

Residence Placement Policy

1. Purpose

The residence placement policy outlines the requirements and criteria for prospective students and full-time registered undergraduate and postgraduate students to be considered for placement in various forms of University-owned residence accommodation from year to year.

2. Organisational scope

The policy is applicable to all students admitted to full-time undergraduate or postgraduate studies at the University of Pretoria, provided that such admitted students shall be admitted and registered in the year for which accommodation is requested.

3. Policy statement

The University of Pretoria is a contact university as opposed to a residential university and only as limited residence capacity. The demand for places is high and far outstrips the supply. Residence placement is subject to application for accommodation and is valid for one year only. Applications must be submitted as early as possible in a placement cycle. Accommodation is not automatic when a prospective student's application for admission to studies is approved. Placement in one year does not guarantee automatic placement throughout the course of study and a student must re-apply every year. Placement in a student's first choice residence is also not guaranteed, irrespective of whether a student is admitted to his/her first-choice academic programme. All students admitted or readmitted to full-time undergraduate or postgraduate studies at the University of Pretoria, must adhere to the requirements, criteria and procedures set out in this policy to be considered for placement in a University-controlled residence.

4. Application for Admission into a Residence

In order to be considered for first-time placement in a University-controlled residence, a prospective, transferring or full-time undergraduate or postgraduate student must:

- 4.1 formally apply for residence placement every year before the closing date set for a particular year;
- 4.2 accept that renewal of residence placement from year to year is not automatic;
- 4.3 accept that placement in University residence accommodation does not occur through any other means or channels, except by the Department of Residence Affairs and Accommodation;
- 4.4 agree that placement in University residence accommodation is based only on the considerations captured in this policy document; and



4.5 meet all the criteria to qualify for residence placement.

5. General Criteria for Residence Placement

The following criteria apply to all students:

- 5.1 Academic merit is the primary principle used for initial placement in, and readmission to residences. Qualifying for residence placement in one year does not guarantee automatic placement throughout the course of study. Every year is treated individually based on academic performance.
- 5.2 The maximum number of years a student may stay in a residence is limited and aligned to the number of years allowed in terms of the general and/or faculty-specific regulations for the student to complete the degree for which he/she originally enrolled.
- 5.3 This means that a student who registers for a second undergraduate degree is not considered for residence placement.
- 5.4 This limit on the number of years a student is allowed to live in a University residence, as set out in paragraph 5.2 above, is not extended for students who change their study course, whether undergraduate or postgraduate.
- 5.5 A student who is subjected to the regulations governing academic exclusion (e.g. Regulation G3) will not qualify for a place in any residence and will forfeit his/her allocated place even if he/she is readmitted to a study course in the subsequent year.
- 5.6 Provisional re-admission to a residence for the following year is determined after completion of the first semester. The GPA (Grade Point Average) of the first-semester examination marks is used to rank students re-applying for residence placement (from highest GPA to lowest GPA) for the provisional renewal/placement of residence place for the following year.
- 5.7 After having been granted provisional re-admission to a residence, students must maintain a GPA of 50 at the conclusion of the academic year and must have passed 50% of the modules required for that year to secure their allocated places for the following year.
- 5.8 A student placed in any University-controlled residence may not be employed on a full-time basis.
- 5.9 Students living in a University-controlled residence who are employed on a part-time basis may not be employed for more than 12 hours a week.
- 5.10 Only undergraduate students are accommodated in formal University undergraduate residences, with the exception of House Committee members and with the exception of the residences at the Prinshof and Onderstepoort campuses. Students who apply for placement in University residence accommodation and are older than 24 years of age will not be considered for placement in an undergraduate residence, also with the exception of the residences at the Prinshof and Onderstepoort campuses.
- 5.11 A student, who stays in residence, completes his/her undergraduate course and registers for a postgraduate course may still be considered for placement in the relevant residence (provided they are younger than 24 years of age). The University

reserves the right to move postgraduate students who comply with the criteria to postgraduate accommodation in accordance with the availability of places.

