

MANUAL

(In terms of the Promotion of Access to Information Act 2 of 2000)

1. INTRODUCTION

The Promotion of Access to Information Act 2 of 2000 (hereafter "the Act") came into operation on 9 March 2001.

The objects of the Act are

- to establish mechanisms and procedures for giving effect to a requester's constitutional right to access to information; and therefore
- to effect access to records of both private and public bodies in the most effective and efficient manner possible.

The Act distinguishes between public and private bodies and lays down different procedures and grounds for refusal of access to information in respect of each body.

The University of Pretoria, being an institution that exercises a public power or performs a public function in terms of legislation, is for purposes of the Act defined in section 1 as a public body. All records of the University that are in the possession or under the control of an official or an independent contractor engaged by the University (section 4) are affected by the Act, regardless of its format, who created it or when it came into existence (section 3).

In terms of section 14(1) of the Act, the University must compile a manual in at least three official languages and which is updated annually and must contain the following information:

2. DESCRIPTION OF THE UNIVERSITY'S STRUCTURE AND FUNCTIONS:

2.1 Corporate management

The University of Pretoria is a market leader in the higher education sector and as such accepts the responsibilities flowing from a position of leadership. The University strives towards local relevance in an innovative manner, and does so by determining the needs of the community and reacting thereto. In addition, care is taken that research contributions accord with national needs. This entails

not only a general contribution to scientific knowledge, but also the direct application thereof towards solving local problems. In order to achieve this aim, a transparent management style must be maintained at the University.

2.2 **Governing structures**

2.2.1 **The Council**

The provisions of the Higher Education Act, 1997 (Act no. 101 of 1997) as amended, are aimed at the establishment of councils based on the principle of participating governance enunciated by the National Commission for Higher Education (NHCE). In addition, a council is deemed to function within the confines of the Constitution of the Republic of South Africa.

The Act provides that members of the council “must be persons with knowledge and experience relevant to the objects and governance of the public higher education institution concerned” and that they must also “participate in the deliberations of the council in the best interests of the public higher education institution concerned”. The Act further provides that a council must consist of persons attached to the institution (employees, students and members of management) as well as persons from outside the institution. The latter group must represent at least 60 percent of the members of a council.

The Council of the University of Pretoria consists of 30 members and is constituted as follows:

- The Vice-chancellor and Principal
- The Vice-Principals
- Six persons appointed by the Council on the basis of their expertise or experience
- Three members elected by the Senate
- Four members of the Convocation of the University, elected by members of the Convocation in accordance with the Statute and the Institutional Rules
- Two student members appointed by the SRC in accordance with an appointment procedure of the SRC
- One person appointed by the local authority in whose area the University has its seat, to represent the communities served by the University
- Five persons appointed by the Minister of Higher Education and Training
- Two persons elected from the ranks of the donors of the University

- Two employee representatives: one member elected from the body of academic employees and one member elected from the body of non-academic employees.

The Council performs its duties through a number of committees. The Vice-Chancellor and Principal is *ex officio* a member of the following committees of the Council:

- The Standing Committee
- The Investment Committee.

The Vice-Chancellor and Principal attends meetings of the Human Resource Committee of Council and the Audit and Risk Management Committee of Council *ex officio* by standing invitation.

2.2.2 **The Senate**

The Senate performs its functions under the control of the Council. In terms of Section 28(1) of the Higher Education Act of 1997, the Senate is accountable to the Council in respect of academic and research matters.

The Senate's activities are broadly focussed on academic planning and development, as well as the regulation of all the University's activities regarding education, learning and research. *Ex officio* members of the Senate include the Chairperson and Deputy Chairperson of the Council, the Principal, the Vice-Principals, executive directors, deans, deputy deans and academic personnel having similar status, heads of academic departments and academic personnel having similar status, the Registrar, chairpersons of schools, directors of support service divisions who are responsible for the following activities at the University: library services; teaching support; research support, education innovation; institutional research and planning; the Dean of Students and any other director as determined by the Senate and the Chairperson of the Institutional Forum. The Senate further comprises members who are nominated or elected, namely four (4) members nominated by the SRC; two (2) employees, who are not already members of the Senate, elected from the ranks of the permanent academic employees; two (2) employees, who are not already members of the Senate, elected from the ranks of the permanent non-academic employees.

