



Vaal University of Technology

General Prospectus

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Copies of the Faculty Prospectus are obtainable from:

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NB:

Although the information contained in this General Prospectus has been compiled as accurately as possible, the Council and the Senate of the Vaal University of Technology accept no responsibility for any errors or omissions.

Vaal University of Technology

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Upington Campus

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Kindly Note: Your student number should appear on all correspondence and be directed to the Office of the Registrar.



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1. A Brief Look at the VUT from 1966 to 2010

- 1966** : The Vaal Triangle College for Advanced Technical Education opens its doors to the community, with Mr C A J Bornman appointed as the first Principal. The College boasts 189 engineering students, 15 members of staff and hostel accommodation for 60 students.
- 1971** : Dr Isak Steyl is appointed as Director of the Institution.
- 1975** : The construction of new buildings commences, providing students with a new library, gymnasium, laboratories, lecture halls and a new wing for the Department of Commerce and Management. The College is thus enabled to double its student intake and expand the curriculum.
- 1978** : Student enrolment reaches the 3 000 mark. Staff now totals 137.
- 1979** : Colleges are renamed Technikons in accordance with the Advanced Technical Amendment Act.
- 1981** : The Vaal Triangle Technikon continues to expand. An additional hostel opens its doors and hosts 140 more students. Vesco donates a further 22 hectares to the Institution to accommodate the massive building expansions approved by the Department of Education. Courses in Microbiology and Paramedical Sciences are offered for the first time.
- 1984** : The first Laureatus (equivalent to PhD) students register, and during the same year a Department of Educational Technology is established.
- 1986** : The Gold Fields Library is completed and finally the Technikon boasts a library which satisfies the needs of existing students and staff.
- 1987** : The Vaal Triangle Technikon establishes a satellite campus at Secunda, offering part-time classes only. Building commences on new facilities at the main campus for the School of Art and Design. Student numbers reach 6 000.
- 1994** : The Vaal Triangle Technikon establishes a new satellite campus at Klerksdorp. Approval is given to the Technikon to offer degree courses and the first enrolments are accepted.



- 1995** : The Vaal Triangle Technikon establishes two additional satellite campuses at Uppington called the Northern Cape Satellite Campus, and at Kempton Park, called the Ekurhuleni Satellite Campus.
- 1996** : Prof AT Mokadi joins the Vaal Triangle Technikon as Vice-Chancellor and Rector. Faculties replace the former schools and directors become deans. The first Masters Degree – Magister Technologiae in Electrical Engineering is awarded. Tokyo Sexwale is elected as the first Chancellor of the Vaal Triangle Technikon.
- 1998** : The 14 500 student mark is reached, reflecting the demographics of South African society. Black student enrolment rises to 63,4%. All disciplines offer degree courses which can be pursued from bachelors to doctorate level. The Gold Fields Foundation’s Administration Manager officially opens the Gold Fields Library’s Electronic Classroom.
- 1999** : The new language policy, with English as the official language, comes into operation. The first Doctorates are awarded in the Faculty of Applied and Computer Sciences and the Faculty of Management Sciences. On 30 April the Vaal Triangle Technikon opens its high-voltage laboratory, making it a leader in the field of electrical engineering, with the capacity to serve the power cable research needs of the entire South Africa.
- 2001** : A Technology Station for Composite Materials is established to assist the composite industry in product development and the use of state-of-the-art technology.
- 2002** : A Department of Technology Planning and Development is established to spearhead the drive to make greater use of technology. Our champion athletes Chris Harmse won a gold medal at the African Champions in Tunisia and Mbulaeni Mulaudzi won a gold medal at the Commonwealth games in Manchester. Mbulaeni was the first black South African ever to win a gold medal at these championships and the first South African to win a gold medal in the track events in the past 44 years. On 6 September the first ever Honorary Doctorate is awarded to Archbishop Emeritus Desmond Tutu, and the



- unveiling of the hall, henceforth to be known as the *Desmond Tutu Great Hall*.
- 2003** : The Desmond Tutu Lecture Series is instituted. The inaugural address is given by Judge Albie Sachs of the Constitutional Court. The second address in the series is presented by Clem Sunter, Chairman of the Anglo American Chairman’s Fund.
- The academic re-direction of the institution towards becoming a university of technology begins.
- 2004** : Vaal Triangle Technikon officially becomes the “VAAL UNIVERSITY OF TECHNOLOGY”. The university takes occupation of the previous Vista Campus at Sebokeng, renaming it “Educity” in the process.
- 2005** : Registrations pass the 17 000 mark for the first time.
- 2006** : VUT celebrates its 40th anniversary. A new academic structure is introduced to provide for the final transition of VUT from its former technikon structure to a university of technology structure under the banner: Transformation II – from Technikon to University. VUT awarded Honorary Doctorates to the following recipients: An Extraordinary Professorship to Prof Martin Hinoul (Business Development: K U Leuven Research & Development), Legal Studies to Dr Adv Pansy Tlakula (CEO: Electoral Commission of SA (IEC), Sport Management to Dr Molefi Oliphant (SAFA).
- 2007** : VUT appoints its first female Vice-Chancellor and Principal, Prof Irene Moutlana.
- 2008** : VUT awarded Honorary Doctorates to the following recipients: Applied Sciences to Dr Mosibudi Mangena (Minister of Sciences and Technology), Law to Dr Adv IA Semanya (Pitje Chambers – Fabcos House), Fine Arts to Dr DN Koloane (Director: Fordsburg Artists’ Studio), Humanities to Dr Siphon M Pityana (Executive Chairperson Izingwe Holdings (Pty) Ltd), Law to Dr Adv G Bizos SC (Senior Advocate Chairperson Legal Resources Centre), Humanities to Dr Archbishop WHN Ndungane (Former Anglican Archbishop) Historic School Restoration Project and African Monitor.



2. Enrolments and Graduates

Enrolments

VUT Student Numbers	2008	2009	2010	2011
Undergraduate	16 713	19 020	21 047	21 468
Postgraduate	207	203	186	207
Students in Major Study Fields	2008	2009	2010	2011
Science, Engineering, Technology	8 971	10 367	10 895	11 431
Business/ Management	6 790	7 710	8 780	8 535
Education	152	147	48	3
Other Humanities	1 034	1 183	1 693	1 892

Graduates

Graduates at VUT	2008	2009	2010	2011
Undergraduate	2 410	3 169	3 092	3 582
Postgraduate	547	30	24	59
Graduates in Major Study Fields	2008	2009	2010	2011
Science, Engineering, Technology	1 270	1 385	1 307	1 502
Business/ Management	1 474	1 559	1 583	1 878
Education	2	90	40	38
Other Humanities	231	165	186	258

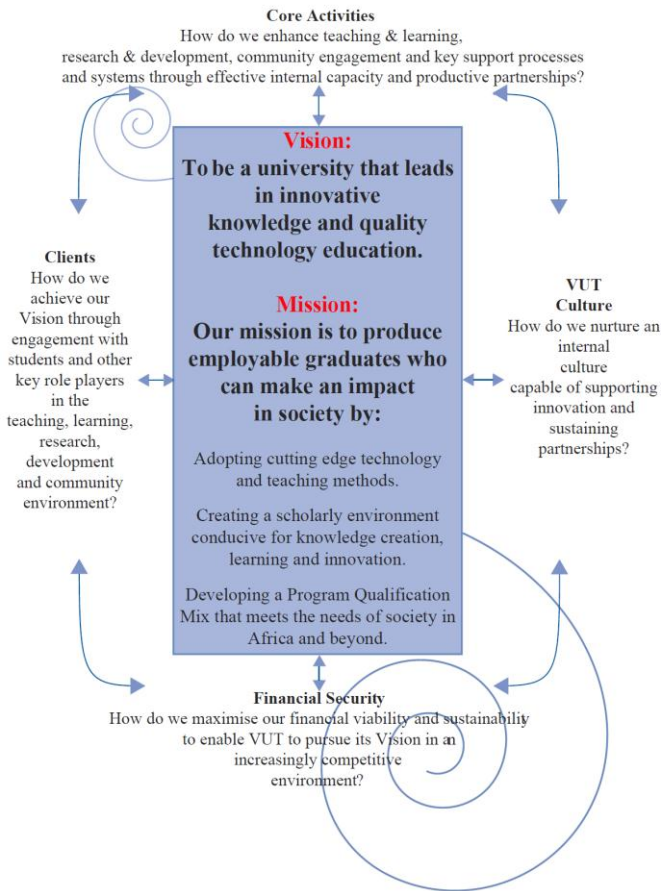
“Education is the most powerful weapon which you can use to change the world.”

- Nelson Mandela



3. Vision and Mission Statement

Strategic Direction





4. Committee Calendar 2013

January						
S	M	T	W	T	F	S
		01	02	03	04	05
		PH				
06	07	08	09	10	11	12
				E		
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	RR	SE	A/B			

February						
S	M	T	W	T	F	S
				01	02	
03	04	05	06	07	08	09
				C		
10	11	12	13	14	15	16
	RR	FHR	HD			
17	18	19	20	21	22	23
	Hon	SLS	EX/SA	RMS		
24	25	26	27	28		
	RE	RR	IFF			

March						
S	M	T	W	T	F	S
					01	02
03	04	05	06	07	08	09
	IF	SE	HD	EMC		
10	11	12	13	14	15	16
	ET	RR				
17	18	19	20	21	22	23
		SL	PH	VR		
24	25	26	27	28	29	30
	VR	VR	VR	VR	PH	
31						

Public Holiday		RR
VUT recess		VR
Graduations		GR
Council Dinner		CD
Council Workshop		CW
Rectorate	@ 10h00	RR
Exec Management	@ 10h00 x 4	EMC
Instit Forum	@ 15h30 x 4	IF
Inter Faculty Forum	@ 14h00 x 4	IFF
Ethics	@ 10h00 x 3	ET
Records Manag Steering	@ 10h00 x 4	RMS

April						
S	M	T	W	T	F	S
		01	02	03	04	05
		PH				QC
07	08	09	10	11	12	13
	RR	SR			EXC	
14	15	16	17	18	19	20
	GR	GR	GR	GR	GR	
21	22	23	24	25	26	27
	GR	GR	GR			PH
28	29	30				

May						
S	M	T	W	T	F	S
				01	02	03
05	06	07	08	09	10	11
	RR	FHR	C	EMC		
12	13	14	15	16	17	18
	Hon	SLS	EX/SA			
19	20	21	22	23	24	25
	RE	RR	IFF		RMS	
26	27	28	29	30	31	
	IF		SE			

June						
S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
			SR			
09	10	11	12	13	14	15
		RR	E	HD	QC	
16	17	18	19	20	21	22
	PH	PH	SL	SE	EXC	VR
23	24	25	26	27	28	29
	VR	VR	VR	VR	VR	VR
30						
						VR

Council	@ 13h30 x 4	C
Exco of Council	@ 12h00 x 8	EX
Audit	@ 15h30 x 4	A
Building	@ 18h00 x 4	B
Finance	@ 15h30 x 4	F
Human Resource	@ 18h00 x 4	HR
Student Affairs	@ 15h30 x 4	SA

July						
S	M	T	W	T	F	S
		01	02	03	04	05
		VR	VR	VR	VR	VR
07	08	09	10	11	12	13
	VR				E	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	ET	RR	SE	A/B		SW
28	29	30	31			

August						
S	M	T	W	T	F	S
				01	02	03
04	05	06	07	08	09	10
	Hon	FHR	C	PH		
11	12	13	14	15	16	17
	RR	IFF	EX/SA			
18	19	20	21	22	23	24
	RE	SR	SE		RMS	
25	26	27	28	29	30	31
	IF	RR	SLS		EMC	

September						
S	M	T	W	T	F	S
		01	02	03	04	05
						SL
08	09	10	11	12	13	14
		GR	GR	GR	GR	
15	16	17	18	19	20	21
		RR	SR	QC	EXC	
22	23	24	25	26	27	28
	VR	VR	VR	VR	VR	VR
29	30					
	VR	VR				

Senate	@ 10h00 x 4	S
Senex	@ 10h00 x 8	SE
Quality	@ 10h00 x 4	QC
Higher Degrees	@ 10h00 x 6	HD
Research Ethics	@ 10h00 x 4	RE
Senate Library	@ 10h00 x 4	SL
Senate Learner Sup	@ 10h00 x 4	SLS
Honorary Degrees	@ 10h00 x 2	Hon
Curriculum	@ 10h00 x 4	C
Senate Research	@ 10h00 x 3	SR
Examination	@ 10h00 x 4	E

October						
S	M	T	W	T	F	S
		01	02	03	04	05
			SE			
06	07	08	09	10	11	12
	RR					
13	14	15	16	17	18	19
	Hon	FHR	C	RMS		
20	21	22	23	24	25	26
	RR	SLS	EX/SA			
27	28	29	30	31		
	RE		SE			

November						
S	M	T	W	T	F	S
				01	02	
						EMC
03	04	05	06	07	08	09
	IF	IFF	A/B			CD
10	11	12	13	14	15	16
	RR				SL	
17	18	19	20	21	22	23
	ET	SL		HD	QC	
24	25	26	27	28	29	30
	RR	SR		E	EXC	

December						
S	M	T	W	T	F	S
		01	02	03	04	05
08	09	10	11	12	13	14
						VR
15	16	17	18	19	20	21
	VR	VR	VR	VR	VR	VR
22	23	24	25	26	27	28
	VR	VR	VR	VR	VR	VR
29	30	31				
	VR	VR				



5. Academic Calendar 2013

Study Guides for S1 & S2 print ready : 16 November 2012

First Semester

TERM 1: 02 January to 20 March (Schools 09 January to 20 March)

Public Holiday : 01 January

Finalisation & Publication of 2nd Opportunity Results : 02 – 12 January

Registration: Confirmed Early Applications : 11 January

Registration: Conditionally Accepted Early Applicants : 14 – 15 January

Late Applications & Registrations : 16 – 18 January

Finalisation of Academic Appeals & All Pre-registration Queries : 14 – 18 January

Registration Seniors

Faculty of Engineering & Technology : 21, 22 & 28 January

Faculty of Management Sciences : 23, 24 & 30 January

Faculty of Applied & Computer Sciences : 25, 26 & 29 January

Faculty of Human Sciences : 25, 26 & 29 January

Faculties Overflow : 31 January

Test Week: NBT & Psychometric : 21 – 26 January

Orientation Week : 28 – 31 January

Registration Closes for All Students : 01 February

Classes Commence All Students : 04 February

Academic Opening : 08 February

CASS Evaluations Commence : 11 February

Closing Date: Addition of Subjects : 25 February

Closing Date: Cancellation of Subjects : 08 March

Public Holiday : 21 March

VUT Holiday : 22 March

Public Holiday : 29 March



TERM 2: 02 April to 21 June (Schools 09 April to 21 June)	
Public Holiday	: 01 April
Classes Commence	: 02 April
Closing date for submission of 1 st & 2 nd Opportunity Exam Papers	: 12 April
Graduation Ceremonies: Main Campus – Engineering	: 15 April
Graduation Ceremonies: Main Campus – Applied & Computer Sciences	: 16 April
Graduation Ceremonies: Main Campus – Human Sciences	: 17 April
Graduation Ceremonies: Main Campus – Management Sciences	: 18 April
Graduation Ceremonies: Main Campus – Management Sciences	: 19 April
Graduation Ceremonies: Delivery Sites – Secunda	: 23 April
Graduation Ceremonies: Delivery Sites – Ekurhuleni	: 24 April
Graduation Ceremonies: Delivery Sites – Upington	: 25 April
Public Holiday	: 27 April
Public Holiday	: 01 May
Publication of Year-Marks	: 10 May
Communication Examination	: 11 May
Examination – 1 st Opportunity	: 18 May to 01 June
Addition / Cancellation Closing Date for Year Courses	: 03 June
Finalisation & Publication of 1 st Opportunity Results	: 03 June – 07 June
Completion of CASS Marks: All Faculties	: 14 June
Examination – 2 nd Opportunity	: 12 June – 22 June
Public Holiday	: 16 June
Public Holiday	: 17 June
Second Semester	
TERM 3: 08 July to 20 September (Schools 15 July to 20 September)	
Finalisation & Publication of 2 nd Opportunity Results	: 08 – 12 July
Registration: Confirmed Early Applications	: 12 July
Registration: Conditionally Accepted Early Applications	: 15 – 16 July



Late Applications & Registrations	:	17 – 19 July
Finalisation of Academic Appeals & All Pre-Registrations Queries	:	15 – 19 July
Registration Seniors		
Faculty of Engineering & Technology	:	22 – 23 July
Faculty of Applied & Computer Sciences	:	24 – 25 July
Faculties Overflow	:	26 July
Test Week: NBT & Psychometric	:	22 – 24 July
Orientation Week	:	25 – 26 July
Classes Commence All Students	:	29 July
Registration Closes for All Students	:	30 July
Public Holiday	:	9 August
CASS Evaluations Commence	:	12 August
Closing Date: Addition of Subjects	:	16 August
Closing Date: Cancellation of Subjects	:	30 August
Graduation Ceremonies: Main Campus – Engineering	:	09 September
Graduation Ceremonies: Main Campus – Applied & Computer Sciences	:	10 September
Graduation Ceremonies: Main Campus – Human Sciences	:	11 September
Graduation Ceremonies: Main Campus – Management Sciences	:	12 September
Graduation Ceremonies: Main Campus – Management Sciences	:	13 September
VUT Holiday	:	23 September
Public Holiday	:	24 September
 TERM 4: 01 October to 13 December (Schools 01 October to 04 December)		
Classes Commence	:	01 October
Closing date for submission of 1 st & 2 nd Opportunity Exam Papers	:	04 October
Publication of Year Marks	:	25 October
Communication Examination	:	26 October
Examination – 1 st Opportunity	:	02 – 16 November
Finalisation & Publication of 1 st Opportunity Results	:	18 – 22 November



Examinations – 2 nd Opportunity	:	30 November to 12 December
Completion of CASS Marks: All Faculties	:	03 December
Public Holiday	:	16 December
Public Holiday	:	25 December
Public Holiday	:	26 December

Remarks:

1.	Academic Staff report for duty on:	Semester 1:	07 January
		Semester 2:	10 July
2.	Total Contact weeks per semester:	Semester 1:	13 ½ Weeks
		Semester 2:	12 ½ Weeks



6. Public Holidays

01 January	New Years Day
21 March	Human Rights Day
22 March	VUT Holiday
29 March	Good Friday (Friday before Easter Sunday)
01 April	Family Day (Monday after Easter Sunday)
27 April	Freedom Day
1 May	Workers Day
16 June	Youth Day
17 June	Public Holiday
9 August	National Women's Day
23 September	VUT Holiday Day
24 September	Heritage Day
16 December	Day of Reconciliation
25 December	Christmas Day
26 December	Day of Goodwill



7. Governance Committees

7.1 Council

The Council, constituted in terms of Section 27(4) of the Higher Education Act, 1997 (Act 101 of 1997), at the time compilation of this Prospectus the Administrator, Prof P FitzGerald fulfilled the roll of Council.

7.2 Senate

The Senate, constituted in accordance with Section 28(2) of the Higher Education Act, 1997 (Act 101 of 1997), consists of:

Members

Moutlana, IN (Prof) (*Chairperson*)

Louw, HA (Prof) (*Deputy Chairperson*)

Mokoena, TD (Dr) (*Secretary*)

Alugongo, A (Prof)

Aoyi, O (Prof)

Badenhorst, LA (Mr)

Badenhorst, P (Mr)

Brits, HJ (Dr)

Campbell, HM (Prof)

De Beer, D (Prof)

Dhurup, M (Prof)

Dicks, DA (Prof)

Dicks, EG (Prof)

Dikio, E (Prof)

Du Plooy, GS (Mr)

Fouché, CE (Ms)

Gaede, RJ (Prof)

Goniwe, T (Prof)

Johnson, BJ (Dr)

Joubert, DJ (Dr)

Joubert, PA (Dr)

Joubert, T (Ms)

Kungune, VGF (Mr)

Lombard, A (Ms)

Mabuza, BR (Prof)

Vice-Chancellor & Principal

DVC: Academic & Research

Registrar

HOD: Mechanical Engineering

Professor: Chemical Engineering

HOD: Process Control & Computer Systems

Campus Principal: Upington

Director: Total Quality

HOD: Industrial Eng & Operations

Executive Director: TT & I

Executive Dean: Management Sciences

Professor: Electrical Engineering

Associate Professor: Hospitality

Associate Professor: Chemistry

Senior Director: Curriculum Development

HOD: Communication & Education

Associate Professor – Visual Arts & Design

Associate Professor – Visual Arts & Design

Executive Director: Research

HOD: Legal Sciences

HOD: Human Resource Management

HOD: Power Engineering

Deputy Registrar: Examinations & Graduations

HOD: Information & Communication Technology

Executive Dean: Applied & Computer Sciences



Machika, P (Dr)	Executive Director: Centre for Academic Development
Malaza, ED (Prof)	Executive Director: Institutional Planning
Martin, R (Dr)	Campus Principal: Secunda
Masu, LM (Prof)	Research Professor: Engineering
Mendonidis, P (Prof) (<i>Acting</i>)	HOD: Metallurgical Engineering
Modise, SJ (Prof)	Director: Institute of Chemistry & Biotechnology
Mokoena, BA (Mr) (<i>Acting</i>)	HOD: Marketing & Sports Management
Möller, A (Dr)	HOD: Accountancy
Moloi, KC (Prof)	Associate Professor: Communication & Education
Moloto, MJ (Prof)	Associate Professor: Chemistry
Naidoo, EB (Prof)	HOD: Chemistry
Ndege, M (Prof)	Executive Dean: Engineering & Technology
Ngirane-Katashya, G (Prof)	Associate Professor: Civil Engineering
Nicolaides, A (Prof)	HOD: Hospitality, Tourism & PR Management
Oldewage-Theron, WH (Prof)	Director: Centre of Sustainable Livelihoods
Omara-Ujungu, PH (Prof)	Campus Principal: Ekurhuleni
Osifo, PO (Dr)	HOD: Chemical Engineering
Padayachee, T (Prof)	HOD: Biosciences
Pienaar van Z, HC (Prof)	Director: Electronic Engineering
Pienaar van Z, WJ (Mr)	HOD: Electronic Engineering
Pillay, M (Prof)	Professor: Biosciences
Pinkoane, M (Prof)	Associate Professor: Biosciences
Pooe, RID (Dr)	HOD: Logistics
Roberts, N (Ms)	Senior Director: Library & Information Services
Salim, W (Dr) (<i>Acting</i>)	HoD: Civil Engineering
Seroka, S (Dr)	Executive Director: Student Support Services
Sethlare, LM (Mr)	SRC: President
Sikakana, IQ (Dr)	HOD: NDT & Physics
Smit, JJAC (Dr)	Director: Curriculum Development
Sooful, A (Ms) (<i>Acting</i>)	HOD: Visual Arts & Design
Surujlal, J (Prof)	Research Professor: Management Sciences
Vacant	Council Representative
Vacant	Council Representative
Vacant	Director: Co-operative Education
Vacant	DVC: Resources & Planning
Van der Bank, CM (Prof)	Executive Dean: Human Sciences
Winter, B (Mr) (<i>Acting</i>)	HOD: Software Studies



Zide, GN (Prof)

DVC: Governance & Operations

Zimba, K (Dr)

HOD: Mathematics

7.3 Institutional Forum

The Institutional Forum, constituted in accordance with Section 28(2) of the Higher Education Act, 1997 (Act 101 of 1997), at the time compilation of this Prospectus the Administrator, Prof P FitzGerald fulfilled the roll of Council.



