
University of Pretoria Yearbook 2016

General Regulations and Rules of the University of Pretoria and the Glossary of Terms.

General Rules

General rules, requirements and information

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

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

Disciplinary code: Students

DISCIPLINARY CODE: 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;
 - 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.

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).

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.

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.

Sexual harassment and racial discrimination

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 Protection Officer*/Student Council member*/ Member of the Support Panel*
2. Consultation: Complainant with Protection Officer
3. Choice: Either Mediation or Disciplinary Procedure
4. Mediation: Come to an Agreement **OR**
5. If no Agreement, Disciplinary Procedure

* Student Council member (Tel: 012 366 9800)

* Protection Officer: Mrs E Gardiner: Legal Services Division (Tel: 012 420 3073)

Access to the Code of conduct on the handling of Sexual harassment is available at

<http://www.up.ac.za/media/shared/409/code-of-conduct-on-the-handling-of-sexual-harrasment.zp85249.pdf>

*** The names and contact details of members of the Support Panel to whom complaints can be reported are attached to the policy. 24 hour crisis line: Tel (012) 420 2310 or 0800 006 428 (toll free).**

The Policy on Unfair Discrimination on the Basis of Race is available

at <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 the 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.

Language of tuition

In conducting its business, the University uses two official languages, namely English and Afrikaans. In formal education the language of tuition is either English or Afrikaans, or both of these languages; provided that there is a demand and that it is academically and economically justifiable. However, it remains the student's responsibility to ascertain on an annual basis in which language a module and any further level of that module is presented. This information is published annually in the Timetable Book. The University reserves the right to change the language of tuition on short notice, depending on the size of the groups and the availability of lecturers. In respect of administrative and other services, a student has the right to choose whether the University should communicate with him or her in English or Afrikaans. Where the University has the capacity, Sepedi is used as an additional language of communication.

The Registrar has an overall responsibility for overseeing the implementation of the University's Language Policy.

Please note: Since 1997, English is the only medium of instruction in the Faculty of Veterinary Science,

although undergraduate students may answer tests and examinations in Afrikaans. A proficiency test in English may be required as part of the selection procedure.

Examinations, tests and other academic assignments

Students also need to familiarise themselves with the General Regulations applicable to examinations and related matters. Please 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.

EXAMINATIONS, TESTS AND OTHER ACADEMIC ASSIGNMENTS

INSTRUCTIONS when writing tests and examinations

1. Students are obliged to identify themselves positively by means of a valid student card when writing a test or examination. No access to the test or examination venue will be allowed without a valid student card.
2. No person may pretend to be a registered student and/or write a test or examination on behalf of a 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. Except as indicated in paragraph 6, 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
- electronic means of communication or similar devices
- cellular phone watches (smart watches) or cellular phones (cellular phones may not be used as a substitute for calculators)
- 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. Satchels (book bags) and handbags may be kept with a student, provided that such bags are closed and placed under the student's chair. All books and study material must be stowed away in the closed bag. The student may not open or handle such bag at all during the test or examination session. If study material and/or notes (belonging to a student), are found under the seat or desk, or are visible to the student to such an extent that they could possibly assist the student, such student shall be regarded as being in possession of prohibited, unauthorised material. Electronic devices such as cell phones and tablets must be switched off and placed inside the bag, which is to be closed and to be kept under the student's chair. In the absence of a bag a student must switch off his or her cell phone or tablet or any other device and place it 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 by the student during the test or examination session.

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. Mutual exchange of such items will not be allowed.

8. Wearing of caps, hats or beanies during examinations and tests is prohibited and students may be requested to remove such headgear. An exception is made in the case of religious headgear.

9. 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 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).

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. Students may not take used or unused answer scripts from the test or examination venue.

18. 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.

19. Students may bring their own watches to the test/examination venue; however, smart watches will not be allowed.

TEST INSTRUCTIONS

The examination instructions described above apply with the necessary changes to tests and practicals.

Please 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 EXAMINATION RESULTS

Examination results will be made available in the following manner:

- MTN telephone number 083 123 11
- Results can also be received via SMS by typing in UP (space) STUDENT NUMBER (8 DIGITS) (space) JUN or NOV and sending it to 35606
- Results can be viewed on Student Self Service at <https://www.up.ac.za/portal>.

RE-MARKING OF EXAMINATION SCRIPTS

Re-marking of examination scripts are allowed subject to the following conditions:

- (a) A written application for re-marking of an examination script must be submitted within 14 calendar days

after the commencement of the ensuing semester at the office of the Head of Student Administration.

(b) The mark(s) awarded after re-marking will be the final result(s), even if it is lower than the original mark(s).

(c) The fee for re-marking **each individual script** is R330. The fees for re-marking of modules consisting of papers one and two are therefore R660. The money should be paid at the cashiers at the Client Service Centre before the application will be considered.

(d) Should the re-marking result in a pass mark, the student concerned may be refunded the appropriate amount.

(e) Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of re-marking.

(f) Re-marking results will be made known as soon as possible.

