committee. For purposes of this meeting, the dean becomes a member of the committee and also acts as chair of the committee. The extended committee takes a decision by means of a majority vote. Should there be a tie of votes, the dean has a deciding vote.
  - (vi) After a decision on the result of the dissertation has been reached, the Head: Student Administration has to
    - (aa) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
    - (bb) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
    - (cc) inform the candidate, the supervisor, the co-supervisor and the head of department of the final result.
12. Draft article for publication
- a) A dean may require, before or on submission of a dissertation, the submission of a draft article for publication to the supervisor. The draft article should be based on the research that the student has conducted for the dissertation and be approved by the supervisor concerned.
  - b) The supervisor should then have the opportunity to take the paper through all the processes of revision and resubmission as may be necessary and/or appropriate in order to achieve publication.

### G.40 Compliance with degree requirements and degree privileges

With the exception of an honorary degree, a degree will be conferred on a student only if the student has complied with all the requirements for the particular degree and has reached the level of competence prescribed for the degree, and on condition that no one is entitled to any privileges pertaining to a degree before the degree has been conferred on him or her at a graduation ceremony.

### G.41 Conversion of master's by research to doctoral study

#### 1. Purpose

"The defining characteristic of this qualification is that the candidate is required to demonstrate a high level of research capability and to make a significant and original academic contribution at the frontiers of a discipline or field" (2013 HEQSF, p 34).

These regulations give recognition to the achievements of exceptional postgraduate students conducting promising and competitive postgraduate research projects.

#### 2. Requirements

- a) Under special circumstances, the dean of a faculty may convert the registration of a candidate for the master's degree to registration for a doctoral degree.

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- b) For such a conversion, the head of department and the supervisor must be satisfied that the student's completed work is of a standard that would be expected of a doctoral student, that the student is capable of completing a doctoral degree, and that the project is of a standard and scope appropriate to constitute a doctoral study.
  - c) For such a conversion, the head of department and the supervisor must be satisfied that the student has demonstrated that he or she has the potential to fulfil the requirements of a doctoral degree without having completed a master's degree.
3. Process
- a) Application for conversion may be submitted at any time during the course of study for the master's degree.
  - b) The application for the conversion must include the following documents:
    - (i) A detailed progress report by the candidate of the work completed for the master's project. The report must provide proof that the results obtained thus far are of such a standard and scientific significance that conversion to a doctoral project is justified. The report should include details of presentations made at conferences and of material that has been submitted for publication and/or has been published.
    - (ii) A detailed proposal for the intended doctoral project, written by the candidate, including the objectives of the project.
    - (iii) A recommendation by the supervisor with specific comments on the ability of the applicant as a potential doctoral candidate as well as the feasibility of the conversion, especially with regard to the information provided by the candidate in his/her reports (items (i) and (ii)).
    - (iv) A recommendation by the head of department, if he or she is not the supervisor, in which the ability of the candidate as a potential doctoral candidate is confirmed.
    - (v) If the dean considers it advisable for the faculty, the candidate may be required to present a seminar to the department in support of the application. In this case, the head of department should include a report on this in his or her recommendation.
  - c) The application of the candidate, together with the reports and recommendations, is submitted for consideration to the dean, (who may delegate to the Chairperson of the Faculty Postgraduate Committee) for approval. The decision should be submitted to the Faculty Board for approval.

### Doctorates (G.42–G.54)

#### IV. Doctorate

##### G.42 Admission

1. Subject to cases where a master's degree is not laid down as a prerequisite and subject to the stipulations of G.1.3 and G.54, a candidate is admitted to doctoral study only if he or she is in possession of a master's degree.
2. A candidate may be refused admission to doctoral study by the head of department, if he or she does not comply with the standard of competence in the subject as determined by the department – provided that a candidate who does not comply with the required level of competence, may be admitted, provided that additional study assignments and/or examinations are completed.
3. A candidate, who is refused admission to doctoral study, may request that the dean reconsider his or her application for admission in terms of the prescribed requirements.

##### G.43 Registration

1. (S.58) – A student registers at the University at a time and in a manner determined by Council from time to time. By virtue of such registration, the student subjects himself or herself to the rules of the University.
2. Registration takes place in accordance with the regulations applicable to the particular degree for which the student registers, and on condition that compliance with the requirements of that degree is the student's responsibility.
3. After registration, a student is obliged to pay the fees due on or before the date stipulated by Council. A student who cancels his or her registration, is not entitled to any refund and remains liable for the full amount.

##### G.44 Renewal of registration

1. Students of the University are registered for one year of study, or for a shorter period determined in general or in specific cases by Council. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by Council from time to time.
2. Subject to other faculty regulations, a student for a doctorate must complete his or her studies within three years after first registering for the degree. Under special circumstances, the dean, on the recommendation of the head of department or the Postgraduate Committee, may give approval for a limited fixed extension of this period.

