

CHAPTER 5

WORK-INTEGRATED LEARNING

- 5.1 When Work-Integrated Learning (WIL) is a requirement for a programme, a student shall register for WIL on the set date on the required form and pay the fixed registration fee (see Part 11 of the Prospectus). Students who register for WIL only shall pay the full amount on registration but they are not liable for SRC or extracurricular levies.
- 5.2 A student may register for WIL, only if the head of the relevant academic department has approved the proposed registration.
- 5.3 Students shall give proof of placement before registration. If, under certain circumstances, students cannot find placement before the set dates, such students will be allowed to register after the closing date for registration, with the permission of the head of the relevant academic department. Such students shall be exempted from late registration penalties.
- 5.4 A student shall complete all the required WIL periods to the satisfaction of the University.
- 5.5 A student shall pass all the required compulsory and chosen programmes and the WIL component in order to obtain sufficient credits for the qualification concerned.
- 5.6 A student shall register for every period of WIL.
- 5.7 WIL may take place only with an employer approved by TUT. The University in collaboration with the student, undertakes to find a suitable employer of whom the relevant academic department approves and to make sure that the specific WIL is acceptable to the Head of Department. The students themselves shall negotiate with the employer on conditions of service and other associated working conditions. An agreement about WIL constitutes a separate agreement between the employer and the student. The University must ensure that the WIL components of programmes are appropriately supervised, monitored and assessed as part of the quality management of programmes.
- 5.8 Students may be given exemption for a maximum of one (1) semester (i.e. six (6) months) of WIL completed prior to formal instruction, subject to the following conditions:
- 5.8.1 The WIL shall immediately precede the formal instruction.
- 5.8.2 A student shall comply with set admission requirements, and he or she shall be evaluated for the programme concerned before registration.
- 5.8.3 The WIL may not exceed 50% of the total WIL period required.
- 5.8.4 **Rules 3.1 and 3.3** shall apply.
- 5.8.5 The Head of the Department shall approve and accept the WIL.
- 5.9 A student who did WIL at an employer while he or she was a registered student at another higher education institution may obtain exemption for such WIL in terms for the rules for exemption and subject to the approval of the Head of Department (see **rule 5.8**).
- 5.10 Should a student not have made satisfactory academic progress, in the opinion of the Head of the Department and in terms of Chapter 2, the Senate may, on the recommendation of the Head of the Department, refuse such student permission to register as a student at TUT. If, however, such a student requires only one or two subjects to complete the qualification but cannot attend classes because it is/they are not offered in the specific academic period, and that student has access to an approved WIL provider, he or she will be allowed to register for the WIL.

Please note that the Senate has delegated its powers in executing this rule to the Deputy Vice-Chancellor: Teaching, Learning and Technology.



- 5.11** The closing date for the submission of reports on WIL will be one (1) month after the registration period has expired. If students do not submit WIL reports one (1) month after the registration period has expired, the student is liable for re-registration for the WIL subject.

Where applicable, the first period of WIL shall be successfully completed before a student will be allowed to register for the second period of WIL.

- 5.12** Students will be able to register for the following periods:

- January - June
- February - July
- March - August
- April - September
- May - October
- June - November
- July - December
- August - January
- September - February
- October - March
- November - April

- 5.13** A student may simultaneously register for WIL and a day-class programme only with the approval of the Head of Department; provided that the day-class programme does not interfere with the WIL period.

