

# Curricular Community Engagement Procedures 2024

Engaging with society and communities is a core function of the University of Pretoria, integral to our teaching and learning. Most community engagement at the University is curricular; students earn credits towards their degrees by applying their knowledge in service to the community. These community engagement opportunities offer an in-depth learning experience for students while specifically benefiting the communities in which they work. Curricular community engagement is programme-based and credit-bearing and features clear outcomes and rigorous assessments.

The Community Engagement (CE) Unit oversees community engagement activities at the university level. This office supports lecturers to:

- Matching each student with a relevant opportunity or project that aligns with their academic discipline.
- Ensuring every student participating in these courses has access to an appropriate and secure site for their community-based activities.
- Arranging necessary transportation to the project sites when needed.

## General arrangements for lecturers

- In 2024, the CE Unit will allocate transportation budgets directly to each department's Curricular Community Engagement (CCE) cost centre. While the CE Unit will continue to aid in organising transport, the financial management will be the responsibility of the individual departments. Transportation charges are fixed at R292 per student for each CCE module.
- Faculties are advised to conclude their funding plans for Work-Integrated Learning (WIL) modules for the year 2025. The Community Engagement Unit will discontinue funding for WIL modules from 2025 onwards.
- Lecturers are invited to submit a short article for publication in the Community Engagement (CE) Newsletters. Please also encourage your students and community partners to submit articles.

## How to arrange a curricular community engagement project or activity for your students

- **Step 1:**  
Complete the [module information form](#) and submit a class list at least one week before the start of the activity.
- **Step 2:**  
Every first-year student and new University of Pretoria staff member must complete the National Child Protection Register form ([staff form](#) & [student form](#)). The lecturer must keep all completed forms safe for at least 5 years.
- **Step 3:**  
All students must attend an orientation session on curricular community engagement before project involvement. This session may be conducted online (via [video link](#)) or face-to-face. For face-to-face sessions, please ensure that you invite the pertinent members from the CE Unit as outlined in the provided table, as well as Mr Rowan Watson from the Department of Security Services, with adequate notice.

Ensure students secure signed **consent forms** from community partners before capturing any photographs.

Please feel free to contact the designated person in the Community Engagement Unit:

Faculty	CE Unit's contact person
EBIT	Kanye Rampa
Humanities	Tel: +27 (12) 420 4285
FVS	Email: <a href="mailto:kanye.rampa@up.ac.za">kanye.rampa@up.ac.za</a>
Health Sciences	Albert Matlheketha
Law	Tel: +27 (12) 420 4068
Theology and Religion	Email: <a href="mailto:albert.matlheketha@up.ac.za">albert.matlheketha@up.ac.za</a>
EMS	Londiwe Mahlangu
Education	Tel: +27 (12) 420 2826
NAS	Email: <a href="mailto:londiwe.mahlangu@up.ac.za">londiwe.mahlangu@up.ac.za</a>

For further details, you are welcome to contact Dr Eugene Machimana, the Head of Curricular Community Engagement.

You can reach him by phone at +27 (12) 420 5199 or via email at [eugene.machimana@up.ac.za](mailto:eugene.machimana@up.ac.za).



**Department for  
Education Innovation**  
Department vir Onderwysinnovasie  
Kgoro ya Tšweletsopele ya Thuto