##### G.45 Termination of registration

A dean may, on the recommendation of a particular Postgraduate Committee, cancel the registration of a student if the student fails to comply with the minimum requirements determined by the faculty board – on condition that a student may request that the dean reconsider the decision in terms of the set procedures. The general rule is that a doctoral student must complete his or her studies within three years, with a possible limited fixed extension, after first registering for the degree.

##### G.46 Application of old and new regulations

1. Should a regulation, according to which a curriculum has been compiled, be amended, a student who has started his or her curriculum under the old regulation and who has not interrupted his or her study, may complete such a

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curriculum in accordance with the old regulation – on condition that a faculty board may formulate special transitional requirements in order to enable that student to complete his or her study in accordance with the new regulation.

2. A student who has been registered for a degree programme and
  - a) who has failed to renew his or her registration for such a degree programme in the ensuing calendar year; or
  - b) who has failed a year of study; or
  - c) who has not complied with the prescribed requirements for progress in accordance with faculty regulations, is deemed to have interrupted his or her study and forfeits the right to continue studies under the old regulation.

In exceptional cases, a dean may grant such a student permission to continue his or her study in terms of such stipulations as the dean may determine.

### G.47 Concurrent registration for two fields of study and duplication of doctoral degrees

1. With the permission of the dean(s) concerned, a student may register simultaneously for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean(s) may prescribe on condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean(s) concerned if the student does not perform satisfactorily.
2. A duplicate doctoral degree is one which is at the same level and in the same field as a degree already awarded. Applicants are allowed to enrol for a second degree at doctoral level only if the second degree is in an unrelated field.

### G.48 Minimum periods of study and requirements for a doctorate

1. A doctorate is conferred on a student only if:
  - 1.1 one of the following periods has expired:
    - a) at least four years after complying with all the requirements for a three-year bachelor's degree
    - b) at least three years after complying with all the requirements for a four-year bachelor's degree
    - c) at least two years after complying with all the requirements for a bachelor's degree of five years or more, or
    - d) at least two years after complying with all the requirements for a master's degree
  - 1.2 at least 12 months since registration for the doctorate at this University have expired, unless a shorter period has been approved by the dean.
2. In addition to the stipulations of G.48.1 a doctorate is conferred on a student only if he or she has complied with all the requirements laid down in faculty regulations.

### G.49 Examinations

1. General: A doctorate is conferred by virtue of a thesis, provided that the faculties may lay down the additional requirements of written and/or oral examinations.
2. Doctoral examinations
  - a) The dean, on the recommendation of the head of department, determines the nature and extent of examinations, as well as the pass requirements.
  - b) The results of the examination are presented to the dean for ratification.

### G.50 Theses

1. General
  - a) Approval of topic and title
    - i. Applications for the approval of the topic and title of a thesis, as well as changes to titles are submitted to the relevant Postgraduate Committee, on the recommendation of the relevant head of department.
    - ii. The Postgraduate Committee considers the applications and either approves them or refers them back to the head of department.
    - iii. In the event of a dispute between the head of department and the Postgraduate Committee an appeal in writing can be made to the dean. The decision of the dean is final.
    - iv. The titles of theses are submitted to the faculty board and included in the board pack for notification.
  - b) Non-disclosure of the contents of a study
    - i. Where part or all of the contents of a doctoral study must remain confidential, the supervisor will be required to submit an application to the Postgraduate Committee setting out the grounds for such a request and indicating the duration of the period of confidentiality. This period would normally not exceed 2 (two) years.
    - ii. The Postgraduate Committee considers the application and either approves it or refers it back to the supervisor.
    - iii. In the event of a dispute between the supervisor and the Postgraduate Committee a written appeal can be made to the dean. The decision of the dean is final.
  - c) Designation of supervisors or co-supervisors
    - i. The head of department concerned must designate a supervisor and/or a co-supervisor from within the faculty for a particular candidate within one month after the candidate has registered. The designation by the head of department should be confirmed by the Postgraduate Committee. Should the Postgraduate Committee not confirm the designation by the head of department, the matter is referred to the dean for a final decision.
    - ii. A person designated as supervisor for a doctoral candidate, should hold a qualification that is equivalent to the qualification of the postgraduate candidate concerned, and should have the appropriate stature and