8. Governance Sub-Committees & Management Committees

8.1 Committees of Council

The Council, constituted in terms of Section 27(4) of the Higher Education Act, 1997 (Act 101 of 1997), at the time compilation of this Prospectus the Administrator, Prof P FitzGerald fulfilled the roll of Council.

8.2 Committees of Senate

The Vice-Chancellor is an Ex-Officio member of all Committees of Senate

Higher Degrees Committee

Members

Louw, HA (Prof) (<i>Chairperson</i>)	DVC: Academic & Research
De Beer, D (Prof)	Executive Director: TT & I
Dhurup, M (Prof)	Executive Dean: Management Sciences
Fouché, C (Ms)	Chairperson: Faculty Research Committee
Johnson, BJ (Dr)	Executive Director: Research
Mabuza, BR (Prof)	Executive Dean: Applied & Computer Sciences
Masu, LM (Prof)	Chairperson: Faculty Research Committee
Mokoena, TD (Dr)	Registrar
Ndege, M (Prof)	Executive Dean: Engineering & Technology
Nelana, S (Dr)	Chairperson: Faculty Research
Padayachee, T (Prof)	HoD: Biomedical Technology
Surujlal, J (Prof)	Chairperson: Faculty Research
Van der Bank, CM (Prof)	Executive Dean: Human Sciences

Senex

Members

Moutlana, IN (Prof) (<i>Chairperson</i>)	Vice-Chancellor & Principal
Mokoena, TD (Dr) (<i>Secretary</i>)	Registrar
De Beer, D (Prof)	Executive Director: TT & I
Dhurup, M (Prof)	Executive Dean: Management Sciences
Johnson, B (Dr)	Executive Director: Research
Louw, HA (Prof)	DVC: Academic & Research



Mabuza, BR (Prof)	Executive Dean: Applied & Computer Sciences
Ndege, M (Prof)	Executive Dean: Engineering & Technology
Vacant	DVC: Resources & Planning
Van der Bank, CM (Prof)	Executive Dean: Human Sciences
Zide, GN (Prof)	DVC: Governance & Operations

Senate Library Committee

Members

Louw, HA (Prof) (<i>Chairperson</i>)	DVC: Academic & Research
Roberts, N (Ms) (<i>Deputy Chairperson</i>)	Senior Director: Library & Information Services
Badenhorst, PJ (Mr)	Campus Director: Upington
Brits, H (Dr)	Director: Quality Promotion
Johnson, BJ (Dr)	Executive Director: Research
Martin, R (Mr)	Campus Director: Secunda
Mofokeng, GL (Mr)	Senior Deputy Registrar: Academic Administration
Omara-Ojungu, PH (Prof)	Campus Director: Ekurhuleni
Ramasodi, D (Mr)	Executive Director: IT Services
Representative	2 Representatives per Faculty
Representative	2 SRC Representatives

Senate Learner Support Committee

Members

Louw, HA (Prof) (<i>Chairperson</i>)	DVC: Academic & Research
Zide, GN (Prof) (<i>Deputy Chairperson</i>)	DVC: Governance & Support
Badenhorst, PJ (Mr)	Campus Director: Upington
Fouché, C (Ms)	HoD: Communication & Education
Hendrich, U (Dr)	Snr Counsellor: Counselling Department
Heuer, E (Ms)	Director: Learner Support
Joubert, T (Ms)	HoD: Power Engineering
Kungune, VGF (Mr)	Deputy Registrar: Examinations
Lombard, A (Ms)	HoD: ICT
Martin, R (Dr)	Campus Director: Secunda



Machika, P (Dr)	Executive Director: Centre of Academic Development
Mendonidis, P (Prof) (<i>Acting</i>)	HoD: Metallurgical Engineering
Mokoena, TD (Dr)	Registrar
Naidoo, EB (Prof)	HoD: Chemistry
Naidu, Y (Mr)	Acting Coordinator: IPU
Omara-Ojungu, PH (Prof)	Campus Director: Ekurhuleni
Ramasodi, D (Mr)	Executive Director: IT Services
Rathbone, L (Ms)	Counsellor: Counselling Department
Roberts, N (Ms)	Senior Director: Library & Information Services
Representative	Institutional Development
Representative	4 SRC Representatives
Seroka, S (Dr)	Executive Director: Student Support Services
Sidwaba, P (Ms)	HOD: Student Counselling
Smit, JJAC (Dr)	Director: Curriculum Development
Sooful, A (Ms) (<i>Acting</i>)	HoD: Visual Arts & Design

Honorary Degree Committee

Members

Louw, HA (Prof) (<i>Chairperson</i>)	DVC: Academic & Research
Van der Bank, CM (Prof) (<i>Deputy Chairperson</i>)	Executive Dean: Human Sciences
Dhurup, M (Prof)	Faculty of Management Sciences
Joubert, MJ (Mr)	Nteu
Mabuza, BR (Prof)	Faculty of Applied & Computer Sciences
Mendonidis, P (Prof)	Research Professor
Modise, SJ (Prof)	Institutional Forum
Mohlokoane, S (Mr)	Nehawu
Mokoena, TD (Dr)	Registrar
Ndege, M (Prof)	Faculty of Engineering & Technology
Representative	1 SRC Representative
Vacant	Council
Zide, GN (Prof)	DVC: Governance & Operations



Quality Promotion Committee

Members

Louw, HA (Prof) (<i>Chairperson</i>)	DVC: Academic & Research
Brits, H (Dr) (<i>Deputy Chairperson</i>)	Director: Quality Promotion
Dicks, D (Prof)	Director: Engineering & Technology
Du Plooy, G (Mr)	Director: Community Engagement & RPL
Kearney, J (Dr)	Senior Lecturer: Hospitality, Tourism & PR
Kundasami, R (Mr)	Manager: Quality Promotion Unit
Kungune, VGF (Mr)	Deputy Registrar: Examinations
Lombard, A (Ms)	HoD: ICT
Maneschijn, D (Ms)	Academic & Student Affairs: Ekurhuleni
Moutlana, IN (Prof)	Vice-Chancellor & Principal
Nicolaides, A (Prof)	HoD: Hospitality, Tourism & PR
Omara-Ojungu, PH (Prof)	Campus Director: Ekurhuleni
Smit, JJAC (Dr)	Director: Curriculum Development
Surujlal, J (Prof)	Research Professor: Management Sciences
Sutherlands, T (Dr)	Manager: Unit for Preparatory Programmes
Vacant	Director: Cooperative Education
Viljoen, JS (Dr)	Academic Head: Secunda



Curriculum Committee

Members

Smit, JJAC (Dr) (<i>Chairperson</i>)	Director: Curriculum Development
Brits, H (Dr)	Director: Quality Promotion
Dhurup, M (Prof)	Executive Dean: Management Sciences
Dikio, E (Prof)	Senior Lecturer: Chemistry
Evangelou, O (Ms)	Associate Director: Curriculum Development
Fouché, C (Ms)	HoD: Communication & Education
Johnson, BJ (Dr)	Executive Director: Research Management
Joubert, DJ (Dr)	HoD: Legal Sciences
Joubert, PA (Mr)	HoD: Human Resource Management
Louw, HA (Prof)	DVC: Academic & Research
Mabuza, BR (Prof)	Executive Dean: Applied & Computer Sciences
Mendonidis, P (Prof) (<i>Acting</i>)	HoD: Metallurgical Engineering
Moloi, KC (Prof)	Professor of Education & Research
Ndege, M (Prof)	Executive Dean: Engineering & Technology
Nicolaides, A (Prof)	HoD: Hospitality, Tourism & PR Management
Padayachee, T (Prof)	HoD: Bioscience
Salim, W (Dr) (<i>Acting</i>)	HoD: Civil Engineering & Building
Sooful, A (Ms) (<i>Acting</i>)	HoD: Visual Arts & Design
Van der Bank, CM (Prof)	Executive Dean: Human Sciences
Van Eck, R (Ms)	Senior Lecturer: Biosciences
Vacant	Director: Co-operative Education
Venter, D (Mr)	Lecturer: Hospitality & Tourism

Research Ethics Committee

Members

Johnson, BJ (Dr) (<i>Chairperson</i>)	Executive Director: Research
Representatives	Scientists or Researchers
Representatives	Person(s) with Competence in Law
Representatives	Person(s) with Competence in Research Ethics
Representatives	Lay Person(s)



Examination Committee

Members

Louw, HA (Prof) (<i>Chairperson</i>)	DVC: Academic & Research
Mokoena, TD (Dr) (<i>Deputy Chairperson</i>)	Registrar
Badenhorst, PJ (Mr)	Campus Director: Upington
Dhurup, M (Prof)	Executive Dean: Management Sciences
Kungune, VGF (Mr)	Deputy Registrar: Examinations
Mabuza, BR (Prof)	Executive Dean: Applied & Computer Sciences
Martin, R (Dr)	Campus Director: Secunda
Ndege, M (Prof)	Executive Dean: Engineering & Technology
Omara-Ojungu, PH (Prof)	Campus Director: Ekurhuleni
Van der Bank, CM (Prof)	Executive Dean: Human Sciences

Inter-Faculty Forum

Members

Louw, HA (Prof) (<i>Chairperson</i>)	DVC: Academic & Research
Badenhorst, PJ (Mr)	Campus Director: Upington
De Beer, D (Prof)	Executive Director: TT & I
Dhurup, M (Prof)	Executive Dean: Management Sciences
Johnson, BJ (Dr)	Executive Director: Research
Mabuza, BR (Prof)	Executive Dean: Applied & Computer Sciences
Martin, R (Dr)	Campus Director: Secunda
Mokoena, TD (Dr)	Registrar
Ndege, M (Prof)	Executive Dean: Engineering & Technology
Omara-Ojungu, PH (Prof)	Campus Director: Ekurhuleni
Ramasodi, D (Mr)	Executive Director: IT Services
Roberts, N (Ms)	Senior Director: Library & Information Services
Van der Bank, CM (Prof)	Executive Dean: Human Sciences
Vacant	Executive Director: Centre for Quality & Learn.
Representative	Faculty of Applied & Computer Sciences
Representative	Faculty of Applied & Computer Sciences
Representative	Faculty of Applied & Computer Sciences
Representative	Faculty of Applied & Computer Sciences



Representative	Faculty of Engineering & Technology
Representative	Faculty of Engineering & Technology
Representative	Faculty of Engineering & Technology
Representative	Faculty of Engineering & Technology
Representative	Faculty of Human Sciences
Representative	Faculty of Human Sciences
Representative	Faculty of Human Sciences
Representative	Faculty of Human Sciences
Representative	Faculty of Management Sciences
Representative	Faculty of Management Sciences
Representative	Faculty of Management Sciences
Representative	Faculty of Management Sciences

8.3 Management Committees of the VUT

Rectorate Committee

Members

Moutlana, IN (Prof) (<i>Chairperson</i>)	Vice-Chancellor & Principal *
Louw, HA (Prof)	DVC: Academic & Research *
Mkuchane, TE (Mr)	Executive Director: Office of the VC & Principal
Mokoena, TD (Dr)	Registrar
Omara-Ojungu, PH (Prof)	Campus Director: Ekurhuleni
Phatudi, CSM (Ms)	Executive Director: Human Resources
Seroka, S (Dr)	Executive Director: Student Support Services
Tsieane, FD (Mr)	Executive Director: Finance
Vacant	DVC: Resources & Planning *
van der Bank, CM (Prof)	Executive Dean: Faculty of Human Sciences
Zide, GN (Prof)	DVC: Governance & Operations *
Zingitwa, P (Mr)	Executive Director: Operations & Logistics

*Statutory Members of Rectorate



Executive Management Committee

Members

Moutlana, IN (Prof) (<i>Chairperson</i>)	Vice-Chancellor & Principal
Mokoena, TD (Dr) (<i>Secretary</i>)	Registrar
Badenhorst, PJ (Mr)	Campus Director: Upington
De Beer, D (Prof)	Executive Director: TT & I
Dhurup, M (Prof)	Executive Dean: Management Sciences
Johnson, B (Dr)	Executive Director: Research Management
Kempen, AJ (Dr)	Executive Director: Institutional Initiative & Fund Raising
Khuboni, MB (Mr)	Executive Director: Corporate Affairs
Louw, HA (Prof)	DVC: Academic & Research
Mabuza, BR (Prof)	Executive Dean: Applied & Computer Sciences
Machika, P (Dr)	Executive Director: Centre of Academic Development
Malaza, D (Prof)	Senior Director: Institutional Planning
Mkuchane, TE (Mr)	Executive Director: Office of the VC & Principal
Ndege, M (Prof)	Executive Dean: Engineering & Technology
Phatudi, CSM (Ms)	Executive Director: Human Resources
Omara-Ujungu, PH (Prof)	Campus Director: Ekurhuleni
Ramasodi, D (Mr)	Executive Director: IT Services
Robert, N (Ms)	Senior Director: Library & Information Services
Seroka, S (Dr)	Executive Director: Student Support Services
Tsieane, FD (Mr)	Executive Director: Finance
van der Bank, CM (Prof)	Executive Dean: Faculty of Human Sciences
Martin, R (Dr)	Campus Administrator: Secunda
Wiseman, J (Mr)	Executive Director: International Relations & Advancement
Vacant	DVC: Resources & Planning
Zide, GN (Prof)	DVC: Governance & Operations
Zingitwa, P (Mr)	Executive Director: Operations & Logistics



Ethics Committee

Members

Zide, GN (Prof) (*Chairperson*)

Modise, SJ (Prof)

Mokoena, TD (Dr)

Van der Bank, CM (Prof)

DVC: Governance & Operations

Institute of Chemistry & Biotechnology

Registrar

Executive Dean: Human Sciences



9. Student Representative Council

Members

Setlhare, LM (Mr)	President
Seganeo, OW (Ms)	Deputy President
Mpaku, ML (Ms)	Secretary General
Sekonyela, ME (Ms)	Deputy Secretary
Jentile, V (Ms)	Treasurer General
Beya, WA (Mr)	Academic Officer
Zulu, PM (Mr)	Legal & Transformation Officer
Mokhosi, MF (Ms)	Religious & Culture Officer
Ramatapa, HT (Mr)	Sports Officer
Rasimeni, NE (Ms)	Gender Officer
Nkomo, N (Mr)	Entertainment Officer
Mazibuko, MA (Mr)	Housing & Catering Officer
Lesane, OG (Mr)	Faculty of Management Sciences
Modike, TR (Mr)	Faculty of Applied & Computer Sciences
Matsheng, P (Mr)	Faculty of Engineering & Technology
Zitha, TT (Mr)	Faculty of Human Sciences



10. Rectorate and Secretarial Staff

Prof IN Moutlana	Vice-Chancellor & Principal
	DEd (Harvard University, USA)
Ms GM Secwalo	Executive Secretary
Ms M Sanders	Executive Secretary
Prof HA Louw	Deputy-Vice Chancellor: Academic & Research
	PhD: Sociology (Vista)
Ms R Dippenaar	Executive Secretary
Vacant	Deputy-Vice Chancellor: Resources & Planning
Ms AM Jacobs	Executive Secretary
Ms N Mbatha	Administrator
Prof GN Zide	Deputy-Vice Chancellor: Governance & Operations
	D Phil (UPE)
Ms S Sayed	Executive Secretary
Dr TD Mokoena	Registrar
	PhD: Economics (PU for CHE)
Ms SA Henning	Administrator
Mr TE Mkuchane	Executive Director: Office of the VC & Principal
Ms CSM Phatudi	Executive Director: Human Resources
Ms T Martins	Administrator
Mr P Zingitwa	Executive Director: Operations & Logistics
	MSc: Engineering (Wits)
Ms E Heiberg	Administrator



Dr S Seroka

Executive Director: Student Support Services

DEd

Ms M Tsosane

Administrator

Mr FD Tsieane

Executive Director: Finance

BCom (Hons) Accounting (University of the North)

Ms R Duvenage

Administrator

Prof CM van der Bank

Executive Dean: Human Sciences

LLD

Ms PM van der Walt

Administrator

Prof PH Omara-Ojunga

Campus Director: Ekurhuleni

Ms J Hector

Administrator



11. Academic Staff & Administrators

Faculty of Applied & Computer Sciences

Prof BR Mabuza	Executive Dean: Applied & Computer Sciences
Ms JF de Villiers	PhD: Physics Administrator
Prof EB Naidoo	Head of Department: Chemistry
Ms M Henning	PhD: Chemistry Administrator
Prof T Paddayachee	Head of Department: Biosciences
Ms M Henning	DTech Administrator
Ms A Lombard	Head of Department: ICT & OMT
Ms E Terblanche	MTech: IT Administrator
Dr K Zimba	Head of Department: Mathematics
Ms GR Mokoena	PhD Administrator
Dr IQ Sikakana	Head of Department: Physics & NDT
Ms GR Mokoena	PhD: Physics (WITS) Administrator
Mr B Winter	Head of Department: Software Studies & Computer End Using
	BSc



Faculty of Engineering & Technology

Prof M Ndege
Ms L van Heerden

Executive Dean: Engineering & Technology
Administrator

Prof DA Dicks

Director:EDSU
DTech

Mr LA Badenhorst

Head of Department: Process Control & Computer Systems
MDip Tech

Dr HM Campbell

Head of Department: Industrial Engineering & Operations Management
DBL
Administrator

Ms SM van Zyl

Prof AA Alugongo (*Acting*)

Head of Department: Mechanical Engineering
PhD
Administrator

Ms SM van Zyl

Vacant

Head of Department: Metallurgical Engineering

Ms T Joubert

Head of Department: Power Engineering (*Acting*)
MTech
Administrator

Ms R Kloppers

Dr W Salim (*Acting*)

Head of Department: Civil Engineering & Building
PhD
Administrator

Ms P Buang



Mr PO Osifo

Head of Department: Chemical Engineering

PhD

Ms D Nake

Administrator

Mr W J v Z Pienaar

Head of Department: Electronic Engineering

BTech

Ms D Nake

Administrator



Faculty of Human Sciences

Prof CM van der Bank

Executive Dean: Human Sciences

LLD

Ms PM van der Walt

Administrator

Ms CE Fouché

Head of Department: Communication & Education

Mphil

Ms P Lephala

Administrator

Dr DJ Joubert

Head of Department: Legal Sciences

LLD

Ms M van der Westhuizen

Administrator

Prof A Nicolaides

Head of Department: Hospitality, Tourism & Public Relations Management

DPhil (UNIZUL)

Ms P Gwebu

Administrator

Ms A Sooful (Acting)

Head of Department: Visual Arts & Design

MA (FA)

Ms JKS Shibambo

Administrator



Faculty of Management Sciences

Prof M Dhurup

Executive Dean: Management Sciences

PhD (NWU)

Ms FA van Straten

Administrator

Mr BA Mokoena (*Acting*)

Head of Department: Marketing & Sport Management

MCom

Ms KTQ Mofoka (*Acting*)

Administrator

Dr PA Joubert

Head of Department: Human Resource Management

PhD

Ms R Moolman

Administrator

Dr RID Pooe

Head of Department: Logistics

PhD

Ms EC Leemisa

Administrator

Mr A Möller

Head of Department: Accountancy

PhD (NWU)

Vacant

Administrator



12. Non-Academic Senior Management & Administrators

Mr GS Du Plooy	Director: Community Engagement MEd
Ms S Bezuidenhout	Administrator
Ms N Roberts	Senior Director: Library & Information Services
Ms M Sandase	Administrator
Vacant	Director: Student Accommodation & Catering
Ms Q Tsubele	Administrator
Phatudi, CSM (Ms)	Executive Director: Human Resources
Ms T Martins	Administrator
Dr AJ Kempen	Executive Director: Institutional Initiative & Fund Raising
	PhD
Ms G Galeta	Administrator
Vacant	Director: Cooperative Education
Ms L Dreyer	Administrator
Dr TD Mokoena	Registrar
	PhD: Economics (PU for CHE)
Ms SA Henning	Administrator
Mr GL Mofokeng	Senior Deputy Registrar: Academic Administration
	MA
Ms M van der Westhuizen	Administrator
Mr W Jack	Executive Director: International Relations & Advancement



Ms V Bradbury	Administrator
Mr D Ramasodi	Executive Director: IT Services
	BSc: Computer Science & Maths (WITS)
Ms F Ramafothole	Administrator
Mr P Zingitwa	Executive Director: Operations & Logistics
	MSc: Engineering (Wits)
Ms E Heiberg	Administrator
Dr S Seroka	Executive Director: Student Support Services
	DEd
Ms M Tsosane	Administrator
Mr AE Strauss	HOD: Student Recruitment
	MEd (PU for CHE)
Ms E McLeod	Administrator
Mr FD Tsieane	Executive Director: Finance
	BCom (Hons) Accounting (University of the North)
Ms R Duvenage	Administrator
Mr J Zeni	HOD: Protection Services
Ms D Mkwebane	Administrator



13. Policies and Regulations

13.1 General Academic Rules

GENERAL ACADEMIC RULES FOR DEGREES, DIPLOMAS AND CERTIFICATES

(These Rules have been approved by the Senate in terms of the Higher Education Act (Act No. 101 of 1997), as amended, as well as the Statutes of the Vaal University of Technology, and are contained in the various policies, manuals and procedures obtainable from the Office of the Registrar: Academic Support)

PREAMBLE:

- (a) The Senate may from time to time amend, alter or delete any rule, whether a General Rule or a rule relating to a specific module, course or qualification.**
- (b) The provisions of these Rules, as applied in particular faculties, may be restricted in circumstances provided for in the rules of those faculties as approved under Rule G4.**
- (c) Except as otherwise stated or prescribed by the Senate and the Council, Rules G1 to G33 shall be applicable to every student of the Vaal University of Technology (hereinafter referred to as “the University”).**

GENERAL RULES

G1 Changes in rules

The University may revise, rescind or add to its rules from time to time, and any such alteration, deletion or addition shall become binding upon the date of publication or upon such date as may be specified by the Senate, provided that no change in rules shall be interpreted so as to operate retrospectively to the prejudice of any currently registered student.

