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



Dear student and prospective student,

Welcome to the University of Pretoria, one of the leading universities in South Africa that is recognised internationally. The purpose of our Fact Finder is to enable you to easily find all the information that you may need.

You will notice that the University offers a variety of student support programmes and services to students, which will assist you in realising your future goals and aspirations.

On behalf of the University of Pretoria, I look forward to welcoming you as a member of the Tukkies community!

Professor Cheryl de la Rey  
Vice-Chancellor and Principal

The University of Pretoria has seven academic campuses: Hatfield (houses the majority of faculties and student services); Prinshof (houses the Faculty of Health Sciences); Onderstepoort (houses the Faculty of Veterinary Science); Groenkloof (houses the Faculty of Education); LC de Villiers (houses TuksSport and the High Performance Centre) and Mamelodi Campus. The Gordon Institute of Business Science (houses academic programmes as well as a wide range of executive courses which can be custom-designed to suit specific company needs) is located in Sandton, Johannesburg.

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

**The faculties of the University of Pretoria are:**

- Economic and Management Sciences
- Education
- Engineering, Built Environment and Information Technology
- Health Sciences
- Humanities
- Law
- Natural and Agricultural Sciences
- Theology
- Veterinary Science (the only faculty of its kind in South Africa).



## Fact Finder

Contact Information and Banking Details



### **Client Service Centre**

Tel: +27 (0)12 420 3111

E-mail: [csc@up.ac.za](mailto:csc@up.ac.za)

### **Crisis number**

Tel: 0800 0064 28 (toll-free)

### **Emergency numbers**

24 hour Operational Management Centre

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

24 hour Operational Manager:

Tel: +27 (0)83 654 0476

### **University of Pretoria addresses**

#### Physical address:

University of Pretoria, cnr. Lynnwood Road and Roper Street,  
Hatfield, 0083, South Africa

#### Postal address:

University of Pretoria, Private Bag X20, Hatfield, 0028, South Africa

#### GPS co-ordinates

Hatfield Campus	S25° 45' 21"E28° 13' 51"
LC de Villiers	S25° 45' 10"E28° 14' 46"
Groenkloof	S25° 46' 10"E28° 12' 34"
Onderstepoort	S28° 10' 54"E25° 38' 52"
Mamelodi	S25° 43' 22"E28° 23' 56"
Prinshof	S25° 43' 57"E28° 12' 10"
GIBS	S26° 07' 46"E28° 02' 46"

### **Website**

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

### **Parent's page**

[www.up.ac.za/parents](http://www.up.ac.za/parents)

**Faculties: Student Administration offices**

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

**Banking details**

<b>ABSA</b> Branch: Hatfield Branch Code: 632005 Account Number: 214 000 0054 Swift Code: ABSAZA JJCPT	<b>Standard Bank</b> Branch: Hatfield Branch Code: 011545 Account Number: 012 602 604 Swift Code: SBZAJJ
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# Fact Finder

Important Dates





# IMPORTANT DATES

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## Important dates

29 January - 11 February 2011	Programme for registration and start of the academic year (A2S@UP) <sup>1</sup>
7 - 10 February 2011	Registration of senior students
12 February 2011	RAG
4 May 2011	Monday timetable is followed
31 May 2011	Friday timetable is followed
8 August 2011	No lectures

## Semester dates

Semester 1	14 February - 21 April 2011
Recess - Semester 1	22 April - 2 May 2011
Semester 1 (Continued)	3 May - 1 June 2011
Exams - Semester 1	6 June - 5 July 2011
Mid-year recess	6 - 17 July 2011
Semester 2	18 July - 30 September 2011
Recess - Semester 2	1 - 9 October 2011
Semester 2 (Continued)	10 October - 2 November 2011
Exams - Semester 2	7 November - 5 December 2011
Recess (year-end)	5 December 2011

## Exam dates

Semester 1 • Examination • Supplementary examination	6 June - 27 June 28 June - 5 July 2011
Semester 2 • Examination • Supplementary examination	7 - 26 November 2011 28 November - 5 December 2011

<sup>1</sup> *Adventure to success @ UP*

## IMPORTANT DATES (Cont.)

### School quarters

First quarter	12 January - 25 March 2011
Second quarter	11 April - 24 June 2011
Third quarter	18 July - 30 September 2011
Fourth quarter	10 October - 9 December 2011

### Graduation ceremonies

10 March 2011	GIBS graduation ceremony
4 - 21 April 2011	Autumn graduation ceremonies
5 - 9 September 2011	Spring graduation ceremonies
10 December 2011	LLM in Human Rights degree ceremony

Rent a gown from Dippenaar and Reynecke in Park Street.  
Tel: +27 (0)12 343 2945

### Public holidays

21 March 2011	Human Rights Day
22 April 2011	Good Friday
25 April 2011	Family Day
27 April 2011	Freedom Day
1 May 2011	Workers' Day
2 May 2011	Public holiday in terms of legislation
16 June 2011	Youth Day
8 August 2011	No lectures
9 August 2011	National Woman's Day
7 September 2011	Spring Day
24 September 2011	Heritage Day
16 December 2011	Day of Reconciliation

# Fact Finder

Facts A-Z



### Academic records

- Registered students may obtain an official academic record from the Client Service Centre. Unofficial records are also available on the student web portal (Student Online Services).
- Depending on the number of records issued to a student during a particular year, a fee may be payable.
- Please note that no academic record can be issued to a student without proof of identification (ID document, student card, passport or driver's licence).

### Accommodation

#### Residence accommodation:

##### **Occupancy**

- If you no longer comply with the minimum admission requirements of your specific academic programme you may not move into a residence even if a place was previously allocated to you and paid for.
- Remember to bring along your exact room number when registering to complete the Proof of Occupation form.

##### **Room changes**

- Permission must be granted for a student to move from one room to another. If the correct procedure is not followed, a fine of R300 will be charged and debited to the relevant student's account.
- A Change of Room form must be completed. This form can be obtained from the Coordinator: Residence Facilities.
- The form must be signed by the Head of Residence and submitted at the office of the relevant Coordinator: Residence Facilities or placed in the post box outside the office.
- The Coordinator: Residence Facilities will do a room inspection to determine if any damage occurred in the room during the student's stay.

##### **Departure**

A Departure form must be completed 30 days before departure date from your residence. Failure to do this will result in an additional month's residence fee being levied on your account.

### **Room renewal**

Residence placement for the following year is based on academic merit. It is therefore of the utmost importance to perform well academically as from the first semester.

### **Private accommodation:**

The following providers, amongst others, provide private accommodation:

- Arlon Properties                      Tel: +27 (0)12 362 5499  
E-mail: arlon@icon.co.za
- City Property                         Tel: +27 (0)12 362 4473  
E-mail: propworld@cityprop.co.za
- Off Campus Rental                 Tel: +27 (0)12 362 6123 or  
083 438 2548  
E-mail: ocrental@telkomsa.net
- Sonop                                    Tel: +27 (0)12 460 7830/5723  
E-mail: toniev@sonop.org.za
- South Point                            Tel: +27 (0)12 341 1762  
E-mail: tumi@staysouthpoint.co.za

## **Accounts**

Enquiries can be made at the Client Service Centres (CSC) on the various University campuses.

### **Consultants in the Client Service Centre will provide assistance with respect to:**

- Queries regarding student accounts
- Providing statements of accounts
- Providing estimates of study fees
- Enquiries related to the financial administration of meals
- Queries related to the cost of modules
- Processing of cancellation of studies
- Processing of applications for rebates
- Processing of requests for disbursements

Students pay according to the modules for which they register. After registration, a Proof of Registration is printed. In order to assist you in estimating the cost of your academic programme the Proof of Registration will include a provisional fee for each module. Your fees account will reflect the courses registered for. This is one of the reasons why it is of the utmost importance for students to ensure that they are registered for the correct modules.

You cannot simply stay away from class or just inform the lecturer if you do not want to continue with your studies, a particular module or academic programme. The correct procedure should be followed as you are ultimately responsible for all tuition fees levied against your account.

The first statement of account for the current study year will be mailed to you at the end of February. The mailing of accounts will be repeated at regular intervals. However, a statement of your account will be available 24/7 on the student web portal (Student Online Services).

***The student's responsibility to pay the relevant fees is not subject to the receipt of a statement of account.***

***Student accounts must be paid as follows***

- 50% of the account on or before 30 April
- 100% of the account on or before 31 July

***Please note the following***

If your account has not been paid, you will not:

- have access to your academic record;
- have access to your examination results;
- qualify for placement in a residence for the next academic year.

Accounts may change as a result of a module(s) being cancelled or changed. You are therefore kindly requested to check your statement of account on the student web portal – in particular before making final payments, after commencement of the second semester and prior to examinations.

### **Admission and registration (first-year students)**

- If you have been provisionally admitted to the University and your Grade 12 final results are the same or better than your Grade 11 final results you will retain your admission. You do not need to contact the University before the Programme for registration and start of the academic year commences on 29 January 2011. You only need to arrive at the University according to the said programme. If you have been placed in a residence, please refer to your placement letter for occupation dates.
- If you have been provisionally admitted to the University, but your final Grade 12 results are **lower** than your final Grade 11

results, you will need to visit or contact the relevant faculty's Student Administration office to determine your admission status.

- If you have been provisionally admitted to a residence, but your marks are lower, as described above, you may not move into the residence until the relevant faculty's Student Administration office has confirmed your admission. Your admission in such case is not guaranteed.
- If you apply to have some of your Grade 12 subjects remarked, but based on your current results you do not comply with the minimum admission requirements, you will not be allowed to register in the interim. Re-mark results are only available in February and in terms of the University's policy, such marks will not be taken into consideration. You are welcome to apply for the next academic year.

