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

TABLE OF CONTENTS

FACULTY OF EDUCATION
ACADEMIC PERSONNEL AS ON 1 NOVEMBER 2011

DEAN
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PhD(Stellenbosch)

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Student Administration – Distance Education
Venter, M.E, BA(Potchefstroom) ....Head

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 postgraduate certificate programmes (PGCE and PGCHE); and
• All BEdHons (full-time) master's and doctoral programmes.

Language of tuition
In conducting its general business, the University uses two official languages, namely Afrikaans and English.
In formal education, 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 the 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. The University reserves the right to change the language of tuition on short notice, depending on the size of the groups and the avail-ability 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.

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.

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 exam-nation 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.

grade point average based on module credits: an average mark that is calculated by multiplying the final mark achieved in a module with the credit value of that module and then dividing the sum of these values by the total of the credit values of all the modules for which a student was enrolled. The result of these calculations is a weighted average based on module credits.

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.

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 2012.

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**

3.1.1 **Advanced Certificate in Education: Education Management**: A final mark of at least 50% is required to pass a module.

3.1.2 **Advanced Certificate in Education: Special Needs Education: (09122052)**
   A final mark of at least 50% is required to pass a module

3.1.3 **Advanced Certificate in Education**: **Special Needs Education:** (**09122053)**
   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 = 20%; assignment 2 = 30% and the examination/project = 50%.

   Note: ACE: The final mark for a module comprises three marks: two formative assessment marks (for the two assignments) and one summative assessment mark (for the examination). In each module, these marks carry the following weights:

Assignment 1	Contributes 20% of the final mark
Assignment 2	Contributes 30% of the final mark
Examination or project	Contributes 50% of the final mark

3.1.4 **BEdHons (Education Management, Law and Policy)**: **(09240080):** A final mark of at least 50% is required to pass a module.

3.1.5 **BEdHons (Education Management, Law and Policy) (09240081):** A final mark of at least 50% is required to pass a module.

Note: **BEdHons:** The final mark for a module comprises three marks: two formative assessment marks (for the two assignments) and one summative assessment mark (for the examination). In each module, these marks carry the following weights:

Assignment 1	Contributes 10% of the final mark
Assignment 2	Contributes 20% of the final mark
Examination or project	Contributes 70% of the final mark

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 certificates and honours degree are awarded/conferred in the Faculty. These programmes are offered as paper-based programmes, supported by academic contact sessions and are presented in a distance education mode.

(a) **Certificates**
Advanced Certificate in Education [ACE] in:
(i)   Education Management
(ii) Special Needs Education

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

CERTIFICATES

DE. 1   Advanced Certificate in Education [ACE]

(a) **Requirements for admission**
(i)   A professional teaching diploma of at least three years full-time study. (M+3) (REQV13)
(ii) Any other M+3 diploma with appropriate work experience. In this case the certificate will not be acknowledged for teaching purposes.

(b) **Duration**
The minimum study period is two years. The programme must be completed within four 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 2 on p 5.

(d) **Certificate with distinction**
The certificate is awarded with distinction to a student who obtains an average of 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% or 50% towards the final mark.

(h) **Capping assignment (only for Education Management students enrolled from 1 October 2007)**
Students who enrolled before October 2007 for the ACE: Education Management programme are not required to submit the capping assignment. Students who have enrolled since 1 October 2007 onwards started their studies with the revised programme where the capping assignment forms part of the requirements for completion of the programme. The capping assignment must be submitted at the

end of the entire programme, when a student writes her/his last and final examination. It provides an opportunity for the student to demonstrate his/her achievement holistically in terms of the overall purpose of the programme, which was to develop the student's professional management competence and critical reflection.

The capping assignment requires you to synthesise material from all six modules in the programme, by identifying and analyzing a current management problem that influences the quality of teaching and learning at your school or in your classroom.

(i)   **Practical experience LPO 402 (only for Special Needs Education) (09122052)**
A written report of the findings of the assessment, interviews and intervention with learners with special education needs 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)   **Practical experience LSR 430 and LSR 431 (only for Special Needs Education) (09122053)**
A written report of the findings of the assessment, interviews and intervention with learners with special education needs 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 50% towards the final mark.

(k)   **The following packages are presented in the programme:**

(i)   Education Management (Code 09122063)

Package coordinator: Dr MAU Mohlakwana Tel: 012 420 5752
email: agnes.mohlakwana@up.ac.za

Total credits: 120   **NQF Level:**   6

Modules	Cycle 1		Cycle 2		Cycle 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	1	20				
Core modules	1	20	2	40	2	40
Elective modules						
TOTAL	**2**	**40**	**2**	**40**	**2**	**40**

MODULES	DESCRIPTION	CODE	Cr
Fundamental modules	Professional and social context of education	EDS 401	20
Core modules	Education management	EDM 401	20
	Organisation management	EDO 401	20
	Education law	EDL 401	20
	Education management	EDM 402	20
	Organisation management	EDO 402	20
	Capping assignment	PIE 400	0
Elective modules	None		

(ii)   Special Needs Education (Code 09122052)

THIS PROGRAMME WAS PHASED OUT AT THE END OF MARCH 2010.

Package coordinator: Dr R Mampane, Tel: 012 420 2339
email: ruth.mampane@up.ac.za

Total credits: 120   **NQF Level:**   6

Modules	Cycle 1 Number	Credits	Cycle 2 Number	Credits	Cycle 3 Number	Credits
Fundamental modules			1	20		
Core modules	2	40	1	20	2	40
Elective modules						
TOTAL	**2**	**40**	**2**	**40**	**2**	**40**

MODULES	DESCRIPTION	CODE	Cr
Fundamental modules	Professional and social context of education	EDS 401	20
Core modules	Theoretical framework for learning support	LWP 401	20
	Classroom-based assessment	LAP 401	20
	Practical experience	LPO 402*	20
	Learners with problems	LWP 402	20
	Learning support programmes	LSR 402	20
Elective modules	None		

*   See paragraph (i) on p. 8. Students will not write examination in this module (LPO 402), but must pass the module.