G2 Degrees, diplomas and certificates

The University may confer or award such degrees, diplomas and certificates as approved by the Senate and the Council. The list of degrees, diplomas and certificates is available from the Office of the Registrar: Academic Support on request. Rules for specific qualifications will be found in the relevant Faculty handbooks.



G3 Approval of curricula

The Council, upon the approval of the Senate after consultation with the relevant Faculty Boards, shall approve the curricula for all qualifications of the University.

G4 Faculty rules

Subject to the provisions of the Higher Education Act, the Statutes of the University, and the following Rules, the Council may, upon the approval of the Senate, make or amend rules for each faculty relating to:

- a) the eligibility of a student as a candidate for any qualification and / or module, which may include Recognition of Prior Learning (RPL);
- b) the selection process;
- c) the period of attendance;
- d) the curriculum, work and other requirements for each qualification;
- e) progression and academic exclusion; and
- f) any other matter relating to the academic functions of the University.

G5 Application to study

- a) Applications to study must be made in such manner as prescribed, and must include presentation of the Matriculation Certificate / National Senior Certificate where this is required.
- b) An applicant who has studied at any other tertiary education institution must, in addition, present an academic record and a certificate of conduct from that institution, together with the application.

G6 Selection requirements

All applicants shall produce evidence satisfactory to the University of their competence to work for the qualification sought. The University may decline to admit a candidate for a qualification if the candidate's previous academic attainments are, in its opinion, not sufficiently high to warrant such admission.

G7 Selection for postgraduate studies

- a) Graduates of any other recognised university (whether in the Republic of South Africa or elsewhere) may, for the purpose of proceeding to a postgraduate qualification in any faculty of the University, be admitted by the Senate to a status in the University equivalent to that which they possess in their own university by virtue of any degree held by them.



- b) An applicant who has graduated from another tertiary institution or who has in any other manner attained a level of competence which, in the opinion of the Senate, is adequate for the purpose of postgraduate studies or research, may be admitted as a student in any faculty of the University.

G8 Exemption from a module / course

Exemption from a module / course may be granted and credit may be awarded for a relevant module where an applicant has already obtained credit for an equivalent module or can demonstrate an equivalent level of competence through prior learning.

G9 Registration

- a) In order to pursue their studies in any semester, all students of the University shall complete the applicable registration procedure, thereby affirming their acceptance of the rules of the University.
- b) The Senate may impose conditions for the registration of any student.
- c) On application to the relevant Faculty Office, and with the approval of the Senate, a student's registration may be suspended for a specified period of time. Such student remains subject to the rules of the University, and may return to register before or at expiry of the period of suspension. The period during which registration is suspended shall not be included in any calculation towards the minimum and maximum periods prescribed for any qualification in terms of Rule G12, nor for the evaluation of eligibility for the award of degrees *cum laude* or *magna cum laude* in terms of Rules, BT8 and MT17.

G10 Payment of fees

- a) Save by special permission of the Senate and the Council:
 - (i) An applicant shall not be registered until the minimum prescribed fees are paid;
 - (ii) A student shall not be entitled to admission to an examination, nor to receipt of examination results, until all relevant prescribed fees are paid.
- b) A student shall not be entitled to the conferral or award of a qualification until all monies due to the University have been paid.



G11 Concurrent registration

Save by special permission of the Senate:

- a) no student shall be registered for more than one qualification at the same time; nor
- b) shall any student, while registered at any other tertiary institution, be registered concurrently at the University.

G12 Period of attendance

Every candidate for a qualification shall meet the relevant attendance and performance requirements for each module / course and qualification as prescribed by the relevant Faculty and approved by the Senate, in order to obtain the requisite credit.

G13 Module registration

- a) Subject to Rule G14, no student shall be registered for any module / course unless his or her curriculum has been approved by the Senate. An approved curriculum may be modified only with the consent of the Senate.
- b) Save by special permission of the Senate, no student may attend a module / course for which he or she is not registered.

G14 Prerequisite and co requisite requirements

- a) A minimum year mark / semester mark of 50% is required for admission to any examination.
- b) A faculty may specify the attainment of a minimum mark of more than 50% in a prerequisite module / course, a specified mark in a module / course or any other requirement before registration for the proposed module / course is permitted.
- c) Registration for a module will be conditional on meeting all co requisite and prerequisite requirements for that module.

G15 Obsolete modules

In readmitting a student, the Senate may withhold recognition, for the purposes of a qualification, of credits previously obtained in modules / courses which have subsequently become obsolete.



G16 Admission to examination

- a) Students shall not present themselves for an examination in any module / course unless the Head of the Department in which they have studied that module has certified that they have met the minimum requirements (that will include the provisions of rule G14(a)) for the specified module.
- b) The year mark / semester mark referred to in rule G14 (a) shall be valid only for the examinations, including supplementary examinations, of the semester in which it is issued.
- c) With the consent of the Faculty Board concerned, in exceptional circumstances, the year mark / semester mark may be extended to the relevant subsequent semester.
- d) The minimum requirements for each module / course shall be published in the Faculty Handbook and in any other manner deemed appropriate by the Faculty.
- e) Save as may otherwise be provided by the Faculty, for each module / course a list of those students refused admission to examination shall be published, in a manner deemed appropriate by the Faculty, on or before the last day of teaching in each semester.

G17 Admission to examinations – right of appeal

- a) Students have the right to appeal against the refusal of an admission to examinations in terms of Rule G16.
- b) An appeal must be lodged in the relevant Faculty Office, in the prescribed manner, within three (3) University working days of the last day of notification of examination admission refusal.
- c) Such appeal shall be considered by an appropriate committee, the composition of which shall be approved by the Senate.
- d) The decision of the committee shall be final.

G18 Examinations

- a) An examination may be written and / or oral, and may include practical work.
- b) On application and / or on the recommendation of the Head of Department, with the approval of the Senate, a written examination may, for a particular student, be replaced or supplemented by an oral examination.



G19 External examination and moderation

- a) Except with the permission of the Senate, all modules / courses, other than exit-level modules / courses, shall be subject to internal examination and independent moderation.
- b) Except with the permission of the Senate, all exit-level modules / courses shall be subject to internal and external moderation.
- c) The portion of the total assessment subject to independent moderation or external examination moderation, in terms of (a) or (b) above, shall be at least 50%.

G20 Examination scripts

- a) To aid academic development, students may view their examination scripts under supervision for a prescribed fee.
- b)
 - (i) A student may, on formal application and after payment of the applicable fee, have all his / her examination scripts for a module re-marked, normally by the moderator in accordance with the policies approved by the Senate and the Council.
 - (ii) Such application shall be lodged in the relevant Faculty Office, in the prescribed manner, within ten (10) University working days of the release of final results.
 - (iii) The student's final mark for the module shall be that determined by the re-mark.
 - (iv) The fee shall be refunded only if the re-mark causes an improvement in the class of result as reflected in Rule G29(a).
- c) Re-marking as contemplated in (b) above shall not be permitted for BTech and equivalent projects, MTech dissertations and DTech theses.
- d) Examination scripts shall be stored by the University for a maximum period of one year or such longer period as required by contractual or professional obligations.

G21 Examination sessions

All examinations shall be conducted in the prescribed sessions approved by the Senate.

G22 Supplementary examinations

Supplementary examinations may be awarded in terms of these Rules and the relevant Faculty Rules, as approved by the Senate.



G23 Special examinations

- a) A student who has not been able to attempt or complete the original final examination by reason of illness or any other reason deemed sufficient by the Senate, may on application, be granted permission to sit a special examination, normally during the next applicable supplementary examination session.
- b) An application for a special examination shall be made on the prescribed form, accompanied by all relevant documentation, and lodged in the relevant Faculty Office within five (5) working days of the date of the examination concerned.
- c) If an application for a special examination is approved, the examination result, if any, from the original examination shall be regarded as null and void. If such an application is not approved the original examination result shall stand.
- d) Student who has one outstanding module to complete the qualification can apply for a special examination if a year mark has been obtained.

G24 Standard of supplementary and special examinations

To pass supplementary and special examinations, students must demonstrate a level of academic competence equivalent to that required in the original examination.

G25 Limitation on awarding supplementary and special examinations

- a) A supplementary or special examination shall not be granted in respect of any supplementary examination awarded in terms of Rule G22.
- b) A supplementary or special examination shall not be granted in respect of any special examination awarded in terms of Rule G23.

G26 Completion of modules

Every module / course shall be completed by passing the Senate-approved assessment in that module.

G27 Pass mark

The pass mark for all modules / courses in the University shall be 50%, provided that any sub-minima required in certain components of the Senate-approved assessment have been met.



G28 Completion requirements

Save by special permission of the Council, upon the approval of the Senate, a qualification shall not be conferred or awarded until:

- a) credit has been obtained for all prescribed modules, including prerequisite and co requisite modules / courses;
- b) all other faculty requirements have been met; and
- c) all monies due to the University have been paid.

G29 Classification of results

- a) The result of any assessment shall be classified as follows:
75% upward = Distinction; 70 – 74%. = First Class, 60 – 69% = Second Class; 50 – 59% = Third Class; less than 50% = Fail.
- b) A module / course may be passed with such distinctions as may be prescribed by the Senate on the recommendation of the Faculty Board concerned.
- c) A qualification may be conferred or awarded with such distinctions as may be prescribed by the Senate on the recommendation of the Faculty Board concerned.

G30 Academic exclusion

- a) The Senate may, after each examination session, exclude or refuse to renew or continue the registration of a student who has failed to meet the academic requirements for continued registration.
- b) The Senate may cancel the registration of a student in all or one or more of the modules / courses for which the student is registered in a semester if, in the opinion of the Senate, the academic achievement of the student is such that the student may not at the end of the semester obtain credit in such module / course or modules / courses.
- c) The Council may, with the approval of the Senate, refuse readmission to a student who fails to satisfy the minimum requirements for readmission.
- d) Subject to Rule G31, students excluded or refused re-registration may not be readmitted to the University until they are able to demonstrate that they have achieved a level of competence satisfactory to the relevant Faculty and the Senate.
- e) Rules G30a to G30d are contained in their entirety in the Policy on Continuation of Studies of the University.



G31 Academic exclusion – right of appeal

- a) Students have the right to appeal against academic exclusion in terms of Rule G30.

Such appeal shall be lodged in the Faculty of registration, in the prescribed manner, within ten (10) University working days of the release of final results.

- b) The process for consideration of such an appeal shall be approved by the Senate.

G32 Ethics

All academic activities and research in particular, shall comply with the relevant University policies on ethics and any related requirements as determined by the Senate and the Council.

G33 Reproduction of work

Subject to the provisions of the University's policy on intellectual property rights and any limitations imposed by official contractual obligations:

- a) In presenting an assignment, prescribed project, dissertation, thesis or any such work for assessment, a student shall be deemed by so doing to have granted the University the right to reproduce it in whole or in part for any person or institution who states that it is for study and research but not for commercial gain; provided that the University may waive this right if the work in question has been or is being published in a manner satisfactory to the University.
- b) The work of students shall not be included in publications by academic staff without their express permission and acknowledgement; provided that such work may be included and acknowledged if all reasonable attempts to trace such students have been unsuccessful.

RULES FOR CERTIFICATES AND DIPLOMAS

Note: The following Rule is additional to the preceding General Rules G1 - G33.

CD1 Applicability

The rules governing certificates and diplomas in any faculty shall be as prescribed by the Senate and the Council in the Handbook of the applicable faculty.



RULES FOR BACHELOR OF TECHNOLOGY (BTECH) DEGREES

Note: The following Rules are additional to the preceding General Rules G1 - G33.

BT1 Applicability

The following Rules, BT2 to BT8 inclusive, shall be applicable to every candidate for a degree of BTech.

BT2 Criteria for admission to study

- a) Applicants may be registered for the degree of BTech in any faculty provided that they have:
 - (i) Satisfied the requirements for a relevant prerequisite diploma as specified in the Faculty concerned; or
 - (ii) Been admitted to the status of that degree in terms of Rule G7(a); or
 - (iii) Attained a level of competence as defined in Rule G7(b).
- b) A faculty may prescribe further minimum criteria for admission to study.

BT3 Attendance

- a) Every student for a degree of BTech shall attend an approved course of study as a registered student of the University for a period of at least two semesters after admission in terms of Rule BT2.
- b) Save by permission of the Senate, all modules shall be completed at the University.

BT4 Curriculum

Save by permission of the Senate, the curriculum for a degree of BTech shall include a prescribed project as one of the modules.

BT5 Supplementary examinations

Provided that the rules of a faculty, as approved by the Senate, do not prohibit this for a particular module:

- a) a student who fails a module other than the prescribed project with a mark of at least 45% - 48% shall be awarded a supplementary examination; and
- b) under exceptional circumstances, and with the permission of the Senate, a student who has failed a module other than the prescribed project with a mark of less than 45% - 48% may be awarded a supplementary examination.



BT6 Re-examination of prescribed project

Provided that the rules of a faculty, as approved by the Senate, permit this, a prescribed project that is failed may be referred back once for revision and resubmission before the close of the applicable supplementary examination session.

BT7 Failed modules

Failed modules may not be repeated, except with the permission of the Senate and in accordance with the Policy on Continuation of Studies.

BT8 Award of degree cum laude and magna cum laude

- a) A degree of BTech may be conferred *cum laude* in accordance with the rules of the relevant Faculty, as approved by the Senate, provided that, subject to exceptions as approved by the Council, the student has:
 - (i) obtained a credit-weighted average of at least 75% in those modules required for the qualification; and
 - (ii) a mark of at least 75% for the prescribed project; and
 - (iii) successfully completed all modules in the curriculum without recourse to supplementary examinations; and
 - (iv) completed the degree in the prescribed minimum time.

RULES FOR MASTER OF TECHNOLOGY (MTECH) DEGREES

Note: The following Rules are additional to the preceding General Rules G1 - G33.

MT1 Applicability

The following Rules, MT2 to MT17 inclusive, shall be applicable to every candidate for a degree of MTech.

MT2 Criteria for admission to study

- a) An applicant shall not be registered for the degree of MTech in any faculty unless the applicant has:
 - (i) satisfied the requirements for a relevant prerequisite degree as specified in the Faculty concerned; or
 - (ii) been admitted to the status of that degree in terms of Rule G7(a); or
 - (iii) attained a level of competence as defined in Rule G7(b).
- b) A faculty may prescribe further minimum criteria for admission to study.



MT3 Recognition of examinations

The Senate may accept examinations passed or certificates of proficiency completed in any module by a student in any faculty of the University or of any other university or institution recognised by the Senate for this purpose, or accept demonstration of an equivalent level of competence through prior learning, in terms of Rule G7(b), as exempting the student from examination in module(s) prescribed for a degree of MTech by coursework, provided that:

- a) no more than 50% of the required credits for the degree may be so exempted, provided that such credits shall be awarded for coursework modules only; and
- b) at least 75% of the total number of credits required for the degree are at MTech level and the remainder at Honours level or above; and
- c) students shall not have the degree of MTech conferred unless the conditions laid down in Rules MT4 and MT5 are satisfied.

MT4 Periods of registration

A student registered for the degree of MTech by coursework in any faculty shall be so registered for a minimum period of two semesters for full-time students or four semesters for part-time students before the degree may be conferred.

MT5 Recognition of attendance

Senate may accept, as part of the attendance of a student for a degree of MTech by coursework, periods of attendance as a registered or graduated student at any other university or institution or in any other faculty, provided that students shall not have the degree of MTech conferred unless:

- a) their periods of attendance are together not less than the complete period prescribed for conferral of the degree; and
- b) the research component is completed at the Vaal University of Technology.

MT6 Curriculum

- a) A student for the degree of MTech by coursework shall complete all prescribed modules, at least one of which shall be a dissertation module comprising research on a particular topic approved by Senate, and comply with such other conditions as may be prescribed by Senate and the rules of the Faculty concerned.
- b) The dissertation module shall comprise 25% to 50% of the total credits for the degree.



- c) A student for the degree of MTech by research shall be required to pursue an approved programme of research on some subject falling within the scope of the studies represented in the University. A student shall also comply with such other conditions as may be prescribed by Senate and the rules of the Faculty concerned.

MT7 Proposed subject of study and research topic

- a) Before registration, an applicant for the degree of MTech by research in any faculty shall submit for the approval of Senate a research proposal of the chosen subject of study.
- b) Senate may, at its discretion, decline to approve such subject (and a research topic in the case of MTech by coursework) if, in its opinion:
 - (i) it is unsuitable in itself, or
 - (ii) it cannot profitably be studied or pursued under the supervision of the University, or
 - (iii) the conditions under which the applicant proposes to work are unsatisfactory.
- c) Ethical approval in terms of Rule G32 is required where applicable.

MT8 Supervision

A Faculty Board shall, in terms of the policies of Senate, appoint one or more appropriate supervisors, at least one of whom shall be a member of the University staff, to advise a student whose research topic is approved, and the student shall be required to work in such association with the supervisor or supervisors as the Senate may direct.

MT9 Supplementary examinations

Provided that the rules of a faculty, as approved by Senate, do not prohibit this for a particular module in the case of MTech by coursework:

- a) a student who fails a module other than the dissertation with a mark of at least 45% - 48% shall be awarded a supplementary examination;
- b) under exceptional circumstances, and with the permission of the Senate, a student who has failed a module other than the dissertation with a mark of less than 45% - 48% may be awarded a supplementary examination.

MT10 Failed coursework modules

Failed coursework modules may not be repeated, except with the permission of the Senate.



MT11 Progression

A student who, after six semesters as a full-time student or ten semesters as a part-time student, has not completed the requirements for the degree shall be required to apply for re-registration, which will only be permitted on receipt of a satisfactory motivation.

MT12 Submission of dissertation

- a) Every student for the degree of MTech by research shall be required to submit a dissertation embodying the results of their research.
- b) For both MTech degree types (by coursework and by research): At least three months before the dissertation is to be submitted for examination, a student shall give notice, in writing, to the Executive Dean of the Faculty concerned of the intention to submit such dissertation and the title thereof, provided that, in the event of a student failing to submit the dissertation for examination within six months thereafter, the notice will lapse and a further notice of intention shall be submitted.

MT13 Format of dissertation

- a) Every dissertation submitted shall include a declaration to the satisfaction of the Senate stating that it has not previously been submitted for a degree in this or any other university, and that it is the student's own original work.
- b) Every dissertation submitted shall be in such format as prescribed by the Senate and the rules of the relevant Faculty; provided that each dissertation shall include an abstract in English not exceeding 350 words.

MT14 Supervisor's report

Upon submission of the dissertation, the supervisor or supervisors shall furnish a report on the conduct of the student's work; the report shall not include an evaluation of the quality of the dissertation.

MT15 Examination of dissertation

- a) The Senate shall appoint for each dissertation two examiners, at least one of whom shall be responsible for external examination.
- b) Except with the permission of the Senate, a supervisor or co-supervisor shall not be appointed as an examiner.



MT16 Re-examination of dissertation

- a) A failed dissertation may not be re-examined.
- b) On the advice of the Faculty Board, the Senate may invite a student to re-submit a dissertation in a revised or extended form.

MT17 Award of degree cum laude and magna cum laude

- a) The degree of MTech by coursework shall be awarded *cum laude* if:
 - (i) the student produces a particularly outstanding dissertation and the examiners recommend to the Faculty Board that the degree be awarded *cum laude*; and
 - (ii) the student obtains a weighted average of 75% or more in the coursework component of the degree at the first attempt and without recourse to supplementary examinations.
- b) The degree of MTech by coursework shall be awarded *magna cum laude* if:
 - (i) the student produces a particularly outstanding dissertation and the examiners recommend to the Board of the Faculty that the degree be awarded *magna cum laude*; and
 - (ii) the student obtains a weighted average of 85% or more in the coursework component of the degree at the first attempt and without recourse to supplementary examinations.
 - (iii) On the recommendation of the examiners, and in accordance with rules of the relevant faculty, the degree of Master by research may be awarded *cum laude* or *magna cum laude*.

RULES FOR THE DEGREE OF DOCTOR OF TECHNOLOGY (DTECH)

Note: The following Rules are additional to the preceding General Rules G1 - G33.

DT1 Applicability

Except as may be prescribed by the Senate in the rules of any particular faculty, the following rules, DT2 to DT13 inclusive, shall be applicable to every candidate for the degree of DTech.



DT2 Criteria for admission to study

- a) An applicant shall not be registered for the degree of DTech / by research in any faculty unless the applicant has:
 - (i) satisfied the requirements for a relevant prerequisite degree as specified in the Faculty concerned; or
 - (ii) been admitted to the status of that degree in terms of Rule G7(a); or
 - (iii) attained a level of competence as defined in Rule G7(b).
- b) A faculty may prescribe further minimum criteria for admission to study.

DT3 Periods of registration

A student registered for the degree of DTech in any faculty shall be so registered for a minimum period of four semesters for full-time students or eight semesters for part-time students before the degree may be conferred.

DT4 Curriculum

- a) A student for the degree of DTech shall be required to pursue an approved programme of research on some subject falling within the scope of the studies represented in the University.
- b) Such programme shall make a distinct contribution to the knowledge or understanding of the subject and afford evidence of originality shown either by the discovery of new facts and / or by the exercise of independent critical thinking
- c) A student shall also comply with such other conditions as may be prescribed by the Senate and the rules of the Faculty concerned.

DT5 Proposed subject of study

- a) Before registration, an applicant for the degree of DTech shall submit for the approval of the Senate a statement of the proposed subject of study.
- b) The Senate may, at its discretion, decline to approve such subject if, in its opinion:
 - (i) it is unsuitable in itself, or
 - (ii) it cannot profitably be studied or pursued under the supervision of the University, or
 - (iii) the conditions under which the applicant proposes to work are unsatisfactory.
- c) Ethical approval in terms of Rule G32 is required where applicable.



