



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Denk'elers • Leading Minds • Dikgopolo tsa Dihlateli

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A welcoming message from the Vice-Chancellor and Principal



Dear Students and Prospective Students,

The decision to enrol at university is one of the most important decisions you will make in your life. Research shows that a university education is an important factor in determining future career success and quality of life. We at the University of Pretoria are proud of the fact that we provide a wide range of top quality academic programmes that enjoy international recognition. The University of Pretoria is one of South Africa's leading universities recognised internationally for the quality and impact of our teaching and research.

This "Fact Finder" booklet in an easy to read format offers a wealth of information that will enable you to realise your educational and career goals. Besides the wide range of academic programmes, the University of Pretoria also offers numerous cultural, social and sporting opportunities. We strive to provide a holistic educational experience so that the UP graduate may be recognised as a well-rounded individual able to succeed in diverse settings and

as someone who makes a positive difference in society. As experiential learning is a valuable part of our student experience all our students are also encouraged to participate in at least one of our many community engagement projects.

Welcome to the University of Pretoria. I assure you that your decision to study at Tuks, as we are also known, is an excellent decision that will position you well for future success. I encourage you to make full use of this booklet and to contact us to provide further assistance.

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); UP Sports Campus (LC de Villiers sports grounds) (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)

Client Service Centre

Tel: +27 (0)12 420 3111
Email: csc@up.ac.za

Crisis line

Tel: 0800 006 428 (toll-free)

Emergency numbers

24 hours 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"	(main campus)
LC de Villiers:	S25° 45' 10"E28° 14' 46"	(1.2 km from Hatfield Campus)
Groenkloof:	S25° 46' 10"E28° 12' 34"	(3,5 km from Hatfield Campus)
Onderstepoort:	S28° 10' 54"E25° 38' 52"	(22 km from Hatfield Campus)
Mamelodi:	S25° 43' 22"E28° 23' 56"	(12 km from Hatfield Campus)
Prinshof:	S25° 43' 57"E28° 12' 10"	(6 km from Hatfield Campus)
GIBS:	S26° 07' 46"E28° 02' 46"	(56 km from Hatfield Campus)

Website

www.up.ac.za

Parents' page

www.up.ac.za/parents

Banking details

ABSA	Standard Bank
Branch: Hatfield Branch Code: 632005 Account Number: 214 000 0054 Swift Code: ABSAZAJJ	Branch: Hatfield Branch Code: 011545 Account Number: 012 602 604 Swift Code: SBZAJAJJ

Faculties: Student Administration offices

Faculty	Location
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 Shyman 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

Important dates

28 January 2012	Welcoming day
28 January - 6 February 2012	Welcoming day and the programme for registration and start of the academic year
4 February 2012	RAG
12 April 2012	Monday timetable is followed
6 August 2012	Thursday timetable is followed
7 August 2012	Friday timetable is followed
27 September 2012	Monday timetable is followed

Semester and recess dates

Semester 1 - Term 1	8 February - 28 April 2012
April recess	31 March - 9 April 2012
Semester 1 - Term 2	10 April - 29 May 2012
June exams Ancillary and supplementary exams	4 June - 25 June 2012 28 June - 5 July 2012
July recess	7 July - 22 July 2012
Semester 2 - Term 3	23 July - 11 September 2012
September recess	29 September - 7 October 2012
Semester 2 - Term 4	8 October - 8 November 2012
November exams Ancillary and supplementary exams	12 November - 1 December 2012 3 December - 10 December 2012
December recess	10 December 2012

School quarters

First quarter	18 January - 30 March 2012
Second quarter	10 April - 22 June 2012
Third quarter	16 July - 28 September 2012
Fourth quarter	8 October - 7 December 2012

Graduation ceremonies

8 March 2012	GIBS graduation ceremony
10 April - 4 May 2012	Autumn graduation ceremonies
3 - 7 September 2012	Spring graduation ceremonies
10 December 2012	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 2012	Human Rights Day
6 April 2012	Good Friday
9 April 2012	Family Day
27 April 2012	Freedom Day
1 May 2012	Workers Day
16 June 2012	Youth Day
9 August 2012	National Woman's Day
12 September 2012	Spring Day
24 September 2012	Heritage Day
16 December 2012	Day of Reconciliation

Academic, emotional and therapeutic support

- The Student Support division consists of qualified counselling psychologists, clinical psychologists and social workers. These personnel support students with academic, emotional, personal and relationship problems.
- Services include psychometric testing, career planning, study methods, stress-handling, personal empowerment, life skills, trauma counselling and relationship skills.
- All services are free of charge for registered students.
- Students experiencing trauma after hours may also call the 24-hour crisis line.