The Executive Management (EM) of the Senate reports to the Senate on its activities, which may be confirmed or reviewed by the latter. The Senate also confers certain powers on the EM, enabling the EM to finalise certain matters on behalf of the Senate. Apart from the EM, the following standing committees enable the Senate to perform its duties: Faculty Boards, the Committee for Admission, the Timetable Committee, the Committee for Research and Postgraduate Studies (of which the Committee for Research Ethics and Integrity as well as the Animal Use and Care Committee (AUCC) are subcommittees), the Student Disciplinary Committee, the Committee for Student Cases, the Student Life Committee and the Committee for Teaching and Learning.

2.2.3 **The Institutional Forum**

The Institutional forum consists of two representatives each of Senior Management, the Council and Senate, as well as a maximum of five representatives from the ranks of the trade unions and staff associations, a maximum of ten members of the students' council, elected in accordance with an appointment procedure of the SRC, one member nominated by Tuks Alumni, one disabled person (staff member or student) appointed by Council and no more than three other staff or student representatives elected because of their expertise or experience, or to represent an interest group that is not part of the Forum already.

In terms of the Higher Education Act of 1997 and the Statute of the University of Pretoria, the Institutional Forum must advise the Council on, *inter alia*, the implementation of the Act and the national policy on higher education, race and gender equity policies, the selection of candidates for senior management positions, codes of conduct, mediation and dispute resolution procedures, the formulation of policy for fostering a culture of tolerance, respect for fundamental human rights, a positive academic climate and the management of cultural diversity on the University's campuses.

2.2.4 **Student structures**

The student structures of the University of Pretoria are based on the principles of non-sexism, non-racism, equal treatment and equal opportunities. The student structures include organised student groupings at the University and are based on the constitution for student governance that was approved by the University

Council in August 2013. The constitution for student governance is aimed at establishing a just, fair, representative and democratic form of governance.

- 2.2.5 **The Student Representative Council (SRC)** consists of 19 members who are elected by the student body to fill specific portfolios and ex officio positions. The SRC has the primary responsibility of student governance, student representation and the day-to-day administration of student affairs. As such the SRC has the duty to represent the University's student community on the Council and Senate, other official university structures where students are represented, student bodies of other universities and academic institutions, as well as national and international student structures. The SRC is accountable to the Student Forum.
- 2.2.6 The **Student Forum** consists of at least 53 members from a wide range of student structures, including the leadership of the faculty houses, day houses, student service providers, residences, registered student societies and the SRC as well as ordinary members of the Student Body who wish to attend the Forum. The Student Forum meets quarterly to consider reports from the SRC President, conduct a question and answer session with the SRC, and make recommendations regarding the programme of action of the SRC. The Forum may also identify and communicate shortcomings in the constitution for student governance to the University. The quorum for meetings of the Student Forum is 30.
- 2.2.7 There are five **student service providers** that serve the broad student community with due consideration of its diversity. They are the Student Culture Committee (STUKU), the Tuks Central RAG Committee, Perdeby student newspaper, the Student Discipline Advisory Panel (SDAP) and Student Sport. Each of the service providers functions in accordance with its own goals and objectives as set out in their respective constituencies, regulations and ethical codes. The five service providers jointly serve on a Sub-Council for Service Providers, which is a sub-structure of the Student Representative Council.
- 2.2.8 The **Constitutional Tribunal** is an independent structure and its task is to interpret and apply the constitution of the Students Representatives Council impartially and objectively. An order or decision of the Constitutional Tribunal is binding upon all students and student organs to which it applies.

2.2.9 An **Independent Electoral Committee** is appointed to organise the election of the Student Representative Council. It is chaired by a Chief Electoral Officer, who is a staff member of, or service provider to the University of Pretoria. Election procedures are monitored by an Independent Monitoring Body.

2.2.10 **Senior Management**

The University's senior management is constituted as follows:

- The Vice-Chancellor and Principal
- Four Vice-Principals
- The Registrar
- Four Executive Directors

2.2.11 **Employee Organisations**

The University has recognition agreements with three recognised trade unions or employee organizations, that is, the University of Pretoria Workers' Organisation (UPWO), University of Pretoria Staff Association (UPSA) and the National Education, Health and Allied Workers' Union (NEHAWU). These agreements form the basis of sound labour relations and participative governance.

