

# **2026 PROSPECTUS**

## **PART 1**

### **STUDENTS' RULES AND REGULATIONS**

ISSN 0258-7343



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# PARTS OF THE PROSPECTUS

<b>Students' Rules and Regulations</b>	<b>Part 1</b>
Faculty of Arts and Design	Part 2
Faculty of Economics and Finance	Part 3
Faculty of Engineering and the Built Environment	Part 4
Faculty of Humanities	Part 5
Faculty of Information and Communication Technology	Part 6
Faculty of Management Sciences	Part 7
Faculty of Science	Part 8
Students' Rules and Regulations: Student Fees	Part 9
Tshwane School for Business and Society	Part 10

## **Please Note:**

1. Although the information in this Prospectus has been compiled as accurately as possible, the Council accepts no responsibility for any inaccuracies in this publication. This Prospectus is valid for 2026 only.
2. Life Orientation and an achievement Level of 1 in a subject are not considered in the calculation of the Admission Point Score (APS).
3. Prospective students will not be admitted to any qualification without prior evaluation.
4. The indicated non-refundable administration fee and certified copies of the applicant's identity document, Senior Certificate/National Senior Certificate and all other relevant documents must accompany the completed application form or online application.
5. The closing dates for admissions are available on the University website.
6. A student must complete a qualification at the learning site where he/she was accepted and is registered. A transfer between sites will only be allowed if the student follows the following process:
  - A formal request must be submitted to the academic manager/Head of the Department on the current learning site before the second Friday in May (to be considered for transfer in July of the same year) or the second Friday in October (to be considered for a transfer in January of the following year). The request must contain the reasons for the transfer.
  - A committee will meet shortly after each of the closing dates for submissions to consider every request on merit, keeping in mind the availability of space and the adherence to enrolment quotas on respective learning sites. Students will be informed of the outcome.

## **Important:**

TUT admission requirements for entry-level programmes adhere to national legislation, and therefore, the following are required:

- Bachelor's degrees: at least four subjects at performance level 4.
- Diplomas: at least four subjects at performance level 3.

Applicants must verify the specific requirements for each programme as indicated in the Prospectus.

## **ACCEPTANCE IS SUBJECT TO AVAILABLE CAPACITY ACCORDING TO THE STUDENT ENROLMENT PLAN (SEP)**

Alternative and international qualifications (HIGSCE, IGCSE, NSSC A&O Level, IB Higher and Standard Level, etc.) are dealt with in a specific manner:

- While there is a legal imperative to submit the certificate of equivalence (issued by SAQA or the CHE), it is recommended that the application process be initiated while the application for the certificate is in process.
- The Tshwane University of Technology cannot obtain this certificate on the applicant's behalf.



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## OBJECTIVES OF A UNIVERSITY OF TECHNOLOGY

The goals and functions of universities of technology are unique. Universities of technology, being duly concerned about the country's need for human resources, have as their chief objective the provision of training and education at a tertiary level for the application of technology in the work situation. The primary functions of a university of technology can be summarised as follows:

A university of technology strives not only towards the promotion of knowledge and skills, but also, especially, towards the application of such knowledge and the development and releasing of means for the application of that knowledge in the training of manpower, emphasising the practical and the vocational. As a result of the rapid progress in the fields of technology and science, continuous interaction between vocational education and its practical application is absolutely essential. This is why a sound relationship is maintained between the various universities of technology, on the one hand, and between the universities of technology and commerce, industry and the government sector, on the other hand. Employers, businessmen and industrialists play an important role in the management and counselling structures of universities of technology.

It is the task of a university of technology to train students as thoroughly as possible in specific professions through combining study and practical work experience (cooperative education). The emphasis is on the practical application of knowledge and skills.

The formal side of vocational education is continuously being put to the test in the practical work situation. For this reason, the principle of cooperative education constantly receives attention. At a university of technology, students therefore alternate their studies with the application of their acquired knowledge and skills in the work situation.

A university of technology, being an educational institution, is also responsible for educating and forming students. The psychological, moral, cultural, social and physical development of the student is emphasised to enable him or her to take his or her place in the community as a well-equipped expert in his or her profession.

You are expected to enjoy your life as a student. You are, however, also expected to do this in a way worthy of the objectives of the Tshwane University of Technology.

As stated in **rule 1.3.3**, prospective students will not be admitted to any qualification without prior evaluation.

### VISION

An entrepreneurial university of technology, shaping the future.

### MISSION

A future-shaping university of technology, advancing excellence in scholarship, innovation, research, and engagement within an enabling environment.

### VALUE STATEMENTS

- **Resilience**  
We proactively adapt and recover effectively to ensure our long-term success and continued impact in a changing world.
- **Excellence**  
In our commitment to move from 'Good to Great,' we foster world-class teaching, learning, and research, and a high-performance culture.
- **Accountability**  
We are ethically responsible and accountable, guided by integrity in all conduct and governance.



- **Diversity**  
We promote diversity, respect, inclusivity, and support engaged and transformative scholarship.
- **Stewardship**  
We responsibly manage our environment, people, and resources for the public good and sustainable development.

## CHANCELLOR OF THE TSHWANE UNIVERSITY OF TECHNOLOGY

At the time of publication, the Chancellor of the Tshwane University of Technology (TUT) was as follows:

GT Serobe (Dr) (Honoris Causa)

## COUNCIL OF THE TSHWANE UNIVERSITY OF TECHNOLOGY

At the time of publication, the Council of the Tshwane University of Technology (TUT) was composed as follows:

### CHAIRPERSON

I Ka-Mbonane (Mr)

### DEPUTY CHAIRPERSON

P Motau (Mr)

### VICE-CHANCELLOR

TS Maluleke (Prof)

### DEPUTY VICE-CHANCELLOR

V Papu-Zamxaka (Dr)

### MEMBERS

S Chiloane-Nwabueze (Dr)

B Dondolo (Prof)

WT Hlungwani (Ms)

WL Jack (Mr)

ZM Kabini (Ms)

RM Leshaba (Mr)

MI Mashabela (Mr)

GL Mashinini (Mr)

M Maleka (Ms)

SS Manganye (Mr)

APC Mangoma (Ms)

Z Mbanjwa (Ms)

YM Mjiako (Ms)

N Mokalaka-Fleischmann (Prof)

M Mokwena (Dr)

LL Mokgoro (Mr)

PP Mokoti (Mr)

B Ntsele (Mr)

N Tshayingca-Mashiya (Dr)

## MANAGEMENT OF THE TSHWANE UNIVERSITY OF TECHNOLOGY

At the time of publication, the Management of the Tshwane University of Technology (TUT) was composed as follows:

Vice-Chancellor and Principal

TS Maluleke (Prof)

Deputy Vice-Chancellor (Research, Innovation and Engagement)

V Papu-Zamxaka (Dr)

Acting Deputy Vice-Chancellor (Operations)

AS Nthangeni (Dr)

Acting Deputy Vice-Chancellor (Digital Transformation)

E Mabote (Dr)

Deputy Vice-Chancellor (Teaching, Learning and Technology)

BJ van Wyk (Prof)

Registrar

AM Mushaathoni (Dr)

Chief Financial Officer  
T Madurai (Mr)

Acting Executive Director of Student Affairs and Extracurricular Development  
J Magedi (Mr)

Executive Director of Human Resources and Transformation  
PS Zulu (Dr)

## **EXECUTIVE DEANS OF THE FACULTIES**

At the time of publication, the Executive Deans of the faculties of the Tshwane University of Technology (TUT) were composed as follows:

Executive Dean of Arts and Design  
N Moodley-Diar (Prof)

Executive Dean of Economics and Finance  
MP Mashego (Prof)

Executive Dean of Engineering and the Built Environment  
MB Shongwe (Prof)

Executive Dean of Humanities  
HM Maserumule (Prof)

Executive Dean of Information and Communication Technology  
EA van Wyk (Dr)

Executive Dean of Management Sciences  
AE Nesamvuni (Dr)

Executive Dean of Science  
NS Mokgalaka-Fleischmann (Prof)

## SENATE

At the time of publication, the Senate of the Tshwane University of Technology (TUT) was composed as follows:

### CHAIRPERSON

TS Maluleke (Prof)

### MEMBERS

M Banoobhai (Dr)  
J Bidie (Dr)  
H Botes (Dr)  
M Bulagi (Dr)  
MP Cekiso (Prof)  
LM Cele (Prof)  
N Chiranga (Dr)  
JW de Jager (Prof)  
T de Jager (Prof)  
F Dakora (Prof)  
C Devroop (Prof)  
K Devroop (Prof)  
T Ditsele (Prof)  
K Djouani (Prof)  
HB Dondolo (Prof)  
S Du (Prof)  
T Gaum (Dr)  
Y Havenga (Prof)  
Z Huan (Prof)  
WL Jack (Mr)  
SJ Jacobs (Dr)  
R Jansen (Prof)  
A Jansen van Vuuren (Prof)  
A Kanjee (Prof)  
D Katerere (Prof)  
TP Kele (Prof)  
MC Khoathane (Prof)  
C Kleynhans (Prof)  
HE Klingelhöfer (Prof)  
S Kunene (Ms)  
A Kurien (Prof)  
J Laubscher (Prof)  
M Lebambo (Dr)  
E Lumadi (Dr)  
E Mabote (Dr)  
J Magedi (Mr)  
S Makaleng (Dr)  
M Makgato (Prof)  
M Maleka (Dr)  
SJ Maluleke (Mr)  
MH Maserumule (Prof)  
MP Mashigo (Prof)

A Mason (Prof)  
H Mathebula (Prof)  
T Mathonsi (Prof)  
LD Matlhadisa (Ms)  
ML Mavhungu (Dr)  
SS Mkhomazi (Dr)  
K Mmalaka (Mr)  
S Mnisi (Prof)  
MN Moeti (Dr)  
RC Mogase (Dr)  
M Mohale (Mr)  
NS Mokgalaka-Fleischmann (Prof)  
MI Mokgobu (Prof)  
MCC Molate (Dr)  
L Monyatsi (Prof)  
N Moodley-Diar (Prof)  
SP Moshokoa (Prof)  
KN Motubatse (Dr)  
KIG Motuba (Mr)  
JH Mphurpi (Mr)  
K Mtshali (Dr)  
JL Munda (Prof)  
AM Mushaathoni (Dr)  
M Mushaathoni (Dr)  
RG Muthelo (Dr)  
V Naidoo (Prof)  
KA Nephawe (Prof)  
AE Nesamvuni (Dr)  
KF Netshiombo (Dr)  
LE Ngwenya (Mr)  
Z Ngxabazi (Ms)  
AS Nthangeni (Dr)  
PL Ntjana (Ms)  
TO Olwal (Prof)  
MS Onyango (Prof)  
AOS Osman (Prof)  
PO Owolawi (Prof)  
V Papu-Zamxaka (Dr)  
R Pashkevitch-Ngobeni (Dr)  
Y Paul (Prof)  
SP Pooe (Dr)  
API Popoola (Prof)

AB Pretorius (Dr)  
K Prinsloo (Dr)  
B Radebe (Ms)  
TJ Rakgogo (Dr)  
KA Rakubu (Prof)  
TJ Ramabu (Dr)  
EM Rankhumise (Prof)  
RM Raseleka (Dr)  
T Regnier (Prof)  
L Repsold (Dr)  
T Roux (Prof)  
ER Sadiku (Prof)  
M Scerri (Prof)  
C Schultz (Prof)  
O Seda (Prof)  
C Selepe (Dr)  
LJ Shai (Prof)  
MP Shai (Dr)  
MB Shongwe (Prof)  
P Sidogi (Prof)  
PK Smit (Dr)  
P Soundy (Prof)  
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BJ van Wyk (Prof)  
EA van Wyk (Dr)  
I Vermaak (Prof)  
AM Viljoen (Prof)  
B Watson (Ms)  
C Wolkersdorfer (Prof)  
Z Worku (Prof)  
MF Zerihum (Prof)  
S Zulu (Dr)

# SENEX

At the time of publication, the SENEX of the Tshwane University of Technology (TUT) was composed as follows:

## CHAIRPERSON

TS Maluleke (Prof)

## MEMBERS

E Mabote (Dr)

TS Maluleke (Prof)

MH Maserumule (Prof)

MP Mashigo (Prof)

NS Mokgalaka-Fleischmann (Prof)

N Moodley-Diar (Prof)

AM Mushaathoni (Dr)

AE Nesamvuni (Dr)

Z Ngxabazi (Ms)

AS Nthangeni (Dr)

V Papu-Zamxaka (Dr)

MB Shongwe (Prof)

SP Tsheole (Ms)

BJ van Wyk (Prof)

EA van Wyk (Dr)



## IMPORTANT DATES FOR THE 2026 ACADEMIC YEAR

Please note that these dates are applicable to all students and are subject to change.

JANUARY	
12	<ul style="list-style-type: none"> <li>Commencement of University activities</li> </ul>
14	<ul style="list-style-type: none"> <li>Closing date for exit examination applications (online and manually)</li> </ul>
15 - 1 Feb	<ul style="list-style-type: none"> <li>Online registration</li> </ul>
15 - 23	<ul style="list-style-type: none"> <li>Late application process for programmes where there are still spaces available via late online application system (<b>no walk-ins</b>)</li> </ul>
16	<ul style="list-style-type: none"> <li>Last day for students to sign probation conditions contracts</li> <li>Closing date for submission of academic exclusion appeals</li> </ul>
19	<ul style="list-style-type: none"> <li>Online function will be open for residence registration for first-year students</li> </ul>
23	<ul style="list-style-type: none"> <li>Final date for Faculty Academic Exclusion Appeal Committee meetings</li> </ul>
26	<ul style="list-style-type: none"> <li>Online function will be open for residence registration for senior students</li> </ul>
26 - 30	<ul style="list-style-type: none"> <li>Exit and special examinations</li> </ul>
27	<ul style="list-style-type: none"> <li>Last day for FET initial registration payment (takes three (3) working day to reflect on TUT's bank account)</li> </ul>
28	<ul style="list-style-type: none"> <li>First-year students may start occupying residences after academic and residence registration</li> </ul>
30	<ul style="list-style-type: none"> <li>Closing date for examination enquiries, applications for re-mark, re-count and viewing of examination answer scripts (excluding specific block-based programmes)</li> <li>Residences open for students to return after academic and residence registration</li> </ul>
31	<ul style="list-style-type: none"> <li>Closing date for applications for admission for research-based master's and doctoral programmes</li> </ul>
FEBRUARY	
1	<ul style="list-style-type: none"> <li>Closing date for registration</li> </ul>
2	<ul style="list-style-type: none"> <li>Start of first term of first semester</li> <li>Commencement of classes</li> <li>Newcomer students report for orientation</li> </ul>
2 - 6	<ul style="list-style-type: none"> <li>Publication of exit/special examination results</li> </ul>
10	<ul style="list-style-type: none"> <li>Publication of exit/special examination results</li> </ul>
17	<ul style="list-style-type: none"> <li>Closing date for registration of students who wrote exit examination (without penalty)</li> </ul>
28	<ul style="list-style-type: none"> <li>Closing date for submission of hard-bound copies for Autumn graduations</li> <li>Closing date for application for Autumn graduation ceremony</li> <li>Last day that students can cancel (year and first-semester modules/subjects and programmes) without being liable for any percentage of the full tuition fee (excluding block-mode and research-based master's and doctoral programmes)</li> </ul>
MARCH	
1 - 20	<ul style="list-style-type: none"> <li>Cancellation of first-semester modules/subjects and programmes (excluding block-mode and research-based master's and doctoral programmes) - students are liable for 60% of class fees</li> <li>Cancellation of year modules/subjects and programmes (excluding block-mode and research-based master's and doctoral programmes) - students are liable for 30% of class fees</li> </ul>
21 - 31 July	<ul style="list-style-type: none"> <li>Cancellation of first-semester modules/subjects and programmes (excluding specific block-based programmes and research-based master's and doctoral programmes). Students are liable for 100% of class fees</li> </ul>
21 - 3 Aug	<ul style="list-style-type: none"> <li>Cancellation of year modules/subjects and programmes (excluding blockmode and research-based master's and doctoral programmes) - students are liable for 50% of class fees</li> </ul>

25	<ul style="list-style-type: none"> <li>DoE census: first-semester modules/subjects</li> </ul>
27	<ul style="list-style-type: none"> <li>End of first term of first semester</li> </ul>
30 - 2 April	<ul style="list-style-type: none"> <li>TUT recess</li> </ul>
31	<ul style="list-style-type: none"> <li>Closing date for registration for research-based master's and doctoral programmes</li> <li>Submission of soft-bound copies for Spring graduations</li> </ul>
<b>APRIL</b>	
1	<ul style="list-style-type: none"> <li>Online application system for 2026 opens</li> </ul>
7	<ul style="list-style-type: none"> <li>Start of the second term of the first semester</li> </ul>
<b>MAY</b>	
15	<ul style="list-style-type: none"> <li>Closing date for applications for admission for the July 2026 intake (selected programmes)</li> </ul>
18 18 - 22	<ul style="list-style-type: none"> <li>Predicate Day: semester modules/subjects (including distance education students)</li> <li>Confirmation of predicate marks</li> </ul>
25 - 12 June	<ul style="list-style-type: none"> <li>Main examinations - classes for year modules/subjects continue</li> </ul>
<b>JUNE</b>	
13	<ul style="list-style-type: none"> <li>DoE census: year modules/subjects</li> </ul>
15	<ul style="list-style-type: none"> <li>Closing date for applications for admission for specific programmes for 2026</li> </ul>
17 - 30	<ul style="list-style-type: none"> <li>Supplementary examinations for semester modules/subjects (year modules/subjects' classes continue)</li> </ul>
30	<ul style="list-style-type: none"> <li>End of the second term of the first semester</li> </ul>
<b>JULY</b>	
1 - 10	<ul style="list-style-type: none"> <li>TUT recess</li> </ul>
3	<ul style="list-style-type: none"> <li>Publication of final examination results</li> </ul>
6 - 7	<ul style="list-style-type: none"> <li>Students to be excluded and informed by Student Services</li> </ul>
13	<ul style="list-style-type: none"> <li>Start of first term of second semester</li> <li>Commencement of all classes</li> </ul>
13 - 31	<ul style="list-style-type: none"> <li>Online function will be open for all students to register for the second semester and block four (4) modules/subjects</li> </ul>
13 - 31	<ul style="list-style-type: none"> <li>Senior and newcomer students report for orientation and registration according to the published schedule</li> </ul>
13 - 31	<ul style="list-style-type: none"> <li>Scheduled registration</li> </ul>
17	<ul style="list-style-type: none"> <li>Closing date for exit examinations applications (online and manually)</li> </ul>
24	<ul style="list-style-type: none"> <li>Closing date for submission of academic exclusion appeals</li> <li>Last day for students to sign probation conditions contracts</li> </ul>
28	<ul style="list-style-type: none"> <li>Last day for FET initial registration payment. Please note that it takes three (3) working day to reflect on TUT's bank account</li> </ul>
31	<ul style="list-style-type: none"> <li>Closing date for applications for admission for specified programmes and all international applications for 2027</li> <li>Closing date for submission of hard bound copies for spring graduations</li> <li>Closing date for applications for admission for research-based master's and doctoral programmes (second semester and block four (4) programmes)</li> <li>Registration closing date</li> <li>Final date for Faculty Academic Exclusion Appeal Committee meetings</li> <li>Closing date for examination enquiries, applications for re-mark, re-count and viewing of examination answer scripts (excluding block-based programmes)</li> </ul>
<b>AUGUST</b>	
7	<ul style="list-style-type: none"> <li>Last day that students can cancel second-semester modules/subjects and programmes without being liable for any percentage of the full tuition fee (excluding block-mode and research-based master's and doctoral programmes)</li> </ul>



