UNIVERSITY OF PRETORIA

Department of Student Affairs

**APPLICATION PROCESS FOR THE REGISTRATION OF SPECIAL COMMITTEES**

Document type: Process Document number: **Annexure G to the Organised Student Life Policy**

Category: Student Life

1. Applications for Special Programs status must be submitted to the Department of Student Affairs. No student organisation will be allowed to operate as a Special Programs before receiving provisional Special Programs status from UP.

2. The process to be followed is as follows:

2.1   **STEP 1:**

The proposed Special Program completes the enclosed application form and submits three copies, one to each of the following:

1. The Director: Student Affairs
2. The Head: Student Development
3. The Coordinator: Special Programs

2.2 **STEP 2:**

DSA reviews the application

* Recommendations are made regarding the brand, budget, action plan and constitution.

2.3   **STEP 3:**

The Special Program receives feedback from the Director: Student Affairs

* Adjustments are made according to the recommendations.
* The application is re-submitted.

2.4   **STEP 4:**

DSA grants provisional Special Committee status

* The establishment of a new Special Program is announced.
* Training, funding and infrastructure are provided by the DSA in accordance with the relevant policies, regulations and approved budgets.

2.5 **STEP 5:**

After approval has been granted, the Special Program must –

* Finalise its constitution.
* Execute a plan of action according to budget.
* Create and maintain its mini-site on the UP website.

2.6 **STEP 6:**

A review takes place after the first 18 months to determine the status of the Special Programme. After the review, official Special Program status is granted, or the Special Program is discontinued.

**APPLICATION**

***A prospective Special Program should complete a motivation to the abovementioned authorities that highlight and in detail describe the following points, including attached documentation where indicated:***

1. Name

2. Slogan/Tagline

3. Corporate Colours

4. Logo (describe and attach)

5. Vision and Mission

6. Description of the Special Mandate that the program aims to fulfil on campus

7. Founding Executive Committee (attach complete list with student numbers, contact details, fields of study, race)

8. 12 Month Budget (To be attached)

9. 12 Month Plan of Action (To be attached)

10. Draft Constitution (to be attached) Template available from the Constitutional Tribunal

11. Declaration of Adherence, signed and dated by the founding Chairperson and Deputy Chairperson:

“We undertake to adhere to the Constitution for Student Governance, the policies of the Department of Student Affairs (DSA) and the policies and regulations of the University of Pretoria”