3. **INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER**

3.1	Information Officer	Prof C M de La Rey Vice Chancellor and Principal University of Pretoria Pretoria 0002
3.2	Deputy-Information Officer	Mrs E Gardiner University of Pretoria Pretoria 0002
	Postal address:	
	Street address:	Room 5-4 Administration Building cnr Lynnwood & University Rds Hatfield Pretoria
	Tel No:	(012) 420-3037
	Fax No:	(012) 420-2132
	E-mail:	elize.gardiner@up.ac.za

4. **GUIDE OF HUMAN RIGHTS COMMISSION**

4.1 In terms of section 10(1) of the Act, the Human Rights Commission must by 14 August 2003 compile and publish in each official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise a right contemplated in the Act.

4.2 The manual will be available from the Human Rights Commission, Private Bag X2700, Houghton, 2041. Tel (011) 484-8300, Fax (011) 484-1360. E-mail PAIA@sahrc.org.za.

5. **PARTICULARS TO FACILITATE A REQUEST FOR ACCESS TO A RECORD**

5.1 **Request for record**

5.1.1 Being a public body, the University has no discretion whether or not to refuse to accept a requester's request for a record, or in the alternative, to reject the merits of a request on face value.

5.1.2 When the information sought, falls in a category that does not have to be made available automatically or in terms of other legislation, access must be requested. The Act distinguishes between a personal requester seeking access to a record containing personal information about the requester, and a requester making a request for access to a record of the University (including a person acting on behalf of such requester).

5.1.3 A request for access to the records of the University must be granted if:

- the procedural requirements have been complied with; and
- access may not be refused on the grounds for refusal set out in sections 33–46 of the Act.

5.2 **The Request Form** (section 18)

5.2.1 The request form is available in both English and Afrikaans and is attached hereto as Form A. The request form may also be obtained from the Deputy Information Officer (see paragraph 3.2 for details).

5.2.2 Proper completion of the request form in accordance with the particulars printed on it, is one of the essential prerequisites for access to a record. The request form, properly completed and signed, as well as the fees set out below, must be mailed to the Deputy Information Officer at the address supplied on the form itself or in paragraph 3.2 above.

5.3 **Fees payable** (section 22)

5.3.1 Certain fees are payable in terms of Regulation R187 of 15 February 2002, passed in terms of the Act. A distinction is drawn between a request fee and an access fee.

5.3.1.1 A request fee is the minimum amount payable for lodging the request. At present the fee amounts to R35,00 (thirty-five Rand) and is not refundable. The request fee is payable upon submission of the request form.

5.3.1.2 An access fee is payable after a request for access to a record has been processed and the record can be made available. Please note that, in so far as this is practically possible, the requester will be supplied with a quotation for the access fees beforehand. No access fee is levied in respect of a record containing personal information on the requester.

5.3.1.3 The access fee is determined in light of various factors, such as the format in which the record is to be supplied, the time required to search for the record, the amount of information requested, et cetera.

5.3.1.4 In some cases, depending on the format in which the record is to be supplied and the amount of information requested, a deposit may be payable. The deposit will be set-off against any access fee charged.

5.3.1.5 The access fees payable by a requester are set out in Form B.

5.4 **Payment of fees**

5.4.1 Any fee payable in terms of paragraph 5.3 above must be paid into the following cost code: E01951/03545 (Expenditure recouped).

5.4.2 The prescribed fees are payable in cash or by way of cheque or postal order at the cashiers in the Client Services Centre, below the Human Sciences Building. N.B.: No credit card payments are accepted. Office hours are Monday to Friday 07:30–16:00.

5.4.3 Postal payments should be sent to the Deputy Information Officer at the address in paragraph 3.2 above.

5.4.4 Cheques or bills of exchange should be made payable to “University of Pretoria”. N.B.: Under no circumstances should cash be sent by mail.