1 - 31	<ul style="list-style-type: none"> <li>• Cancellation of second-semester modules/subjects and programmes (excluding block-mode and research-based master's and doctoral programmes) - students are liable for 60% of class fees</li> </ul>
1 - 31 Dec	<ul style="list-style-type: none"> <li>• Cancellation of year modules/subjects and programmes (excluding specific block-based programmes and research-based master's and doctoral programmes) - Students are liable for 100% of class fees</li> </ul>
3 - 7	<ul style="list-style-type: none"> <li>• Exit and special examinations</li> </ul>
7	<ul style="list-style-type: none"> <li>• Closing date for registration of students whose appeals were successful (without penalty)</li> </ul>
19	<ul style="list-style-type: none"> <li>• Publication of special/exit examination results</li> </ul>
21	<ul style="list-style-type: none"> <li>• Closing date for registration of students who wrote special/exit examination (without penalty)</li> </ul>
31	<ul style="list-style-type: none"> <li>• Closing date for application for spring graduation ceremony</li> </ul>
<b>SEPTEMBER</b>	
1 - 31 Dec	<ul style="list-style-type: none"> <li>• Cancellation of second-semester modules/subjects and programmes (excluding specific block-based programmes and research-based master's and doctoral programmes) Students are liable for 100% of class fees</li> </ul>
2	<ul style="list-style-type: none"> <li>• DoE census: second-semester modules/subjects</li> </ul>
18	<ul style="list-style-type: none"> <li>• End of the first term of the second semester</li> </ul>
21 - 23	<ul style="list-style-type: none"> <li>• TUT recess</li> </ul>
28	<ul style="list-style-type: none"> <li>• Start of the second term of the second semester</li> </ul>
30	<ul style="list-style-type: none"> <li>• Closing date for applications for admission for January 2027 academic year (excluding international applications and specified programmes)</li> <li>• Closing date for registration for research-based master's and doctoral programmes (second semester and block four (4) programmes)</li> </ul>
<b>OCTOBER</b>	
26	<ul style="list-style-type: none"> <li>• Predicate day</li> </ul>
26 - 30	<ul style="list-style-type: none"> <li>• Confirmation of predicate marks</li> </ul>
31	<ul style="list-style-type: none"> <li>• Closing date for submission of soft-bound copies for Autumn graduations</li> </ul>
<b>NOVEMBER</b>	
3 - 20	<ul style="list-style-type: none"> <li>• Main examination</li> </ul>
23 - 4 Dec	<ul style="list-style-type: none"> <li>• Supplementary examination</li> </ul>
<b>DECEMBER</b>	
4	<ul style="list-style-type: none"> <li>• End of the second term of the second semester</li> </ul>
5	<ul style="list-style-type: none"> <li>• Residences close for December recess</li> </ul>
11	<ul style="list-style-type: none"> <li>• Closing date for academic activities</li> <li>• Publication of final examination results</li> </ul>
14 - 15	<ul style="list-style-type: none"> <li>• Students to be excluded and informed by Student Services</li> </ul>
15	<ul style="list-style-type: none"> <li>• Closing date for non-academic activities</li> </ul>
<b>JANUARY 2027</b>	
22	<ul style="list-style-type: none"> <li>• Closing date for examination enquiries, applications for re-mark, re-count and viewing of examination answer scripts (excluding block-based programmes)</li> </ul>

## IMPORTANT INFORMATION, RULES AND REGULATIONS FOR STUDENTS

The rules in this section of the Prospectus are based on the decisions of the Senate and the Council of the Tshwane University of Technology (TUT), by virtue of the authority vested in them, in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended, and the requirements set for national education programmes at tertiary institutions.

Except when explicitly otherwise indicated by the rules of an academic department, the general rules will apply to all the academic departments of the University.

Admission to all programmes at TUT is subject to evaluation.

The Council may enter into agreements with other tertiary institutions in order to offer certain qualifications and/or training that lead to certain qualifications. All rules pertaining to such agreements are contained in the rules of the academic department or departments concerned.

Modules/subjects and/or programmes will only be presented on a specific campus if, in the opinion of the head of the academic department concerned, a sufficient number of students have applied for admission to that module/subject or programme.

Applicants will be accepted only if the maximum number of students allowed for a particular qualification has not yet been reached.

The modules/subjects offered in a specific year or semester will be determined by the academic department concerned and may differ from year to year.

It is compulsory for students to acquaint themselves with all the rules and regulations and disciplinary committee rules of TUT that apply to them. It is of special importance for students to be fully conversant with those rules, regulations and directives that have a bearing on –

- registration;
- examinations and tests;
- the ban on the initiation of first-year students at TUT and the concomitant total prohibition of the welcoming of such students, barring other arrangements that may be made by the University authorities from time to time;
- the residences;
- traffic and parking arrangements;
- dress;
- the use and/or discharge of fireworks, missiles, firearms or explosives of any kind or description whatsoever;
- alcohol and drug abuse; and
- class and residence fees.

Ignorance of any rule, regulation or directive will not be accepted as an excuse.

The counter services of Academic Administration will be closed on Thursdays from 08:00 until 09:30, due to training sessions.

### STUDENT REGULATIONS

#### Submission to rules

By signing an application form or accepting the rules and regulations during online (iEnabler) registration, a student submits him- or herself to the rules and regulations of TUT, and, by signing a registration form, a student affirms that he or she is familiar with all those rules and regulations, and that he or she will obey such rules and regulations.



A student's registration will be subject to the current rules and regulations, unless specifically stated otherwise.

**Compliance with rules**

All staff members will be jointly responsible for ensuring that students comply with the rules of TUT.

A disciplinary committee, appointed in terms of the Regulations for Student Discipline, will conduct disciplinary hearings.

Disciplinary steps in all student affairs will be taken in terms of the Regulations for Student Discipline.



# CHAPTER 1

## APPLICATIONS FOR ADMISSION BY STUDENTS

### UNDERGRADUATE QUALIFICATION STRUCTURE

The HEQSF-aligned Certificate is presented as a full-time one-year qualification or a part-time two-year qualification.

The HEQSF-aligned Higher Certificate is presented as a full-time one-year qualification or a part-time two-year qualification.

The HEQSF-aligned Advanced Certificate is presented as a full-time one-year qualification or a part-time two-year qualification.

The HEQSF-aligned Diploma is presented as a full-time two-year or three-year qualification.

The HEQSF-aligned Diploma (extended curriculum programme with foundation provision) is, where applicable, presented as a four-year qualification.

The HEQSF-aligned Advanced Diploma is presented as a full-time one-year qualification or a part-time two-year qualification.

The HEQSF-aligned Bachelor's Degree is presented as a three-year or a four-year qualification.

The HEQSF-aligned Bachelor's Degree (extended curriculum programme with foundation provision) is, where applicable, presented as a five-year qualification.

The admission of students to TUT shall be conducted in terms of the rules and regulations of TUT, as approved by the Council, on the recommendation of the Senate. Prospective students may apply on the basis of Grade 11 or mid-year Grade 12 results and may be granted provisional admission pending the final submission of Grade 12 results.

### 1. UNDERGRADUATE ADMISSION REQUIREMENTS

Subject to the stipulations of the Higher Education Act, 1997 (Act No. 101 of 1997), the Council of the Tshwane University of Technology, in consultation with the Senate of TUT, will determine admission to the University.

All applications will be considered in respect of one campus only.

- (a) A person may, subject to **rule 1.1.1** or **rule 1.2.1**, be provisionally admitted to TUT for education and training if such person does not meet all the requirements as set out in **rule 1.1.1** or **rule 1.2.1**, and if –
  - (i) Such person lacks only one requirement: provided that the subjects passed in the National Senior Certificate examination, or an equivalent examination comply with the provisions of **rule 1.1.1** or **rule 1.2.1**: provided further that the subjects passed include subjects required for the proposed qualification; and
  - (ii) Provided that he or she has fulfilled the requirements for admission to TUT, as determined by the TUT Council and contemplated in **rule 1.1.1** or **rule 1.2.1**: provided further that the Council be convinced that the standard of such person's communicative skills, his or her ability to study successfully and his or her work experience are such that he or she will, in the opinion of the Council, be able to complete the proposed qualification successfully, and that he or she should meet such additional requirements as the Council may determine for admission to a specific qualification; or



- (iii) He or she be granted admission to study at TUT through Recognition of Prior Learning (RPL) in terms of the requirements stipulated in Chapter 30, as well as the TUT Policy for Recognition of Prior Learning.
- (b) A person who is granted provisional admission to TUT may be admitted to the second semester or year of study only if he or she has –
  - (i) complied with the outstanding requirements of the National Senior Certificate or Senior Certificate examination, or an equivalent examination; or
  - (ii) Passed any equivalent modules/subjects, as approved by the TUT Council.
- (c) A person who has met the requirements stipulated in **rule 1.1.1** or **rule 1.2.1** is regarded as having met the requirements for admission to TUT.
- (d) A person may be provisionally admitted to TUT for education and training if such person does not meet the language requirements: provided that such person should have passed at least four (4) approved subjects when obtaining the National Certificate N3: provided further that such person not be admitted to the second semester or year of study unless he or she –
  - (i) has passed at least one (1) of the official languages at least at First Language Standard Grade level and another official language at least at Second Language Standard Grade level in the Senior Certificate or examination or an equivalent examination; or
  - (ii) has passed at least one (1) of the official languages as his or her first language in the National Senior Certificate examination or an equivalent examination; or
  - (iii) has passed an examination in an official language, as approved by the TUT Council.
- (e) A person who has met the requirement stipulated above shall be regarded as having met the requirements for admission to TUT.
- (f) The TUT Council may, after consultation with the Senate –
  - (i) set additional requirements for admission to specific qualifications;
  - (ii) determine the number of students that may register for a specific qualification;
  - (iii) set the minimum requirements for readmission to studies at TUT; and
  - (iv) refuse admission to any student who does not meet such minimum requirements for readmission to studies at TUT.
- (g) The Council may refuse any person admission as a student at TUT if the Council considers it to be in the interest of the University to do so.

## **1.1 REQUIREMENTS FOR APPLICANTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008**

**1.1.1** No person may be registered as a student at TUT to study for a qualification or a subdivision of a qualification, unless he or she has –

- (a) (i) obtained a Matriculation Certificate, issued by the Matriculation Board (up to and including 1991) or the South African Certification Board (since 1992); or
- (ii) obtained a Senior Certificate; or
- (iii) obtained any other certificate regarded by the said Matriculation Board or the South African Certification Board as being equal to the said Matriculation Certificate or the Senior Certificate; or
- (iv) obtained a certificate which has been endorsed in accordance with the South African Certification Council Act to the effect that he or she has met the minimum requirements for admission to study at a university of technology; or

- (b) fulfilled the requirements for admission to study at a university of technology, as determined by the TUT Council.

1.1.2 The TUT Council stipulates as follows:

1.1.2.1 No person may be registered for a qualification as a student at TUT unless –

- (a) he or she has obtained such certificate as contemplated in **rule 1.1.1(a)**:
  - i. Provided that the subjects passed in obtaining the Senior Certificate or a certificate contemplated in the said rule should be subjects passed at Higher Grade or Standard Grade, or a combination of subjects at Higher and Standard Grades.
  - ii. Provided further that the TUT Council be allowed to admit a person as a student if he or she has obtained the Senior Certificate with a minimum of four (4) subjects, including English and one (1) other official language, passed at Higher Grade or Standard Grade: provided further that no Lower Grade subject be taken into account as a prerequisite for the proposed instructional programme, **or** that he or she should have obtained the National Certificate N3 with at least 50% in at least four (4) subjects and should have passed one (1) of the official languages at least at First Language Standard Grade level and should have passed another official language at least at Second Language Standard Grade level in the Senior Certificate examination or an equivalent examination or have passed any instructional offering in an official language that has been approved as an equivalent by the TUT Council in a prescribed manner, **or** should have obtained one of the following credit combinations of four (4) subjects:
    - (i) three (3) Grade 12 subjects, at least at the Standard Grade level and one (1) National Certificate N3 subject; as well as passes in two (2) official languages; or
    - (ii) two (2) Grade 12 subjects at least at the Standard Grade level and two (2) National Certificate N3 subjects, as well as passes in two (2) official languages; or
    - (iii) one (1) Grade 12 subject at least at the Standard Grade level and three (3) National Certificate N3 subjects, as well as passes in two (2) official languages.
- (b) he or she has obtained the National Certificate N4 with passes of at least 50% in each of at least four (4) subjects, provided that he or she should prove his or her communicative competence in the language of instruction at TUT.

## 1.2 REQUIREMENTS FOR APPLICANTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE IN OR AFTER 2008

1.2.1 No person may be registered as a student at TUT to study for a qualification or a subdivision of a qualification, unless he or she has obtained a National Senior Certificate (NSC) with a minimum of 40% in the language of learning and teaching of the higher education institution, as certified by the Council for Quality Assurance in General and Further Education and Training (Umalusi):

- i. Provided that the subjects passed for the National Senior Certificate (NQF Level 4) or a certificate contemplated in the said rule are subjects passed on the required levels;
- ii. Provided further that a prospective student be admitted if he or she has obtained the National Senior Certificate (NQF Level 4) with a minimum of six subjects, including English (home or first additional language with a minimum score of 3), Mathematics (Technical Mathematics) or Mathematical Literacy (as per specific academic programme requirement) and the further subjects required by a specific academic programme (Life Orientation will not be included in the calculation of Admission Point Scores). The applications must meet the minimum requirements required to the national standard for the higher certificate, national higher certificate, national diploma, diploma (four subjects with a minimum score of 3) and bachelor's degrees (four subjects with a minimum score of 4). The phasing in of degree requirements for traditional baccalaureus technologiae degrees will be accommodated.



- 1.2.2 TUT requires English (home language or first additional language) with an achievement level of 3 (adequate performance) for the National Senior Certificate and a 4 (50 - 59%) for the National Certificate Vocational Level 4.
- 1.2.3 TUT requires Mathematics (or Technical Mathematics) or Mathematical Literacy for all academic programmes that require a prior knowledge of Mathematics.
- 1.2.4 Life Orientation is not included in the calculation of an Admission Point Score (APS). An achievement level of 1 in a subject is not considered in the calculation of the APS.
- 1.2.5 TUT requires the following performance levels for NCS:

RATING CODE	RATING	MARKS (%)
7	Outstanding achievement	80 – 100
6	Meritorious achievement	70 – 79
5	Substantial achievement	60 – 69
4	Adequate achievement	50 – 59
3	Moderate achievement	40 – 49
2	Elementary achievement	30 – 39
1	Not achieved (fail)	0 – 29

- 1.2.6 The admissions policy will allow programme-specific scoring systems with a weighting of required and critical subjects (Admissions Point Score).

### 1.3 APPLICATION FOR ADMISSION

- 1.3.1 A prospective student shall apply on the required application form for admission to a qualification. A prospective student is regarded as someone wishing to study at TUT for the first time.
- 1.3.2 Application forms for admission to TUT are available on request from the Information offices at the different campuses.
- 1.3.3 No prospective student shall be permitted to study for any qualification without prior evaluation. The closing date for all applications, which should be submitted with the required administration fee, is 31 July of the preceding year of study in the case of year qualifications and qualifications commencing in the first semester. However, applications for some specialisation qualifications close on 15 June, as do all international applications. For qualifications commencing in the second semester, the closing date is 15 May of the proposed year of study.
- Closing dates for applications for distance education students: 30 November for the January intake with a May examination and, if applicable, 15 May for the July intake with a November examination.
- 1.3.4 The application form should be accompanied by a certified copy of the applicant's National Senior Certificate or an equivalent qualification, as well as any other documents required for admission to the qualification for which he or she intends to enrol.

#### PLEASE NOTE:

- TUT shall accept as correct only the spelling and sequence of the student's surname and first names appearing on the document required for admission to TUT to study for his or her proposed certificate, diploma or degree.
- A married woman shall submit a certified copy of her marriage certificate (or divorce order, where applicable), should any of her certificates have been issued in her maiden name.

- Other names and/or spellings shall be accepted only on receipt of a certificate duly amended by the Department of Education or other institution that had issued it, or after receiving proof that the student's surname and/or first names have been officially changed. Such proof should be supplied or issued by the Department of Home Affairs or, where applicable, a similar body, and should indicate the student's date of birth, his or her former names and his or her present names. Sworn statements, birth certificates, passports and/or identity documents are **NOT** acceptable for this purpose.
- Prospective students who have obtained qualifications outside the Republic of South Africa are advised to contact the South African Qualifications Authority (SAQA) beforehand to have their qualifications evaluated.
- Prospective students who have obtained their qualifications from a recognised private schooling system in South Africa may apply to the Office of the Registrar for admission via a Senate discretionary route as an interim arrangement until full accreditation is achieved by such schools. The Registrar will consider conditional admission and submit a list of conditionally accepted candidates for Senate approval.
- A statement of symbols will be accepted provisionally until a certified copy of the original National Senior Certificate is handed in.

1.3.5 If an applicant's previous registration had been at any other tertiary educational institution where he or she discontinued his or her studies before obtaining the degree or diploma he or she had been registered for, he or she has to submit, as soon as possible, an original academic record and a certificate of good conduct issued by the registrar of that institution.

1.3.6 If the applicant had previously been registered at more than one tertiary educational institution, he or she has to obtain the documents referred to in **rule 1.3.5** from each of those institutions, where applicable. Please note that TUT will keep those original documents and that they will not be returned to the applicant.

#### **1.4 PROVISIONAL ADMISSION IN RESPECT OF WORK EXPERIENCE, AGE AND MATURITY**

1.4.1 A person may also, subject to **rule 1.1.1** or **rule 1.2.1**, be provisionally admitted if such a person is in possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, but lacks more than one requirement for admission, provided that –

- (a) such a person should have reached the age of 23 before the date of registration and should have at least three (3) years of work experience and proven ability relating to the proposed field of study; and
- (b) the TUT Council is satisfied that the standard of such a person's communication skills, his or her ability to study successfully and his or her work experience are such that he or she will be able to complete the proposed qualification successfully.

1.4.2 A person who has been admitted in respect of work experience, age and maturity, shall be admitted to the second semester or year only if his or her academic achievement in the first semester or year of study has been to the satisfaction of the Council.

1.4.3 A person who is admitted to the second semester or year of study shall be regarded as having met the minimum requirements for admission to studies at TUT.

1.4.4 Recognition of Prior Learning (RPL), equivalence and status - refer to Chapter 30.



## 1.5

### **REQUIREMENTS FOR APPLICANTS WHO OBTAINED A NATIONAL CERTIFICATE (VOCATIONAL) LEVEL 4**

No person may be registered as a student at TUT to study for a qualification or a subdivision of a qualification unless he or she has obtained a National Certificate (Vocational) (Level 4) (NC(V) Level 4) with a minimum of 50% in the language of learning and teaching of the higher education institution, as certified by the Council for Quality Assurance in General and Further Education and Training (Umalusi):

- i. Provided that the subjects passed for the National Certificate (Vocational) (NC(V) at NQF Level 4) or a certificate contemplated in the said rule are subjects passed on the required levels; and
- ii. Provided further that a prospective student be admitted if he or she has obtained a National Certificate Vocational (NQF Level 4) with a minimum of six subjects subject to minimum requirements below, including English (first additional language with a minimum score of 4), Mathematics or Mathematical Literacy (as per specific academic programme requirement) and the further subjects required by a specific academic programme (Life Orientation will not be included in the calculation of Admission Point Score). The applications must meet the minimum requirements required to the national standard for the higher certificate, national higher certificate, national diploma, diploma and bachelor's degrees.