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- experience to supervise postgraduate candidates. If this is not the case the head of department must obtain approval from the Postgraduate Committee for the designation.
- iii. A person designated as the main supervisor must be appointed to an academic position in the University. Co-supervisors who do not occupy academic positions in the University may also be appointed.
  - iv. On the retirement or resignation of a supervisor from the University's service, he or she may, with the approval of the head of department concerned, still act as supervisor for the student for whom he or she was appointed as supervisor, in order to enable such a student to complete his or her thesis. For this purpose and for this period such a supervisor will be deemed to be an accredited lecturer of the University. This arrangement is allowed to continue until such time as the head of department deems it to be no longer appropriate. If on the retirement or resignation of a supervisor from the University's service, he or she is no longer prepared to act as supervisor for the student for whom he or she was appointed as supervisor, a new supervisor is appointed as stipulated in G.50.1(c)(i) to (iii).
  - v. The designation of supervisors and co-supervisors is submitted to the faculty board for notification.
  - vi. An agreement between the student and the supervisor should be signed. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and makes it clear that they are entering into a binding undertaking with each other.
  - vii. It is the responsibility of the head of department concerned to monitor the progress of a candidate in regard to his or her signed agreement.
- d) Preparation and submission of the thesis
- i. The supervisor is responsible for advising the student with regard to the proper preparation of the thesis.
  - ii. A thesis may only be submitted with the written permission of the supervisor. Should the supervisor refuse to grant permission for submission, the candidate may request permission to submit from the Postgraduate Committee. The Postgraduate Committee may allow the thesis to be submitted for examination or may turn down the request. Should the Postgraduate Committee turn down the request, the candidate may refer the matter to the Vice-Principal responsible for research and postgraduate studies, who should convene the Postgraduate Appeals Committee to consider the matter based on reports from the candidate, the supervisor and the Postgraduate Committee. The decision of the Postgraduate Appeals Committee is final. Should the Postgraduate Appeals Committee agree to the request of the candidate, the supervisor has the right to remove his or her name from the thesis if he or she so wishes.
  - iii. A thesis is submitted to the Head: Student Administration, before the closing date for the various graduation ceremonies as announced annually.
  - iv. On submission of the thesis the student should also submit a written statement by the supervisor or the chairperson of the Postgraduate Committee or chairperson of the Postgraduate Appeals Committee, where applicable, approving submission of the thesis. A doctoral student must also submit a CV, approved by the supervisor, on submission of the thesis.
  - v. A doctoral student, when submitting a thesis, has to declare the following in writing: "I declare that the thesis, which I hereby submit for the degree at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution."
  - vi. For examination purposes, a student must, in consultation with the supervisor, submit a sufficient number of bound copies of the thesis, printed on good quality paper and of good letter quality, to the Head: Student Administration. Permission to submit the thesis in unbound form may be obtained from the supervisor concerned on condition that a copy of the final approved thesis is presented to the examiners in bound format or electronic format.
  - vii. Should the supervisor deem it appropriate, an electronic copy of the thesis must be submitted to the Head: Student Administration for examination purposes in the format specified by the faculty and in accordance with the minimum specifications set by the Department of Library Services. The head of department may determine whether the electronic copies should be submitted instead of or in addition to the paper copies. [The specifications are available at: <http://upetd.up.ac.za/authors/publish/standards.htm#specs>].
  - viii. If a thesis is accepted, but the student is required to make certain amendments in accordance with the examiners' decisions, the amendments should be made to all copies to the satisfaction of the supervisor concerned, who must submit a declaration to this effect to the Head: Student Administration before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies.
  - ix. In addition to the copies mentioned in G.50.1(d)(vi), each successful student must submit a bound paper copy as well as two electronic copies of the approved dissertation to the Head: Student Administration in the format specified by the faculty and in accordance with the minimum standards set by the Department of Library Services, before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies, failing which the degree will only be conferred during a subsequent series of graduation ceremonies. [The specifications are available at: <http://upetd.up.ac.za/authors/publish/standards.htm#specs>].
- e) Progress reports
- i. The supervisor must report once a year in writing to the head of department on the progress of his or her candidate.
  - ii. Registration for subsequent years is conditional on satisfactory progress in the preceding year as confirmed by the head of department. The head of department must give approval on the electronic system.
- f) Preparation of a thesis including published papers
- i. In cases where a doctoral candidate has published articles based on results emanating from the doctoral study conducted at the University prior to the submission of the thesis, the thesis may be prepared on the basis of these articles. In such cases the following apply:

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- The research reported in the papers must have been conducted while the candidate was registered as a doctoral candidate at the University;
      - The thesis must be prepared so as to present the published articles as a coherent body of new knowledge, and must include a comprehensive introductory section giving adequate background and the objectives of the body of research, and a concluding section which summarises the outcomes and significance of the work.
      - The articles may be introduced as chapters or sections of the thesis.
    - ii. The thesis should be accompanied by a letter in which the candidate testifies that the publication/s included in the thesis
      - has/have not been submitted previously to this or any other tertiary institution for such a doctoral degree;
      - is/are his or her own work, and with regard to such publication/s of which he or she is co-author, that his or her personal contribution to those works is clearly stated;
      - has/have given due recognition to the institutional policy on copyright.
    - iii. A summary of not more than 500 words that indicates the contribution that the work has made to the discipline.
  - g) Intellectual property
    - i. All rights in regard to intellectual property that is produced by a student during his or her studies or as a result of any research project conducted at the University or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or his or her parents or guardians at registration. This stipulation applies amongst others where the student works under study guidance or as a member of a project team of the University. It also applies where the student does contract work for a third party as a member of a research team of the University. The University and the student may, however, agree in writing to another arrangement.
    - ii. A student and the University may conclude an agreement regarding the publication of a thesis and/or any article. Should the copyright of the thesis and/or article be the only exploitable intellectual property that arises from such thesis and/or article, the University would normally transfer the copyright to the student, subject to certain conditions. A faculty may, in consultation with the Office of the Registrar, make arrangements that apply to that specific faculty.
    - iii. In the absence of any agreement, the University has the right to reproduce and/or publish, in any manner it may deem fit, a thesis and/or article as contemplated in G.51, and to distribute such reproduction.
    - iv. On publication of the thesis or any article as contemplated G.51, or an adaptation thereof, it should be stated that it emanates from a doctoral study at the University. The name of the supervisor and the department, in which the study was completed, should also be acknowledged. Reprints should state the title and date of the original publication.
    - v. A student may not submit an article for publication reflecting the content of the dissertation without the permission of the supervisor.
    - vi. The above should be read in conjunction with the University's Intellectual Property Law Policy: Personnel and Students, as amended from time to time.
2. Technical editing of the thesis
- a) Subject to exceptions that have to be approved in writing by the head of department, in consultation with the supervisor, the technical editing of a thesis should comply with the following requirements:
  - b) Title page: The title page of the thesis which is submitted should contain the following:
    - i. (The full title of the thesis)  
by
    - ii. (Full name of the student)
    - iii. Submitted in partial fulfilment of the requirements for the degree,  
or  
Submitted in fulfilment of the requirements for the degree .....in the  
Faculty of ....., University of Pretoria
    - iv. (Year and date of submission)
  - c) Format and cover
 

The thesis should be submitted in a format not larger than A4. The bound copies must be bound in a hard cover, on which the title of the thesis and the name of the student are printed. The name of the student and the year of submission of the thesis should appear on the spine of each bound copy.
  - d) Ethics statement
 

The thesis should contain a statement by the student that he or she has complied with the University's Policy on Research Ethics and Integrity and has in general observed the principles of honesty, objectivity, the duty of care and, fairness in giving credit and appropriate acknowledgement to the work of others. The ethics statement, which should appear after the declaration referred to in G.50.1 (d) (v) and before the summary of the thesis, must contain the following:

**Ethics statement:** The author, whose name appears on the title page of this thesis, has obtained, for the research described in this work, the applicable research ethics approval. The author declares that he/she has observed the ethical standards required in terms of the University of Pretoria's Code of ethics for researchers and the Policy guidelines for responsible research.

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3. Synopsis and abstract of the thesis
  - a) A summary of the thesis in English of not more than 250 words should be compiled by the student and included in each bound copy of the thesis.
  - b) In addition to the summary mentioned in G.50.3 (a), an abstract, in English, of the doctoral thesis of 350 words, as well as the title page in English, should be submitted together with the examination copies of the thesis. The abstract will be submitted to the University's Department of Library Services.
  - c) A list of key terms to ensure recovery of the source should also be submitted together with the examination copies of the thesis.
  - d) The title of the abstract referred to in G.50.3 (b) should contain the following:
    - i. (Full title of the thesis)  
by
    - ii. (Full name of the student)
    - iii. Supervisor and Co-supervisor
    - iv. Department
    - v. Degree for which thesis is submitted
  - e) The student must submit the summary and the abstract of the thesis to the supervisor for approval before final presentation thereof.
4. Evaluation of the thesis
  - a) Appointment of the examination panel
    - i. A student should inform the Head: Student Administration, in writing, of the intention to submit the thesis at least three months prior to submission, in order that examiners can be notified accordingly.
    - ii. The Postgraduate Committee appoints the examination panel for a particular candidate subject to the provisions of regulation G.50.4 (a)(iii).
    - iii. The supervisor in consultation with the head of department concerned compiles a list of names of potential examiners both inside and outside of South Africa from which the Postgraduate Committee can appoint examiners provided that at least one internal examiner and at least two external examiners from outside the University are appointed, of whom at least one must preferably be from outside South Africa, as well as at least two substitute examiners for purposes of attending the oral examination as provided for in G.50.4(d)(iv). If an internal examiner is not appointed an additional external examiner must be appointed.
    - iv. The supervisor may not be an internal examiner.
    - v. An external examiner should not be associated in any way with the candidate or in any way be involved in the research that the candidate has done previously, neither should a substitute examiner in any way be involved in the research that the candidate has done previously.
    - vi. External examiners must be from different institutions.
    - vii. A summary of the thesis in English of not more than 250 words compiled by the student will be made available to potential examiners in order to enable them to decide whether they have the expertise to accept the nomination.
    - viii. As soon as a potential examiner has accepted his or her appointment as examiner, he or she is supplied with a formal letter of appointment as well as documentation on the policy of the University concerning examinations. Examiners must sign an acceptance form, which is to be returned to the Head: Student Administration.
  - b) Identity of members of the examination panel
    - i. The identity of the examiners may not be revealed to the candidate until the examination process has been completed and then only with the consent of the examiner and the Postgraduate Committee.
    - ii. The identity of the examiners is made known in the programme of the graduation ceremony at which the degree is to be conferred on the candidate.
  - c) Criteria for evaluation
    - i. A thesis must contain proof of a candidate's ability to conduct original research that contributes to the development of new knowledge and expertise.
    - ii. A thesis should comply with the requirements stipulated by faculties and is also evaluated on the following:
      - (aa) scientific and academic standard of research; research procedures and techniques; methodology; definition and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;
      - (bb) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;
      - (cc) editing and use of language;
      - (dd) technical finish and layout which must meet the requirements set by faculties; and
      - (ee) whether the thesis or parts thereof is publishable.
    - iii. A student is allowed to submit a thesis that has been rejected only once in an amended form, and in such a case he or she must bear the full cost of the examination.
  - d) Examiners' reports
    - i. Every examiner independently and individually submits a report to the Head: Student Administration. The reports are treated confidentially.