### Bookshops

There are various bookshops in Hatfield and the surrounding area. The following bookshop is on the Hatfield Campus:

#### **Bookmark**

Bookmark aims to stock all of the prescribed books and most of the recommended reading as well as a diverse product mix of contemporary books.

Tel:	+27 (0)12 362 4420
E-mail:	info@book.co.za
Website:	www.bookmark.co.za
Location:	Student Centre, Hatfield Campus
Business hours:	Monday - Friday 08:00 - 17:00 Saturday 08:00 - 13:00

### Bursary and loans division (financial aid)

The University provides excellent financial support packages to prospective and registered students with academic potential and/or financial needs.

Students who are interested in support bursaries and loans administered by the University should submit an application via the University's website. Applications must be submitted online at [www.up.ac.za/fao](http://www.up.ac.za/fao). The above is, however, not applicable to achievement and sports bursaries as a different process is followed in this regard.

## FACTS A-Z (Cont.)

The University of Pretoria administers support bursaries, NSFAS loans and achievement bursaries. Bursaries are fully repayable should bursary holders terminate their study programmes for whatever reason, at any stage during the year in which the bursary was awarded. Should a bursary holder change his/her study programme during the year in which the award was made, the bursary value as initially awarded for the first study programme enrolled for, will remain unchanged. The award will therefore not be cancelled or adjusted upward/downward to align it with consecutive study programmes enrolled for.

Enquiries regarding study financing must be addressed to the **Client Service Centre:**

Tel: +27 (0)12 420 3111

E-mail: [csc@up.ac.za](mailto:csc@up.ac.za)

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

Location: Client Service Centre,  
Hatfield Campus

Postal address: The Client Service Centre, University of Pretoria,  
Private Bag X20, Hatfield, 0028

### **Achievement bursaries**

University of Pretoria undergraduate achievement bursaries and postgraduate achievement bursaries are awarded automatically to qualifying students. You therefore do not have to apply for these bursaries.

Please note that merit and achievement awards for new first-year students are calculated according to the final marks received from the various education departments during January. Results of remarks will not be taken into consideration for this purpose.

### **New undergraduate achievement bursary values: 2011**

Faculty / School	Faculty of Natural and Agricultural Sciences	School for the Built Environment and School of Engineering	School of Information Technology	Other faculties and schools
Qualifying average %	75 - 100%	75 - 100%	80 - 100%	80 - 100%
Minimum bursary value	R10 500	R10 500	R10 500	R7 100
Maximum bursary value	R24 500	R24 500	R21 000	R18 800



### **Top achiever bursaries**

The University of Pretoria offers bursaries to top prospective student achievers. The top achiever awards are in addition to the University of Pretoria undergraduate achievement bursary awards and will be awarded once the student qualifying for the award is accepted by and enrolls at the University of Pretoria for study. Students with South African citizenship or permanent residents in South Africa are considered for these awards.

### **No application is required for the following bursaries:**

- a. *The top new first-year students who enrol at the University of Pretoria*

A bursary to the value of R18 700 is awarded to each of the top 20 new first-year students who register at the University of Pretoria. The Division for Study Finance will identify the students who qualify for the award, applying the criteria for undergraduate achievement bursaries for new students.

- b. *JuniorTukkie development week*

A bursary to the value of R10 700 is awarded to the top 15 learners with the best Grade 12 results who attended the Junior-Tukkie development week and are admitted to study a degree programme in the Faculties of Natural and Agricultural Sciences, Health Sciences or Engineering, Built Environment and Information Technology at the University of Pretoria.

- c. *Top Grade 12 (Dux) scholars at top feeder schools*

An amount equal to the initial payment for tuition required during registration will be awarded to a maximum of 70 Dux learners at selected major feeder schools. A letter confirming the award will be given to the learner. The final decision regarding the selection of schools for this purpose rests with the University of Pretoria.

### **Sports bursaries**

Sports bursaries are available to sports achievers who obtained at least provincial colours in specific sports. The closing date for applications is 30 September of the year preceding commencement of study. Bursary application forms are available from the Sports Centre.

### **Contact information:**

Tel: +27 (0)12 420 6114

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

### **The Bursary Register**

Prospective and registered students are encouraged to purchase *The Bursary Register*. This booklet provides information on everything you need to know about bursaries, scholarships and loans in South Africa. Please note that *The Bursary Register* does not provide application forms as each bursary indicates its own method of application and that it is not a product of the University of Pretoria.

### **Contact information:**

Tel: +27 (0)11 672 6559  
E-mail: slevin@mweb.co.za  
Postal address: PO Box 178, Florida Hills, 1716

### **You may also visit the following websites for information on bursaries and scholarships:**

- Financial aid for studies in the field of Science, Engineering and Technology – [www.dst.gov.za/focus-areas/DST\\_bursary.pdf](http://www.dst.gov.za/focus-areas/DST_bursary.pdf)
- PACE: [www.gostudy.mobi](http://www.gostudy.mobi) which lists bursaries according to field of study and includes bursary values as well as a link to specific sites.
- HCI foundation: [http://web.up.ac.za/sitefiles/file/1764/HCI%20Foundation\\_A4%20pdf.pdf](http://web.up.ac.za/sitefiles/file/1764/HCI%20Foundation_A4%20pdf.pdf)
- [www.google.co.za](http://www.google.co.za) (Search for bursaries South Africa)

## **Career Placement Centre/job opportunities**

Specific job opportunities for students, as well as opportunities for finalists to enter full-time employment, are advertised by top recruiting companies on the University's student web portal (Student Online Services).

There are also various opportunities on campus for student assistant jobs which are regulated by the University's personnel policy. These job opportunities will be advertised by the Career Placement Centre in the Client Service Centre and on various faculty notice boards.

The Centre also provides assistance with CVs and job interview preparation. Annual Career Expo's and company presentations during the Career Week are advertised on the student web portal, and you can also register on the said portal to receive the monthly Career Newsletter.

### **Contact information:**

Career Placement Centre  
Tel: +27 (0)12 420 5294

E-mail: cpc@up.ac.za

Location: Client Service Centre, Hatfield Campus

### Cashiers

**Payments, such as those listed below, can be made at the cashiers on all the various campuses:**

- university fees
- meal money
- printing credits
- internet credits

**Types of payments accepted:**

- cash
- bank guaranteed cheques
- debit/credit cards
- postal orders

**Preferred method**

Payments made into the University's bank account by means of:

- internet payments
- direct bank deposits
- online credit card payments

NB: Always use your student number as reference.

### Computer facilities

**Hatfield Campus: Information Technology Building**

Monday - Saturday: 07:30 - 22:00

**Onderstepoort: Arnold Theiler Building (Level 5)**

Monday - Friday: 07:30 - 20:00

Saturday: 07:30 - 12:00

**Groenkloof: Aldoel Building**

Monday - Friday: 07:30 - 20:00

Saturday: 08:00 - 22:00

**Prinshof Campus: HW Snyman Building (Level 2)**

Monday - Friday: 07:30 - 19:00

Saturday: 07:30 - 13:00

### **Basic Medical Sciences Building (Level 6)**

Monday - Friday: 07:30 - 19:00

### **Residences**

All the University-administrated residences are equipped with IT Minilabs for use only by the specific residence's occupants.

### **Crisis Service (24 hour)**

The 24 hour, multidisciplined Crisis Service offers professional and confidential support to victims of crime. Students who fall victim to crimes such as robbery, armed robbery, assault, rape, sexual abuse and hijacking are supported.

#### **Crisis number**

Tel: 0800 006 428 (toll-free)

#### **Emergency numbers**

24 hour Operational Management Centre:

Tel: +27 (0)12 420 2310 or +27 (0)12 420 2760

24 hour Operational Manager:

Tel: +27 (0)83 654 0476

### **Dining on campus**

A dining hall (Kloostersaal) is available on the Hatfield Campus for all students. Payments can be made at the cashiers in the Client Service Centre, which will allow you to book for meals at the dining hall using your student card.

For residence students, an amount is debited in advance against your student account, which can be used for meals at your specific residence's dining hall. The Residence committee will issue your meal card as soon as you have moved into your residence. Once this amount is depleted, students can pay an additional amount at the cashiers in the Client Service Centre to be used for meals. Residence students can request the Student Accounts Division to transfer money from their student accounts to the Kloostersaal dining hall if they would like to have some of their meals there instead of at the residence dining hall. A variety of restaurants and coffee shops that operate on a cash basis are available on the different campuses of the University of Pretoria.

### Disbursements

Disbursements to a student may be made. This requires:

- Completion of a Disbursement form obtainable at the Client Service Centre or online at [www.up.ac.za/parents](http://www.up.ac.za/parents).
- Signing of the Disbursement form by the student (not the parent).
- Submission of the completed Disbursement form along with the ID of the bank account holder at the Client Service Centre.
- If the student receives a bursary and such bursary already reflects on the student account, a letter from the sponsor/bursar authorising the disbursement must be submitted.

### Discontinuation of studies/modules and changing of academic programme

- You cannot simply stay away from class or just inform the lecturer if you do not want to continue with your studies, an academic programme or a module.
- The lecturer is not involved in the administration relating to such changes.
- Students need to familiarise themselves with the relevant cut-off dates.
- Changing from academic programme or discontinuing your studies may have an effect on your account.
- For any enquiries regarding the financial implications, contact the Student Accounts Division in the Client Service Centre.

#### ***Changing or discontinuing modules***

If you wish to change or discontinue a module, please contact your faculty's Student Administration office.

#### ***Changing of academic programme***

You need to apply to change from academic programme by completing a form at the Student Administration office of the faculty where you wish to continue your studies.

#### ***Discontinuation of studies***

If you wish to discontinue your studies at the University of Pretoria for the current year or permanently, a prescribed form must be completed and submitted to the Student Accounts Division in the Client Service Centre.