- 5.12 Students in the Faculties of Health Sciences, Education and Veterinary Science are primarily housed on the Prinshof, Groenkloof and Onderstepoort campuses respectively, in accordance with the availability of places.
- 5.13 The University has the right to move students from one residence to another.
- 5.14 A specified number of residence places is reserved for University-supported academic programmes¹, as decided by the Executive of the University from time to time.
- 5.15 A variable number of residence places is reserved to accommodate students with disabilities, according to the need from year to year. Refer to Appendix B. In order to be considered on the basis of disability, the student must declare his/her disability in his/her application for admission. The University will strive to provide basic support for students with disabilities. It is also expected that there should be support from students' families or guardians.
- 5.16 As placement contracts are from year to year, the University reserves the right not to renew any student's placement contract for whatever reason.
- 5.17 A student who has been found guilty in terms of the *Disciplinary Code: Students* of the University of Pretoria will not qualify for placement or re-placement in a University-controlled residence.

6. Prospective first-year students

6.1 Academic criteria and financial need:

- 6.1.1 A specified number of places, as decided by the Executive Management of the University and after consultation with the Director: Residence Affairs and Accommodation from year to year, is reserved for Top Achievers with a Grade 11 or 12 average of 85% and above. Top Achievers in this category, who have applied before the end of May, are guaranteed residence placement for the following year.
- 6.1.2 Residence placement is based on academic merit (Grade 11 or 12 mark) and date of application. Preference is given to students with an average of 70% and above.
- 6.1.3 At least 35% of places in all undergraduate residences are reserved for new first-years coming from quintile 1, 2 or 3 schools².
- 6.1.4 Prospective students who applied for residence accommodation and were not placed in terms of paragraphs 6.1.1, 6.1.2 and 6.1.3, shall be placed according to the availability of places or shall be placed on a waiting list.
- 6.1.5 First-year students are placed according to the number of available places until the beginning of January, after which allocation of place will take place on a supply and demand basis within the criteria set for placement.
- 6.1.6 No more than 10% of all spaces allocated to first-year students may be awarded to new first-year students who live within a 20km radius from the University.

¹ E.g. the Thuthuka program, Dell program, MasterCard etc.

² As an indicator of financial need.

6.2 Capacity:

- 6.2.1 At least 40% of University residence places shall be reserved for first-year students.
- 6.2.2 The availability of places in the residences will be monitored by the Residence Placement Office.
- 6.2.3 An over-subscription of prospective students is done so as to ensure the realisation rate figure. The University has the right to accommodate the relevant over-subscribed students in an alternative residence.
- 6.2.4 Vacancies arising from cancellations by first-year students are filled on a continuous basis by allocating them to first-year students on the waiting list.

6.3 Demographics:

The demographic spread of first-year students in residences shall align with the University's demographic profile from year to year.

6.4 Discretionary places based on special circumstances or need:

Ten first-year places per residence are reserved for allocation by the Director: Residence Affairs and Accommodation to make provision for academic, social, personal, financial and other relevant circumstances, including distance (see Appendix A). The places of the Director will be allocated with the support of a committee.

7. **Senior undergraduate students**

7.1 Academic criteria and financial need:

- 7.1.1 Returning undergraduate students with a minimum GPA of 50, who have passed 50% of the modules required for their particular study course for that year and who apply for residence placement or re-placement may be considered for admission to a residence. Placement is, however, not guaranteed.
- 7.1.2 Residence placement or re-placement is based on academic merit. Senior undergraduate students who have applied for re-placement are ranked according to their GPA and placed in the available number of spaces.
- 7.1.3 At least 35% of places in all undergraduate residences are reserved for undergraduate students who qualified for and received NSFAS (as an indicator of financial need) in the year of application for placement in the following year, provided that they meet the academic requirements.
- 7.1.4 Undergraduate students with an average of 55 and higher who were accommodated in University residences previously are given preference for re-admission to his/her residence and/or any other residence for the following year.
- 7.1.5 Full-time undergraduate students who are 24 years of age and older are not considered for undergraduate residences (with the exception of the residences at the Prinshof and Onderstepoort campuses) but may be placed in postgraduate or alternative accommodation, on merit, subject to the availability of spaces and provided that they comply with all undergraduate placement criteria.

7.1.6 No more than 10% of all spaces allocated to senior students in undergraduate residences may be awarded to students who live within a 20km radius from the University.

7.2 Capacity:

7.2.1 About 60% of University undergraduate residence places shall be reserved for senior students.

7.2.2 The process of allocating places for senior students for the following year is finalised and announced by not later than the end of September.