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- ii. Every report has to contain one of the following recommendations:
  - (aa) that the degree be conferred without any changes to be made to the thesis by the candidate;
  - (bb) that the degree be conferred as soon as minor changes have been made to the thesis by the candidate, to the satisfaction of the head of the department;
  - (cc) that the degree be conferred as soon as the candidate has made major changes to the thesis to the satisfaction of the examination panel;
  - (dd) that the thesis does not meet the required standard, but that the candidate be invited to review the thesis and to resubmit the thesis at a later stage for re-examination;
  - (ee) that the thesis be rejected and that the candidate does not pass; or
  - (ff) that the candidate should be called for oral questioning by the examination panel prior to finalisation of the result.
- iii. The examiners' reports are made available to the head of department by the Head: Student Administration.
- iv. In the case of a thesis, the examiners' recommendations made in terms of G.50.4 (d)(ii) are preliminary in nature and subject to the successful completion of revisions as required by examiners and the recommendation of the Postgraduate Committee.
- v. The Postgraduate Committee may decide that the candidate should be called for oral questioning to confirm the recommendation of the panel. In this case:
  - (aa) The supervisor arranges an oral examination chaired by the head of department during which the candidate is required to do a presentation on the thesis. The examiners appointed in terms of G.50.4 (a) constitute the examination commission for the oral examination. If an examiner cannot participate in the examination the supervisor calls upon one of the substitute examiners appointed in terms of G.50.4 (a) to act as a member of the examination commission.
  - (bb) In the case of G.50.4(d)(ii)(aa), the supervisor provides a short report on the result to the Postgraduate Committee for recommendation to the Dean.
  - (cc) If the examiners recommend revisions as set out in G.50.4(d)(ii)(bb) to (dd) these revisions must be completed and the revised thesis submitted to the supervisor and the head of department, or the examination committee, as required.
  - (dd) The supervisor in consultation with the head of department makes the relevant section(s) of the examiners' reports available to the candidate in accordance with G.50.4 (e)(iii) beforehand in order for the necessary changes to be made to the thesis before the review or re-examination.
  - (ee) If deemed necessary by the Chair of the Postgraduate Committee, the examination commission may be constituted in a closed meeting (which may be telephonic or electronic), chaired by the head of the department, to consider the revised thesis, to review all the examiners' reports and to submit a consolidated report to the Postgraduate Committee.
- vi. If all the examiners recommended in terms of G.50.4 (d)(ii)(ee) that the thesis be rejected, the supervisor and the head of department review the examiners' reports and submit a consolidated report to the Postgraduate Committee.
- vii. The Postgraduate Committee makes a recommendation to the Dean as Chair of the Faculty Board, as follows:
  - (aa) that the degree be conferred; or
  - (bb) that the thesis does not meet the required standard, but that the candidate be invited to revise their thesis and to resubmit it at a later stage for review, by the head of the department or
  - (cc) that the thesis does not meet the required standard, but that the candidate be invited to revise the thesis and submit it for re-examination by the examination committee; or
  - (dd) that the thesis be rejected and that the degree not be conferred on the candidate.
- e) Treatment of examiners' reports
  - i. Under no circumstances shall any party modify any examiner's report.
  - ii. The contents of the examiners' reports or the consolidated examiners' report may only be revealed to the candidate with the permission of the Postgraduate Committee and with the consent of the examiners.
  - iii. In the event that the candidate has to make corrections to the thesis, the relevant section(s) of the examiners' reports will be made available to the candidate by the supervisor in consultation with the head of department in order for the necessary changes to be made to the thesis.
- f) Finalisation of reports
  - i. Should the examiners' reports not reflect substantial consensus, the head of department in consultation with the supervisor, submits a report to the Postgraduate Committee with a recommended solution. Under no circumstances shall a report of any examiner be ignored.
  - ii. Should it be impossible to reach consensus, the dean, after consultation with the Postgraduate Committee and the head of department, appoints an additional external examiner who has international standing in the relevant field of research to evaluate the thesis and report to the dean on the matter.
  - iii. The Postgraduate Committee, after considering all the reports (including the report mentioned in G.50.4 (f) (ii)) makes a preliminary decision on the conferment or not of the degree. The committee may make any one of the recommendations as indicated in G.50.4 (d) (iv). The recommendation, together with all relevant documentation, is submitted to the dean.
  - iv. Should the dean concur with the recommendation, he or she takes a decision accordingly.
  - v. Should the dean not concur with the recommendation, he or she consults with the Postgraduate Committee.