## FACTS A-Z (Cont.)

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Failure to do this will result in your account not being closed and fees for the full year will be levied. In the event of non-payment, the account will be handed to legal services to collect the debt, which may result in blacklisting at credit institutions.

Students who are considering to discontinue their studies are advised to contact the Student Support Division before cancelling their studies.

### **Contact information:**

Tel: +27 (0)12 420 2333  
Location: Student Affairs Building, R2-13, Hatfield Campus

### **Emergency University of Pretoria telephone numbers**

#### **Crisis Line**

Tel: 0800 006 428 (toll-free)

#### **Emergency numbers**

24 hour Operational Management Centre:

Tel: +27 (0)12 420 2310 or +27 (0)12 420 2760

24 hour Operational Manager:

Tel: +27 (0)83 654 0476

### **Emotional and academic support**

- The Student Support Division (situated in the Student Affairs Building) has qualified counselling psychologists, social workers and clinical psychologists. These personnel assist students with academic, emotional, personal and relationship problem.
- Services include psychometric testing, career planning, study techniques, personal empowerment, life skills and trauma counselling.
- All services are free of charge for registered students.
- Students with family problems or who require study guidance can also contact the Crisis Line.

### **Contact Information:**

Tel: +27 (0)12 420 2333 (office hours)

Please refer to the section on Emergency University of Pretoria telephone numbers for after-hour assistance.

### Examinations

#### **Pass requirements**

In order to pass a module, a student must

- Obtain the minimum examination mark prescribed for that module;
- Obtain a final mark of at least 50%;
- Comply with the subminimum in subdivisions of modules, as stipulated in the regulations of the particular faculties.
- Each faculty should, by way of faculty regulations, determine the weight that is allocated to the year or semester mark and the examination mark in the calculation of the final mark of the student: Provided that all year modules and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.
- Subject to other faculty regulations, a student passes a module with distinction if he or she obtains a final mark of at least 75%.

#### **Ancillary examinations**

After writing an examination, the examiners may summon a student for an ancillary examination on particular aspects of the work in a module, with a view to awarding a final examination mark.

#### **Supplementary examinations**

- Subject to other faculty regulations, a student may be admitted to a supplementary examination in a module, in cases where:
  - a final mark of between 40% and 49% has been obtained; or
  - a pass mark has been obtained, but the required subminimum in the examination section of the module or divisions thereof has not been obtained.
- If the module, in which a final mark of between 40% and 49% has been obtained, is a first-semester module at 100 level, a supplementary examination must be granted.
- Subject to other faculty regulations, a student must obtain a final mark of at least 50% in order to pass a supplementary examination. The semester or year mark is not taken into account and the supplementary mark is the final mark.
- The highest final mark that may be awarded to a student in a supplementary examination is 50%.
- Special supplementary examinations are not arranged for students who are unable to write the examination at the times scheduled for supplementary examinations.
- Supplementary examinations cover the same subject matter as was the case for the examinations.

### ***Extraordinary examinations (including the aegrotat)***

- A student who is prevented from preparing for an examination, or from sitting for it, owing to unforeseen circumstances or illness, may be granted permission by the dean to write an extraordinary examination in the particular module(s).
- An application to sit for an extraordinary examination, supported by applicable corroborative proof, should be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written due to unforeseen circumstances – provided that an application that could not be submitted in time, may also be submitted for consideration, provided that there is a valid reason.
- The period to sit for an extraordinary examination is determined by the lecturer, in consultation with the head of the department concerned – on condition that the examination is conducted as soon as possible after the unforeseen circumstances or illness have/has ceased to exist; and on the further condition that an examination in a module may not be sat for in more than one examination period.
- Once a student has sat for an examination, he or she may not afterwards apply for an extraordinary examination on the basis of unforeseen circumstances or illness.
- Should an extraordinary examination be granted, the prescribed fees must be paid by the student; and in cases where the cost of conducting the examination exceeds the prescribed fees, such additional costs may be recovered from the student.

### ***Special examinations***

- A student requiring a limited number of modules to complete his or her degree, may in terms of faculty regulations, be admitted to a special examination.
- If the special examination is conducted before 31 January, such a student must not register again for the module/s in question and the examination is treated as a supplementary examination.
- If the special examination is conducted after 31 January, the student must register again for the module/s in question and a semester mark, examination mark and final mark must be obtained in an appropriate manner. In such a case, the result of the examination will not be taken into consideration with a view to the graduation ceremonies in March/April.
- All the rules applicable to a supplementary examination also apply to a special examination.
- A student only qualifies for a special examination if he or she sat for the prescribed examination in the final (preceding) year of study.



### **Examination results**

Examination results are made available in the following manner:

- By post
- MTN telephone number 083 123 111
- Departmental notice boards
- 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 Students Online at <https://www.up.ac.za/virtualcampus/sos.login>

### **Re-marking of examination scripts**

- After conclusion of the examinations departments, provide feedback to students concerning the framework used by examiners during examinations.
- The head of the department concerned determines the manner in which feedback is provided.
- Students may apply for a re-mark of examination scripts after perusal of such scripts and within 14 days after the commencement of the lectures of the ensuing semester, and after payment of the prescribed fee.
- An Application for a re-mark of examination script form can be collected from the Client Service Centre or the faculty's Student Administration office. The prescribed fee should be paid at the cashiers in the Client Service Centre and the proof thereof must be handed in along with the completed application form at the faculty's Student Administration office.

## **Fees**

Information regarding fees payable is published in a number of brochures available at the Client Service Centre, as well as on the University's website.

### **Tuition fees must be paid as follows:**

Before registration: the total of the applicable initial payments set out below.

Before or on 30 April: 50% of total account.

Before or on 31 July: 100% of account, i.e. all fees must be paid.

### **Initial payments required BEFORE you may register**

In respect of tuition fees:	R3 200
In respect of residence fees:	R3 600
International administration levy:	R2 000

***Please note the following:***

- No student will be able to register for an academic year unless all outstanding fees have been paid.
- Should you have been awarded a non-UP bursary, a document confirming the award must be submitted at the Client Service Centre.
- If your account is in arrears, you will not receive your examination results or an academic record. Furthermore, you will not qualify for placement in a residence for the next academic year.

***Rebates***

The following rebates may be granted to students:

*Family rebate*

If more than one member of a family (i.e. brothers and/or sisters) is registered in the same year at the University of Pretoria, a rebate on tuition fees only (i.e. not residence or meal levies, etc.) may be granted. If two family members are registered a rebate of 10% of tuition fees for each family member is granted. If more than two family members are registered, the rebate per family member is 20%. Applications for the family rebate must be submitted to the Client Service Centre.

*Rebate on early payment of account*

A discount of 2,5% is granted if a student's account is settled in full by 31 March. The rebate is calculated and awarded during April and will subsequently reflect on a student's account. The rebate is determined by the amount paid, excluding credits that is the result of a University of Pretoria loan or bursary or a NSFAS loan.

### Health services

Basic medical services are rendered to registered students of the University by qualified and registered medical doctors and nurses on campus.

**Contact information:**

Tel: +27 (0)12 420 2500

Location: Student Health Services Building, Hatfield Campus

***The medical staff provides the following services:***

- examines, diagnoses and treats illnesses or gives a prescription for medicine that you can buy at your own cost at any pharmacy
- treats injuries

## FACTS A-Z (Cont.)

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- refers to a specialist, relevant clinic, hospital or laboratory when necessary (costs to be borne by the patient)
- information, advice or counselling on medical matters
- dietary advice
- undertakes preventative immunisation programmes
- offers advice regarding lifestyle and health
- does HIV counselling and tests at our VCT centre (Voluntary Counselling and Testing Clinic)

### ***How does the service function?***

- Patients are seen on a walk-in basis.
- Appointments should, however, be made for dietary consultation and consultation at the VCT centre.

### ***Important to know:***

- Consultations are free of charge.
- Remember your student card every time you visit the Health Services.
- Prescribed medicine can be bought at any pharmacy at your own expense.
- You will be required to pay for any specialised examinations.

Hatfield Campus: Student Health Services Building on Roper Street (opposite Roosmaryn Residence): Every weekday from 08:00 - 16:00.	
Onderstepoort Campus: Arnold Theiler Building. Tuesdays and Thursdays from 12:00 - 14:00	Prinshof Campus: BMS Building, 8 <sup>th</sup> floor. Monday, Tuesdays and Thursdays from 12:00 - 14:00
Groenkloof Campus: Sports Building, Room S-14. Monday and Wednesdays from 12:00 - 14:00	Mamelodi Campus: Education Building. Every weekday from 08:00 - 15:30

## **HIV and AIDS counselling**

The Voluntary Counselling and Testing (VCT) Clinic for HIV and AIDS provides free counselling and testing to students of the University. Patients, whose test results are positive, are immediately referred for antiretroviral treatment, which is issued by the Steve Biko Academic Hospital. All information is treated with utmost confidentiality.

The Centre for the Study of AIDS provides a wide range of HIV-related services. This is an independent centre which manages a wide range of community projects.

**Contact information:**

Centre for the Study of AIDS

Tel: +27 (0)12 420 4391

E-mail: [csa@up.ac.za](mailto:csa@up.ac.za)

Location: Huis en Haard Building, Hatfield Campus

### International students

**Important information**

All international students must report to the International Students Division (ISD) in the Client Service Centre (CSC) on the Hatfield Campus prior to registration. The Client Service Centre (CSC) will be open from 3 January 2011.

**Contact information:**

International Students Division

Tel: +27 (0)12 420 3111

E-mail: [csc@up.ac.za](mailto:csc@up.ac.za)

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

**General information**

Non-South African citizens will have to submit proof of legal status in South Africa, as well as proof of adequate medical cover at the International Students Division in the CSC before they will be able to register.

