

**FACULTIES OF THE
UNIVERSITY OF PRETORIA**

HUMANITIES
NATURAL AND AGRICULTURAL SCIENCES
LAW
THEOLOGY
ECONOMIC AND MANAGEMENT SCIENCES
VETERINARY SCIENCE
EDUCATION
HEALTH SCIENCES
ENGINEERING, BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY

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**FACULTY OF EDUCATION
ACADEMIC PERSONNEL AS ON 1 NOVEMBER 2014**

DEAN

Prof I Eloff BA(Potchefstroom) HOD BEd(cum laude)
MEd(Educational Psychology)(cum laude)(Pretoria)
PhD(Stellenbosch)

DEPUTY DEAN

Braun, M.W.H., BSc(Port Elizabeth) BSc(Hons)(Unisa)
MSc(Applied Mathematics) (Port Elizabeth)
MSc(Engineering Management) DSc(Physics)(Pretoria)

Department of Early Childhood Education

Hartell, C.G., BA(Unisa) BEd MEd PhD(Pretoria) ED(ROK)Associate Professor
(Head)

Joubert, J.C., BA HDL(Potchefstroom) HED BEd(Unisa) MEdAssociate Professor
PhD(Pretoria) M.Akad.SA

Phatudi, N.C., BA(Paed)(University of the North) HED(Unisa)Senior Lecturer
BEd(Rhodes) MPhil(Stellenbosch) PhD(Pretoria)

Steyn, M.G., BA HED(Pretoria) BEd(Unisa) MEd(Johannesburg)Senior Lecturer
DEd(Unisa)

Bosman, L., BPrimEd BEd(Hons)(Pretoria) MEd(UNISA).....Lecturer

Botha, A.C., TED FDE BA(Unisa) BAHons(Pretoria).....Lecturer

Botha, M., HED(Pretoria) BA BEd(Hons) MEd(Unisa)Lecturer
PhD (Pretoria)

Ledwaba, G. R., BA(Ed)(University of the North) BA(Hons)Lecturer
MA(Pretoria)

Van Heerden, J.C., BPrimEd BEd(Hons)(Pretoria) MTech(TUT).....Lecturer
PhD(Pretoria)

Department of Educational Psychology

Ferreira, R., B.Hhk(Ed) FDE BEd MEd PhD(Pretoria)Associate Professor
(Head)

Ebersöhn, L., BPrimEd BEd MEd PhD(Pretoria)Professor

Maree, J.G., BA BEd MEd DEd PhD DPhil HED(Pretoria)Professor
M.Akad.SA M.ASSAf

Human-Vogel, S., BAHons(Johannesburg) BEd MEdAssociate Professor
PhD(Pretoria)

Lubbe-De Beer, C., BA(Ed) BEd MEd PhD(Pretoria)Associate Professor

Bester, S.E., BPrimEd BEd MEd PhD(Pretoria)Senior Lecturer

Mampane, M.R., BA HOD BEd MEd PhD(Pretoria).....Senior Lecturer

Scherman, V., BA(Hons) MA PhD(Pretoria)Senior Lecturer

Botha, C.J., BA BPsych(Pretoria) PGCE(Unisa) MEd(Pretoria).....Lecturer

Du Plessis, A.H., BA(Port Elizabeth) BEd(Hons) MEd (Pretoria)Lecturer

Sefotho, M.M., BEd(Botswana) MEd(Veracruz, Mexico)Lecturer
PhD(Pretoria)

Department of Education Management and Policy Studies

Sehoole, M.T., BA Paed(University of the North) BEd MEd.....Associate Professor
PGDE PhD(Witwatersrand) (Head)

Weber, K.E., BA HDE BA(Hons) MPhil(Kaapstad) MEd.....Professor
DEd(Harvard)

Herman, C., BA(Israel) DRE Ed BEd MEd(Witwatersrand)Associate Professor
PhD(Pretoria)

Nieuwenhuis, F.J., BA HED BEd MEd(Pretoria)Associate Professor
DEd(Johannesburg) MDiac(Unisa) M.Akad.SA

Pillay, V., BA(Durban-Westville) BA(Hons) HDE(Unisa) MA(Natal) ...Associate Professor
PhD(Pretoria)

Bipath, K., HED(Springfield) BA(Unisa) BEd MEd(Johannesburg)Senior Lecturer
DEd(Johannesburg)

Mahlangu, V.P., BA(Ed)(Vista) BEd MEd PhD(Pretoria).....Senior Lecturer

Eberlein, E. BPrimEd (UNISA) BEd MEd (Pretoria).....Lecturer

Mabe, T.J., BA BEd(University of the North) MPA(Pretoria)Lecturer

Mampane, S.T., SEC BA(Vista) BEd FDE MEd PhD(Pretoria)Lecturer

Mohlakwana, M.A.U., BA Paed BEd (University of the North)Lecturer
MEd PhD(Pretoria)

Ogina, T.A., BEd(Kenyatta) BEd MEd PhD(Pretoria).....Lecturer

Department of Humanities Education

Nieuwenhuis, F.J., BA HED BEd MEd(Pretoria).....Associate Professor
DEd(Johannesburg) MDiac(Unisa) M.Akad.SA (Acting Head)

Vandeyar, S., BA(Ed) MEd(Witwatersrand) BA(Hons)(Unisa)Professor
PhD(Pretoria) FDE(EM)(CESA)

Du Toit, P.H., BA(Hons) MEd PhD(Pretoria) HED DTIAssociate Professor

Evans, R., BA(Ed) FDE(Youth Preparedness)Associate Professor
FDE (Education Management) BA(Hons)(Pretoria)
FDE (Language Teaching) MA(TESL)(Birmingham) PhD(Pretoria)

Slabbert, J.A., BSc(Hons) BEd(Johannesburg).....Associate Professor
MEd DEd(Pretoria) THED

Becker, L.R., BA(Pretoria) ATCL MA(Stellenbosch)Senior Lecturer
PhD(Commonwealth Open University) THED

Engelbrecht, A., BA(Ed)(Pretoria) BA(Hons)(Unisa) MEd.....Senior Lecturer
PhD(Pretoria)

Van Aswegen, H.J., BMus(Hons) MMus DMus(Pretoria).....Senior Lecturer

Van der Walt, C.A., BA(Hons)(Potchefstroom) MA(Unisa) HEDSenior Lecturer

Beukes, L.D., BA HED BA(Hons)(Free State)Lecturer
MPhil DEd(Johannesburg)

Botha, A., BA(Ed) BA(Hons)(Pretoria).....Lecturer

Carvalho-Malekane, W., BSocSci BEd(Hons) MEd(Pretoria)Lecturer

Coetzee, S., BA(Ed) BEd(Hons) MEd PhD (Pretoria).....Lecturer

De Jager, L.J., BA(Ed)(Johannesburg) MA(Stellenbosch).....Lecturer
PhD(Pretoria)

Swart, R., BBibl(Free State) HED(Unisa) MEd(Pretoria)Lecturer

Van Wyk, E.M., BA(Ed)(Pretoria)Lecturer

Woest, Y., BA(Ed)(Pretoria) MPhil(Stellenbosch).....Lecturer

Department of Science, Mathematics and Technology Education

Van Putten, L.S., BA HED MEd PhD(Pretoria)Lecturer (Acting Head)

Howie, S.J., BA(Stellenbosch) BA(Hons)(Cape Town)Professor
MEd(Witwatersrand) PhD(Twente) M.ASSAf

De Villiers, J.J.R., BSc HED BSc(Hons) MSc PhD(Pretoria)Associate Professor

Knoetze, J.G., BSc HED BEd MEd PhD(Pretoria).....Associate Professor

Stols, G.H., BSc HED BSc(Hons)(Potchefstroom) MSc.....Associate Professor

PhD(Unisa)	
Abrie, A.L., BSc HED BSc(Hons)(Pretoria) PhD(Natal)	Senior Lecturer
Gaigher, E., BSc HED BSc(Hons) MSc(Unisa) PhD(Pretoria)	Senior Lecturer
Mwambakana, J.N. BTech (TUT) MS (Southern Mississippi)	Senior Lecturer
DTech (TUT)	
Rauscher, W.J., HED(Unisa) BEdHons(Johannesburg)	Senior Lecturer
MEd PhD(Pretoria)	
Vandeyar, T., HED(TCE) BA IT(Dip Datametrics)(Unisa)	Senior Lecturer
MEd PhD(Pretoria)	
Botha, J.J., BCom HED(Free State) FDE(SACTE) MTech(TUT)	Lecturer
PhD(Pretoria)	
Callaghan, P., BSc HED(Stellenbosch) FDE(SACTE)	Lecturer
Dip Datametrics(Unisa) MTech(Technikon Pretoria) DEd(TUT)	
Coetzee, C., BSc HED BSc(Hons) MSc(Pretoria)	Lecturer
Haupt, M.M.C., BA Bk HED BA(Hons)(Unisa) MEd PhD(Pretoria)	Lecturer
Kazeni, M.M.M., BSc(Zambia) BSc(Hons)(Limpopo) MSc	Lecturer
PhD(Pretoria)	
Mathabathe, K.C., BSecEd(Sci) BEd(Hons)(Pretoria)	Lecturer
Mihai, M.A., BA HED BA(Hons) MEd(Pretoria)	Lecturer
Mofolo-Mbokane, B.L.K., BSc HED(Witwatersrand) FDE(Pretoria) ...	Lecturer
BEd MSc(Witwatersrand) PhD(Pretoria)	
Salagaram, T., BSc(Hons), MSc(Natal) PhD(Kwazulu-Natal)	Lecturer
Van Staden, S., BA(Hons) MA PhD(Pretoria)	Lecturer

Unit for Distance Education

Hendrikz, J., THED(GOK) FDE(SACTE) CDE BA(Unisa)	Manager
BEdHons MEd DEd(Pretoria)	

Student Administration

Joubert, M.H., BCom(Pretoria)	Head
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Student Administration – Distance Education

Venter, M.E., BA(Potchefstroom)	Head
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CENTRES IN THE FACULTY OF EDUCATION

Centre for Evaluation and Assessment

Howie, S.J., BA(Stellenbosch) BA(Hons)(Cape Town)	Director
MEd(Witwatersrand) PhD(Twente) M.ASSAf	

Centre for Education Law and Policy

Joubert, H.J., BSc THED FDE MEd PhD(Pretoria)	Director
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Department of Library Services

Vermeulen, J.L., B.Bibl(Pretoria), BA(Hons)	Library Manager
Delpport, S., THED(Potchefstroom) Dip in Special	Information Specialist
Education(Unisa)	
Moropane, M.F., BA(Pretoria) STD	Information Specialist
(Dr CN Phatudi College of Education)	
Venter, A.C., BBibl(Potchefstroom) BBibl(Hons)	Information Specialist
BAHons(German)(Pretoria) BA(Hons)(Russian)(Unisa)	

GENERAL INFORMATION

The regulations and information contained in this publication apply to students enrolled for distance education programmes.

Admission

Any person who wishes to register at the University for the first time, or after an interruption of studies, should apply or reapply for admission. Application for admission to all programmes closes on 30 September, except where it is indicated differently. Students for distance education may apply for admission at any time during the year. However, they must apply before 1 September to write examination in April of the following year, or before 1 March to write examination in October of the same year. No late registrations will be accepted.

Selection

A selection procedure takes place prior to admission to:

- All undergraduate programmes (including certificate programmes); and
- All BEdHons (full-time) master's and doctoral programmes.

Language of tuition

Medium of instruction

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

Bursaries and loans

Particulars of bursaries and loans are available on request. Distance education students may apply for an Edu-Loan to cover the cost of their studies.

Accommodation

It is a student's own responsibility to arrange for his/her own transport, accommodation and food during contact sessions and examinations.

Prescribed books

The complete content of each programme is contained in the learning materials that students receive. It is not necessary to buy any additional textbooks. Extracts from referenced textbooks are provided with the learning materials. Students also receive envelopes, assignment covers and writing pads to submit their assignments.

Amendment of regulations and fees

The University retains the right to amend the regulations and to change module fees without prior notification.

Please note: The fees advertised and thus levied in respect of a module or study programme presentation represent a combination of the costs associated with the formal services rendered (for example lectures, practicals, access to laboratories, consumables used in laboratories, etc.) as well as associated indirect overheads such as the provision

of library and recreation facilities, security and cleaning services, electricity and water supply, etc. Therefore the fees in respect of a module or study programme presentation cannot simply be reconciled with the visible services that are rendered in respect of such module or study programme.

Degree with distinction

Weighted averages (GPA), together with other faculty-specific criteria if applicable, are used at UP to calculate averages for the determination of distinctions.

DEFINITION OF TERMS

Please note: The following terms are generally used in all faculties.

academic year: the duration of the academic year as determined by the University Council.

certificate of satisfactory preparation: satisfactory preparation also implies satisfactory attendance of practical classes and clinical work.

core module: a module that is essential for a particular programme or package.

credit: a value unit (credit) accredited to every module, which represents the complexity and amount of work needed for the module.

curriculum: a series of modules grouped together from different subjects over a specified period of time and in a certain sequence according to the regulations.

elective module: a module that forms part of a package and which can be selected on an elective basis, with the proviso that enough credits are obtained on the specific year level, as required by the relevant degree or diploma.

examination mark: the mark awarded to a student in a module on the basis of an examination in a paper/papers, including practical and clinical examinations, where applicable.

final mark: the mark calculated on the basis of the semester/year mark and the examination mark awarded to a student in a module, using a formula which is determined from time to time by means of regulations for every module, with the proviso that should no semester/year mark be required in a module, the examination mark serves as the final mark.

fundamental module: a module that serves as the academic basis of the learning activities for a particular programmes or package.

learning hours: the notional number of hours a student should spend to master the learning content of a particular module or programme. The total number of learning hours for a module consists of the time needed for lectures, practical, self-study and any other activity required by the training programme. Learning hours for modules are calculated on the basis of 40 working hours per week x 28 weeks = 1120 + 80 additional hours for evaluation = 1200. For undergraduate modules, the total number of learning hours per module is calculated using the formula: number of credits (per module) x 10.

module: an independent, defined learning unit, designed to result in a specific set of learning outcomes, and which is a component of a programme.

package: a group of modules, which are connected, and share a particular focus and which are taken by students as an area of specialisation within a programme.

package coordinator: the person responsible for organising, compiling and teaching of, as well as guidance with regard to a particular package.

programme manager: the person responsible for the overhead management, organisation and compiling of a particular programme, with the packages that make up the programme.

regulation for admission: a regulation compiled by the dean concerning the admission of students to a specific school, and which includes a provision regarding the selection process.

subject: a demarcated field of study of which one course or more may be chosen for a degree.

syllabus: summary of the content of a module.

weighted average: the weighted average is composed of the marks of the various modules, weighted with the credits of each module as a fraction of the total number of credits for the semester or year.

year module: a module that extends over one year.

REGULATIONS AND CURRICULA

The rules for degrees and certificates published here are subject to change and may be amended prior to the commencement of the academic year in 2015.