(iii)   Special Needs Education (Code 09122053)

THIS PROGRAMME WAS PHASED IN AS FROM 1 APRIL 2010.

Package coordinator: Dr Ruth Mampane, Tel: 012 420 2339
email: ruth.mampane@up.ac.za

Total credits: 120   **NQF Level:**   6

Modules	Cycle 1 Number	Credits	Cycle 2 Number	Credits	Cycle 3 Number	Credits
Fundamental modules			1	20		
Core modules	2	40	1	20	2	40
Elective modules						
TOTAL	**2**	**40**	**2**	**40**	**2**	**40**

Fundamental modules	Professional and social context of education	EDS 401	20
Core modules	Learning support theory	LSR 410	20
	Learning support	LSR 421	20
	Learner support	LSR 422	20
	School-based partnerships	LSR 430*	20
	School-based support	LSR 431*	20
Elective modules	None		

* See paragraph (j) on p 8. Students will not write examination in these modules (LSR 430 and LSR 431), but must pass the modules.

HONOURS DEGREE

DE. 2   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 considered by the Dean to be sufficient for admission to a specific programme. (In this case, the qualification will not be recognised for educational 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 p5.

(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 (OWB 781) (09240080)**

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) **Research project (OWB 781) (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.

(k) **The following package is presented:**

(i) **Education Management. Law and Policy (Code 09240080)**
THIS PROGRAMME WAS PHASED OUT IN SEPTEMBER 2009.

Package coordinator: Mr JW van Rooyen Tel: 012 420 3484
email: jean.vanrooyen@up.ac.za

Total credits: 144 **NQF Level:** 7

Modules	Cycle 1 Number	Cr	Cycle 2 Number	Cr	Cycle 3 Number	Cr	Cycle 4 Number	Cr
Fundamental modules			1	12	3	36		
Core modules	3	36	2	24			3	36
Elective modules								
TOTAL	**3**	**36**	**3**	**36**	**3**	**36**	**3**	**36**

MODULES	DESCRIPTION	CODE	Cr
Fundamental modules	Educational studies	EDS 721	12
	Foundations of educational research	NME 731	12
	Introduction to quantitative research	NME 732	12
	Introduction to qualitative research	NME 733	12
Core modules	Research project *	OWB 781*	12
	Theories in education management	TEM 711	12
	Human resource management in education	HRE 711	12
	Financial management in education	FMO 711	12
	Leadership and change in education	LVO 711	12
	Education law	OWR 721	12
	Policy studies in education	PSE 722	12
	Education law and policy	ELP 721	12
Elective modules	None		

* See paragraph (i) above. Students will not write examination in this module (OWB 781), but must pass the module.

(ii)	**Education Management, Law and Policy (Code 09240081)**
	THIS PROGRAMME WAS PHASED IN AS FROM SEPTEMBER 2009.

Package coordinator: Mr JW van Rooyen Tel: 012 420 3484
email: jean.vanrooyen@up.ac.za

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

Modules	Cycle 1		Cycle 2		Cycle 3		Cycle 4	
	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.

UNDERGRAUDUATE 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)

CERTIFICATES

Advanced Certificate in Education [ACE]

(i)   Inclusion of Learners with Severe Disabilities (09121155)
(ii)   Mathematics and Science Education (09121115)
(iii) School Leadership (09121135)

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 (0924000)

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-iIntegrated Education (09261520)
(iv)   Curriculum and Instructional Design and Development (09261530)
(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

 # = 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

Advanced Certificate in Education [ACE]

EDL 401 Education law 401
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 20
Module content:
The module assists students to develop an understanding of the legislation and policy framework that guides practice, and helps them to work within this framework. It includes: nature and functions of the law; understanding the basic principles of the law and applying the law in practice; the South African Constitution and what it requires of education; the South African Schools Act and its prescriptions for schools; human rights and the obligations of all stakeholders in education. In addition, the module guides students to reflect critically on their practical experiences in the light of legislation, case law and policy in order to manage contextual challenges within the school environment.

EDM 401 Education management 401
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 20
Module content:
This module teaches students to understand that all educators are managers who need to develop skills, knowledge, attitudes and values in the field of education management. Students learn to critically evaluate, develop and improve self-management, classroom management and the ability to contribute to the transformation of the school.

EDM 402 Education management 402
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 20
Module content:
This module enhances students' management skills by teaching them to critically evaluate and reflect on the theory and their practical experiences as individual members of a professional community. This heightens their ability to respond to classroom and school contextual challenges and to contribute to the school's transformation. The module discusses how to cope with transformation and how to contribute to the transformation of others, the self, the classroom and the school.

EDO 401 Organisation management 401
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 20
Module content:
This module focuses on school organisation. If schools are in fact organisations, we need to know what the term means and how organisations are typically managed. The module deals with the nature and purpose of organisations, the way in which organisations have changed during the past century and the reasons for these changes. The module examines various models of organisational structure and relates them to schools and education: Temple, Factory and Town Meeting. The module also deconstructs the concept of 'learning organisation' and asks students to reflect critically on schools as they know them.