7.2.3 Vacancies arising from cancellations by senior students are filled on a continuous basis by allocating them to senior students on the waiting list.

7.3 Demographics:

Although seniors are placed on academic merit, the annual demographics on campus are taken into account.

7.4 Discretionary places based on special circumstances or need:

Ten senior places per residence are reserved for allocation by the Director: Residence Affairs and Accommodation to make provision for academic, social, personal, financial and other relevant circumstances, including distance (see Appendix A). The places of the Director will be allocated with the support of a committee.

8. Postgraduate students

8.1 Academic criteria:

8.1.1 Only full-time postgraduate students qualify for postgraduate accommodation. Preference is given to students enrolled in programmes that require laboratory work as well as international students.

8.1.2 Postgraduate accommodation is allocated to full-time postgraduate coursework or research students who perform well academically. A postgraduate student in a coursework programme must have a GPA of 50 or above to retain his/her space in residence, subject to availability. In the case of postgraduate students in research programmes or where no coursework progress marks are available for readmission for the following year, the student must submit a progress report from his/her supervisor in the relevant Faculty in the prescribed template (see Appendix C).

8.2 Capacity:

8.2.1 Postgraduate residents who meet the readmission criteria are given the opportunity for renewal of accommodation for the following year. The allocation of places for the following year takes place not later than the end of October.

8.2.2 Vacancies arising after places have been allocated to residence students are filled with new applicants and students on the waiting lists on a continuous basis.

9. Retaining allocated places

Every applicant who has been informed of his/her placement in a University-residence is required to:

- 9.1 Pay a prescribed reservation deposit within 30 days of the allocation of his/her place or make a valid arrangement with the Students Account Department. If the reservation deposit is not received or a valid arrangement not made, the allocated place will be cancelled.
- 9.2 Ensure that all University fees are fully paid as per University policy. If the outstanding fees are not paid or alternative arrangements are not made, the allocated place will be cancelled.
- 9.3 Register before the closing date for registration in the academic year for which residence placement has been allocated.
- 9.4 Take up their places in the relevant residence within two days of the date as specified in the official notice sent to him/her. Failure to do so, or to make alternative arrangements with the Placement Office, will mean forfeiting the place to the next suitable student in line. Should a student request residence accommodation again, his/her name will be placed last on the waiting list.

10. Waiting lists and vacancies

- 10.1 Students who applied for residence accommodation and who did not obtain a place on merit, remain on a waiting list ranked according to academic merit.
- 10.2 A student who did not obtain readmission to his/her original residence may apply in writing for another residence and will be considered according to the availability of place.
- 10.3 All waiting lists are cleared on the system at the end of each quarter. Should there still be any students requiring place in a University residence, these students should reapply, and a new waiting list will be generated and will be updated daily.
- 10.4 Vacancies arising from cancellations are filled on a continuous basis by allocating them to students on the waiting list, taking into account the demographic profile of the residence concerned in terms of race, gender and level of study, as well as supply and demand.
- 10.5 The Coordinators: Residence Facilities and/or the Head of Residence must keep daily contact with Residence Placement Office to report which students have moved in or did not arrive to occupy their places. This is to ensure that available places can be allocated on a continuous basis to the benefit of the University as well as the students.

11. Associated documents

Department of Higher Education and Training, September, 2011 Report on the Ministerial Committee For the Review of the Provision of Student Housing at South African Universities.

12. Appendices

Appendix A: Table outlining the distance of origin of residence students (based on driving distance from Hatfield campus (April, 2016).

Appendix B: Disability Status and Reasonable Accommodation in UP residences: Guidelines & Procedures.

Appendix C: Template: Supervisor's progress report for postgraduate students

13. Responsibility for implementation

The Department of Residence Affairs and Accommodation is responsible for implementing the residence placement policies and all related processes.

14. Policy life cycle

This policy should be reviewed every three years.

15. Document metadata

Document number:	
Document version:	
Document approval authority:	<i>e.g. Executive</i>
Document approval date:	
Document owner:	<i>e.g. Registrar</i>
Document author(s):	
Date:	
Visibility: Display on staff intranet Display on student intranet Display on public web	

APPENDIX A

A table outlining the distance of origin of residence students (based on driving distance from the Hatfield campus (April, 2016)).