General information

1. **Registration for a particular year of study**
On successful application a student will be registered for the complete programme.
2. **Registration for examination**
A student registers for a programme before 1 September to write examination in April of the following year, or before 1 March to write examination in October of the same year.
3. **Examination admission and pass requirements**
- 3.1 **BEdHons (Education Management, Law and Policy) (09240081):** A final mark of at least 50% is required to pass a module. The final mark is calculated by using the following three marks: assignment 1 = 10%; assignment 2 = 20% and the examination/project = 70%.
- 3.2 **Examinations**
Examinations take place twice a year, (during April and October), at examination centers countrywide. Students must register for examinations as stipulated in paragraph 3 above.
- 3.3 **Re-marking of examination papers (also consult General Regulation G.14)**
After an examination, students may request written feedback about the framework that was used by the examiners during the examination. The departmental heads determine the way in which feedback is given. A student may apply for re-marking of the examination paper within 3 weeks of the date on which final marks were released. The prescribed fee has to be paid. An examiner, appointed by the head of department concerned, will re-mark the paper.
4. **Reregistration for a module**
If a student failed the examination in a module twice, the student will be de-registered for that module and will have to reregister for the module. A student who reregisters for a module has to pay the fees for that module again, and will

have to resubmit both assignments 1 and 2. Assignment marks obtained previously will not be carried over.

5. Termination of studies

A student, who decides to terminate his or her studies during the course of the academic year, must notify the Unit for Distance Education in writing.

DEGREES AND CERTIFICATES CONFERRED OR AWARDED IN THE FACULTY OF EDUCATION THROUGH DISTANCE EDUCATION

DISTANCE EDUCATION

It is not possible to meet the training needs of teaching staff in South Africa through contact tuition only. Therefore, the Faculty of Education has been offering programmes in a distance education delivery mode for a number of years. To ensure that distance education students can depend on the same quality academic programmes and levels of service quality as contact students, a Unit for Distance Education has been established in the Faculty to manage the distance programmes of the Faculty.

The following honours degree is conferred in the Faculty. This is a paper-based programme-, supported by academic contact sessions and is presented in a distance education mode.

- (a) **Degree**
BEdHons
 - (i) Education Management, Law and Policy

HONOURS DEGREE

DE. 1 Bachelor of Education Honours [BEdHons]

The completion of this degree may provide admission to the master's programmes. Applications are subject to selection.

- (a) **Requirements for admission**
Subject to the stipulations of General Regulations G1.3 and G.62, a candidate can be admitted if he/she holds one of the following qualifications:
 - (i) A bachelor's degree and a teacher's diploma (eg. BA + HED);
 - (ii) A four-year composite degree in Education [eg. BA (Ed)];
 - (iii) an M+4 teacher's diploma or an M+3 teacher's diploma and a Further Diploma in Education (FDE) or an Advanced Certificate in Education (ACE);
 - (iv) another academic qualification (i.e. in Occupational Therapy or Educational Psychology) considered by the Dean to be sufficient for admission to a specific programme. (In this case, the qualification will not be recognised for teaching purposes.)
- (b) **Duration**
The programme extends over a period of at least 24 months. The programme must be completed within five years.
- (c) **Examinations**
Examinations take place twice a year (during April and October) at examination centers countrywide. Students must register for examinations as stipulated in regulation 3 on p3.

- (d) **Degree with distinction**
The degree is conferred with distinction on a student who has obtained an average of at least 75%, with a minimum of 70% in each module.
- (e) **Language**
The learning materials are available only in English. Assignments and examination papers may, however, be answered in Afrikaans.
- (f) **Contact sessions**
Students have two contact sessions with lecturers per year. These contact sessions take place over a period of at least three (consecutive) days at the different centres countrywide and provide important learning support opportunities for students. It is the student's own responsibility to arrange for his/her own transport, accommodation and food during contact sessions and examinations.
- (g) **Assignments**
Students must complete and submit at least two assignments per module. These assignments are support mechanisms for students in their studies. Assignments are compulsory and contribute 30% towards the final mark.
- (h) **Re-registration for a module**
Re-registration for a module takes place subject to regulation 5 above. A student in the honours programme may only reregister for a module once. If a student does not pass the module after the second registration, he/she will be de-registered from the whole programme, and will not be allowed to continue his/her studies for this degree at the University of Pretoria. (Also consult General Regulation G.18.)
- (i) **Research project (WEM 733) (09240081)**
A research project is compulsory, and must be prepared according to the requirements of the specific department and submitted for assessment. Both assignments for the project are compulsory. The project will contribute 70% towards the final mark.
- (j) **The following package is presented:**

(k) Education Management, Law and Policy (Code 09240081)

Package coordinator: Dr VP Mahlangu
Tel: 012 4250 5624
Email: vimbi.mahlangu@up.ac.za

Total credits: 120 **NQF Level:** 7

	Cycle 1		Cycle 2		Cycle 3		Cycle 4	
Modules	Number	Cr	Number	Cr	Number	Cr	Number	Cr
Fundamental modules	2	28	1	12				
Core modules			1	16	2	32	2	32
Elective modules								
TOTAL	2	28	2	28	2	32	2	32

MODULES	DESCRIPTION	CODE	Cr
Fundamental modules	Management and leadership in education	LVO 721	16
	Foundation of educational research	NMQ 731	12
	Introduction to quantitative research	NMQ 732	12
Core modules	Human resource management in education	MBR 734	16
	Financial management in education	FBO 734	16
	Education law	OWR 732	16
	Policy studies in education	PSE 733	16
	Values-driven education	WEM 733	16
Elective modules	None		

CONTACT STUDENTS PROGRAMMES

The Yearbook and the Regulations for the under- and postgraduate programmes are published separately.

The following degrees and certificates are conferred or awarded in the Faculty of Education.

UNDERGRADUATE PROGRAMMES

Bachelor of Education [BEd]

- (i) Early Childhood Development and Foundation Phase (09133010)
- (ii) Intermediate Phase (09133020)
- (iii) Senior Phase (09133030)
- (iv) Further Education and Training (General) (09133040)
- (v) Further Education and Training (Economic and Management Sciences) (09133060)
- (vi) Further Education and Training (Human Movement Science and Sport Management) (09133070)
- (vii) Further Education and Training (Natural Sciences) (09133080)

POSTGRADUATE PROGRAMMES

Postgraduate Certificate in Education

- (i) Postgraduate Certificate in Education [PGCE]
 - in:
 - Early Childhood Development and Foundation Phase (09227010)
 - Intermediate Phase (09227020)
 - Senior Phase (09227030)
 - Further Education and Training (General) (09227040)
- (ii) Postgraduate Certificate in Higher Education [PGCHE] (09227050)

Bachelor of Education Honours [BEdHons]

- (i) Assessment and Quality Assurance in Education and Training (09240010)
- (ii) Computer-integrated Education (09240050)
- (iii) Curriculum and Instructional Design and Development (0924020)
- (iv) Education Management, Law and Policy (09240060)

- (v) Educational Psychology (09240090)
- (vi) Learning Support (09240045)
- (vii) Science and Mathematics Education (09240000)

Master of Education [MEd]

- (i) Computer-integrated Education (09250521)
- (ii) Educational Leadership (09250577)
- (iii) Educational Psychology (09250502)
- (iv) Educator Professional Development (09250572)

MEd programmes with dissertation

- (i) Adult and Community Education and Training (09250552)
- (ii) Assessment and Quality Assurance in Education and Training (09250560)
- (iii) Curriculum and Instructional Design and Development (09250540)
- (iv) Education Management, Law and Policy (09250570)
- (v) Learning Support, Guidance and Counselling (09250500)
- (vi) General (09290000)

PhD degree

- (i) Adult and Community Education and Training (09241550)
- (ii) Assessment and Quality Assurance in Education and Training (09261500)
- (iii) Computer-Integrated Education (09261520)
- (iv) Curriculum and Instructional Design and Development (09261560)
- (v) Education Management, Law and Policy (09261530)
- (vi) Educational Psychology (09261361)
- (vii) Learning Support, Guidance and Counselling (09261540)

PhD (Seminar-based)

- (i) Education Policy Studies (09261570)

OTHER REGISTRATIONS

Single modules for non-degree purposes.

Local

- (i) Education Special
- (ii) Education Non-examination purposes

Foreign

- (i) Education Foreign
- (ii) Education Foreign Non-examination purposes
- (iii) Education Foreign Co-operation
- (iv) Education Foreign Exchange

ALPHABETICAL LIST OF MODULES FOR DISTANCE EDUCATION
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= Concurrent registration
 () = Examination admission
 dpw = discussions per week
 GS = combined (final) mark (semester/year mark plus examination mark) of at least 40% - 49%
 hpw = hours per week
 LP = Lecturer's permission
 lpw = lectures per week
 ppw = practicals per week
 spw = seminars per week
 TDH = Permission by head of department
 tpw = tutorials per week

Bachelor of Education Honours [BEdHons]**Education Management, Law and Policy****FBO 734 Financial management in education 734****Academic organisation:** Education Management and Policy Studies**Period of presentation:** Semester 1**Language of tuition:** English**Credits:** 16**Module content:**

Theoretical aspects. Legal frame of reference. Structuring of financial management. Budgeting. Managing finances. Entrepreneurship and project management. Introduction to the economics of education: (national – macro level, provincial – meso level, and institutional {school} – micro level).

LVO 721 Management and leadership in education 721**Academic organisation:** Education Management and Policy Studies**Period of presentation:** Semester 1**Language of tuition:** English**Credits:** 16**Module content:**

Introduction to education management – process and models. Management as function to ensure task execution in schools. Managing the school management areas. Leadership in education. Creating a productive internal school environment.

MBR 734 Human resource management in education 734**Academic organisation:** Education Management and Policy Studies**Period of presentation:** Semester 1**Language of tuition:** English**Credits:** 16**Module content:**

Legal frame of reference. HRM process. Labour law in education. Professionalism (ethics).

NMQ 731 Foundation of educational research 731**Academic organisation:** Education Management and Policy Studies**Period of presentation:** Semester 1**Language of tuition:** English**Credits:** 12**Module content:**

The nature of educational enquiry: contexts of research, science, research ethics, truth,

rationality, subjectivity and objectivity. Quantitative and qualitative modes of enquiry, research designs and data collection techniques. Research processes and planning for research. Research management. Writing a research report.

NMQ 732 Introduction to quantitative research 732

Academic organisation: Education Management and Policy Studies

Period of presentation: Semester 1

Language of tuition: English

Credits: 12

Module content:

Statistical techniques in the educational research process. Basic concepts and principles. Survey methodology and questionnaire design. Classification and graphical representation of data. Descriptive measures. Statistical inference. Data-processing procedures. Parametric versus non-parametric tests. Some test statistics.

OWB 781 Research project 781

Academic organisation: Education Management and Policy Studies

Period of presentation: Semester 1

Language of tuition: English

Credits: 12

Module content:

The focus is on how to manage values, human rights and democracy in schools. It is a research and management based course that requires students to undertake a project focused on a topical issue of immediate importance to schools. Students submit a report on the project launched within the school.

OWR 732 Education law 732

Academic organisation: Education Management and Policy Studies

Period of presentation: Semester 1

Language of tuition: English

Credits: 16

Module content:

Foundations of law and education. Human rights in education (a legal perspective). Labour law in education. School governance. School safety. Learner discipline.

PSE 733 Policy studies in education 733

Academic organisation: Education Management and Policy Studies

Period of presentation: Semester 1

Language of tuition: English

Credits: 16

Module content:

What is policy? Globalisation and education policy. Education policy-making in South Africa. The South African policy context. The politics of policy making. Policy implementation.

WEM 733 Values-driven education

Academic organisation: Education Management and Policy Studies

Period of presentation: Semester 1

Language of tuition: English

Credits: 16

Module content:

Theory and practical research on values and human rights (a values perspective). Integration/cohesion, diversity, democracy. Managing values and human resources in education.

Note:

Modules not listed in this publication can be accessed at: <https://www.up.ac.za>

E&OE

GENERAL REGULATIONS

This section contains the General Regulations (G Regulations) that apply to all faculties of the University of Pretoria.

As with other regulations, rules and prescriptions of the University, it is expected of each student to familiarise himself or herself well with these regulations.

Ignorance concerning these regulations will not be accepted as an excuse for any transgression.

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GENERAL REGULATIONS

The regulations for degrees, diplomas and certificates here published are subject to change and may be amended prior to the commencement of the following academic year.

Definition of terms

For the purposes of these General Regulations, and unless interpreted differently from the context,

- (i) the term “module” also includes the following: semester module and year module; and
- (ii) the term “semester mark” includes the mark awarded/achieved in respect of a module of seven weeks’ duration, as it is normally examined at the end of the semester in which it is presented.
- (iii) S = UP Statute
- (iv) JS = Joint Statute of the South African Universities

I. FIRST AND ADVANCED BACHELOR'S DEGREES

G.1 ADMISSION

1. In order to register for a first bachelor's degree at the University a candidate should
 - (a) be in possession of a National Senior Certificate certified by Umalusi;
 - (b) comply with the particular requirements, prescribed in the admission procedures and faculty regulations of the respective faculties and departments, for admission to particular modules and fields of study.
- 2 **Admission requirements for candidates with a National Senior Certificate (NSC)**
 - (a) The minimum statutory requirement to obtain university entrance is a National Senior Certificate (NSC) certified by Umalusi with an achievement rating of **4** (50-59%) in **four** recognised 20-credit subjects from the designated subject list.
Please note that Life Orientation is a 10-credit subject.
 - (b) **To be able to gain access to a Faculty and specific programmes prospective students require the appropriate combinations of recognised NSC subjects as well as certain levels of achievement in the said subjects.** In this regard the determination of an admission point score (APS) is explained and a summary of the faculty specific requirements, i.e. the admission point score (APS) per programme and the specific subjects required per programme and their required level of achievement are provided. Take note that there may be additional subject requirements under “Regulations” in the Regulations publication of each Faculty.

(c) Determination of an Admission Point Score (APS, old M-Score)

The calculation is simple and based on a candidate's achievement in six 20-credit recognised subjects, by using the NSC ratings which is the "1 to 7 scale of achievement". Thus, the highest APS that can be achieved is 42.

Life Orientation is excluded from the calculation determining the APS required for admission per faculty.

Rating code	Rating	Marks %
7	Outstanding achievement	80-100%
6	Meritorious achievement	70-79%
5	Substantial achievement	60-69%
4	Adequate achievement	50-59%
3	Moderate achievement	40-49%
2	Elementary achievement	30-39%
1	Not achieved	0-29%

Preliminary admission is based on the results obtained in the final Grade 11 examination.

Please note: The final Grade 12 results will be the determining factor with regard to admission.

Alternative admission channels: Candidates with an APS lower than required, or without a required subject such as Mathematics, could be considered for admission to a faculty if they meet the additional assessment criteria specified by the University from time to time. Preference will, however, be given to students who comply with the regular admission requirements of the University.

3. A candidate, who does not comply with the requirements in G.1.1(a) above, may also be considered for admission, provided that the candidate
 - (a) is in possession of a certificate deemed by the University to be equivalent to any of the certificates mentioned in G.1.1(a); or
 - (b) is a graduate from another tertiary institution or has been granted the status of a graduate of such an institution; or
 - (c) passes an admissions examination prescribed by the University from time to time.
4. Senate may limit the number of students allowed to register for a field of study, in which case the dean concerned may, at his or her own discretion, select from the students who qualify for registration those who may be admitted.
5. Subject to other faculty regulations and the stipulations of G.1.3 and G.62, a candidate is admitted to a postgraduate bachelor's degree only if he or she is already in possession of a recognised bachelor's degree.