EDO 402 Organisation management 402
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 20
Module content:
This module discusses the critical role of the management of information as key to quality decision-making in organisations. This includes information related to managing the curriculum, finances, stock and facilities. It enhances organisational management skills by pointing out the necessity for students to critically evaluate and reflect on theory and their practical experience as individual members of a professional community. Doing so in response to classroom and school contextual challenges and dilemmas, will help students to provide quality education.

EDS 401 Professional and social context of education 401
Academic organisation: Early Childhood Education
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 20
Module content:
This very unique module aims to provide insight, knowledge and understanding with regard to the self and the process of becoming a well-rounded person, an excellent educator, thinker and learner. After completion of the module, candidates will demonstrate the ability to understand and manage themselves and their classrooms, as well as deal effectively with contextual challenges in a process of ongoing evaluation, improvement and development.

LAP 401 Classroom-based assessment 401
Academic organisation: Educational Psychology
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 20
Module content:
Understanding classroom behaviour. The home and the classroom. Managing and assessing children who struggle. Preparing for school. Physical development and learning. Perception and learning. Language development.

LPO 402 Practical experience 402
Academic organisation: Educational Psychology
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 20

Module content:
An asset-based approach to learning support. Context-specific practical work in learning support. Written reflections and a portfolio of work.

LSR 402 Learning support programmes 402
Academic organisation: Educational Psychology
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 20
Module content:
Support for all learners. Considering developmental processes and needs. Practical ideas for promoting physical, cognitive, personal and social development during the early years, middle childhood and adolescence. Helping children to read. Helping children with writing. Understanding specific learning difficulties. Support for learning difficulties.

LSR 410 Learning support theory 410
Academic organisation: Educational Psychology
Period of presentation: Year
Language of tuition: English   **Credits:** 20
Module content:
This module gives an overview of positive psychology as the underlying foundation for the ACE (SNE) programme. This module serves as the introduction to and foundation of the ACE (SNE) programme and further aims to introduce the key principles of the programme. These principles involve the understanding and application of the following theories and policies: the Positive Psychological Approach, the Bio-ecological Approach, the Developmental Theories, the Asset-based Approach and the Inclusive Education Policy. The module aims to enable the student to relate theory to practice and to interact with theories and apply them by the end of the ACE (SNE) programme.

LSR 421 Learning support 402
Academic organisation: Educational Psychology
Period of presentation: Year
Language of tuition: English   **Credits:** 20
Module content:
This module will assist students in having an understanding of how to support all learners. The students will consider developmental processes and needs of all learners in an inclusive classroom. Practical ideas for promoting physical, cognitive, personal and social development during the early years, middle childhood and adolescence will be learned. Furthermore, students will be introduced to activities that will empower them to support and help children read, write, do maths, manage and understand classroom behaviours. Students will also deal with different strategies and ways to manage, identify and assess children with learning problems. Students will learn strategies to help them prepare children for school, including looking at children's physical development and learning, perceptions, and learning and language development.

LSR 422 Learner support 422
Academic organisation: Educational Psychology
Period of presentation: Year
Language of tuition: English   **Credits:** 20

Module content:
This module will enhance the ability of students to assess, support and accommodate learners experiencing physical and physiological difficulties. Students will acquire the necessary knowledge, skills, attitudes and values of how to informally assess, support and accommodate learners who experience physical and physiological difficulties. Students will learn how to support learners with physical and physiological difficulties by utilising and mobilising assets in the classroom and the school. This module will expose students to strategies of addressing specific barriers to learning and development, the educational needs related to physical and physiological difficulties and other health impairments, including the educational needs of deaf learners and the educational needs related to visual disabilities, intellectual and cognitive differences, and challenging behaviour.

LSR 430 School-based partnerships 430
Academic organisation: Educational Psychology
Period of presentation: Year
Language of tuition: English   **Credits:** 20
Module content:
This module will help students understand conceptual issues relating to the Asset-based approach to learning and support, and the inclusion policies in a practical manner. The module will create practical learning opportunities for students, namely how the importance of wellness in communities can be used optimally to promote wellness of the individual learner, applying the Bio-ecological model. Through practical work, students will reflect on how to use the relevant theories and educational policies to build caring communities through a written reflection and portfolio.

LSR 431 School-based support 431
Academic organisation: Educational Psychology
Period of presentation: Year
Language of tuition: English   **Credits:** 20
Module content:
This module will empower students with the necessary competence to support and accommodate learners who experience learning barriers, by utilising and mobilising assets at the classroom and school level. The module will recognise and build on the students' experiences and practices that originate from their various exposures to diverse learning environments in their schools and communities. The module will also equip students with the knowledge, skills, attitudes and values to assess and support learners who experience learning difficulties by using assets identified in their classrooms and in the school environment.

LWP 401 Theoretical framework for learning support 401
Academic organisation: Educational Psychology
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 20
Module content:
Inclusive ways of thinking about learner and learning support: theoretical and contextual background; changing roles for education support professionals; changing roles for principals and educators; and changing roles for schools and communities.

LWP 402 Learners with problems 402
Academic organisation: Educational Psychology
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 20

Module content:
Addressing specific barriers to learning and development: educational needs related to physical disabilities and other health impairments; educational needs of deaf learners; educational needs related to visual disabilities; educational needs related to intellectual and cognitive differences; and educational needs related to challenging behavior.

PIE 400 Capping assignment 400
Academic organisation: Education Management and Policy Studies
Period of presentation: Year
Language of tuition: English   **Credits:** 0
Module content:
The capping assignment provides an opportunity for candidates to demonstrate their achievement holistically in terms of the overall purpose of the programme, namely to develop their professional management competence and critical reflection. In doing the capping assignment candidates need to demonstrate that they have developed the skill to link theory with practice and to integrate all the modules in this programme when applying it in practice.