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For purposes of this meeting, the dean becomes a member of the Postgraduate Committee and also acts as chairperson of the Postgraduate Committee. The extended committee takes a decision by means of a majority vote. Should there be a tie of votes, the dean has a deciding vote.

- vi. After a decision has been reached about the thesis as indicated in G.50.4(f)(iii) or (iv), the Head: Student Administration has to:
  - (aa) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
  - (bb) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
  - (cc) inform the candidate, the supervisor, the co-supervisor and the head of the department of the final result.

### G.51 Article for publication

Before or on submission of a thesis, a student must submit proof of submission of an article issued by an accredited journal, to the Head: Student Administration. The submitted article should be based on the research that the student has conducted for the thesis and should have been approved by the supervisor. The supervisor shall be responsible for ensuring that the article has been taken through all the processes of revision and resubmission, as may be necessary.

### G.52 Compliance with degree requirements and degree privileges

With the exception of an honorary degree, a degree will be conferred on a student only if the student has complied with all the requirements for the particular degree and has reached the level of competence prescribed for the degree, and on condition that no one is entitled to any privileges pertaining to a degree before the degree has been conferred on him or her at a graduation ceremony. The doctorate is not conferred with distinction.

### G.53 Doctoral degree by virtue of publications

#### 1. General

The degree is conferred on a candidate who has completed an extensive body of excellent research.

#### 2. Admission

The degree is conferred on a candidate who has completed an extensive body of excellent research.

#### 3. Application

- a) A candidate must apply in writing, to the dean, in order to be considered for this degree.
- b) Should a student wish to graduate at a particular ceremony, an application must be submitted three months before the closing date of the various graduation ceremonies, which is announced annually.
- c) The application must be accompanied by:
  - i. four sets of copies of the publications by virtue of which application is made;
  - ii. a report which describes the background relevant to the field of research, and relates the objectives and the content of the papers so as to demonstrate the production of a body of new knowledge;
  - iii. a summary of not more than 500 words that indicates the contribution that the work has made to the discipline; and
  - iv. a declaration in which the candidate testifies that the publication(s) submitted for the doctoral degree:
    - v. has/have not previously been submitted to this or any other tertiary institution for such a doctoral degree;
    - vi. is/are his or her own work, and with regard to such publication(s) of which he or she is co-author, that his or her personal contribution to those works is clearly stated;
    - vii. with due recognition given to the author's copyright in accordance with the case.

#### 4. Registration

A candidate must be registered in the manner determined by the University and must pay the prescribed initial payment.

#### 5. Evaluation of the publications

- a) The dean appoints a committee, chaired by the chairperson of the Research Committee of which the head of department concerned is a member, to make a recommendation to the faculty board as to whether the works have sufficient substance to be submitted for examination in terms of G.53.5 (b).
- b) If the faculty board accepts the recommendation, the Postgraduate Committee appoints an examination panel for a particular candidate, subject to approval by the dean.
- c) The head of department concerned compiles a list of names of potential examiners both inside and outside of South Africa from which the Postgraduate Committee chooses at least three external examiners from outside the University, all of whom must be recognised internationally as having made significant contributions to the field of study. Normally, at least two of these examiners would be from outside South Africa.
- d) No examiner should have any interest in the candidate or in any way be involved in the research that the candidate has done previously.
- e) External examiners must be from different institutions.
- f) As soon as a potential examiner has accepted his or her appointment as examiner, he or she is supplied with a formal letter of appointment as well as documentation on the policy of the University concerning examinations. Examiners must sign an acceptance form that is to be returned to the Head: Student Administration.
- g) A candidate passes if all the members of the examination panel accept the publications for the purposes of conferring the doctoral degree, and on condition that if all but one of the examiners accept the work, the dean,



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after consultation with the Postgraduate Committee, may appoint a knowledgeable and esteemed academic of stature from outside the University as additional examiner. If the additional examiner accepts the publications, the candidate passes. If such an examiner also rejects the publications, the doctorate is not conferred.

- h) A candidate is considered only once for a doctoral degree based on publications.
- i) This degree is not conferred with distinction.
- j) After reaching a decision on whether the degree is to be conferred or not, as indicated in G.53.5(g), the Head: Student Administration has to:
  - i. address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
  - ii. inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
  - iii. inform the candidate and the head of department of the final decision.