G.2 REGISTRATION

1. (S.58) A student registers at the University at the time and in a manner determined by the Council from time to time. By virtue of such registration, the student subjects himself or herself to the rules of the University.
2. Registration takes place in accordance with the regulations applicable to the particular degree for which the student registers, and on condition that compliance with the requirements of that degree is the student's responsibility.
3. Subject to exceptions approved by the dean concerned, a student may register for a module only if the official class timetable allows the student to attend all the classes and if there are no test or examination timetable clashes: Provided that this does not apply to students who register for distance education.
4. Subject to exceptions approved by the dean in consultation with the head of the department concerned, a student is not permitted to register for a module later than 15 days after lectures in that quarter or semester have commenced.
5. Closing dates for the amendments to or cancellation of modules (year, semester and quarterly modules) are published annually in the University's calendar. If the change or cancellation is done before or on the relevant closing dates, the module will not appear on the student's academic record. After the closing dates for amendment to the selection of modules and fields of study, changes may be made only on the recommendation of the head of the department and with the approval of the dean. In this case any module that has been cancelled will be reflected on the student's full academic record.
6. Registration for a module taken for non-degree or non-diploma purposes may take place only with the approval of the dean.
7. After registration, a student is obliged to pay the fees due on or before the date stipulated by the Council; and a student who cancels his or her registration, is not entitled to any refund and remains liable for the full amount.

G.3 RENEWAL OF REGISTRATION

1. Students of the University are registered for one year of study, or for a shorter period determined in general or in specific cases by the Council. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by the Council from time to time.
2. Re-registration is permitted only
 - (a) in the case of full-time students, if the student has passed at least the equivalent of four semester modules in a particular year of study, and, in the case of after-hours students, distance education students and students who follow an approved extended study programme, if they have passed at least the equivalent of two semester modules – on condition that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted;
 - (b) in the case of full-time students, if the student completes the degree for which he or she is still registered within the prescribed minimum period plus two years and, in the case of after-hours students, distance

education students and students who follow an approved extended study programme, if such students still complete their studies within the prescribed minimum period plus three years: provided that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted.

3. A student who does not comply with the requirements in G.3.2 and who seeks readmission to the faculty may submit a written request to the dean that his or her application for readmission to the faculty be considered in terms of the set procedure.
4. Regulation G.3.2 applies with the necessary changes, to students from other tertiary institutions who register at the University.

G.4 TERMINATION OF REGISTRATION

A dean may, on the recommendation of a particular faculty committee, cancel the registration of a student or the registration for a module during an academic year, if the student fails to comply with the minimum requirements determined by the faculty board with regard to tests, examinations or any other work – on condition that a student may request that the dean reconsider the decision in terms of the set procedures.

G.5 APPLICATION OF OLD AND NEW REGULATIONS

1. Should a regulation, according to which a curriculum has been compiled, be amended, a student who has started his or her curriculum under the old regulation and who has not interrupted his or her study, may complete such a curriculum in accordance with the old regulation – on condition that a faculty board may formulate special transitional requirements in order to enable that student to complete his study in accordance with the new regulation.
2. A student who has been registered for a degree programme and
 - (a) who has failed to renew his or her registration for such a degree programme in the ensuing calendar year; or
 - (b) who has failed a year of study; or
 - (c) who has not complied with the prescribed requirements for progress in accordance with faculty regulations,
 is deemed to have interrupted his or her study and forfeits the right to continue studies under the old regulation.
 In exceptional cases, a dean may grant such a student permission to continue his or her study in terms of such stipulations as the dean may determine.

G.6 CONCURRENT REGISTRATION FOR TWO FIELDS OF STUDY

With the permission of the dean/deans concerned, a student may register for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, simultaneously, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean/deans may prescribe on the condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean/deans concerned if the student does not perform satisfactorily.

G.7 MINIMUM STUDY PERIODS AND REQUIREMENTS FOR BACHELOR'S DEGREES

(J.S.16) A bachelor's degree is conferred on a student only if he or she complies with the minimum period of study and other requirements as stipulated in the Joint Statute and the regulations of the University pertaining to the acquisition of that degree.

G.8 RECOGNITION OF MODULES PASSED AT THIS UNIVERSITY

1. (J.S.16) Modules may be recognised for degree purposes only if the date of the student's National Senior Certificate, certified by Umalusi, as specified in G.1.1, becomes effective before 2 April of the academic year in which such a module was completed.
2. If a student wishes to continue his or her study after an interruption, the dean, on the recommendation of the head of the department, may require either that such a student should repeat certain modules already passed or that supplementary work in these modules be undertaken with a view to the continuation of his or her studies.
3. Periods of attendance at and credits for modules which a student obtained at the University and which did not form part of the requirements for a degree already conferred on a student, may be accepted by the dean in consultation with the head of the department concerned, for a bachelor's degree, provided that the student complies with the stipulations in G.8.1 and G.9.4(a).
4. Periods of attendance at and credits for modules which a student acquired at the University and which formed part of the requirements for a degree already conferred on the student, may be accepted by the dean in consultation with the head of the department concerned for a degree in another faculty, or for a second bachelor's degree in the same faculty, provided that there shall be no overlap in the course content of the first degree and the degree in the other faculty or the second degree in the same faculty and furthermore that the student complies with the stipulations in G.9.4(b).

G.9 RECOGNITION OF MODULES/STUDY UNITS PASSED AT OTHER TERTIARY INSTITUTIONS AND THE ADMISSION OF SUCH STUDENTS

1. (J.S.17) A student who was registered at another tertiary institution, must, on application for admission to this University, submit a certificate of conduct from that tertiary institution, as well as a comprehensive official academic record from the tertiary institution concerned and any other documents that may be required by the head of the department or the dean.
2. (J.S.18) Subject to the stipulations of the Joint Statute, the dean may accept periods of attendance as a registered matriculated student at any other tertiary institution approved by Senate for this purpose, as part of the student's attendance record for a bachelor's degree. Subject to the stipulations of G.9.3, the dean may, furthermore, accept certificates of competence in any module issued by another tertiary institution, and may recognise such modules by means of exemption from class attendance and the examination – provided that such a certificate of competence be accepted only with regard to a module which is recognised by the tertiary institution where it was taken for approved study programmes, and on condition that the student complies with the stipulations in G.8.1. The head

of the department concerned may prescribe supplementary requirements if a student wishes to continue with subsequent modules in the subject in question.

3. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred by another tertiary institution, the dean may not accept certificates of competence in any module and may not recognise such modules that form part of the degree already conferred.
4. A bachelor's degree is conferred on a student in terms of subparagraph (2) only if
 - (a) the period of the student's attendance is at least equivalent to the full period that is prescribed for the degree;
 - (b) the student, subject to differently worded requirements approved by Senate on the grounds of previously approved accredited programmes, has attended, at this University, the modules required by the University
 - (i) for a degree for which the period of attendance is three academic years, at least two academic years – on condition that the student has attended at least half the modules prescribed for that degree, as a registered student for that degree;
 - (ii) for a bachelor's degree for which the period of attendance is four academic years, at least during the final two academic years;
 - (iii) for a bachelor's degree for which the period of attendance is four and a half academic years, at least during the final two and a half academic years;
 - (iv) for a bachelor's degree for which the period of attendance is five academic years, at least during the final two academic years;
 - (v) for a bachelor's degree for which the period of attendance is five and a half academic years, at least during the final two and a half academic years;
 - (vi) for a bachelor's degree for which the period of attendance is six academic years, at least during the final three academic years, with the exception of the Bachelor of Arts (Theology) degree, in which case the student must have attended modules at least during the final two academic years.

G.12 ASSESSMENTS (Examinations, tests and essays)

1. Examinations and essays

An examination in a module may be oral and/or written. Essays are prepared and examined as stipulated in faculty regulations.

2. Pass requirements

- 2.1 In order to pass a module, a student must
 - 2.1.1 obtain the minimum examination mark prescribed for that module;
 - 2.1.2 obtain a final mark of at least 50%;
 - 2.1.3 comply with the subminimum in subdivisions of modules, as stipulated in the regulations of the particular faculties.
- 2.2 Each faculty should, by way of faculty regulations, determine the weight that is allocated to the year or semester mark and the examination mark in the calculation of the final mark of the student: Provided that all year modules and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.

- 2.3 Subject to other faculty regulations, a student passes a module with distinction if he or she obtains a final mark of at least 75%.

Note: Distance Education students: A final mark of at least 50% is required to pass a module. The final mark is calculated by using the following three marks: assignment 1 = 10%: assignment 2 = 20% and the examination / project = 70% or the final mark is calculated by using the following three marks: assignment 1 = 20%: assignment 2 = 30% and the examination / project = 50%.

G.13 EXAMINERS

An examination in a module must be conducted by one or more examiner/s who is/are not involved with the instruction of that division of the module that is examined, together with one or more of the lecturers of such a module.

Should this be impracticable as a result of the death, resignation, absence, illness or any other inability of the lecturer concerned, the dean of the faculty in question, in consultation with the head of the department concerned, may make the necessary arrangements.

G.14 PERUSAL AND RE-MARKING OF EXAMINATION SCRIPTS

After conclusion of the examinations departments provide feedback to students concerning the framework used by examiners during examinations, provided that in the case of distance education the dean may make other arrangements to provide feedback to students. The head of the department concerned determines the manner in which feedback is provided. Students may apply for the re-marking of examination scripts after perusal of such scripts and within 14 days after the commencement of the lectures of the ensuing semester, and after payment of the prescribed fee. The examiner will be appointed by the head of the department concerned.

G.15 COMPLIANCE WITH DEGREE REQUIREMENTS AND DEGREE PRIVILEGES

With the exception of an honorary degree, a degree will be conferred on a student only if the student has complied with all the requirements for the particular degree and has reached the level of competence prescribed for each module that is required for the degree, and on condition that no one is entitled to any privileges pertaining to a degree before the degree has been conferred on him or her at a graduation ceremony.

II. HONOURS DEGREE

G.16 ADMISSION

1. Subject to the stipulations of G.1.3 and G.62, a candidate is admitted to the study for the honours degree only if he or she is in possession of a bachelor's degree.
2. A candidate may be refused admission to an honours degree by the head of the department if he or she does not comply with the level of competence required in the subject as determined by the department – provided that a candidate, who fails to comply with the level of competence required, may be admitted if additional study assignments, as agreed upon, are completed and/or examinations are written.

3. A candidate, who is refused admission to an honours degree, may request that the dean reconsider his or her application for admission in terms of the set procedures.

G.17 REGISTRATION

The stipulations of G.2 apply with the necessary changes.

G.18 RENEWAL OF REGISTRATION

1. The stipulations of G.3.1 apply with the necessary changes.
2. Subject to exceptions approved by the dean, on the recommendation of the head of the department, and in the case of distance education where the dean formulates the stipulations that will apply, a student may not sit for an examination for the honours degree more than twice in the same subject.
3. A student for an honours degree must complete his or her study, in the case of full-time students, within two years and, in the case of after-hours students, within three years of first registering for the degree and, in the case of distance education students, within the period stipulated by the dean. Under special circumstances, the dean, on the recommendation of the head of the department, may give approval for a limited extension of this period.

G.19 TERMINATION OF REGISTRATION

The stipulations of G.4 apply with the necessary changes.

G.20 APPLICATION OF OLD AND NEW REGULATIONS

The stipulations of G.5 apply with the necessary changes.

G.21 CONCURRENT REGISTRATION FOR TWO FIELDS OF STUDY

The stipulations of G.6 apply with the necessary changes.

G.22 MINIMUM STUDY PERIODS AND REQUIREMENTS FOR HONOURS DEGREES

1. (J.S.16) An honours degree is conferred on a student only if the student has complied with the following minimum periods of study:
 - (a) One academic year after the qualification has been obtained by virtue of which admission to the study has been granted.
 - (b) Where an honours degree is followed concurrently with a bachelor's degree, one academic year in addition to the minimum period prescribed for the bachelor's degree in question – provided that in cases of exceptional merit, the University may, in agreement with the Joint Statute, shorten the minimum period of attendance.
2. In addition to the stipulations of G.22.1, an honours degree is conferred on a student only if the student has complied with all the requirements laid down in faculty regulations.

G.23 ACKNOWLEDGEMENT OF MODULES

1. [J.S.18(3)] Subject to the stipulations of G.22.1, G.23.2 and the Joint Statute, a dean may acknowledge modules passed at another tertiary institution or at this University in a department other than that in which the honours study is undertaken for the honours degree – provided that at least half of the required modules for the degree in question are attended and passed at this University.
2. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred, the dean may not acknowledge any modules that form part of the degree already conferred.

G.26 EXAMINATIONS

1. **Examinations and research reports**
 - (a) The examination for an honours degree consists of papers, or papers and a research report, and may be oral and/or written.
 - (b) The nature and extent of the examinations are determined by the dean, on the recommendation of the head of the department.
 - (c) Research reports are prepared and examined according to the procedures laid down in faculty regulations.
 - (d) A written examination for an honours degree takes place during the examination periods announced annually.
 - (e) An oral honours examination may be conducted at a time other than the periods approved for written examinations, provided that this is arranged by the head of the department, in consultation with the dean.
2. **Pass requirements**

The stipulations of G.12.2 apply with the necessary changes.

G.27 EXAMINERS

The stipulations of G.13 apply with the necessary changes.

G.28 RE-MARKING OF EXAMINATION SCRIPTS

The stipulations of G.14 apply with the necessary changes.

G.29 COMPLIANCE WITH DEGREE REQUIREMENTS AND DEGREE PRIVILEGES

The stipulations of G.15 apply with the necessary changes.

V. GRANTING OF GRADUATE STATUS WITH A VIEW TO POSTGRADUATE STUDY

G.54 POLICY ON POSTGRADUATE STUDENT CASES AND THE RECOGNITION OF PRIOR LEARNING

As the University has a finite capacity in most undergraduate fields (its limits have already been reached or those admitted are selected from a large number of applicants), the University's policy on the recognition of prior learning only applies to student cases at postgraduate level (including postgraduate diplomas).

Furthermore, as the University's strategic objective is to be an internationally recognised research-intensive university, admission to postgraduate study by means of the recognition of a prior learning pathway is the exception rather than the rule.

Senate may –

- (a) grant a graduate of another higher education institution (either in the Republic of South Africa or elsewhere) a status at the University that is equivalent to the status the student had at such other higher education institution.
- (b) admit a person, who
 - (i) has passed examinations at another university or institution (either in the Republic of South Africa or elsewhere) which Senate deems equivalent to or of a higher standard than the examinations prescribed for a degree at the University, and which are set as a prerequisite for admission to a particular postgraduate study programme, or for the admission of such a person as a research student; or
 - (ii) in another manner has reached a standard of competence Senate considers adequate for the purposes of postgraduate study or research at the University, as a student for a postgraduate degree, diploma or certificate.

It is expected of the person referred to in paragraph (b)(ii) to demonstrate the same level of applied competence (fundamental knowledge, understanding of organisation or operating environment, application of essential methods, interpretation, conversion and evaluation of text, problem solving and changing context, information gathering, presentation skills) and autonomy of learning (responsibility for own learning, decision-making, evaluation of own or others' performance, manage learning tasks and research leadership) as a student who entered through the regular entrance pathway.

The manner in which a person's standard of competence referred to in subparagraph (b)(ii) is assessed, the type of evidence required and the role-players involved in the process are determined from time to time by each faculty and form the basis for the motivation of each case to Senate.

To ensure the soundness of the procedure referred to above Senate requires an annual report from every faculty on the progress of candidates admitted under this regulation.

VI. DIPLOMAS AND CERTIFICATES

- G.55** Subject to provisions to the contrary in faculty regulations, the General Regulations shall apply with the necessary changes to diplomas and certificates.

GENERAL RULES

The information in this section is only valid for the 2015 academic year.