5.5 **The format and handling of the request**

5.5.1 The Information Officer must, subject to certain exceptions, as soon as possible, but in any event within 30 days, decide in accordance with the Act whether to grant the request and notify the requester of the decision (section 25).

5.5.2 If the request is granted, the notice to the requester must state

- the access fee to be paid;
- the form in which access will be given; and
- the internal appeal or court procedure that might be available.

5.5.3 If the request is refused, the notice must state the following:

- adequate reasons for the refusal, including provisions of the Act relied upon, but excluding any reference to the content of the record; and
- the internal appeal or court procedure that might be available.

5.5.4 Failure to give the decision on a request to the requester within the prescribed time, is in terms of the Act regarded as a refusal of the request (section 27).

5.5.5 If a record does not exist or cannot be found, the Information Officer must by way of affidavit or affirmation state all the steps taken to find the record (section 23). Such statement is regarded as a refusal of the request to access. If the record is found at a later stage, access must be given to it, unless such access must or can be refused in terms of the Act.

5.5.6 The giving of access to a record may for certain reasons be deferred for a reasonable period if the requester will not suffer substantial prejudice because of

the deferral (section 24). The Information Officer must notify the requester of the deferral and of the likely period thereof, and inform the requester of his right to make presentations, within 30 days of such notice, why the record is needed at an earlier time. In case of presentations, the Information Officer shall only grant the request for access if there are reasonable grounds for believing that the requester will suffer substantial prejudice if access is deferred.

5.5.7 The original period of 30 days in which a request has to be dealt with in terms of section 25, may on certain ground in terms of section 26 be extended once for a period of not more than 30 days if:

- a large number of records are requested or have to be searched, and compliance with the original time would unreasonably interfere with the activities of the public body;
- the request requires a search for records that cannot reasonably be completed within the original period;
- the request requires consultation between different departments or divisions of the public body that cannot reasonably be completed within the original period; or
- the requester consents in writing to the extension of the original period.

5.5.8 The notice in terms of paragraph 5.5.7 must be given to the requester within 30 days and must state:

- the period of the extension;
- adequate reasons as well as the provisions of the Act relied upon;
- the internal appeal or court procedure that might be available.

5.5.9 If access to a part of a record is refused, while access to another part of the record is given because it can in terms of section 28 reasonably be severed from information that can or must be refused, the notice given to the requester must comply with the requirements of both the granting and the refusal of a request.

5.5.10 If a public body does not react within the prescribed period, the requester may regard the body's inaction as a refusal to provide the information requested and he may, depending on the status of the public body, either bring an internal appeal (where such procedure exists) or apply for an order of court.

5.6 **Access and forms and language of access** (sections 29 and 31)

5.6.1 Access in the form and language indicated by the requester in his request must be given immediately upon payment of the access fee (if applicable). If the record does not exist in the language preferred by the requester, or if no preference has been indicated, access may be given in any language. Access may be given in a form different from that in which it was requested, if conversion to the form requested:

- will interfere with the effective administration of the public body;
- will be detrimental to the preservation of the record; or
- will amount to an infringement of copyright not owned by the public body.

5.6.2 If a requester has requested access in a particular form and for a reason referred to in paragraph 5.6.1 access in that form is refused but given in another form, the fee charged may not exceed what would have been charged if access was given in the form requested.

5.6.3 A copy of a record is supplied to the requester by posting it to him or her.

5.7 **Access to health and other records**

The processing of a request for access to a record supplied by a health practitioner in respect of the physical or mental health of the requester, is dealt with in section 30.

5.8 **Refusal of access to records**

5.8.1 A public body may refuse access to a record on lawful grounds. The grounds for refusal are contained in sections 33 to 45 of the Act, and must be considered thoroughly before a request is granted or refused. Before such decision is made, a third party named in the record or who has an interest in the record, must be informed and given the opportunity to make representations (sections 47–49).

5.8.2 The Information Officer must take all reasonable steps to inform a third party to whom the record relates of the request, within 21 days after the request is received.

5.8.3 A third party may within 21 days after having been informed, consent to the disclosure of the record to the requester, or make written or oral representations to the Information Officer why the request should be refused.

5.8.4 The Information Officer must within 30 days of informing the third party, decide whether to give access to the information.