2016 Residence students with driving distance from Hatfield campus (excl International) (Birap: April 2016)		
Driving distance from UP	Count of Student Number	Percentage of Student Number
< 10 km	655	7.9
10-19.9 km	139	1.7
20-29.9 km	201	2.4
30-39.9 km	101	1.2
40-49.9 km	678	8.2
50-59.9 km	709	8.6
60-69.9 km	612	7.4
70-79.9 km	502	6.1
80-89.9 km	149	1.8
90-99.9 km	214	2.6
100-200 km	943	11.4
200-300 km	655	7.9
300-400 km	833	10.1
400-500 km	543	6.6
> 500 km	1335	16.1
Grand Total	8269	100.0

Disability Status & Reasonable Accommodation in UP residences: Guidelines & Procedures

Document type: Guideline
Document number:
Policy Category:

The University of Pretoria has made great strides in supplying universal access to persons with disabilities. In view of the differences in the need of reasonable accommodation available and limited resources, the University of Pretoria and Department of Residence Affairs & Accommodation (TuksRes) provides the following guidelines and procedures

1 Purpose

This document forms an addendum to the UP Policy on Students with Disabilities and must be read in conjunction with it. It provides for the voluntary disclosure of a student or prospective student's disability status. It further provides for a process to be followed in cases where reasonable accommodation in residences is requested. The purpose is to ensure that students who apply for residence accommodation are totally independent in ADL(Activities of Daily Living).

2 Application

This process applies to all students and prospective students, undergraduate or postgraduate, at the University of Pretoria (UP). The provisions contained herein are binding on all Departments and Faculties at UP which provide services to the enrolled student population.

3 Definitions

The terms used in this Procedure have the meaning ascribed to them in the UP Policy on Students with Disabilities.

4 Disability status

A student or prospective student has a choice to disclose their disability, impairment and related residence accommodation requirements at any time. However, a person can only claim protected status if they have disclosed their disability. UP has the right to verify a person's disability status.

The disability status of students will not be used as a basis for unfair discrimination or to prejudice any student. The information is used to decide on whether the student can be accommodated in the best possible way in which to accommodate a student in a residence, ensuring a true listening, living and learning environment. It is also used to assess and implement reasonable accommodation measures where possible to enable a student to follow his/her academic programme.

5 Reasonable accommodation

UP recognizes the need to provide reasonable accommodation measures in appropriate circumstances in order to facilitate the inclusion and empowerment of students with disabilities in the learning environment. The availability of residence accommodation depends on the person's specific impairment and whether the student is independent in all aspects of B ADL and I ADL. Reasonable residence accommodation is any change or modification made to a living environment, and the like, which enables a person with a disability to enjoy equal opportunities with others and to have access to or to participate or advance in the learning environment. Whether an "accommodation" can be made in any given case is dependent upon whether there is a "duty to accommodate owed at law, which will depend on the circumstances present in each individual case. It requires that a "reasonable" accommodation be made and only to the point of "unjustifiable hardship". Unjustifiable hardship is action that requires significant or considerable difficulty or expense to UP. UP follows the guidelines of the SABS- Part S- Ed3. SANS 10400 part S, in providing reasonable accommodation

Reasonable residence accommodation measures may include:

- Assistance in making the physical residence environment more accessible (for example, building a ramp to ensure wheelchair access);
- The provision of access to information and technology by adhering to the principal of universal design (for example, adapting existing or acquiring new equipment e.g. computer hardware and software);

The following exclusions apply:

- UP does not provide personal assistants (i.e. care givers) for people with disabilities and the student or prospective student must be self-reliant in all aspects of ADL before registering at this institution. The University of Pretoria is a tertiary/academic institution and does not provide any therapeutic assistance. i.e. caregivers, personal assistance, w/c's, hoists, computers, stand-up w/c's, other mobility devices and personal independence equipment .
- Mobility orientation will be provided on campus, but not general mobility training as this

is an essential skill the student must possess for general independence.

- Any personal assistive technology needed by the student to access the academic program, is for the account of the student
- If care-giver accommodation is required, there will be financial implications for the student

The reasonable residence accommodation measures put in place must serve the purpose for which it was intended the University undertakes to provide solutions to meet individual needs as far as possible. All types of disabilities will be catered for as far as reasonably possible. A consultative approach will be followed to determine the best suitable residence accommodation taking both the person and the University's available resources into consideration. The University will engage with the student involved and his/her parent/guardian, as required.