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

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

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GENERAL RULES

1. **DISCIPLINARY CODE: STUDENTS** (Rules prescribed by the University Council)

PREAMBLE

The University of Pretoria's Disciplinary Code: Students is based on, and informed by, the principles of academic integrity and honesty, as well as appropriate behaviour within the wider institutional context. These principles are at the core of the University's everyday activities and its main reason for existence, namely the academic education and training of students, as well as the fostering of norms and values of excellence in a wider sense. The Code recognises the fact that the safeguarding of the aforementioned principles is an inherent requirement for the preservation of the integrity of the various qualifications awarded by the University. Safeguarding such principles is essential for establishing and maintaining an environment that is conducive to sound academic practices in general, and contribute to shaping individuals who will add value to society.

The Code provides for corrective and punitive measures to be applied in appropriate circumstances. It aims to provide guidance to students to correct behaviour where necessary. Furthermore, the Code promotes the fair and lawful adjudication of disciplinary enquiries and the imposition of appropriate disciplinary measures.

A specific objective of the Code is to, in the interest of both students and the University, initiate and finalise all disciplinary proceedings as speedily as possible without undue delay.

In terms of this Code the University shall implement all reasonable measures to protect the interests of students, staff members, contractors and members of the public, on all its campuses or other premises. The Code also has as its objective the promotion and protection of the interests of the University as an educational institution.

The Code is not intended to be a comprehensive set of rules and regulations that makes provision for every possible objectionable and punishable act by a student, and as such, the rules and regulations below will not be assigned an overly literal or strict interpretation. Consequently, when evaluating the conduct of a student to determine whether such conduct amounts to misconduct, and/or when considering whether the specific conduct of a student is covered by a specific rule or charge, the determining factor shall at all times be the misbehaviour or wrongdoing such a rule or regulation is aimed at.

1.1 **DEFINITION OF MISCONDUCT**

The following acts are categorised as misconduct in terms of this Code:

If a student –

- 1.1.1 contravenes or attempts to contravene any 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 the good name of the University being brought into disrepute or otherwise compromised;
- 1.1.3.2 the maintenance of order and discipline at the University being prejudiced or otherwise compromised;
- 1.1.3.3 the proper course of teaching, research, and/or community service at the University being prejudiced or otherwise compromised;
- 1.1.4 without limiting the generality of paragraphs 1.1.1 to 1.1.3,
 - 1.1.4.1 unlawfully infringes another person's 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. acts in a dishonest manner or attempts to act in a dishonest manner, which includes any form of conduct involving deception, for example theft, unauthorised possession of property, bribery, fraud, forgery or giving false or misleading statements. (These acts do not constitute a closed list of possible transgressions involving dishonesty for purposes of this paragraph);
 - b. intimidates, assaults, attempts to assault any person or engages in fighting;
 - c. makes any misrepresentation with regard to any administrative process, which includes but is not limited to the following: misrepresentations regarding academic and other records, including degree and diploma certificates and other documents; misrepresentations regarding illness; misrepresentations made to persuade or attempt to persuade the University to administratively act in a way that the University would not or probably would not have acted in the absence of such misrepresentation;
 - d. forges a document (which includes but is not limited to generating a false document and/or presenting it as a legitimate document, changing an existing document *inter alia* by including false or misleading information, or forging another person's signature on any document);
 - e. presents a forged document, *inter alia*, as described in paragraph 1.1.4.4 (d) with the aim to mislead; and/or
 - f. plagiarises by stating, or implying, original authorship of someone else's written or creative

- work (words, images, ideas, opinions, discoveries, artwork, music, recordings, computer-generated work), and/or by incorporating such work or material, in whole or in part, into his or her own work without properly acknowledging or citing the source;
- 1.1.4.5 uses property of the University or under the University's control unlawfully or without permission, or damages such property in a manner that may give rise to liability for damages;
 - 1.1.4.6 enters or occupies or attempts to enter or occupy any University or University-controlled premises or building or part thereof without permission;
 - 1.1.4.7 conducts himself or herself in an indecent or improper manner on University or University-controlled premises or at a University-related function or activity at any location or in circumstances where he or she represents or is seen to represent the University, or is otherwise identified as a student of the University;
 - 1.1.4.8 in any manner infringes or attempts to infringe the freedom of movement of a student, contractor or staff member of the University or a member of the public who is present on University or University- controlled premises or at a University-related function or activity at any location or in circumstances where the student who causes such infringement represents or may be seen to represent the University;
 - 1.1.4.9 conducts himself or herself in an insulting, indecent or improper manner towards a student, contractor or staff member of the University or a member of the public who is present on University or University-controlled premises or at a University function or activity at any location or in circumstances where the student who conducts him- or herself in the aforementioned manner represents or may be seen to represent the University;
 - 1.1.4.10 in contravention of the provisions of South African law or a rule of the University, unlawfully possesses, distributes, buys, sells, uses, and/or is under the influence of a dependency-inducing substance (such as alcohol or drugs, including but not limited to any drug as defined in section 1 of the Drugs and Drug Trafficking Act, Act No 140 of 1992 or any act that amends or replaces it) while present on University or University-controlled premises or at a University-related function or activity at any location or in circumstances where he or she represents or is seen to represent the University, or is otherwise identified as a student of the University;
 - 1.1.4.11 accepts or attempts to obtain any benefit or information or access to information in an inappropriate manner, which may place any student in an advantageous position academically in relation to other students in any manner whatsoever;

- 1.1.4.12 intentionally or negligently provides false or incorrect information, and such action is to the detriment or potential detriment of the University; and/or
- 1.1.4.13 assists or encourages another student to commit an act which constitutes misconduct.

1.2 PROCEDURE IN CASE OF MISCONDUCT

1.2.1 General

- 1.2.1.1 In the event of an alleged transgression of this Code a charge of misconduct shall be laid with the Office of the Registrar.
- 1.2.1.2 The Registrar is not obliged, but reserves the right to, at any time inform the parent/s or legal guardian of a student (notwithstanding the student having reached the legal age of majority), of any disciplinary investigation and/or proceedings conducted against the student in a manner which the Registrar deems appropriate under the circumstances.
- 1.2.1.3 If the student is a minor, the student's parent/s or legal guardian will be informed of the proceedings and may attend the proceedings. An agreement entered into with a student who is a minor, will be done with the assistance of his or her parent/s or legal guardian.
- 1.2.1.4 The Registrar may appoint a University staff member (full-time or part time) or a person from outside the University with appropriate legal qualifications, who may act as an initiator in proceedings before the Disciplinary Committee (Students).
- 1.2.1.5 If the Registrar is of the opinion that a formal charge of misconduct against a student is warranted, the Registrar may have such a charge formulated.

1.2.2 Expedited informal procedure

- 1.2.2.1 The Registrar may in his or her personal capacity, at his or her discretion, investigate a complaint, finalise the matter and impose a penalty by agreement with an alleged transgressor, in an expedited manner, or refer a charge of misconduct for investigation.
- 1.2.2.2 The Registrar may impose a penalty as is provided for in paragraph 1.3.1.2 and summarily dispose of the matter. In the event that any other penalty provided for in paragraph 1.3 is agreed upon, the agreement between the Registrar and the student must be confirmed by the Disciplinary Committee (Students).

1.2.3 Temporary suspension or removal of a student from University-controlled premises or a residence pending a disciplinary procedure

- 1.2.3.1 The Registrar may, at his or her discretion, if there are reasonable grounds for suspecting that a student has committed serious misconduct, or in any other appropriate circumstances, temporarily suspend a

student from a residence or deny a student access to any or all University-controlled premises pending the results of a disciplinary investigation.

- 1.2.3.2 The Registrar is entitled to act in the manner set out above if he or she is of the opinion that it is reasonably necessary in order to protect the interests of the student involved, other students, contractors, staff members, members of the public and/or the University.
- 1.2.3.3 The student shall be entitled to make verbal representations to the Registrar should he or she be of the opinion that the grounds referred to in paragraph 1.2.3.1 above do not exist or do not justify his or her temporary suspension, or that compelling additional circumstances exist that should be considered.
- 1.2.3.4 The Registrar shall consider the aforementioned representations and exercise his or her discretion in a fair and just manner, taking into account all the relevant circumstances.

1.2.4 **Formal plea and penalty procedure**

- 1.2.4.1 In the event that a charge or charges have been formulated against a student, and the student –
 - a. freely and voluntarily admits the charge/s against him or her;
 - b. has been given the opportunity to make representations to the Registrar on the appropriate disciplinary measures and relevant aspects; and
 - c. has freely and voluntarily entered into a plea and penalty agreement with the University;
 the Registrar may take disciplinary steps against the student in accordance with paragraph 1.3.
- 1.2.4.2 The charge, admission of guilt and disciplinary measures imposed shall be noted and recorded by the Chairperson of the Disciplinary Committee (Students), in the presence of the student, or the student and/or his or her parent/s or legal guardian, or the student and/or his or her qualified and practising legal representative. A judge from the Constitutional Tribunal may attend the proceedings as an observer as envisaged in paragraph 1.4.4.
- 1.2.4.3 The Chairperson of the Disciplinary Committee (Students) may, should it at any time before the student is found guilty appear that the student wishes to revisit his or her decision regarding the plea and penalty agreement or wishes to make further representations, remit the matter to the Registrar for further consideration.
- 1.2.4.4 The Chairperson of the Disciplinary Committee (Students) may, if appropriate, remand the matter for purposes of a formal disciplinary proceeding and/or formal submissions in mitigation and aggravation on behalf of the student and the University respectively. The matter shall then be reconvened and an initiator appointed in accordance with paragraph 1.2.1.4.

1.2.5 **Formal disciplinary procedure**

- 1.2.5.1 If charges against a student have been formulated as envisaged in paragraph 1.2.1.5 and the student denies the charge/s against him or her, the Registrar may convene a disciplinary investigation by the Disciplinary Committee (Students). The Committee will determine whether the student is guilty of the alleged misconduct and decide on disciplinary measures in accordance with this Code.
- 1.2.5.2 The written charge shall be compiled and delivered to the student concerned. In the document the student shall be summoned to appear at the specific date, time and venue stated in the document in order to answer to the charge.
- 1.2.5.3 A student shall be entitled to be accompanied by his or her parent/s or legal guardian and/or qualified and practising legal representative during the disciplinary proceedings. The Chairperson of the Disciplinary Committee (Students) may give permission to a third party other than the parent/s or guardian of the student to assist the student. This third party will be allowed to provide general support to the student, but shall not act as a legal representative.
- 1.2.5.4 Should the student decide to retain the services of a qualified and practising legal representative, such services shall be retained entirely at his or her discretion and at his or her own expense. The name and contact details of such legal representative must be submitted to the Registrar prior to the date of the disciplinary proceedings. Neither the University nor the student shall, during the course of a disciplinary proceeding, have any claim against each other pertaining to the costs incurred by a party in respect of legal representation.
- 1.2.5.5 The procedure followed during any particular disciplinary proceeding shall be determined by the Chairperson of the Disciplinary Committee (Students), taking into account the rules of fair administrative justice. The aforementioned proceedings shall include that the student –
- a. is provided with sufficient details of the charge/s against him or her;
 - b. is afforded reasonable time to prepare for the proceedings;
 - c. does not have to incriminate himself or herself;
 - d. is asked whether he or she understands the charge/s and is requested to enter a plea of guilty or not guilty to the charge/s;
 - e. is permitted to call witnesses to give evidence in his or her favour;
 - f. is allowed to cross-examine anyone who gives evidence against him or her;

- g. is allowed to present his or her case to the Disciplinary Committee (Students);
 - h. is allowed to address the Disciplinary Committee (Students) on any relevant aspect;
 - i. is allowed to present mitigating circumstances if found guilty of any charge/s against him/her;
 - j. is entitled to be informed of any further internal processes (any possible appeal), which he or she may pursue and the possible consequences or results of such processes; and
 - k. is upon request, provided with written reasons for any decision made by the Disciplinary Committee (Students).
- 1.2.5.6 The Disciplinary Committee (Students) shall keep minutes of the proceedings or ensure that such minutes are kept in a manner that it deems appropriate.
- 1.2.5.7 If so requested in writing by a student who has been found guilty of any charge, the Disciplinary Committee (Students) must furnish written reasons for its decision and/or disciplinary measures imposed within a reasonable period after such request has been made. After submission of the mentioned written reasons, the Disciplinary Committee (Students) will have fulfilled its function.

1.3 PENALTIES

- 1.3.1 Upon finding a student guilty of misconduct and having heard evidence in mitigation, the Chairperson may impose any one of, or a combination of the following penalties:
- 1.3.1.1 reprimand the student;
 - 1.3.1.2 temporarily or permanently deprive the student of any right or privilege associated with his or her registration as a student at the University;
 - 1.3.1.3 impose a fine not exceeding the amount determined from time to time for this purpose by Council, and/or order the student to pay an amount which amounts to the actual damage caused by the student and/or to reimburse any other party for damages suffered;
 - 1.3.1.4 compel the student to perform community service within the University for a specified number of hours as are deemed to be reasonable given the nature and seriousness of the transgression and the evidence presented to the Committee;
 - 1.3.1.5 deny the student the right or privilege to register for a particular module, or revoke a credit obtained in a module;
 - 1.3.1.6 suspend the student's registration for a specified period;
 - 1.3.1.7 permanently expel a student from the University;
 - 1.3.1.8 deny the student the privilege of re-registering as a student at the University; and/or
 - 1.3.1.9 suspend the awarding of any degree, qualification and/or other award pending the finalisation of any disciplinary proceeding or the expiry of any suspended penalty, or

- receipt of payment, or compliance with any disciplinary measure or penalty;
- 1.3.2 The Chairperson may suspend any of the above penalties wholly or in part on condition that the student adheres to or complies with any measure imposed, which is designed to correct behaviour, educate students and/or act as incentive to modify behaviour.
- 1.3.3 If an appeal against a decision of the Disciplinary Committee (Students) is lodged in terms of paragraph 1.5, the Chairperson may, in appropriate circumstances, suspend any disciplinary measure imposed by the Committee pending the result of the appeal.

1.4 DISCIPLINARY COMMITTEE (STUDENTS)

- 1.4.1 The Disciplinary Committee (Students) consists of one member, namely the Chairperson, provided that an additional member may be co-opted as envisaged in paragraph 1.4.2. The Chairperson shall be appointed from the ranks of the following categories of persons:
- 1.4.1.1 a University staff member (full-time or part-time) with a legal qualification, or
- 1.4.1.2 an external person with a legal qualification, appointed by the Vice-Chancellor and Principal, to act as the Chairperson of the disciplinary investigation;
- 1.4.2 The Chairperson of the Disciplinary Committee (Students) may, in cases where the subject matter is of a complicated nature and/or requires specific expertise, or where it may otherwise be desirable, co-opt a second member to the Committee for purposes of adjudication upon a specific matter. In such instances the second member of the Committee must be –
- 1.4.2.1 an academic staff member of the University in the case of academic matters; or
- 1.4.2.2 a staff member of the University, who may be an academic or non-academic staff member, in the case of all other matters;
- and, should any dispute arise as to whether a staff member is an academic or non-academic staff member, the matter shall be decided on by the Chairperson.
- 1.4.3 The staff member referred to in paragraph 1.4.2 shall contribute his or her expertise as is appropriate and be included in all deliberations of the Disciplinary Committee (Students), but shall not have a vote in regard to the finding.
- 1.4.4 The Constitutional Tribunal may appoint a registered student of the University from the ranks of the serving Constitutional Tribunal Judges, as defined in the University of Pretoria Constitution for Student Governance, to act as an observer during the course of any disciplinary proceedings. Such a Constitutional Tribunal Judge must be of good academic standing and be at least at a third-year level of study. The Constitutional Tribunal Judge shall make contributions to the proceedings as are appropriate and be included in all deliberations of the Disciplinary Committee (Students), but shall not have a vote in regard to the finding.
- 1.4.5 If there are no appointed Constitutional Tribunal Judges or no appointed judges are available, any disciplinary proceeding may

- lawfully continue without representation from the ranks of the judges of the Constitutional Tribunal.
- 1.4.6 Disciplinary proceedings (which shall include the appeal procedure) are of a strictly confidential nature and shall be treated as such by all the parties present or otherwise involved with the relevant proceedings. The aforesaid confidentiality obligation shall extend to any documentation utilised or information disclosed. The University reserves the right to obtain a written undertaking of confidentiality from any relevant party.