5.8.5 The grounds for refusal may be divided into situations where

- a request for information *must* be refused;
- a request for information *may* be refused;
- a request for information cannot be refused because access is *compulsory*.

5.8.6 Section 46 provides that despite any other provision of the Act, access to a record must be granted if

- the disclosure thereof would reveal evidence of
 - a substantial contravention of, or failure to comply with, the law, or
 - an imminent and serious public safety or environmental risk; and
- the public interest in the disclosure of the record clearly outweighs the harm contemplated in the provision in question.

5.9 Remedies in case of acts or failures to act by the University

5.9.1 Because of its status in terms of the Act, the University is not required to establish an internal appeal procedure. However, a complaint may be lodged in writing with the Registrar. The steps to be taken are contained in sections 74 to 77 of the Act.

5.9.2 Applications regarding decisions of Information Officers or relevant authorities of a public body may be made to court. The provisions of sections 78 to 82 are applicable here.

6. SERVICES RENDERED BY THE UNIVERSITY AND ACCESS THERETO

6.1 The University of Pretoria is recognised internationally for the quality of its education, research and community services. The University caters for the educational, cultural, social, economic and technological needs of the South and Southern African communities.

6.1.1 **Education**

Education at the University consists of both formal and informal education. The University's formal education programmes are fully canvassed in the yearbooks of the various faculties. Informal education includes workshops, seminars, national and international conferences, in-house training, short courses and certificate programmes. Continuing Education at University of Pretoria (Pty) Ltd (CE at UP) provides an extensive service to both internal and external clients as regards course coordination and the administration of continuing education at the University.

6.1.2 **Research**

The University places a high premium on research and regards the creation, application and transfer of knowledge as its main task. Post-graduate training has been fully integrated into the various research programmes. Research is initiated and conducted according to the highest academic standards and is aimed at local relevance and the economic exploitation of results. In many instances, special research units, centres and institutes were established within faculties. The support, development and coordination of research at the University vest in the Department of Research Support, which is also responsible for fund-raising, contracting and intellectual property pertaining to research.

6.1.3 **Community services**

Community service forms part of the learning experience of students in a large number of study fields and training programmes at the University. The insights and skills gained by students in the course of their community service have an important formative value. At the same time a service is rendered to the community. Training and service therefore go hand in hand. Therefore, taking into account the training offered by each faculty, different services are rendered by the various faculties.

7. **RECORD KEEPING: SUBJECTS AND CATEGORIES OF INFORMATION ON WHICH THE UNIVERSITY KEEPS RECORDS**

(N.B.: The following is a broad indication of the information that the University has at its disposal. It does not necessarily imply that this information will be

available on demand, as some of the records may be of a confidential or confidence restricted nature.)

Student affairs

- Biographical information
- Previous qualifications
- Academic records
- Records of conduct
- Student statistics and profiles
- Financial status
- Disciplinary information
- Bursaries and loans
- Examination scripts (Perusal only in terms of University regulation G14)

Corporate Policy

- Internal procedures and guidelines
- Directives
- Policy documents
- Rules and regulations
- Yearbook information

Meeting Management

- Agendas and minutes of:
 - Council meetings
 - Senate meetings
 - Committees of the Council and Senate
 - Senior management
 - Faculty boards
 - Departments
 - Executive Committees
 - Various committees
 - Students' Council, service providers and students' associations

Officials and Members

- Chancellor
- University Council
- Senate
- Committees of the Council and Senate
- Senior management

- Faculties and Faculty boards
- Institutional Forum
- Student Structures
- Convocation and Alumni

Publications

- Yearbooks
- Reports
- Programmes
- Addresses and speeches
- Journals
- Newspapers
- Scrap-books, clippings and diverse publications
- Brochures, calendars and guides
- Theses and dissertations

Personnel

- Personnel records
- Personnel statistics
- Equal employment
- Skills development information
- Disciplinary information

Finances

- Creditors
- Debtors
- Salaries
- Assets
- Budgets
- Financial statements
- Internal audit reports
- Investments
- Insurance
- Special investigations

Management and operational information in respect of the following support services of the University