DT6 Supervision

The Faculty Board shall appoint one or more appropriately qualified promoter, at least one of whom shall be a member of the University staff, to advise a student whose research topic is approved, and the student shall be required to work in such association with the promoter or promoters as the Senate may direct.

DT7 Progression

A student who, after eight semesters as a full-time student or twelve semesters as a part-time student, has not completed the requirements for the degree shall be required to apply for re-registration, which will only be permitted on receipt of a satisfactory motivation.

DT8 Submission of thesis

- a) Every student for the degree of DTech shall be required to submit a thesis embodying the results of their research.
- b) At least three months before the thesis is to be submitted for examination, a student shall give notice, in writing, to the Executive Dean of the faculty concerned of the intention to submit such thesis and the title thereof, provided that, in the event of a student failing to submit the thesis for examination within six months thereafter, the notice will lapse and a further notice of intention shall be submitted.

DT9 Format of thesis

- a) Every thesis submitted shall include a declaration to the satisfaction of the Senate stating that it has not previously been submitted for a degree in this or any other university and that it is the student's own original work.
- b) Every thesis submitted shall be in such format as prescribed by the Senate and the rules of the relevant Faculty; provided that each thesis shall include an abstract in English not exceeding 350 words.

DT10 Supervisor's report

Upon submission of the thesis, the promoter or promoters shall furnish a report on the conduct of the student's work; the report shall not include an evaluation of the quality of the thesis.



DT11 Examination

- a) The Senate shall appoint for each thesis three examiners, at least two of whom shall be responsible for external examination.
- b) Except with the permission of the Senate, at least one of the external examiners shall be based external to the country.
- c) Except with the permission of the Senate, a promoter or co-promoter shall not be appointed as an examiner.

DT12 Re-examination of thesis

- a) A failed thesis may not be re-examined.
- b) On the advice of the Faculty Board the Senate may invite a student to re-submit a thesis in a revised or extended form.

DT13 Defence of thesis

The Senate may require a student to defend a thesis.



13.2 Admissions Policy

1. POLICY INTENTION

The Admissions Policy finds purpose in regulating the admission of students at the Vaal University of Technology (VUT), subject to stipulations of section 74 (1) of the Higher Education Act, 1997, (Act 101 of 1997), as well as a policy document on the requirements for admission to study at a technikon, which was approved by the Committee for Technikon Principals (CTP) in November 2002, and the Statutes of the VUT.

This policy and its rules and procedures replace all previous policies and/or circulars on the admission of students to study at the VUT. All previous policies, rules and procedures will be rendered obsolete by this policy as approved.

2. POLICY AIM AND OBJECTIVES

The aim of the Admissions Policy is to effectively facilitate the admission and registration process for all applicants who meet the minimum VUT admission requirements in a particular programme.

In terms of the stated aim, the objectives of the Admissions Policy are to ensure that:

- a) applicants applying for admission will not be discriminated against on the basis of race, colour, religion, gender, disability or nationality, in accordance with policies and regular practices of the VUT;
- b) projections of the number of students to be admitted and enrolled in any year at the VUT will be determined by each faculty and approved by the Senate of the Vaal University of Technology, based on firstly, meeting national enrolment benchmarks as determined by the Department of Education (DoE); secondly, the capacity of the institution to meet the educational and other needs of students, and / or thirdly, registration levels approved for budgetary or other appropriate purposes;
- c) admission of an applicant to a specific faculty, department and programme of the VUT will be governed by the General Rules as reflected in the Prospectus of the VUT and specific rules set out by the relevant academic faculties;



- d) when, at any time, the number of qualifying applicants for admission exceeds the number of prospective students that can be admitted and enrolled, final admission will be on the basis of the VUT's evaluation of the applicant's potential for satisfactory performance in the specific programme to which the applicant seeks admission. Meeting the minimum requirements is, therefore, not necessarily a guarantee for admission into a particular instructional programme;
- e) provided that the criteria set out below are met, this policy of competitive admissions will not prevent the admission of selected applicants. Applicants who firstly, give evidence of possessing special talents; secondly whose admission contributes to achieving equity considerations within the total number of students admitted and enrolled; or thirdly who seek educational programmes not readily available at other institutions.

3. CLARIFICATION OF TERMINOLOGY

In this policy, unless otherwise stated:

“admission” means permission granted by a department to an applicant to commence studies, thereby allowing the applicant to register for a specific programme in a specific semester or year.

“Council” means the Council of the Vaal University of Technology, duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act 101 of 1997).

“official language” means a language selected from amongst Afrikaans, English, Isindebele, Sesotho sa Leboa, Sesotho, siSwati, Xitsonga, Setswana, Tshivenda, Isixhosa and Isizulu. The VUT considers English as the official language of its business.

“National Senior Certificate” means the school leaving certificate conferred by Umalusi as from 2008 in terms of the provisions of the National Curriculum Statement.

“programme” means any formal programme of higher education and training offered by the VUT, in respect of which a VUT certificate is issued on its successful completion.



“prospective student” means a person who applies to become a first-time student at the VUT.

“registration” means the formal administrative process during which the biographical and academic information of a prospective student or a student who is continuing his / her studies is recorded and the fixed fees are paid after which his / her official status as a student of the VUT, is confirmed.

“Senate” means the Senate of the VUT, duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act 101 of 1997).

“Senior Certificate” means a school-leaving certificate conferred by the South African Certification Council.

“Umalusi” means the Council for Quality Assurance in General and Further Education and Training.

“university” means any institution of higher education established in terms of the Higher Education Act, 1997 (Act 101 of 1997) with a view to the provision of university education.

“university certificate” means any certificate, diploma or degree issued on the successful completion of a university education.

“VUT” means the Vaal University of Technology, duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act 101 of 1997).

4. POLICY FRAMEWORK

The Admissions Policy should not be operationalized in isolation, but with due consideration and application of the rules and procedures stipulated in other relevant VUT policies pertaining to Teaching & Learning; Resources and Planning as well as Institutional Support.

5. POLICY PROVISIONS

The Admissions Policy differentiates between admission requirements for undergraduate qualifications and requirements for degree or post graduate qualifications. It further stipulates admissions through transfer through



preparatory courses; admission of international students; re-admission requirements; appeals against admissions and registration rules.

5.1 Undergraduate Admission Requirements

Entrance requirements to any programme at the VUT will be considered in terms of students holding a South African Senior Certificate; or a Matric Certificate; or N3 Certificate; or the South African National Senior Certificate (NSC). Criteria for persons not meeting the minimum requirements are indicated and the necessary documentation required to be considered for admission to the VUT is stipulated.

5.1.1 Entrance Requirements

All applicants will be selected on merit by the department concerned and such selection may include selection and / or placement tests. The Admissions Policy will consider the application of any person in meeting the entrance requirements for a VUT programme in terms of students holding a South African Senior Certificate; or a Matric Certificate; or N3 Certificate; or the South African National Senior Certificate (NSC).

a) **Students holding the South African Senior Certificate / Matric Certificate / N3 Certificate**

The minimum entrance requirement for admission to the VUT is a Senior Certificate or equivalent qualification. A pass mark is required in English, as it is the language of instruction at the VUT. If an applicant is in possession of an N3 qualification as an entrance requirement, it should reflect at least four passed subjects, plus pass marks in two official languages (of which one must be English), at least at Senior Certificate level (SG). Additional requirements are specified for each course / instructional programme in the relevant faculty prospectus. Selection will be based on the points obtained according to the Swedish Point System (SPS).

b) **Students holding the South African National Senior Certificate (NSC)**

The minimum requirement for admission to undergraduate diploma study is a National Senior Certificate (NSC), as certified by *Umalusi*, with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects. Additional requirements are specified for each course / instructional offering in the



relevant faculty prospectus. Selection will be based on the points obtained according to the Admission Point System (APS).

c) Persons who do not meet the minimum requirements for admission

Applicants who do not meet the minimum criteria for admission as outlined in 5.1 above may be admitted if they meet any of the following criteria (at the discretion of the Senate of the Vaal University of Technology). **Firstly**, applicants in possession of a Senior Certificate or equivalent qualification with pass marks in such subjects are required for the specific field of study and are 23 years of age and above may be considered for admission. **Secondly**, applicants may be admitted on the basis of recognition of prior learning (RPL) in cases where such prior learning is assessed as equivalent to entry requirements as outlined in 5.1 above. Such applicants must provide evidence of such learning acceptable to the VUT for consideration. Procedures for such alternative admission are contained in the RPL Rules and Procedure document contained in Annexure A. **Thirdly**, applicants with foreign qualifications or qualifications deemed equivalent to qualifications outlined in 5.1 above will be considered based on advice from a recognised equivalence setting body such as SAQA or HESA.

5.1.2 Required Documentation:

All applications for admission must be accompanied by certified copies of the following documentation

- a) Standard 10/ Grade 12 / Matric / SC / NSC or equivalent certificate.
- b) Certificate of conduct (if previously enrolled at another tertiary institution).
- c) Full Academic Transcript (if previously enrolled at another tertiary institution).
- d) Documentary evidence of all other formal qualifications attained.
- e) Valid South African Identity Document.
- f) A valid study permit (in the case of international students).

5.1 Degree and Postgraduate Admission Requirements

5.2.1 Admission through a VUT undergraduate diploma



Admission to a degree programme will be by means of a selection process for those students who, in the opinion of the Senate of the Vaal University of Technology, have demonstrated sufficient academic readiness to pursue a degree in their chosen field of study.

5.2.2 Admission through the National Senior Certificate

In order to be eligible for admission to a degree programme applicants holding a South African National Senior Certificate need to pass a minimum of four subjects a rating of 4 (Adequate Achievement, 50-59%) or better from the DoE designated list of subjects, inter alia Accounting; Agricultural Sciences; Business Studies; Dramatic Arts; Economics; Engineering Graphics and Design; Geography; History; Consumer Studies; Information Technology; Languages (one language of learning and teaching at a higher education institution and two other recognised language subjects); Life Sciences; Mathematics; Mathematical Literacy; Music; Physical Sciences; Religion Studies; and Visual Arts.

5.2.3 Admission through the Senior / Matric / Std10 Certificate

Admission into a degree or course will be as outlined in 5.1 above.

5.3 Admissions by Transfer

5.3.1 Admission and registration by transfer from another tertiary institution will be conditional upon the following:

- a) Satisfactory academic record provided from the tertiary institution previously enrolled at.
- b) Certificate of good conduct provided from the tertiary institution previously enrolled at.
- c) Proof of no outstanding student debts from institution(s) previously enrolled at.
- d) Approval by the relevant Head of Department (HoD).
- e) Availability of space in the academic programme that the applicant is applying for.

5.3.2 Admission and registration by transfer from another Campus / Department will be at the discretion of the Executive Dean of the receiving Faculty.



5.4 Admissions Through Preparatory Courses

Admissions into undergraduate programmes effected through extended / introductory / bridging / foundation and similar courses will be based on satisfactory performance in these courses, the criteria of which will be determined by the Senate of the VUT.

5.5 Admissions of International Students

Applications for admission of international students will be administered through the Office for International Relations. Admissions of foreign students will be based upon the submission of all required documentation as required by the Department of Foreign Affairs, evaluation of qualifications by a recognised equivalence setting body and approval by the receiving faculty.

5.6 Re-Admission

All continuing / returning (senior) students of the VUT will be required to re-register each semester / year. Such re-registration will be denied in the following cases:

- a) Students who fail to obtain a pass grade in at least 50% of the subjects / modules registered for.
- b) Senior students who fail a subject twice.
- c) Students who fail to obtain the qualification registered for within the minimum admissible period of time.

The registration rules support this Admissions Policy are outlined in section 5.8 of this policy.

5.7 Appeals Against Admission Decisions

All applicants have a right of appeal against an admission decision. Appeals concerning individual admission decisions must be lodged with the VUT Registrar.



5.8 Registration Rules

The Registration Rules as outlined below supplement and give effect to the Admissions Policy of the Vaal University of Technology and should therefore be read in conjunction with this policy. The rules should also be read in conjunction with the General Rules for Students.

5.8.1 Eligibility for registration

Students may not register for a course unless an offer of a place in the course has been made, the offer has been accepted in the prescribed manner and all the conditions for registration have been met, as prescribed the Senate of the VUT.

5.8.2 Responsibility for correct registration

Students are responsible for ensuring that they are correctly registered for each semester / year.

- a) Correct information
Students must ensure that information required on the registration form is complete and correct.
- b) Correct subjects
Subjects must be entered correctly by subject code, and must be part of the course in which the student is enrolled.
- c) Prerequisites
Students can only register for subjects for which prerequisites have been met. Students who register for subjects for which they do not fulfil the necessary prerequisites will automatically be blocked / deregistered by the Student Administration Section, unless such registration has been allowed by the relevant HoD (or relevant Executive Dean). Such acceptance has to be accompanied by a motivation from the relevant HoD or Executive Dean.
- d) Due dates
All registration conditions, including the payment of fees, must be met by the specified due date.



5.8.3 Registration forms

In order to effect registration, students must complete all relevant sections of their registration form and sign the declaration on the form.

5.8.4 Payment of fees

- a) **Registration and the payment of fees**
The payment of fees associated with registration as a student at the VUT is an integral and compulsory component of the registration process. Registration is not complete until all fees associated with such registration have been paid.
- b) **Fees payable at registration**
The fees payable at registration include any fees or other charges outstanding from previous academic years or semesters; course or tuition fees, if applicable; the applicable fee for late registration, if registration is done after closing date and any other fees as may be determined from time-to-time.
- c) **Amounts payable**
The amount payable for a particular fee in a particular year is published in the Schedule of Fees which is obtainable from the Finance Department.
- d) **Due dates for payment**
Fees associated with registration will be paid by the due date for payment. The annual due dates for payment are published in the Academic Calendar section in the VUT Prospectus; the Student Information Booklet issued to students at registration; and on individual notices or invoices issued to students.
- e) **Late fees**
Students who do not enrol by the advertised last date for registration must, if permitted to enrol late, pay a late registration fee.
- f) **Extension-of-time for payment**
An extension of time for the payment of fees associated with registration will not normally be granted. Where an extension-of-time is granted, a deferred payment fee may also be payable.



- g) **Waiver of fees**
Fees associated with registration will not normally be waived. Exceptions to this can only be allowed by the Rectorate.
- h) **Liability for additional costs**
Costs incurred by the VUT in seeking to collect fees associated with registration will be charged to the student's account and will be considered as an additional cost associated with the student's registration.
- i) **Refunds for cancelled courses**
Students, who withdraw from a subject by the published closing date for changes in registration status for the period, will not incur a financial liability for that subject. If a student has paid any fees towards that subject or subjects before withdrawal, the student will receive a refund of the fees paid. Students, who withdraw from a subject after the published closing date for changes in registration status, will incur a financial liability for that subject that may vary from one academic year to the next. Enquiries should be directed to the Student Administration Office.

5.8.5 Selection of subjects

The following restrictions to subject selections will apply:

- a) **Approval of subject selections**
All subject selections must be done in conjunction with and / or be approved by the relevant HoD. Registration forms must be signed by the HoD before being lodged with the Student Administration Office.
- b) **Maximum subject load**
Students may not enrol for more than the normal subject load for each session, except with the permission of the HoD. The normal subject load for each qualification is stipulated in the VUT Prospectus.
- c) **Restrictions on subject registration**
The HoD may place restrictions on the number of subjects / courses / modules students may register for in a given semester / year and / or may specify particular subjects / courses / modules students have to take.



- d) Subject quotas
Students may be prevented from enrolling in particular course / module due to subject registration quotas.

5.8.6 Prerequisites

- a) Failure to meet prerequisites
Registration in a subject / course / module is null-and-void if students have not met the prerequisite / s for that subject / course / module. See point 2.3 above.
- b) Changes to prerequisites
Students will not be disadvantaged by any change of prerequisites provided that the student remains continually registered in the course. Should students withdraw from a course and be subsequently re-admitted, the new prerequisites will apply upon re-admission.

5.8.7 Student identification

- a) Student numbers
Upon initial registration at the VUT, students will be issued with a student number which must be quoted in all correspondence with the VUT. This number will be retained by a student and used whenever the student commences a new course with the VUT.
- b) Identification cards
Issue of cards: Students enrolling for the first time with the VUT will be issued with an identification card. Students re-enrolling with the VUT will have their identification card validated as current for the period of their re-registration.

Use of cards: An identification card is a student's authority to access a range of the VUT's services and facilities as determined by the VUT; including the authority to attend classes, receive teaching materials, access to the examination venues and to borrow specified materials from the VUT.

Obligations regarding use: Acceptance of an identification card confirms that a student undertakes to use the card for the purposes for which it is issued and therefore accepts the rules or conditions, as amended from time-to-time, which are specified in relation to any of those purposes.



Replacement of cards: Identification cards will be replaced subject to the payment of a prescribed fee.

5.8.8 Personal data

- a) **Responsibility for personal data**
Students must notify the Student Administration Office of any change of name, address, cell phone number or other data recorded on their registration form. Students will be asked to check all personal data at each registration session, but they must advise the Student Administration Office of changes as they occur by completing a change of details form available for this purpose at the Student Administration Office, or by writing to the Student Administration Office.
- b) **Appeals against decisions**
Failure to inform the Student Administration Office of changes to personal data will not be accepted as grounds for appeal against any VUT decisions.
- c) **Preferred forms of communication**
The preferred method of communication to students is through the VUT allocated e-mail address of each student. It is therefore the student's responsibility to check e-mails regularly. Failure to comply with this provision will not be accepted as grounds for appeal against any VUT decisions. Information will also be communicated to students via short message service (SMS). It is therefore incumbent on the student to ensure that the VUT has on record their current cell phone numbers at all times, when available.

5.8.9 Confirmation of registration

Students are required to confirm their registration by the published closing date for changes in registration status specified in the Academic Calendar by checking the information on a form issued by the Student Administration Office which shows each student's registration status.



- a) Corrections to registration
Corrections to registration resulting from the registration confirmation must be lodged with the Student Administration Office by the published closing date for changes in registration status.
- b) Late corrections
Corrections to subject registration after the published closing date for changes in registration status will not be entertained.

5.8.10 Re-registration

All continuing students are required to re-register each semester / year by a date specified in the Academic Calendar. Students who fail to re-register by such date will incur a late registration fee.

5.8.11 Addition of subjects

- a) Application
Applications to add a subject should be made on the relevant form available from the Student Administration Office.
- b) Deadlines
Subject to a place being available in a subject, registered VUT students may add subjects to their registration by the final date published for this purpose in the VUT Academic Calendar.
- c) Applications received by the deadline
The Student Administration Office will process an application received by the deadline provided that there is a place available in the subject and the student is eligible to enrol in the subject. Such an application must be signed by the relevant HoD.
- d) Applications received after the deadline
The Student Administration Office will decline an application received after the deadline. In exceptional cases, the Executive Dean of the Faculty will have the discretion to recommend such an addition.



e) Notification

Students will receive written advice regarding their application from the Student Administration Office.

5.8.12 Cancellation of subjects

a) Application

Students must advise the Student Administration Office in writing of their intention to cancel a subject. In order to avoid a fail grade in a subject, notification of withdrawal should be received by the Student Administration Office before the published closing date for subject withdrawals for the particular registration session.

b) Withdrawal by the published closing date

If a student notifies the Student Administration Office of the cancellation of a subject by the published closing date for the session registration in the subject will not be recorded on the student's transcript. If a student withdraws from all subjects by the published closing date for the session, the student will be considered not to have registered and will be withdrawn from the course / programme. The appropriate form obtainable from the Student Administration Office will have to be completed and signed by the relevant authorities to effect such withdrawal.

5.8.13 Closing dates for registration

Closing dates for registration for each session are published in the annual academic calendar. Except through special permission from Rectorate, no late registrations will be allowed.

5.8.14 Refusal of registration

a) Students who are indebted to the University by reason of non-payment of any fee or charge, and who fail to make satisfactory settlement of indebtedness after receipt of due notice, may be refused registration or have their registration cancelled.

b) Students who fail to show satisfactory academic progress, after due warnings have been served on them, will be refused registration or have their registration cancelled.



- c) Students who fail to disclose such information as is required for registration, or deliberately falsify information to effect registration, or conduct themselves in a manner that contravenes the provisions of any policy, rule, regulation or the Statute of the Vaal University of Technology, will be refused registration or have their registration with the VUT cancelled.
- d) Transferring students who fail to disclose a full academic record and / or Statement of Conduct from the transferring institution will be denied registration or have their registration with the Vaal University of Technology cancelled.

5.8.15 Classes

Students are required to present themselves for all scheduled classes and tutorials from the commencement of the annually advertised academic programme.

5. POLICY MANAGEMENT

The Admissions Policy is developed in accordance with the provisions of the Higher Education Act (101 of 1997 as amended), the Statute of the Vaal University of Technology as well as the following documents:

- a) Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (DoE 2005);
- b) The policy document on the Requirements for Admission to Study at a Technikon (CTP 2002);
- c) Promotion of Access to Information Act (2 of 2000);
- d) National Senior Certificate (NSC): A qualification at level 4 on the NQF (July 2005);
- e) Government Gazette no. 29851 of 2007 – Amendments to the programme and promotion requirements of NSC (April 2007);



- f) National Certificate Vocational NC(V): A qualification at Level 2; 3 & 4 on NQF (March 2006); and
- g) The requirements as stipulated in the Higher Education Qualification Framework (HEQF).

Approved by Senate on 08/ 09/ 2008
Approved by Council on 09/ 09/ 2008



13.3 Policy on Academic Probation, Withdrawal From & Deferment of Studies

1. INTRODUCTION

This policy serves as a supportive guideline to the policy on continuation of studies and other related academic policies. It seeks to resolve uncertainties that arise from breaks in continuous registration of students. This policy does not cover deregistration / cancellations, additions and re-registration of individual courses and modules as these are covered by other policy documents.

2. DEFERMENT OF STUDIES

2.1 First year students who have been accepted for admission at VUT and wish to delay their registration at VUT for a semester or a year may request deferred admission by writing to the Registrar: Academic Support. The letter requesting deferred admission must indicate the length of time requested for deferral, the reason for requesting the deferral and the proposed actions of the student during the time of the deferral.

