

## 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 10 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 only register for WIL after his or her proposed registration has been approved by the head of the academic department concerned.
- 5.3** A student must provide proof of placement before registration; under conditions where he or she cannot find placement within the prescribed dates, such a student will be allowed to register late and will be exempted from late registration penalties.
- 5.4** A student must complete all prescribed WIL periods to the satisfaction of the Senate.
- 5.5** All prescribed compulsory and chosen instructional offerings, as well as the WIL component, must be passed in order to obtain sufficient credits to qualify for the qualification concerned.
- 5.6** A student shall register for every period of WIL.
- 5.7** A student may do WIL with an accredited employer only. Although the Tshwane University of Technology undertakes to assist students with placement for WIL, it is the student's own responsibility to find an employer approved by the relevant academic department, and to ensure the acceptability of the WIL with the head of the department. Students themselves must negotiate with the employer regarding conditions of service and other applicable conditions. An agreement for WIL constitutes a separate agreement between an employer and a student.
- 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% (fifty percent) of the total period of WIL prescribed.
- 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 tertiary educational institution may obtain exemption for the WIL, subject to the provisions of the exemption rules and subject to the approval of the head of the academic department.
- 5.10** Dates for WIL registration will be according to the dates stipulated by the Registrar.
- 5.11** The University may not claim subsidy for WIL subjects. All WIL subjects must be indicated with a non-subsidy code on the qualification and learning programme database.
- 5.12** Simultaneous registration of WIL with day class instructional offerings may only occur after approval of the relevant head of the academic department, and if it does not interfere with his or her WIL period.



**5.13** 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.

**5.14** The closing date for the submission of reports on WIL will be one (1) month after the registration period has expired. If a student does 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.

**5.15** 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