Contact information

Tel (office hours): +27 (0)12 420 2333
 Tel (after hours): +27 (0)12 420 2310/2760
 After hours crisis line: 0800 006 428 (toll-free)
 Office hours: 07:30 - 16:00

Hatfield Campus

Student Affairs building (across from Burgundy's)

Prinshof Campus

Basic Medical Sciences Building 8th floor

Onderstepoort Campus

Arnold Theiler Building (Reception)

Mamelodi Campus

Student Health Centre

Groenkloof Campus

Sport Centre, Room 505
 Tel: +27 (0)12 420 5687

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 Services Centre).
- Depending on the number of records issued to a student during a particular year, a fee (R30) may be payable.

- Please note that no academic record may be issued to a student without proof of identification (ID document, student card, passport or driver's licence).

Access to UP's computer systems

UP Portal

As a provisionally admitted or registered student of the University of Pretoria, you have access to the virtual campus environment via the UP Portal. The UP Portal is a gateway to all your applications, including clickUP and the Student Centre.

clickUP

The University's online learning management system is known as clickUP. The clickUP portlet will give you access to your modules in clickUP. Depending on your lecturer's preference, you may find the following information in your clickUP online classrooms:

- clickUP modules
- lecturers
- study guides
- content and resources
- discussion rooms/blogs/wikis
- projects and assignments
- anti-plagiarism software (Turnitin)
- tests
- assignment/project/test marks (Note: Semester and final-year marks are available in the Student Centre only.)
- notifications
- calendar, what's new, needs attention, to do, etc
- mobile access to clickUP

Student Centre

In the Student Centre portlet you may find information about the following:

- all registered modules
- academic results and records
- personal biographical information
- student finances information
- student account query logging
- financial aid application and information
- to-do list of outstanding documentation

Self-service password functionality

This service provides a simplified procedure for users to set up or change their UP Portal passwords, as well as the ability to reset forgotten or lost passwords themselves.

- Passwords need to conform to the UP policy which states that a password must consist of at least eight characters, including one or more digit(s) and a combination of upper- and lower-case letters.
- Passwords should not include words found in a dictionary, and should preferably not be names of people, pets, celebrities, sports teams and months of the year.
- Do not write down your password.
- Do not tell anyone what your password is, as this will enable someone to access all your personal information.

Instructions for first-time users of the UP Portal

- Go to www.up.ac.za.
- Select the "Portal Login" link at the top right-hand side of the page.
- Click on the "**New users**" link on the UP Portal login page.
- Login with U followed by your student number (EMPLID) on your card/application letter.
- Follow the process to create and save an initial password.
- Select three questions from the list of challenge questions.
- Enter and save the answers to the challenge questions.

Instructions for current users of the UP Portal

- Click on the "**Change Password**" link on the UP Portal login page to change your current password.
- After changing your password, you will be prompted to select three challenge questions from a list and to provide their answers. This is a once-off requirement and future password changes will not require this action again.

For more help, please consult the self-help guides on www.up.ac.za/selfhelpguides

Contact information

Tel: +27 (0)12 420 3837

Email: studenthelp@it.up.ac.za

Internet access

The first 300 MB of internet access each year

is free of charge. Thereafter students can top up their accounts by purchasing credits from the CSC. These credits will be loaded onto a student's account automatically.

Internet cost per megabyte (MB)

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 cents. * Abbreviation as used in formula on the internet.		

When accessing the Library's information websites and Student Service Centre from the computer labs, no fee is charged.

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 so that you can 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, among others, provide private accommodation:

- **Arlon Properties**
Tel: +27 (0)12 362 5499
Email: arlon@icon.co.za
- **City Property**
Tel: +27 (0)12 362 4473
Email: propworld@cityprop.co.za
- **Off Campus Rental**
Tel: +27 (0)12 362 6123 or 083 438 2548
Email: ocrental@telkomsa.net
- **Sonop**
Tel: +27 (0)12 460 7830/5723
Email: toniev@sonop.org.za
- **South Point**
Tel: +27 (0)12 341 1762
Email: 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 the cancellation of academic programmes
- processing of applications for rebates
- processing of requests for pay-outs and refunds (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 Services Centre).