The minimum requirements are the following:

- For the higher certificate, subject to the TUT admission requirements and compliance with the requirements for English (home or first additional language).
- For the diploma, subject to the TUT admission requirements and achieving at least 40% in three fundamental subjects, which include English (home or first additional language), and at least 50% in three compulsory vocational subjects.
- For the bachelor's degree, subject to the TUT admission requirements and achieving at least 50% in three fundamental subjects, which include English (home or first additional language), and at least 60% in four vocational subjects.

The three (3) fundamental subjects are English (first additional language), Mathematics or Mathematical Literacy and Life Orientation.

## 1.6

### **REQUIREMENTS FOR SENIOR STUDENTS FROM OTHER UNIVERSITIES**

#### 1.6.1

Applicants will be considered if:

- i. They have an endorsed national senior certificate for a programme at the same level as the programme that they are applying for; and
- ii. They have demonstrated competence during their first level of study at the other higher education institution they are transferring from. Competence is determined at the discretion of Senate. Senate discretionary admission should only apply in instances where applicants who, in the opinion of Senate have demonstrated, in the approved selection process, that they are suitable for admission to programmes for which they have the required endorsement. All Senate discretionary admissions should be approved by Senate or a committee with delegated authority or powers to consider such admissions on behalf of Senate. The following guideline shall apply:
  - (i) The applicant should have passed the national senior certificate with an endorsement of a bachelor's degree or diploma or a higher certificate.
  - (ii) The applicant should have completed at least the full first year of study of the qualification he or she wishes to register for.
  - (iii) For applicants who have completed more than 50% of their qualification at another university, the 50% exemption rule is still applicable.

- (iv) The Executive Committee of the Faculty Board concerned will be competent to apply this rule with Senate's ratification.

1.6.2 The other option is RPL. Please refer to Chapter 30 for the process.

## 1.7 ARTICULATION FROM NATED NATIONAL DIPLOMAS INTO HEQSF DIPLOMAS

1.7.1 Applicants will be considered if:

- i. They have an endorsed National Senior Certificate for a programme at the same level as the programme that they are applying for; and
- ii. They have demonstrated competence during their first level of study in the Nated National Diploma. Competence is determined at the discretion of Senate. Senate discretionary admission should only apply in instances where applicants who, in the opinion of Senate have demonstrated in the approved selection process that they are suitable for admission to programmes for which they have the required endorsement. All Senate discretionary admissions should be approved by Senate, or a committee with delegated authority or powers to consider such admissions on behalf of Senate.

## 1.8 CHANGING OF INFORMATION

1.8.1 Should a student's contact details such as postal address or telephone number(s), etc. change, he or she has to notify the Admissions Office in writing.

1.8.2 TUT accepts no responsibility for any incorrect information in respect of admission requirements supplied by anyone who has not been authorised to supply such information. All enquiries should be directed to the Admissions Office.

# CHAPTER 2

## EXCLUSION

The purpose of exclusion is due to the following reasons:

(a) **To increase access**

The Department of Higher Education and Training's (DHET) enrolment plan caps the number of funded full-time equivalent students enrolled at public tertiary institutions. Poor performing students, therefore, deny space to new entrants, straining access to the University.

(b) **For financial viability**

Poor performing students hamper throughput. A lower success rate has implicit reputational risks and diminishes earnings from teaching output units.

(c) **To sustain academic reputation**

If poor performing students are allowed to stay in the system, there will be a constant growth in student numbers which -

- cannot be accommodated in laboratories and other facilities already overburdened;
- compromise the quality of the teaching and learning of all other students; and
- negatively impact on the accreditation of qualifications by professional and other accreditation bodies.



## 2.1 DEFINITIONS

In this chapter, unless otherwise indicated –

- 2.1.1 “**Academic Exclusion**” at TUT refers to readmission refusal from a specific qualification, department or faculty for a set period of time due to the student's failure to comply with the minimum progress requirements as described in this policy. The exclusion may be in the form of:
- (a) Exclusion from a specific academic qualification, in which case the student may be eligible for admission in another academic qualification within the same department, faculty or in another faculty at TUT and need to meet the minimum admission requirement. Such admission should take into account the student enrolment plan of that faculty/department as approved by DHET.
  - (b) Exclusion from the faculty in which case the student may be eligible to be admitted in another academic qualification in another faculty at TUT. Such candidates may be referred to Student Development and Support (SDS) directorate for career counselling and will need to meet the admission requirement for the alternative academic qualification selected.
- 2.1.2 “**Academic Intervention**” refers to programme, supportive or developmental action before exclusion takes place, either prescribed (compulsory) or recommended (voluntary) by the department or faculty. Such interventions can also be prescribed or recommended by Student Development and Support directorate on behalf of the department or faculty. Academic interventions may take place before exclusion or as an exclusion or probation condition.
- 2.1.3 “**Academic Performance**” is the relative success or failure of a student to comply with the requirements of the academic qualification for which he or she is registered, within the limited time prescribed for the qualification.
- 2.1.4 “**Academic Probation**” refers to conditional grace period in the exclusion process which provides the student the opportunity, through specific conditions and interventions, to comply with the academic performance requirements, in order to avoid final exclusion.
- 2.1.5 “**Academic Qualification(s)**” refers to learning programmes that lead to qualifications described in the various parts of the official Prospectus of TUT. For the purpose of this policy, qualifications are divided into two groups:
- (a) All undergraduate and postgraduate qualifications that are based on the accumulation of credits and has a clearly defined structure based on module/s to be passed before the qualification can be awarded (this includes structured master's degrees).
  - (b) Research-based postgraduate master's and doctoral degrees.
- 2.1.6 “**Re-admission to studies**” refers to specified scenarios where students who appealed are granted permission by the Faculty Academic Exclusion Appeals Committee (FAEAC) to register for the next academic term or who after a period of two years are granted permission by the head of the department to register via the readmission process.
- 2.1.7 “**Student**” refers to any student registered in previous academic periods with TUT for any of the University's official modes of delivery.
- 2.1.8 “**Student Development and Support**” refers to a unit that provides academic and psycho-social support to students.
- 2.1.9 “**University**” refers to the Tshwane University of Technology (TUT), as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

## 2.2 ACRONYMS

CSRC	Campus Student Representative Council
DAEAC	Departmental Academic Exclusion Appeals Committee
DHET	Department of Higher Education and Training
FAEAC	Faculty Academic Exclusion Appeals Committee
FPGEAC	Faculty Postgraduate Exclusion Appeals Committee
HEQSF	Higher Education Qualifications Sub-Framework
SDS	Student Development and Support
SFC	Student Faculty Council
SRC	Student Representative Council
TUT	Tshwane University of Technology

## 2.3 COMMITTEES

### 2.3.1 **Composition of the Faculty Academic Exclusions Appeals Committee (FAEAC) (Arcadia, Arts, Ga-Rankuwa, Pretoria and Soshanguve campuses):**

- Executive Dean of the faculty or delegated person (Chairperson);
- Head of the Department;
- Academic section head of distant campuses (where applicable);
- One (1) senior academic (or section head) per academic department;
- A senior representative(s) of the Registrar's Office designated for the relevant faculty;
- Faculty Administrator/Secretary from the faculty who will be responsible for all secretarial duties; and
- One (1) fully registered member of the Student Faculty Council (SFC), without any conflict of interest, e.g. personally excluded or under exclusion appeal or similar circumstances.

### 2.3.2 **Composition of the Departmental Academic Exclusions Appeals Committee (DAEAC):**

- Head of the Department (Chairperson);
- Departmental Administrator/Secretary;
- Section heads and/or senior lecturing staff (as determined relevant by the Chairperson);
- Guardian/Coordinator (where applicable);
- Co-opted Subject Coordinators (as determined relevant by the chairperson); and
- One (1) fully registered member of the Student Faculty Council (SFC), without any conflict of interest, e.g. personally excluded or under exclusion appeal or similar circumstances.

### 2.3.3 **Composition of the Distant Campus Academic Exclusions Appeals Committee (DCAEAC):**

- Campus Rector or delegated person (Chairperson);
- Heads of Academic Sections;
- One (1) senior academic per department;
- One (1) representative from Academic Administration;
- One (1) administrator (as appointed by the Campus Rector and will be responsible for all secretarial duties); and
- One (1) fully registered member of the LSRC, without any conflict of interest, e.g. personally excluded or under exclusion appeal or similar circumstances.

### 2.3.4 **Composition of the Faculty Postgraduate Exclusions Appeals Committee (FPEAC) (eMalahleni, Mbombela and Polokwane campuses):** (There is no departmental committee for postgraduate students)

- Executive Dean of the Faculty or delegated person (Chairperson);
- Head of the Department;
- Supervisor;



- Co-supervisor;
- A senior representative of the Registrar's Office designated for the relevant faculty;
- Faculty research officer(s) who will be responsible for all secretarial duties;
- One (1) fully registered postgraduate student from the specific faculty nominated by the Postgraduate Student Forum, not having any conflict of interest; e.g. personally excluded or under exclusion appeal or similar circumstances; and
- The excluded student (by invitation to state his or her reasons).

## 2.4 RESPONSIBILITIES

- 2.4.1 The Departmental Academic Exclusions Appeals Committee evaluates all appeal applications, collates relevant documentation and provides additional supporting evidence (e.g. class attendance, behavioural record, specific contextual factors) where relevant when making a recommendation on an exclusion appeal. The recommendations of the Departmental Academic Exclusions Appeals Committee will be approved by the Faculty Academic Exclusions Appeals Committee.
- 2.4.2 The Distant Campus Academic Appeals Committee evaluates all appeal applications, collates relevant documentation and provides additional supporting evidence (e.g. class attendance, behavioural record, specific contextual factors) where relevant when making a recommendation on an exclusion appeal. The recommendations of the Distant Campus Academic Appeals Committee will be approved by the Faculty Academic Exclusions Appeals Committee.
- 2.4.3 The Faculty Academic Exclusions Appeals Committee reviews and monitors the Departmental Academic Exclusions Appeals Committee and Distant Campus Academic Appeals Committee recommendations and makes a final ruling on all the academic exclusions or appeal thereof by a student. Decisions of this committee are considered final and to be implemented by the University.
- 2.4.4 The Faculty Postgraduate Exclusions Appeals Committee reviews and monitors recommendations of departments (supervisors) and makes a final ruling on all academic exclusions of research-based master's and doctoral degree students. Decisions of this committee are considered final and to be implemented by the University.

## 2.5 RULES FOR STUDENTS REGISTERED FOR UNDERGRADUATE AND SPECIFIED POSTGRADUATE QUALIFICATIONS

### 2.5.1 General rules

Exclusion is done for the following reasons:

- 2.5.1.1 Increase access: The Department of Higher Education and Training's (DHET) enrolment plan caps the number of funded full-time equivalent students enrolled at the public tertiary institutions. Poor performing students, therefore, deny space to new entrants, straining access to the university.
- 2.5.1.2 Financial viability: Poor performing students hamper throughput. A lower success rate has implicit reputational risks and diminishes earnings from teaching output units.
- 2.5.1.3 Academic reputation: If poor performing students are allowed to stay in the system, there will be a constant growth in student numbers, which:
- (a) cannot be accommodated in laboratories and other facilities already overburdened;
  - (b) compromise the quality of the teaching and learning of all other students; and
  - (c) negatively impact on the accreditation of qualifications by professional and other accreditation bodies.
- 2.5.1.4 Documented records of poor class and/or tutorial attendance/participation may be used as evidence during an exclusion meeting.
- 2.5.1.5 The guiding principle is that a full-time student is allowed twice the minimum duration of a qualification. For example, a maximum of six years to complete a three-year qualification, two years for a one-year qualification, and eight years for a four-year degree.

- 2.5.1.6 Evening-class, part-time, block or distant education students and students who annually register for fewer than the required number of modules and who submit valid reasons, will be considered for a proportionally extended time period in order to complete the qualification.
- 2.5.1.7 These rules enables TUT to, where possible, identify and refer students for various interventions to improve their academic performance in order to avoid exclusion.
- 2.5.1.8 To reduce exclusions of first-year students, an evaluation after the first test/assessment will lead to three types of interventions for poor-performing students (high risk students):
- (a) compulsory tutorial attendance,
  - (b) 50% reduction of their load at the end of the semester, and
  - (c) the process of exclusions or interventions should begin earlier to allow students to register for other programmes.
- 2.5.1.9 Students may submit an appeal on the prescribed appeal application form to the Departmental Academic Exclusion Appeals Committee (DAEAC), providing complete evidence of aspects to be considered for re-admission. The DAEAC will make a recommendation based on the portfolio of evidence available and this may include records of interventions attended at the Student Development and Support (SDS) directorate.
- 2.5.1.10 The DAEAC will prepare a complete record of appeal applications and recommendations. This is to be recorded on the prescribed template provided by the Registrar's Office and submitted to the FAEAC for approval. Both the DAEAC and FAEAC will utilise the guidelines for special considerations and extenuating circumstances.
- 2.5.1.11 The FAEAC will make a final decision and record it in the prescribed format and submit decisions to the SDS directorate and Registrar's Office. These decisions are final and no further appeal, whether on departmental, faculty or institutional level, will be considered.
- 2.5.1.12 The Registrar's Office will officially communicate the outcome to the student and the academic department will provide written feedback to a re-admitted student, clearly stipulating all conditions. Should the condition include referral to the SDS directorate, it is the responsibility of the student to contact the SDS directorate to schedule an appointment in this regard, upon which the letter from the Department/Faculty accompany the student and be presented at the SDS directorate.
- 2.5.1.13 Students who change from one qualification to another in a different faculty will have the same maximum time as other first-time entering students in the same qualification. If the student registers for a different qualification in the same faculty, the maximum period will be decreased proportionally with the time required to pass modules common to the two qualifications.
- 2.5.1.14 A single uniform exclusion approach, with standard operating procedures and guidelines, shall be applied throughout the institution by all faculties and campuses of TUT.
- 2.5.1.15 Students who are excluded may only apply for readmission to the same qualification after a period of one year. After readmission, students should be provided with:
- (a) proactive counselling,
  - (b) career testing, and
  - (c) active developmental or support programmes.
- 2.5.1.16 Appeals of exclusions received before the end of the one-year exclusion period will only be considered by the DAEAC and FAEAC, if proof of academic success or development can be provided.
- 2.5.1.17 Application for readmission after a one-year period should go the normal route of admission before the closing date for admissions.



2.5.1.18 Closing dates for appeals, according to the academic core calendar, will be strictly applied. If a student has neglected to appeal in time, such an appeal will only be considered during the appeal process of the next academic term.

**2.5.2 SPECIFIC RULES FOR THE ADMINISTRATION OF PROBATION AND EXCLUSION-BASED DECISIONS**

2.5.2.1 Probation students who did not fulfil their probation requirements will be excluded and will not be able to appeal any further.

2.5.2.2 A student who achieves 50% or more of the maximum number of credits required after each year of study may proceed uninterrupted. The maximum number of credits for each year of study is specified in the Prospectus.

2.5.2.3 A student who achieves more than 30% (this percentage will gradually increase after the second year (see Tables 1 – 4) but less than 50% of the maximum number of credits for the specified period of study will be placed on academic probation. Students on probation are informed by the academic department in writing and are referred to the SDS directorate for counselling and/or academic interventions. The Department may further set compulsory conditions for the student to continue with his/her academic qualification. It is highly recommended that faculties monitor the process, specifically for first-year students, after one semester and introduce academic interventions where feasible to avoid probation or even exclusion.

2.5.2.4 A student who has been previously placed on academic probation and achieves less than 30% (this percentage will gradually increase after the second year – see Tables 1 – 4) of the maximum credits for the specific period will be excluded from further study, but may appeal based on evidence of extenuating circumstances and proof of completed academic interventions recommended during the probation period, if applicable.

2.5.2.5 A student, who has failed the same module during two different study periods, will be placed on probation. Failing that same module(s) on a third attempt, will result in exclusion with the right to appeal.

2.5.2.6 A student who has previously been placed on probation, but will not be able to complete the remainder of the course in the maximum allowable time, even if taking a maximum load, will be excluded. The student may appeal based on evidence of extenuating circumstances and proof of completed academic interventions recommended during the probation period.

2.5.2.7 Students will only be readmitted on certain conditions.

2.5.2.8 Tables 1 – 4 below indicate the credits associated with pass, probation and exclusion.

2.5.2.9 Faculty exclusion committees must compile a table for each qualification in their faculty based on percentages indicated in tables and for extended qualifications according to approved HEQSF qualification requirements.

Year of Study	NO EXCLUSION		PROBATION		EXCLUSION	
	Minimum credits as %*	Action	Credits as %*	Action	Credits as %*	Action
1	50% or more	Not excluded No intervention	30% - 49,9%	Probation and academic intervention	Less than 30%	- Excluded - May appeal - Extenuating
2	100% of required credits for the relevant qualification or excluded.					

**TABLE 2: Credit weight requirements for a two (2) year qualification**

Year of Study	NO EXCLUSION		PROBATION		EXCLUSION	
	Minimum credits as %*	Action	Credits as %*	Action	Credits as %*	Action
1	50% or more	Not excluded No intervention	30% - 49,9%	Probation and academic intervention	Less than 30%	- Excluded - May appeal - Extenuating
2	50% or more	Not excluded No intervention	30% - 49,9%	Probation and academic intervention	Less than 30%	- Excluded - May appeal - Extenuating
3	50% or more	Not excluded No intervention	40% - 49,9%	Probation and academic intervention	Less than 40%	- Excluded - May appeal - Extenuating
4	100% of required credits for the relevant qualification or excluded.					

**TABLE 3: Credit weight requirements for a three (3) year qualification**

Year of Study	NO EXCLUSION		PROBATION		EXCLUSION	
	Minimum credits as %*	Action	Credits as %*	Action	Credits as %*	Action
1	50% or more	Not excluded No intervention	30% - 49,9%	Probation and academic intervention	Less than 30%	- Excluded - May appeal - Extenuating
2	50% or more	Not excluded No intervention	30% - 49,9%	Probation and academic intervention	Less than 30%	- Excluded - May appeal - Extenuating
3	50% or more	Not excluded No intervention	33% - 49,9%	Probation and academic intervention	Less than 33%	- Excluded - May appeal - Extenuating
4	50% or more	Not excluded No intervention	40% - 49,9%	Probation, provided that the student is able to complete in maximum allowable time	Less than 40%	- Excluded - May appeal - Extenuating
5	50% or more	Not excluded No intervention	44% - 49,9%	Probation, provided that the student is able to complete in maximum allowable time	Less than 44%	- Excluded - May appeal - Extenuating
6	100% of required credits for the relevant qualification or excluded.					

**TABLE 4: Credit weight requirements for a four (4) year qualification**

Year of Study	NO EXCLUSION		PROBATION		EXCLUSION	
	Minimum credits as %*	Action	Credits as %*	Action	Credits as %*	Action
1	50% or more	Not excluded No intervention	30% - 49,9%	Probation and academic intervention	Less than 30%	- Excluded - May appeal - Extenuating
2	50% or more	Not excluded No intervention	30% - 49,9%	Probation and academic intervention	Less than 30%	- Excluded - May appeal - Extenuating
3	50% or more	Not excluded No intervention	33% - 49,9%	Probation and academic intervention	Less than 33%	- Excluded - May appeal - Extenuating
4	50% or more	Not excluded No intervention	35% - 49,9%	Probation, provided that the student is able to complete in maximum allowable time	Less than 35%	- Excluded - May appeal - Extenuating
5	50% or more	Not excluded. No intervention.	38% - 49,9%	Probation, provided that the student is able to complete in maximum allowable time	Less than 38%	- Excluded - May appeal - Extenuating



6	50% or more	Not excluded No intervention	42% - 49,9%	Probation, provided that the student is able to complete in maximum allowable time	Less than 42%	- Excluded - May appeal - Extenuating
7	50% or more	Not excluded No intervention	46% - 49,9%	Probation, provided that the student is able to complete in maximum allowable time	Less than 46%	- Excluded - May appeal - Extenuating
8	100% of required credits for the relevant qualification or excluded.					