2.2 If deferred admission is granted, the student must pay a non-refundable fee as will be prescribed annually.

2.3 Deferred students may not enrol at any other university / educational institution during the granted deferment period.

3. WITHDRAWAL

A withdrawal occurs when a student voluntarily suspends studies either temporarily or permanently. A student who desires to withdraw from studies is required to do so formally, as outlined in this policy.

3.1 General Overview

3.1.1 A withdrawal from the University indicates that the student has no intention of returning to VUT. If the student decides to return at a later date, the student must apply formally for readmission.



- 3.1.2 Since withdrawal from the University has immediate financial implications, students must have an exit interview with a representative of the finance department. Students are responsible for all tuition associated with course registrations and any other fees associated with the University.
- 3.1.3 Students who withdraw from the University should follow these procedures:
- Notify the Executive Dean of intention to withdraw from the University.
 - Meet a representative of the Student Services Division for an exit interview.
 - Withdraw from all classes in accordance with the policy for course withdrawals if the student withdraws from the University in the middle of a semester in which the student is taking classes.
 - Meet with a representative of the Finance Department.
 - Arrange payment for all outstanding fees with the Finance Department.
 - Order an official transcript.

3.2 Types of withdrawal

There are three types of withdrawal:

- Withdrawal with permission
- Withdrawal without permission
- Retroactive withdrawal

3.2.1 Withdrawal with permission

3.2.1.1 Withdrawal with permission may be temporary or permanent.

3.2.1.2 A temporary withdrawal is a release from university / studies / programme for, normally, one semester and not exceeding one year. A temporary withdrawal may be treated as a *leave of absence* from the University necessitated by adverse personal conditions (such as: ill-health, bereavement, loss of job, family problems etc.). A permanent withdrawal



is a release from university / studies / programme for a period in excess of one semester with no stated intention to resume studies in future.

3.2.1.3 In both cases the executive dean must approve the withdrawal and set conditions governing subsequent resumption of studies.

3.2.1.4 In both cases, if the student is not in good academic standing, the student will receive a ***“Termination”*** notation on their records. If the student is in good academic standing, the student record will indicate ***“Termination without prejudice”***. This is to ensure that the period of withdrawal will not be counted in determining the total uninterrupted registration period of the student.

3.2.1.5 A temporary withdrawal may not be granted more than once during the maximum time allowed for completion of the Programme. In the case of a permanent withdrawal, a student may formally apply to resume the programme only:

- If they were in good academic standing when the withdrawal took effect,
- If the period that lapsed during such a withdrawal does not exceed eighteen months, and
- At the discretion of the executive dean of the faculty involved.

3.2.2 Withdrawal without permission

3.2.2.1 Official withdrawal from a Programme requires approval of the Executive Dean of the faculty involved.

3.2.2.2 Withdrawal forms are obtainable from the Office of the Registrar: Academic Support.

3.2.2.3 Withdrawal from Programmes / University / studies without such permission being sought and granted will prejudice the student with regards the Continuation of Studies policy and may lead to a “FAIL” grade in the courses / modules registered for.

3.2.3 Retroactive withdrawal



No retroactive withdrawal will be allowed.

3.3 ACADEMIC STANDING

Academic standing refers to the academic and other conduct of the student at the University. A good academic standing refers to good academic performance and an acceptable behavioural conduct of the student. A student who is not in good academic standing is a student that has fallen foul of the Continuation of Studies policy and/ or has had a disciplinary action taken against him / her.

3.4 ACADEMIC PROBATION

- 3.4.1 Students who fail to meet the minimum academic standards or fail to maintain good academic standing in terms of the Continuation of Studies policy may be placed on academic probation.
- 3.4.2 The decision to place a student on academic probation is at the discretion of the executive dean / faculty board.
- 3.4.3 Students placed on probation will sign a statement of conditions approved by the Registrar: Academic Support. If the student is unable to satisfy these conditions according to the timeline allocated, the student will be placed on compulsory permanent withdrawal.



13.4 Procedure Regarding Continuation of Studies

A. Rationale

This procedure document seeks to assist students to ensure successful progression through their studies and to ensure proper learning support for students who are not making satisfactory academic progress.

The underlying principles to the document include the fact that a student is offered one opportunity at each level to repeat the level. A system of warnings is used to alert at-risk students to take pre-emptive corrective actions.

This procedure document gives effect to Rules G30 and G31 in the General Rules and provisions of paragraph 5.6 of the Admissions Policy of the Vaal University of Technology.

B. Policy

1. First year student (level 1): Unsuccessful during first semester / year

1.1 A first year student (academic SI or academic year 1) (new student) who has passed less than fifty percent of the enrolled credits of the semester (year for year students), may continue with studies in the particular programme in the same field of study in the subsequent / next semester / year provided that:

- a. the student registers only for the failed credits;
- b. the student subjects him / herself to a compulsory academic and / or counselling support to be determined by the Department of Learning Support / Faculty; and
- c. the student passes 100% of SI (academic year 1 for year students) credits and successfully completes the counselling / academic support programme at the end of such repeat semester / year.

1.2 If the student contemplated in 1.1 above fails to achieve the stipulated conditions in 1.1(c) admission to the programme will be denied. Such a student will be referred to the Department of Learning Support.

1.3 If the student contemplated in 1.1 successfully completed all the outstanding subjects / modules during the following semester / year, the student will be admitted to the next level.



1.4 The student as contemplated in 1.1 above will sign a compulsory warning for unsatisfactory academic progress before starting the second attempt at the failed credits referred to in 1.1(a).

2. First year student (level 1): Promoted to next level of study

2.1 A first year student (level 1) (new student) who passes 50% and above of the enrolled credits for a semester / year may register for the outstanding credits (subjects / modules completed unsuccessfully) and the subjects / modules prescribed for the next level, provided that prerequisites are adhered to and subject / module combinations can be accommodated on the class time table and examination time table. Such student must pass all the outstanding modules / subjects from SI / year 1 to continue with studies.

2.2 If a student described in 2.1 fails to complete the outstanding SI / year 1 credits by the end of the historical second semester / year, admission to the programme will be denied. Such a student will be referred to the Department of Learning Support and 1.1 above, will apply. However, if the student successfully completed all the outstanding subjects / modules during the following semester / year, the student will be admitted to the next level.

3. Senior Student (S2, S3, S4 or year 2 for year students): Unsuccessful

3.1 A senior student (S2, S3, S4 or year 2 for year students) who fails to obtain at least 50% of the credits for the particular level at the end of the semester / year may continue with studies in the particular programme in the same field of study in the subsequent / next semester / year provided that:

- a. the student registers only for the failed credits;
- b. the student passes 100% of the required credits for the particular level; and
- c. the student has not already signed two warnings for unsatisfactory academic progress.

3.2 The student described in 3.1 above further has to sign a warning for unsatisfactory academic progress as follows:

- a. if the student has already signed one warning, the student will sign a second and final warning,



- b. if a student has never signed a warning, the student will sign a first warning which will be accompanied by compulsory academic or counselling support.
- 3.3 If the student described in 3.1 above fails to satisfy the conditions as outlined in 3.1(b), 3.1(c) and 3.2, the student will not be allowed to continue with her / his studies at the University.

4. Senior Student (S2, S3, S4 or year 2 for year students): Promoted to next level of study

- 4.1 If a senior student (S2, S3, S4 or year 2 for year students) has passed 50% and above of the enrolled credits for a semester / year, the student may register for the outstanding subjects / modules (subjects / modules completed unsuccessfully) and the subjects prescribed for the next level provided that prerequisites are adhered to and subject / module combinations can be accommodated on the class time table and the examination time table. Such a student must pass all the outstanding modules / subjects / credits from the previous academic semester / year before they may be admitted into the next level, and must sign a warning to that effect.

- 4.2 If a student described in 4.1 fails to complete the outstanding credits by the end of the historical semester, admission to the programme will be denied. Such a student will be referred to the Department of Learning Support. However, if the student successfully completed all the outstanding subjects / modules during the following semester / year, the student will be admitted to the next level.

5. Senior Student (S5, S6, P1, P2 or year 3 for year students)

A senior student (S5, S6, P1, P2 or year 3 for year students) who does not pass all of the prescribed credits for the programme during the semester / year of registration will be warned regarding the maximum permissible periods for the existing qualifications as outlined below. Such a student will sign a formal warning to this effect.



6. Period of study

6.1 Maximum permissible periods for existing qualifications:

National Higher Certificate	=	In total 4 years of study
National Diploma (including WIL)	=	In total 6 years of study
BTech Degree (3 + 1)	=	In total 8 years of study
BTech Degree (4 th year only)	=	In total 2 years of study
MTech Degree	=	In total 4 years of study
DTech Degree	=	In total 6 years of study

6.2 If a student fails to comply with the above mentioned requirements, such a student will not be allowed to continue his / her studies.

7. A student will be refused admission to continue with studies and residential accommodation, if fees are overdue.

8. The continuation of studies may be applied on the enforcement of the Vaal University of Technology Code of Conduct on a student who fails to abide by the norms and codes of the institution.

9. Admission and the continuation of studies are subjected to the requirements as prescribed in the prospectuses of the departments in the faculties.

10. The acceptance of students from other institutions to continue studies is subject to all of the conditions as contained in this policy including conditions as set out in the Admissions Policy of the University.

11. Recognition of Prior Learning (RPL) can also be applied where applicable.

12. Where exceptional circumstances prevail, ad-hoc cases will be referred to the Executive Deans to be dealt with at their discretion within the fundamental principles of the policy.



13.5 Assessments Regulations

1 TERMINOLOGY

- 1.1 Senate
The official academic body constituted in terms of the VUT Act and Statute.
- 1.2 Senex
The executive committee of Senate.
- 1.3 Assessment Committee
The committee appointed by the Senate to deal with assessment matters.
- 1.4 Assessment Officer
The Deputy Registrar Department Assessment (Main Campus)
Head Administration (Satellite Campuses)

2 APPROVAL

- 2.1 All assessment regulations and procedures in connection with assessment events shall be approved by Senate.

3 COMMENCEMENT

- 3.1 The date on which the assessment regulations come into effect is determined by Senate.
- 3.2 This revised set of regulations and procedures is effective from January 2005.

4 TYPES OF ASSESSMENT

- 4.1 Summative assessment at the end of a module (*Also see section B - 15*).
- 4.1.1 Main assessment events are those events that occur at the completion of a module / s.
- 4.1.2 The method of assessment as described in 4.1.1 will be determined by the assessment criteria and can include a variety of assessment



methods as described in the learning guide for the particular module.

4.2 Re-assessment opportunities (*Also see 22*)

4.2.1 Re-writes (under the previous assessment system) shall be allowed until modularisation and the continuous assessment (CASS) policy, are fully implemented on all HEQF levels.

4.2.2 A **supplementary assessment** is an additional assessment that supplements the preceding main assessment. Supplementary assessments will be scheduled soon after the relevant main assessment during the same term as the main assessment as was approved by Senate on 17 November 2006.

4.2.3 A **re-assessment** opportunity (in line with the CASS policy), is a final opportunity to be assessed on outcomes not achieved yet and will be implemented in accordance with the CASS policy. The assessment strategy outlined in the learning guide will describe the re-assessment opportunities per module.

4.3 Additional assessment opportunities

4.3.1 Under exceptional circumstances, a student may be admitted to a special assessment event (see 10).

5 APPOINTMENT AND DUTIES OF ASSESSORS AND MODERATORS

5.1 Appointment of assessors

5.1.1 Assessors are appointed by Senex on recommendation of the Dean concerned and the Deputy Vice-Chancellor: Academic and these appointees are considered to be the assessors for specific modules. Appointments are valid for one year only.

5.1.2 Replacement of assessors are made by the Dean concerned and the Deputy Vice-Chancellor: Academic and submitted to Senex for approval.

5.2 Duties of assessors when setting a question paper

5.2.1 The assessor drafts the question paper and marking guide lines / memorandum for the various modules, to the satisfaction of the moderator.

The assessor shall set all question papers to an acceptable standard according to the prescribed syllabus / outcomes and learning guides.



- 5.2.2 The assessor in collaboration with the assessment centre, shall have the module question paper and memorandum / marking guidelines moderated to the satisfaction of the Deputy Registrar examinations. Each moderated question paper shall be signed by both the assessor and the moderator. These signatures will indicate that the question paper has been approved for use for that particular assessment event.
- 5.2.3 The assessor shall hand in the question papers for terminating modules at the assessment office, from where it will be distributed to the relevant external moderators.
- 5.2.4 The assessor shall use the prescribed standard front page when drawing up memoranda.
- 5.2.5 The assessor and moderator shall ensure strict confidentiality at all times.
- 5.2.6 The assessor shall ensure that all question papers and memoranda clearly indicate the marks to be awarded per question and per sub-section as well as the total number of marks for the question paper. If question papers are divided into sub-sections, the number of questions that candidates should answer in each sub-section shall be indicated just below the heading of the sub-section. In the case of CASS re-assessment events and for re-assessment events, the sub-sections should be clearly distinguishable to afford the candidate the opportunity of completing only those sub-sections for which the outcomes have not yet been reached.
- 5.2.7 The assessor shall set all question papers (excluding language question papers) in English only, except for satellite campuses, where papers may be set in (or translated by the Satellite campuses into) a language as prescribed by the language policy of the satellite campus in question.
- 5.2.8 The assessor shall carefully consider the time factor involved in answering a question paper.
- 5.2.9 The assessor shall ensure that the following information appears on the front page of each question paper
- Name and level of module (e.g. Physics II)
 - Internal code of the subject or module (e.g. APFSA2B)
 - Instructional programme into which the module falls (e.g. N.D. Chemical Engineering)
 - The assessor shall ensure that a list of all material which is permissible for the answering of the question paper is indicated on the question paper, e.g. pocket calculators are allowed (type of calculator shall be specified); graph paper: (type shall be specified); drawing tables, etc. Should the syllabus prescribe



the development of programmes for use in the assessment event, or the use of standard programmes in the assessment, the use of a fully programmable calculator should be clearly indicated in the list of requirements. Should students be required to supply certain items themselves, this information shall be conveyed to the students at least two weeks before the date of the assessment.

- The assessor shall ensure that instructions are clearly stated to prevent any misinterpretation, e.g. "answer any six questions", or "answer all the questions".
- The assessor shall ensure that appendices or supplements to a question paper e.g. tables, sketches, answer sheets are indicated at the beginning of each question paper with clear reference to which questions they apply.

5.3 Duties of assessors when marking scripts

5.3.1 The assessor receives the scripts together with the necessary memoranda from the assessment office and checks the number of scripts received and the assessment numbers. The assessor is responsible for the allotment of answer scripts to the various co-assessors for marking.

5.3.2 The assessors shall timeously hold discussions and issue instructions to co-assessors regarding the interpretation and awarding of marks according to the memorandum. The discussions should take place as soon as the co-assessors receive the allotted question papers and memoranda.

5.3.3 The assessor shall ensure that marks are awarded according to the marking guide lines / memorandum. As far as possible, marking guidelines / memoranda should make provision for a variety of different answers.

5.3.4 The assessor shall ensure that the marking by co-assessors is of the same standard as those scripts marked by the assessors. To achieve this, the assessor shall check at least 10% (ten percent) of the scripts which have been marked by the co-assessor.

5.3.5 The assessor shall award marks for every section of the question. These marks shall be indicated in the right-hand margin of the answer script.

5.3.6 The total marks for the question shall be recorded and encircled next to the question number. The total marks for each question shall be recorded on the space provided on the back cover of the answer script.



- 5.3.7 Should an assessor not award any marks for a specific question or part thereof, he / she shall indicate that by means of a 0 and also record it on the space provided on the back cover of the answer script.
- 5.3.8 Should a question not have been answered at all, the assessor shall record a X next to the question number on the back cover of the answer script.
- 5.3.9 After marking, the total mark shall be calculated and recorded on the back cover of the answer script. This mark should now be converted, on the back cover, to the appropriate exam mark.
- 5.3.10 The assessor shall use a red pen.
- 5.3.11 The assessor shall mark all the questions that have been answered. If a candidate has answered more than the required number of questions, the assessor shall mark the requisite number of questions as originally indicated on the question paper, the choice of which at the discretion of the assessor.
- 5.3.12 The assessor shall complete and sign the required report and mark / invigilator's list, which shall be handed in together with the answer scripts at the assessment office.
- 5.4 Appointment and duties of co-assessors
- 5.4.1 Full-time and part-time lecturers of a module, with the exception of the moderator of the module, may be appointed as co-assessors.
- 5.4.2 The assessor shall, in all cases, cross check the answer scripts as marked by each co-assessor as per 5.3.1 above. Cross checking should be done in a colour other than green or red.
- 5.4.3 The duties of the co-assessors are the same as those of the assessor as detailed in 5.3.
- 5.5 Appointment of moderators
- 5.5.1 Moderators are appointed by Senex on recommendation of the Dean and the Deputy Vice-Chancellor: Academic. Appointments are valid for one year.
- 5.5.2 Replacements of moderators are made by the Dean concerned and the Deputy Vice-Chancellor: Academic and submitted to Senex for approval.
- 5.5.3 Moderators for terminating modules should be competent subject experts who are not members of staff. Should no suitable person be available, Senex may appoint a member of staff as moderator on the recommendation of the relevant Dean. However, if the examiner is a subject expert, who is not a member of staff, the moderator can be a staff member.



- 5.5.4 Moderators for non-terminating modules may be full-time or part-time lecturers and / or other competent persons.
- 5.5.5 For supplementary examinations of terminating modules, the examination paper will be externally moderated but the scripts should be internally moderated.
- 5.6 Duties of a moderator when moderating question papers and memoranda
- 5.6.1 The moderator shall be satisfied that the assessor has strictly abided by the prescribed rules. (See 5.2). The moderator is ultimately responsible for the following:
- that the standard of the questions are acceptable;
 - that questions cover the entire syllabus;
 - that the awarding of marks is fair and acceptable;
 - that the time factor has been carefully considered;
 - that there is no gross repetition from previous assessment and test question papers; and
 - that the use and standard of language is correct.
- 5.6.2 The moderator shall sign both the cover pages of the question paper and the memorandum / marking guidelines which will indicate that they are suitable for use.
- 5.7 Duties of moderator when moderating an answer script
- 5.7.1 The moderator shall check those answer scripts which have been submitted to him / her and shall ensure that:
- all regulations regarding the marking of the question paper have been adhered to;
 - the awarding of marks has been fair and that a consistent standard has been maintained throughout;
 - no addition or calculation errors have been made;
 - borderline cases have been carefully re-considered;
 - all the moderated scripts are signed.
- 5.7.2 Should a moderator recommend a mark adjustment, it should be clearly specified and motivated, e.g. increase / decrease all candidates' assessment marks by X, etc. The adjustment should be approved by the Assessment Committee.
- 5.7.3 The moderator is responsible for the re-mark of an answer script after a candidate's application for a re-mark has been approved by the Assessment Office.
- 5.7.4 The moderator shall use a green pen to moderate.



- 5.7.5 The moderator shall complete the prescribed moderator's report and hand it in at the assessments office together with the moderated answer scripts.
- 5.8 Amendments by the moderator
- 5.8.1 Should a moderator not be satisfied with the question paper or the marking guide / memorandum, amendments shall be discussed with the assessor and after consensus has been reached, changes can be made.
Should consensus not be reached, the matter shall be taken up with the Head of the Department and the Dean for settlement. If settlement is still not reached, it shall be referred to the Deputy Vice-Chancellor: Academic.
- 5.9 Selecting of answer scripts for moderation:
- 5.9.1 The Assessments Office will select ten percent (10%) of all marked scripts per module, including those marked by co-assessors, for moderation.
- 5.9.2 Should 20 or fewer candidates have written the particular module, all the scripts are submitted for moderation.

6 ASSESSMENT COMMITTEE

- 6.1 Faculty Assessments Committees
Each faculty should set up a faculty assessment committee the composition of which should be decided by the faculty board.
- 6.1.1 Faculty Assessment Committees shall deal with all matters relating to assessment, such as:
- control of question papers, memoranda and assessment timetable
 - admission to assessments (where applicable)
 - irregularities and disciplinary measures
 - monitoring and adjustment of results
 - approval of results
 - release and publication of results
 - all other matters which are referred to the assessments committee
 - medical certificates
 - Continuation of Studies policy
- 6.1.2 Each faculty assessment committee will report on/ make recommendation regarding the issues listed above to the central assessment committee as discussed in 6.2 below.



- 6.2 Central Assessment Committee
A Central Assessment Committee is a subcommittee of Senate dealing with all assessment matters.
- 6.3 Minutes
- 6.3.1 Minutes of all decisions of the committee shall be kept by the Deputy Registrar: Assessment.
- 6.4 Operation
- 6.4.1 The Assessment Committee shall meet at least once at the conclusion of each main assessment session in order to deal with matters which have been referred to them.
- 6.4.2 During assessments sessions, day-to-day matters are handled by the management committee, on the understanding that all decisions taken by the management committee will be presented to the Assessment Committee for authorisation and that such decisions are added to the minutes of the Assessment Committee as appendices.
- 6.5 Assessments Committee
- 6.5.1 Assessments Committee is selected by Senate.
- 6.5.1.1 **The Assessments Committee:**
Chairperson Deputy Vice-Chancellor: Academic
Secretary Secretary : Assessment Department
Members Registrar: Academic
 Deans of Faculties
 Directors of Satellite Campuses
 Deputy Registrar: Assessment
- 6.5.1.2 **Executive Assessments Committee:**
Chairperson Deputy Vice-Chancellor: Academic
Secretary Deputy Registrar: Assessment
Member Relevant – Dean
- 6.5.1.3 **Faculty Assessment Committee:**
Chairperson Executive Dean
Secretary Administrator of the Faculty
Members Faculty Academic officers of the Faculty
 Heads of Department in the faculty
- The Faculty Assessment Committee is a standing committee. All border cases will be considered by this committee.