Bachelor of Education Honours [BEdHons]

Education Management, Law and Policy

EDS 721 Educational studies 721
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 12
Module content:
Metatheories in education: empiricism. Rational empiricism. Critical rationalism. Critical theory. Phenomenology. Hermeneutics. System theory. Philosophies in education: traditional philosophies; indigenous (African) philosophies. The influence of modernism and postmodernism on education. Comparative perspectives on learning theories and their meaning for education.

ELP 721 Education law and policy 721
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 12
Module content:
The importance of education law and policy literacy. The emergency of the new legal and policy framework for the provision of education in South Africa. Policy factors and other stakeholders in education: democratisation, rights and duties, roles. Reading and understanding policy and law (case studies). The relationship between Educational Law and policy. The role of Education Law in policy design.

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).

FMO 711 Financial management in education 711
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 12
Module content:
Financing of education. Critical analysis of legislation and policy documents related to financing the education system. Management skills related to budgeting, planning, organising, directing and controlling finances. Implementing financial policy. Developing and assessing financial solutions for various educational activities.

HRE 711 Human resource management in education 711
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 12
Module content:
The human resource development process, including policy needs determination, requirements for posts, advertisement, selection and appointment, development including mentoring and induction. Human resource development at school level, in-service training and capacity building.

LVO 711 Leadership and change in education 711
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 12
Module content:
Cultural settings. Critical perspectives of leadership. Leadership in a human rights environment. Change in education – legislation and policy implementation. Resistance to change. Leadership in a culture of change. Transformational leadership. Building innovative capacity and leadership.

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).

NME 731 Foundations 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.

NME 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 [e.g. F-test and t-test].

NME 733 Introduction to qualitative research 733
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 12
Module content:
This module provides students with the foundations of research literacy in qualitative inquiry. Using real-life exemplars from educational contexts, students learn the theory and methods associated with various approaches to qualitative research, including case study research, historical research, ethnographic research, and action research. Students will gain applied competence in at least two qualitative methods, such as structured observations, semi-structured interviews, content analysis, and questionnaire design. Students are provided with the basic concepts and strategies for pursuing advanced educational research training at higher levels of study.

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 721 Education law 721
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 12
Module content:
Introduction. The Constitution and the Bill of Rights: entrenchment, supremacy, interpreting (reading, providing for, applying and understanding fundamental human rights), enforcement, and important implications of selected rights in education. Legal aspects of the organisation, funding and governance of public schools. Safe schools (policies, codes of conduct, school rules, disciplinary action). Labour relations in education.

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 722 Policy studies in education 722
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 12
Module content:
Themes that will be studied include: Examination of different understandings of what policy is. These include perspectives of policy as written text, practice or official pronouncements of officials, symbolism or products of conflict. Approaches to policy development. Factors that impact on policy development. Challenge of policy implementation. Policy development in South African in the pre- 1990 period, 1990-1994, and 1994-2002.

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.

TEM 711 Theories in education management
Academic organisation: Education Management and Policy Studies
Period of presentation: Semester 1
Language of tuition: English   **Credits:** 12
Module content:
Theories and models in education management. Democratic and bureaucratic models. Different approaches to education management. Synergy of different approaches. Recent theory development and discourse. Theory and practice paradigms. Changing context of management in Education. Africa-approach to Education Management: philosophies and concepts.

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.

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.

TABLE OF CONTENTS
GENERAL REGULATIONS

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 based on a candidate's achievement in six 20-credit recognised subjects, by using the NSC ratings, that 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. 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.
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 EXAMINATIONS

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:
BEdHons: The final mark for a module comprises three marks: two formative assessment marks (two assignments, 30%) and one summative assessment mark (examination, 70%).

      ACE: The final mark for a module comprises three marks: two formative assessment marks (two assignments, 50%) and one summative assessment mark (examination, 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

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.

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.

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 enroled 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.

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

G.62 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 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 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 or elsewhere) which Senate deems equivalent to, or higher than the examinations prescribed for a degree at the University, 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.

(c) 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.

(d) 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.

(e) 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.

VII.   DIPLOMAS AND CERTIFICATES

G.63   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 2012 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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TABLE OF CONTENTS

GENERAL RULES

GENERAL RULES

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

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

1.1.1   contravenes or attempts to contravene any other order, regulation, rule or directive of the University;

1.1.2   refuses to obey any lawful instruction or request by any council member, lecturer, official or body of the University, or acts contrary to such instruction or request;

1.1.3   is guilty of intentional or negligent conduct which results in:

    1.1.3.1   bringing the good name of the University into disrepute;

    1.1.3.2   prejudicing or endangering the maintenance of order and discipline at the University;

    1.1.3.3   prejudicing or endangering the proper course of teaching, research and/or community service at the University;

1.1.4   without detracting from the generality of paragraphs 1.1.1 to 1.1.3,

    1.1.4.1   unlawfully infringes another person's fundamental rights as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996 (Act 108 of 1996), while present on University or University-controlled premises or in University context;

    1.1.4.2   performs an act which is an offence in terms of South African law and such an act is prejudicial to the University or its staff, guests, contractors or students;

    1.1.4.3   in University context infringes a person's copyright or any other intellectual property right, including but not limited to plagiarism;

    1.1.4.4   in University context

        a.   makes any misrepresentation with regard to any administrative process, which includes but is not limited to the following: misrepresentations regarding academic and other records, including degree and diploma certificates and other documents; misrepresentations regarding illness; misrepresentations made to persuade or attempt to persuade the University to administratively act in a way that the University would not or probably would not have acted in the absence of such misrepresentation;

        b.   forges a document (which includes drawing up a document purporting to be a copy of a non-existent document as well as changing an existing document);

        c.   presents a forged document with the aim of misleading another person; or

        d.   plagiarises by stating, or implying, original authorship of someone else's written or creative work (words, images, ideas, opinions, discoveries, artwork, music, recordings, computer-generated work), and/or by incorporating such work or material, in whole or in part, into his or her own work without properly acknowledging or citing the source;

and such act is prejudicial or potentially prejudicial to the University, its staff, guests, contractors or students;