CONDUCTING OF EXAMINATIONS AND TESTS ON SATURDAY

Due to its extensive test 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.

CANCELLATION OF LECTURES AND TESTS

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

However, on the recommendation of Senate, Council has decided to request lecturers not to schedule examinations and tests

(a) from the Wednesday of Rag Week until the first Tuesday after Rag Week;

(b) on Spring Day and the day thereafter; and

(c) on the Saturday on which an Intervarsity takes place.

General requirements

Please 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

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.

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, HESA 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. Please see the applicable degree programme for more information.

Details regarding the module/s can be found in the list of modules.

Application of old and new regulations

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.

Please note:

- Should a student in the **Faculty of Theology** 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.

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 Client 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.

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

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

Bursaries and loans

Details about bursaries and loans are available on request or go to the website at <http://www.up.ac.za/fees-and-funding>.

Residence accommodation

The application form that is completed for admission to a study 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 Client 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 study programme does not also automatically ensure residence accommodation.

Please note: Allocation of accommodation in the residence at Onderstepoort (**Faculty of Veterinary Science**) will only be confirmed after admission to the BVSc degree programme or DipVetNurs diploma programme. 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 application form for admission as from 1 April of the preceding year. A number of places will be reserved for students in the first year of the BVSc degree 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.

Please note: The fees advertised and thus levied in respect of a module or study 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 study programme presentation cannot simply be reconciled with the visible services that are rendered in respect of such module or study programme.

Welcoming day, registration and start of the academic year

Details of the welcoming day to which all parents are cordially invited, the subsequent programme for registration and start of the academic year during which all new first-year students **must** be present, are obtainable from the Director: Student Affairs.

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.

Information literacy

The Department of Library Services is the library of the University of Pretoria. Information literacy courses are conducted by the information specialists. Please contact your information specialist for training.

Academic dress at graduation ceremonies

ACADEMIC DRESS AT GRADUATION CEREMONIES		
1.	DOCTOR'S DEGREE	
	Gown:	A ruby gown (Cambridge model) with a 15 cm band in the Faculty colour on the front panel.
	Cap:	A ruby beret (Utrecht model) with the tassel in the faculty colour.
	Hood:	A maroon hood lined in the Faculty colour (Oxford model) with a 7,5 cm border in the Faculty colour.
2.	MASTER'S DEGREE	
	Gown:	A black gown (Cambridge model).
	Cap:	A flat square black beret with the tassel in the faculty colour.



	Hood:	A black hood lined in the faculty colour with a 7,5 cm border in the faculty colour.
3. HONOURS DEGREE		
	Gown:	A black gown as for bachelor's degrees.
	Cap:	A flat square black beret with the tassel in the faculty colour.
	Hood:	As for bachelor's degrees but hemmed with a 2 cm band of the base material.
4. BACHELOR'S DEGREE		
(a) General		
	Gown:	A black gown (Cambridge model).
	Cap:	A flat square black beret with the tassel in the faculty colour.
	Hood:	A grey hood with a 7,5 cm edging in the faculty colour.
(b) Bachelor of Divinity and Bachelor of Education		
	Gown:	A black gown as for bachelor's degrees.
	Cap:	A flat black square beret with the tassel in the faculty colour.
	Hood:	As for bachelor's degrees but with a 2 cm edge in the base material.
5. DIPLOMAS AND CERTIFICATES		
	Gown:	A black gown (Cambridge model).
	Cap:	A flat square black beret with a black tassel.
	Hood:	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: 1. the gown must be worn, 2. the beret, and not the cap, must be donned.

FACULTY COLOURS

	Faculty	Colour
1.	Humanities	Orange
2.	Natural and Agricultural Sciences	Green
3.	Law	Scarlet
4.	Theology	Purple
5.	Economic and Management Sciences	Dark blue
6.	Veterinary Science	Salmon



	Faculty	Colour
7.	Education	Old gold
8.	Health Sciences	Peacock blue
9.	Engineering, Built Environment and Information Technology	Turquoise

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 www.up.ac.za/services/it/documentation/docs/ITS1208.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, which is concluded on the evening before lectures officially commence, is presented with the approval of the University Management.

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 Complete Traffic Regulations document appears elsewhere in this publication.

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, i.e. 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

1. General premise

The general premise is that the behaviour of the students of the University of Pretoria shall at all times, i.e. 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.

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.

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

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. 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. 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.

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: 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.

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 smoking policy is laid down:

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 this 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

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.

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 Client 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.

1. **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.

- i) 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)”.
- ii) 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).

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 e.g. 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.
- a. Should a personnel member not qualify for full-day parking on the Hatfield Campus, application can be made for parking on a satellite campus i.e. Groenkloof, Onderstepoort, Mamelodi, Prinshof and LC de Villiers.
- b. 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 whereto 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.

3. **Students**

(a) **Main Campus**

Students' motor vehicles are not permitted on the Main Campus between 06:00 and 16:30 on weekdays (and therefore may not be parked there either). Undergraduate students may park on campus from 16:30.