- 6.6 Assessments Disciplinary Committees
- 6.6.1 The following Assessment Disciplinary Committees shall be included in the Code of Conduct for Students:
- 6.6.1.1 **Main Campus: Assessments Disciplinary Committee:**
Chairperson/Presiding officer Registrar: Academic
Member one Relevant Academic HOD
Member two One SRC member: Faculty representative
Member three University's Legal Expert
Complainant Deputy Registrar: Assessment
Secretary/scribe Provided by the Assessments Department
- 6.6.1.2 **Satellite Campuses: Assessments Disciplinary Committee:**
Chairperson/Presiding officer Faculty co-ordinator / Head Academic
Member one Relevant Academic HOD / subject head
Member two One SRC member : Faculty / academic representative
Complainant Head : Administration
Secretary/scribe Provided by the Assessment Department
- 6.6.1.3 **Main Campus: Assessments Appeal Committee:**
Chairperson/Presiding officer Deputy Vice-Chancellor: Academic
Member one Relevant Academic Dean
Member two One SRC member: Academic Co-ordinator from main campus
Member three University's Legal Expert
Secretary/scribe Provided by the Assessments Department
- 6.6.1.4 **Satellite Campus: Assessments Appeal Committee:**
Chairperson Campus Director
Member one Relevant Head of Department
Member two One SRC member who did not serve on the DC Hearing
Member three University's Legal Expert
Secretary/scribe Provided by the Assessments Department
- 6.7 Management Committee
- 6.7.1 *Chairperson/Presiding officer* Deputy Vice-Chancellor: Academic
Member one Deputy Registrar: Assessment
Member two Relevant Dean



7 OBTAINING A QUALIFICATION

- 7.1 A candidate obtains a qualification as soon as he / she has met all the requirements, as stipulated in HEQF. Where a work integrated learning component is prescribed, this should have been successfully completed.
- 7.2 A final year student, who only requires one module to obtain a qualification, will automatically qualify for a supplementary assessment, **PROVIDED** that supplementary assessment is scheduled for the module.
- 7.3 Pass with distinction:
- 7.4 N Diploma and B Tech qualifications may be awarded *Cum Laude* if the candidate obtains an average of 75% in all the subjects of the qualification including the final level subjects at the first attempt.
- 7.5 M Tech may be awarded *Cum Laude* to the candidate in respect of:
- *Subject and dissertation option*: passes all the subjects with an average of 75% and passes the dissertation with 75%.
 - *Dissertation only*: obtains a mark of 75% or more.
- 7.6 D-Tech is not awarded *Cum Laude*. It is only indicated that the candidate passed or failed.

8 RECOGNITIONS AND EXEMPTIONS (REFER to RPL policy)

- 8.1 Completed qualification:
- 8.2 Not more than 50% of the completed qualification's modules can be exempted in respect of another incomplete qualification.
- 8.3 Incomplete qualifications:
- 8.3.1 No restriction is placed on the number of module exemptions / recognitions in respect of another qualification provided that at least 50% of the subjects, are passed at the VUT.



9 ASSESSMENT OF THESES/DISSERTATIONS AS FULL OR PARTIAL COMPLETION OF M. TECH AND D. TECH

- 9.1 Initiation of the examination process:
- 9.1.1 The supervisor must sign a declaration that the thesis is ready for examination. Attached to this declaration by the supervisor, must be a completed mark sheet with a proposed / expected mark plus additional comments on the thesis, just as an examiner would.
- 9.1.2 In the event of a significant discrepancy in marks between the supervisor and examiners, the EXCO of the Faculty Board should use its discretion in allocating a mark or initiating re-examination.
- 9.1.3 The purpose of this is to ensure that there is due quality control on a thesis before it is subjected to external examination, and to give experience in thesis examination to our staff.
- 9.1.4 In the event of the absence of the supervisor or of a dispute between the student and the supervisor, a student can approach the Head of Department and / or Faculty Dean with the request that the thesis / dissertation be examined. Final approval for examination in these cases, shall reside with the Exco of the Faculty Board.
- 9.2 Number of examiners:
- 9.2.1 Assessment of full and partial MTech dissertations shall be done by two examiners of which at least one must be external. The supervisor cannot be an Examiner
- 9.2.2 Assessment of a DTech thesis shall be done by three examiners of which at least two must be external. One of the external examiners should preferably be from a reputable academic institution outside South Africa. The promoter cannot be an examiner.
- 9.3 Identification of, approval of, and correspondence with examiners:
- 9.3.1 The proposed examiners for each thesis / dissertation shall be identified by the relevant academic Head of Department in consultation with the supervisor/promoter where feasible, for approval by the Exco of the Faculty Board (and Senex).
- 9.3.2 All correspondence with the examiners shall be done through the office of the academic Head of Department.



- 9.4 Qualifications of supervisors / promoters and assessors:
- 9.4.1 Supervisors / promoters and assessors should be in possession of a qualification at least equivalent to or preferably higher than that of the candidate. Should a supervisor / promoter or assessor not possess an equivalent or higher qualification, it should be established that such a person possesses the necessary specialised knowledge and experience in the field of study concerned.
- 9.5 Pass and Failure
- 9.5.1 A candidate passes when all members of the assessments panel award a mark of 50% or more for a MTech calculating the average of all the marks awarded by the members of the assessments panel. A 'pass' is required in case of a DTech
- 9.5.2 Should one of the members of the panel fail the dissertation / thesis, an additional external assessor shall be appointed to remark the dissertation / thesis. This assessor shall be identified by the academic Head of Department and approved by Exco of the Faculty Board. Should this assessor award a pass mark, the candidate shall pass but should a fail be given, the candidate shall fail.
- 9.6 A candidate's final mark is calculated as follows:
- 9.6.1 Masters Degree: **For a pass the arithmetical average of the allocated marks is calculated. For a failure no final mark is calculated, it is only indicated that the candidate has failed.**
- 9.6.2 Doctoral Degree: **No final mark is calculated. It is only indicated that the candidate passed or failed.**
- 9.6.3 Should two or more members of the assessments panel fail the candidate, the candidate fails, and no final mark is calculated, it is only indicated that the candidate has failed.
- 9.6.4 The final examination marks shall be submitted to Exco of the Faculty Board for final approval and Senex for and ratification.

10 SPECIAL ASSESSMENTS

- 10.1 Under exceptional circumstances, a student may be admitted to a special assessment provided that a written request, supported by the necessary documentation, shall be submitted to the assessments office within seven (7) days after the original date of the main assessment.



- 10.2 In the case of illness, a valid medical certificate shall accompany the student's request provided that the Assessments Office reserves the right to obtain further information to authenticate such illness.
- 10.3 All special assessments shall be written during the time slots scheduled for supplemental events.
- 10.4 No special assessments shall be granted in lieu of re-assessment events.
- 10.5 Acceptable reasons for admission to a special assessment:
- 10.5.1 Serious illness or injury during the official assessment sessions.
- 10.5.2 Death of a first level blood relation member of the family. First level refers to vertical and horizontal relation e.g. father, mother, child, brother / sister. Valid documentation should be submitted.
- 10.5.3 Problems that may occur due to the University authorities postponing the official assessment sessions as a result of unforeseen circumstances.
- 10.5.4 Exceptional cases will be considered on merit.
- 10.6 Reasons that are **unacceptable** for admission to a special assessment:
- Overseas visits / tours
 - Sports appointments / engagements except where the candidate will represent South Africa
 - Attendance of meetings, symposiums or any other gatherings
 - Special holiday arrangements
 - Misinterpretation of the assessment time-table.
- 11 EXTENDING THE NORMAL TIME ALLOWED FOR THE ANSWERING OF A QUESTION PAPER**
- 11.1 Extension of time may be considered on the grounds of temporary or permanent disability.



- 11.2 When granting additional time the following procedures shall be followed:
- Candidates shall apply in writing to the relevant faculty at least three weeks in advance.
 - The Faculty shall return the application, together with their recommendation, to the Director of the Bureau for Student Counselling.
 - The Bureau for Student Counselling should undertake the necessary investigation, make its recommendation and send all the documentation to the Deputy Vice-Chancellor: Academic for the attention of the Assessments Committee.
 - The Assessments Committee, or its delegate, decides on the length of the extension and sends all the documentation to the assessments office.
 - The assessments office notifies the candidate and the relevant Faculty.
 - Additional time is allowed at the end of the assessment session.
 - In exceptional cases a candidate may be permitted to take an oral assessment.

12 IRREGULARITIES DURING ASSESSMENTS AND CLASS TESTS

- 12.1 Irregularities
- 12.1.1 Any student who takes into the venue, or has in his / her possession or has on his / her person after the question paper has been handed out, any book, memorandum, note, sketch, map, film, programmable calculator, non-permissible material or any other document other than his / her admission pass, unless authorised by the assessment rules or specified by a requirement in a particular question paper.
- 12.1.2 Any student who assists or attempts to assist another candidate, obtains or attempts to obtain help, or communicates or attempts to communicate with another person other than the invigilator while in the assessment room.
- 12.1.3 Any student who falsely represents him / herself as being a specific candidate for an assessment.
- 12.1.4 Any student who creates a disturbance in the assessments room or behaves in an improper or an unseemly manner and refuses to stop such disturbance or improper unseemly behaviour after he / she has been warned by the invigilator.



12.1.5 Any student who disregards the instructions of the invigilator concerned and, after he / she has been warned by the invigilator, continues to disregard such instructions.

13 PROCEDURES FOLLOWING ASSESSMENT IRREGULARITIES

13.1 Steps to be taken by the invigilator following an assessment irregularity:

13.1.1 The invigilator confiscates the relevant answer script(s) and all other unauthorised material.

13.1.2 The invigilator endorses the confiscated answer script on the outside of the cover with the words “answer script confiscated at ... (time).”

13.1.3 The invigilator supplies the candidate with a new answer script and endorses it on the outside of the cover with the words “new answer script issued at (time).”

13.1.4 The invigilator contacts the Assessments Officer immediately after an assessment irregularity occurred.

13.1.5 The invigilator ensures the student who committed the alleged irregularity, does not leave the assessment venue until the assessment session comes to an end.

13.1.6 The invigilator ensures that the student who committed the alleged irregularity reports to the Assessments Officer.

13.1.7 The invigilator submits a report and relevant evidence on the irregularity to the Assessment Officer.

13.1.8 The invigilator confiscates the answer script of a candidate who, after due warning, continues causing a disturbance or persists in contravening any other assessment regulation.

13.1.9 The invigilator expels a candidate from the assessment room who, after due warning, continues causing a disturbance or persists in contravening any assessment regulation and see that student reports to the assessments department.

13.2 Duties of the Assessment Officer following an assessment irregularity

13.2.1 The date for disciplinary hearings should be set at the end of the assessment session.

13.2.2 The Assessment officer should attend to an assessment irregularity as soon as possible after the irregularity has occurred.

13.2.3 The Assessment officer shall ascertain that the correct procedure has been followed in the handling of the irregularity.



- 13.2.4 The Assessment officer / Head of Administration at Satellite Campuses acts as the complainant in the disciplinary hearings regarding assessment irregularities. The complainant shall ensure that the following tasks are executed:
- 13.2.5 The student who reports to the Assessments Officer in terms of 9.1.6 may freely and voluntarily give a statement to the Assessments Officer regarding the alleged misconduct. The student shall be warned in writing that such a statement may be used as evidence against him / her and the student shall sign such a warning if willing to make a statement.
- 13.2.6 The student shall be informed of the charge and the student shall acknowledge receipt of the notification of the charge.
- 13.2.7 The student shall be informed of his / her rights.
- 13.2.8 The student shall be informed of the day, time and venue of a disciplinary hearing to be held and the student shall acknowledge receipt of the notification thereof.
- 13.2.9 The student shall be informed that absence from a scheduled disciplinary hearing does not prevent a disciplinary hearing from taking place.
- 13.2.10 The student shall be informed that he / she may sit for further assessments in the present assessment session but, if found guilty on the charge of committing an irregularity, these further assessments will be declared null and void.
- 13.2.11 The Assessments Officer shall inform the disciplinary committee of the day, time and venue of a disciplinary hearing.
- 13.2.12 The Assessments Officer shall arrange for a venue.
- 13.2.13 The Assessments Officer shall arrange for a minutes clerk / secretary to record the proceedings of the hearing.
- 13.2.14 The Assessments Officer shall report all irregularities to the Assessments Committee.
- 13.3 Penalties for irregularities during summative events
- 13.3.1 If found guilty, the student will be suspended from the University for a minimum period of 12 months as from the day of the irregularity. He / she may not register for any module, or write any other assessment for the entire duration of his / her suspension.
- 13.3.2 The assessment in the relevant subject and remaining subjects in the assessment period after occurrence of the irregularity will be considered null and void. The student retains all subject credits accrued up to the date when the irregularity occurred.
- 13.3.3 An assessment irregularity code will be included on the student's statement of results.



- 13.3.4 The University retains the right to provide information on suspension to outside parties.
- 13.4 Irregularities during formative events / class tests
- 13.4.1 The procedure pertaining to irregularities during formative events / class tests is the same as stated in the procedure for irregularities during assessment.
- 13.4.2 In the case of an irregularity during a class test the penalties will be:
- The studies in the relevant subject / module will be suspended for the study period concerned.
 - The year mark in the relevant subject will be declared null and void.
 - The student will only be allowed to enrol / register for the subject / module in the following semester / year to attain a new year / semester mark.

14 INVIGILATION

- 14.1 Invigilators shall carry identification cards.
- 14.2 One (1) invigilator is appointed for every 40 candidates.
- 14.3 The invigilator shall collect the following from the assessments office, ensuring that sufficient time has been allowed to carry out all the instructions.
- The sealed envelope containing the question papers for each session for each particular venue. On collecting the sealed envelope, the invigilator should be satisfied that the envelope has not been opened or tampered with. Should any irregularity be suspected, it shall immediately be brought to the attention of the Assessments Officer. The Assessments Officer in conjunction with the Assessments Committee will decide on a plan of action.
 - The correct number and type of assessment answer scripts and other material required for each assessment.
 - The invigilator's lists and other control material required.
- 14.4 Invigilators shall be in the assessment room at least 30 minutes before the beginning of an assessment session.



- 14.5 Before candidates are permitted to enter the assessment room, the invigilator shall ensure that all cell phones, figures, envelopes, drawings, notes and other material that could possibly be relevant to the particular module, have been removed from the assessment room. He / she shall also ensure that no such materials, books or papers are in or on the tables in the assessment room.
- 14.6 When admitting candidates to an assessment room, invigilators shall ensure that candidates are seated far enough away from each other so that it is not possible for one candidate to copy the work of another, or in any way communicate with another candidate. The invigilator shall be able to see each candidate. As far as practically possible, candidates should be seated at least one (1) meter from each other. In cases where more than one module are being written in the same room the groups shall be dispersed so that two candidates writing the same module are not placed next to one another.
- 14.7 Candidates shall be seated 15 (fifteen) minutes before an assessment commences, and may not leave the assessment room within one (1) hour of the commencement of the assessments and also not during the last 15 minutes of the session. Should a candidate be compelled to temporarily leave the assessment room for any personal reason, he / she could only do so under supervision.
- 14.8 A candidate may be permitted to enter an assessment room after commencement of the assessment session under the following conditions:
- Only during the first hour of the relevant assessment session.
 - The candidate will only be permitted to utilise the remaining time of that particular session to answer questions.
- 14.9 In order to be admitted to the assessments, each candidate shall present his / her proof of admission to that particular assessment as well as proof of identity to the satisfaction of the invigilator. Proof of identity should preferably be an identity document or a student card. A driver's license or passport is also acceptable. Should a candidate not have any of the above-mentioned documents, that person will only be admitted to the assessment on the recommendation of the Assessments Officer, who will ensure that the candidate is identified.



- 14.10 Only candidates registered for a particular assessment, the invigilator concerned, the Assessments Officer or persons authorised by the Assessments Office may be present in an assessments room during an assessment. The Assessor and Moderator who are conducting an oral assessment or the reader of a speed test may also be present for the time it takes to perform their duties.
- 14.11 Additions may be indicated on the invigilator's list by the invigilator.
- 14.12 All unauthorised persons shall leave the assessment room before the envelope is opened. After candidates have been seated the invigilator shall make the following announcements:
- The modules which are to be examined.
 - Request candidates not writing those particular modules to leave the room.
 - No candidate may have unauthorised material or notes in their possession.
 - No candidate may leave the assessment room within one (1) hour of the commencement of the assessment and also not during the last 15 minutes of the session.
 - No assessment answer scripts, used or unused, may be removed from the assessment room.
 - Candidates may, in no way whatsoever, communicate with one another.
 - Answers should be written with a blue or black ink pen or in any medium as specified in a particular question paper e.g. pencil for sketches or drawings, etc. Should an assessor not allow questions to be answered in pencil, this rule shall clearly be stated in the instructions on the question paper.
 - All information should be correctly filled in as instructed on the cover of the answer scripts or file.
 - Should more than one answer script be used, the cover of the final and any additional answering books should be correctly and completely filled in and the additional answer script should be placed inside the back cover of the first answer script.
 - Any request to communicate with the invigilator should be indicated by raising a hand.
 - Any errata and changes to question papers as instructed by the Assessments Officer.



- 14.13 Sealed envelopes containing question papers shall be opened in the presence of candidates, after all candidates have been seated and supplied with the necessary assessment material. Question papers are then handed out with the cover uppermost. Candidates are instructed not to begin until all candidates have received their question papers, at which time all question papers shall be opened simultaneously.
- 14.14 Invigilators may give no explanations of assessment questions.
- 14.15 Invigilators shall ensure that no disruptions are caused and that no candidate attempts to get assistance from another candidate or attempts to communicate with another candidate or any other person with the exception of the invigilator / s.
- 14.16 Unless otherwise stated for a particular assessment, invigilators shall check that no candidate has in his / her possession, and for the duration of the assessment, any books, memoranda, notes, charts, maps, figures, photos, documents or papers (including blank paper) of any kind, or any aids relevant to the module being examined except aids which have been supplied and proof of admission to the assessment. Pocket calculators and other specified aids may be used unless an instruction forbidding their use appears on the question paper. Papers are to specify clearly which aids to be used.
- 14.17 If instructions are not followed or if a candidate commits an act which is considered to afford an unfair advantage, that candidate is guilty of an offence. (See 8).
- 14.18 All assessment aids and answer scripts which have been handed out shall be collected before a candidate may leave the assessment room.
- 14.19 Duties during assessment sessions:
- During an assessment the invigilator shall devote his / her entire attention to supervision and he / she shall particularly ensure that the candidates comply with the assessment regulations.
 - He / she shall not spend his / her time sitting or standing in one place or alongside any one candidate, but shall move about continually in the assessment room without disturbing the candidates.



- It is important that candidates should not be given the impression that there are opportunities for contravening the regulations as a result of a lack of vigilance on the part of invigilator.
- Where there is only one invigilator, he / she may leave the assessment room only in exceptional circumstances, and then only when his / her place has been taken by another invigilator. An invigilator may not leave the assessment room during assessments in order to take refreshments unless he / she has been relieved by another invigilator.
- Additional answer scripts and other stationery may be supplied to a candidate, but the invigilator shall first ascertain that the additional material is necessary and shall make a note on the invigilator's report against the assessment number of the candidate to whom more than one answering book has been given in order to ensure that the candidate has handed in all the answer scripts that were issued.
- In the case of a confirmed fire or bomb scare that specific exam session is immediately cancelled and the University evacuation procedure would be followed.

14.20 An invigilator may not:

- Reply to any question by a candidate that may lead to an explanation of the assessment question.
- Effect an amendment to a question paper without the prior consent of the Assessments Officer.
- Act in such a manner that he / she disturbs the candidates.
- Give a copy of any assessment question paper to anyone except a candidate before that particular assessment has been concluded.



SECTION B: SUMMATIVE ASSESSMENT AT THE END OF A MODULE

15 ADMISSION TO ASSESSMENT

15.1 Registration for all assessments takes place automatically when a student registers for a module.

15.2 Year / semester marks

15.2.1 The final mark shall be calculated as prescribed in the syllabus of a module (e.g. 50% or 60%) by the assessor before commencement of the main exam.

15.2.2 Only candidates registered for modules at the Vaal University of Technology for that particular year or semester will be granted admission to write main assessments.

15.2.3 A candidate can write the main exam on condition that the candidate first meets the admission requirements of at least 50% in the year / semester mark.

15.3 Main assessment

15.3.1 Only candidates registered for modules at the Vaal University of Technology for that particular year or semester will be granted admission to write main assessments.

15.4 Supplementary assessments

15.4.1 A student who has failed a subject in a main assessment may be admitted to a supplementary assessment in that subject provided that:

- He / she has obtained a final mark (after moderation) within the range 45F% to 48F%. (The symbol F9 states admission to supplementary assessment)
- Should the student pass a supplementary assessment, a final mark of 50 % shall be awarded.

15.4.2 Only one supplemental assessment in a particular module shall be permitted. Should a candidate fail a supplemental he / she shall re-register for that particular module to obtain a new year / semester mark.

16 CONDUCTING OF ASSESSMENT

16.1 Functions of Assessment Office (see assessment standard operating procedures)



16.1.1 The schedule for all summative events should reach the assessment office within one month after commencement of classes. The finalisation of schedules and administration of the assessment function will be conducted by the examination office.

16.2 Preparation of assessment question papers

16.2.1 The assessments office hands the marked assessment answer scripts, together with the necessary documentation to the moderator, made up according to the applicable schedule (5.9.1). Internal moderators, i.e. moderators employed by the University, collect the assessment answer scripts at the assessments office and sign for them. Assessment answer scripts are sent to external moderators by registered post / courier services with a cover letter detailing the number of answer scripts and the name of instructional offerings.

16.2.2 Moderators then perform their duties as prescribed in 5.8.

16.2.3 On completion of marking, moderators deliver assessment answer scripts together with the necessary documentation, or dispatch them via registered post, to the assessments office of the Vaal University of Technology.

17 PASS/FAIL

17.1 *Pass:*

- A module is passed when a candidate obtains at least 50% or more in the final mark, on condition that the candidate firstly meets the admission requirements of at least 50% in the year / semester mark, and finally meets the sub-minimum requirement of at least 40% in each paper in the module concerned.
- Should a candidate obtain 49% as a final mark it is published as 50% provided the candidate meets the sub-minimum requirements and the candidate is regarded as having passed the module concerned.

17.2 *Fail:*

- A module is failed if a candidate obtains less than 50% in the final mark and does not qualify to pass according to 17.1
- Should a candidate obtain 50% or more as a final mark but fails to meet the sub minimum requirements of 40% in the assessment or question papers for the module concerned, the candidate fails, and the final mark is published as e.g. "51



FM" where FM indicates that the candidate has failed to obtain the sub-minimum in the module concerned.