## 2.6 GENERAL RULES AND PRINCIPLES FOR STUDENTS REGISTERED FOR RESEARCH POST-GRADUATE QUALIFICATIONS

- 2.6.1 Academic probation is not applicable to postgraduate students.
- 2.6.2 The period of study allowed for a research master's degree is a minimum of one (1) year and a maximum of three (3) years.
- 2.6.3 The period of study for a doctoral degree is a minimum of two (2) years and a maximum of five (5) academic years.
- 2.6.4 A student who has already been registered for the maximum number of years and who has not yet completed his/her studies will only be re-admitted after a successful appeal against his/her exclusion.
- 2.6.5 The student needs to submit his/her appeal to his/her research supervisor.
- 2.6.6 The supervisor, in consultation with the head of the department, compiles a recommendation for the Faculty Postgraduate Exclusion Appeals Committee (FPGEAC) for consideration of re-admission. The committee will consider the application based on the reasons provided by the student, past progress and the possibility that the student will complete the qualification by the end of the following year.
- 2.6.7 Extension of the study period can only be for a period of one year. However, students may appeal again for further extension.
- 2.6.8 There will be no official closing date to submit appeals, however, a student must appeal within fourteen (14) days after he/she has been notified of his/her exclusion.
- 2.6.9 Students will only be readmitted on certain conditions.

## CHAPTER 3

### REGISTRATION OF STUDENTS

#### Please note:

Students who have not yet submitted a certified copy of their National Senior Certificate (Grade 12) or equivalent qualification, or a certified copy of the symbols they obtained for either qualification, should do so prior to registration or on registration.

#### DEFINITIONS

In this chapter, unless otherwise indicated –

- (a) A “**full-time student**” is a student whose main activity during the day is the full-time attendance of classes according to a formal class attendance timetable. Work-Integrated Learning (WIL) may form part of the programme requirements.

- (b) A “**part-time student**” is a student whose main daily activity is not the full-time attendance of classes, but who attends classes in the evenings according to an alternative class timetable. The duration of the curriculum could extend past the minimum duration prescribed for a full-time student. WIL may form part of the programme requirements.
- (c) A “**block-mode student**” refers to a student who attends classes as one of a designated group of students for a continuous period of one to eight weeks according to an alternative class timetable. Classes may also be offered on Saturdays, and block programmes can be offered on campus or at an approved off-campus site. WIL may form part of the programme requirements.

### 3.1 FORMAL INSTRUCTION

- 3.1.1 Students must register for each academic term (annually, in the case of year programmes, and each semester, in the case of semester programmes) in the set registration periods, and they must pay the required initial fees. Students will not be permitted to register after the final date of registration. After the closing date for registration, disciplinary steps will be taken against students who attend classes before they have been officially registered, and they will be subject to a fine.
- 3.1.2 If, on registration, a student is unable to submit certified copies of the documentary proof that all the admission requirements have been met, he or she may register conditionally; provided that, if TUT does not receive the documents concerned before 30 April (in the case of first-semester and year students) or before 31 August (in the case of second-semester students), the student’s registration for the academic term concerned be cancelled immediately and any fees paid be forfeited.
- 3.1.3 In cases where TUT receives the above documents before 30 April or 31 August, but after the student has registered, and it is subsequently found that the student was not entitled to register for the programme concerned, his or her registration for the academic term concerned shall be cancelled immediately and any fees paid shall be forfeited.
- 3.1.4 Registration as a student is valid for one (1) academic year only in the case of year programmes and for one (1) semester only in the case of semester programmes. This also applies to WIL.
- 3.1.5 On his or her signing of the registration form or acceptance of the electronic declaration in respect of an academic term, a student declares him- or herself fully conversant with the rules of TUT, and he or she undertakes to observe, strictly, all the rules of TUT. If he or she is a minor but is not being assisted by a parent or guardian, it is accepted by implication that he or she has been authorised to sign the registration form. Fees are not refundable in cases of expulsion or suspension or if a student no longer attends lectures.
- 3.1.6 Particulars regarding dates of registration and other relevant information are posted/mailed to newcomer students and are also obtainable from Academic Administration.
- 3.1.7 The registration of students of the various academic departments takes place on different dates and campuses, and students must attend lectures on the dates determined by the heads of their respective academic departments, irrespective of whether or not their registration has been formally concluded. Official registration takes place at Academic Administration or at the official registration points. Enrolment at any academic department, the payment of class fees or the making of arrangements for the payment of class fees does not exempt a student from official registration.

The registration form contains all the modules/subjects for which a student may register for the period concerned, and no one will be admitted to register for a module/subject unless the Head of the Department concerned, or his or her delegate approves the student’s choice of modules/subjects.

Please note that after the closing date for registration, no student will be allowed to attend classes if he or she is not formally registered and cannot produce proof of registration.



- 3.1.8 No student will be permitted to register at TUT for more than one (1) certificate, diploma or degree programme, simultaneously, in any given academic year or semester, without the permission of the Registrar, and no student may register at more than one (1) institution for tertiary education, simultaneously, without the permission of the Registrar. Such permission may be withdrawn by the Registrar on recommendation of the Head of the Department concerned, should the academic performance of the student not be satisfactory. A student who has obtained permission must familiarise him- or herself with all the relevant examination dates before registering at another tertiary education institution. Should the simultaneous registration result in the coinciding of examination dates, the student shall not be permitted to register for the subject(s)/module(s) concerned at the other institution. TUT shall neither consider nor accommodate any other examination date(s) for such subject(s)/module(s) if examination dates should coincide as a result of simultaneous registration. Registration for two (2) programmes, without the written approval of the Registrar, does not imply consent, and such registration may be cancelled.
- 3.1.9 No student will be permitted to register for a module/subject without having passed the relevant module/subject in the preceding year or semester, and/or the prerequisite subject(s)/module(s) for admission to that subject(s)/module(s). Registration for a module/subject or modules/subjects contrary to this rule does not imply that TUT condones such registration. Any inadmissible registration will be cancelled without prior notice, as soon as it is discovered. Should a module/subject credit be obtained by means of such inadmissible registration, the student concerned may lay no claim to such credit, and the Registrar has the right to cancel that credit. All class fees paid shall be forfeited in such a case.
- 3.1.10 When a student registers for a certificate, diploma, advanced diploma, postgraduate diploma or degree programme, such registration is subject to the rules in terms of which the curriculum concerned has been drawn up and approved by the Council on the recommendation of the Senate.
- 3.1.11 Should the rules in terms of which a curriculum has been drawn up be amended, students who commenced their studies under previous rules and who have not interrupted their studies, may, subject to the transitional provisions formulated or confirmed by the Council, complete their curriculum in terms of the former rules: provided that the TUT Council formulate transitional rules to enable such students to complete their studies within a reasonable period in terms of the former rules.
- 3.1.12 The TUT Council reserves the right to discontinue the offering of any approved programme at any time and to authorise the offering of any new, approved programme and any reviewed, approved programme, at any time.
- 3.1.13 A student must determine him- or herself whether the programme for which he or she has enrolled has been reviewed. If it has been reviewed, he or she should find out what the teach-out (phase-out) date is of the programme he or she is currently attending, and whether he or she would be able to meet all the requirements for graduation, in time – before the teach-out (phase-out) date.
- 3.1.14 A student who has registered for a certificate, diploma or degree programme and who fails to renew his or her registration for that programme in the following academic semester or year, or who fails a term of study, will be deemed to have interrupted his or her studies and will forfeit the right to complete his or her studies in terms of the former rules: provided that registration for Work-Integrated Learning for the academic term following the term in question be regarded as a renewal of his or her registration: provided further that the TUT Council, in exceptional cases, should permit such a student to continue his or her studies in terms of such conditions as may be determined by the Council.
- 3.1.15 If a student is unable to comply with all the requirements before the teach-out (phase-out) date, he or she has to change over to the reviewed programme and has to apply to Academic Administration for exemption from the applicable modules/subjects for which he or she has already obtained credit.
- 3.1.16 Subsequently, that student will have to meet the requirements he or she has not yet met in respect of the reviewed programme, in terms of the rules of the University.

3.1.17 If a student fails a module/subject and wishes to register for that module/subject again, he or she may do so only if the examination timetable can accommodate that combination of registered modules/subjects within the set period of examination without any examination dates for those modules/subjects coinciding.

3.1.18 TUT assumes no responsibility for any incorrect information in respect of any matter relating to registration supplied by anyone who has not been authorised to supply such information. All enquiries should be directed to Academic Administration.

### 3.2 LATE REGISTRATION

A student who does not register in the official period of registration will not be allowed to register in that particular semester or year.

Students who, for whatever reason, register after classes have commenced, may not lay claim to any concession regarding lectures, tests, etc. that took place before they registered.

### 3.3 PROOF OF REGISTRATION

It is the responsibility of each student to ensure that his or her registration has been carried out correctly and that he or she receives an official proof of registration.

All students are provided with proof of registration on conclusion of their registration.

Students must verify that the information given for proof of registration is correct before the end of registration period. All changes or corrections must be reported before the final, published registration date. Should a student fail to do so, cancellations and additions that follow after that date will not be considered.

### 3.4 INTERNATIONAL STUDENTS

International students may register at TUT if they are in possession of a valid study permit or a study visa. All other registration rules apply to all international students (refer to Chapter 17).

## CHAPTER 4

### EXAMINATION RULES AND REGULATIONS

#### 4.1 STUDENT EXAMINATION RULES AND REGULATIONS

All the rules under rule 4.1 shall apply to distance education students, except where indicated otherwise.

##### 4.1.1 INTRODUCTION

The examinations of the Tshwane University of Technology (TUT) are conducted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), and the statutes of TUT, and according to TUT's rules and regulations, as approved by the Council and/or the Senate of TUT. Students who do not comply with these rules and regulations shall be subjected to disciplinary steps.

##### 4.1.2 DEFINITIONS

In this chapter, unless otherwise indicated –

“**Academic Core Calendar**” means a published list of TUT academic activities and dates as approved by Senate.



**"Assessment"** is the systematic evaluation of a student's ability to demonstrate the achievement of the learning goals intended in a curriculum.

**"Assessment records"** means records of the results of all assessment opportunities. These shall include all official documentation affecting changes to the students' assessment results.

**"Block examination"** means the examination of block modules which are written outside the official TUT examination date.

**"Disability"** means the loss or elimination of opportunities to take part in the life of the community, equitably with others, that is encountered by persons having physical, sensory, psychological, developmental, learning, neurological or other impairments, which may be permanent, temporary or episodic in nature; thereby causing activity limitations and participation restriction within the mainstream society.

**"Examination"** means a component of the assessment that refers to the culmination of the summative assessment process when students/learners are subjected to a final sitting at the end of the learning process.

**"Examination cycle"** means the examination opportunities at the end of an academic period. Distance education programmes follow a different cycle.

**"Examination mark"** means the mark obtained by the student during an examination.

**"Examination termination"** means a series of assessment opportunities, which culminates in a predicate mark that allows admission into a final examination.

**"Exit examination"** means a final examination opportunity to a final-year student who requires a maximum of one module in order to obtain a qualification. Non-examination modules and Work-Integrated Learning (WIL) are excluded.

**"Extenuating circumstances"** means circumstances and situations that prevents or prohibits a student to participate in assessment such as illness or any deemed unavoidable activity/situation that can prevent student to participate in assessment. This needs to be ratified and validated by the head of academic department for tests and the Registrar's environment for theoretical examinations. Proof of documents needs to be provided in cases of death of close family relatives amongst others.

**"Final mark"** means the total mark (predicate and examination marks) calculated according to a pre-determined formula (weighting) as published in the assessment plan that appears in the study guide. In the case of non-examination termination modules, the final mark is calculated according to the non-examination termination assessment model selected.

**"Invigilator"** means a person who supervises students during tests and examinations.

**"Main examination"** means the examination conducted at the end of an academic block/semester/year.

**"Moderator"** means a person, apart from the examiner, who is appointed by the institution to be responsible for ensuring the standard of the examination and its accompanying marking framework and response exemplars, and for marking a representative sample of examination responses.

**"Module"** means an independently defined learning unit, designed to result in a specific set of learning outcomes, and which is a component of a programme.



**“Non-examination termination model”** means an assessment strategy that comprises a series of assessment opportunities, which culminates in a final mark. A variety of models can be used depending on the purpose and outcomes of the module. Provisional to the chosen model, a predicate mark may not govern admission to the final integrated assessment opportunity. The final mark can be calculated by using the mark of only the final integrated assessment opportunity, or a combination of specific percentages of all the assessment opportunities and the final integrated assessment or an average of all the assessment opportunities. During the final integrated assessment opportunity, a student is required to undertake a summative, specified, academic task.

**“Predicate”** means the mark, earned by a registered student and expressed as a percentage, which comprises the total accumulated test and other marks. It governs admission to a final examination. (Predicate is indicated as “full period mark” on Integrated Tertiary Software (ITS))

**“Predicate day”** means the publication date of the predicate marks of students for notification, possible comments and/or corrections.

**“Prospectus”** means a formal, legal TUT publication containing statutory regulations and institutional rules regarding formal study at TUT, as well as information on programmes.

**“Publication schedule”** means the document that governs the examination publication related processes.

**“Special examination”** means an examination granted, subject to the approval of the Registrar or his/her designate, to a student or group of students who were absent during the main examination, due to illness and extenuating circumstances.

**“Student”** means a person registered as a student at TUT.

**“Supplementary examination”** means a subsequent examination opportunity following the main examination in a module or modules granted under certain conditions, as stipulated in this policy, to a student who failed the module or modules concerned during the preceding main examination. The supplementary examination usually takes place as soon as the main examination is completed.

**“Test”** means an assessment opportunity that is arranged by the lecturer and is (usually) conducted during lecture periods. Non-examination terminating modules will have tests as a major assessment technique. For the purpose of this policy, test can also refer to a performance, product or demonstrated skill.

**“University”** means the Tshwane University of Technology (TUT), as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

#### 4.1.3 LIST OF ACRONYMS

CB	Computer Based
CE	Theoretical (non-examination terminating)
FEC	Faculty Examination Committee
HoD	Head of Department
ITS	Integrated Tertiary Software
PA	Practical (non-examination terminating)
PR	Practical (examination terminating)
PJ	Project
RPL	Recognition of Prior Learning
SDS	Student Development and Support
SMS	Short Message Service
TM	Theoretical (MBA)



TP	Theoretical and practical
TQ	Theoretical
TUT	Tshwane University of Technology
WIL	Work-Integrated Learning

## 4.2 SCHEDULING OF EXAMINATIONS

- 4.2.1 All assessments of learning at the University shall be conducted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997) and the statutes of the University, and according to the rules and regulations, as approved by the Council and/or Senate.
- 4.2.2 A preliminary examination timetable will be distributed via the TUT website six (6) weeks prior to the examination for inputs. Students' enquiries must be directed to the academic department. Students will be notified (via a Short Message Service (SMS)/TUT Website) that the preliminary timetable is available for inputs.
- 4.2.3 Academic departments are responsible for compiling and publishing examination timetables for block modules. Such examination dates must be provided to the Registrar's environment at the start of the academic year.
- 4.2.4 The Registrar's environment is responsible for providing students with the correct examination information by publication of timetables on the TUT's website and issuing of personal timetables on request.
- 4.2.5 Only registered modules with examination admission are listed on the student's personal examination timetable. The student must have the minimum qualifying requirements of 40% predicate mark (excluding exceptions as approved by Senate) for admission to examination in any particular module.
- 4.2.6 Only the examination timetables published on the TUT's website, and the personal timetables issued to students by the Registrar's environment are considered as the official examination timetable of the University.
- 4.2.7 The Distance Education Department will post the personal student timetables to students at least two (2) weeks in advance and publish it on the TUT website. TUT will not be held liable for lost or undelivered individual student timetables.
- 4.2.8 TUT will not accept responsibility for incorrect information concerning examination arrangements provided by unauthorised persons.
- 4.2.9 It is the responsibility of the student to ensure that the information reflecting on his/her personal timetable is correct.
- 4.2.10 The final timetable is required to be published approximately four (4) weeks prior to the commencement of examinations. Students can collect their personal timetables as from the first day of predicate week from the Registrar's environment.
- 4.2.11 The examination date, session, venue, and predicate mark must be printed next to the module on each student's personal timetable.
- 4.2.12 Examination sessions will start according to the students' personal timetables. The first session will start at 08:45 and the second session will start at 13:45.
- 4.2.13 Students will not be allowed to enter the session more than half an hour after commencement and no student is allowed to leave the session before half an hour has passed.
- 4.2.14 Students must be seated 15 minutes before the session commences.

4.2.15 Employees are not authorised to furnish examination timetable information telephonically to students. Students can, however, view the final examination timetable on the TUT website.

**4.2.16 Coinciding of examination dates and sessions (clashes):**

4.2.16.1 TUT shall not take responsibility for the coinciding of examination dates and sessions due to the repeating of modules, although students shall be accommodated as far as possible.

4.2.16.2 TUT shall not accommodate cases where examination dates and sessions coincide as a result of a simultaneous registration for another qualification, or as a result of registration at another tertiary institution, or as a result of responsibilities placed on a student by, for example, an employer.

4.2.16.3 The following requirements shall apply if any examination dates and times of a student should coincide:

- (a) The student has to notify the Registrar's environment at the campus concerned of the coinciding examination dates and sessions. He/she has to complete the required form in writing three (3) working days prior to the examination date concerned.
- (b) Guidelines regarding clashing examinations must be provided to the students during the notification process.
- (c) Cases of coinciding examinations shall be accommodated in a separate examination venue where students shall be kept under constant invigilation. Enquiries regarding the venue arrangements made to accommodate the coinciding of examinations must be made at the Registrar's environment early (08:00) in the morning before the examinations of the modules concerned are to be written.
- (d) All modules concerned shall be written on the same day, although during different examination sessions.

**4.2.17 Examination venue regulations:**

4.2.17.1 Modules per session are scheduled according to available venues.

4.2.17.2 All examinations must be conducted at a venue determined by TUT, and a student must write examinations at the venue determined for the campus where he/she is registered.

**4.2.18 The following rules are applicable to students with disabilities:**

4.2.18.1 Students with disabilities (as defined in the Policy on Students with Disabilities and Special Needs), whether their condition is permanent or temporary, will be accommodated by means of additional arrangements, which may include the following:

- (a) Additional time;
- (b) Furnishing question papers in Braille or large print;
- (c) Special/separate venues and invigilators;
- (d) Oral examinations;
- (e) Amanuensis examinations; and
- (f) Special equipment (e.g. computer with screen reading software, where appropriate).

4.2.18.2 Application for disability classification must be submitted to the Directorate for Student Development and Support (SDS) well in advance, which identifies and evaluates students with permanent or temporary disabilities, when they apply for special arrangements.

4.2.18.3 SDS formally notifies the Registrar's environment of any recommendation one week prior to the commencement of the examination, whereupon that section makes the necessary arrangements.