**What will I need?**

Please note that students must have photocopies ready before coming to the ISD in the CSC. Copies can be made at Xerox (in the Student Centre).

All international students will have to show their original documents and submit two photocopies of these documents listed below:

- the International Students Information form, completed and signed
- a valid passport or an identity document (in the case of students with permanent residence in South Africa)
- a valid study permit endorsed for study at the University of Pretoria  
OR an asylum seekers permit  
OR a Certificate of Refugee Status  
OR a Diplomatic Passport (not a Diplomatic card)
- proof of medical cover

The abovementioned documents must be submitted to an international consultant and the information must be captured before you can register.

### **Study permit:**

- Students must obtain valid study permits before embarking to South Africa. It is no longer possible to obtain a first study permit in South Africa.
- An application for a study permit can be made at the nearest South African Embassy or High Commission in home countries or closest Embassy or High Commission in neighbouring countries.

### **Medical cover:**

Proof of medical aid membership paid up in advance for the full academic year must be submitted.

Medical cover accepted by the University of Pretoria:

- **Ingwe Health Plan**

Contact: Neville Govender  
Tel: +27 (0)12 671 8511  
Cell: +27 (0)83 308 1081  
E-mail: [neville.govender@momentum.co.za](mailto:neville.govender@momentum.co.za)  
Website: [www.ingwehealth.co.za](http://www.ingwehealth.co.za)  
Location: Kirkness Street, Entrance 1, 1<sup>st</sup> floor, Keyhealth Office Pretoria

- **BESTmed Medical Scheme**

BESTmed Medical Scheme is administered by Sanlam Healthcare Management  
Tel: +27 (0)12 339 9839  
E-mail: [veronicaS@bestmed.co.za](mailto:veronicaS@bestmed.co.za)  
Website: [www.bestmed.co.za](http://www.bestmed.co.za)  
Location: 551 Belvedere Street, Arcadia, Pretoria 0083 South Africa  
Postal address: PO Box 2297, Pretoria 0001, South Africa  
Office hours: 08:00 - 16:00

## **Internet access**

The first 200 MB of internet access each year is free of charge. Thereafter students can top up their accounts by paying at any cashier.

### Internet cost per megabyte:

Internet usage costs: Description	Cache access (cent per MB)	Firewall (FW) access (cent per MB)
After-hours Everyday 00:00 - 06:00	Free	12
After-hours (T2*) Monday - Friday 06:00 - 08:00 and 16:00 - 24:00 Saturday and Sunday 06:00 - 24:00	8	12
Day (T1*) Monday - Friday 08:00 - 16:00	16	24
Cost per megabyte in Cent. * <i>Abbreviation as used in formula on the internet.</i>		

When accessing the Library's information websites and the student web portal (Student Online Services) from the computer labs, no fee is charged.

### Language policy and medium of instruction

With regard to the medium of instruction, the University uses two official languages, namely Afrikaans and English. In formal teaching, the medium of instruction is either Afrikaans or English, or both of these languages provided that there is a demand and that it is academically and economically justifiable. However, it remains a student's responsibility to ascertain on an annual basis in which language a module and any further level of that module is presented. In respect of administrative and other services, a student has the right to choose whether the University should communicate with him or her in Afrikaans or English.

### Legal aid

#### Services rendered by the University of Pretoria Law Clinic:

A variety of services are rendered by well-trained attorneys, candidate attorneys and students. These services are however only available to those individuals who qualify in terms of the 'means test' determined by the Law Society of South Africa. Rendering of the below-listed

services are to provide much needed legal aid to the indigent who have very little chance of obtaining these services from private practitioners.

***These services include the following:***

- Divorces
- Maintenance matters
- Family Law matters
- Housing matters
- Delictual claims, for example, motor vehicle accidents
- Other civil litigation in the Magistrate's and High Court
- Consumer matters
- Criminal cases (only at Hatfield Community Court)
- General enquiries – opinions
- Labour matters

***Matters not dealt with by the Law Clinic include the following:***

- Third-party claims
- Estates
- Wills
- Sequestrations
- Liquidation
- Transfer of property
- Commercial matters – for example the registration of a company or closed corporation
- Defamation (on behalf of the plaintiff)

***The Law Clinic does not:***

- Conduct any consultations telephonically or by e-mails. An appointment must be made for consultation at our offices.
- Charge any fees for professional services rendered to our clients. The clients are only liable to pay for our disbursements such as revenue stamps and sheriff's fees.

**Contact information:**

Tel: +27 12 420 4155  
Fax: +27 12 362 5277  
E-mail: [aniki.vanwyk@up.ac.za](mailto:aniki.vanwyk@up.ac.za)  
Location: University of Pretoria Law Clinic, Ring Road,  
Hatfield Campus  
Office hours: Monday to Friday: 08:00 - 16:00  
(office closed between 13:00 - 14:00)  
Saturday: Closed

### Letter confirming full-time studies

- If you require a letter for your medical aid scheme as proof that you are a registered, full-time student, you may request this from the Client Service Centre.
- Please note that no letters can be issued to a student without proof of identification (ID, student card, passport or driver's licence).

### Letter of proof of residence

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

### Letter for students travelling abroad

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

### Library Services

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

Key initiatives include an e-service (online); access to wide-ranging print and electronic collections; the Learning Centre at the Merensky Library and online assignment support for undergraduate students; an online reference service (Ask-a-Librarian); wireless hotspots; search engines to access electronic journals, books and databases;



electronic theses and dissertations; an institutional repository; various audio-visual materials; facilities for the physically challenged; and inter-lending facilities to national and international collections. All of these actively contribute to a world-class learning environment. More information can be obtained from [www.library.up.ac.za](http://www.library.up.ac.za).

### ***Merensky Library (Hatfield Campus)***

Tel: +27 (0)12 420 2235  
+27 (0)12 420 3150  
Location: Department of Library Services  
University of Pretoria, Lynnwood Road,  
Hatfield

### ***Basic Medical Sciences and Dentistry Library (Prinshof Campus)***

E-mail: [suzy.nyakale@up.ac.za](mailto:suzy.nyakale@up.ac.za)  
Tel: +27 (0)12 319 2242  
Location: Basic Medical Sciences Building,  
9 Bophelo Road, Gezina

### ***Education Library (Groenkloof Campus)***

E-mail: [johann.vanwyk@up.ac.za](mailto:johann.vanwyk@up.ac.za)  
Tel: +27 (0)12 420 5536  
Location: Media Building, cnr. George Storrar and Leyds  
Streets, Groenkloof

### ***Health Sciences Library (Prinshof Campus)***

E-mail: [magriet.lee@up.ac.za](mailto:magriet.lee@up.ac.za)  
Tel: +27 (0)12 354 2298/1440  
Location: Faculty of Health Sciences, HW Snyman  
Building, 31 Bophelo Road, Gezina

### ***Klinikala Library (at the Kalafong Academic Hospital)***

Tel: +27 (0)12 373 1031  
Location: Klinikala Building, Klipspringer Road,  
Atteridgeville

### ***Mamelodi Library***

E-mail: [jacob.mothutsi@up.ac.za](mailto:jacob.mothutsi@up.ac.za)  
Tel: +27 (0)12 842 3566  
Location: Mamelodi Campus, cnr. Hinterland and Hans  
Strijdom Roads, Mamelodi

### ***Music Library***

E-mail: [isobel.vanderwalt@up.ac.za](mailto:isobel.vanderwalt@up.ac.za)  
Tel: +27 (0)12 420 2317  
Location: Department of Library Services,  
Lynnwood Road, Hatfield

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### **Oliver R Tambo Library (Law Library)**

E-mail: shirley.gilmore@up.ac.za  
Tel: +27 (0)12 420 2268  
Location: Law Building, Lynnwood Road, Hatfield

### **Jotello F Soga Library (Onderstepoort Campus)**

E-mail: susan.marsh@up.ac.za  
Tel: +27 (0)12 529 8007/8/9  
Location: Arnold Theiler Building, Faculty of  
Veterinary Science, Onderstepoort

### **Witbank Library**

E-mail: riki.duplessis@up.ac.za  
Tel: +27 (0)12 653 2342  
Location: Witbank Hospital, cnr. President and Coert  
Steynberg Avenue, eMalahleni

### **Normal library hours**

	<b>Monday, Wednesday, Thursday</b>	<b>Tuesday</b>	<b>Friday</b>	<b>Saturday</b>
Hatfield Campus	07:30 - 21:00	08:30 - 21:00	07:30 - 20:00	08:30 - 13:00
Law	07:30 - 21:00	08:30 - 21:00	07:30 - 20:00	08:30 - 13:00
Groenkloof	07:30 - 21:00	08:30 - 21:00	07:30 - 20:00	08:30 - 13:00
Health Sciences	07:30 - 20:00	08:30 - 20:00	07:30 - 20:00	08:30 - 14:00
BMS and Dentistry	07:30 - 17:00	08:30 - 17:00	07:30 - 16:00	Closed
Music	07:30 - 19:00	08:30 - 19:00	07:30 - 16:00	09:00 - 13:00
Veterinary Science	07:30 - 18:00	08:30 - 18:00	07:30 - 18:00	08:30 - 12:30
Mamelodi	07:30 - 16:00	08:30 - 16:00	07:30 - 16:00	08:00 - 13:00

### **Normal study centre hours**

Weekdays: Open 24 hours per day  
Saturday: 06:00 - 18:00  
Sundays and public holidays: Closed unless stated otherwise

### Lost and found

Lost property is handed in and claimed at the Operational Management Centre (eastern entrance) in the Administration Building, Hatfield Campus.