1.5 APPEAL PROCEDURE

- 1.5.1 A student may appeal against the 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 10 (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 and must indicate clearly whether the appeal is lodged against the finding and penalty or only the penalty.
- 1.5.1.4 On receipt of the Notice of Appeal, a copy thereof shall be submitted to the 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 then arrange for the appeal to be heard as soon as possible by the Appeals Committee of Senate.
- 1.5.1.6 The Appeals Committee of Senate may confirm, alter or set aside the finding and shall be entitled to suspend, increase or reduce any penalty and/or disciplinary measure imposed. Should the Appeals Committee of Senate set aside the finding and/or disciplinary measures imposed by the Disciplinary Committee (Students), or reduce the disciplinary measures imposed on the student, the amount paid by the student in accordance with paragraph 1.5.1.2 above shall be refunded.

- 1.5.1.7 The appeal shall be adjudicated on the basis of the documentation before the Appeals Committee of Senate and no verbal representation on behalf of the student or the University shall be permitted.

1.6 APPEALS COMMITTEE OF SENATE

- 1.6.1 The Appeals Committee of Senate consists of:
 - 1.6.1.1 the Chairperson of Senate or his or her nominee, who may be a University staff member (full-time or part-time) or a person from outside the University, and who shall act as Chairperson of the Committee; and
 - 1.6.1.2 one permanent academic staff member from the Faculty of Law, who must be a professor in the Faculty if the Chairperson is not academically qualified in law; and
 - 1.6.1.3 one other permanent academic staff member from any faculty within the University.
- 1.6.2 With regards to the staff members referred to in paragraphs 1.6.1.2 and 1.6.1.3 above, the proviso is that a staff member, who has served as a member of the Disciplinary Committee (Students) in respect of a certain matter, may not serve as a member of the Appeals Committee of Senate in respect of the same matter.

1.7 GENERAL

- 1.7.1 If a student refuses or fails to attend a disciplinary hearing, the hearing may be continued in his or her absence in a manner which the Disciplinary Committee (Students) deems appropriate, taking into account all the relevant circumstances.
- 1.7.2 If the student elects to retain the services of a legal representative, it is the student's responsibility to ensure that such a representative is reasonably available and present at the proceedings. Should the matter be delayed in an unreasonable manner by a legal representative, the Chairperson may in his or her discretion decide to proceed with the matter in the absence of the legal representative.
- 1.7.3 If a student's misconduct also constitutes a breach of any professional or ethical code of a profession he or she is preparing to enter, the University shall provide this information to such profession upon request by the relevant professional body. The consent of the relevant student shall be obtained in this regard.
- 1.7.4 In the event that a student is found guilty of a transgression of a serious nature which also constitutes a criminal offence, the University is entitled to, and in certain circumstances obliged to, in addition to any internal proceedings instituted, report the matter to the South African Police Service.
- 1.7.5 Any reference to the Registrar of the University in this Code shall, unless specifically stipulated otherwise, include his or her delegated representative authorised to act as such with regard to all aspects set out in the Code.
- 1.7.6 If the Vice-Chancellor and Principal is of the opinion that the circumstances of a specific case warrant it, he or she may perform some or all of the actions performed by the Registrar in terms of the

Disciplinary Code (Students) or, alternatively, he or she may, in accordance with section 68(3) of the Higher Education Act, 101 of 1997, as amended, delegate the authority to perform these functions to another staff member of the University.

- 1.7.7 Nothing in this document shall prohibit the Council of the University from promulgating specific disciplinary codes and procedures for regulating conduct in residences or in other units within the University where it is regarded as necessary by the Council. Such disciplinary codes and procedures, where applicable, shall operate in a concurrent manner with the Disciplinary Code (Students), within the specific framework of jurisdiction afforded to it by the Council.

2. IMPORTANT PROCEDURES, REGULATIONS, RULES AND INSTRUCTIONS

It is required of each student to acquaint him- or herself thoroughly with the provisions of the procedures, regulations, rules and instructions of the University with regard to the matters hereafter.

NB: In the case of contraventions ignorance of the above-mentioned regulations will not be accepted as an excuse.

2.1 SEXUAL AND RACIAL HARASSMENT

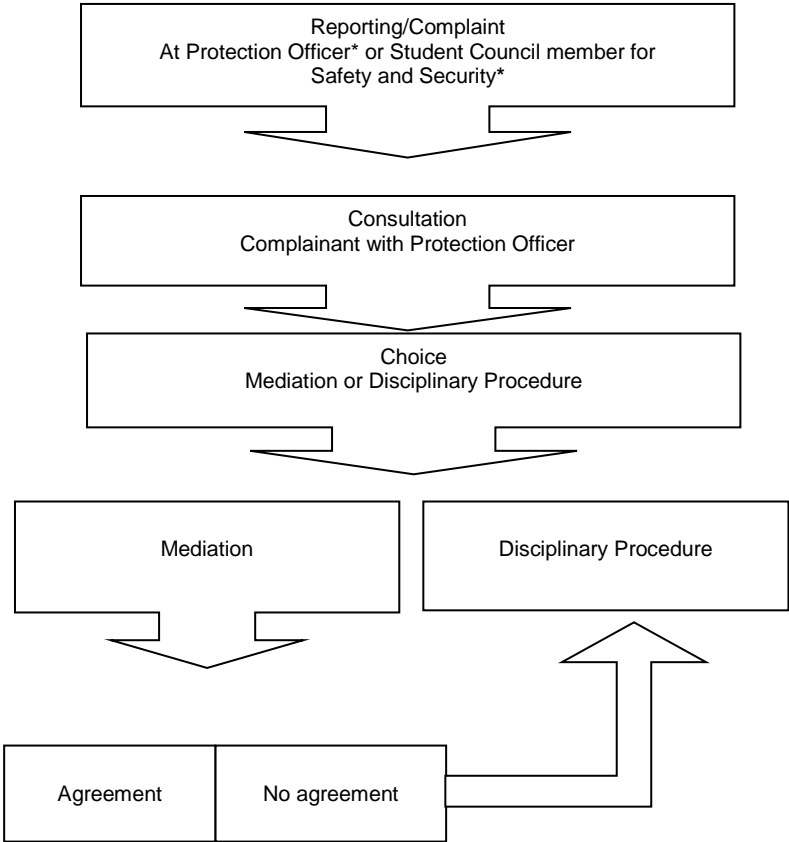
In terms of its Code of conduct on the handling of Sexual harassment and its Policy on Unfair Discrimination on the basis of Race, the University of Pretoria strives towards creating a living and study environment for each of its students that is non-sexist, non-racist and non-discriminatory.

Disciplinary steps can be taken against students who commit acts of sexual harassment and/or unfair discrimination on the basis of race. Upon conviction, such students can be expelled.

Sexual harassment is unwelcome conduct of a sexual nature that violates the rights of a student and constitutes a barrier to equity within the University community, while unfair discrimination on the basis of race impairs a student's right to a non-discriminatory, non-racial study or living environment.

The procedures to be followed by a complainant to report cases of sexual harassment and unfair discrimination on the basis of race are set out the University's policies and can be illustrated as follows:

PROCEDURE IN A CASE OF SEXUAL OR RACIAL HARASSMENT



* Student Council member (Tel: 012 366 9800)
* Protection Officer: Mrs E Gardiner: Legal Services Division (Tel: 012 420 3073)

Access to the Code of conduct on the handling of Sexual harassment is available at web.up.ac.za/sexualharassment. *The names and contact details of members of the Support Panel to whom complaints can be reported are attached to the policy. 24 hour crisis line: Tel (012) 420 2310 or 0800 006 428 (toll free).

The Policy on Unfair Discrimination on the Basis of Race is available at web.up.ac.za/racialharassment.

2.2 EXAMINATIONS, TESTS AND OTHER ACADEMIC ASSIGNMENTS

A. INSTRUCTIONS

1. Students are obliged to identify themselves positively by means of a valid student card when writing a test and/or examination. No access to the test or examination venue will be allowed without a valid student card.
2. No person may pretend to be a registered student and/or write a test and/or examination on behalf of a student.
3. No student may enter the test or examination venue later than half an hour after commencement of a test or examination session. No student may leave the test or examination venue earlier than half an hour after commencement of a test or examination session. In the case of computer-based assessment, a student may not enter the venue after the punctual commencement of the test or examination session.
4. Students must obey all the instructions given by an invigilator immediately and strictly.
5. Students may not bring into the test or examination venue or have in their possession
 - bags
 - handbags
 - pencil cases or bags
 - unauthorised apparatus
 - books
 - electronic means of communication or devices
 - cellular phones (cellular phones should not be used as a substitute for calculators)
 - any piece of paper, no matter how small
 - notes of any nature whatsoever

Mere possession of any of the aforementioned, irrespective of whether the student acted intentionally or negligently or innocently, is regarded as a serious transgression of the rules and subsequently as serious academic misconduct. It remains the student's responsibility to double-check, prior to the commencement of a test or examination, that none of the aforementioned items are in his/her possession.
6. Students are responsible for providing their own teaching materials, apparatus and stationery in accordance with the requirements and specifications or instructions set by the lecturer concerned. Mutual exchange of such items will not be allowed.
7. Wearing of caps or hats during examinations and tests is prohibited.
8. It is important that the surname, full names and signature of the student are provided in the relevant space on the test or examination answer script. If so preferred by the student, this information may be treated as confidential by folding and sealing the top portion of the examination or test answer script. The covered portion may only be opened by the examiner if the student number is incorrect or illegible. All scripts must be completed in ink. Scripts completed in pencil will not be marked and the writer (student) will not qualify for an additional evaluation opportunity (test/examination).
9. Once the invigilator has announced the commencement of the test or examination, all conversation or any other form of communication between students must cease. During the course of the test or

examination no communication of any nature whatsoever may take place between students.

10. No student may assist or attempt to assist another student, or obtain help, or attempt to obtain help from another student during a test or examination.
11. Students may not act in a dishonest way with regard to any test or examination assessment, as well as with regard to the completion and/or submission of any other academic task or assignment. Dishonest conduct includes, but is not limited to
 - plagiarism (using the work of others as though it is your own without acknowledging the source);
 - the submission of work by a student with a view to assessment when the work in question is that of someone else either in full or in part, or where it is the result of collusion between the student and another person or persons. The exception is group work as determined by the lecturer concerned.
12. Writing on any paper other than that provided for test or examination purposes is strictly prohibited. Students may also not write on the test or examination paper, except in the case of fill-in and multiple-choice question papers.
13. Rough work should be done in the test or examination answer script and then crossed out. No pages may be removed from the test or examination answer script.
14. Smoking is not permitted in the test or examination venue, and students will also not be permitted to leave the venue during the test or examination for this purpose.
15. Only in exceptional circumstances will a student be given permission to leave the test or examination venue temporarily, and then only under the supervision of an invigilator.
16. Students may not take used or unused answer scripts from the test or examination venue.
17. As soon as the invigilator announces during a test or examination that the time has expired, students should stop writing immediately. In the case of computer-based assessment students are automatically stopped from working on the computer when the login time expires.

Please note:

Students should take note that, if found guilty of academic misconduct or non-compliance with these rules, a student could, among other penalties, forfeit his/her credits for a module and/or be suspended from the University for a period that could range from one year to permanent suspension. Such a student's record will be blocked for the period of suspension and he/she will not be entitled to a certificate of good conduct from the University during this period. Students should also take note that, if found guilty of academic misconduct, it may negatively influence their admission to other universities and/or registration with professional councils. Academic misconduct is indicated in all certificates of conduct provided to students by the University.

B. NON-COMPLIANCE WITH RULES AND REGULATIONS

1. A student's non-compliance with the rules and regulations of the University may constitute misconduct and will be dealt with in terms of the Disciplinary Code: Students.
2. A student's non-fulfilment of his or her financial obligations towards the University does not constitute misconduct as intended in the disciplinary code and procedures of the University. However, the University reserves the right to:
 - (a) levy interest on unpaid amounts at an interest rate equal to that of the prime rate of the University's bankers as of 1 February of the year concerned, and to hold the student responsible for such amounts;
 - (b) withhold a student's final marks;
 - (c) refuse registration for a following term;
 - (d) deny admission to examinations;
 - (e) deny admission to lectures/practical sessions;
 - (f) deny the student a certificate of conduct;
 - (g) withhold a student's academic record;
 - (h) withhold a student's degree/diploma certificate;
 - (i) deny the student admission to accommodation in a residence;
 - (j) deny him/her access to meals in a residence;
 - (k) terminate the student's accommodation in a residence;
 - (l) have the debt listed with a credit bureau; or
 - (m) hand the account over to the University of Pretoria's attorneys or debt collectors in order to collect the outstanding fees, in which case the student will be liable for the costs incurred.

Note: Non-compliance with a student's financial obligations does not deprive the student of his/her right to perusal of examination scripts in terms of General Regulation G14.

C. REGISTRATION FOR EXAMINATIONS

At the beginning of the year, a student indicates on his or her registration form in which modules he or she will be writing examinations. If, however, the student later decides not to write an examination in a module(s), he or she must inform the Student Administration of the faculty concerned accordingly.

D. ADMISSION TO EXAMINATIONS

1. A student is admitted to an examination in a module only if he or she has prepared him- or herself satisfactorily through the proper execution of the work, and subject to other faculty stipulations has obtained a semester/year mark of at least 40%, provided that for all first-semester modules at the 100-level a student must obtain a semester mark of at least 30% in order to be admitted to the examination in the module in question.
2. In the calculation of the year mark, performance in tests and the satisfactory execution of assignments (tasks) are taken into consideration.
3. It is therefore essential that a student attends classes regularly, writes all tests and completes all work assignments. A student who, as a result of unforeseen circumstances, is prevented from attending classes, writing tests or completing assignments on time, should contact the lecturer(s)

concerned without delay in order to make alternative arrangements. Neglect to do so could result in admission to the examination being denied.

4. In the event of illness, a valid and acceptable medical certificate must be submitted to the Student Administration concerned, in addition to making arrangements with the lecturer(s) concerned.
5. The names of students who have not been admitted to examinations are announced by the various departments on the last day of lecturing by means of name lists placed on the departmental notice boards. Students must personally ascertain whether or not they have been admitted to an examination in a particular module.

E. ANNOUNCEMENT OF EXAMINATION RESULTS

Examination results will be made available in the following manner:

- MTN telephone number 083 123 111
- Departmental notice boards
- Results can also be received via SMS by typing in UP (space) STUDENT NUMBER (8 DIGITS) (space) JUN or NOV and sending it to 35606
- Results can be viewed on Student Self Service at <https://www.up.ac.za/portal>.