### V. Granting of graduate status with a view to postgraduate study

#### G.54 Policy on postgraduate student cases and the recognition of prior learning

As the University has a finite capacity in most undergraduate fields (its limits have already been reached or those admitted are selected from a large number of applicants), the University's policy on the recognition of prior learning only applies to student cases at postgraduate level (including postgraduate diplomas). Furthermore, as the University's strategic objective is to be an internationally recognised research-intensive university, admission to postgraduate study by means of the recognition of a prior learning pathway is the exception rather than the rule.

Senate may:

- a) grant a graduate of another higher education institution (either in the Republic of South Africa or elsewhere) a status at the University that is equivalent to the status the student had at such other higher education institution.
- b) admit a person, who
  - i. has passed examinations at another university or institution (either in the Republic of South Africa or elsewhere) which Senate deems equivalent to or of a higher standard than the examinations prescribed for a degree at the University, and which are set as a prerequisite for admission to a particular postgraduate programme, or for the admission of such a person as a research student; or
  - ii. in another manner has reached a standard of competence Senate considers adequate for the purposes of postgraduate study or research at the University, as a student for a postgraduate degree, diploma or certificate.

It is expected of the person referred to in paragraph (b)(ii) to demonstrate the same level of applied competence (fundamental knowledge, understanding of organisation or operating environment, application of essential methods, interpretation, conversion and evaluation of text, problem solving and changing context, information gathering, presentation skills) and autonomy of learning (responsibility for own learning, decision-making, evaluation of own or others' performance, manage learning tasks and research leadership) as a student who entered through the regular entrance pathway.

The manner in which a person's standard of competence referred to in subparagraph (b)(ii) is assessed, the type of evidence required and the role-players involved in the process are determined from time to time by each faculty and form the basis for the motivation of each case to Senate.

To ensure the soundness of the procedure referred to above Senate requires an annual report from every faculty on the progress of candidates admitted under this regulation.

### Diplomas and Certificates (G.55 – G.56)

#### VI. Diplomas and Certificates

**G.55 Diplomas and Certificates:** Subject to provisions to the contrary in faculty regulations, the General Regulations shall apply with the necessary changes to diplomas and certificates.

#### G.56 Application of old and new regulations

1. Should a regulation, according to which a curriculum has been compiled, be amended, a student who has started his or her curriculum under the old regulation and who has not interrupted his or her study, may complete such a curriculum in accordance with the old regulation – on condition that a faculty board may formulate special transitional requirements in order to enable that student to complete his or her study in accordance with the new regulation.
2. A student who has been registered for a diploma or certificate programme and year; and
  - a) who has failed to renew his or her initial payment for such a diploma or certificate programme in the ensuing calendar; or
  - b) who has failed a year of study; or
  - c) who has not complied with the prescribed requirements for progress in accordance with faculty regulations; is deemed to have interrupted his or her study and forfeits the right to continue studies under the old regulation. In exceptional cases, a dean may grant such a student permission to continue his or her study in terms of such stipulations as the dean may determine.

## Glossary of terms

### Section 5: Glossary of terms

**Academic literacy:** the minimum level of conversational, reading and writing skills in English or Afrikaans in selected programmes needed to participate successfully in programmes of the University of Pretoria

**Academic year:** the duration of the academic year which is determined by the University Council

**Admission regulation:** a regulation compiled by the dean concerning the admission of students to a specific programme, which includes a provision regarding the selection process

**Anti-semester modules:** modules normally presented in the first semester, which can be repeated in the second semester to provide students with another opportunity to attempt passing the modules in question in the same year. (Note: Only certain department's present modules on an anti- semester basis.)

**Block:** a module/modules presented as a block in a specified period of time during the academic year

**Block mark:** a mark calculated from the continuous evaluation opportunities during the course of the presentation of the relevant block

**Block examination:** examination on the total content of a block. This is scheduled at the end of a block/semester

**Final block mark:** calculated from the block examination mark and the block mark (continuous evaluation) in a 50:50 or 60:40 ratio

**Capita selecta:** a specific component or combination of components of an existing module

**Certificate of satisfactory preparation:** also implies satisfactory attendance of practical classes and clinical work

**Church partner:** a church with which the University has concluded a formal agreement regarding the training of candidates and the provision of academic personnel

**Church-specific:** that portion of a programme or theological instruction which takes place in terms of the regulations in the Yearbook, but which deals with the specific perspective, practice or instruction requirements of a church or denominational partner

**Colloquium doctum:** an interview which the dean, the head of department concerned and the supervisor (if required) may have with a candidate to determine his or her study background and level of scientific knowledge or competence as scholar and researcher

**Core module:** a compulsory module which is essential to achieving the outcomes for a particular programme

**Credit (or credit value):** a value unit linked to particular learning activities. In the case of modules, the value is related to the complexity (including the year level at which the module is taken) and the total number of learning hours needed to complete the module successfully. Credit values are also attached to the completion of qualifications: to complete a three-year bachelor's degree, students must normally be awarded a minimum of 360 credits (on average, 120 credits at each of the three year levels, with a minimum of 72 credits at the third-year level). **It is the responsibility of the student to ensure that the diploma/degree programme complies with the total number of credits required to complete the diploma/degree.**