1.1.4.5 uses property of the University or under the University's control unlawfully or without permission, or damages such property in a manner that may give rise to delictual liability;

1.1.4.6 enters or occupies or attempts to enter or occupy any University or University-controlled premises or building or part thereof without permission;

1.1.4.7 conducts him- or herself in an indecent or improper manner on University or University-controlled premises or at a University function or activity;

1.1.4.8 in any manner infringes the freedom of movement of a student or staff member of the University or a member of the public who is present on University or University-controlled premises or attempts to do so; or

1.1.4.9 conducts him- or herself in an insulting, indecent or improper manner towards a student or staff member of the University or a member of the public who is present on University or University-controlled premises or at a University function or activity;

1.1.4.10 in contravention of the provisions of South African law or a rule of the University, possesses, distributes, buys, sells, uses or is under the influence of a dependency-inducing substance while present on University or University-controlled premises.

1.2 PROCEDURE IN CASE OF MISCONDUCT

1.2.1 A charge of misconduct shall be laid with the Registrar.

1.2.2 The Registrar may of his or her own volition investigate or refer a charge of misconduct for investigation.

1.2.3 Should the Registrar be of the opinion that

1.2.3.1 reasonable grounds exist for a charge of misconduct against a student; and

1.2.3.2 the conduct of the particular student could possibly justify disciplinary steps in terms of paragraph 1.3;

the Registrar formulates a charge in writing and convenes a disciplinary investigation by the Disciplinary Committee (Students).

1.2.4 The Registrar may, if there are reasonable grounds for suspecting that a student is guilty of serious misconduct, temporarily expel a student from a residence or temporarily deny a student access to the campus of the University, pending the results of the disciplinary investigation. An expulsion of this nature takes place if the Registrar is of the opinion that it is reasonably necessary for the protection of the interests of other students, staff and/or the University.

1.2.5 If the Registrar is of the opinion that the conduct of a student does not warrant an investigation by the Disciplinary Committee (Students), but that steps should nevertheless be taken against that particular student, and the student has admitted the charge against him or her and has been afforded the opportunity to address the Registrar on the appropriate disciplinary measures, the Registrar may take steps against the student without implementing any further process. The Registrar may deprive the student of a right or privilege exercised in terms of his or her registration as a student as provided for in subparagraph 1.3.1.2, or reprimand the student, or impose a fine not exceeding the amount determined from time

to time by Council for this purpose. Where the student is of the opinion that the punishment imposed by the Registrar is unreasonable, he or she may lodge an appeal in respect of this specific aspect in terms of paragraph 1.5.

1.2.6   Should the Registrar decide to order a disciplinary investigation by the Disciplinary Committee (Students), a copy of the written charge shall be served on the student concerned. In the document the student is summoned to appear at the specific date, time and venue stated in the document in order to answer to the charge.

1.2.7   If the student is a minor, his or her parents or legal guardian must be informed of the disciplinary investigation in a manner which the Registrar deems appropriate under the circumstances.

1.2.8   The Registrar shall notify all persons who must be present at the disciplinary investigation.

1.2.9   An accused student shall be entitled to be assisted by his or her parents or legal guardian during the disciplinary investigation.

1.2.10   An accused student shall not *ipso iure* be entitled to legal representation during the disciplinary investigation. If the student so requests, the Chairperson of the Disciplinary Committee (Students) may give leave to the student to employ the services of a legal representative at his or her own cost. The Chairperson may also give permission to a third party, other than the parent or guardian of the student or his or her legal representative, to assist the student.

1.2.11   The Registrar may, as the case may be and when it is justified by the charge, appoint a competent person to handle the charge against the student on behalf of the University. In such instance the accused student is *ipso iure* entitled to legal representation. However, the student remains responsible for his or her own legal costs.

1.2.12   The procedure followed during a particular disciplinary investigation is determined by the Disciplinary Committee (Students), taking into account the rules of fair administrative justice. The latter, among other things entails that the accused student

1.2.12.1   does not have to incriminate him- or herself;

1.2.12.2   is asked whether he or she admits the charge;

1.2.12.3   is permitted to present his or her defence in a manner that the Committee deems appropriate under the circumstances, but which is at the same time fair towards the student;

1.2.12.4   is allowed to provide evidence in his or her favour; and

1.2.12.5   is allowed to cross-examine anyone who testifies against him or her.

1.2.13   The Disciplinary Committee (Students) shall keep minutes of the proceedings or ensure that such minutes are kept in a manner that it considers appropriate under the circumstances.

1.2.14   If the Disciplinary Committee (Students) cannot reach a unanimous decision, the decision of the majority of the members shall apply. In the case of an equal vote, the Chairperson has a casting vote.

1.2.15   If so requested by a student who is found guilty, the Disciplinary Committee (Students) must furnish written reasons for its decision and/or disciplinary steps.