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 that if your account has not been paid, interest will be levied and 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 (Student

Service Centre - ClickUP classroom) - 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 final Grade 12 results are the same as or better than your Grade 11 final results you will retain your admission. 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.
- You do not need to contact the University before you arrive on campus for Welcoming Day on the 28th of January 2012, which is followed by the programme for registration and start of the academic year.
- If you have been placed in a residence, please refer to your placement letter for occupation dates. 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.
- All new students will be required to write the National Benchmark Test. Refer to www.nbt.ac.za or call +27 (0)21 650 3523 for more information. PLEASE NOTE: The National Benchmark Test does not replace the Academic Literacy Test required to be written by new first-year students during the programme for registration and start of the academic year.

Bookshops

There are various bookshops in Hatfield and the surrounding area.

The following bookshop is on the Hatfield, Groenkloof and Prinshof Campuses:

Bookmark

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

Contact information

Tel: +27 (0)12 362 4420 (Hatfield)
+27 (0)12 420 5684 (Groenkloof)
+27 (0)12 354 2217 (Prinshof)
Email: info@book.co.za
Website: www.bookmark.co.za
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 (www.up.ac.za/fao) or the UP Portal. The above is, however, not applicable to achievement and sports bursaries as a different process is followed in this regard.

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. Students with special needs are also encouraged to apply for NSFAS loans.

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

Tel: +27 (0)12 420 3111
 Email: csc@up.ac.za
 Website: www.up.ac.za/fao
 Location: Hatfield Campus
 Postal address: The Client Service Centre,
 University of Pretoria,
 Private bag X20,
 Hatfield, 0028

Achievement bursaries

- University of Pretoria undergraduate achievement bursaries are awarded automatically to qualifying students.
- You therefore do not have to apply for these bursaries.
- Only South African citizens, permanent residents and citizens from SADC countries are considered.
- The average percentage for bursary purposes is the average of the actual

percentages obtained for all recognised NSC subjects taken.

- The average percentage is not rounded off.
- Certain subjects are excluded in the calculation of average percentages:
 - Life Orientation
 - Mathematics Paper 3 (>60% average qualifies for R3 000 unless an achievement bursary has been awarded)
 - Additional Mathematics
 - ABRSM Practical Music
 - Subjects with subject codes of which the first three digits are "999"

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 re-marks will not be taken into consideration for this purpose and marks.

New undergraduate achievement bursary values: 2012

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	R11 300	R11 300	R11 300	R7 700
Maximum bursary value	R26 500	R26 500	R22 700	R20 300

Bursaries for achievement in other academic fields and extra-curricular activities: 2012

Entrepreneurial	R2 400
Expo Gold Medallist	R2 400
Subject Olympiads: Overall winner	R6 400
Subject Olympiads: 2nd - 10th place	R2 400
Science/Mathematics/Accounting: Overall winner	R33 300
Science/Mathematics/Accounting: 2nd place	R26 600
Science/Mathematics/Accounting: 3rd place	R20 000
Science/Mathematics/Accounting: 4th - 10th place	R2 400
20 top achiever new first-year students	R20 200
Junior Tukkies Development Programme (15 bursaries)	R11 600
Grade 12 Dux learners* at 678 selected feeder schools (1 bursary per school) *Top academic achiever in Grade 12	Initial payment for tuition during registration period (R3 500)

Career Placement Centre / job opportunities

UP postgraduate students are automatically considered for a scholarship once they have been admitted to a postgraduate program by the faculty. No application is required. Bursaries are awarded based on the approval of the research committee.

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

Other bursary options

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

- External bursaries: www.up.ac.za/fao
- PACE: www.gostudy.mobi, which lists bursaries according to field of study and includes bursary values as well as a link to specific sites
- Financial aid for studies in the field of Science, Engineering and Technology: www.dst.gov.za/focus-areas/DST_bursary.pdf
- 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 as it is not a product of the University of Pretoria. Tel: +27 (0)11 672 6559. Email: slevin@mweb.co.za. Postal address: PO Box 178, Florida Hills, 1716
- HCI Foundation: http://web.up.ac.za/sitefiles/file/1764/HCI%20Foundation_A4%20.pdf.pdf
- Search for bursaries in South Africa on www.google.co.za.

Disclaimer: The University reserves the right to amend, without prior notice, the regulations and conditions applicable to the awarding of bursaries and loans. Please consult www.up.ac.za/fao for the latest information.

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 Services Centre).

There are also various student assistant jobs on campus 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 said portal to receive the monthly Career Newsletter.

Contact information

Tel: +27 (0)12 420 5294/6438
Email: cpc@up.ac.za
Location: Client Service Centre,
Hatfield Campus

Cashiers

Payments, such as the ones 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 methods of payment:

- internet payments
- direct bank deposits
- online credit card payments (www.up.ac.za/cardpayment)

Please note: Always use your student number (EMPLID) as reference.