- Academic administration
- Finance
- Risk Management and Internal Audit
- Facilities Management
- Human Resources
- Information Technology Services
- University Relations
- Library Services
- Client Service Centre
- Procurement
- Research Support
- Student Affairs
- Education Innovation
- Institutional Research and Planning
- Legal Services
- Security Services

Management and operational information in respect of the following Faculties and their Departments, Schools, Institutes, Units, Bureaus, Centres and Groups

- Faculty of Humanities
- Faculty of Natural and Agricultural Sciences
- Faculty of Law
- Faculty of Theology
- Faculty of Economic and Management Sciences
- Faculty of Veterinary Science
- Faculty of Education
- Faculty of Health Sciences
- Faculty of Engineering, Built Environment and Information Technology

8. CATEGORIES OF INFORMATION AUTOMATICALLY AVAILABLE WITHOUT A REQUEST IN TERMS OF THE ACT (SECTION 15)

The following list contains records of the University which are automatically available in terms of section 15 of the Act and no formal process is required to access these records.

RECORDS	MANNER OF ACCESS
Application Form (Undergraduate, Postgraduate and International students)	Hard copy and electronic
Application Form: Distance Education	Hard copy and electronic
BEd (Hons) in Education Management, Law and Policy	Hard copy and electronic
Campus Building Guide	Hard copy and electronic
Campus Maps: Groenkloof, Hatfield, Prinshof, LC De Villiers, Mamelodi, Onderstepoort and GIBS.	Hard copy and electronic
Fact Finder	Hard copy and electronic
Faculty of Economic and Management Sciences Information on postgraduate studies	Hard copy
Faculty of Economic and Management Sciences Regulations and Syllabi	Hard copy and electronic
Faculty of Education Regulations and Syllabi	Hard copy and electronic
Faculty of Engineering, Built Environment and Information Technology (Part 1) Regulations and Syllabi	Hard copy and electronic
Faculty of Engineering, Built Environment and Information Technology (Part 2) Regulations and Syllabi	Hard copy and electronic
Faculty of Engineering, Built Environment and Information Technology (Part 3) Regulations and Syllabi	Hard copy and electronic
Faculty of Health Sciences Regulations and Syllabi	Hard copy and electronic
Faculty of Humanities (Postgraduate) Regulations and Syllabi	Hard copy and electronic
Faculty of Humanities (Undergraduate) Regulations and Syllabi	Hard copy and electronic
Faculty of Law Regulations and Syllabi	Hard copy and electronic
Faculty of Natural and Agricultural Sciences (Postgraduate) Regulations and Syllabi	Hard copy and electronic
Faculty of Natural and Agricultural Sciences (Undergraduate) Regulations and Syllabi	Hard copy and electronic
Faculty of Theology Regulations and Syllabi	Hard copy and electronic
Faculty of Veterinary Science Regulations and Syllabi	Hard copy and electronic
General Regulations and rules	Hard copy and electronic
Gordon Institute of Business Science 2014	Electronic
Grade 10 subject choices (A guide for Grade 9 learners and parents)	Hard copy and electronic
Information available on UP web but there is no publication	Electronic
International Students Division Newcomers guide	Hard copy and Electronic
JT second choice insert	Hard copy
Junior Tukkies Magazine	Hard copy and Electronic
Official start of the academic year for first-year students	Hard copy and electronic
Perdeby (student newspaper) and Gauteng News	Hard copy and electronic
Policies and information applicable to staff or students on external website	Electronic
Postgraduate Fees and Funding	Hard copy and electronic
School Poster	Hard copy and electronic
Ten musts for learners who intend studying at the University of Pretoria	Hard copy and electronic
Timetable Booklet/ Roosterboek	Electronic
Undergraduate Faculty Brochure Economic and Management Sciences	Hard copy and electronic
Undergraduate Faculty Brochure Education	Hard copy and electronic
Undergraduate Faculty Brochure Engineering, Built Environment and Information Technology	Hard copy and electronic
Undergraduate Faculty Brochure Health Sciences	Hard copy and electronic
Undergraduate Faculty Brochure Humanities	Hard copy and electronic
Undergraduate Faculty Brochure Law	Hard copy and electronic
Undergraduate Faculty Brochure Natural and Agricultural Sciences	Hard copy and electronic