F. RE-MARKING OF EXAMINATION SCRIPTS

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

- (a) A written application for re-marking of an examination script must be submitted within 14 calendar days after the commencement of the ensuing semester at the office of the Head of Student Administration.
- (b) The mark(s) awarded after re-marking will be the final result(s), even if it is lower than the original mark(s).
- (c) The fee for re-marking **each individual script** is R330. The fees for re-marking of modules consisting of papers one and two are therefore R660. The money should be paid at the cashiers at the Client Service Centre before the application will be considered.
- (d) Should the re-marking result in a pass mark, the student concerned may be refunded the appropriate amount.
- (e) Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of re-marking.
- (f) Re-marking results will be made known as soon as possible.

G. TEST INSTRUCTIONS

The examination instructions described in paragraph 2.2.A. 1–17 apply with the necessary changes to tests and practicals.

H. CONDUCTING OF EXAMINATIONS AND TESTS ON SATURDAYS

Due to its extensive test and examination programmes, the University is compelled to conduct some tests and examinations on Saturdays. It is therefore not practicable to accede to requests for special tests and examinations that are exclusively intended to substitute programmes scheduled for Saturdays.

I. LECTURES AND TESTS

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

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

- (a) from the Wednesday of Rag Week until the first Tuesday after Rag Week;
- (b) on Spring Day and the day thereafter; and
- (c) on the Saturday on which an intervarsity takes place.

2.3 THE USE OF UP COMPUTER FACILITIES

The University's computer facilities are used subject to the Code of Conduct for Users of the Student Computing Environment. Conduct in contravention with the code, will be dealt with in accordance with the provisions thereof. The code can be viewed at www.up.ac.za/services/it/documentation/docs/ITS1208.pdf. All users of the Student Computing Labs must read and agree to the Code of Conduct prior to the use of the computer facilities. A hard copy of the Code can be obtained on request at any of the computer laboratories.

2.4 ORIENTATION

In terms of the policy determined by the University Council, no form of initiation of first-year students or any other students is permitted. A welcoming programme, which is concluded on the evening before lectures officially commence, is presented with the approval of the University Management.

2.5 RESIDENCES

Matters concerning University-controlled residences are described fully in the TuksRes Guide, which is available at the Department of Residence Affairs and Accommodation. Residence students are subjected to the applicable rules and regulation pertaining residences.

2.6 UNIVERSITY GROUNDS AND BUILDINGS

1. The University reserves the right to deny persons and organisations access to its grounds and buildings.
2. Admission to the premises of the University is under all circumstances subject to the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985.
3. Persons who enter and park on the premises of the University do so at their own risk. Therefore, the University does not accept liability for any accident or damage suffered by a person as a result of the use of the grounds or buildings of the University.
4. The use of the grounds and buildings of the University is subject to the policy and procedural provisions determined by the University Council.
5. Climbing University buildings, accessing roofs of these buildings without permission or any other related unauthorised act is prohibited.
6. Unless the Traffic Regulations expressly determine otherwise, the traffic rules applicable to public roads contained in the Road Traffic Act, Act 29 of 1989, as amended, also apply to the premises of the University. **The Complete Traffic Regulations document appears elsewhere in this publication.**

2.7 THE USE OF STUDENT CARDS

Each student is responsible for the safekeeping of his/her student card. A student card may only be used by the registered student to whom the card was issued. A student card may not be abused and care should be taken by the

card holder that the card is not used in such a way that it may pose a security risk to the University, i.e. by lending, sharing or giving it to someone else. Should a student no longer be a registered student at the University of Pretoria, the student card issued to that particular student may no longer be used for any purpose whatsoever.

2.8 OCCUPATIONAL HEALTH AND SAFETY

All staff members and students of the University must at all times comply with the provisions regarding occupational health and safety as set out in the Occupational Health and Safety Act, Act 85 of 1993, including all rules and work proceedings as set out by the University in the interest of health and safety.

2.9 SPORTS MEETINGS – CODE OF CONDUCT FOR STUDENT SPECTATORS DURING SPORTS MEETINGS

1. General premise

The general premise is that the behaviour of the students of the University of Pretoria shall at all times, i.e. also at any sports meeting – **including Intervarsity** – be such that the image and good name of the University is not prejudiced. In this regard, an intervarsity is not considered to be an extension of Rag, but an event in its own right with a long and proud tradition.

2. All sports meetings

- (a) A student's behaviour shall not be of such a nature that it disrupts or in any way detrimentally affects the normal course of the sports activity in question.
- (b) No spectators shall without authorisation set foot on the playing field regardless of whether the particular sports activity is in progress.
- (c) Alcohol abuse is strictly prohibited. No glass bottles and/or cans are allowed in the stadiums.
- (d) No dangerous objects or weapons as stated in paragraph 2.12 below are allowed into the stadiums.
- (e) A spectator shall subject him- or herself to the authority of the person appointed by the University or TuksSport to maintain order and shall abide by any reasonable arrangement made by such a person with a view to the discipline of the spectators.
- (f) Indecent behaviour and foul language are forbidden.

2.10 OFFICIAL TOURS

- (a) The rules regarding official tours undertaken by students of the University of Pretoria regulate the organisation, approval and effective control of official tours, excursions or trips beyond the borders of Pretoria that are organised by the students themselves, employees of the University of Pretoria or a University organisation, and to which the name of the University of Pretoria is linked.
- (b) Official tours can be divided into three categories, namely academic tours, student tours and sports tours.
- (c) The University authorities reserve the right to take disciplinary action in terms of the rules and regulations of the University against tour chaperons and/or tour managements and/or tour members during or after a tour.
(These regulations are available on request at the offices of the SRC.)

2.11 FIRING OF ROCKETS AND EXPLOSIVES

The use and/or firing of any fireworks, rockets or explosives, of whatever nature, is not only a contravention of the rules of the University, but can also constitute a criminal offence. Contraventions of this nature normally lead to the suspension of the student concerned.

2.12 CARRYING AND STORAGE OF FIREARMS AND DANGEROUS WEAPONS OR OBJECTS

A person is guilty of misconduct if he or she stores on the premises of the University, possesses or controls, a firearm, explosives, explosive device or any other dangerous or potentially dangerous weapon or object without the express prior consent of the Director: Security Services or his authorised representative. The concepts "firearm", "explosive", "explosive device" and "dangerous weapon" bear the meaning that they are accorded in the relevant statutory provisions. A dangerous or potentially dangerous weapon or object includes but is not limited to a potato gun and/or a paintball gun.

2.13 CODE OF CONDUCT: MEETINGS

A. POINTS OF DEPARTURE

The University of Pretoria is a reflection of the society it functions in and is therefore subject to the processes affecting it. These processes may cause differences of opinion and inherent tensions. In accordance with the Constitution of the Republic of South Africa, it is the University of Pretoria's mission to foster a culture of freedom of speech and free expressions of opinion on campus. This mission however, can only be brought to fruition in an environment where all parties practice this right while simultaneously accepting the accompanying responsibilities. Staff members and students have the right to express their disagreement or satisfaction with particular views or actions but on specific conditions. The conditions include:

- a sensitivity for the rights of others
- respect for political, cultural and religious differences
- tolerance of opposing opinions.

Free speech should also honour individual privacy, dignity and personal choice. Commitment to this regulation implies that students and staff members accept these responsibilities and that they conform to them.

B. AIM

To agree on the details of a code of conduct with a view to ensuring the continued and responsible exercising of freedom of speech and expression of opinion during meetings.

C. DEFINITIONS

1. Speakers

Persons from within or outside the University, irrespective of their political or other affiliations, who are invited to address staff members, students and the general public on University premises or to participate in any prearranged function or action.

2. Convener

2.1 In the case of invitations to participate in organised student activities, irrespective of whether the meeting was scheduled in advance, the

- convener is the **SRC** and/or the student body which issued the invitation.
- 2.2 In the case of invitations to participate in meetings or programmes that do not form part of student activities, the convener is the person and/or the organisation who issued the invitation.
3. **During the proceedings**
- 3.1 The official proceedings is the period that follows on the announcement by the chairperson or convener of the meeting of the commencement of the proceedings, or his or her attempts to make such an announcement, and lasts until the chairperson or convener announces that the proceedings have ended. For this purpose the customary time allowed for questions is considered to be part of the official proceedings.
- 3.2 For the purposes of this code of conduct the concept “during the meeting or a gathering” has a corresponding meaning.
4. **Protest**
Protest as intended in paragraph E of this code of conduct and which is made in the prescribed manner during the proceedings, or at some other appropriate time, in terms of the organiser’s rules of procedure.
5. **Unauthorised protest**
Protest which does not conform to the definition and other rules of procedure contained in this code of conduct.
6. **Applicant**
A staff member or a student of the University, or an organisation affiliated with the SRC, who applies to the organisers for the protest.
7. **SRC**
The **Students’ Representative Council** of the University of Pretoria as elected and constituted in terms of the Constitution of the SRC and the Students’ Senate.
8. **University authority**
The Rectorate or any other organ or division of the University, including, where applicable, an authorised staff member of the University.
9. **Invitations**
- 9.1 In accordance with a particular situation, all invitations to speakers are issued by the convener after consultation with the University authorities.
- 9.2 Notwithstanding any provision in this code, the Rectorate can, if it is of the opinion that a particular meeting will have a detrimental effect on or will endanger the orderly course of teaching and research and the maintenance of order and discipline, either prohibit the issuing of particular invitations or demand that they be withdrawn.
10. **Guests of the University**
For the purposes of this code of conduct speakers are considered to be guests of the University who should always be afforded courtesy and be treated in accordance with the civilised norms and the standards the University attempts to uphold.

D. RESPONSIBILITIES: CONVENERS

1. The convener has the following responsibilities:
 - (a) The safety and wellbeing of speakers from the moment they enter the University premises until they leave the premises after their visit.
 - (b) The control of admission to all meetings, adhering to the policy provisions laid down by the Council in this regard.
 - (c) The provision of information to the chairperson of a meeting to familiarise him or her with his or her obligations in terms of this code of conduct. The chairperson or convener must inform those present adequately beforehand of the content of this code.
 - (d) All reasonable measures and precautions required to ensure the orderly course of the proceedings.
 - (e) The conveners may request that Security Services should render support in the execution of the obligations mentioned in D.1(a), (b) and (d), provided that
 - (i) a written application for support is submitted beforehand to Security Services;
 - (ii) the obligations to be taken over by Security Services are clearly defined and agreed upon in writing; and
 - (iii) Security Services is exclusively responsible for the matters taken over in terms of D.1(e)(ii).
 - (f) The conveners are responsible for collating and making available all information and confirmatory proof regarding the infringement of this code of conduct in any manner, and for submitting the details thereof to the Registrar within three days, provided that Security Services bears the responsibility for the matters taken over in terms of paragraph D.1.(e) (i) – (iii). Measures taken by the conveners for the purposes of fulfilling the obligations mentioned in paragraph D.1(a) – (e) must comply with the policy provisions laid down by the University in regard to the control of admission and the protection of University premises.

E. PROTEST AND OTHER ACTIONS

1. Besides the protest that is permitted in terms of paragraph E.4, all other forms of protest or actions intended to disrupt a meeting, or which have that effect, are not permissible during the proceedings.
2. Subject to the provisions of paragraphs C.1.10 and E.1, it is permissible to display placards, banners and flags, carried by protestors, before or after the proceedings, provided that no placards, banners, flags or slogans may be displayed against University buildings.
3. Subject to the provisions of paragraphs C.1.10 and E.1, it is permissible to shout slogans, sing songs and to utter lyrics before or after the proceedings. (As long as the slogans shouted do not amount to hate speech)
4. It is permissible to register protest during a meeting, provided that the following condition is fulfilled in all respects:
Applicants must give the organisers written notice of their intention to register protest 10 working days before the commencement of a meeting. It is regarded as an essential condition of a proper notice that the written notice be accompanied by the full text of the protest note.

5. The following requirements apply to the protest note mentioned in par. E.4:
 - (i) The protest note must be in the form of a press release and must be read aloud by the applicant as prescribed in paragraphs E.6 and E.7.
 - (ii) The content of the protest note may not be directed at the speaker in his or her personal capacity.
 - (iii) The applicant accepts full responsibility for the content of the protest note and the conveners give permission for its delivery at the applicant's risk.
6. It is within the sole jurisdiction of the conveners to determine the order arrangements for the meeting and everyone present is subject to these arrangements.
7. If an application to protest does not comply with all the requirements set out in paragraphs E.4(a), E.5 and E.9 such a protest shall be considered to be unauthorised and shall not be permitted, provided that if an application to protest does comply with the requirements, the conveners are obliged, subject to the provisions of paragraph E.8, to allow the protest during the proceedings or at some other appropriate time.
8. The maximum time that shall be allowed for protest during a meeting is five minutes, provided that if more than one applicant wants to register protest, the time can be extended to a maximum of 10 minutes and that applicants who represent groups can be given precedence.
9. In the case of protest being registered by more than one person, the conveners of the meeting can, in accordance with the particular circumstances, request the applicants to reduce their notes of protest in order that the protests may be registered and completed within the time limits.

F. APPLICATION

The code of conduct is applicable to

- (a) all staff members of the University, irrespective of whether they have a permanent, part-time or temporary appointment;
- (b) all registered students of the University; and
- (c) groups and organisations of which registered students are members or in whose activities or management registered students participate, irrespective of whether the group or organisation concerned is affiliated to the SRC.

G. INFRINGEMENTS

1. This code of conduct has the status of a regulation and the infringement of any of its provisions is justiciable in terms of the Rules laid down by the Council of the University in accordance with Article 13 of the University of Pretoria, Article 36 of the Higher Education Act (Act No 101 of 1997) as well as the Statute of the University of Pretoria.
2. If an organisation that is affiliated with the SRC infringes any of the provisions of this code of conduct in any manner, or attempts to do so, the SRC can decide to summarily terminate the affiliation of that organisation.

3. Incitement or intimidation of groups or individuals to infringe this code of conduct shall be regarded to be an infringement thereof, and such infringement shall, in accordance with the particular case, be dealt with in terms of paragraphs G.1 and 2.

2.14 PETS ON CAMPUS

No pets are allowed on University grounds, with the following exceptions:

- Guide dogs for blind persons
- Animals that need to be on a specific campus as patients or for research
- Pets owned by personnel who stay in houses belonging to the University or houses on the University campuses on a permanent basis.

2.15 SMOKING POLICY (INCLUDING STAFF AND VISITORS)

With a view to creating a pleasant and healthy working environment and to balancing the interests of smokers and non-smokers, the following smoking policy is laid down:

The following areas are classified as non-smoking areas:

- Any area where a possible fire and/or security risk exists and which has been designated as such.
- Any premises where food is stored, manufactured, prepared, handled, sold or served.
- All indoor areas.

All members of staff and visitors are required to comply with the provisions of this policy. The policy may be revised from time to time in view of possible statutory developments.

2.16 USE OF CELLULAR PHONES AND OTHER RECORDING DEVICES DURING LECTURES AND PRACTICALS

The attention of students is drawn to the fact that cellular phones may not be used at all during lectures and practical sessions and must be switched off. Furthermore, students are prohibited from recording lectures without the permission of the lecturer concerned. However, in the case of students with special needs, prior arrangements should be made to obtain the necessary approval.

2.17 TRAFFIC REGULATIONS (INCLUDING PARKING REGULATIONS)

Traffic and parking regulations of the University of Pretoria.

A. DEFINITION OF TERMS

For purposes of these regulations the following definitions apply:

1. Official road

A gravel or tarred road established by the University on its grounds for the use of motor vehicles/bicycles.