- 4.2.18.4 Students with temporary disabilities (injuries, temporary impediments or disorders) report at the Registrar's environment, furnishing substantiation of such disability. The Registrar's environment will refer the student to SDS, for recommendations for reasonable accommodations.
- 4.2.18.5 The Registrar's environment scrutinises recommendations, as verified or formulated by SDS, and determines what special arrangements must be made.
- 4.2.18.6 The Registrar's environment arranges the examination event (venue, invigilator, question paper, etc.) and duly informs the student.
- 4.2.18.7 Where an amanuensis is used, or an oral assessment is conducted, the session has to be recorded. The recording has to be handed in to the Registrar's environment with the answer sheet. The recording could be accessed in case the student queries the marks or irregularities of the oral assessments.
- 4.2.19 Registration by a student for a module(s) in a specific academic term (semester, year or block) also constitutes registration for examinations, subject to all the applicable rules.
- 4.2.20 When repeating a module, any mark previously obtained for that module shall lapse.
- 4.2.21 Any student who has been expelled from TUT, and who is not (as a result of such expulsion) allowed on the campus of TUT, shall also not be allowed to write any examination.
- 4.2.22 The scheduling of an examination for a block offering module has to be included in the University's examination timetable in the year preceding the programme presentation or has to be furnished to the Registrar's environment at least four (4) weeks prior to the said examination.

### **4.3 WRITING OF EXAMINATIONS AT VENUES EXTERNAL TO THE UNIVERSITY**

- 4.3.1 Applications to write at a venue external to the university must be submitted by the student at the Registrar's environment at least two (2) weeks (10 working days) prior to the examination date of the relevant module(s), making use of the authorised application form.
- 4.3.2 No arrangements will be made by the Registrar's environment unless:
  - (a) Proof of payment of the prescribed fee to write elsewhere has been received; and
  - (b) The correctly completed and authorised application form was received by the Registrar's environment.
- 4.3.3 Only in exceptional cases will students be accommodated to write examinations elsewhere than the campus where they are registered. No requests to write examinations elsewhere for the sake of convenience, for instance, closer to home, on holiday, etc., will be considered.
- 4.3.4 Proof of the reason for the request must accompany the application, for example, a statement from the employer.
- 4.3.5 An official individual examination timetable must accompany the application.
- 4.3.6 An additional cost that may be charged by another institution or examination center will be the student's responsibility, such as invigilation, courier, telephone and rental of venue costs.
- 4.3.7 Examination results will be withheld if the student does not comply with the instructions on the application form to write elsewhere and with the examination rules and regulations of TUT.
- 4.3.8 Only the main examination can be written at an external venue. It is the student's responsibility to check his/her results in time to determine if he/she qualifies for a supplementary examination and to make the necessary travel, accommodation, etc. arrangements to write the supplementary examination on the campus where registered.



- 4.3.9 TUT shall not assume any responsibility for incorrect information about examination arrangements that has been supplied by means other than the Registrar's environment.
- 4.3.10 Although TUT handles the receipt, distribution and safekeeping of all examination documents and material carefully and responsibly, the institution does not assume any liability for the loss or destruction of, or damage to such examination documents or material. Should the loss or destruction of any examination material prevent the evaluation of the student's examination performance, TUT reserves the right to request the student to undergo a supplementary examination.
- 4.3.11 All parties need to take note of the potential risks involved in this process due to time differences between countries, the courier or mailing services and possible electronic problems.
- 4.3.12 The dates and times of all examinations written in other countries must correspond with the dates and times of the examinations that are written in South Africa.

**4.4 MAIN, SUPPLEMENTARY, SPECIAL AND EXIT EXAMINATIONS**

- 4.4.1 The following are applicable to examination terminating assessments:
  - 4.4.1.1 There are three (3) examination opportunities in an examination cycle, namely main examination, supplementary examination and special/exit examination.
  - 4.4.1.2 All examinations must be equivalent in length, standard level and content scope.
  - 4.4.1.3 All examinations must be conducted at a venue determined by TUT, and a student must write examinations at the venue determined for the campus where he/she is registered.
  - 4.4.1.4 The academic department is responsible for the quality assurance of all marked scripts and the authentication of marks before the capturing of marks.
  - 4.4.1.5 Any student who has been expelled from TUT, and who is not, as a result of such expulsion, allowed on the campus of the University, must also not be allowed to write any examination.
  - 4.4.1.6 Any student whose class and/or residence fees have not been paid in full, or who has any other debts at TUT, is allowed to write the examination, but his or her results must not be published until the full outstanding amount has been settled. Such students must, however, be informed if they qualify for a supplementary examination.
  - 4.4.1.7 Any changes to the minimum pass requirements must be approved by Senate.
  - 4.4.1.8 A student will pass a module with distinction by obtaining a final mark of 75% or more in that module.
  - 4.4.1.9 Minimum pass requirements:

<b>Examination type</b>	<b>Minimum pass requirements</b>
Main Examination	A final pass mark of 50% is required to pass the main examination. A subminimum of 40% for each question paper is required to pass, regardless of the predicate mark. If the examination in a module comprises more than one question paper, the student must obtain a subminimum of 40% for each of the papers, respectively. The subminimum required for a practical examination is 50%. The pass mark can be higher than 50% if approved by Senate.
Supplementary examinations	A final pass mark of 50% is required to pass a supplementary examination and the relevant minimum rule applies. If the examination in a module comprises more than one question paper, the student must obtain a subminimum of 40% for each of the papers. The subminimum required for a practical examination is 50%. The pass mark can be higher than 50% if approved by Senate.



Special examinations	A final pass mark of 50% is required to pass a special examination. No further opportunities will be granted if a student forfeits or fails the special examination. If the examination in a module comprises more than one question paper, the student must obtain a subminimum of 40% for each of the papers. The subminimum required for a practical examination is 50%. The pass mark can be higher than 50% if approved by Senate.
Exit examinations	A final pass mark of 50% is required to pass an exit examination. If the examination in a module comprises more than one question paper, the student must obtain a subminimum of 40% for each of the papers. The subminimum required for a practical examination is 50%. The pass mark can be higher than 50% if approved by Senate.

#### **4.4.2 MAIN EXAMINATION**

- 4.4.2.1 Registration for a module also allows registration for main examination in that specific period, subject to all the applicable rules.
- 4.4.2.2 A minimum predicate mark of 40% examination admission for entry to the main examination is required, or, if applicable, as published in the module study guide.
- 4.4.2.3 Any student who fails to attend at least 80% of scheduled contact or online classes and/or fails to participate in at least 80% of monitored class activities, will be refused examination admission or admission to the summative assessment for the module concerned. (Refer to the Policy on Class Attendance and Academic Participation.)
- 4.4.2.4 A student who fails the main examination in a module, but obtains a final mark of 45% to 49%, qualifies for a supplementary examination.
- 4.4.2.5 A student with a final mark of 50% or more, but with an examination mark of less than 40% (fail sub-minimum) for theory modules or 50% (fail sub-minimum) for practical modules fail the module and shall qualify for a supplementary examination.
- 4.4.2.6 In cases of modules consisting of two question papers, and the student passed both question papers but obtained a final mark of 45% to 49%, the student fails the module and qualifies for a supplementary examination in both question papers.
- 4.4.2.7 If a student qualifies for a supplementary examination and the module consists of more than one paper, credit is retained for re-examination purposes for the paper/s that has/have been passed with 50%. The student only has to write a supplementary examination for the paper that was failed.
- 4.4.2.8 A student who missed the main examination due to exceptional cases may apply to write a special examination.

#### **4.4.3 SUPPLEMENTARY EXAMINATION**

- 4.4.3.1 Results of students who qualify for a supplementary examination will be published on the TUT website according to a daily publication schedule.
- 4.4.3.2 A supplementary examination is scheduled directly after the main examination.
- 4.4.3.3 The predicate mark obtained for admission to the main examination will also apply to the supplementary examination.
- 4.4.3.4 The final mark for the supplementary examination will be calculated according to the same formula used for the main examination.
- 4.4.3.5 The assessment method of a supplementary examination must be in the same format as the main examination.

- 4.4.3.6 It is every student's responsibility to confirm on the TUT website whether he/she qualifies for a supplementary examination.
- 4.4.3.7 Distance Education students write their supplementary examination during the next main examination period.

#### **4.4.4 SPECIAL EXAMINATION**

- 4.4.4.1 If a student has a valid reason to miss the supplementary examination, he/she may apply within five (5) working days of the date of the examination, at the Registrar's environment to write a special examination. The application must be accompanied by all supporting evidence, as well as proof of payment of the prescribed fee for the special examination.
- 4.4.4.2 A special examination must be written during the supplementary or exit/special examination period of a specific examination cycle.
- 4.4.4.3 The predicate mark obtained for admission to the main examination will also apply to the special examination.
- 4.4.4.4 If a student has a valid reason to be absent from the main examination and first special examination opportunity, as a result of extended illness, extenuating circumstances, or due to the late publication of marks, he/she may apply to write during the second special examination opportunity. This will be the student's final opportunity during the specific examination cycle.
- 4.4.4.5. In the case of illness, the application for a special examination will only be approved on submission of original medical certificates issued by a medical practitioner or registered traditional healer. The certificate must indicate the duration of illness that must be inclusive of examination dates.
- 4.4.4.6 In the case of extenuating circumstances, an application for special examination may be submitted in writing at the Registrar's environment before the closing date as published in the academic core calendar of the University. The application must be accompanied by all original supporting evidence, as well as proof of the payment of the prescribed fee for the special examination.
- 4.4.4.7 If a student is unable to write one or more question papers in a module consisting of more than one question paper, he/she will only be granted a special examination in the question paper(s) that he/she was unable to write. The student will retain the marks for the question paper(s) that was/were written.
- 4.4.4.8 A student may, notwithstanding the above-mentioned provisions, submit a written appeal to the Registrar's environment for consideration, after the application fee has been paid, if that student is of the opinion that his/her case has merit and should be taken into consideration. This appeal must be submitted to the Registrar's environment within five (5) working days of the date of the examination the student had been unable to write on account of the specific circumstances.
- 4.4.4.9 The final mark for the special examination will be calculated according to the same formula used for the main examination.
- 4.4.4.10 The assessment method of a special examination must be the same format as the main examination.
- 4.4.4.11 A student has to register for the module again if he/she fails the special examination.

#### **4.4.5 EXIT EXAMINATION**

- 4.4.5.1 Prior to the application for an exit examination, a student's registration for the qualification must not have been interrupted (excluding modules that are only offered every second year).
- 4.4.5.2 The student must have been registered for the module and obtained a predicate mark during the period of registration. The necessary minimum admission requirements to the main examination shall also apply to the exit examination.



- 4.4.5.3 The final mark for the exit examination will be calculated according to the same formula used for the main examination.
- 4.4.5.4 The student must take the examination on the campus where he/she has been registered for the module concerned.
- 4.4.5.5 All students who remained with one theoretical module to qualify for their respective qualifications in a particular study period - excluding students who remained with a non-examination terminating module, will be allowed to apply for exit examinations.
- 4.4.5.6 In cases where a qualification will not be issued due to Recognition of Prior Learning (RPL) admission requirements, or non-degree registration, applications for an exit examination will not be considered.
- 4.4.5.7 A student who, for any reason whatsoever, does not write an exit examination, or fails the exit examination, will fail the module(s) concerned, and no further examination opportunity shall be granted. The student must register for the module again and obtain a new predicate mark.
- 4.4.5.8 The assessment method of an exit examination must be in the same format as the main examination.
- 4.4.5.9 The student must apply to write an exit examination to the Registrar's environment before the closing date published in the academic core calendar of TUT.
- 4.4.5.10 In the event that a student qualifies for an exit examination after a special examination period due to late publication of main examination results, he/she will only get a final opportunity in the next exit examination period.
- 4.4.5.11 In the event that a student was absent or failed the main/supplementary/special examination, he/she will qualify to write an exit examination.
- 4.4.5.12 In the event that a module is only offered every second-year registration period, and this is the only outstanding module to qualify after the next registration period, the student will have the opportunity to apply for an exit examination in the year that the module is not offered.

## **4.5 PROCESSING AND PUBLICATION OF PREDICATE AND FINAL RESULTS**

### **4.5.1 PREDICATE MARKS**

- 4.5.1.1 On re-registration for a module, any predicate mark or practical mark previously obtained for that module must lapse, unless clearly specified in a different way in the Prospectus and the study guide.
- 4.5.1.2 The academic departments are required to enter assessment results as required on the ITS system, before the next assessment, and not exceeding 21 days after each assessment, according to the published pre-determined weights for different assessments.
- 4.5.1.3 Students are responsible for checking their marks after each assessment during the semester/year on the student portal or at the relevant academic department.
- 4.5.1.4 Predicate marks must be published on the official Predicate Day, at least five (5) working days before the classes officially end, as published in the University's Prospectus (Part 1) and Academic Core Calendar.
- 4.5.1.5 Students are allowed five (5) working days after the official publication of the predicate marks to appeal to the HoD or the lecturer concerned, if they are of the opinion that their published marks are incorrect. The HoD or relevant lecturer will adjust and compute the marks on the ITS system within the five-day period and issue the student with proof of the changes.

- 4.5.1.6 A predicate mark of at least 40% is required for admission to the final examination. The predicate mark will contribute 50% to the final mark and the examination will contribute 50% to the final mark.
- 4.5.1.7 A predicate mark of 39% will not be automatically adjusted on the ITS system. No changes will be accommodated after predicate week.

#### **4.5.2 PROCESSING AND PUBLICATION OF FINAL RESULTS**

- (a) The Registrar's environment must process and publish the final results on the date as published in the Academic Core Calendar.
- (b) Results must be made available and will only be official if published through an approved format, for example, TUT website; TUT learning management system; and personal academic results.
- (c) Results of the candidates that qualify for supplementary examinations must be published by the Registrar's environment according to a publication schedule.
- (d) In the case of block examinations, results of students who qualify for supplementary examinations must be made available electronically according to the dates provided by the department. Final results will be available after the supplementary examination, on the date provided by the department.
- (e) Any enquiries with regards to the outcome of results will only be handled when the student can present his/her student card or any other form of official identification.
- (f) No automatic adjustment of final marks will be conducted by the ITS system (e.g. 49% to 50% and 74% to 75%).

#### **4.5.3 RESULTS ENQUIRIES**

- 4.5.3.1 Examination result enquiries must be submitted on the prescribed form to the Registrar's environment before the closing date for enquiries as indicated in the Academic Core Calendar of the University or in Part 1 of the Prospectus' important dates. A penalty fee, according to the approved tariff list, is payable for enquiries received after the closing date.

#### **4.5.4 VIEWING OF ANSWERING SCRIPTS**

- 4.5.4.1 Applications for viewing of examination answer scripts must be submitted on the prescribed form to the Registrar's environment before the closing date for enquiries as indicated in the Academic Core Calendar of the University or in Part 1 of the Prospectus' important dates.
- 4.5.4.2 The applicant must pay the prescribed fee according to the approved tariff list to receive an opportunity to view his or her examination scripts for all theoretical examinations at all levels of all modules.
- 4.5.4.3 Obvious mistakes will be reported by the student and will be attended to, and if required, the student can apply for re-marking of the script and pay the prescribed fee according to the approved tariff list.
- 4.5.4.4 Memoranda must be made available to students during the viewing of scripts process.

#### **4.5.5 RE-MARKING OF ANSWERING SCRIPTS**

- 4.5.5.1 A student may, subject to the payment of the prescribed fee according to the approved tariff list, have his or her examination scripts for all theoretical examinations re-marked by the moderator at all levels of all modules. In the event where a student requests a re-mark and the script has been moderated already, the moderator must not conduct the re-mark. The HoD must assign the task to another qualified appointed person.
- 4.5.5.2 An application for re-marking an examination script is required to reach the Registrar's environment before the published closing date for examination enquiries.



- 4.5.5.3 If there are any changes in the results of the student, the prescribed fee according to the approved tariff list must be refunded and the changed marks will be updated. The mark attained by the student upon remark must be the standing mark. Whether it is lower or higher than the original mark, the final mark must be placed on record and published.
- 4.5.5.4 A supplementary examination will only be granted once a re-mark has been done and only if the student qualifies for a supplementary examination.
- 4.5.5.5 Where the results of the re-mark are too late to allow the student to write during the official supplementary examination period, the first available special/exit examination opportunity will serve as the supplementary examination.
- 4.5.5.6 If the external moderator is not available (for exit level modules), the HoD must assign the task to an independent external third party.
- 4.5.5.7 All changes in marks after a re-mark must serve at FEC for approval.

#### **4.5.6 THE RIGHT TO APPEAL TO EXAMINATIONS AND RELATED MATTERS**

- 4.5.6.1 The Registrar's environment will communicate the reviewing/remarking outcome to the student in writing. If a student is not satisfied with the outcome of the re-marking, the Registrar's environment will refer the student to the HoD that will appoint another suitably qualified person to do a final re-marking at a set cost.
- 4.5.6.2 If a student submits an appeal regarding alleged examination irregularities, the HoD must determine the necessary correctional steps.

#### **4.5.7 CONDONATION**

- 4.5.7.1 Condonation of marks is not allowed, excluding FEC decisions.

#### **4.5.8 WITHDRAWAL OF RESULTS**

- 4.5.8.1 A result, statement or academic record issued erroneously by the University shall not be valid and must be returned to the University, at its request.
- 4.5.8.2 The University reserves the right to withdraw any results and/or credit which was obtained contrary to any rule or policy of the institution.

#### **4.5.9 ASSESSMENT METHODS**

- 4.5.9.1 Assessment can take place either face-to-face or online.
- 4.5.9.2 Where open book examinations are used, the assessor has to specify in detail what is allowed or not allowed. Such requirements must be specified in detail on the examination cover sheet and students must be informed in advance of such requirements and/or limitations, for example: what kind of material will be allowed/ not allowed. The following will not be allowed during open book examinations:
- (a) sharing of notes, books or any other material;
  - (b) discussion between students; and
  - (c) computers, laptops or any other devices such as iPads, notebooks, etc. not provided by TUT.
- 4.5.9.3 The following assessment methods must be approved by Faculty Committee for Teaching and Learning and published in the Prospectus. It will be valid for the specific academic year.

#### 4.5.9.3.1 Examination termination (managed centrally)

**(a) Theoretical (TQ) and Theory (MBA) (TM)**

- (i) Face-to-face or online.
- (ii) Open or closed book.
- (iii) A predicate mark of at least 40% is required for admission to the final examination.
- (iv) A subminimum of 40% is required in the examination.
- (v) A supplementary examination is permitted.
- (vi) A special examination is permitted.
- (vii) An exit examination is permitted.

**(b) Theoretical and Practical (TP)**

- (i) Face-to-face or online.
- (ii) Open or closed book.
- (iii) Two papers (one theoretical and one practical).
- (iv) A predicate mark of at least 40% is required for admission to the final theoretical and practical examination.
- (v) A subminimum of 40% for the theoretical paper examination and a subminimum of 50% for the practical examination are required to pass the specific paper.
- (vi) A supplementary examination is permitted.
- (vii) A special examination is permitted.
- (viii) An exit examination is permitted.

**(c) Practical (Terminating) (PR)**

- (i) Face-to-face.
- (ii) Open or closed book.
- (iii) Students need a predicate mark of 40% to be allowed into the practical examination.
- (iv) A subminimum of 50% in the examination is required to pass.
- (v) A supplementary examination is permitted.
- (vi) A special examination is permitted.
- (vii) An exit examination is permitted.

**(d) Computer Based (CB)**

- (i) Face-to-face or online.
- (ii) Open or closed book.
- (iii) A predicate mark of at least 40% is required for admission to the final examination.
- (iv) A subminimum of 40% is required in the examination.
- (v) A supplementary examination is permitted.
- (vi) A special examination is permitted.
- (vii) An exit examination is permitted.
- (viii) This is a test or examination conducted through the use of a computer as an integral part of the assessment. The assessment will naturally take place in a computer laboratory and the usual technical assistance has to be provided by the department concerned.