Undergraduate Faculty Brochure Theology	Hard copy and electronic
Undergraduate Faculty Brochure Veterinary Science	Hard copy and electronic
Undergraduate Fees and Funding	Hard copy and electronic
Undergraduate Study Programme Information	Hard copy and electronic
University of Pretoria Residence Affairs and Accommodation TuksRes Guide	Hard copy and electronic
UP Career Guide	Hard copy and electronic
UP in a nutshell	Hard copy and electronic
UP with science poster and folder	Hard copy

Please note that records in hard copy are available from the Client Service Centre (CSC) on the Hatfield Campus of the University of Pretoria; and electronic copies are available on the University's Website (<https://www.up.ac.za>).

9. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Apart from this Act, information is made available in terms of other legislation in accordance with their requirements.

10. PARTICIPATION IN FORMULATION OF POLICY AND DECISION-MAKING AT THE UNIVERSITY (SECTION 14(g))

10.1 Students and staff may participate in the formulation of policy and decision-making at the University in accordance with the provisions of the Higher Education Act 101 of 1997, as amended, and internal procedures agreed upon from time to time with the relevant representative bodies.

10.2 Other interested parties may submit comments and suggestions in writing to the Registrar at the following address:

Prof N J Grové
University of Pretoria
Pretoria
Tel: 4204273
Fax: 4203696
E-mail: regis@up.ac.za

11. APPLICATION AND UPDATING OF MANUAL

This Manual is also applicable to all subsidiary companies of the University and will be updated annually.

12. INQUIRIES

All inquiries in connection with the Act or this Manual should be directed by e-mail to elize.gardiner@up.ac.za or at the other contact details supplied in paragraph 3.2 above.

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 6]

FOR DEPARTMENTAL USE	
	Reference number: _____
Request received by _____	
(state rank, name and surname of information officer/deputy information officer) on _____ (date) at _____ (place).	
Request fee (if any) :	R
Deposit (if any) :	R
Access fee :	R
	_____ SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer:

Postal Address: Mrs E Gardiner
University of Pretoria
Administration Building
Cnr Lynnwood and University Road
Hatfield
Pretoria

Street Address: Room 5-4
Administration Building
Cnr Lynnwood and University Road
Hatfield
Pretoria

E-mail Address: elize.gardiner@up.ac.za

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent, must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number : _____

Postal address : _____

Fax number : _____

Telephone number: _____ E-mail address : _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number : _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____
3. Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) A request fee of R35 (thirty five rand) per request is payable and will not be refundable.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: _____ _____ _____	Form in which record is required: ____ _____ _____
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Mark the appropriate box with an **X**

NOTES:

(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

	copy of the record*	inspection of the record
--	---------------------	--------------------------

2. If record consists of visual images -
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc):

	view the images	copy of the images*	transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

	listen to the soundtrack (audio cassette)	transcription of the soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)
--	-------------------------	--	--

*If you requested a copy of transcription of a record (above), do you wish the copy of transcription to be posted to you? Postage is payable.	YES	NO
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Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available. .

In which language would you prefer the record? _____

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at ____ on this _____ day of _____ 20 ____

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

FORM B

GENERAL : VALUE-ADDED TAX

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value-added tax to all fees prescribed in this Annexure (Form).

PART 1 FEES IN RESPECT OF GUIDE

The fee for a copy of the guide as contemplated in regulations 2(3)(b) and 3(4)(c) is R0,60 for every photocopy of an A4-size page or part thereof.

PART II FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of a manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on-	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00

(e) (i)	For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii)	For a copy of an audio record	17,00
1.	The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is	R35,00
2.	The access fees payable by a requester referred to in regulation 7(3) are as follows:	
		R
(1)(a)	For every photocopy of an A4-size page or part thereof	0,60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c)	For a copy in a computer-readable form on-	
(i)	stiffy disc	5,00
(ii)	compact disc	40,00
(d) (i)	For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii)	For a copy of visual images	60,00
(e) (i)	For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii)	For a copy of an audio record	17,00
	(f) To search for an prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

- (2) For purposes of section 22(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable;
and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

Please note: Value – Added Tax (VAT) is payable on all the abovementioned fees.