6. Obligations of student/prospective student

When a student or prospective student with mobility impairments needs residence accommodation, that individual is responsible for

- Providing reasonable advance notice to the Department of Residence Affairs & Accommodation (TuksRes) and the Disability Unit of the need for residence accommodation and the exact nature of the need.
- Where possible and according to relevant minimum standards and legislation, The University of Pretoria may be able to provide accommodation to suit the individual needs, providing enough relevant documentation, including medical reports or other materials, as are required to verify the level of impairment and for identifying the student's specific residence accommodation needs.
- The residence accommodation decided on may not be exactly as envisaged by the student as long as it is effective and functional and achieves the objective, namely to ensure full and equal participation in the listening, living and learning experience.

UP provides reasonable residence accommodation that will support progress and mainstreaming into campus life. It is not the university's duty to provide and/or maintain, for example, life skills, rehabilitation or medical devices. (e.g. wheel chairs) UP does not provide personal assistants for people with disabilities. The student or prospective student must be self-reliant in all aspects of ADL (Activities of Daily Living) and I ADL (Instrumental Activities of Daily Living).

7. Disclosure & reasonable residence accommodation application process

The following process applies in the case of prospective students at UP:
A prospective student who wishes to enroll with UP indicates his/her disability status on the Student Registration form. He/she submits that to the Client Service Centre on application. The student needs to specify his/her disability and supply relevant supporting documentation on request.
If the prospective student is applying for residence accommodation in any of the UP residences, he/she needs to indicate any special accommodation needs upfront on his/her registration form. UP will not always be able to accommodate all of these needs but will endeavor to do the best possible
If the prospective student requires any reasonable measures to be put in place relating to studies at UP, he/she in addition must complete the UP Request for Reasonable Accommodation Form available from the Disability Unit or the UP website.
UP will offer consultation with the prospective student to be able to make a decision if the student can be accommodated in residence
The Faculty Administration applies the standard UP entry requirements and academic criteria to determine whether or not the person is suitably qualified to enter into the applied for academic program, irrespective of possible disability status.
The Faculty Administration refers the matter to the Disability Unit, who will facilitate the entry of the prospective student into the UP learning environment.
TuksRes will only consider applications for residence accommodation once a complete assessment and recommendation from the Disability Unit is received.
Representatives from the Disability Unit will meet with the applicant and his/her parents/guardians and explain the university's policy and reasonable residence accommodation application process. The person's disability status, level of independent living, and residence accommodation requirements are assessed during this meeting. Additional supporting documentation or assessment may be requested at this time. A representative from TuksRes will attend this meeting.
The documentation is required for purposes of verification and analysis of the disability status, and/or any reasonable residence accommodation request. The type of accommodation may vary depending on the nature and extent of the disability and available resources. A Consent Form is signed that the information may be shared with relevant role players within the University and/or that the medical information provided may be verified.

<p>Once all documentation has been received by the UP Disability Unit to evaluate the disability status disclosure and/or reasonable residence accommodation request using relevant legal guidelines and University policies, the Department of Residence Affairs & Accommodation will make a decision on the availability of accessible accommodation.</p>
<p>The Panel consists of appropriate subject matter experts (on an ad hoc basis) and includes representatives from the applicable Faculty (i.e. the course coordinator for the program in which the person wishes to enroll), TuksRes and the Disability Unit. A UP staff member with a disability is also included as a member of the Panel. The Panel is chaired by the Deputy Director: Student Affairs.</p>
<p>The Panel confirms whether or not the person can be accommodated in a UP residence in accordance with the UP Students with Disabilities Policy and Residence Placement Policy.</p>
<p>In doing so the Panel must consider whether there are any barriers in the environment which can disadvantage the person and which can to be addressed. It may also liaise with the person's licensed medical practitioner/specialist. If necessary, the Panel may request a second professional opinion to verify the person's disability status. UP will bear the costs incurred in this regard.</p>
<p>The Panel, through the Disability Unit, communicates its findings to the individual applicant. Any reasonable residence accommodation measures to be put in place and prerequisites, if any, are documented.</p>
<p>Successful entry of the person is at all times subject to the person being suitably qualified for entry into the specific residence. If reasonable residence accommodation is not possible due to unjustifiable hardship it is communicated to the student. UP residence accommodation is assessed and depends on whether or not the student is self-reliant and on the availability of suitable rooms for students with mobility impairments.</p>
<p>The Disability Unit keeps record of all enrolled students' disability status on the University's database, access to which is restricted and information treated as confidential.</p>
<p>The Disability Unit oversees implementation of all agreed reasonable accommodation measures.</p>