#### 4.5.9.3.2 Non-examination termination

The final integrated assessment opportunity is not an examination as a terminating assessment opportunity and these assessments are managed by academic departments.

**(a) Theoretical (non-examination terminating) (CE)**

- (i) Face-to-face or online.
- (ii) Open or closed book.
- (iii) A supplementary assessment is not permitted after final publication of results.
- (iv) A special assessment is not permitted after final publication of results.
- (v) An exit assessment is not permitted.
- (vi) This is a series of assessment opportunities, which culminates in a final mark.



**(b) Practical (non-examination terminating) (PA)**

- (i) Face-to-face or online.
- (ii) Open or closed book.
- (iii) A supplementary assessment is not permitted after final publication of results.
- (iv) A special assessment is not permitted after final publication of results.
- (v) An exit assessment is not permitted.
- (vi) This is the final integrated assessment of a module that is primarily of a practical nature, and the assessment takes place at defined intervals.

**(c) Project (PJ)**

- (i) Face-to-face or online.
- (ii) Open or closed book.
- (iii) A supplementary assessment is not permitted after final publication of results.
- (iv) A special assessment is not permitted after final publication of results.
- (v) An exit assessment is not permitted.
- (vi) The final assessment opportunity must be a submitted project.

**4.5.10 CIRCUMSTANTIAL REASSESSMENT**

- 4.5.10.1 Although TUT deals with care and responsibility with the receipt, distribution and safekeeping of examination scripts, documents or objects for practical examinations, disks or micro-disks, as well as portfolios, reports, scripts, dissertations and theses, the University does not assume any responsibility for such examination material being lost, stolen or destroyed. In case that happens, the University reserves the right to request a student to be re-assessed.
- 4.5.10.2 Should there be any doubt about the validity of the circumstances under which a student took an examination, the University reserves the right to request that the student be re-assessed.

## 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 9 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 In instances where the University functions as a place of learning and a place of work, e.g. clinics and/or centres owned by the University and managed by the same academic department that offers the WIL modality (particularly in the cases of work-based learning and service learning), the role and responsibilities of the University and/or academic department as a place of learning is clearly distinguished from the University as a place of work.

- 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 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. Registration must take place during the specific block/semester the student is employed.
- 5.11** The University may not claim subsidy for WIL modules/subjects. All WIL modules/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 the University.
- If, however, such a student requires only one or two modules/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** **“Simulations” or Virtual Learning Environments** means a set of teaching and learning tools designed to enhance a student’s learning experience by including computers and the internet in the learning process.
- 5.15** **“Simulated learning”** means learning through an activity that involves the imitation of the real world in the University. The act of simulating something entails representing certain key characteristics of the selected workplace and includes things such as laboratories, patient models, mock meetings, flight simulations, role play and artistic productions.
- 5.16** 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 module/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.
- 5.17** 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

## CHAPTER 6

### CREDIT ACCUMULATION AND TRANSFER

#### 6.1 DEFINITIONS

In this chapter, unless otherwise indicated –

##### 6.1.1 “Accredited institution of higher education” means one of the following:

- A South African public institution of higher education;
- A private provider of higher education, registered with the Registrar of Private Higher Education Institutions;
- International accredited institutions of higher education, which are accredited by their governments as higher education institutions; or
- A South African college for Further Education and Training accredited as a provider with Umalusi, the Council for Quality Assurance in General and Further Education and Training.

##### 6.1.2 “Assessment” means the systematic evaluation of a student’s ability to demonstrate the achievement of the learning goals intended in a curriculum.

##### 6.1.3 “Credit” refers to the measure of the volume of learning required for an NQF qualification, quantified as the number of notional study hours required for achieving the outcomes specified for the qualification.

##### 6.1.4 “Credit accumulation” means the totalling of relevant credits toward the completion of a qualification.

##### 6.1.5 “Credit accumulation and transfer” (CAT) means the arrangement whereby the diverse features of both credit accumulation and credit transfer are combined to facilitate lifelong learning and access to the workplace.

##### 6.1.6 “Curriculum” means the requirements for student achievement of a qualification or part-qualification in terms of knowledge, skills, and where relevant, also work experience.

##### 6.1.7 “Exemptions” means the exemption from compatible modules/subjects or qualifications, which the student had obtained through formal learning, and which correspond with current modules/subjects or qualifications, in order to prevent the student from repeating them for the purpose of obtaining a qualification. Exemptions are granted to students who have passed modules/subjects at a recognised higher education institution other than the Tshwane University of Technology.

##### 6.1.8 “Exit-level module/subject” (HEQSF) means a module/subject that is offered at:

- (a) NQF Level 5 in the Higher Certificate;
- (b) NQF Level 6 in the Advanced Certificate;
- (c) NQF Level 6 in the Diploma;
- (d) NQF Level 7 in the Advanced Diploma;
- (e) NQF Level 7 in the Bachelor’s Degree;
- (f) NQF Level 8 in the Postgraduate Diploma;
- (g) NQF Level 8 in the Bachelor Honours Degree;
- (h) NQF Level 8 in the Professional Bachelor’s Degree;

- (i) NQF Level 9 in the Master's Degree;
- (j) NQF Level 9 in the Professional Master's Degree;
- (k) NQF Level 10 In the Doctoral Degree; and
- (l) NQF Level 10 In the Professional Doctoral Degree

- 6.1.9 **“Formal learning”** means learning that occurs in an organised and structured education and training environment and that is explicitly designated as such. Formal learning leads to the awarding of a qualification or part-qualification registered on the NQF.
- 6.1.10 **“National Qualifications Framework (NQF)”** means a comprehensive system approved by the Minister of Higher Education and Training for the classification, registration, publication and articulation of quality-assured national qualifications.
- 6.1.11 **“Part-qualification”** means an assessed unit of learning that is registered as part of a qualification.
- 6.1.12 **“Programme”** means the structured and purposeful set of learning experiences that leads to a qualification.
- 6.1.13 **“Qualification”** means a registered national qualification consisting of a planned combination of learning outcomes which has a defined purpose, intended to provide qualifying students with applied competence and a basis for further learning and which has been assessed in terms of exit-level outcomes, registered on the National Qualifications Framework (NQF) and certified and awarded by a recognised institution.
- 6.1.14 **“Recognition”** means the recognition of compatible modules/subjects or qualifications, which the student had obtained through formal learning, and which correspond with current modules/subjects or qualification, in order to prevent the student from repeating them for the purpose of obtaining a qualification. Recognitions are granted internally to students who have passed modules/subjects at the Tshwane University of Technology.
- 6.1.15 **“Recognition of Prior Learning (RPL)”** means the principles and processes through which the prior knowledge and skills of a person are made visible, mediated rigorously assessed and moderated for the purposes of alternative access and admission, recognition, or further learning development.
- 6.1.16 **“Module/subject”** means a study unit by means of which a curriculum of an approved qualification is constructed and prescribed to students in the form of a module/subject or any other study unit, identified by a name and a unique alpha-numerical code.
- 6.1.17 **“Module/subject credits”** means NQF credits.
- 6.1.18 **“University”** means the Tshwane University of Technology (TUT), as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended; and
- 6.1.19 **“Work-Integrated Learning (WIL)”** means a structured form of experiential learning in a qualification that focuses on the application of theory at an authentic workplace or in a simulated, non-work-based context, and which meets the specific competencies needed for obtaining a qualification, being therefore linked to the acquiring of credits and being aimed at the development of a range of skills that will render the qualifying student employable.

## 6.2 LIST OF ACRONYMS

CAT	Credit and Accumulation Transfer
CHE	Council of Higher Education
DHET	Department of Higher Education and Training
FCTL	Faculty Committee for Teaching and Learning
HEQSF	Higher Education Qualifications Sub-Framework
NQF	National Qualifications Framework



RPL	Recognition of Prior Learning
SCTL	Senate Committee for Teaching and Learning
TVET	Technical Vocational Education and Training
TUT	Tshwane University of Technology
WIL	Work-Integrated Learning

### 6.3 RULES

- 6.3.1 Credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for the same or a different qualification. The contents of the two (2) module/subjects should overlap at least 70% and the assessment contents should coincide in all cases. Such requests for exemptions must be recommended by the head of the department and approved by the FCTL.
- 6.3.2 Only applications from admitted TUT students will be considered for CAT.
- 6.3.3 A student must apply for CAT on the prescribed form and in accordance with the rules and procedures for processing CAT applications.
- 6.3.4 CAT shall be considered on the basis of individual modules/subjects.
- 6.3.5 Successes attained in more than one (1) module/subject may be combined for CAT in respect of obtaining credit in one (1) module/subject only.
- 6.3.6 NQF levels of the corresponding module/subject at Tshwane University of Technology and the module/subject presented for CAT will be considered during decision making. CAT, in respect of a module/subject, may not be granted on the basis of a module/subject that has been passed on a lower level, unless 70% of the contents of the two modules/subjects overlap, and assessment contents coincide. This refers to the relevant spread of cognitive levels, namely remember, understand, apply, analyse, evaluate and create – depending on the level of the module/subject.
- 6.3.7 There must be at least a 70% overlap in cognitive levels and content between the syllabi of the module/subject passed and the corresponding TUT module/subject.
- 6.3.8 CAT of a module/subject may only be used once for the issuing of a qualification.
- 6.3.9 Successes attained more than five (5) years before the student's first registration for the qualification concerned, will not be considered by the FCTL and may follow the Recognition of Prior Learning (RPL) process. Individual cases will, however, be considered on merit, if there is at least a 70% overlap in cognitive levels and content between the syllabi of the subject/module passed.
- 6.3.10 A student who has passed modules/subjects at a recognised higher education institution other than the Tshwane University of Technology, may obtain exemption for a maximum of 50% of the credits of the modules/subjects, including 50% of the credits of the exit-level modules/subjects that are required for the qualification for which he or she wishes to enroll, provided that those modules/subjects meet the requirements contained in the regulations for CAT. These exemptions are only applicable for complete qualifications.
- 6.3.11 A student who has passed modules/subjects at the Tshwane University of Technology may, in the case of an unfinished qualification obtain recognition once only for all the applicable modules/subjects. The student shall forfeit such subjects/modules as credits for the original qualification.
- 6.3.12 A maximum of 50% of the credits of a completed qualification may be transferred to another qualification, provided also that no more than 50% of the credits required for the other qualification are credits that have been used for a completed qualification.
- 6.3.13 Applications for CAT must be accompanied by an official academic record and certificate of conduct, as well as the syllabi of the higher education institution where the credits were obtained.

- 6.3.14 The prescribed, non-refundable exemption administration fee must be paid prior to the submission of an application for exemption.
- 6.3.15 Recognition of modules/subjects is free of charge. An exemption fee is payable per module/subject for all approved module/subject exemptions.
- 6.3.16 CAT shall only be considered in respect of successes obtained at the South African public higher education institutions, private providers and TVET Colleges registered with the Department of Higher Education and Training (DHET). The recognised qualifications and institutions are listed in the register for private higher education institutions, available on [www.dhet.gov.za](http://www.dhet.gov.za).
- 6.3.17 Credits obtained at a foreign or international institution will only be considered if the student passed corresponding modules/subjects at an institution that is accredited and listed in the International Handbook of Universities and/or Commonwealth Universities Yearbook.
- 6.3.18 The qualification and institution must have been accredited at the time that the module/subject offered for CAT, was obtained.
- 6.3.19 Learning based on experience and learning acquired in non-accredited qualifications and/or institutions, as well as on subsidised certificate qualifications, can only be converted to credits by means of RPL and are not dealt with in this policy.
- 6.3.20 Standard recognition of modules/subjects should be included in the phase-out plan of a qualification that will be replaced by a new qualification, which will serve at the Senate Committee for Teaching and Learning (SCTL) for approval.
- 6.3.21 Credits can only be transferred if they form part of the curriculum of the qualification for which the student has been enrolled.
- 6.3.22 Credits obtained from studies that do not lead to a full qualification (for example, non-degree studies comprising modules or courses that are part of a programme which normally leads to qualifications registered on the HEQSF) will be considered for credit accumulation and transfer mechanism towards relevant TUT qualifications.
- 6.3.23 Short learning programmes offered outside the HEQSF are non-credit bearing and, thus, individuals who register for and attend such short learning programmes are not awarded credits against any level on the National Qualification Framework (NQF). This means no credit will be accumulated and/or transferred from such short courses. However, the learning acquired counts for RPL.
- 6.3.24 Credits cannot be transferred to more than one qualification within the Tshwane University of Technology. Credits may not be duplicated.
- 6.3.25 Credits will not be considered for phased-out qualifications, i.e. that can no longer be issued, and that have not been replaced by any new qualifications.
- 6.3.26 CAT cannot be obtained for a mini-dissertation, dissertation or thesis.
- 6.3.27 **Work-Integrated Learning**
- 6.3.27.1 CAT, on the grounds of completed WIL, may be granted for a maximum of one (1) WIL registration period. If a qualification consists of only one (1) WIL registration period, no CAT will be considered.
- 6.3.27.2 Exemption from WIL shall be considered only if such learning had been completed in the service of an accredited employer, as approved by the relevant academic department.
- 6.3.27.3 A student who did WIL at an employer while he or she was a registered student at another public institution for higher education, may obtain CAT for the WIL, subject to the provisions of the CAT rules, and subject to the permission of the head of the academic department.



- 6.3.28 CAT that was approved and issued erroneously by TUT shall not be valid and shall be withdrawn. Any documents issued to the student shall be returned to the University on request.

## CHAPTER 7

### DISCONTINUATION OF STUDIES

#### 7.1 DEFINITIONS

In this chapter, unless otherwise indicated –

- 7.1.1 **"Academic Administration"** means the environment within the Registrar's portfolio, which deals with registration or admission-related matters on the various TUT campuses.
- 7.1.2 **"Discontinuation of studies"** means the total (complete) cancellation of studies (programme and instructional offerings/subjects) after a student has officially registered for a particular academic term.
- 7.1.3 **"Qualification"** means a registered national qualification consisting of a planned combination of learning outcomes, which has a defined purpose, intended to provide qualifying students with applied competence and a basis for further learning and which has been assessed in terms of exit level outcomes, registered on the National Qualifications Framework (NQF) and certified and awarded by a recognised institution.
- 7.1.4 **"Registration"** means the formal administrative process during which the academic information of a student who is continuing his or her studies is recorded and the fixed fees are paid, after which his or her official status as a student of TUT is confirmed.
- 7.1.5 **"University"** means the Tshwane University of Technology (TUT), as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

#### 7.2 RULES

- 7.2.1 Applications for the discontinuation or cancellation of studies should be submitted to Academic Administration on a prescribed form signed by the head of the academic department, including reasons for cancellation. Applications for the discontinuation or cancellation of studies could also be submitted online, through the TUT website, in which case no form needs to be completed, provided the online application is submitted before the closing date for cancellation. Reimbursement and/or reductions in respect of accommodation fees may be considered, depending on the circumstances and the date on which TUT receives a written application for the discontinuation of studies (Refer to the rules and regulations for residences of TUT).
- 7.2.2 Reimbursement and/or reductions in respect of class/tuition fees shall be determined under an approved, predetermined scale of liability depending on the date on which Academic Administration receives a written application, or an online application through the TUT website, for the discontinuation of studies. (Refer to rules on the cancellation of credits in Part 9 of the TUT Prospectus: Students' Rules and Regulations: Student Fees).
- 7.2.3 Students should refer to the University Prospectus (Part 9), to ensure that they understand financial liabilities that may apply due to discontinuation of studies.
- 7.2.4 A student who discontinues studies and fails to formally cancel registration will be deemed to have failed all the subjects registered for the academic term concerned and will be liable for all the fees raised.

- 7.2.5 If a student submits his or her application for the discontinuation of studies in time, the academic term concerned shall not be considered to form part of the period of study if the student should apply for readmission.
- 7.2.6 A student who discontinues, or interrupts, his or her studies forfeits his or her status as a registered student of the University. To resume studies, the student must re apply for admission to the intended qualification online, through the TUT Website, before the official closing date for admission.
- 7.2.7 Should the rules and regulations in terms of which a curriculum was drawn up be amended, a student who has cancelled his or her registration shall be deemed to have interrupted his or her studies. (Refer to the Policy on Registration).
- 7.2.8 A student who has interrupted his or her studies shall forfeit the right to complete his or her studies in terms of the old rules and regulations. (Refer to the Policy on Registration).
- 7.2.9 A student should ascertain whether the qualification for which he or she was registered has been reviewed before he or she applies for readmission.
- 7.2.10 The official cancellation date, in cases where the application for the discontinuation of studies is submitted in person, shall be the date on which the Academic Administration receives the application signed by the head of the academic department. In cases where the application is submitted online through the TUT Website, or sent by mail, the date on which Academic Administration receives the application, shall apply.
- 7.2.11 The official cancellation date, in cases where the application for the discontinuation of studies is submitted in person, shall be the date on which the Academic Administration receives the application signed by the head of the academic department. In cases where the application is submitted online through the TUT website, or sent by mail, the date on which Academic Administration receives the application, shall apply.
- 7.2.12 A student must ascertain whether the qualification for which he or she was registered has been reviewed before he or she re-registers.
- 7.2.13 See **rule 3.1.14**.

### **7.3 FINAL ACADEMIC CANCELLATION DATES**

Please refer to Part 9: Students' Rules and Regulations: Student Fees for cancellation credits.

#### **7.3.1 First-semester modules/subjects**

- Undergraduate and structured magister technologiae or master's modules/subjects, excluding MBA - please see the Important Dates for the Academic Year in this Part of the Prospectus.
- All block programmes - within two (2) weeks after the commencement of the block.
- Work-Integrated Learning - within two (2) months after registration, only with the approval of the Head of the Department.

#### **7.3.2 Second-semester modules/subjects**

- Undergraduate and structured magister technologiae or master's modules/subjects, excluding MBA - please see the Important Dates for the Academic Year in front of this Part of the Prospectus.
- All block programmes - within two (2) weeks after the commencement of the block.
- Work-Integrated Learning - within two (2) months after registration, only with the approval of the Head of the Department.



### 7.3.3 Year modules/subjects

- Undergraduate and structured Magister Technologiae or Master's modules/subjects, excluding MBA - please see the Important Dates for the Academic Year in front of this Part of the Prospectus.
- All block programmes - within two (2) weeks after the commencement of the block.
- Work-Integrated Learning - within four (4) months after registration, only with the approval of the Head of the Department.

## CHAPTER 8

### POSTGRADUATE STUDENTS

#### 8.1 POSTGRADUATE STUDIES

It is the policy of the Tshwane University of Technology to ensure that effective and quality supervision at postgraduate level is provided by qualified supervisors.

The Tshwane University of Technology (TUT) offers the following postgraduate programmes:

- Bachelor Honours
- Postgraduate Diploma
- Master's Degree
- Doctoral Degree

#### 8.2 APPLICATION FOR ADMISSION AND REGISTRATION

- 8.2.1 Prospective students for postgraduate studies must apply for admission to the relevant programmes and academic departments before the official closing date.
- 8.2.2 Admission to all programmes is subject to evaluation as approved in the Policy. No prospective student will be allowed to register for any programmes without prior evaluation.
- 8.2.3 Registration for a postgraduate degree takes place before a set closing date for postgraduate registration.
- 8.2.4 All students must register for each academic year within the registration period and must make the required initial payment.
- 8.2.5 Registration as a student is valid for one (1) academic year only. Should a student fail to register for the subsequent academic year, he or she has to apply for re-admission, register and pay the full amount (module/subject fee) required again.
- 8.2.6 An annual administration fee is payable in respect of each period of registration until the student has completed his or her programme.
- 8.2.7 It is a student's own responsibility to register each year. Only registered students may receive service from their supervisors.