**Contact information:**

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

### Museums, heritage collections and galleries

UP Arts effectively manages four world-class museums at the University of Pretoria to give added value to the artistic and cultural development of all its students and visitors. They are the Mapungubwe Museum, the JA van Tilburg Museum, the Edoardo Villa Museum and the Anton van Wouw Museum. These museums are all integrated into the academic programmes of a large variety of departments of the University.

The curators give added value to the academic programmes of the departments involved with the museums by presenting specialised guided tours of the museum collections, as well as academic lectures concerning themes related to the contents of the museums. As part of its mandate to conserve and preserve the valuable collections of the University, the Department also runs a Conservation Facility. In addition, UP Arts manages the vast Art Collection of the University, which consists of over 2 500 artworks, as well as 12 other collections consisting of about 10 000 pieces.

**Contact information:**

Museum Cultural Officer: Marie Breedt

Tel: +27 (0)12 420 2968

E-mail: [marie.breedt@up.ac.za](mailto:marie.breedt@up.ac.za)

All museum bookings, visits and tours: Admission free of charge

Museum hours: Tuesday - Friday 10:00 - 16:00

Closed on weekends and public holidays

### Parking

Undergraduate students may park in designated areas outside Hatfield Campus. Parking is extremely limited. Tshwane Metro Police fines are issued whenever students park illegally on sidewalks and the University cannot take any responsibility for these fines. Undergraduate students may not park inside Hatfield Campus during office hours, but may do so from 16:30 onwards.

### ***The official student parking areas of the University are***

- The corner of Burnett and Festival Streets (H17)
- The corner of Herold and Duxbury Streets (H29)
- The corner of Herold and Lynnwood Roads (H30)

These parking areas are enclosed areas and patrolled by University of Pretoria security guards. To gain access to these areas, students must produce their student cards. Arrive early. Parking bays are non-allocated and no parking bays may be reserved.

### ***Satellite campus parking***

Students studying on the other campuses can apply for parking discs at the mini-Client Service Centre offices on these campuses and may park on these premises for 24 hours.

### ***Parking for residence students***

Residence students who qualify, may park in the parking areas at the residences. Take note that there are a limited number of parking bays available. Students may apply at the Parking Division in the Client Service Centre for open parking at the relevant residence by completing the Residence disc form. All undercover parking applications for residences are submitted to and allocated by the relevant Residence House Committee member responsible for Administration.

### ***Postgraduate student parking***

All students registered for a second or postgraduate degree qualifies for postgraduate parking. Honours and Masters' students qualify for parking on campus after 14:00 and Doctorate students qualify for 24 hour parking on campus. All postgraduate students need to apply online via the student web portal (Student Online Services), after which they may collect the disc from the Parking Division at the Client Service Centre.

### ***Parking for students with disabilities***

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

### **Contact information:**

Mrs Annemarie Iske

Tel: +27 (0)12 420- 5171

E-mail: [annemarie.iske@up.ac.za](mailto:annemarie.iske@up.ac.za)

- \* Also refer to the section on Transport/bus services for information on the Park-and-Ride commuter service available to registered students.

### Performing arts

UP Arts is the overarching structure for the organisation and facilitation of the arts at the University of Pretoria and publishes a comprehensive arts and culture calendar annually.

If you have the necessary talent or interest, you can become involved in a large number of diverse cultural organisations and activities – the University’s music ensembles (symphony orchestra, the brass band and various choirs), film festivals, the serenade competition, drama productions, a wide variety of music concerts and many more events cater for a very diverse range of cultural needs.

The exceptional facilities make the University a key cultural centre in the city, attracting more than a quarter of a million people to concerts and other activities in the theatres, halls and other venues of the University every year. Local as well as international artists perform on these occasions.

#### **Contact information:**

UP Arts

E-mail: [arts@up.ac.za](mailto:arts@up.ac.za)

#### **Lunch-hour concerts**

UP Arts manages a large variety of world-class concerts annually on the campuses of the University of Pretoria in its many theatres and halls to give added value to the cultural development of its students. Such concerts do not only involve internal UP performers and role players, but also allow musicians from outside the University to perform to a large diversity of audiences. More than 25 free Leo Haese lunch-hour concerts are regularly presented to afford promising music students of the University the opportunity to perform to a live audience.

Talented students, irrespective of their formal training, are given the opportunity to participate in making music through bodies such as TUKS Camerata, the UP Chorale, the UP Concert Choir and the University of Pretoria Symphony Orchestra (UPSO). Student cultural organisations such as Stuku allows students to participate in a great variety of cultural activities. World-class local and international musicians regularly perform in the Aula, Musaion and Groenkloof Auditorium as

a result of co-operation and partnerships between UP Arts, external music partners and role players such as Salon Music, the Chamber Orchestra of South Africa, as well as numerous Embassies. UP Arts also accommodates the UP Youth Choir.

Free lunch-hour concerts are presented at 12:40 on Thursdays in the Musaion.

### **Contact information:**

Coordinator: Marié Breedt

Tel: +27 (0)12 420 2968

Fax: +27 (0)12 420 4918

E-mail: marie.breedt@up.ac.za

## Plagiarism

Plagiarism is a serious form of academic misconduct. It involves appropriating someone else's work and passing it off as one's own work afterwards. You commit plagiarism when you present someone else's written or creative work (words, images, ideas, opinions, discoveries, artwork, music, recordings, computer-generated work, etc) as your own.

### ***How to avoid plagiarism:***

- Only hand in your own original work.
- Indicate precisely and accurately when you have used information provided by someone else, i.e. referencing must be done in accordance with a recognised system.
- Indicate whether you have downloaded information from the Internet.
- Never use someone else's electronic storage media, artwork, pictures or graphics as if it were your own.
- Never allow other students to use or copy from your work and present it as their own.
- Never copy directly without crediting the source.
- Do not translate without crediting the source.
- Do not paraphrase someone else's work without crediting the source.
- Do not piece together sections of the work of others into a new whole.
- Do not resubmit your own or other's previously graded work.
- Do not commit collusion (unauthorised collaboration, presenting work as one's own independent work, when it has been produced in whole or in part in collusion with other people).

- Ghost-writing – you should not make use of ghost writers or professional agencies in the production of your work or submit material which has been written on your behalf.

### Printing and copying services

#### **Open Labs**

- Students can make use of the printing facilities in the Open Labs.
- Printing credits (minimum amount of R50) can be purchased at any of the cashiers on the different campuses.
- The cashier will issue two receipts; both receipts are to be presented to the lab assistant for activation.
- No enquiries other than those pertaining to payment, regarding print credits or activation, can be done at the Client Service Centre. Please consult your lab assistant.

#### **Xerox**

- Purchasing of photocopying credits to make photocopies at Xerox.
- Binding of assignments.
- Xerox is situated in the Student Centre, Hatfield Campus.

#### **Library**

- Self-service printers are available at the Merensky Library as well as at the faculty libraries. To be able to make photocopies, deposit money at the Library on your student printing account.
- A wireless printing service is available at the Merensky Library.
- Pin numbers: Each client will be able to register a pin number for printing purposes. You will be prompted for this pin number once you start printing from a computer inside the Library. In case you forget your pin, it can be reset by Xerox.

#### **Contact information:**

Tel: +27 (0)12 420 3505

### Proof of Registration

- A Proof of Registration will be given to you during registration.
- Keep this proof in a safe place and only supply copies thereof to institutions such as the bank, medical schemes, etc.
- You are advised to have sufficient certified copies available.
- This Proof of Registration is needed to obtain a student card.

- A duplicate can be obtained from the Client Service Centre at R25 per duplicate.
- Please note that a Proof of Registration cannot be issued to a student without proof of identification (ID, student card, passport or driver's licence).

### Radio station

TuksFM was established in 1981 and has been at the forefront in providing talent to the commercial broadcasting industry since its inception, across all broadcasting and business spheres.

Initially, TuksFM broadcasted via landlines to the cafeteria, residences and satellite campuses, and started making campus radio history on the frequency 107.2 in 1995. The world of TuksFM has now expanded far beyond just a campus radio station and is a prominent trendsetter for high industry standards, top-quality advertising and successful events.

#### **Target audience**

The radio station aims to reach the youth market, irrespective of race, culture, religion or sex and who lives a popular rock lifestyle.

#### **The Tuks-FM team**

TuksFM is staffed on a voluntary basis by the students of the University of Pretoria. Selection for these volunteers takes place twice a year, and all students are welcome to apply for a range of jobs, from on-air DJs to marketing assistants. Volunteers gain expertise in the entertainment industry and the experience required to achieve a successful future career.

To find out all you need to know about TuksFM visit them online at their interactive website [www.tuksfm.co.za](http://www.tuksfm.co.za).

### Programme for registration and start of the academic year (29 January - 11 February)

Attendance of the Programme for registration and start of the academic year is compulsory. It was designed to assist you with your academic preparedness, enabling you to successfully make the adjustment from high school to university. We call it A2S@UP (Adventure to Success at UP). Students with 100% attendance stand the chance to win a great prize! More details will be provided during Welcoming Day on Saturday 29 January 2011.



### Registration process (all students)

You will not be able to register if you do not comply with the minimum admission requirements of your specific academic programme.

#### **STEP 1: FINANCIAL ASPECTS**

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

- Pay the total of the applicable prescribed initial payments; or
- If you are a bursary holder, submit a confirmation letter from the sponsor/bursar to the Student Accounts Division in the Client Service Centre. A form that can be used to confirm the bursary award is available from the Client Service Centre. If the aforementioned documents are not submitted, you will have to make the prescribed initial registration payments before registration; or
- If you have applied for a NSFAS loan, you must obtain confirmation that the loan has been awarded at the Bursaries and Loans Office in the Client Service Centre.