Computer facilities

Information technology services are provided at the University of Pretoria by the Department of Student Computing Services. In order to support the academic efforts of students, this department provides registered UP students with access to computer equipment and software and also provides technical assistance.

The Open Lab is situated in the Information Technology Building on the Hatfield Campus, and is available for use by all registered students. Situated within the Open Lab is the Student Helpdesk. The Student Helpdesk offers the following services:

- login enquiries
- student portal and clickUP enquiries
- student email enquiries
- wireless setup and enquiries

Contact information: Student Helpdesk

Tel.: +27 (0)12 420 3837
Email: studenthelp@it.up.ac.za
Office hours:
Monday to Friday: 07:30 - 21:30
Saturday: 07:30 - 17:00

In addition to the facilities on the Hatfield Campus, the Department of Student Computing Services also offers labs on the following campuses:

- Groenkloof Campus
- Prinshof Campus
- Mamelodi Campus
- Onderstepoort Campus

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

Please consult your Timetable booklet for detailed information on your practical classes that may be scheduled in the Student Computing labs.

For detailed information regarding each individual facility, consult:
www.up.ac.za/studentlabs

Crisis line (24-hour)

The 24-hour crisis line offers professional and confidential support to students experiencing trauma. Students who fall victim to crimes such as robbery, assault, rape, sexual abuse, hijacking and those experiencing trauma such as family and personal crises, are professionally supported.

Crisis line

0800 006 428 (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

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 may 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. There are many restaurants and coffee shops that operate on a cash basis on the different campuses of the University of Pretoria.

Emergency telephone numbers of the University of Pretoria

Crisis line

0800 006 428 (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

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. Not all year modules and semester modules in a faculty need to 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 covered in the original 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 levy must be paid by the student; and in cases where the cost of conducting the examination exceeds the prescribed levy, such additional costs may be recovered from the student.

- Fees are payable for extraordinary examinations. Should an extraordinary examination be granted, the prescribed fee must be paid by the student before the examination can be written, with the understanding that 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 only qualifies for a special examination if he or she sat for the prescribed examination in the final (preceding) year of study.
- 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 (see G.12.4).
- Fees are payable for special examinations. Should a special examination be granted, the prescribed fee must be paid by the student before the examination can be written, with the understanding that in cases where the cost of conducting the examination exceeds the prescribed fees, such additional costs may be recovered from the student.

Examination results

Examination results will be made available in the following manner:

- by post
- MTN telephone number: 083 123 111
- departmental notice boards
- via SMS by typing in: UP student number (8 digit EMLID) JUN or NOV and sending it to 35606
- Results can be found on Students Online on the Student Portal

Re-marking of examination scripts

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

- A written application for re-marking of an examination script must be submitted within 14 calendar days after the commencement of the ensuing semester at the office of the Head: Student Administration.
- The mark(s) awarded after re-marking will be the final result(s), even if it is lower than the original mark(s).
- The fee for re-marking each individual script is R240,00. The fees for re-marking of modules consisting of papers one and two are therefore R480,00. The money should be paid in at the cashiers at the Client Service Centre before the application will be considered.
- Should the re-marking result in a pass mark, the student concerned may be refunded the appropriate amount.
- Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of re-marking.
- Re-marking results will be made known as quickly as possible.

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 (www.up.ac.za). Also refer to table "Fees payable".

Fees payable

Instalment	Payment required	Amount 2012	Payment date
Ad hoc-levies	<ul style="list-style-type: none"> Application fee (non-refundable) International administrative levy 	R220	<ul style="list-style-type: none"> Payable in the year preceding study Payable prior to or during registration
		R2 500	
Placement levy for the allocation of a study and/or residence place	Payment equal to the first instalment secures the place allocated: <ul style="list-style-type: none"> Study place Residence place 	R3 500	Payment once notice has been given of placement <ul style="list-style-type: none"> Study place Residence place
		R4 000	
Cancellation levies	Should a study and/or residence place, which has been accepted, not be taken up, a cancellation fee will be levied	R1 750	Levy will be retained from the acceptance payment <ul style="list-style-type: none"> Study place Residence place
		R2 000	
Initial payment (ie first instalment)	Tuition fees <ul style="list-style-type: none"> Postgraduate students renewing registration All other students (under- and postgraduate) Residence fees 	R2 400	Payable before or during registration if not already paid in acceptance of study place
		R3 500	
		R4 000	Payable before or during registration if not already paid in acceptance of residence place
Second instalment	50% of fee account		On or before 30 April
Third instalment	100% of fee account		On or before 31 July

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. Interest will be charged on overdue accounts.