#### 8.3 ADMISSION REQUIREMENTS

The Tshwane University of Technology (TUT) offers the following postgraduate programmes:

- Bachelor Honours
- Postgraduate Diploma
- Master's degrees
- Doctoral degree

### 8.3.1 Bachelor Honours

The minimum admission requirement for the Bachelor Honours degree is an appropriate Bachelor's degree, or an appropriate Advanced Diploma, or an appropriate Baccalaureus Technologiae, refer to relevant Faculty Prospectus admission requirements.

### 8.3.2 Postgraduate Diploma

The minimum admission requirement for the Postgraduate Diploma is an appropriate Bachelor's Degree, or an appropriate Advanced Diploma, or an appropriate Baccalaureus Technologiae, refer to relevant Faculty Prospectus admission requirements.

### 8.3.3 Master's degrees

The minimum admission requirement for the master's degree (NQF Level 9) is an appropriate bachelor's degree (NQF Level 8), or a bachelor honours degree (NQF Level 8), or a postgraduate diploma (NQF Level 8), refer to relevant Faculty Prospectus admission requirements.

### 8.3.4 Doctoral degree

A student will not be permitted to enrol for a doctoral degree (NQF Level 10) unless he or she is already in possession of a master's degree (NQF Level 9) or an equivalent qualification in a relevant study field. For admission to specific doctoral qualifications, refer to relevant Faculty Prospectus admission requirements.

Please note that prospective students must consult the relevant section of the latest Prospectus, as well as the publication *Students' guidelines for postgraduate study*.

## 8.4 DURATION OF QUALIFICATION

8.4.1 Unless explicitly stated otherwise, the minimum period of study for a bachelor honours degree and postgraduate diploma programmes, is one (1) academic year and the maximum is two (2) academic years.

8.4.2 The period of study allowed for a master's degree is a minimum of one (1) and a maximum of three (3) academic years.

8.4.3 The period of study for a structured master's degree will vary depending on the structure of the programme.

8.4.4 The period of study for a doctorate is a minimum of two (2) and a maximum of five (5) academic years.

8.4.5 The readmission of a student who has already been registered for the maximum number of years and who has not yet completed his or her studies will be permitted only after the Head of the Department has interviewed the student, and the Faculty Committee for Postgraduate Studies has given written permission for further registration. After approval of extension, re-registration fees are payable annually by postgraduate students. The stipulations of **rules 8.2.4** and **8.2.5** also apply.

## 8.5 DEFINITIONS

In this chapter, unless otherwise indicated –

8.5.1 **“status”** means the recognition granted to an applicant to register for a programme if the applicant is not the holder of the required admission qualification or an equivalent qualification, but is the holder of another qualification on the same NQF Level as that of the prerequisite qualification;

8.5.2 **“equivalent qualification”** means a qualification, completed at an accredited institution of higher education, which is not identical to the admission requirements of the programme but which is evaluated to be on the same NQF Level, and of which the study content overlaps by at least 70% with that of the set admission requirement qualification; and



8.5.3 “accredited institution of higher education” means one of the following:

- A South African public institution of higher education.
- A private provider of higher education, registered with the Registrar of Private Higher Education Institutions in accordance with section 54(2)(a)(i) of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.
- An internationally accredited institution of higher education, accredited by its government as an institution of higher education, that is included in relevant handbooks (such as the International Handbook of Universities, published in association with the International Association of Universities).

## 8.6 RULES

Please refer to Chapter 30 for the applicable rules.

## 8.7 APPROVAL AND REGISTRATION OF A PROJECT

Please note that the relevant instructions and procedures are contained in the publication *Students' guidelines for postgraduate study*, which is available on request.

8.7.1 For postgraduate degrees, prospective students must first apply for admission to TUT Admissions Office, and then do the abstract (pre-registration evaluation) to get clearance to register.

8.7.2 After the Departmental Research Committee and Innovation (DRCI) has accepted a provisional project, the student may register, keeping in mind the provisions of **rule 8.2.1**.

8.7.3 Registered students who have not yet passed a research methodology module/subject will have to complete it, in consultation with the Head of the Department.

8.7.4 After clearance to register, the student must submit the full research proposal to the Departmental Research Committee within reasonable time. The student and the supervisor will be required to submit a progress report every six months.

## 8.8 DISSERTATION OR THESIS

8.8.1 After assessment, the student must make the corrections as required by the supervisor and then prepare one (1) electronic copy. The copy, accompanied by the declaration of completion of studies, and a draft scholarly article for publication in a peer-reviewed journal (master's) or copies of at least two (2) scholarly articles that have already been submitted for publication in a peer-reviewed journal (doctorate) must be handed in to the DRC for submission to the Faculty Committee for Postgraduate Studies.

8.8.2 When the student has progressed with the project to the satisfaction of his or her supervisor, the soft-bound copy of the thesis or dissertation must be prepared. The dissertation or thesis must be typed, and the layout must be the final version, which must comply with the set guidelines.

8.8.3 The editing and the technical standard of the dissertation are the responsibility of the student and must comply with the norms contained in the publication *Guidelines for the preparation of dissertations and theses*.

8.8.4 **Closing dates:** 31 March for the Spring graduation ceremonies.  
31 October for the Autumn graduation ceremonies.

8.8.5 These copies must be handed in before one of the following dates in order for the qualification to be conferred at the next graduation ceremony:

- Before 31 July for the Spring graduation ceremonies.
- Before 28 February for the Autumn graduation ceremonies.

## 8.9 PASS REQUIREMENTS

- 8.9.1 A student will pass a module/subject that has been set for a postgraduate programme, such as Bachelor of Honours, Postgraduate Diploma and Structured Master's degree by obtaining a pass mark, or a final mark of 50% or more for that module/subject, subject to the provisions of the rules in Chapter 4 and by obtaining a final mark of 50% or more for a module/subject with its own alpha-numerical code, subject to the provisions that he or she obtains the required subminimum of 40% in the assessment, or according to faculty specifications for the structured master's degrees.
- 8.9.2 A student will pass a module/subject with distinction by obtaining a final mark of at least 75% in that module/subject. This implies that each separate module should also have been passed with a mark of at least 75% (refer to Chapter 4).
- 8.9.3 Students must obtain a pass mark in a research report, dissertation or thesis.
- 8.9.4 The format of a dissertation or thesis must be according to the guidelines, the language must be edited, and it must be compiled and produced in accordance with the guidelines contained in the publication *Guidelines for the preparation of dissertations and theses*.

## 8.10 REQUIREMENTS FOR GRADUATION

### 8.10.1 Research-based master's degrees

In order to be awarded a research-based master's degree, a student has to comply with the following requirements:

- At least one (1) scholarly article, should already have been submitted for publication to a DHET-accredited journal, with written proof that the accredited journal has received the article (to be handed in with the final dissertation).
- A dissertation to be assessed and passed by two (2) external assessors.

### 8.10.2 Structured master's degrees

In order for a student to pass the mini-dissertation, it has to be examined and passed by two (2) external assessors.

### 8.10.3 Doctorates

In order to be awarded a doctorate, a student has to comply with the following requirements:

- Copies of at least two (2) scholarly articles that have already been submitted for publication in an accredited or peer-reviewed journal (proof that the articles have been received must be handed in with the copies of the final version or legal deposit copy of the thesis).
- A thesis to be assessed and passed by two (2) external assessors.
- A successful defence of the thesis.

Please note that faculties may add their own requirements, as approved by the Senate. All requirements must be clearly stated in the Prospectus of each faculty.

## 8.11 CESSION OF COPYRIGHT AND PUBLICATION OF DISSERTATION OR THESIS

The copyright on a dissertation or thesis that is submitted to TUT in fulfilment or partial fulfilment of the requirements for a master's degree or doctorate shall vest in the University, irrespective of whether such dissertation or thesis is accepted or not.

- (a) The copyright should therefore be ceded. On registration, it is pointed out to the student that, on signing the form (PGS010), the entire copyright is ceded to TUT, unless if, in exceptional circumstances, exemption from cession of copyright is applied for and granted. Fully substantiated reasons must be submitted with applications for exemption.
- If a dissertation or thesis is not accepted, the student may apply to the University for the ceding of copyright back to him or her.



- (b) No dissertation or thesis or any part thereof, including any summary of the dissertation or any part thereof, shall be printed or published without the permission of the Registrar. Such permission may be granted, subject to –
- reference being made in the published work to it having been submitted to TUT in the form of a dissertation or thesis;
  - one or more copies of the published work being handed in at the University; and
  - such changes being effected as may be recommended by the supervisor, examiners or others, and such other conditions being met as the University may deem fit from time to time.

If permission is granted to a student to publish his or her dissertation or thesis, the publication of the work must be carried out in consultation with his or her supervisor.

## 8.12 RIGHT TO APPEAL

8.12.1 Postgraduate candidates who are not satisfied with the outcome of the final marks for their research reports, dissertations or theses may submit written appeals to the Executive Dean of the Faculty concerned.

8.12.2 The Executive Dean of the Faculty and the relevant Head of the Department will decide on the merit of an additional assessment option. Where an additional assessment is introduced, no further assessments will be conducted after the calculation of a new fixed mark.

# CHAPTER 9

## ISSUING OF CERTIFICATES, DIPLOMAS AND DEGREES

9.1 A certificate, diploma or degree will be issued to a student who meets the requirements for obtaining such a qualification. A qualification means a formal recognition and certification of learning achievements awarded by an accredited provider. It also signifies and formally certifies the demonstrated achievement by a student of a planned and purposeful combination of learning outcomes at a specified level of performance.

9.2 Certificates, diplomas and degrees will only be conferred on the dates of the University's official graduation ceremonies. Candidates who cannot attend these graduation ceremonies may collect their certificates with proof of identification, and if all the fees are paid after the date of the ceremony.

9.3 Original qualification certificates **will not** be reissued to students in cases where the original documents have been lost, damaged or destroyed. Only a duplicate qualification statement will be issued.

9.4 Qualifications are conferred *cum laude* in the following cases:

To obtain a qualification *cum laude*, the average mark for all modules/subjects, including exit-level modules/subjects, or the final mark for dissertation or mini-dissertation, must add up to 75%.

(i) If a student passes all the set modules/subjects in the first examination. A student may not fail an examination in any modules/subjects at any level in the programme of his or her studies in respect of a qualification. An aegrotat or special examination is also seen as a first examination if it is the student's first attempt to pass the modules/subjects.

(ii) If a student passes a qualification with the option of modules/subjects with an average of at least 75% for all required modules/subjects, as well as an average of at least 75% for the required modules/subjects at exit level.

(iii) If, in respect of a qualification with the option of a dissertation, such as a magister technologiae, master's degree or a master's degree (Professional) a student obtains a final mark of at least 75% for the dissertation.

(iv) If, in respect of an option with modules/subjects and a mini-dissertation, such as a magister technologiae, master's degree or a master's degree (Professional) a student obtains an average mark of at least 75% for all the required modules/subjects, as well as a final mark of at least 75% for the mini-dissertation.

- 9.5** A doctor technologiae, doctoral degree or a doctoral degree (Professional) is not awarded with distinction. A student's results are published as "pass" or "fail".
- 9.6** A certificate, diploma, degree, examination result or academic report issued erroneously by the University is not valid and must be returned to the University.
- 9.7** Any person who forges a certificate, diploma, degree or statement issued by the University, or submits any forged documents to the University, is guilty of misconduct.
- 9.8** Only the Registrar may issue a letter confirming that a student meets all the requirements of a certificate, diploma or degree.
- 9.9** A candidate will be entitled to all the privileges associated with the qualification only after it has been officially awarded at a graduation ceremony of the University.
- 9.10** A qualification certificate will be issued only in the name(s) and surname of the student as indicated on the admission documentation pertaining to the qualification awarded.
- 9.11** A candidate who has complied with the academic requirements for the issuing of a qualification and has outstanding fees will be invited to the graduation ceremony, but -
- the certificate will be withheld;
  - the academic record will be blocked by the Certification Management Office; and
  - no qualification verification will be done for external stakeholders.

**9.12 CLOSING DATES FOR GRADUATION CEREMONIES:**

9.12.1 Closing date for Autumn graduation ceremonies: 28 February.

9.12.2 Closing date for Spring graduation ceremonies: 31 August.

**9.13** A candidate who has complied with the academic requirements for the issuing of a qualification before the teach-out (phase-out) date but failed to graduate due to outstanding admission documents or any unforeseen circumstances shall submit an application for the issuing of such a qualification to the Certification Management Office. The application shall be forwarded to the relevant faculty for consideration and referred to Senate for approval.

A phased-out qualification can still be issued on condition that the programme is still accredited and actively registered on the NQF by SAQA. It remains the responsibility of the student to familiarise him- or herself with the phased out-dates of the qualification as well as NQF registration as supplied by TUT.

A candidate who failed to comply with the academic requirements for the issuing of a qualification before the teach-out (phase-out) date due to poor academic performance or interruption of studies will forfeit the right to complete his or her studies in terms of the rules of the teach-out (phase-out) qualification. The student will be transferred over to the reviewed programme on condition he or she complies with all the admission requirements of the reviewed programme. The student also has to apply for exemption of the applicable modules/subjects' credits.



## CHAPTER 10

### MEDIUM OF INSTRUCTION

- 10.1 It is the policy of the Tshwane University of Technology (TUT) to use English as the primary language of teaching, instruction, communication and documentation.

## CHAPTER 11

### CONTAGIOUS DISEASES

- 11.1 In terms of section 45 of the Health Act, 1977 (Act No. 63 of 1977), the medical conditions below are notifiable. The Tshwane University of Technology (TUT) must therefore be informed in writing of such medical conditions without delay.
- Acute rheumatic fever
  - Anthrax
  - Brucellosis
  - Cholera
  - Congenital syphilis
  - Diphtheria
  - Food poisoning (outbreaks of more than four persons)
  - Haemorrhagic fevers of Africa (Congo fever, Dengue fever, Ebola fever, Lassa fever, Marburg fever, Rift Valley fever)
  - Lead poisoning
  - Legionellosis
  - Leprosy
  - Malaria
  - Measles
  - Meningococcal infections
  - Paratyphoid fever
  - Plague
  - Poisoning from any agricultural or stock remedy registered in terms of the Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947)
  - Poliomyelitis
  - Rabies (specify whether human case or human contact)
  - Rubella
  - Smallpox and any smallpox-like disease, excluding chickenpox
  - Tetanus
  - Tetanus neonatorum
  - Trachoma
  - Tuberculosis B
- (i) Pulmonary and other forms, except cases diagnosed solely on the basis of clinical signs and symptoms.
- (ii) In the case of any child younger than five (5) years with a significant reaction following tuberculin testing.
- Typhoid fever
  - Typhus fever (epidemic louse-borne typhus fever, endemic flea-borne typhus fever)
  - Viral hepatitis A, B, non-A, non-B and undifferentiated
  - Yellow fever

If a student suspects that he or she has a contagious or an infectious disease that may be transmitted to other people, and should he or she participate in any TUT activities, for example (without any limitations), accommodation in TUT residences, sitting for examinations or tests, or participation in TUT projects, sport or recreational activities, he or she must obtain medical advice and/or undergo the required treatment without delay.

Should such medical advice entail that the student has to withdraw from any or all TUT activities, he or she must act accordingly.

Should such a student fail to withdraw from the activity or activities in question, he or she must exempt TUT from any liability of any kind whatsoever, whether directly or indirectly, for the consequences of his or her failing to do so.

Should a student have suffered from a contagious or an infectious disease, or have been in contact with any person suffering from such disease, the student must submit a medical certificate to the Registrar, containing confirmation that the student may return to TUT without there being any danger of him or her infecting other students.

## CHAPTER 12

### ATTENDANCE OF LECTURES

#### 12.1 RULES

- 12.1.1 All TUT students are expected to attend and participate in contact and online classes, complete the assigned reading and writing assignments, complete assigned projects and practicals, and write all required assessments.
- 12.1.2 Regular class attendance and participation is the responsibility of each student, and it is expected that all TUT students shall attend and participate in classes for all their registered modules. Any student who fails to attend at least 80% of scheduled contact or online classes and/or fails to participate in at least 80% of monitored class activities, will be refused examination admission or admission to the summative assessment for the module concerned.
- 12.1.3 A student who (for whatever reason) cannot attend and participate in at least 80% of scheduled contact or online classes or activities of a particular module may apply to the academic Head of Department or Section Head for exemption. Such applications should be submitted prior to the closing date of registration so that a student can deregister a module, should exemption not be granted.
- 12.1.4 While the lecturers should seek, to the greatest extent possible, to make class attendance and participation requirements known to students, it is the responsibility of each student to be aware of and comply with the class attendance and participation requirements for each and every module he or she is registered for.
- 12.1.5 If there is proof of non-compliance with the class attendance and participation requirements, the Tshwane University of Technology reserves the right to refuse such a student examination admission or admission to summative assessments. If a student failed to get admission to the examination or the summative assessment as a result of non-compliance with the class attendance requirements, such student shall still be liable for full class fees.
- 12.1.6 Any absence, excused or unexcused, prevents students from getting the full benefit of the module and meeting the notional hours required to obtain module credits. To obtain the number of notional hours, the HEQSF-aligned module credits are multiplied by a factor of 10, i.e. 10 credits require at least 100 notional hours.



- 12.1.7 An absence, with or without an excuse, does not relieve a student of any module requirements. An excused absence is limited to absence related to medical conditions, family emergencies (such as funerals) and official university activities.
- 12.1.8 An excused absence related to medical conditions and family emergencies (such as funerals) must be supported by documentation to be presented to the lecturer prior to the student's absence or within two (2) working days upon the student's return to class. Appropriate supporting documentation should be provided for family emergencies.
- 12.1.9 In the case of official University activities, the apology must be submitted with the supporting documentation prior to the event.
- 12.1.10 In the event of illness or injury resulting in absence of more than two (2) consecutive days or class sessions, a medical certificate will be required. However, TUT reserves the right to demand a medical certificate at any time.
- 12.1.11 In all instances, it is the student's responsibility to request permission for absence from contact or online classes and to discuss how the absence will affect his or her ability to meet the module requirements. While the lecturers should seek, to the greatest extent possible, to be consistent with module requirements, to make reasonable accommodation for absence with acceptable excuse, students should recognise that not every module can accommodate absences, and neither will the absence relieve them from meeting module requirements.
- 12.1.12 If a student fails to comply with the class attendance and/or participation requirements, he or she will not qualify to write the exam or summative assessment regardless of the marks achieved in the module. A student who is of the opinion that the penalty received following violation of class attendance or participation requirements is not appropriate may, after consultation with the lecturer, appeal in writing to the academic Head of Department or Section Head at least three (3) days before the writing of the exam or summative assessment, and finally, to the Dean.
- 12.1.13 To be fair to all students, monitoring of class attendance and participation will commence upon the closing date of registration, but it does not mean that class attendance and participation prior to the registration date is not important.

## **CHAPTER 13**

### **PRESCRIBED BOOKS**

- 13.1 At the beginning of each academic semester or year, the lecturers concerned will provide all registered students with a list of set (prescribed) books.
- 13.2 All students are expected to obtain the relevant set books.
- 13.3 Study material is sent to all distance education students upon registration.

## **CHAPTER 14**

### **PRESCRIBED WORK AND CLASS TESTS**

- 14.1 Students must do all set (prescribed) work and write all class tests.
- 14.2 Students who register after classes have commenced may not claim any concession regarding lectures presented, tests written, etc. before they had registered.
- 14.3 A student must attend and participate in classes according to his or her registration, for example, according to campus, qualification, module/subject, block, semester.