**Please note the following:**

- Merit or achievement bursaries that may be granted by the University (usually during April), may not be used as payment of a reservation fee and/or the prescribed initial payments.
- Documentation (bank deposit slips, official University receipts, etc.) must be presented if requested and if payments were made after the due dates mentioned below.

**Methods of payment and recommended due dates that will enable the processing of the payment:**

Internet transfers: at least 4 days prior to registration

Cheque payments: at least 12 days prior to registration

Cash payments at a cashier: at least 2 days prior to registration

**Note:**

Only bank guaranteed cheques are accepted.

No post-dated cheques will be accepted.

**Initial payments (as may be applicable to your situation) required before you may register**

In respect of tuition fees:	R3 200
In respect of residence fees:	R3 600
International administration levy:	R2 000

### **STEP 2: DOCUMENTATION, DATES AND VENUE**

- Ensure that you are familiar with the correct venue and dates for registration. Refer to your Programme for registration and start of the academic year for this information.
- You are not a registered student just by paying the registration fee. You are only a registered student once you have submitted a completed and signed registration form at your registration venue and have been issued a Proof of Registration for the year.
- Residence students must provide their residence name and room number during registration.

#### **Ensure that you have the following with you on the day of registration:**

- Grade 12 NSC statement of results (original please and one certified copy).
- Programme for registration and start of the academic year.
- Registration form signed by the student.
- ID document and one certified copy thereof.
- Proof that your initial fee has been paid before the Programme for registration and start of the academic year commences (R3 200).
- A signed contract have been submitted and acknowledged by the University before the Programme for registration and start of the academic year commences.

### **STEP 3: COMPULSORY TESTS – FIRST-YEARS ONLY**

#### **Computer literacy test (first-years):**

- The Computer and Information Literacy modules, namely CIL111 and CIL121 (or as prescribed for the different programmes) are compulsory for all new first-year students.
- Students with previous computer qualifications or those who already have a high level of computer literacy are not automatically excluded from the CIL 111 (Computer Literacy) module. These students will have the option to write an exemption exam. Please refer to the information in your Programme for registration and start of the academic year.
- Apply for the exemption exam and get a time slot issued at the Student Computer Centre, (not the Informatorium). This is north of the Sci-Enza and Technical Services Building.
- If you pass the CIL 111 exemption examination, an exemption levy is payable instead of the normal tuition fee for this module.

### **Compulsory Academic Literacy Test for registered first-year students**

- A student with high academic potential can have a low level of academic literacy which may put his/her academic success at risk. The academic literacy levels of all new first-year students at the University of Pretoria are therefore measured by means of a standardised Academic Literacy Test. If necessary, they are then placed on a suitable academic literacy programme in accordance with their level of risk.
- This Academic Literacy Test is written only once and is compulsory for all new first-year students, regardless of whether the student has already written an admissions test or has completed a language course elsewhere. If the student later decides to change his/her academic programme, the Academic Literacy Test does not need to be written again.
- Students may write the Academic Literacy Test in either English or Afrikaans. Students in the Faculties of Health Sciences and Veterinary Science are obliged to write the test in English. Please refer to your Programme for registration and start of the academic year for times and venues of the Academic Literacy Test.

### **Codes**

Explanation of codes that will appear on your results:

- *Code 1 – Extremely high risk:*  
It is compulsory to follow the EOT 110 and 120 modules (Engineering students must follow the module JNV 100 and Education students the module JLZ 101)
- *Code 2 – High risk:*  
It is compulsory to follow the EOT 110 and 120 modules (Engineering students must follow the module JNV 100 and Education students the module JLZ 101)
- *Code 3 Risk:*  
The student may write another (borderline) test. Please refer to the Programme for registration and start of the academic year for times and venues of the borderline test
- *Code 4 – Low risk:*  
Exempted from the EOT 110 and 120 modules. See specific faculty requirements
- *Code 5 – Low to no risk:*  
Exempted from the EOT 110 and 120 modules. See specific faculty requirements

### **Prescribed modules per faculty**

(Applicable to students who have obtained a Code 4 or 5 for the Academic Literacy Test)

Faculty	Programmes
<b>Economic and Management Sciences</b>	Students who obtained a 4 or 5 for the Academic Literacy Test must obtain 12 credits in language module(s) or language-related module(s), as prescribed in the curriculum.
<b>Education</b>	All students write the Academic Literacy test. The students who obtain a 4 or 5 (proficient) register for JLZ 100 and those who obtain 1 or 2 (the non-proficient) will register for JLZ 101. They follow the same basic syllabus, but those who obtained a 4 or 5 attend two periods per week and those who obtained a 1 or 2 attend a third period with additional support.
<p data-bbox="130 666 366 746"><b>Engineering, Built Environment and Information Technology</b></p> <p data-bbox="130 777 346 800"><b>School of Engineering</b></p> <p data-bbox="130 945 346 994"><b>School of Information Technology</b></p> <ul data-bbox="130 998 373 1188" style="list-style-type: none"> <li>• BIS with specialisation in Multimedia, Information Science and Publishing</li> <li>• BIT</li> <li>• BSc Computer Science</li> <li>• BSc Information Technology</li> </ul> <p data-bbox="130 1220 314 1270"><b>School for the Built Environment</b></p> <p data-bbox="130 1273 408 1352">Departments of Architecture, Construction Economics and Town and Regional Planning</p>	<p data-bbox="441 777 853 883">Students who obtained a 4 or 5 for the Academic Literacy Test must register for the modules Innovation 111 and 121 (SNV 111 and SNV 121).</p> <p data-bbox="441 945 853 1077">Students who obtained a 4 or 5 for the Academic Literacy Test are exempted from all the academic literacy modules and do not have to take any language module(s) in their place.</p> <p data-bbox="441 1220 853 1352">Students who obtained a 4 or 5 for the Academic Literacy Test are exempted from all the academic literacy modules and do not have to take any language module(s) in their place.</p>
<b>Health Sciences*</b>	Students who obtained a 4 or 5 for the Academic Literacy Test are exempted from all the academic literacy modules and do not have to take any language module(s) in their place.

## FACTS A-Z (Cont.)

<b>Faculty</b>	<b>Programmes</b>
<b><i>Humanities</i></b>	Students who obtained a 4 or 5 for the Academic Literacy Test must register for a language module to the value of at least 12 credits, unless indicated otherwise in the faculty's regulations and syllabi
<b><i>Law</i></b>	Students who obtained a 4 or 5 for the Academic Literacy Test must register for any of the following modules to the value of 12 credits: AFR 110 or 120 or AFR 114 or 124 or ENG 158 or ENG 110 or 120 or EOT 161, 162, 163, 164.
<b><i>Natural and Agricultural Sciences and Veterinary Science*</i></b>	Students who obtained a 4 or 5 for the Academic Literacy Test must register for any of the following modules to the value of 12 credits: AFR 110 or ENG 110 or 120 or EOT 161, 162, 164 or AFT 110 or NDE 120 or SEP 110 or STW 110 or ZUL 110 or FIL 110 or FIL 155 or SCI 154 or 164 or MTL 181.
<b><i>Theology</i></b>	Students who obtained a 4 or 5 for the Academic Literacy Test are exempted from all the academic literacy modules. A non-theological semester module of at least 12 points must be taken.

### **Please note the following:**

The results will appear on the notice boards south of the Humanities Building on the Hatfield Campus.

The results of students in the Faculty of Education will appear on the notice boards at the Groenkloof Campus.

The results of students in the Faculty of Health Sciences will appear on the notice boards at the Prinshof Campus.

\*It is compulsory for all students in the Faculty of Health Sciences as well as the BSc: Four-year programme students to write the Academic Literacy Test in English.

Enquiries regarding the Academic Literacy Test, in particular, will be attended to daily between 09:00 and 13:00 on Level 3 of the Humanities Building during the first two days after the test results have been released.

### Safety and Security

#### **Safety tips:**

- Avoid isolated areas if you are alone.
- Be vigilant of suspicious persons loitering in the immediate vicinity.
- Report all crime, no matter how insignificant, to the nearest police station or security services.
- Pay attention to your surroundings.
- Take responsibility for your own safety.

Refer to the section on Crisis Service for the emergency numbers of the University of Pretoria.

### Safety routes (the Green Route)

The Green Route Project is one of numerous pro-active initiatives and professional services launched by the University in its attempt to provide and maintain a secure work and study environment for students and personnel members. The Route makes specific provision for students and personnel members to be accompanied to and from their residences and vehicles or any nearby places.

Security officers accompany students on a daily basis from 18:00 to 06:00 from the following points on the various campuses:

- Hatfield Campus: In front of the Absa ATM next to the Merensky Library
- Prinshof Campus: In front of the HW Snyman Building
- Groenkloof Campus: Between the Administration Building and the Auditorium
- Kalafong Campus: In front of the Klinikala Building

Students who cannot contact the 24 hour Operational Management Centre should go to the security official on duty at the gate of their respective residences to request for an escort, which will subsequently be arranged.

Since the Onderstepoort and Mamelodi Campuses do not have specific points from where the escorts are done, the 24 hour Operational Management Centre should be contacted in order for the necessary arrangements to be made. The escorts at these two campuses are done by personnel from this department.

Please take note that this escort is not done by vehicle but on foot, and is also an official service. Any additional arrangements can be made with the 24 hour Operational Management Centre.

**Contact information:**

24 hour Operational Management Centre:

Tel: +27 (0) 420 2310/2760

### Sport

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

The sports campus (LC de Villiers Sports Grounds) is centrally located and is easily accessible to students. TuksSport has a large number of sports clubs and is currently the largest source of athletes for a variety of sports disciplines and national teams. You are encouraged to select the University of Pretoria for an outstanding sports and academic career.