2. Official parking space/area

A space/area intended for parking motor vehicles and bicycles and which is indicated as such. The parking areas on the Hatfield Campus are indicated on the University map as well as on the various University grounds by an H and a number. The South Campus is indicated with an S and a number, Groenkloof with a G and a number and Onderstepoort, the Medical Campus and Mamelodi with a P and a number.

3. **Visitor**
A person who is not a student, contractor or a staff member of the University.
4. **Bicycle shed**
A parking area for motorcycles and bicycles and which is indicated as such by a road sign board.
5. **Authorised official**
A traffic official or other member of the Department of Security Services or the authorised contractor of the University authorised to enforce entrance control or security on the University grounds.
6. **Personnel/Student card**
An identity card issued by the University.
7. **Motorcycle**
Any self-driven or semi self-driven motor vehicle with two wheels with or without a side-car.
8. **Motor vehicle**
Any self-driven or semi self-driven motor vehicle. Any trailer.
9. **Road traffic sign**
Any parking and traffic sign, information sign, danger warning sign, roadway line and marks which are applicable in terms of the Road Traffic Ordinance, provided that the University can use its own measurements, distances and heights with regard to the erection of traffic signs and the marking of roadway lines and marks.
10. **Road Traffic Ordinance**
Art. 93(1) of the National Road Traffic Act (Act 93 of 1996) which is effective in the Republic of South Africa.
11. **Roadworthy**
A licensed vehicle that is roadworthy in accordance with the regulations of the Road Traffic Ordinance.
12. **Parking disc**
A token issued on request by the Client Service Centre of the University to a member of staff or a student. The parking disc must be attached to the windscreen of a vehicle where it must be clearly visible. It may not be transferred to or requested on behalf of anyone else.
13. **A member of staff**
Any member of the University Council or any other person who is permanently or temporarily employed by the University.
14. **Council**
The Council of the University of Pretoria.
15. **Student**
Any full-time, after-hours or part-time student registered at the University.

16. **Contractor**
Any person or company contracted by the University.
17. **University**
The University of Pretoria.
18. **University grounds**
Grounds owned or rented by the University or grounds that are in any manner subject to the control of the University.
19. **Traffic officer**
Any member of staff, called upon by the Director: Security Services, to enforce traffic control for the University.
20. **Sheltered parking**
Any sheltered parking established by the University or for which permission for erection had been granted.
21. **Parking for persons with a disability**
Allocations will be made in accordance to legislation.
 - i) The South African Constitution of 1996. According to the bill of Rights Chapter 2 “everyone is equal (9.1) ...and may not be unfairly discriminated against...on the ground (of) race, gender (or) disability...(9.3). Everyone has inherent dignity and the right to have their dignity respected and protected (1). Everyone has the right to an environment that is not harmful to their health or wellbeing (24)”.
 - ii) The Employment Equity Act of 1998. According to Chapter III “Affirmative action measures implemented by a designated employer must include: (a) measures to identify and eliminate employment barriers, including unfair discrimination, which adversely affect people from designated groups. ... (c) making reasonable accommodation for people from designated groups in order to ensure that they enjoy equal opportunities and are equitably represented in the workforce of a designated employer”.

B. GENERAL INFORMATION

1. The purpose of the traffic and parking regulations of the University is to restrict traffic disturbance and accidents on its premises to a minimum.
2. Although the University attempts to provide parking facilities for students and personnel with the funds and limited space at its disposal, the Council is not obliged to provide these facilities.
3. Admission to the premises of the University and parking on the University grounds take place at a person's own risk. Therefore the University does not accept liability for any accident or damage suffered by a person as a result of the use of the roads or parking facilities of the University.
4. Unless the Traffic Regulations expressly determine otherwise the traffic rules applicable to public roads, contained in Art. 93(1) of the National Road Traffic Act (Act 93 of 1996), as amended, also applies to the premises of the University.
5. Traffic and parking regulations are subject to amendment or temporary suspension by the University from time to time.

6. Transgressors of the traffic and parking regulations are subject to the following penal clauses:

(a) **Personnel and students**

Action in terms of the disciplinary provisions of the University as well as criminal charges in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

(b) **Visitors**

Criminal charges for contravention in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

(c) **Contractors**

Action in terms of the disciplinary provisions of the University as well as criminal charges in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

C. ADMISSION TO UNIVERSITY GROUNDS

1. **Admission**

Admission to the premises of the University by motor vehicles, pedestrians and bicycles is under all circumstances subject to the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985), which determines among other things that an authorised officer may require a member of staff, a student or a visitor who desires admission to the University premises to

- supply their name and address and any other relevant information;
- supply proof of identity;
- declare whether they have any dangerous object in their possession;
- declare content of any vehicle or container of any nature in their possession or custody and to display its contents;
- subject themselves to a search of themselves or of any vehicle or container, and hand such object, container or vehicle to an authorised official for searching or custody until they leave the University terrain again.

If an authorised official of the University has given permission to a person(s) to enter the University, he/she may do so subject to certain conditions, such as:

- That the person must wear an identity card or any proof of permission for the duration of his visit to or stay on the University premises;
- That he or she may only enter certain parts of or places on the terrain;
- That he or she may be prohibited from getting into contact with certain persons or that he may be restricted in that regard; and/or
- That the period of time that he or she may stay on the University premises may be restricted.
- To move or remove his or her motor vehicle or bicycle at any time if it should be in the interest and security of the University premises or the people thereon.

2. **Personnel**
- (a) Permanent full time, permanent part time and temporary full-time personnel qualify for full day parking on all campuses.
 - Part-time personnel e.g. extraordinary lecturers, extraordinary professors and honorary professors, qualify for full-day parking on all campuses.
 - Part-time personnel appointed for 25 hours per week and more qualify for full day parking on all campuses.
 - Postdoctoral fellowships qualify for full-day parking on all campuses.
 - (b) Should a personnel member not qualify for full-day parking on the Hatfield Campus, application can be made for parking on a satellite campus i.e. Groenkloof, Onderstepoort, Mamelodi, Prinshof and LC de Villiers.
 - (c) If a personnel member is in possession of a valid parking disc for the applicable year, the personnel card will be activated for the relevant gates. Personnel members must use their personnel cards to activate the motor gates upon entrance and exit.
 - (d) For the sake of members of staff who own two motor vehicles, a second parking disc may be issued provided that
 - (i) not more than one vehicle per staff member is parked on University parking areas simultaneously;
 - (ii) particulars of only one vehicle be displayed on a parking disc;
 - (iii) a parking disc may not be transferred from one vehicle to another (if a person changes vehicles the previous disc must be handed in before a substitute disc will be issued);
 - (iv) no motor vehicle will be admitted to University parking areas without a valid parking disc;
 - (v) the parking disc must be visible on the windscreen of the vehicle for the period it is parked in a University parking area;
 - (vi) staff members who have children that are students at the University may not allow their children to park the staff member's motor vehicle on a parking area intended for personnel vehicles;
 - (vii) misuse of the parking facilities may cause that one or both the parking discs of a particular member of staff be suspended;
 - (viii) the parking disc may not be requested on behalf of anyone else or transferred to another person.
 - (e) As a result of the high number of vehicles in certain parking areas, the University had to impose limited zoning and a staff member is allowed to park only in the area/zone whereto his or her particular disc warrants admission.
 - (f) A vehicle may only be parked on the marked spaces in the area. Visitors' parking is intended for the use of visitors only. Motorcycles may only be parked on parking areas intended and marked for that purpose.
 - (g) All traffic signs and regulations of the University must be obeyed at all times. (Offenders render themselves liable to

- action in terms of the disciplinary provisions of the University.)
- (h) Persons who enter the University premises do so at their own risk.
 - (i) If a member of staff resigns or retires from University employment the parking disc in his or her possession must be returned to the Director: Security Services.
 - (j) A member of staff to whom a sheltered parking space has been allocated is allowed to park his/her vehicle in that space only. Contravention of this regulation renders the offender liable to action in terms of the disciplinary provisions of the University.
 - (k) Parking bays reserved for the disabled are for the exclusive use of such persons.

3. **Students**

(a) **Main Campus**

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

Honours and master's students may park on campus from 14:00 and doctoral students may park on campus full-time.

(b) **Student parking facilities (Hatfield Campus)**

Students' motor vehicles are restricted to the parking facilities provided for students. An authorised official may at any time request a person who uses this parking to present his/her student card. H29, H30 and H17 have been allocated as student parking.

(c) **Onderstepoort, Groenkloof, Prinshof, Mamelodi and the LC de Villiers grounds.**

Students are issued with a parking disc on request and they obtain entry to the parking area on the basis of a parking disc and their student card. All students leaving the premises must also present their student card on request to the authorised official on duty at the gate.

4. **University vehicles**

University vehicles are permitted to enter or exit from University premises on the basis of the personnel card of the driver as issued by the transport section, provided he or she is a member of staff. Other University vehicles are permitted to enter and leave on the grounds of a letter of authorisation by the relevant head of the section/department verifying the identity of the driver of the vehicle in question. Any accidents where University vehicles are involved must be reported to the 24-hour Operational Management Centre at Security Services (012 420-2310), transport section (012 420 2757) and to the SAPS.

5. **Visitors**

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

6. **Contractors**

Vehicles of contractors are only permitted on the University premises if in possession of a valid parking disk displayed on the window.

D. TRAFFIC REGULATIONS

1. The general speed limit is 35 km/h. However, the driver of a motor vehicle must reduce speed when required (e.g. when pedestrians are crossing or when the view is limited) to adapt to the circumstances prevailing on the premises of the University.
2. All road traffic signs must be obeyed at all times.
3. Motorcycles may only be parked in the motorcycle shed at the Humanities Building or parking areas allocated and marked for that purpose.
4. No bicycles are allowed on the pathways of the University premises.
5. Motor vehicles and bicycles are allowed only on official roadways.
6. These regulations apply to all University premises.

E. PARKING REGULATIONS

1. **General**
 - (a) Parking on University premises is permitted only on areas officially allocated for the parking of various vehicles.
 - (b) Since parking space on the various campuses is limited, the allocation of parking bays is done by zoning. A staff member/student is only permitted to the parking zone for which the parking disc is valid.
 - (c) Persons in possession of valid parking discs are not allowed to park on visitors' parking areas unless directed by an authorised official to that parking bay.
 - (d) The following are considered to be parking or traffic offences and will be dealt with as explained in par I.1-5:
 - (i) Parking on campus without a valid parking disc;
 - (ii) Parking in front of gates, on driving lanes or places where parking is not allowed, e.g. paving;
 - (iii) Double parking;
 - (iv) Parking on reserved parking and loading zones;
 - (v) Misuse of parking disc;
 - (vi) Parking on grass and sports fields;
 - (vii) Parking in bays reserved for the disabled;
 - (viii) All offences with regard to bicycles;
 - (ix) Not stopping at stop streets.
2. Besides the above general provisions, the following specific arrangements apply to the various premises (also after hours and during holidays).
 - a. **Motor vehicles**
 - (i) **Hatfield Campus**
 - Students' motor vehicles and motorcycles are not permitted on the Main Campus unless a valid parking disc can be shown. Parking is, however, allowed after 16:30
 - Parking areas H17, H29, H30 are allocated to students. The cars of students shall at all times be restricted to these parking areas and to lawful parking along the roads.
 - Parking areas H20, H18 and H31 are reserved for the cars (with parking discs) of students living in women's residences.
 - Motorcycles and bicycles may only be parked in the sheds provided for that purpose.

(ii) **Prinshof premises**

- Motor vehicles belonging to students in the Faculty of Health Sciences are allowed on the premises on the basis of a parking disc and their student cards. When a student leaves in a motor vehicle, he or she must also show his or her student card on request to an authorised official. All other students are allowed into the area as visitors only.
- P3101 and P3103 are for the use of students only.
- P3104 is demarcated for staff members and students as indicated by the applicable signboards.
- Motorcycles and bicycles may only be parked in the sheds and other areas provided for that purpose.
- Clinical premises: no vehicles belonging to students are allowed into this area. Motorcycles and bicycles may be parked in the shed provided for students.

(iii) **Faculty of Veterinary Science premises**

- Students are issued with a parking disc on request and obtain entry to the premises on the grounds of the parking disc and their student cards. All students leaving the area must produce their student cards on request to the guard on duty at the gate.
- Parking to the east of the Sir Arnold Theiler Building (V3) is allocated to students.
- Motorcycles and bicycles may only be parked in the sheds and other areas provided for that purpose.

(iv) **Sports grounds**

- Parking is restricted to the official parking areas.
- Parking on embankments and sports fields is prohibited.

(v) **Mamelodi Campus**

All rules and regulations pertaining to the University of Pretoria's Traffic Regulations are applicable with the necessary changes.

(vi) **Residences**

Residents of university residences park according to the parking arrangements described in the residence regulations that must be considered an addendum to this regulation. The onus is on the students to get hold of the necessary regulations.

(vii) **Groenkloof Campus**

All rules and regulations pertaining to the University of Pretoria's Traffic Regulations are applicable with the necessary changes.

b. **Motorcycles**

- Staff members are permitted to park their motorcycles in all parking sheds or other parking areas provided on University premises for the parking of motorcycles.

- Students are permitted to park their motorcycles in sheds only and on areas specifically allocated for the parking of students' motorcycles.

c. **Bicycles**

- Bicycles may be parked only in bicycle sheds or other areas specifically provided for that purpose.
- Bicycles left at places other than those specifically provided, will be removed at the risk and cost of the owner and will be taken to the Director: Security Services. Offenders will be dealt with according to the disciplinary regulations of the University.
- Bicycles obstructing emergency exits or bicycles locked to security gates will be removed and taken to the Director: Security Services, at the cost and risk of their owners.
- Bicycles not claimed within three months will be confiscated and sold by the University.

3. **Temporary structures**

No temporary structures serving as sheltered carports are permitted on University premises.

4. **Visitors**

Visitors are allowed to park on visitors' parking only.

F. REMOVAL OF OR DAMAGE TO ROAD TRAFFIC SIGNS AND MARKS

Removal of or damage to road traffic signs and marks is considered to be a serious offence for which no admission of guilt arrangement will be accepted, as removal or damage to road traffic signs may lead to serious accidents causing injury and even loss of lives. If a person is caught and accused of any of these charges, he or she will have to appear in court directly.

G. APPLICATION BY INDIVIDUALS OR ORGANISATIONS WITH REGARD TO USE OF MUNICIPAL PROPERTY

In the event of any road-running, treasure-hunt, bicycle race or any other proceeding that must take place on a public road or where the air space of the Metro Council will be used, permission must be obtained from the municipality timeously.

H. CONTRAVENTION OF TRAFFIC AND PARKING REGULATIONS

1. Non-compliance with the traffic and parking regulations of the University constitutes an offence. Such offenders render themselves liable to action in terms of the disciplinary provisions of the University as well as to criminal charges in terms of the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985.
2. The following are considered to be parking or traffic offences for which the fines* indicated can be imposed:
 - (a) **Offences with motor vehicles** (including motorcycles, scooters and mopeds):

Parking on campus without valid parking disc	R50
Parking in driveways and in front of gates as well as areas where parking is not allowed such as paved areas	R50
Double parking	R50
Parking on reserved areas or on loading zones	R50
Abuse of parking disc	R50
Parking on lawns and sports fields	R50
Parking on parking bays reserved for the disabled	R80
All offences with bicycles	R15
Failure to stop at stop signs	R60

* *These amounts are subject to change.*

- (b) Bicycles left at places other than those specifically provided, will be removed at the risk and cost of the owner and will be taken to the Department of Security Services. The University cannot be held responsible for any damages caused for the owner through this action. Bicycles not claimed within three months will be confiscated and sold by the University.
- (c) Removal or damage of road traffic signs and marks are serious offences for which no admission of guilt arrangement will be accepted.
- * When a fine as indicated above is imposed, representation can be made to the Director: Department Security Services. If a person is not satisfied with the outcome of the representation, he or she can request a hearing before the Traffic Tribunal to have the alleged offence adjudicated. An appeal against the decision of the Traffic Tribunal can be lodged with the Committee for Discipline (Students) within 10 days of the ruling.
- (d) Submissions for offences regarding parking on parking bays reserved for the disabled will not be considered.