1.3 PENALTIES

1.3.1 Upon finding a student guilty and having heard evidence in mitigation, the Disciplinary Committee (Students) may, with due consideration of any guidelines applicable to minimum penalties for particular transgressions as determined by the Council of the University from time to time:

1.3.1.1 reprimand the student;

1.3.1.2 temporarily or permanently deprive the student of a right or privilege which his or her registration as a student at the University entails;

1.3.1.3 impose a fine not exceeding the amount determined from time to time for this purpose by Council, and also order the student to pay an amount which amounts to the actual damage caused by the student;

1.3.1.4 deprive the student of the right or privilege to register for a particular module, or revoke a credit obtained in a module;

1.3.1.5 compel the student to perform community service within the University for a specified number of hours not exceeding the maximum determined from time to time by the Council for this purpose;

1.3.1.6 suspend the student for a specified period; and/or

1.3.1.7 deny the student the privilege of re-registration as a student at the University.

1.3.2 When an appeal against a decision of the Disciplinary Committee (Students) is lodged in terms of paragraph 1.5, the Chairman, after consulting with the other members of the Committee, may suspend any disciplinary measure imposed by the Committee pending the result of the appeal.

1.4 DISCIPLINARY COMMITTEE (STUDENTS)

1.4.1 The Disciplinary Committee (Students) consists of three members. The members appointed to serve on a specific committee shall be appointed from the ranks of the following categories of persons:

1.4.1.1 a person with a legal qualification from within or outside the University, appointed by the Registrar to act as the Chairperson of the disciplinary investigation;

1.4.1.2 an academic staff member of the University; and

1.4.1.3 a registered student of the University appointed from the ranks of the serving Constitutional Tribunal judges.

1.4.2 After the Chairperson of a specific disciplinary committee has been appointed by the Registrar, it is the duty of the Chairperson to appoint the remainder of the committee in consultation with the Registrar and in accordance with the abovementioned guidelines.

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

1.5 APPEAL PROCEDURE

1.5.1 A student may appeal against the conviction and/or the disciplinary measures imposed by the Disciplinary Committee (Students) in accordance with the following procedure:

1.5.1.1   The student may appeal to the Appeals Committee of Senate against the conviction and/or the disciplinary measures imposed by the Disciplinary Committee (Students) by lodging a written Notice of Appeal to the Registrar.

1.5.1.2   The written Notice of Appeal shall be lodged with the Registrar not later than ten days after the student has been informed in writing of the finding of the Disciplinary Committee (Students). The Notice of Appeal shall be accompanied by an amount not exceeding R2 000 (Two Thousand Rand) or another amount as determined by Council from time to time, which shall serve as part payment for costs related to the appeal: provided that in deserving cases the Registrar may lower the amount payable or waive the payment at his/her discretion.

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

1.5.1.4   On receipt of the Notice of Appeal, a copy thereof shall be submitted to the Chairman of the Disciplinary Committee (Students), whereupon the Committee shall prepare a response to the grounds of the appeal within a reasonable time and submit it to the Registrar.

1.5.1.5   The Registrar shall provide the student with the response furnished by the Disciplinary Committee (Students), who in turn may within seven days submit a written replication to the Registrar.

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

1.5.1.7   The Appeals Committee of Senate may ratify, alter or set aside any conviction and/or disciplinary measure imposed, which may include the suspension or reduction of or increase in disciplinary measures, and may otherwise make any order which, taking into account the facts of the case, would be just and equitable. Should the Appeals Committee of Senate set aside the conviction and/or disciplinary measures imposed by the Disciplinary Committee (Students), or reduce the disciplinary measures imposed on the student, the University shall repay the amount paid by the student in accordance with 1.5.1.2. above.

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

1.6   APPEALS COMMITTEE OF SENATE

The Appeals Committee of Senate consists of:

1.6.1   the Chairperson of Senate or his or her delegate; and

1.6.2   two permanent academic staff members, one of whom must be a professor in the Faculty of Law: Provided that a staff member who has served as a member of the Disciplinary Committee (Students) in respect of a certain matter, may not serve as a member of the Appeals Committee of Senate in respect of the same matter.

1.7 GENERAL

1.7.1 If the Disciplinary Committee (Students) and/or the Appeals Committee of Senate deprives a student of a right or a privilege that he or she exercises as a student, or temporarily or permanently denies him or her entrance to the University or a University residence, such student shall forfeit all claims to a refund or reduction of or exemption in respect of money paid or payable to the University.

1.7.2 If a student refuses to attend a disciplinary hearing, or where he or she has been absent from such hearing for a second time without the permission of Chairman of the Committee, the hearing may be continued forthwith in his or her absence in a manner which the Disciplinary Committee (Students) deems appropriate.

1.7.3 If the Vice-Chancellor and Principal is of the opinion that the circumstances of a specific case warrant it, he or she may perform some or all of the actions performed by the Registrar in terms of the Disciplinary Code or, alternatively, he or she may delegate the authority to perform these functions to another staff member of the University.

1.7.4 Nothing in this document shall prohibit the Council of the University from promulgating specific disciplinary codes and procedures for regulating conduct in Residences or in other units within the University where this is necessitated by operational requirements. This Code shall apply in the absence of such measures.