Health services

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

Contact information

Tel: +27 (0)12 420 2500
 Location: Student Health Services Building (Northern side of Piazza), Hatfield Campus

The medical personnel, doctors and nurses provide the following services

- Examine, diagnose and treat illnesses and issue prescriptions for medicine to students who can buy it at their own cost at any pharmacy.
- Treat injuries.
- Refer students to a specialist, relevant clinic, hospital or laboratory when necessary (costs to be borne by the patient).
- Give information, advice or counselling on medical matters.
- Dietary advice.
- Preventative immunisation programmes for Veterinary Science and Health Sciences students.
- Offer advice regarding lifestyle and health.
- Do HIV counselling and tests at our VCT Clinic (Voluntary Counselling and Testing Clinic) free of charge.

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 Clinic.

Important to remember

- 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
Monday - Friday: 08:00 - 16:00.

Onderstepoort Campus
Arnold Theiler Building
Monday - Wednesday: 12:00 - 16:00
Thursday and Friday: 08:00 - 11:30

Prinshof Campus
BMS Building, 8th floor.
Monday, Tuesday and Thursday:
12:00 - 14:00

Groenkloof Campus
Sports Building, Room S-14.
Monday and Wednesday: 12:00 - 14:00

Mamelodi Campus
Education Building
Monday - Wednesday: 08:00 - 11:30
Thursday and Friday: 12:00 - 16:00

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

Tel: +27 (0)12 420 4391
Email: 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 2012.

Contact information

Tel: +27 (0)12 420 3111
Email: csc@up.ac.za
Website: www.up.ac.za/ISD
Location: Client Service Centre
Hatfield Campus

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.

Supporting documents

Please note that students must have photocopies ready before coming to the International Student Division 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 the 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 (Medical cover must be paid a year in advance, January-December).

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:

- Momentum Health (Ingwe option)
Tel: +27 (0)12 671 8511
Email: neville.govender@momentum.co.za
Website: www.ingwehealth.co.za
- BESTmed Medical Scheme (Blueprint Student option)
Tel: +27 (0)12 339 9800 or 086 000 2378 or 086000BEST
Email: service@bestmed.co.za
Website: www.bestmed.co.za

Language policy and medium of instruction

In conducting its business, the University uses two official languages, namely Afrikaans and English. In formal education, 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 the 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 services listed below 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
- wills and estates
- 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 email. An appointment must be made for consultation at their offices.
- charge any fees for professional services rendered to clients. Clients are only liable to pay for their disbursements such as revenue stamps and sheriff's fees.

Contact information

Tel: +27 (0)12 420 4155
Fax: +27 (0)12 362 6216
Email: aniki.vanwyk@up.ac.za
Location: University of Pretoria Law Clinic, Ring Road, Hatfield Campus
Office hours: Monday - 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.

Merensky Library (Hatfield Campus)

Tel: +27 (0)12 420 5375/6
Location: Department of Library Services,
Lynnwood Road, Hatfield Campus

Basic Medical Sciences and Dentistry Library (Prinshof Campus)

Email: suzy.nyakale@up.ac.za
Tel: +27 (0)12 319 2242
Location: Basic Medical Sciences Building,
9 Bophelo Road, Gezina

Education Library (Groenkloof Campus)

Email: 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)

Email: 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 Kalatong Academic Hospital)

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

Mamelodi Library

Email: jacob.mothutsi@up.ac.za
Tel: +27 (0)12 842 3566
Location: Mamelodi Campus,
cnr Hinterland and
Hans Strijdom Roads, Mamelodi

Music Library

Email: isobel.vanderwalt@up.ac.za
Tel: +27 (0)12 420 2317
Location: Department of Library Services,
Lynnwood Road, Hatfield
Campus

Oliver R Tambo Library (Law Library)

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

Jotello F Soga Library (Onderstepoort Campus)

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

Witbank Library

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

Normal study centre hours

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

Normal library hours

	Monday, Wednesday, Thursday	Tuesday	Friday	Saturday
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

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

Tel: +27 (0)12 420 2968
Email: 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 the 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 the Hatfield Campus during office hours, but may do so from 16:30 onwards.

The official student parking areas of the University are located as follows:

- Corner of Burnett and Festival Streets (H17)
- Corner of Herold and Duxbury Streets (H29)
- 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.

External 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

Tel: +27 (0)12 420 5171
Email: annemarie.lske@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.)