I. PROCEDURE IN THE EVENT OF PARKING OR TRAFFIC OFFENCES

1. When the driver of a motor vehicle parks the vehicle contradictory to the University regulations or otherwise commits a parking or traffic offence, an authorised official, hands a document to the driver of the vehicle. If the driver is absent, the document will be attached onto the vehicle in a place where it will be clearly visible.
2. In the abovementioned document the offence will be clearly defined and the driver of the vehicle notified that he or she must, prior to a specific date mentioned in the document, pay the amount indicated in the document as a fine at a certain place or to a certain official, or otherwise personally put a written request to the Director: Department Security Services or his representative explaining why
 - (a) he or she is not guilty of the offence in question; or
 - (b) the amount of the fine needs to be reduced.
3. The driver of the vehicle is also notified in the document of the fact that should he or she fail to react timeously to the notice, the Traffic Tribunal may impose the cost of the tracing fee as well as a fine for no reaction from the alleged offender.
4. A copy of the mentioned document is also made available to the

official to whom the fine is to be paid. The official mentioned keeps a register of all parking and traffic offences with complete particulars of fines paid, of any representations relating to offences submitted, as well as the result of such representations.

5. Representations are considered by the Director: Department Security Services.
 - (a) The person concerned is notified that a decision has been taken:
 - (i) to acquit the person of the full amount of the fine; or
 - (ii) to reduce the fine and to allow that payment of the outstanding amount be made on a fixed date; or
 - (iii) not to sustain the representations and that the amount of the fine be paid in full prior to a previously fixed date.
 - (b) The person is also notified that should he or she be dissatisfied with the result of the representations, a date for a hearing before the Traffic Tribunal may be requested to adjudicate the alleged offence. The person must immediately indicate whether such a hearing would be desirable.
 - (c) Should a person request a hearing, a date for the hearing is determined and a document co-signed by the Director: Department Security Services, or an official authorised by him, and the person concerned, is handed to the person. In this document the person is notified of the date, time and place of the hearing of the Traffic Tribunal.
 - (d) If a fine is not paid before the date fixed in terms of paragraph 1.2 or paragraph 1.5(a)(iii), the Director: Department Security Services notifies the Traffic Tribunal.

6. **Traffic Tribunal**

- (a) All traffic cases referred to the Traffic Tribunal by the Director: Department Security Services are tried by a Traffic Tribunal which consists of a minimum of two members of the Faculty of Law.
- (b) The Traffic Tribunal has the power to
 - (i) increase or confirm or reduce the fine imposed on a person, and to stipulate that the outstanding amount be paid before a certain previously fixed date;
 - (ii) acquit a person of the payment of the fine;
 - (iii) impose a fine to the maximum, as stipulated in paragraph 1.7(d), for neglecting to obey an order in terms of 1.6(b)(i), or for neglecting to appear in the Traffic Tribunal on a day determined for the hearing, or for any action that amounts to contempt of the Traffic Tribunal;
 - (iv) charge the tracing costs as well as impose a fine for neglecting to react to the document mentioned in paragraph 1.1-4 (the maximum fine is stipulated in paragraph 1.7(d)); or
 - (v) institute legal procedures in terms of the Traffic Tribunal if a person continues to contravene the traffic regulations.
- (c) Procedures in the Traffic Tribunal remain inquisitorial and rules of Law of Evidence do not apply.
- (d) Neither legal representation nor cross-examination is permitted.
- (e) The University authorities are represented by the Director:

- (f) Department Security Services or a person assigned by him.
The Traffic Tribunal may give hearing to any witness, at the request of any person concerned.
- (g) In circumstances mentioned in paragraph 1.7(a), the Traffic Tribunal may conduct a hearing in the absence of the offender.
- (h) All witnesses are cross-examined under oath or must make a solemn statement to tell the truth.
- (i) The proceedings in the Traffic Tribunal are tape-recorded and are kept in a safe place for one year following the trial.
- (j) The ruling of the Traffic Tribunal can be referred to the Disciplinary Committee on internal appeal within 10 days after the finding of the Traffic Tribunal by submitting the grounds for appeal in writing to the Registrar.
- (k) Unless ordered otherwise by the Traffic Tribunal on a sound basis, the session of the Traffic Tribunal takes place in public.

7. Absence

- (a) If a person does not at all react to the document mentioned in paragraph 1.1 or on an order of the Director: Department Security Services in terms of paragraph 1.5(a) or (b), the Traffic Tribunal may grant a trial to such a person on the basis of a submission by the Director: Security Services, in his or her absence and the powers of the Traffic Tribunal take effect in terms of paragraph 1.6.(b).
The same procedure applies when a person neglects to appear on the day stipulated for the trial in terms of paragraphs 1.5(a)(iii) .
- (b) When the Traffic Tribunal imposes a fine in terms of paragraphs 1.5(a) and 1.7(a) in the absence of the offender, a notice is sent to the person by the Director: Department Security Services, in which he or she is informed of the fine imposed on him or her in their absence, and which informs the person that unless he or she is able to provide sound reasons to the Traffic Tribunal on the day, time and place stipulated in the notice, the imposed fine will automatically be confirmed and dealt with as stipulated in paragraph 1.7(c).
- (c) Any fine imposed in terms of these rules which remains outstanding for a period of 14 days following the day stipulated for payment in terms of these rules, will be charged to the University account or salary of the person and he or she will not receive credit for subjects passed during that year prior to the final settlement of the account.
- (d) The amount payable in respect of parking and traffic offences and the maximum fine the Traffic Tribunal may impose in terms of these rules, is stipulated annually by the Vice-Chancellor and Principal in consultation with other members of the Traffic Tribunal but will not exceed R200.
- (e) The person in charge of the vehicle at the time of the parking or traffic offence is considered the driver of the vehicle, unless evidence to the contrary is provided.

8. **Parking reservation**

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

3. **TERMINATION OF STUDIES**

- 3.1 A student who decides to terminate his or her studies during the course of the academic year, must notify the University **in writing** and the notification (on the official form) of the termination of studies must be handed in at the accounts consultants at the Client Service Centre. All changes of modules must be done in writing at the relevant student administration.
- 3.2 The date on which the University receives the notification from the student will be considered to be the date on which studies are terminated. The burden of proof for the termination of studies or modules rests with the student.
- 3.3 If a student terminates his or her studies after the first Tuesday in June, or notice to this effect is received by the University after this date, the student shall be considered to have registered for the full academic year and to have failed. It is therefore in the interest of the student to notify the University without delay that he or she is terminating their studies.

4. **LANGUAGE OF TUITION**

The University uses two official languages, namely Afrikaans and English, in conducting its general business, while Sepedi is being promoted as a language of communication. The language of tuition is either Afrikaans or English or both languages, taking the demand as well as academic justification and economic viability into consideration. However, it remains a student's responsibility to determine in which language a module and any further level of that module is presented. This information is published annually in the Timetable Book. The University reserves the right to change the language of tuition on short notice, depending on the size of the groups and the availability of lecturers. In respect of administrative and other services, a student may choose whether the University should communicate with him or her in Afrikaans or English.

Problems relating to the language of tuition are dealt with in terms of the communication channel applicable to academic issues, as set out in this publication. The Registrar has an overall responsibility for overseeing the implementation of the University's Language Policy.

5. **ACADEMIC DRESS AT GRADUATION CEREMONIES**

1. **DOCTOR'S DEGREE**

Gown: A scarlet gown (Cambridge model) with a 15 cm band in the Faculty colour on the front panel.

Cap: A scarlet cap (Utrecht model) with the tassel in the faculty colour.

Hood: A maroon hood lined in the Faculty colour (Oxford model) with a 7,5 cm border in the Faculty colour.

2. **MASTER'S DEGREE**

Gown: A black gown (Cambridge model).

Cap: A flat square black cap with the tassel in the faculty colour.

Hood: A black hood lined in the faculty colour with a 7,5 cm border in the faculty colour.

3. **HONOURS DEGREE**

Gown: A black gown as for bachelor's degrees.

Cap: A flat square black cap with the tassel in the faculty colour.

Hood: As for bachelor's degrees but hemmed with a 2 cm band of the base material.

4. **BACHELOR'S DEGREE**

(a) General

Gown: A black gown (Cambridge model).

Cap: A flat square black cap with the tassel in the faculty colour.

Hood: A grey hood with a 7,5 cm edging in the faculty colour.

5. **DIPLOMAS AND CERTIFICATES**

Gown: A black gown (Cambridge model).

Cap: A flat square black cap with a black tassel.

Hood: A 12 cm wide hood band made of Cashmere fabric in the prescribed faculty colours, and a V-form neck piece with a 5 cm grey strip in the centre of the neck piece for all diplomas and certificates.

Note: Persons in the SANDF, SAPS, etc. who wish to attend the graduation ceremony in uniform, may do so subject to the following conditions:

- (i) the gown must be worn,
- (ii) the cap, and not the beret, must be donned.

6. FACULTY COLOURS

	FACULTY	COLOUR
1.	Humanities	Orange
2.	Natural and Agricultural Sciences	Green
3.	Law	Scarlet
4.	Theology	Purple
5.	Economic and Management Sciences	Dark blue
6.	Veterinary Science	Salmon
7.	Education	Old gold
8.	Health Sciences	Peacock blue
9.	Engineering, Built Environment and Information Technology	Turquoise

7. STUDENT CARDS

It is compulsory that students wear their identity cards so that they are conspicuous. Only registered colours may be used. Pantone and CMYK colours are available at the division Corporate Communication and Marketing or faculty marketers.

8. DISTRIBUTION OF PUBLICATIONS

Internal publications

Use of the corporate identity on all University of Pretoria publications aimed at internal and external audience should be signed off by the Director: University Relations and the Brand and Advertising Specialist.

External publications

With the exception of publications that have been officially approved, no publications, e.g. external newspapers, pamphlets or flyers may be distributed on the campuses without the prior approval of the Director: University Relations.

9. DRESS

It is expected of students of the University of Pretoria to be dressed neatly and appropriately on the campuses at all times. Deans may prescribe the appropriate dress for students in their faculties.

Conditions regarding the use of the University Coat of Arms and the wearing of University colours are contained in the Corporate Identity Manual of the University and relevant regulations that the Student Representative Council may lay down in this regard. Enquiries should be directed to the Department of University Relations.

10. LOST PROPERTY

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

11. STUDENTS WITH SPECIAL NEEDS (PHYSICAL AND LEARNING DISABILITIES)

Parents and students are requested to communicate with the Division of Student Support (012 420 4281 / 012 420 2582) regarding all matters concerning students with special needs. Contact persons of the unit are Mr IE Manele (012 420 2582), Mr JJ Erwee (012 420 4281) and Mr S Sikhosana (012 420 2064).

12. USE OF CITY COUNCIL PROPERTY

The permission of the City Council must be obtained when property of the Council is entered or the air space above Pretoria is used for the execution of any student activity.

13. EVACUATION OF LECTURE HALLS/LABORATORIES

During the evacuation of a lecture hall/laboratory, whether during drills or in the case of real emergencies, the students in the hall/laboratory shall be under the direct control of the lecturer concerned who shall be responsible for the orderly evacuation of the premises. The successful execution of an evacuation is dependent upon the full co-operation of everyone involved. The following suggestions are of particular importance:

- Remain calm and do not panic.
- Move quickly but do not run.
- Do not use the lifts.
- Use the main stairs or the fire-escape to get out of the building.
- If the escape route is already filled with smoke, crouch as low as possible since there is more fresh air closer to the floor.
- Avoid touching electrical equipment, switches and exposed wires.

14. NON-COMPLIANCE WITH RULES AND REGULATIONS

14.1 A student's non-compliance with the rules and regulations of the University may constitute misconduct and will be dealt with in terms of the Disciplinary Code: Students.

14.2 A student's non-fulfilment of his or her financial obligations towards the University does not constitute misconduct as intended in the disciplinary code and procedures of the University. However, the University reserves the right to:

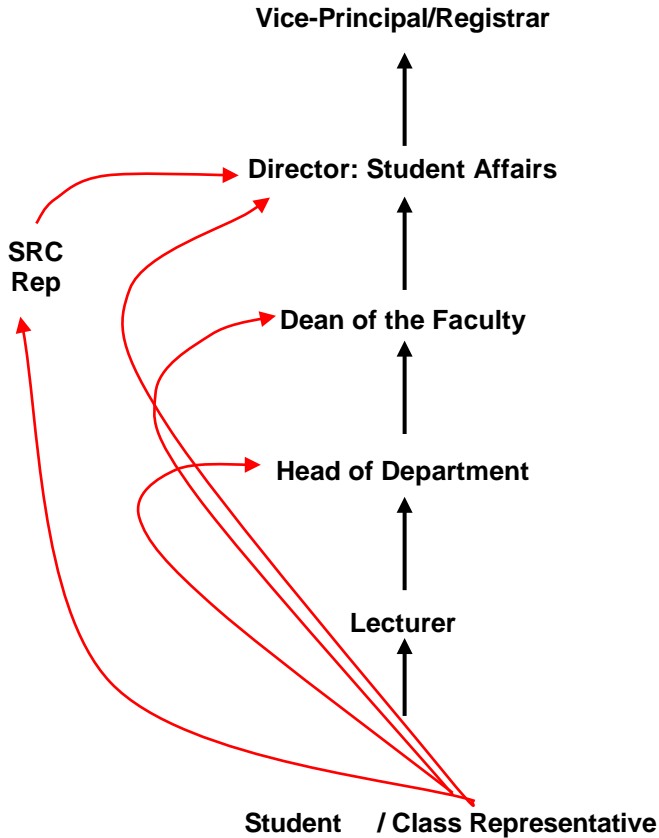
- (a) levy interest on unpaid amounts at an interest rate equal to that of the prime rate of the University's bankers as of 1 February of the year concerned, and to hold the student responsible for such amounts;
- (b) withhold a student's final marks;
- (c) refuse registration for a following term;
- (d) deny admission to examinations;
- (e) deny admission to lectures/practical sessions;
- (f) deny the student a certificate of conduct;
- (g) withhold a student's academic record;
- (h) withhold a student's degree/diploma certificate;
- (i) deny the student admission to accommodation in a residence;

- (j) deny him/her access to meals in a residence;
- (k) terminate the student's accommodation in a residence;
- (l) have the debt listed with a credit bureau; or
- (m) hand the account over to the University of Pretoria's attorneys or debt collectors in order to collect the outstanding fees, in which case the student will be liable for the costs incurred.

Note: Non-compliance with a student's financial obligations does not deprive the student of his/her right to perusal of examination scripts in terms of General Regulation G14.

15. RESOLVING STUDENT PROBLEMS: COMMUNICATION CHANNELS

ACADEMIC ISSUES



NON-ACADEMIC ISSUES