17.3 Supplementary Assessments (See 15.5).

18 PUBLICATION OF RESULTS

18.1 After approval of the results by the Assessments Committee, schedules of results are prepared, checked and published. Candidates are notified in writing of their results, with notification of the date on which supplementary assessments will be held as well as the date of registration for supplementary assessments where applicable.

19 RE-MARK / CHECKING OF ASSESSMENT ANSWER SCRIPTS

19.1 Applications for a re-mark / checking of assessment answer scripts shall be made on the prescribed form, and handed in, together with the required fee, at the assessments office. Applications for a re-mark shall be made within one (1) month in the case of November assessments and fourteen (14) days in the case of June assessments after the publication of results.

SECTION C: SUMMATIVE ASSESSMENT AT THE END OF A LEARNING UNIT

20 ADMISSION TO ASSESSMENT

20.1 Registration for all assessments takes place automatically when a student registers for a module.

21 CONDUCTING OF ASSESSMENT

21.1 Functions of Assessments Office (see assessment standard operating procedures)

21.1.1 The schedule for all summative events should reach the assessment office within one month after commencement of classes. The finalisation of schedules and administration of the



- assessment function will be conducted by the assessment office.
- 21.1.2 A maximum of three **summative** events per module can be administered by the assessment office.
- 21.1.3 Where a syllabus prescribes for **full** continuous assessment in a module, summative events are scheduled at the completion of learning units. A candidate should obtain a minimum mark of 50% for a summative event to pass that module.
- 21.1.4 The assessment office at the site of delivery will be responsible for entering the results on ITS. Results from satellite campuses will be moderated, returned to the satellite and results entered by their assessment office.
- 21.1.5 If a candidate cannot write on a specific date, due to a religious principle, written notification should be submitted to the Department Assessment within 5 days after receiving the schedule. The Department Assessment will refer this to the assessor.
- 21.2 Preparation of assessment question papers
- 21.2.1 The assessments office hands the marked assessment answer scripts, together with the necessary documentation to the moderator, made up according to the applicable schedule (5.9.1). Internal moderators, i.e. moderators employed by the University, collect the assessment answer scripts at the assessments office and sign for them. Assessment answer scripts are sent to external moderators by registered post with a cover letter detailing the number of answer scripts and the name of instructional offerings.
- 21.2.2 Moderators then perform their duties as prescribed in 5.8.
- 21.2.3 On completion of marking, moderators deliver assessment answer scripts together with the necessary documentation, or dispatch them via registered post, to the assessments office of the Vaal University of Technology.

22 RE-ASSESSMENT

- 22.1 Re-assessment can be conducted during the main assessment or be integrated into the module. The re-assessment should be conducted in the semester of enrolment. No re-assessment or supplementary assessment is permissible thereafter.
- 22.2 For a theory module, re-assessment could be conducted at the end of the module. Students should be assessed on outcomes not achieved yet. Sections should be clearly indicated on the question paper, as SECTION A, SECTION B or SECTION C. The



assessment officer should receive a list indicating which part should be completed by a learner. These lists should be handed to the examination office by the lecturer.

- 22.3 All learners will start writing at the start of the session.
- 22.4 The same regulations for invigilation apply as under **Section 16**.
- 22.5 The results of the re-assessment will replace the result of the learning unit that the student is re-assessed on.
- 22.5.1 In the case of a special assessment the actual mark obtained by the candidate will be the final mark.
- 22.5.2 A maximum of 50% can be obtained when writing a re-assessment as a final chance.

23 **PASS/FAIL**

23.1 The lecturer / s that is offering a module will be granted access permission to CALC their own results on ITS.

23.2 *Pass:*

- A module is passed when a candidate obtains at least 50% in all summative events and an average of at least 50% for the final mark that may be compiled from formative and summative events.
- Should a candidate obtain 49% as a final mark it is published as 50% provided the candidate meets the sub-minimum requirements and the candidate is regarded as having passed the module concerned.

23.3 *Fail:*

- A module is failed if a candidate obtains less than 50% in any summative event or does not obtain a final average of 50%.
- Should a candidate obtain 50% or more as a final mark but fails to meet the sub minimum requirements of 50% for all summative events, the candidate fails, and the final mark is published as e.g. "51 FM" where FM indicates that the candidate has failed to obtain the sub-minimum in the module concerned.
- Should a candidate fail any unit after re-assessment, the student must re-register for the module during the next semester



- 23.4 Publication of results
- 23.4.1 After moderation, the results will be published by the assessment office.
- 23.4.2 The students will ONLY be notified in writing at the end of the module after approval of the results by the Assessments Committee.

- 23.5 Record keeping
- 23.5.1 Based on the assessor's discretion and depending on the type of assessment method, the assessor may decide whether summative assessment scripts / assignments / reports be discussed or shown to learners in class. They should however be taken in for record keeping afterwards. (**Refer to faculty procedure**).
- 23.5.2 If assessment scripts / assignments / reports were revealed, no re-marking will be allowed to take place.
- 23.5.3 Scripts need to be kept at the assessment office for a period of three years.
- 23.5.4 Unseen scripts may be subjected to a re-mark.

- 23.6 Re-mark/ checking of assessment answer scripts
- 23.6.1 Applications for a re-mark / checking of assessment answer scripts shall be made on the prescribed form, and handed in, together with the required fee, at the assessments office. Applications for a re-mark shall be made within fourteen (14) days after the publication of results.

- 24 ORAL EXAM**
- 24.1 Names of students that qualify for an oral exam, shall be submitted to head of the Department.
- 24.2 The date and time of the oral exam will be scheduled by the head of Department.

- 24.3 Composition of the Assessment Committee:
- 24.3.1 The Assessment Committee will be made up of three faculty members, one of which will be the Chairperson and one which will be the Assessor and one which will be the moderator **or** a subject expert. The student's assessor may not be the chairperson of the committee.



- 24.4 Role of the chair and assessment committee
- 24.4.1 It is the **chairperson's** responsibility to find an assessment date and time suitable for everyone, to reserve a room, and to send a notice of the assessment's location, date, and time to all participants.
- 24.4.2 It is the **assessor's** responsibility to have appropriate student records on hand during the session (this must be done no later than one week prior to the assessment date).
- 24.4.3 The questions and memorandum must be compiled by the assessor and distributed to all committee members.
- 24.4.4 Evidence of student answers to be recorded by the assessor. After leaving the venue, the answers will be evaluated and a mark allocated.
- 24.4.5 The mark to be recorded on ITS as appropriate for the purpose of the oral (special assessment or re-assessment).

SECTION D: STANDARD OPERATING PROCEDURES

25 CONDUCTING OF ASSESSMENT:

- 25.1 Preparation of schedules:
 - 25.1.1 After the closing date for registration and changes in instructional offerings the following take place:
 - 25.1.2 Assessment registration forms shall be checked and sorted according to faculties.
 - 25.1.3 All forms shall be arranged alphabetically.
 - 25.1.4 Assessment registrations shall be entered according to the name of the instructional offering. Thereafter invigilators' lists, as well as proof of admission to assessment for each candidate shall be printed.
 - 25.1.5 **Calculated** Year / semester marks shall be printed on the invigilator's lists.
- 25.2 Preparation of assessment papers:
 - 25.2.1 Question papers and memoranda which have been approved and signed by the assessor and moderator shall be handed in at the assessment office. Receipt of all question papers and memoranda is recorded in a register. Memoranda shall immediately be put in safekeeping. They are not typed by assessment officers. Question papers shall be typed and then proof-read by the examiner concerned. This proof-reading takes place in the assessment office. Under no circumstances may typed question papers be removed from the assessment office.



- Where necessary, further proof-reading will also be done by the assessor. Question papers of terminating instructional offerings will be sent to the external moderator by the assessment office, after typing and proof-reading.
- 25.2.2 After final proof-reading, question papers are duplicated. During duplication care shall be taken to ensure that question papers are treated confidentially. All poorly printed copies shall be shredded. Copies are destroyed and usable copies are sealed and placed in the safe with a written declaration of the number of copies made.
- 25.2.3 Handling of question papers during assessment
- 25.2.3.1 Question papers and answer scripts are sorted daily according to the invigilators' roster. Question papers are sorted per examination room / hall and each instructional offering is sealed in an envelope.
- 25.2.3.2 Sealed question papers are opened by the invigilator at the beginning of each assessment session in the presence of the candidates concerned. After opening the envelope the invigilator hands out the question papers.
- 25.2.3.3 Question papers are placed with the front page, on which no question appears, uppermost. Once all the candidates have received their question papers and examination answer scripts, the invigilator gives the instruction to begin. Invigilators shall ensure that the commencement time corresponds with the official timetable. Should it not be possible to start at the specified time, this should be reported as soon as possible to the examinations office staff who will adjust the time on the timetable to that of the actual starting time of that particular assessment session.
- 25.2.3.4 At the end of the session, invigilators shall check the answer scripts against the invigilator's list. Answer scripts are then handed in at the assessment office. A member of staff signs for answer scripts and memoranda received.

26 CONTROL OF MARKED ANSWER SCRIPTS

- 26.1 After answer scripts have been marked by the assessors and have been moderated by the moderators, they become the responsibility of the assessment officer that will:
- 26.1.1 Check that all answer scripts have been returned.
- 26.1.2 Check that all answer scripts have been initialled by the assessor.
- 26.1.3 Check that all answer scripts sent to the moderator have been initialled by the moderator.



- 26.1.4 Check that all examiners' and moderators' reports have been correctly completed and signed.
- 26.1.5 Go through all answer scripts and check that all answers have been marked and marks allocated.
- 26.1.6 Check that the marks of all sub-divisions of questions have been calculated correctly and carried over to the back page of the answer scripts of file / folder.
- 26.1.7 Check additions and calculations on the back page as well as their transfer to the cover page.
- 26.1.8 Check that year / semester marks have correctly been transferred to the cover page.
- 26.1.9 Check that the year mark and final summative mark have been correctly calculated into a final mark.
- 26.1.10 Check transfer of marks from answer scripts to invigilator's list.
- 26.1.11 Ensure that where the moderator has recommended an adjustment of marks, the assessor, Head of Department and moderator shall reach consensus and then submit to the Dean of the Faculty, who will in turn submit for approval by the assessment committee.

27 DESCRIPTION OF RESULT CODES

- 27.1
- | | |
|----|---------------------------------|
| FF | NONE FIN REASONS |
| F | FAIL |
| FX | FAIL ABSENT FROM EXAM |
| FN | NONE NOT AVAILABLE |
| FM | FAIL SUB MINIMUM |
| FA | FAIL: NO ADMISSION TO EXAM |
| FK | FAIL: IRREGULARITY |
| FI | FAIL INCOMPLETE |
| F7 | ADMISSION TO EXAM SPECIAL |
| F8 | ADMISSION TO AEGROTAT EXAM |
| F9 | ADMISSION TO SUPPLEMENTARY EXAM |
| P | PASS |
| PD | PASS WITH DISTINCTION |
| PE | PASS EXEMPT / RECOGNITION |
| PR | PASS REMARK |
| PZ | EXP TRAINING COMPLETE |



13.6 Code of Student Conduct and Judiciaries

PREAMBLE

Student behaviour, both academic and non-academic, is governed by a specific set of written rules called the Code of Student Conduct.

These rules prohibits unethical practices such as cheating, plagiarism and double submissions, as well as offences such as theft, vandalism, misuse of equipment, supplies and documents, and harassment. Students accused of such offences are entitled to a hearing before an impartial committee and are entitled to representation by an advisor from within the University.

Vaal University of Technology expects all students to demonstrate qualities of integrity, honesty, civility and respect. These values are important to the establishment and maintenance of a community where there is freedom to teach and learn. However this is dependent upon the maintenance of appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruptions.

In the interest of maintaining civility on campus all students must comply with the University's Code of Student Conduct, which reasonably limits some activities and prohibits certain behaviour which could interfere with the classroom sitting, the orderly operation of the University, and the pursuit of the University goals and core values of respect, integrity, collaboration, well-being, innovation and quality. It is expected that the student conduct will be in concert with and supportive of the University's central purpose and core values.

Each student is responsible and has a duty to be acquainted with all provisions of the Code. It is also presumed that every student, from the date of his / her initial enrolment at the University, has knowledge of the Code, as well as, policies and procedures contained in the Student Hand-book. All students are deemed to have agreed to the provisions contained in the Code and are required to adhere to such provisions as a condition of their enrolment as students of the University.

The University further recognises each student's procedural right to due process and the *audi alteram partem* rule, which includes providing notice setting forth the alleged violation(s), and a speedy, fair hearing and appeal process, any member of the University community can initiate accusation of an alleged violation.



The Student Code of Conduct is available as a separate publication through the offices of Student Life Department and the office of the Student Facilitator Judicial and Training can help students understand the Code.

DEFINITIONS

Definitions provided elsewhere in this Code are applicable to the Student Code of Conduct in its entirety. Terms not expressly defined in the Student Code of Conduct will be interpreted in accordance with the rule of interpretation as provided for by Interpretation of Statutes Act.

“*University*” means Vaal University of Technology.

“*Student*” for the purposes of this code, includes all persons applying for admission or taking courses provided by the University both full-time and part-time.

“*Official*” includes any person employed by the University performing assigned administrative and / or professional staff duties.

“*Member of the University community*” includes any person who is a student, faculty member, University official, or any other employed by or visiting the University.

“*University Premises*” includes all land, buildings, facilities and other property in the possession of and / or owned, used and / or controlled by the University.

“*Student organisation*” an organisation composed primarily of students which has been registered or has received recognition according to University policies and procedures or is affiliated with a University department.

“*Judicial body*” any person or persons authorised by the Assistant Director Student Life to determine whether a student has violated the Student Code and to recommend imposition of sanction.

“*Will*” is used in the imperative sense.

“*May*” is used in the permissive sense.

“*Trained students*” refers to those students selected by the Student Facilitator Judicial and Training to participate in the judicial process upon completion of a group or one-on-one judicial affairs orientation.

“*Preponderance of evidence*” refers to when considering all the evidence in the case the proposition on which such party has the burden of proof is more probably true than not true.

“*Bias incident*” refers to behaviour and / or action discriminating against another based on race, religion, sexual orientation, ethnicity, national origin, gender, age, disability, or veteran status.



“*Hate crime*” refers to the bias incident that has risen to a level of a criminal statute, which includes but not limited to assault, property damage, or other illegal conduct.

“*University-sponsored activity*” any activity on or off campus initiated, approved or supervised by the University.

SCOPE, LIMITATION AND APPLICATION OF THE STUDENT CODE OF CONDUCT

The Code applies to incidents occurring on campus and others that occur off campus, incidents that involve students and including those that occur at the satellite campuses of the University.

Judicial action against any student committing a violation of the Code off-campus will be considered on a case-by-case basis upon filing by a complainant of an allegation of an off-campus violation of the Confidential Complaint Lodgement Form. The complainant must obtain the form from Protection Services and an officer / investigator must assist the complainant to fill the form. After review of the form, the officer at Protection Services will investigate the complaint and write a report to be submitted to the office of the Student Facilitator Judicial and Training who will then make a determination on the appropriateness for a judicial action to be initiated.

The adoption of the Student Code of Conduct does not prohibit the University from adopting or maintaining additional rules to govern the conduct of students. Allegations of misconduct under the Student Code of Conduct may be combined with allegations arising under other University rules.

The Student Code of Conduct applies to individual students and to student organisations.

Students and student organisations are also subject to the following rules:

- Rules adopted by the University to govern the control of vehicles and other modes of transportation on University property, to and from University premises;
- Rules relating to student classroom conduct, academic dishonesty, academic eligibility, performance and evaluation;
- Rules governing student housing;
- Rules governing the maintenance of public order;
- Rules governing the conduct of student athletes;



- Rules governing the use of University communication and computing resources; and
- Such other rules as may be adopted by the University in furtherance of the University and educational goals.

Notwithstanding anything contained herein to the contrary, acts of academic dishonesty, disruptive student behaviour in the classroom, and appeals to sanctions imposed in each case, are under the jurisdiction of the Head of Department, Dean of Faculty and Head Examination Department.

The office of the Student Facilitator Judicial and Training will determine the composition of judicial bodies and conduct appeal committee and also determine which will be authorized to hear each case. Student composition if any will be dependent upon availability of trained students as recommended by the office of the Student Facilitator Judicial and Training.

The judicial advisor will develop procedures for the administration of the judicial program and procedural rules for the conduct of hearings, which are not inconsistent with the provisions of the student code. Decisions made by the judicial body and / or judicial advisor shall be final, pending the normal appeal process.

A judicial body may be designated as arbiter of disputes within the student community in case that, do not involve a violation of the Code. All parties must agree to the arbitration, and to be bound by the decision with no right of appeal.

Student conduct discipline records are confidential and will be treated as such by all parties concerned.

COOPERATION WITH LAW ENFORCEMENT AUTHORITIES

The University cooperates fully with law enforcement authorities. Violations of the Code are also violations of the various Acts of Parliament, Provincial legislations and Municipal bylaws and ordinances, may be referred to the appropriate non University authority.

The University Protection Services Office work closely with the local law enforcement authorities, particularly the Vanderbijlpark, Vereeniging, Sebokeng, Bophelong, Boipatong and Sharpville. The Campus Protection Services Officers



have full powers to arrest search and seizure on all University owned and operated property, and are usually the first to respond to calls for police services on campus.

STUDENTS RIGHTS AND FREEDOMS

With appreciation for the tradition of freedom of speech and expression on campus the University fosters tolerance for differing viewpoints. It is acknowledged that points of view will diverge and that some students will believe it necessary to express themselves by means of protest. However, the University cannot tolerate disruption to its academic mission or means of protest that interferes with the legitimate rights of others.

General Rights and Freedoms

Students shall have the following rights and freedoms:

As members of the University community all students are guaranteed freedom of expression, inquiry and assembly, the right to form a student government, organise groups, to join associations in support of any cause or common interest, and to peacefully protest, provided that, such activity is conducted in a legal manner, is in accord with University regulations, and does not abridge the rights of others.

Students have the right of fair access to all educational opportunities and benefits available at the University in an environment that is safe, free of invidious harassment, discrimination, or intimidation. Students have a right to privacy as it is entrenched in the Constitution of South Africa Act 108 of 1996.

Students have the right and responsibility to report, in good faith, and without fear of retaliation, violations of this code, the University Code of Conduct and violations of any other policy of the University, to appropriate academic and administrative officer of the University.

Procedural Rights and Freedoms

Students accused of violating this code have the following rights

1. To have access to all University policies and procedures regarding the functioning of the judiciaries.
2. To be informed of and to have explained as required the charges pending.
3. To be free from intimidation by university charging officers to coerce admissions.
4. To face his / her accuser(s) and have the opportunity to cross-examine them and any witnesses.



5. To be free from searches or seizures unless based on reasonable cause. In accordance with written procedures approved by the Senior Director for Student Affairs, searches and seizures may be carried out by the officers of protection services, housing staff, University officers and officials.
6. To a fair and impartial judicial hearing before an appropriately appointed judicial board, appeal board and administrative hearing officer.

Responsibilities

All students share the following responsibilities:

1. To read, become familiar with and adhere to the code, the University's Code of Conduct, the Academic Code of Conduct, the Residences Code of Conduct and the Student hand-book of the university.
2. To respect the personal and property rights of others and to act in a responsible manner at all times.
3. To protect and foster the intellectual, academic, cultural, social and other missions of the University.
4. To observe the laws of Local, Provincial and National government.

PROHIBITED CONDUCT / BEHAVIOR (NON-ACADEMIC OFFENCES)

Self-discipline is an essential element of individual learning and development accordingly all students are expected to conduct themselves as mature, responsible citizens of the Republic of South Africa and members of the University community in accordance with public laws and accepted standard of morality and decency. As such all students are expected to be:

Courteous to fellow students, faculty staff members and to the public at large.

To be honest in his / her academic work and his / her dealings with others, obey local, provincial and national government.

The following is an illustrative list of the types of conduct that are prohibited by this code. It includes not only actual conduct, but also attempts to engage in such conduct. A reasonable suspicion that a student has engaged in such prohibited conduct, or attempted conduct, will result in the immediate consideration of disciplinary action under this code.



Safety

1. Causing or creating a fire or any other condition that jeopardises the safety of individuals on campus and during off-campus activities,
2. Tampering with safety measures or devices such as alarm systems fire extinguishers, exit signs emergency phone systems smoke or heat detectors, fire hoses security systems locked exterior doors and the sprinkler systems.
3. Failing to conform to safety regulations, such as falsely reporting an incident, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the alarm system and similar conduct.
4. Falsely reporting the presence of a bomb or any other dangerous device or condition.

Firearms

Possessing, using, storing, transporting firearms, other weapons explosives, fireworks, ammunition or dangerous chemicals (except authorised for use in class or in connection with university sponsored research or other approved activities).

Discrimination

Engaging in verbal or physical behaviour directed at an individual or group that according to a person of reasonable sensibilities, is likely to create an intimidation or demeaning environment that impedes the access of other students, faculty and staff to the educational benefit available from or through the university.

Harassment

Engaging in verbal, electronic, visual, written or physical behaviour directed at an individual or group that in the view of a person of reasonable sensibilities is likely to provoke or otherwise result in negative or injurious response or reaction. This behaviour may include:

1. making an expressed or implied threat affecting another person's academic pursuits, university employment, or participation in activities sponsored by the university or organisation or group related to the university, or;
2. engaging in unwarranted retribution or interference with respect to such pursuit, employment or participation, or;
3. creating an intimidating or demeaning situation or environment or inflicting psychological or emotional harm or undue stress.

Sexual harassment

Sexual harassment of the institution shall be application.



Assault

Any wilful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the victim reason to fear bodily harm constitutes as assault. An assault may be committed without actually touching or striking or doing bodily harm. Self-defence may be a mitigating factor to this charge, depending on the circumstances.

Indecent Assault

Indecent assault means, the unlawful and intentional assault of another with the intention of committing an indecency. Assault in this matter is not qualified by an indecent act but by the intention of the person committing the assault to behave indecently. This form of assault can be committed even though the accused does not direct his conduct at the victim's private parts. What is important is the accused intention, expressed by words or conduct, and not the nature of the act.

Battery

An encounter in which physical contact occurs or is threatened between two or more persons with weapons, blows or other personal violence and that may include pushing, shoving and other acts of physical abuse. Self-defence may be a mitigating factor to this charge depending on the circumstances of each case.