The following process applies in cases of current students at UP:
A current student at UP who wishes to disclose his/her disability status on a voluntary basis completes the UP Disability Disclosure Form and submits such to the Disability Unit (DU). The form is available from the DU or the UP Website.
A representative from the DU meets with the student and explains UP's disability status and reasonable residence accommodation application processes. Additional supporting documentation may be requested at this time.
Documentation may be required for purposes of verification and analysis of the disability status or the reasonable residence accommodation request and may vary depending on the nature and extent of the disability and the availability of accommodation requested. A consent form is signed that the information may be shared with relevant role players within the University and/or that the medical information provided may be verified.
The Disability Unit issues a letter to the qualifying student containing appropriate recommendations for reasonable residence accommodation based on legal guidelines and UP policy. In cases where the reasonable residence accommodation is applicable the DU will contact relevant representatives from TuksRes and form an ad hoc panel consisting of representatives from appropriate stakeholders and chaired by the Deputy Director: Student Affairs.
In cases where the reasonable accommodation/s is applicable to the student's academic program it is the student's responsibility to submit the letter from the DU to his/her faculty administration representative for final approval. The faculty administration representative will also be entitled to request the student's documentation from the Disability Unit for verification purposes or clarification.
The ad-hoc Panel follows the same processes as set out above and comes to a conclusion on the disability status of the person concerned as well as the implementation of any reasonable residence accommodation. The Panel follows an individualized assessment of each request for accommodation, yet is consistent in that it treats like case alike.

8. Conclusion

The University of Pretoria invites the voluntary disclosure of a student's or prospective student's disability status and is committed to empower and assist such students as far as reasonably possible. It is committed to providing reasonable residence accommodation as far as possible to assist the student or prospective student to participate on an equal basis with others in the listening, living and learning experience. A process is set out to ensure consistent and fair practices at UP.

APPENDIX C

UNIVERSITY OF PRETORIA

TEMPLATE FOR MONITORING PROGRESS OF POSTGRADUATE STUDENTS IN RESIDENCES

1. BACKGROUND

The University of Pretoria has a Policy on Residence Placement which requires that places in residences are made available based on academic progress, among other criteria. Since places in postgraduate residences are in high demand, students are required to make adequate progress in their academic studies, in order to retain their places in residences. This template serves as a guide for residence staff to use in allocation of residence places to postgraduate students in second and subsequent years of study, based on achievement of the necessary academic progress.

2. PROGRESS IN MASTERS STUDIES

According to the current University Regulation, Masters students are allowed to register for two consecutive years only, as the normal condition. The expectation is that the dissertation is completed and submitted by the end of the second year of registration. Therefore, Masters students should not normally be permitted to stay in residence for more than 2 years.

An exception may be considered, if space is available in the residence, in cases where the student's dissertation has not been completed by the end of the second year of registration, but the student has been given permission to register for a 3rd year, by the Head of Department.

Heads of Department are required to register a record, on the PeopleSoft system, of adequate progress at the end of each Year, based on the Agreement between the student and Supervisor. (Students who do not achieve adequate progress are not provided with bursary renewals).

2.1 Masters degrees by research only

CRITERION	ADEQUATE PROGRESS	EXCELLENT PROGRESS
Research proposal completed and research ethics approval given	By end of Year 1	By mid-Year 1
Data collection initiated	By end of Year 1	By mid-Year 1
Confirmation by HoD of adequate progress	End of year 1	End of year 1
Data collection completed	By mid-Year 2	By end of Year 1
Dissertation completed and submitted	By end of Year 2	By mid-Year 2

2.2 Masters degrees by coursework and research

CRITERION	ADEQUATE PROGRESS	EXCELLENT PROGRESS
Coursework modules	Completed in the time and the year allocated in the Faculty handbook (usually in	Completed in the time and the year allocated in the Faculty handbook (usually in