**Curriculum:** a series of modules which form a programme, grouped together over a specified period of time and in a certain sequence according to the regulations

**Denominational training:** supplementary theological training which is arranged by the church partner itself, and which is not subject to the faculty regulations

**Discipline:** demarcated field of study

**Elective module:** a module from a group of modules which can be selected on an elective basis with the proviso that enough credits are obtained at the specific year level, as required by the relevant qualification

**Examination mark:** the mark awarded to a student in a module on the basis of an examination in a paper/papers, including practical and clinical examinations, where applicable. If necessary, the examination mark is finalised after ancillary examinations have been completed.

**Extended programme:** a programme for a degree or diploma completed over a period longer than the minimum duration for that particular degree or diploma according to regulation

**Final mark:** a mark calculated on the basis of the semester mark/year mark and the examination mark awarded to a student in a module, using a formula which is determined from time to time by means of regulations for every module, with the proviso that should no semester/year mark be required in a module, the examination mark serves as the final mark

**Fundamental module:** a module which serves as the academic basis or foundation of the core learning activities for a particular programme

**General denominational:** theological training, which is not denominational-specific

**Grade point average based on module credits (GPA):** an average mark that is calculated by multiplying the final mark achieved in a module with the credit value of that module and then dividing the sum of these values by the total of the credit values of all the modules for which a student was enrolled. The result of these calculations is a weighted average based on module credits

**GS:** a combined final mark (the average of the semester/year mark and the examination mark) of between 40% and 49% must be obtained, in order for a student to be admitted to the relevant module

## Glossary of terms

**Learning hours (notional hours):** the estimated number of hours students should spend to master the learning content of a particular module or programme. The total number of learning hours for a module consists of the time needed for lectures, tutorials and practicals (contact hours), as well as for self-study, examination preparation and any other activity required by the programme (**notional hours = credits (for a module) x10**)

**Learning outcome:** the end product of a specified learning process, ie the learning result (specific skills) that one intends to achieve at the end of the learning process

**Level (or year level):** the academic level (year) of a module as contained in the module code, which gives an indication of the complexity of the module. A programme that culminates in a national first degree qualification normally consists of first-, second- and third-year level modules

**Module:** an independent, defined learning unit, designed to result in a specific set of learning outcomes, and which is a component of a programme

**Module code:** consists of an equal number of letters and digits, which indicate the name of the module, the year of study and the level of the module

**Module/semester/year (performance) mark:** the mark awarded to a student on the basis of tests, classwork, practical work or any other work which was completed in a module, including continuous evaluation and as prescribed by regulations

**NBT:** the National Benchmark Tests (NBTs) were commissioned by Higher Education South Africa (HESA) to assess academic readiness of first-year university students as a supplement to secondary school reports on learning achieved in content-specific courses - Academic Literacy, Quantitative Literacy and Mathematics. Go to [www.nbt.ac.za](http://www.nbt.ac.za) for more information

**NQF:** National Qualifications Framework. This is a national framework in which all SAQA-registered qualifications are listed, arranged on different levels in accordance with the complexity of the qualification

**Option:** a specific focus area within an existing programme

**Programme:** a comprehensively planned, structured and coherent set of teaching and learning units (modules) which culminate in a student being awarded a particular qualification (certificate, diploma or degree)

**Programme manager:** the person responsible for the overhead management, organisation and composition of a particular programme

**Promotion:** when a student is exempted from the final examination in certain modules, provided that a student's semester or year mark for the module exceeds a certain predetermined minimum percentage (eg 75%)

**Qualification:** a diploma or a degree which is obtained after attaining the learning outcomes as specified in a coherent learning programme, expressed as an accumulation of credits at specific levels

**Registration:** the process candidates need to follow to become registered students in accordance with the general requirements and regulations of the University

**SAQA:** South African Qualifications Authority. This body has been established by law and has as its purpose the registration of qualifications, programmes and unit standards, in order to ensure that specific national and international criteria are achieved

**Semester module:** a module that extends over one semester (14 weeks)

**Specialist module:** major module (speciality) in a specific programme

**Subject:** a demarcated field of study of which one module or more may be chosen for a degree

**Syllabus:** summary of the contents of a module

**Tentamen:** an oral discussion comprising of elements of teaching and evaluation

**Year module:** a module that extends over one year (two semesters; 28 weeks)

The rules published here are subject to change and may be amended prior to the commencement of the academic year. The General Regulations (G Regulations) apply to all faculties of the University of Pretoria. It is expected of each student to familiarise himself or herself well with these regulations as well as with the information contained in the General Rules section. Ignorance concerning these regulations and rules will not be accepted as an excuse for any transgression.





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