Pay-outs and refunds (disbursements)

Pay-outs and refunds to students may be made. This requires:

- Complete a Pay-out and Refund Form obtainable at the Client Service Centre or online at www.up.ac.za/parents.
- the student (not the parent) must sign the Pay-out and Refund Form.
- Submit the completed Pay-out and Refund Form along with a copy of the ID of the bank account holder at the Client Service Centre.
- If a student has received a bursary and it reflects on the student account, please submit a letter from the sponsor/bursar authorising the pay-out or refund.

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

Email: 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 allow 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

Tel: +27 (0)12 420 2968
Fax: +27 (0)12 420 4918
Email: marie.breedt@up.ac.za

Plagiarism

Plagiarism is a serious form of academic misconduct. It involves both appropriating someone else's work and passing it off as one's own work afterwards. Thus, 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.

People's ideas may be contained in

- written text (journal articles, books, theses, dissertations, newspapers, magazines, notes, course material, students' projects, email messages, data, computer code, everything on the internet, etc), visual text (books on fine art, graphics, photographs, etc);
- multimedia products (websites, videos, films, CDs and DVDs, etc);
- music (compositions, lyrics, CDs, DVDs, music or sound bites on the internet, etc);
- spoken text (speeches, audio recordings, lectures, interviews, etc).

How to avoid plagiarism

- Only hand in your own and original work.
- Indicate precisely and accurately when you have used information provided by someone else, ie 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.

Contact information

Tel: +27 (0)12 420 4719
 Website: www.library.up.ac.za
www.ais.up.ac.za/plagiarism/dealing.htm

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 taken to and presented to the assistant on duty at the Student Helpdesk in the Information Technology Building for activation at the Open Lab.
- 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.
- Scanning of documents.
- 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 R30 per duplicate or can be obtained free of charge from the student web portal (Student Service Centre).
- 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).

Rebates

The following rebates may be granted to students:

Family rebate

If more than one member of a family (ie brothers and/or sisters) are registered in the same year at the University of Pretoria, a rebate on tuition

fees only (ie 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 settlement of account

A discount of 2,5% is granted should a student's account be paid in full as on 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 are the result of a University of Pretoria loan or bursary or a NSFAS loan.

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 500
- In respect of residence fees: R4 000
- International administration levy: R2 500

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 and one certified copy).
- The 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 500).
- A signed legal contract have been submitted and acknowledged by the University before the programme for registration and start of the academic year commences.

STEP 3: TESTS - FIRST-YEARS ONLY

Academic Information Management

- Academic Information Management (AIM 101 or [AIM111 and AIM121] depending on your programme) is compulsory for all new first-year students.
- AIM101 will be presented in the first or second semester depending on your programme.
- AIM111 will be presented in the first semester and AIM121 in the second semester.
- There is **no exemption** examination available for AIM101 or (AIM111 and AIM121).

Student Academic Readiness Survey (STARS)

The Student Academic Readiness Survey® (STARS) is a test for determining prospective students' readiness for university education. Readiness for university education can be defined as the level of preparation a student has in order to succeed at a higher education institution. In addition to academic achievement, the STARS measures (a) academic attitude and needs, (b) motivational factors, (c) background factors, (d) test and exam skills and (e) general well-being. Your personal STARS profile will be available on the UP-student portal not earlier than 3 weeks after completion of the survey. The student portal will contain clear instructions for finding your report online, using the following identification detail:

- Student portal log-in: student number (EMPLID without the 0, eg 1112345)
- Student portal password: ID (SA citizens) or passport number (International students)

The purpose of the STARS is to identify areas where the University of Pretoria could possibly support you. A copy of your report will therefore be available to a faculty advisor who will discuss your report with you if you indicate a need for support. It is therefore in your own interest to answer the survey honestly. Please note that this is not an admission test.

Contact information

Tel: +27 (0)12 420 4161
(09:00 - 15:30)
Email: jlemmens@up.ac.za
Website: <http://web.up.ac.za/default.asp?ipkCategoryID=9321&subid=9321&l>
Location: Department for Education Innovation, IT Building, Room 3-58

Compulsory Academic Literacy Test for registered first-year students

Please note: The Academic Literacy Test does not replace the National Benchmark Test.

- 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.