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.
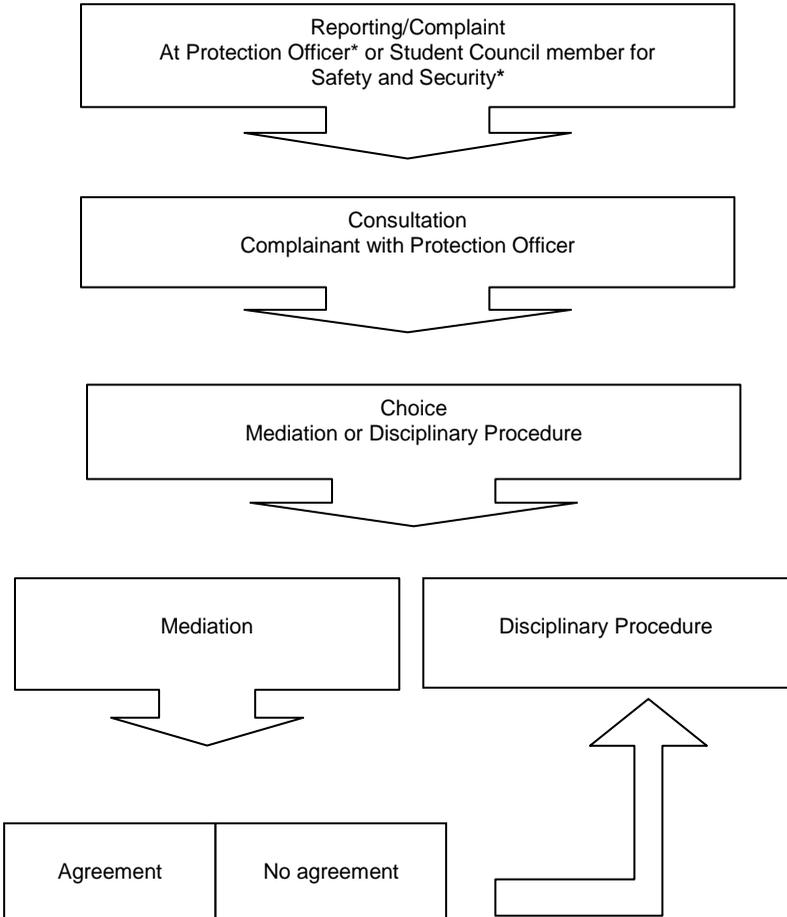
2.1 SEXUAL AND RACIAL HARASSMENT

In terms of its policies on racial and sexual harassment, the University of Pretoria strives towards the establishment of a non-sexist, non-racist, non-discriminatory working, living and learning environment.

Disciplinary steps can be taken against students who commit acts of sexual and/or racial harassment. Upon conviction, such students can be expelled.

Sexual harassment is any conduct with a sexual undertone or suggestion that infringes on a student's right to a safe, non-intimidating learning and living environment, while racial harassment is described as any humiliating and/or derogatory verbal or non-verbal action which has an explicit or implicit racial connotation or undertone and infringes on a student's right to a safe, non-intimidating, non-racist learning or living environment.

The University's policy on sexual harassment and racial harassment sets out the procedures to be followed by a complainant in the above-mentioned cases and can be illustrated as follows:

PROCEDURE IN A CASE OF SEXUAL OR RACIAL HARASSMENT

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┌─────────────────────────────────────────────────────┐
│              Reporting/Complaint                      │
│  At Protection Officer* or Student Council member for │
│              Safety and Security*                     │
└─────────────────────────────────────────────────────┘
                         ↓
┌─────────────────────────────────────────────────────┐
│                  Consultation                         │
│        Complainant with Protection Officer            │
└─────────────────────────────────────────────────────┘
                         ↓
┌─────────────────────────────────────────────────────┐
│                    Choice                             │
│        Mediation or Disciplinary Procedure            │
└─────────────────────────────────────────────────────┘
                         ↓
┌──────────────────────┐        ┌──────────────────────┐
│      Mediation        │        │ Disciplinary Procedure│
└──────────────────────┘        └──────────────────────┘
            ↓                                ↑
┌──────────────┬───────────────┐            │
│  Agreement   │ No agreement  │────────────┘
└──────────────┴───────────────┘
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*   Student Council member for Safety and Security (Tel. 012 366 9800)
*   Protection Officer: Mrs E Gardiner: Division of Legal Services (Tel. 012 420 3073)

2.2 EXAMINATIONS, TESTS AND OTHER ACADEMIC ASSIGNMENTS

A.   INSTRUCTIONS

1.   Students are obliged to positively identify themselves when writing a test and/or examination by means of 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 and 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 immediately and strictly obey all the instructions given by an invigilator.

5.   Except for the conditions as indicated in paragraph 8, students may not bring into the test or examination venue or have in their possession any unauthorised apparatus, books, electronic means of communication, or notes of any nature whatsoever or any paper, no matter how small. 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 and stationery in accordance with the requirements and specifications set by the lecturer concerned. Mutual exchange of such items will not be allowed.

7.   Wearing of caps or wide-brimmed hats during examinations and tests is prohibited.

8.   Book bags and handbags may be kept with students (ie underneath chairs) during tests and examinations provided that these are not handled by students at all for the duration of the test or examination.

9.   It is important that the surname, full names and signature of the student are provided in the relevant space on the test and 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 and test answer script. The covered portion may only be opened by the examiner if the student number is incorrect or illegible.

10.   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.

11.   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.

12.   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, as well as the submission of work by a student with a view to assessment when the work in question is, with the exception of group work as determined by the lecturer concerned, the work of someone else either in full or in part, or where the work is the result of collusion between the student and another person or persons.

13. 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.
14. 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.
15. 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.
16. 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.
17. Students may not take used or unused answer scripts from the test or examination venue.
18. 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 should stop working on the computer as soon as the login time has expired.

Please note: Students should take note that, if found guilty of academic misconduct or non-compliance with these rules, a student could, amongst others, 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 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.

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.

B. ANNOUNCEMENT OF EXAMINATION RESULTS
Examination results will be made available in the following manner:
- By post
- MTN telephone number 083 123 111
- Results can also be received via SMS by typing in UP (space) STUDENT NUMBER (8 DIGITS) (space) JUN or NOV and sending it to 35606
- Results can be viewed on Students Self Service at https://www.up.ac.za/portal

C. 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 results are made available.

(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 R240. The fees for re-marking of modules consisting of papers one and two are therefore R480. The money should be paid at the cashiers 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 quickly as possible.