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 LC de Villiers grounds.**

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 (012 420-2310), transport section (012 420 2757) and to the SAPS.

5. **Visitors**

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

1. **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 (e.g. 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.

1. 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, e.g. 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).

(a) Motor vehicles

(i) Hatfield Campus

- Students' motor vehicles and motorcycles are not permitted on the Main Campus unless a valid parking disc can be shown. Parking is, however, allowed after 16:30
- 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 premises**

- 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) **Faculty of Veterinary Science premises**

- 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) **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 park-ing 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 AND 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.

G. APPLICATION BY INDIVIDUALS OR ORGANISATIONS WITH REGARD TO 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

1. 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.

1. 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

** 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 why

- (a) 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.

1. 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.

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 I.7(d), for neglecting to obey an order in terms of I.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 I.1-4 (the maximum fine is stipulated in paragraph I.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 I.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.
- (i) The proceedings in the Traffic Tribunal are tape-recorded and are kept in a safe place for one year following the trial.
- (j) The ruling of the Traffic Tribunal can be referred to the Disciplinary Committee on internal appeal within 10 days after the finding of the Traffic Tribunal by submitting the grounds for appeal in writing to the Registrar.
- (k) Unless ordered otherwise by the Traffic Tribunal on a sound basis, the session of the Traffic Tribunal takes place in public.

7. Absence

- a. If a person does not at all react to the document mentioned in paragraph I.1 or on an order of the Director: Department Security Services in terms of paragraph I.5(a) or (b), the Traffic Tribunal may grant a trial to such a person on the basis of a submission by the Director: Security Services, in his or her absence and the powers of the Traffic Tribunal take effect in terms of paragraph I.6.(b).

The same procedure applies when a person neglects to appear on the day stipulated for the trial in terms of paragraphs I.5(a)(iii) .

- (b) When the Traffic Tribunal imposes a fine in terms of paragraphs I.5(a) and I.7(a) in the absence of the offender, a notice is sent to the person by the Director: Department Security Services, in which he or she is informed of the fine imposed on him or her in their absence, and which informs the person that unless he or she is able to provide sound reasons to the Traffic Tribunal on the day, time and place stipulated in the notice, the imposed fine will automatically be confirmed and dealt with as stipulated in paragraph I.7(c).
- (c) Any fine imposed in terms of these rules which remains outstanding for a period of 14 days following the day stipulated for payment in terms of these rules, will be charged to the University account or salary of the person and he or she will not receive credit for subjects passed during that year prior to the final settlement of the account.
- (d) The amount payable in respect of parking and traffic offences and the maximum fine the Traffic Tribunal may impose in terms of these rules, is stipulated annually by the Vice-Chancellor and Principal in consultation with other members of the Traffic Tribunal but will not exceed R200.
- (e) The person in charge of the vehicle at the time of the parking or traffic offence is considered the driver of the vehicle, unless evidence to the contrary is provided.

8. Parking reservation

No parking reservations will be made for individuals. Premises will only be reserved for University activities, such as graduation ceremonies. In the case of bigger events where parking and traffic control arrangements must be made, such a service must be afforded by the institution or department in question, because extra people must be employed at overtime rates. Arrangements in this regard must be made at least two (2) days in advance.

Traffic and parking regulations of the University of Pretoria.

Student cards

It is compulsory that students wear their identity cards so that they are conspicuous. Only registered colours may be used. Pantone and CMYK colours are available at the Department of University Relations or faculty marketers.

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, e.g. 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.

Lost property

Enquiries regarding lost property should be made at the 24 hour Operational Management Centre (012 420 2310/2760) of the Department of Security Services in the Administration Building.

Students with special needs

Parents and students are requested to communicate with the Disability Unit regarding all matters concerning students with special needs. Contact persons of the unit are Mr IE Manele (012 420 2582), Mr JJ Erwee (012 420 4281) and Mr S Sikhosana (012 420 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.

Resolving student problems: Communication channels

Communication Channels to resolve student problems: Academic Issues

The **Student/Class Representative** reports the academic issue to the either the **Lecturer, Head of Department** or the **Dean of the Faculty** or the **Director: Student Affairs**, who will escalate the issue to the **Vice-Principal or Registrar**.

Alternatively, the **Student/Class Representative** can report the issue to the **SRC Representative**, who in turn will escalate the issue to the **Director: Student Affairs**, from where it will be resolved by the **Vice-Principal or Registrar**.

Communication Channels to resolve student problems: Non-academic Issues

The **Student** reports the issue to the **SRC Representative** who will escalate the issue to the **Director: Student Affairs** from where it will be resolved by the **Vice-Principal or Registrar**.

Alternatively, the **Student** can report the issue to the **Director: Student Affairs** and the issue will be resolved by the **Vice-Principal or Registrar**.

The information published here is subject to change and may be amended after the publication of this information. The [General Regulations \(G Regulations\)](#) apply to all faculties of the University of Pretoria. It is expected of students to familiarise themselves 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.