Explanation of the codes that will appear on your results

- **Code 1 - Extremely high risk**
It is compulsory to follow the EOT 110 and 120 modules (Education students must follow the module JLZ 101 and students in the School of Engineering follow the modules HAS 110 and HAS 120).
- **Code 2 - High risk**
It is compulsory to follow the EOT 110 and 120 modules (Education students must follow the module JLZ 101 and students in the School of Engineering follow the modules HAS 110 and HAS 120).
- **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
(only applicable to students who achieved a Code 4 or 5 for the Academic Literacy Test)**

Faculty	Programmes
Economic and Management Sciences	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.
Education	All students write the Academic Literacy test. The students who obtained a 4 or 5 register for JLZ 110 and JLZ 120. Students who obtained 1 or 2, should register for JLZ 111 and JLZ121.
Engineering, Built Environment and Information Technology School of Engineering	Students who obtained a 4 or 5 for the Academic Literacy Test must register for the modules HAS 110 and HAS 120.
School of Information Technology <ul style="list-style-type: none"> • BIS with specialisation in Multimedia, Information Science and Publishing • BIT • BSc Computer Science • BSc Information Technology 	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.
School for the Built Environment <ul style="list-style-type: none"> • Departments of Architecture • Construction Economics • Town Regional Planning 	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.
Health Sciences	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. It is compulsory for all students in the Faculty of Health Sciences to write the Academic Literacy Test in English.
Humanities	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
Law	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 any two of the following modules EOT 161, 162, 163, 164.
Natural and Agricultural Sciences and Veterinary Science	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. It is compulsory for all students in the Faculties of Natural and Agricultural Sciences and Veterinary Science: Four-year programme to write the Academic Literacy Test in English.
Theology	Students who obtained a 4 or 5 for the Academic Literacy Test are exempted from all the academic literacy tests. A non-theological semester module of at least 12 credits must be taken.

PLEASE NOTE: The Academic Literacy Test does not replace the National Benchmark Test

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.

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 Shyman 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

Tel: +27 (0)12 420 2310/2760 (24 hours)

Sport

Sport represents 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 UP 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. TuksSport forms a vital part of the UP experience and therefore you are encouraged to select the University of Pretoria for an outstanding sports and academic career.

Contact information

Tel: +27 (0)12 420 6060
Fax: +27 (0)12 420 6095
Email: sportinfo@up.ac.za
Website: www.up.ac.za

Sport	Contact information
Aikido	Paul de Beer Tel: +27 (0)12 420 2566 Cell: +27 (0)83 636 1764 paul.debeer@up.ac.za
Athletics	Danie Cornelius Tel: +27 (0)12 420 6080 Cell: +27 (0)83 417 7377 danie.cornelius@up.ac.za
Aquatics: Swimming, water polo and tri- and duathlon	Steven Ball Tel: +27 (0)12 420 6148 Cell: +27 (0)83 781 2240 steven.ball@up.ac.za
Basketball	Sibongile Maswanganye Tel: +27 (0)12 420 6061 Cell: +27 (0)82 883 5537 sibongile.maswanganye@up.ac.za
Cricket	Pierre de Bruyn Tel: +27 (0)12 420 6152 Cell: +27 (0)83 339 1800 pierre.debruyne@up.ac.za
Football	Kenneth Neluvhalani Tel: +27 (0)12 420 6086 kenneth.neluvhalani@up.ac.za
Golf and PGA Golf Academy	Johan Steyn Tel: +27 (0)12 420 6140 Cell: +27 (0)82 995 3015 johansteyn.hpc@up.ac.za
Gymnastics	Louis Fourie Tel: +27 (0)12 420 6082 Cell: +27 (0)83 252 2955 louis.fourie@up.ac.za
Hockey (men and women)	Natalie Fulton Tel: +27 (0)12 420 6065 Cell: +27 (0)79 463 5312 natalie.fulton@up.ac.za
Netball	Jenny van Dyk Tel: +27 (0)12 420 6081 Cell: +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 Cell: +27 (0)82 883 5537 sibongile.maswanganye@up.ac.za
Rugby	Gert van Coller Tel: +27 (0)12 420 6066 Cell: +27 (0)83 636 1412 gert.vancoller@up.ac.za
Specialised individual sports: Archery, canoeing, rowing, fencing, wrestling, badminton and judo	Samantha Viney Tel: +27 (0)12 420 6063 Cell: +27 (0)82 413 6467 samantha.viney@up.ac.za
Squash	Liz Mackenzie Tel: +27 (0)12 420 6109 Cell: +27 (0)82 421 1346 tukssquash@up.ac.za/liz.mackenzie@up.ac.za
Tennis	Kobus Botha Tel: +27 (0)12 420 6092 Cell: +27 (0)83 453 3643 kobus.botha@up.ac.za

Student access cards

- The Client Service Centre issues student cards and you may collect your access card from two days after registration up until the date on which lectures commence.
- 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 drivers licence).
- When students move into a University of Pretoria residence, they are issued a temporary meal card. Two days after registration up until the date on which lecturers commence, 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 an access 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 the head of the Department of Student Affairs. His offices are in the Roosmaryn Building 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.