D.   TEST INSTRUCTIONS

The examination instructions described in paragraph 2.2.A. 1–18 apply with the necessary changes to tests and practicals.

E.   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.

F.   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.

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 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, ie 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.

    (d)   No glass bottles and or cans are allowed in 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

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 weapon without the express prior consent of the Director: The Department 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.

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 the Department 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 the Department Security Services;
        (ii) the obligations to be taken over by the Department Security Services are clearly defined and agreed upon in writing; and
        (iii) the Department 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 the Department 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.

4. It is permissible to register protest during a meeting, provided that the following condition is fulfilled in all respects:

   (a)   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 Private Act (Act No 106 of 1990), 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, part-time or Distance Education 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: Department 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 main 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: Department 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 full-time on campus.

(b)   **Student parking facilities (Main 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 the Department 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 Human Science 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)   **Main 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 (See also p 51).

- 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: Department 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: Department 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 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 to 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 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 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 concerned 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 I.2 or paragraph I.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 I.7(d), for neglecting to obey an order in terms of I.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 I.1-4 (the maximum fine is stipulated in paragraph I.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: Department Security Services or a person assigned by him.

(f)   The Traffic Tribunal may give hearing to any witness, at the request of any person concerned.

(g)   In circumstances mentioned in paragraph I.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 I.1 or on an order of the Director: Department Security Services in terms of paragraph I.5(a) or (b), the Traffic Tribunal may grant a trial to such a person on the basis of a submission by the Director: Department Security Services, in his or her absence and the powers of the Traffic Tribunal take effect in terms of paragraph I.6.(b).

The same procedure applies when a person neglects to appear on the day stipulated for the trial in terms of paragraphs I.5(a)(iii) and I.7(a).

(b)   When the Traffic Tribunal imposes a fine in terms of paragraphs I.5(a) and I.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 I.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 ruby gown (Cambridge model) with a 15 cm band in the Faculty colour on the front panel.
   Cap: A ruby beret (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 beret 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 beret 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 beret with the tassel in the faculty colour.
   Hood: A grey hood with a 7,5 cm edging in the faculty colour.

   (b) Bachelor of Divinity and Bachelor of Education
   Gown: A black gown as for bachelor's degrees.
   Cap: A flat black square beret with the tassel in the faculty colour.
   Hood: As for bachelor's degrees but with a 2 cm edge in the base material.

5. **DIPLOMAS AND CERTIFICATES**
   Gown: A black gown (Cambridge model).
   Cap: A flat square black beret 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 beret, and not the cap, 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 Corporate Communication and Marketing or faculty marketers.

8. DISTRIBUTION OF PUBLICATIONS

Internal publications

Use of the corporate identity on all University of Pretoria publications should be signed off by the Director of Corporate Communication and Marketing.

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 of Corporate Communication and Marketing.

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 Corporate Communication and Marketing.

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 (420 2333) regarding all matters concerning students with special needs. Contact persons of the unit are Dr M Nolte (012 420 4002), Mr S Mahlangu (012 420 2582) and Mr JJ Erwee (012 420 4281).

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 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;
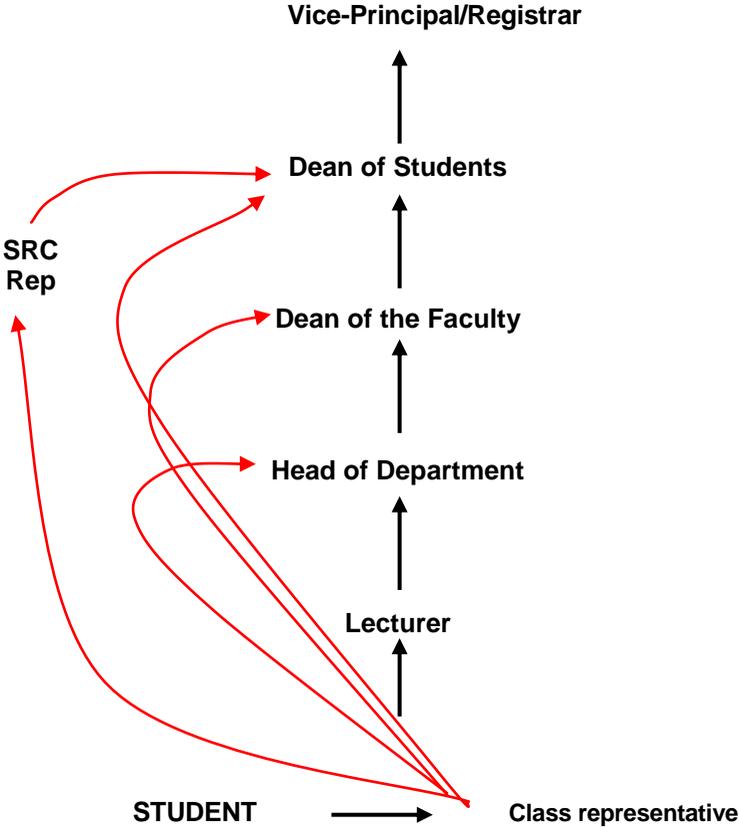(j) deny him/her access to meals in a residence;

(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.

Note: In the case of the latter, the student will be liable for the costs incurred.

15. STUDENT COMMUNICATION CHANNEL

ACADEMIC ISSUES

Vice-Principal/Registrar

Dean of Students

SRC
Rep

Dean of the Faculty

Head of Department

Lecturer

STUDENT   →   Class representative

NON-ACADEMIC ISSUES

Vice-Principal/Registrar

↑

Dean of Students

↑

SRC Representative

↑

STUDENT