**Contact information:**

TuksSport

Tel: +27 (0)12 420 6060

Fax: +27 (0)12 420 6095

E-mail: [sportinfo@up.ac.za](mailto:sportinfo@up.ac.za)

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

SPORTS	CONTACT INFORMATION
Aikido	Paul de Beer Tel: +27 (0)12 420 2566 Sel: +27 (0)83 636 1764 <a href="mailto:paul.debeer@up.ac.za">paul.debeer@up.ac.za</a>
Athletics	Hennie Kriel Tel: +27 (0)12 420 6080 Sel: +27 (0)82 462 9052 <a href="mailto:hennie.kriel@up.ac.za">hennie.kriel@up.ac.za</a>
Aquatics: Swimming, water polo and tri-and duathlon	Steven Ball Tel: +27 (0)12 420 6148 Sel: +27 (0)83 781 2240 <a href="mailto:steven.ball@up.ac.za">steven.ball@up.ac.za</a>
Basketball	Sibongile Maswanganye Tel: +27 (0)12 420 6061 Sel: +27 (0)82 883 5537 <a href="mailto:sibongile.maswanganye@up.ac.za">sibongile.maswanganye@up.ac.za</a>

## FACTS A-Z (Cont.)

Cricket	Pierre de Bruyn Tel: +27 (0)12 420 6152 Sel: +27 (0)83 339 1800 pierre.debruyne@up.ac.za
Football	Kenneth Neluvhalani Tel: +27 (0)12 420 6086 Sel: +27 (0)82 908 3376 kenneth.neluvhalani@up.ac.za
Golf and PGA Golf Academy	Johan Steyn Tel: +27 (0)12 420 6140 Sel: +27 (0)82 995 3015 johansteyn.hpc@up.ac.za
Gymnastics	Louis Fourie Tel: +27 (0)12 420 6082 Sel: +27 (0)83 252 2955 louis.fourie@up.ac.za
Hockey (men and women)	Natalie Fulton Tel: +27 (0)12 420 6065 Sel: +27 (0)79 463 5312 natalie.fulton@up.ac.za
Netball	Jenny van Dyk Tel: +27 (0)12 420 6081 Sel: +27 (0)82 821 2448 jenny.vandyk@up.ac.za
Recreational sport: Dance, chess, cycling, exploratio, softball, table tennis, taekwondo and volleyball	Sibongile Maswanganye Tel: +27 (0)12 420 6061 Sel: +27 (0)82 883 5537 sibongile.maswanganye@up.ac.za
Rugby	Gert van Coller Tel: +27 (0)12 420 6066 Sel: +27 (0)83 636 1412 gert.vancoller@up.ac.za
Specialised individual sports: Archery, canoeing, rowing, fencing, wrestling, badminton and judo	Samantha Usher Tel: +27 (0)12 420 6063/082 413 6467 sam.usher@up.ac.za



Squash	Liz Mackenzie Tel: +27 (0)12 420 6109 Sel: +27 (0)82 421 1346 tukssquash@up.ac.za/liz.mackenzie@up.ac.za
Tennis	Kobus Botha Tel: +27 (0)12 420 6092 Sel: +27 (0)83 453 3643 kobus.botha@up.ac.za

### Student access cards

- The Client Service Centre will issue your student card one day after registration has taken place.
- Present your Proof of Registration in order to obtain a student card.
- A student card will not be issued without proof of identification (ID, passport or driver's licence).
- When students move into a University of Pretoria residence, they are issued a temporary meal card. Twenty four hours after registration, residence students must exchange their temporary meal card for a student card at the Student Card Division in the Client Service Centre. The student card will then be used as a meal card as well as a student card.
- The first student card is issued free of charge. In the event of loss or damage, you may apply for a duplicate at the Client Service Centre at a cost of R50.
- Student cards provide access to the campus and various labs and buildings on campus. Your student card must be with you at all times, and must be presented when requested and during examinations and tests.

### Student affairs

The Dean of Students is head of the Department of Student Affairs. His offices are in the Student Affairs Building, Room 1-2 on the Hatfield Campus. The Department of Student Affairs has two divisions: Student Support and Student Development.

#### **Student Support Division**

This division includes Student Health, Student Counselling and the Unit for Students with Special Needs.

## FACTS A-Z (Cont.)

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Services provided by the Student Support Division include:

- Academic development (career counselling and assessment, study methods and reading courses, stress management, psychometric testing, time management, career planning);
- Potential development (conflict management, communication skills, goal setting, problem solving); and
- Individual and relationship counselling (interpersonal problems, stress, depression, eating disorders, life trauma, emotional problems, development of life skills).

### Contact information:

Ms Ria Paul

Tel: +27 (0)12 420 2333

E-mail: [ria.paul@up.ac.za](mailto:ria.paul@up.ac.za)

Location: Student Affairs Building, R2-13, Hatfield Campus

In addition to the services provided by the Student Support Division, students may also contact the Crisis Service. Please refer to the section on Crisis Service for contact details.

### **Student Development Division**

The full spectrum of organised student life resides in this division, including:

- Student Parliament (SP)
- Student Representative Council (SRC)
- Constitutional Tribunal (Student Court)
- Day Houses
- Faculty Houses
- Over 100 religious, cultural, academic, political and other societies
- RAG (Reach Out and Give)
- Stuku (student culture)
- *Perdeby* (student newspaper)
- TuksFM (campus radio station)
- Student Sport

Service Providers

### Contact information:

Tel: +27 (0)12 366 9800

Fax: +27 (0)12 366 9885

### Student Representative Council (SRC)

The Student Representative Council manages student matters and represents the interests of students on University and national forums. The SRC is chosen during an annual election in which all students vote.

#### Contact information:

Tel: +27 (0)12 366 9800  
Fax: +27 (0)12 366 9885  
Location: Tukkieurf Building, Hatfield Campus  
Office hours: 07:30 - 16:00

### Student online services

As a registered student at the University of Pretoria, you have access to the e-campus including SOS (Student Online Services) and ClickUP. Through SOS you have access to, among others:

- information about your registered modules
- final results and academic record
- class schedule
- examination dates
- Your personal contact details
- student e-mail
- financial self-service transactions and account summary information

#### *In your ClickUP classroom you may find:*

- Information about your lecturers
- Study guides and an outline of your academic programme
- Content and resources in various formats
- Quizzes or assignments to be submitted online

ClickUP also enables you to access your grades received for tests or online assignments and to collaborate with fellow students and lecturers through participation in online discussions and blogs.

#### **Password security**

Students gain access to their personal information, such as those listed below, through their student numbers and passwords.

- examination dates and results
- study material
- student account
- University of Pretoria e-mail account,

Here are some guidelines to help you ensure the safety of your password:

- Your password should not be easy to guess by anyone else. The enforced rule is that it must be at least 8 characters long, and consist of a combination of UPPERCASE letters, lowercase letters and numbers. It is a good idea to add a symbol like &, @ or \*.
- You should not use words found in a dictionary, or include your own name, names of people, animals, sports teams, motor cars, etc., as software to guess such passwords are freely available on the Internet.
- Do not write your password down, so choose a password that you can easily remember.
- Do not tell anyone what your password is, since someone with that information will have free access to all your personal information.
- Do not provide your user ID or password in response to an e-mail from any source. Most such requests are attempts to gain access to your information for some malicious purpose.

### Study methods and study advice

#### ***Study methods***

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

#### ***Study advice***

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

You may arrange to meet with one of the academic programme consultants at the faculty Student Administration office or with one of the student advisors at the Client Service Centre. If you prefer professional testing, kindly contact the guidance psychologist at the Student Support Division to make an appointment.

The cost is R500 per learner. Should you register at the University of Pretoria, part of this payment will be refunded to you after you have submitted the original receipt to the Student Account Consultants in the Client Service Centre. Tests are free for registered students on condition that an appointment is made beforehand.

**Contact information:**

Tel: +27 (0)12 420 2333

Location: Student Affairs Building, R2-13, Hatfield Campus

### Transport/bus services

**Public bus services**

To access information on public bus services, please visit the website <http://www.tshwane.gov.za/bus.cfm>.

**Bus services (residence students only)**

The University provides a free of charge bus service between most residences except where residences are situated within walking distance.

**Park-and-Ride commuter service**

- Due to a shortage of parking on the Main Campus, this facility is available for use to staff and students to park on the LC de Villiers Sports Campus.
- Security guards will be on duty to facilitate parking.
- Staff and students must present a valid staff/student card on request.
- The Park-and-Ride facility is free of charge.

Please contact the Client Service Centre for the most recent information.

### Unit for Students with Special Needs

The Unit for Students with Special Needs assists students with physical and learning disabilities by providing study material in workable format, by liaising with departments and faculties and by addressing any other problems and needs that students may experience. Special placement in a wheelchair-friendly residence can also be arranged.

**Contact information:**

Unit for Students with Special Needs

Tel: +27 (0)12 420 2333/2582/4281/4002

Location: Student Affairs Building (Rooms 1-19, 1-20 or 1-21), Hatfield Campus

# Fact Finder

Disciplinary Code: Students



# DISCIPLINARY CODE: STUDENTS

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## 1. **Disciplinary Code: Students**

(Rules prescribed by the University Council)

Every student is required to familiarise him- or herself with all the 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.