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)
- individual and relationship counselling (interpersonal problems, stress, depression, eating disorders, life trauma, emotional problems, development of life skills)

Contact information

Tel: +27 (0)12 420 2333
Email: 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 line (0800 006 428 toll-free).

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)12 420 6600/1411
Location: Roosmaryn Building,
Hatfield Campus

Student Complaints Protocol

This protocol is aimed at providing guidelines to students regarding academic and non-academic complaints so that problems, whether of an academic nature or otherwise, can be addressed effectively.

The objectives of the protocol are to:

- Streamline the protocol for students to follow with regard to academic and non-academic complaints.
- Clarify the communication channels to be followed for resolving student problems with regard to both academic and non-academic matters.

- Increase the awareness of lecturers, administrative staff and students of the complaints protocol.
- Increase the efficiency of the class representative system.
- Utilise the class representative system to solve problems.
- Strengthen the link between the class representative system, faculty houses, the Student Parliament (SP) and the Student Representative Council (SRC) so as to ensure efficiency and coordination with regard to student governance issues.

The protocol is applicable to all registered students.

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 from the ranks of the Student Parliament after each year's student governance election in which all students vote.

Contact information

Tel: +27 (0)12 420 6600/1411
 Location: Roosmaryn Building,
 Hatfield Campus

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 assisted. You may arrange to meet with one of the academic programme consultants at the

specific faculty Student Administration office or with one of the student advisors at the Client Service Centre.

If you prefer professional academic testing, kindly contact the guidance psychologist at the Student Support Division to make an appointment. The cost is R500 per learner, while an admitted UP student's testing is free of charge. 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.

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 www.tshwane.gov.za/bus.cfm

Bus services

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 for staff and students

- The facility is available for use by staff and students.
- Security guards will be on duty to facilitate parking.
- Staff and students must show a valid staff/student card on request.
- The Park-and-Ride facility is free of charge.
- A time table and route indicator will be visible in each bus, on clickUP and on the UP Web at www.up.ac.za.

Between the UP Sports Campus (LC de Villiers sports grounds) and Hatfield Campus

The parking area is next to the Daan Swiegers Building on the UP Sports Campus (LC de Villiers sports grounds).

- A bus departs every 15 minutes from 07:00 to 17:45 from the UP Sports Campus (LC de Villiers sports grounds).

- From LC de Villiers: A bus will depart every 15 minutes from 16:45 to 17:45.
- On Hatfield Campus: The bus will stop at the Graduate Centre to upload or download passengers.
- From Hatfield Campus (Graduate Centre): Bus departs every 15 minutes from 07:00 - 17:45.

Between UP Sports Campus (LC de Villiers sports grounds) and Hatfield Campus - late night service

- Departure from the Daan Swiegers parking area on UP Sports Campus (LC de Villiers sports grounds) to Hatfield Campus from 18:00.
- Pick up and drop off zone in front of the Sci-Enza building on Hatfield Campus from 18:45 - 22:00.

Between Groenkloof Campus and Hatfield Campus

The parking area is in front of the SACTE Building on Groenkloof Campus.

- From Groenkloof Campus (SACTE Building): A bus will depart every half hour from 06:30 to 21:30.
- On Hatfield Campus: A bus will stop at the Sci-Enza building to upload or download passengers.
- From Hatfield Campus (Sci-Enza Building): A bus will depart every half hour from 07:00 to 22:00.

Contact information

Email: cornelia.basson@up.ac.za

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. Students with special needs are also encouraged to apply for NSFAS loans.

Contact information

Tel: +27 (0)12 420 2333/2582
 Location: Student Affairs Building
 (R2-13),
 Hatfield Campus

Welcoming Day and the programme for registration and start of the academic year (28 January - 6 February 2012)

Attendance of the programme for registration and start of the academic year is compulsory for all new first-year students. It was designed to assist you with your academic preparedness, enabling you to successfully make the adjustment from high school to university.

Withdrawal (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 dropping modules (registered students)

If you wish to change or drop a module, please contact your faculty's Student Administration office (Details in table on page 6).

Switching of academic programme

If you want to switch academic programmes, complete a form at the Student Administration office of the faculty where you wish to continue your studies.

Withdrawal 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 at the Student Accounts Division in the Client Service Centre.

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.

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;

Contact the Department of Library Services at Tel: +27 (0)12 420 4719 for more information on plagiarism and/or visit their webpage at www.library.up.ac.za or www.ais.up.ac.za/plagiarism/dealing.htm.

- 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.

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.
- 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.
- 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 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.