Alcoholic Beverages

Violation of the University's alcoholic beverages regulations and guidelines, including:

1. The sale, service, possession and / or consumption of an alcoholic beverage in academic faculties, including classrooms, studios, theatres, auditoria and / or laboratories is prohibited.
2. Student organisations may not serve alcoholic beverages at events without the express approval of the Senior Director Student Affairs regarding the location and conditions of possession and consumption. If approved alcoholic beverages may not be consumed outside of the designated areas for the event.
3. Students serving alcoholic beverages at off-campus events may not identify these events as university sponsored events.
4. After consuming alcoholic beverages students must assume full responsibility for their conduct as it relates to the need for good judgment, discretion, moderation, respect for the rights of others and the legal regulations of the jurisdictions involved.



Drugs and Controlled Substances

The University has a “**zero**” **tolerance** policy on the improper use of controlled substances that expressly prohibits:

1. The illegal possession, use, distribution and / or sale of a controlled substance.
2. The illegal possession, use, distribution and / or sale of drugs paraphernalia.
3. Aiding or abetting the illegal possession, use, sale and / or distribution of controlled substances or drug paraphernalia.

Hazing

Hazing is defined as conduct that causes or is intended to cause psychological, emotional or physical harm to any person as a part of initiation into or affiliation with any campus-based organisation.

Forgery, Fraud, Dishonesty and Uttering

Altering or misusing official University forms, documents, records, stored data or instrument of identification, electronic files or knowingly furnishing false information to the university officers, officials, faculty and / or employees or providing such information involving or referring to the university to off-campus organisations, institutions or individuals and making false statements in public or private, including, knowingly making false charges under the code. Further, students may not use the seal, logo(s), motto, trademarks or other intellectual property of the University without written permission from the University Council.

Damage to Property

When a student knowingly damages the property of another or of the University without his / her / its consent by defacing, deforming, or otherwise damaging the property by the use of paint or any other similar substance, by the use of writing instruments, etching tools or similar devices, through means of fire or explosives, or through the use of any other instrumentality of any kind and mixture.

Unauthorized removal, destruction or damage of University property, or the property of another student, or the property under University custody or control.

Theft

Possession of stolen items from a member (s) of the University community, or the sale of stolen items from any source whatsoever.

Stealing property and / or services, knowingly possessing or transporting stolen property, or improperly converting the property of another for personal use.



Unauthorized Entry, Use or Trespassing

Entering or using university facilities or property, or property in the custody or control of the University, for an improper purpose or without proper authorisation or assisting others to do so.

Incitement

Prohibition of incitement to commit a crime is punishable in terms of section 18(2) of the Riotous Assemblies Act 17 of 1956 which reads as follows:

Any person who... incites, instigates, commands or procures any other person to commit any offence, whether at common law or against a statute or statutory regulations, shall be guilty of an offence and liable on conviction to the punishment to which a person convicted of actually committing that offence would be liable.

Corruption

This offence is punishable in terms of the Corruption Act 94 of 1992 section 1(1).

Prohibition on offer or acceptance of benefit for commission of act in relation to certain powers or duties. Any person –

1. who corruptly gives or offer or agrees to give benefit of whatever nature which is not legally due, to any person upon whom –
 - any power has been conferred or who has been charged with any duty by virtue of any employment or the holding of any office or relationship of agency or any law or to anyone else, with the intention to influence the person upon whom such power has been conferred or who has been charged with such duty to commit or omit to do any act in relation to such power or duty; or
 - any power has been conferred or who has been charged with any duty by virtue of any employment or holding of any office or any relationship of agency or any law and who committed or omitted to do any act constituting any excess of such power or any neglect of such duty, with the intention to reward the person upon whom such power has been conferred or who has been charged with such duty because he / she so acted; or
 - upon whom any power has been conferred or who has been charged with any duty by virtue of any employment or the holding of any post or any relationship of agency or any law and who corruptly receives or obtains or agrees to receive or attempts to obtain any benefit of whatever nature which is not legally due, from any person, either for himself or herself or for anyone else, with the intention –



- i. that he / she should commit or omit to do any act in relation to such power or duty, whether the giver or offeror of the benefit has the intention to influence the person upon whom such power has been conferred or who has been charged with such duty, so to act or not; or
- ii. to be rewarded for having committed or omitted to do any act constituting any excess of such power or any neglect of such duty, whether the giver or offeror of the benefit has the intention to reward the person upon whom such power has been conferred or who has been charged with such duty so to act or not, shall be guilty of an offence.

Extortion

When a person unlawfully and intentionally obtains some advantage, which may be of either a patrimonial or non-patrimonial nature, from another by subjecting the latter to pressure which induces him/ her to hand over the advantage.

Murder

The unlawful and intentional causing of death of another human being.

Culpable Homicide

The unlawful and negligent causing of the death of another human being.

Rape

A person having unlawful and intentional sexual intercourse with a person without her consent.

Criminal Defamation

Unlawful and intentional publication of matter concerning another which tends to injure his / her reputation.

Robbery

Theft of a property by unlawfully and intentionally using violence or threats of violence to take the property or to induce submission to its taking.

PROHIBITED CONDUCT / BEHAVIOR (ACADEMIC OFFENCES)

The integrity of University academic life and of degrees and diplomas the University confers is dependent upon the honesty and soundness of the teacher-student learning relationship and, as well, that of the evaluation process. Conduct



by any member of the University community that adversely affects this relationship or this process must, therefore, be considered a serious offence.

Plagiarism

- a. No student shall, with intent to deceive, represent the work of another person as his / her own in any academic writing, essay, thesis, research report, project or assignment submitted in a course or program of study or represent as his / her own an entire essay or work of another, whether the material so represented constitutes a part or the entirety of the work submitted.
- b. Upon demonstration that the student has represented and submitted another person's work as his / her own, it shall be presumed that the student intended to deceive; the student shall bear the burden of rebutting this presumption by evidence satisfying the person or body hearing the case that no such intent existed.
- c. No student shall contribute any work to another student with the knowledge that the latter may submit the work in part or whole as his / her own. Receipt of payment for work contributed shall be cause for presumption by evidence satisfying the person or body hearing the case that no such intent existed.

Cheating

No student shall:

- a. In the course of an examination obtain or attempt to obtain information from another student or unauthorised source or give or attempt to give information to another student or possess, use or attempt to use any unauthorised material.
- b. Represent or attempt to represent oneself as another or have or attempt to have oneself represented by another in the taking of an examination, preparation of or paper or other similar activity.
- c. Submit in any course or program of study, without both the knowledge and approval of the person to whom it is submitted, all or a substantial portion of any academic writing, essay, thesis, research report, project or assignment for which credit has previously been obtained or which has been or is being submitted in another course or program of study in the University or elsewhere.
- d. Submit in any course or program of study any academic writing, essay, thesis, research report, project or assignment containing a statement of fact known by students to be false or a reference to a source which reference or source has been fabricated.



Confidential material

It shall be an offence knowingly to procure, distribute, or receive any confidential academic material such as pending examinations or laboratory results from any source without prior and express consent of the instructor.

Misrepresentation of facts

It shall be an offence to knowingly misrepresent material facts to another for the purpose of gaining admission to the University or obtaining academic advantage or credit.

Disruption of teaching activities

No student shall, by action, threat or otherwise, knowingly cause a disturbance which obstructs teaching and / or research activities.

DISCIPLINARY SANCTIONS

The purpose of the disciplinary sanctions for violations of the Code is to educate about responsible behaviour as members of the University community, to maintain order and to protect the rights of others.

Students found guilty of violating the Code will be notified of any sanction by the disciplinary chairperson. There is no set sanction for any particular offence with the exception of automatic expulsion for any felony conviction. Sanctions will be determined individually and will be considered with the severity of the offence. Every case will be evaluated on its own merits.

Sanctions will be classified in schedule 1 and schedule 2 for minor and severe offences. All sanctions will be issued in writing. Sanctions in the schedule 1 will be placed in the student's confidential discipline file as an official part of a student's educational record for five years beyond the student's departure from the University and will become part of the student's permanent discipline record. Acts of academic dishonesty will be made part of the permanent discipline record as determined by the Registrar, Dean of Faculty and Head of Examination Office.



General Terms

Parents of minor or dependent students who receive a disciplinary sanction shall be notified of that action by the University.

The University reserves the right to apply any sanction for a violation of the Code that, in its sole discretion, appropriately address the gravity and frequency of the offence. Prior offences are cumulative, and any student found guilty of the same offence or second offence of equal or greater magnitude, may be suspended or expelled from the University. Evidence of prior violations of the Code, however, may be considered after a determination of guilt has been made as part of the process of determining sanctions.

Sanctions are imposed under the Code without regard to student classification, prospective graduation date, the time in the semester or term when the violation occurs, scholarship status or any other factor.

Students who have not completely fulfilled their sanctions may be allowed to participate in general mandatory registration for the subsequent semester if all other financial and academic conditions have been met. However, their registration will be cancelled if they fail to comply with all the stipulations of the sanctions within the time limit set.

Types of Disciplinary Sanctions

One of the following sanctions may be imposed for any violation of the Code. The failure to perform a sanction, as directed, can lead to the imposition of a severe sanctions, including suspension and / or expulsion.

Minor Sanctions

- *Disciplinary warning or Reprimand*

A disciplinary warning or reprimand is an official written statement of censure. It is used when a student's behaviour is unacceptable but is considered to be minor and / or unintended. It includes a warning that any other violation of the University Code for which the student is found guilty will result in more severe disciplinary action. The written statement shall be delivered to the student and also kept in the student's record for a period of six (6) months.



- *Letter of Apology to the Aggrieved Party*
A student may be required to write a letter of apology to the aggrieved party. A draft copy of the letter must be submitted to the SFJT for prior approval. This is a discretionary sanction.
- *Requirement to seek counselling*
This sanction may be imposed when a student was found guilty of engaging in disruptive or uncivil behaviour, in such cases the student shall be required to provide evidence to SFJT of attendance of counselling by a qualified profession in the Student Counselling department at the university. This is a discretionary sanction.
- *Research assignment*
A student may be required to complete a research assignment on a topic related to the Code violation within a specified period of time and to make other students aware of the seriousness of the violation. This is a discretionary sanction.
- *Restitution*
Restitution is reimbursement to compensate for the personal injury, property damage or misrepresentation of university or other personal property. It may be in the form of money or services. This is a discretionary sanction.
- *Mandatory University or community service*
A student may be required to perform work assignment at the University or in the local community. This is a discretionary sanction.

Severe Sanctions

- *Disciplinary probation*
A disciplinary probation may be imposed for a specified period of time. A student who is under disciplinary probation will not be permitted to participate in intramural, intercollegiate, sports, student clubs or organisations. Such student may not represent the University in any public function, competition or performance, hold office in a student organisation or be eligible to join a fraternity or sorority. Students receiving scholarships for any activities enumerated above may have that scholarship suspended or terminated. Decisions regarding scholarships will be made by the office of the Senior Director Student Support Services in consultation with the Assistant director Student life and Student Facilitator Judicial and Training and DVC Academic will make the final decision.
- *Withdrawal from class*
Decisions regarding withdrawal from class will be made by the office of the Senior Director Student Support Services in consultation with the Assistant



director Student life and Student Facilitator Judicial and Training and DVC Academic will make the final decision.

- *Limited access to University property*

Administrative restriction to various parts of the University campus, including but not limited to research, communication and computing resources for a specified period of time or until certain conditions are met. Decisions regarding limited access to University property will be made by the office of the Senior Director Student Support Services in consultation with the Assistant director Student life and Student Facilitator Judicial and Training and DVC Academic will make the final decision.

- *Fines*

For possession and use of drug paraphernalia from R50-R500.00 to be utilized for the awareness campaign of such drugs use.

- *Limited term suspension*

Suspension is appropriate in cases of serious misconduct or in cases when a student has violated a condition of disciplinary probation, or has failed to meet the stipulations of lesser sanctions. A student may be suspended from the University for the remainder of the semester in which the sanction is applied, or any portion thereof, for the next semester or for any other additional periods determined appropriate by the university.

Suspensions are recorded on the students' permanent record (official transcripts). Students suspended from the university are required to return their student identification cards room keys and other university property and shall be barred from the campus for the duration of their suspension.

Exceptions may be granted to this prohibition by the SFJT if it first determines that the barred student must enter university property for the purpose of conducting official business. If the student returns to the campus without permission during the period of suspension, his / her eligibility to be re admitted to the university is jeopardised and such persons may also be charged with unlawful entry and thereby made subject to arrest.

- *Indefinite suspension*

Provides for all the conditions described in Limited Term Suspension but does not give a specific date for the consideration of readmission of the suspended student. This sanction is used in cases of extremely serious misconduct when evidence of rehabilitation must be presented by the student to the Office of the Senior Director Student Support Service and forwarded to the office of the Registrar before the student is readmitted.

- *University expulsion*

Expulsion is the most severe sanction that the University may impose. Expulsion is permanent dismissal or separation of the student from the



University. In addition the student is not eligible for readmission to the University and is permanently barred from the university owned or operated property and from all University-sponsored events. Expulsions are recorded on the student's permanent record (official transcript). Students expelled from the University are required to return any identification cards, room keys and other university property and must leave campus immediately upon notification of being expelled. An expelled student may not return to the campus and is permanently barred from the university owned and operated buildings or property and from all University-sponsored events. If an expelled student returns to the campus, he / she will be charged with unlawful entry and may be arrested. An expelled student's relationship with the University is severed permanently.

Determining which sanction to impose

Mitigating and aggravating factors may be considered. Factors to be considered in mitigation or aggravation may include the individual's prior disciplinary record, the nature of the offence, the severity of any damage, injury or harm resulting from the violation, the payment of restitution to the university or to any victims, or any other factors deemed appropriate under the circumstances, including but not limited to the individual's participation in an approved counselling program. Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

Procedure for readmission after judicial suspension

A student temporarily suspended will be considered for readmission only after filing a request for readmission after judicial suspension form with the office of the Student Facilitator Judicial and Training and Senior Director Student Support Services and it shall be forwarded to the office of the Registrar for a final decision. The Registrar shall inform University officials, including the appropriate Academic and Administrative Heads.

Hearing Rights and Procedures

Initiating a Complaint

A student will become involved with the judicial system as a result of alleged violations of the community standards of the University. Such violations will be documented and a report submitted by the Protection Services official responsible for the investigation of the matter. While most violations occur on the campus (University premises), the student population, living in the surrounding



community off-campus, also falls within the jurisdiction of the University judicial system.

Anyone who has a ground for initiating a complaint regarding any University student may do so by filling in a form at the offices of Protection Services the following information:

- The name of the accused;
- A clear statement explaining the nature and circumstances of the complaint; and
- The names, addresses, and telephone numbers of those filing the complaint.

A student who has had a complaint lodged against him / her will be called by the Student Facilitator: Judicial and Training to discuss the complaint. At the meeting, the case may be held, dropped, adjudicated or referred to an appropriate Committee as provided for by the Code.

The disciplinary officer concerned who may be assisted by an advisor shall, at the outset of the hearing, and in the presence of the student and the student representative, apprise the hearing committee of the facts and allegations of the case, shall present the relevant documentary evidence and relevant practices and present the names of the witnesses to be called. The student or the student's advisor may make a summary statement in response.

All questions of procedure and evidence that may arise during the hearing, including any challenge to procedures antedating the hearing, shall be resolved by the Chair after consulting with the Student Facilitator Judicial and Training.

The Student Facilitator Judicial and Training is neutral between the parties. His / her role is to advise as to the fair conduct of proceedings, but the Student Facilitator Judicial and Training shall not participate in the decisions.

A ruling that a procedure in the code has been followed shall not result in annulment of the proceedings if in the judgment of the hearing the error did not cause prejudice to the student or any prejudice that did result can be remedied without causing undue delay in the proceedings.

Witnesses shall be called by the Chair of the hearing and heard one at a time. Any member of the Committee, voting or non-voting, may suggest that a witness be



called or re-called, including a witness not named in the list of witnesses. The student and the student advisor shall be allowed an opportunity to call witnesses.

In the case of academic offences, the instructor in the course in which the offence took place may be present throughout the hearing, may be called as a witness and may consult with the disciplinary officer throughout the hearing.

All parties who are present throughout the hearing must observe the same rule of confidentiality as the members of the committee.

All witnesses shall give their testimony and evidence in the presence of the accused student, the complainant, their advisors, members of the committee and the Chair. Any of the aforementioned persons may put questions to the witnesses. However, the Student Facilitator Judicial and Training may not ask questions of the parties or speak during the disposition of the case except with permission of the Chair. The accused student, complainant and their advisors shall have access to any documents considered by the hearing committee as evidence in the case.

The accused student and complainant shall be given an opportunity to give evidence on their behalf, should anyone of them decide to give evidence, they will be subject to questions from the hearing committee and advisors. No inference may be drawn against the accused student for refusing to give evidence, except to the extent that allegation against the accused student, because of his / her refusal, stands uncontradicted.

The rules of evidence applicable in civil and criminal court proceedings shall not apply to the hearing so long as the evidence has been obtained in good faith and by reasonable means. Evidence which is not relevant, or is only remotely relevant, shall be excluded. All questions of the admissibility of evidence shall be resolved by the Chair after consulting with the Student Facilitator Judicial and Training.



13.7 Library Services Regulations

POLICY: CIRCULATION

Different category users and loan periods are set out in the Innopac Loan Rules.

Before an item is issued to a user, he / she must produce the University ID to enable the library assistants to check membership on the system.

Students must return items out on loan before the University closes at the end of the year. Arrangements can be made for post-graduate students and researchers who want to use sources over the holidays.

Library users may telephonically renew library materials issued to them.

Reminders are sent regularly to students and lecturers. It is important to follow-up reminders on materials that have been overdue for long periods.

Action against library users that did not return borrowed library material are addressed in the Innopac Loan Rules document.

POLICY: LIBRARY MATERIAL LOST BY CLIENTS

1. PREAMBLE

As no items are issued in the library without the client's student / staff card, the person in whose name the item(s) were issued will be held responsible for all items issued to them without exception. Students are warned during orientation to report stolen cards immediately, so ignorance of this stipulation cannot be accepted as an excuse. Staff at issuing points must ensure that the person using the card is indeed the owner of the card.



2. POLICY AND PROCEDURES

- i. Client reports lost item(s) to the main issue desk.
- ii. Library assistant blocks client on the library system as well as on the ITS system.
- iii. User must replace the lost item(s) in order to have his record unblocked / cleared.
- iv. Staff from the issue counter will receive a quotation from the staff in the Acquisitions Section calculated as follows:
 - a. The replacement cost of the item + overdue fines + R100 processing fee per item;
 - b. If any accompanying material such as a CD or a stiffy has been lost, the full price of the new main item (usually a book) is charged (calculated as (a) above) because the accompanying material cannot be purchased separately;
 - c. If the item is out of print, a flat rate of R550 is applicable + overdue fines;
 - d. The user may be given the option by the HoD: User Services to replace the lost item by purchasing a replacement copy of the exact item and paying the overdue fine + R100 processing fee. Second-hand books will only be accepted if in pristine condition; and
 - e. If the item lost can be replaced by a similar item covering the same subject matter without compromising the standard of the collection in any way, the HoD: User Services may come to an agreement with the client whereby the similar item is bought and given to the library. The processing fee is still applicable, as the item has to be processed before becoming part of the library collection.
- v. The client is given the quote and details of the cost code into which the payment must be made (3004-2043) and must pay in the full amount at the Finance Department.
- vi. The receipt must be produced to the staff at the issue counter, who will make a copy of the receipt and return the original to the client.
- vii. The client must be unblocked / cleared on the Innopac and ITS systems. The copy of the receipt must be handed to the Acquisitions Department. The status of the item is changed on Innopac to “Lost & Paid”, the item record is suppressed (and the bibliographic record if there is only one item record attached), and the title must be written off in the Acquisitions Register.



- viii. The subject librarian concerned must be informed about the payment to decide whether the item should be reordered, or whether another item should be purchased in its place. The replacement item must cover the same subject field as the lost item.

POLICY: INTER-LIBRARY LOANS SERVICES

Inter-library loan services shall be rendered in adherence to the guidelines laid down by the State Library, as contained in the Inter-lending Manual for Southern African Libraries, with the exception of those aspects specified in the GAELIC preliminary policy document.

There is, therefore, a formal agreement among tertiary institutions to render a free inter-lending service to Masters and Doctoral students, academic personnel and researchers from GAELIC libraries.

Costs that are excluded from the agreement include the following:

- Telefax cost
- Courier service
- Regular photocopies

The requesting library must pay inter-lending tariffs as determined by the State Library for the above.

GAELIC libraries undertake to respond to any inter-lending request within 48 hours i.e. 2 working days.

Any other inter-lending request to or from institutions other than the GAELIC libraries, is subject to the tariff structure laid down by the State Library.

User of ILL

All registered BTech, Masters and Doctoral students, academic personnel and researchers at Vanderbijlpark and its Satellite campuses, may place unlimited requests.

Permission for an international inter-lending request must be granted by the promoter of the post-graduate student or by the head of department of an academic member of staff. Although the cost is usually carried by the library, departments may be approached to help in case of dire need.



No inter-lending requests are done for junior / diploma students.

Any material not available in the library, must be ordered or requested on inter-library loans.

All inter-library loans material must be collected and returned personally to the ILL office.

A form must be completed before and after receiving ILL material.

Renewals may be requested from supplying library if material is not overdue.

Fines should be imposed on overdue materials.

Faulty equipment should be reported immediately to HoD: Systems.

If borrowed material is lost or defaced, the user will be responsible for the total costs to be determined by the supplying library.

POLICY: ACCESS TO SERIALS COLLECTION

1. Loose issues of periodicals will not be issued to any library clients and may not leave the library.
2. Tables of contents of all serial issues received will be scanned, and distributed to all interested staff members or the TOC alerts sent automatically from SwetsWise will be disseminated via e-mail. Some of the SwetsWise TOC alerts have links to the full-text articles, which clients can print from their PC.
3. On request, library staff will make a photocopy of the article for the client (only staff members, researchers and post-graduate students). The cost of the copies will be calculated at the current rate per page, and the faculty will be invoiced at the end of each term.
4. Bound volumes of journals will be loaned to certain categories of clients, depending on the relevant loan rules.



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5. To facilitate access to relevant articles, subject librarians index articles which relate to the curriculum. Bibliographic databases can also provide citations and these are available either by requesting a literature search from the subject librarian via the Online Public Access Catalogues (OPACs) in the electronic classroom in the library or via the VUT Intranet.



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