### 1.1 **Definition of misconduct**

A student shall be guilty of misconduct and may be dealt with in terms of this code, if he or she

- 1.1.1 contravenes or attempts to contravene any other order, regulation, rule or directive of the University;
- 1.1.2 refuses to obey any lawful instruction or request by any council member, lecturer, official or body of 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 bringing the good name of the University into disrepute;
  - 1.1.3.2 prejudicing or endangering the maintenance of order and discipline at the University;
  - 1.1.3.3 prejudicing or endangering the proper course of teaching, research and/or community service at the University;
- 1.1.4 without detracting from the generality of paragraphs 1.1.1 to 1.1.3,
  - 1.1.4.1 unlawfully infringes another person's fundamental rights as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996 (Act 108 of 1996), while present on University or University-controlled premises or in University context;
  - 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. 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;
  - b. forges a document (which includes drawing up a document purporting to be a copy of a non-existent document as well as changing an existing document);
  - c. presents a forged document with the aim of misleading another person; or
  - d. 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; and such act is prejudicial or potentially prejudicial to the University, its staff, guests, contractors or students;
- 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 delictual liability;
- 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 him- or herself in an indecent or improper manner on University or University-controlled premises or at a University function or activity;
- 1.1.4.8 in any manner infringes the freedom of movement of a student or staff member of the University or a member of the public who is present on University or University-controlled premises or attempts to do so; or
- 1.1.4.9 conducts him- or herself in an insulting, indecent or improper manner towards a student 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;
- 1.1.4.10 in contravention of the provisions of South African law or a rule of the University, possesses, distributes, buys, sells, uses or is under the influence of a dependency-inducing substance while present on University or University-controlled premises.



## DISCIPLINARY CODE: STUDENTS (Cont.)

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### **1.2 Procedure in case of misconduct**

- 1.2.1 A charge of misconduct shall be laid with the Registrar.
- 1.2.2 The Registrar may of his or her own volition investigate or refer a charge of misconduct for investigation.
- 1.2.3 Should the Registrar be of the opinion that
  - 1.2.3.1 reasonable grounds exist for a charge of misconduct against a student; and
  - 1.2.3.2 the conduct of the particular student could possibly justify disciplinary steps in terms of paragraph 1.3; the Registrar formulates a charge in writing and convenes a disciplinary investigation by the Disciplinary Committee (Students).
- 1.2.4 The Registrar may, if there are reasonable grounds for suspecting that a student is guilty of serious misconduct, temporarily expel a student from a Residence or temporarily deny a student access to the campus of the University, pending the results of the disciplinary investigation. An expulsion of this nature takes place if the Registrar is of the opinion that it is reasonably necessary for the protection of the interests of other students, staff and/or the University.
- 1.2.5 If the Registrar is of the opinion that the conduct of a student does not warrant an investigation by the Disciplinary Committee (Students), but that steps should nevertheless be taken against that particular student, and the student has admitted the charge against him or her and has been afforded the opportunity to address the Registrar on the appropriate disciplinary measures, the Registrar may take steps against the student without implementing any further process. The Registrar may deprive the student of a right or privilege exercised in terms of his or her registration as a student as provided for in subparagraph 1.3.1.2, or reprimand the student, or impose a fine not exceeding the amount determined from time to time by Council for this purpose. Where the student is of the opinion that the punishment imposed by the Registrar is unreasonable, he or she may lodge an appeal in respect of this specific aspect in terms of paragraph 1.5.
- 1.2.6 Should the Registrar decide to order a disciplinary investigation by the Disciplinary Committee (Students), a copy of the written charge shall be served on the student concerned. In the document the student is summoned to appear at the specific date, time and venue stated in the document in order to answer to the charge.
- 1.2.7 If the student is a minor, his or her parents or legal guardian must be informed of the disciplinary investigation in a manner, which the Registrar deems appropriate under the circumstances.

## DISCIPLINARY CODE: STUDENTS (Cont.)

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- 1.2.8 The Registrar shall notify all persons who must be present at the disciplinary investigation.
- 1.2.9 An accused student shall be entitled to be assisted by his or her parents or legal guardian during the disciplinary investigation.
- 1.2.10 An accused student shall not ipso iure be entitled to legal representation during the disciplinary investigation. If the student so requests, the Chairperson of the Disciplinary Committee (Students) may give leave to the student to employ the services of a legal representative at his or her own cost. The Chairperson may also give permission to a third party, other than the parent or guardian of the student or his or her legal representative, to assist the student.
- 1.2.11 The Registrar may, as the case may be and when it is justified by the charge, appoint a competent person to handle the charge against the student on behalf of the University. In such instance the accused student is ipso iure entitled to legal representation. However, the student remains responsible for his or her own legal costs.
- 1.2.12 The procedure followed during a particular disciplinary investigation is determined by the Disciplinary Committee (Students), taking into account the rules of fair administrative justice. The latter *inter alia* entails that the accused student
  - 1.2.12.1 does not have to incriminate him- or herself;
  - 1.2.12.2 is asked whether he or she admits the charge;
  - 1.2.12.3 is permitted to present his or her defence in a manner that the Committee deems appropriate under the circumstances, but which is at the same time fair towards the student;
  - 1.2.12.4 is allowed to provide evidence in his or her favour; and
  - 1.2.12.5 is allowed to cross-examine anyone who testifies against him or her.
- 1.2.13 The Disciplinary Committee (Students) shall keep minutes of the proceedings or ensure that such minutes are kept in a manner that it considers appropriate under the circumstances.
- 1.2.14 If the Disciplinary Committee (Students) cannot reach a unanimous decision, the decision of the majority of the members shall apply. In the case of an equal vote, the Chairperson has a casting vote.
- 1.2.15 If so requested by a student who is found guilty, the Disciplinary Committee (Students) must furnish written reasons for its decision and/or disciplinary steps.

## DISCIPLINARY CODE: STUDENTS (Cont.)

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### **1.3 Penalties**

- 1.3.1 Upon finding a student guilty and having heard evidence in mitigation, the Disciplinary Committee (Students) may, with due consideration of any guidelines applicable to minimum penalties for particular transgressions as determined by the Council of the University from time to time:
- 1.3.1.1 reprimand the student;
  - 1.3.1.2 temporarily or permanently deprive the student of a right or privilege which his or her registration as a student at the University entails;
  - 1.3.1.3 impose a fine not exceeding the amount determined from time to time for this purpose by Council, and also order the student to pay an amount which amounts to the actual damage caused by the student;
  - 1.3.1.4 deprive the student of the right or privilege to register for a particular course, or revoke a credit obtained in a course;
  - 1.3.1.5 compel the student to perform community service within the University for a specified number of hours not exceeding the maximum determined from time to time by the Council for this purpose;
  - 1.3.1.6 suspend the student for a specified period; and/or
  - 1.3.1.7 deny the student the privilege of re-registration as a student at the University.
- 1.3.2 When an appeal against a decision of the Disciplinary Committee (Students) is lodged in terms of paragraph 1.5, the Chairman, after consulting with the other members of the Committee, may 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 three members. The members appointed to serve on a specific committee shall be appointed from the ranks of the following categories of persons:
- 1.4.1.1 a person with a legal qualification from within or outside the University, appointed by the Registrar to act as the Chairperson of the disciplinary investigation;
  - 1.4.1.2 an academic staff member of the University; and
  - 1.4.1.3 a registered student of the University appointed from the ranks of the serving Constitutional Tribunal judges.
- 1.4.2 After the Chairperson of a specific disciplinary committee has been appointed by the Registrar, it is the duty of the Chairperson to appoint the remainder of the committee

## DISCIPLINARY CODE: STUDENTS (Cont.)

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in consultation with the Registrar and in accordance with the above mentioned guidelines.

- 1.4.3 If there are no Constitutional Tribunal judges or such judges are unavailable, the disciplinary investigation may lawfully continue without a representative from the ranks of the judges of the Constitutional Tribunal.

### **1.5 Appeal procedure**

- 1.5.1 A student may appeal against the conviction 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 ten days after the student has been informed in writing of the finding of the Disciplinary Committee (Students). 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/her discretion.

1.5.1.3 The grounds of appeal must be furnished in detail in the Notice of Appeal.

1.5.1.4 On receipt of the Notice of Appeal, a copy thereof shall be submitted to the Chairman 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 provide the student with the response furnished by the Disciplinary Committee (Students), who in turn may within seven days submit a written replication to the Registrar.

1.5.1.6 The Registrar shall then arrange for the appeal to be heard as soon as possible by the Appeals Committee of Senate.

1.5.1.7 The Appeals Committee of Senate may ratify, alter or set aside any conviction and/or disciplinary measure imposed, which may include the suspension or reduction of or increase in disciplinary measures, and may otherwise make any order which, taking

into account the facts of the case, would be just and equitable. Should the Appeals Committee of Senate set aside the conviction and/or disciplinary measures imposed by the Disciplinary Committee (Students), or reduce the disciplinary measures imposed on the student, the University shall repay the amount paid by the student in accordance with 1.5.1.2. above.

- 1.5.1.8 The appeal shall be adjudicated on the basis of the documentation before the Appeals Committee of Senate and no representation on behalf of any party shall be permitted at the hearing of the appeal.

### **1.6 Appeals Committee of Senate**

The Appeals Committee of Senate consists of:

- 1.6.1 the Chairperson of Senate or his or her delegate; and  
1.6.2 two permanent academic staff members, one of whom must be a professor in the Faculty of Law: Provided 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 the Disciplinary Committee (Students) and/or the Appeals Committee of Senate deprives a student of a right or a privilege that he or she exercises as a student, or temporarily or permanently denies him or her entrance to the University or a University Residence, such student shall forfeit all claims to a refund or reduction of or exemption in respect of money paid or payable to the University.
- 1.7.2 If a student refuses to attend a disciplinary hearing, or where he or she has been absent from such hearing for a second time without the permission of Chairman of the Committee, the hearing may be continued forthwith in his or her absence in a manner which the Disciplinary Committee (Students) deems appropriate.
- 1.7.3 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 or, alternatively, he or she may delegate the authority to perform these functions to another staff member of the University.
- 1.7.4 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 this is necessitated by operational requirements. This Code shall apply in the absence of such measures.