CRITERION	ADEQUATE PROGRESS	EXCELLENT PROGRESS
	Year 1)	Year 1)
Research proposal completed and research ethics approval given	By mid - Year 2	By end of Year 1
Confirmation by HoD of adequate progress	End of year 1	End of year 1
Data collection completed	By middle of 2 nd semester of Year 2	By mid - Year 2
Mini-dissertation completed and submitted	By end of Year 2	By end of Year 2

2.3 Doctoral degrees

According to the current Regulation, doctoral students are allowed to register for three consecutive years only, as the normal condition. The expectation is that the thesis should be completed and submitted by the end of the third year of registration, but HoDs frequently allow a fourth year for completion of the thesis. Registration for a 5th year should only be permitted under exceptional circumstances, with the approval of the Dean. Progress in this regard should be reported to, and monitored by, the Dean.

Heads of Department are required to register a record, on the PeopleSoft system, of adequate progress at the end of each Year, based on the Agreement between the student and Supervisor. (Students who do not achieve adequate progress are not provided with bursary renewals).

CRITERION	ADEQUATE PROGRESS	EXCELLENT PROGRESS
Research proposal completed and research ethics approval given	By end of Year 1	By mid- Year 1
Data collection initiated	End of Year 1	Mid Year 1
Confirmation by HoD of adequate progress	End of year 1	End of year 1
Confirmation by HoD of adequate progress	End of year 2	End of year 2
Confirmation by HoD of adequate progress	End of year 3	End of year 3
Data collection completed	By middle of Year 4	Mid Year 3
Thesis completed and submitted	By end of Year 4	By end of Year 3

Appendix: GENERAL REGULATIONS - MASTERS DEGREES

CURRENT RULE
Rule G 32(b): 4. Students enrolled for a master's degree must complete their studies within two years after first registering for the degree, except for programmes which require a longer period and are specified in faculty regulations. 5. Renewal of registration after the two-year period is permitted only under special circumstances in which case the Head of Department may give approval for a limited fixed extension of this period in terms of the set procedures.
Rule G 39 (3): An agreement between the student and the supervisor (a) An agreement between the student and the supervisor should be signed. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and makes it clear that they are entering into a binding undertaking with each other. (b) It is the responsibility of the Head of Department concerned to monitor the progress of a candidate in regard to his or her signed agreement.
Rule G 39 (7): Progress reports (a) The supervisor must report once a year in writing to the Head of Department on the progress of his or her candidate. (b) Registration for the second year is conditional on satisfactory progress in the first year as confirmed by the Head of Department. The Head of Department must record the approval on the electronic system.

DOCTORAL DEGREES

CURRENT RULE
Rule G.44 (2): Registration Subject to other faculty regulations, a student for a doctorate must complete his studies within three years after first registering for the degree. Under special circumstances, the Dean, on the recommendation of the Head of Department or the Postgraduate Committee, may give approval for a limited fixed extension of this period.
G.45 Termination of Registration A Dean may, on the recommendation of a particular Postgraduate Committee, cancel the registration of a student if the student fails to comply with the minimum requirements determined by the Faculty Board – on condition that a student may request that the dean reconsider the decision in terms of the set procedures. The general rule is that a doctoral student must complete his or her studies within three years, with a possible limited fixed extension, after first registering for the degree.

G.50 Designation of supervisors or co-supervisors

- (i) The Head of Department concerned must designate a supervisor and/or a co-supervisor from within the faculty for a particular candidate within one month after the candidate has registered. The designation by the Head of Department should be confirmed by the Postgraduate Committee. Should the Postgraduate Committee not confirm the designation by the Head of Department, the matter is referred to the dean for a final decision.

G.50 Agreement between student and supervisor

- (a) An agreement between the student and the supervisor should be signed. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and makes it clear that they are entering into a binding undertaking with each other.
- (b) It is the responsibility of the Head of Department concerned to monitor the progress of a candidate in regard to his or her signed agreement.

Progress reports

- (ii) The supervisor must report once a year in writing to the Head of Department on the progress of his or her candidate.
- (iii)** Registration for subsequent years is conditional on satisfactory progress in the preceding year as confirmed by the Head of Department. The Head of Department must give approval on the electronic system.