- 14.4** (a) Students must regularly attend all lectures, group lectures, seminars, practical sessions and excursions that form part of their set study programme. The requirements of the Department of Higher Education and Training (DHET) in this regard must be complied with.
- (b) Individual faculties may include percentages in terms of attendance of lectures, if required. Individual faculties may set their own requirements for the attendance of lectures.
- (c) If there is proof of non-compliance with **rule 14.4(a)**, TUT reserves the right to cancel a student's registration.
- 14.5** In the event of illness or injury resulting in absence of more than two (2) consecutive days, a medical certificate must be submitted. However, TUT reserves the right to demand a medical certificate at any time.
- 14.6** Registered distance education students must submit an assignment per examination block, as required by the Department of Higher Education and Training (DHET).

## CHAPTER 15

### STUDENT DISCIPLINE

**Please note:**

Any student who contravenes the provisions of **rule 15.1** of the disciplinary code is guilty of misconduct and will be dealt with in terms of the disciplinary code for students. For the purposes of this disciplinary code, the word "University" refers to the Tshwane University of Technology (TUT).

#### **15.1 MISCONDUCT**

- The following actions, omissions and conduct by a student are regarded as misconduct:
- 15.1.1** Any statutory or common law offence or any attempt to commit such an offence or instigating another person to commit such an offence.
- 15.1.2** Conviction of any criminal offence during his or her period of study at the University, irrespective of the place where such offence took place.
- 15.1.3** Intentionally or negligently contravening or subverting, or attempting to contravene or subvert, or assisting, encouraging or persuading any other person to contravene or subvert a code, regulation, rule or instruction of the University.
- 15.1.4** Refusal to obey any fair or reasonable instruction or request of any statutory body, lecturer, member of the Students' Representative Council (SRC), any official or any person acting on behalf of the University, or any violation of such instruction or request within the framework of any rule, regulation or law applicable to the University.
- 15.1.5** Damaging, defacing, destruction, theft, being in possession of stolen property, housebreaking and theft, appropriation or alienation of University property or property controlled by the University, including that of another student, employee, visitor or person associated with the University, or any attempt to do so.
- 15.1.6** Using University property or any property controlled by the University or property of another student or a staff member without permission.
- 15.1.7** Bringing onto, or possession, using, selling or distribution of any alcoholic beverages and/or illicit drugs on University premises or premises controlled by the University or during any official excursion or tour without the permission of the Vice-Chancellor or any person delegated by him or her.
- 15.1.8** Being under the influence of alcoholic beverages or drugs while participating in the activities of the University or where the student may be identified with the activities of the University or any abuse of alcoholic beverages or drugs on University premises or premises controlled by the University.



- 15.1.9 Improper, disgraceful or indecent behaviour on any premises of the University or premises controlled by the University or at any other place where the student's behaviour is identifiable with or can possibly be identified with the University.
- 15.1.10 Any abusive, swearing or indecent act towards any employee, student or person associated with the University that is a violation of his or her dignity or body, either on the premises of the University or elsewhere.
- 15.1.11 Engaging in behaviour that may bring the image of the University into disrepute or any act that may be detrimental to or jeopardise the maintenance of discipline or which is detrimental to providing normal services, efficient tuition and the conducting of research.
- 15.1.12 Using violence against, or threatening or intimidating any person on any premises of the University or premises controlled by the University, or during participation in any University activity, or anywhere else where the student may be identified with the University.
- 15.1.13 Bringing onto the University premises, or possessing, pointing or handling a firearm or any other dangerous weapon, explosive or fuel without the necessary permission or the pretence that such weapon, explosive or fuel will be used on any premises of the University, or pointing a firearm at any person.
- 15.1.14 Helping or trying to help another student during a class test, examination or any form of assessment, or obtaining or trying to obtain help from another student during such test, examination or assessment, or the submission of any test, examination script or written assignment or any assessment of another student in his or her name.
- 15.1.15 Being in possession of any form of unauthorised notes, using or trying to use notes that have relevance, or any kind of resource during any test or examination, except where the supervisor or lecturer concerned has consented explicitly to such possession and/or use, or refusal to hand over such notes to the invigilator, or destroying or trying to destroy such notes in any way, or making notes during a test or examination on any object, ruler or pocket calculator, except as laid down and permitted.
- 15.1.16 Handing in any written assignment for assessment in which the essential parts of the assignment have been copied from the work of another person, or any form of plagiarism.
- 15.1.17 Reproduction or transmission in any form or manner, whether electronically or mechanically (including photocopying, recording or using any other form of information storage or retrieval), of any study guide, book, thesis, dissertation, article, examination paper, lecture, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorised in terms of the Copyright Act, 1978 (Act No. 98 of 1978), and unless the copyright owner's permission for the reproduction or transmission is obtained.
- 15.1.18 Making a deliberately false statement or furnishing false information to any University employee, official body, committee, any person associated with the University, Students' Representative Council or any student who is a student leader.
- 15.1.19 Furnishing false or erroneous information about the University to any person or body.
- 15.1.20 Forging any certificate, degree, diploma, document or statement of the University, or submitting any forged document to the University.
- 15.1.21 Any fraud committed on any premises of the University, or premises controlled by or associated with the University.
- 15.1.22 Financially mismanaging, misappropriating or misusing funds of the University or funds under the control of the University.
- 15.1.23 Using the student card of another student or an access card of another person or allowing another student or any person to use such a student card or access card to perform any action or obtain any benefit or service that can be performed or obtained with such a card.



- 15.1.24 Committing any act or form of harassment, sexual assault, racism, unfair discrimination or violation of the dignity or body of any employee, student or person associated with the University, or any mental prejudice or humiliation, or any form of initiation practice.
- 15.1.25 Participating in or organising unauthorised student actions that infringe on the activities of other students or destabilise the functioning of the University.
- 15.1.26 Being a member of or participating in the activities of any organisation, society or movement, of which the existence on campus has not previously been approved in terms of the applicable rules.
- 15.1.27 Arranging, organising, instigating, holding or participating in a political or protest demonstration on the University premises without the official approval of the University.
- 15.1.28 Affixing, distributing or displaying a banner, poster, notice, circular letter or pamphlet on University premises without obtaining prior consent thereto or without following the proper procedure as laid down in the rules concerned.
- 15.1.29 Encouraging or inciting a fellow student or any other person, or conspiring with another person to contravene any of the rules of the University.
- 15.1.30 Failing to report the misconduct of another student of which he or she is aware, or that he or she has witnessed.
- 15.1.31 The wrongful use, irresponsible handling, negligent or inconsiderate driving or damaging of any University vehicle, or any negligent or inconsiderate driving of a vehicle on the University premises or premises controlled by the University or elsewhere.
- 15.1.32 Illegally occupying, staying or sleeping in a room not officially allocated to him or her, or allowing any person to illegally occupy, stay or sleep in a room not officially allocated to him or her.
- 15.1.33 Openly displaying, distributing, making, downloading or viewing pornographic material, using either University property or private property, or participating in any pornographic activities on any University premises or premises controlled by the University.
- 15.1.34 Being involved in any act or form of corruption or bribery by either giving, receiving or offering any benefit which is not legally due to a University employee, student or other person associated with the University with the intention of influencing the University employee, student or other person associated with the University to commit an illegal act or to fail to perform his or her duties.

## **15.2 STUDENT DISCIPLINARY STRUCTURES**

The following student disciplinary structures exist:

- 15.2.1 The Disciplinary Appeal Committee.
- 15.2.2 The Academic Affairs Disciplinary Committee.
- 15.2.3 The Student Affairs Disciplinary Committee.
- 15.2.4 The Residence Affairs Disciplinary Committee.

## **15.3 DISCIPLINARY APPEAL COMMITTEE**

15.3.1 The Disciplinary Appeal Committee comprises the following members:

- (a) The Deputy Vice-Chancellor, designated by the Vice-Chancellor.
- (b) The Registrar or his or her proxy.
- (c) The President of the Central Students' Representative Council.
- (d) The Executive Dean of the Faculty concerned or his or her proxy.
- (e) The Executive Director of Student Affairs and Residence Operations or his or her proxy.



- 15.3.2 A quorum consists of three (3) members.
- 15.3.3 (a) The Deputy Vice-Chancellor is the chairperson of the Disciplinary Appeal Committee.  
 (b) In the absence of the Deputy Vice-Chancellor, the Registrar is the chairperson of the Disciplinary Appeal Committee.  
 (c) Notwithstanding the provisions of **rule 15.3.1**, the chairperson may co-opt an employee with a legal background to be a member of the Disciplinary Appeal Committee.
- 15.3.4 The Disciplinary Appeal Committee keeps a register of all the disciplinary measures it has imposed.
- 15.3.5 The functions of the Disciplinary Appeal Committee are –
- (a) to hear all cases of appeal, subject to **rule 15.5.5**;  
 (b) to review disciplinary measures falling outside the competence of any other disciplinary structure; and  
 (c) to review any decision of any other disciplinary structure that would result in expulsion.
- 15.3.6 The Disciplinary Appeal Committee reports its disciplinary measures to the Council.

#### **15.4 ACADEMIC AFFAIRS DISCIPLINARY COMMITTEE**

- 15.4.1 The Academic Affairs Disciplinary Committee comprises the following members:
- (a) A chairperson designated by the Vice-Chancellor.  
 (b) The head of the academic department concerned or his or her proxy.  
 (c) An employee designated by the Registrar.  
 (d) A representative of the Students' Representative Council, as designated by that Students' Representative Council.
- 15.4.2 A quorum consists of three (3) members.
- 15.4.3 Notwithstanding the provisions of **rule 15.4.1**, the chairperson may co-opt an employee with a legal background to be a member of the Academic Affairs Disciplinary Committee.
- 15.4.4 The provisions of **rule 15.3.4** apply, with the necessary changes, to the keeping of a register of disciplinary decisions and measures, as taken by the Academic Affairs Disciplinary Committee.
- 15.4.5 The functions of the Academic Affairs Disciplinary Committee are –
- (a) to hear all cases of alleged misconduct taking place during normal academic activities;  
 (b) to hear all cases of alleged misconduct in academic affairs relating to the classroom; and  
 (c) to hear all cases of alleged misconduct in academic affairs relating to tests and examination activities.
- 15.4.6 The Academic Affairs Disciplinary Committee reports its disciplinary decisions and measures to the Senate.

#### **15.5 STUDENT AFFAIRS DISCIPLINARY COMMITTEE**

- 15.5.1 The Student Affairs Disciplinary Committee comprises the following members:
- (a) A chairperson designated by the Vice-Chancellor.  
 (b) An employee designated by the Registrar.  
 (c) A representative of the Students' Representative Council, as designated by that Students' Representative Council.  
 (d) An employee designated by the Executive Director of Student Affairs and Residence Operations.
- 15.5.2 A quorum consists of three (3) members.

- 15.5.3 Notwithstanding the provisions of **rule 15.5.1**, the chairperson may co-opt an employee with a legal background to be a member of the Student Affairs Disciplinary Committee.
- 15.5.4 The provisions of **rule 15.3.4** apply, with the necessary changes, to the keeping of a register of disciplinary decisions and measures taken by the Student Affairs Disciplinary Committee.
- 15.5.5 The functions of the Student Affairs Disciplinary Committee are to hear all cases of alleged misconduct that bear no relation to academic activities or cases that bear no relation to classroom or examination activities.
- 15.5.6 The Student Affairs Disciplinary Committee reports its disciplinary decisions and measures to the Student Services Council.

**15.6 EMALAHLENI, MBOMBELA AND POLOKWANE CAMPUSES**

- 15.6.1 The Academic Affairs Disciplinary Committees at the above campuses comprise the following members:
  - (a) The head of the campus or his or her proxy.
  - (b) Two (2) employees designated by the head of the campus.
  - (c) A representative of the Students' Representative Council concerned, as designated by the Students' Representative Council.
- 15.6.2 The Head of the Campus concerned or his or her proxy is the chairperson of the Academic Affairs Disciplinary Committee.
- 15.6.3 The Academic Affairs Disciplinary Committee at the campus concerned reports its disciplinary decisions and measures to the Senate through the office of Student Judicial Services.
- 15.6.4 The Student Affairs Disciplinary Committee at the campus concerned comprises the following members:
  - (a) The head of the campus or his or her proxy.
  - (b) Two (2) employees designated by the head of the campus.
  - (c) A representative of the Students' Representative Council concerned, as designated by the Students' Representative Council.
- 15.6.5 The Head of the Campus concerned or his or her proxy is the chairperson of the Student Affairs Disciplinary Committee.
- 15.6.6 The Student Affairs Disciplinary Committee at the campus concerned reports its disciplinary decisions and measures to the Student Services Council through the office of Student Judicial Services.

**15.7 RESIDENCE AFFAIRS DISCIPLINARY COMMITTEE**

- 15.7.1 The Residence Affairs Disciplinary Committee comprises the following members:
  - (a) Chairperson: The residence adviser (residence adviser of another residence).
  - (b) Prosecutor: residence adviser/residence committee deputy chairperson or his or her proxy.
  - (c) Two (2) residence committee members - one (1) from another residence.
  - (d) Minute secretary: residence committee secretary of the residence concerned.
- 15.7.2 A quorum consists of three (3) members.
- 15.7.3 The residence advisor of another residence is the chairperson of the Residence Affairs Disciplinary Committee.
- 15.7.4 The Residence Affairs Disciplinary Committee keeps a register of disciplinary decisions and measures.
- 15.7.5 The function of the Residence Affairs Disciplinary Committee is to hear cases of alleged contravention of the rules pertaining to the operation, management or use of residence facilities.



## 15.8 RESIDENCE AFFAIRS APPEAL COMMITTEE

15.8.1 The Residence Affairs Appeal Committee comprises the following members:

- (a) Chairperson: HoD: Residences (HoD from another campus).
- (b) One (1) ARC member.
- (c) One (1) SRC member designated by the Students' Representative Council.
- (d) One (1) residence adviser of another residence.

15.8.2 A quorum consists of three (3) members.

15.8.3 The HoD: Residences (HoD from another campus) is the chairperson of the Residence Affairs Appeal Committee.

15.8.4 The Residence Affairs Appeal Disciplinary Committee keeps a register of the rulings.

15.8.5 The function of the Residence Appeal Committee is to hear all appeals on levels two (2) and three (3).

## 15.9 REPORTING OF ALLEGED MISCONDUCT

15.9.1 A charge of alleged misconduct should be laid in writing with the Head of Student Judicial Services within seven (7) days, or such period that is reasonable under the circumstances, of the date of the alleged misconduct, or within such period that is reasonable under the circumstances, of the date on which the alleged misconduct came to or should reasonably have come to the knowledge of the complainant.

15.9.2 The Head of Student Judicial Services or his or her proxy acts as the prosecutor.

- 15.9.3
- (a) The prosecutor, with the assistance of the University's investigating officers, investigates the charge of alleged misconduct where necessary and formulates the charge disclosed by the evidence in the course of such investigation.
  - (b) If the investigation is completed and the prosecutor is of the opinion that a case cannot be made, he or she may decline to proceed.
  - (c) Proceedings may be postponed for a period of two (2) days or, in exceptional cases, for such a period as the committee may deem reasonable –
    - if the student concerned asks for an opportunity to answer or prepare for an amended charge;
    - if the student concerned is absent due to illness;
    - if, in the opinion of the chairperson, the student concerned was not given sufficient time to prepare for the hearing;
    - in order to formulate a suitable finding; or
    - by a mutual agreement between the chairperson and the student concerned.
  - (d) The prosecutor may submit any documentary evidence at a hearing and call witnesses to substantiate the charge. A committee may admit a written statement of a witness, subject to the right of the accused student to dispute the content of such a statement.
  - (e) The student concerned or any witnesses called by him or her may be questioned by the prosecutor and members of the committees contemplated in **rules 15.2.2, 15.2.3 and 15.2.4.**
  - (f) A student who is charged with misconduct may personally or through his or her representative –
    - address a committee at the start of the proceedings to explain the basis of his or her defence;
    - question any or all of the witnesses called by the prosecutor;

- inspect any document or exhibit submitted as evidence at his or her hearing;
  - submit evidence him- or herself in support of his or her defence or in mitigation of sentence;
  - call witnesses in support of his or her defence or in mitigation of sentence; and
  - address a committee in defence or in mitigation of sentence after all the evidence has been submitted.
- (g) The committee must deliberate after the hearing and decide whether the accused student is guilty or not.
- (h) If the committee cannot reach a unanimous decision, a majority decision becomes the decision of the committee.
- (i) The chairperson has the right to make a ruling in all matters relating to the procedures of the hearing.
- (j) In the event of an equality of votes, the chairperson has a casting vote.
- (k) The chairperson informs the student concerned orally of the committee's decision, and also confirms it immediately in writing.
- 15.11.2 Subject to the provisions of **rule 15.3.5**, the decisions of the Academic Disciplinary Committee and the Student Affairs Disciplinary Committee are final.
- 15.11.3 Previous convictions of misconduct may be taken into consideration by a disciplinary committee in deciding on appropriate disciplinary measures.
- 15.11.4 Notwithstanding the provisions of **rule 15.11.1(a)**, the head of the campus in **rule 15.6** designates an employee to act as the secretary.
- 15.11.5 An accused student may be represented at the hearing by a fellow student or University employee.
- 15.11.6 The disciplinary hearing is conducted in camera. However, the chairperson may, in his or her discretion, allow any person who has an interest in the hearing to attend as an observer.
- 15.11.7 Subject to the provisions of **rule 15.11.6**, only the following persons will be allowed at the disciplinary proceedings:
- (a) Members of the disciplinary committee.
  - (b) The accused student.
  - (c) The representative of the accused student.
  - (d) The secretary of the disciplinary committee.
  - (e) An interpreter.
  - (f) A person called as a witness: provided that such a person should only be present when giving evidence.
- 15.11.8 If the behaviour of the accused student, a witness or any other person makes it impossible to conduct the proceedings or disrupts the proceedings of the disciplinary hearing, the chairperson may order such a person to leave the proceedings and proceed in his or her absence.
- 15.11.9 (a) The secretary takes minutes of the proceedings of a disciplinary committee and such minutes will be deemed to be the true and correct version of the proceedings of that committee until the contrary is proved.
- (b) The secretary may make an audio cassette recording of the proceedings of the hearing and such recording or minutes will be kept for a period of at least two years.
- 15.11.10 A student who does not wish to attend the hearing personally may submit a written statement that will be deemed to contain his or her entire testimony, and it will be deemed that he or she was afforded an opportunity to defend him- or herself.



## 15.12 DISCIPLINARY MEASURES

### 15.12.1 Academic Affairs Disciplinary Committee

The Academic Affairs Disciplinary Committee may take one or more of the following disciplinary measures or impose any of the following sanctions:

- (a) Issuing a reprimand.
- (b) Issuing a warning.
- (c) Imposing a suspended disciplinary measure or suspending a portion thereof or suspending the imposition of a disciplinary measure on such conditions as it deems appropriate.
- (d) Imposing expulsion.
- (e) Excluding the student from any or all lectures, tests or examinations in any or all modules/subjects.
- (f) Cancelling any modules/subjects, test, examinations or other marks, as well as year and semester marks.
- (g) Cancelling credits in any or all modules/subjects.
- (h) Refusing to issue a certificate.
- (i) Recommending to the Senate to cancel a qualification that has been formally awarded or conferred.
- (j) Excluding the student from any or all classrooms, test or examination rooms.
- (k) Excluding the student from any or all academic activities.
- (l) Discharging the student from any office or capacity in which he or she was appointed or to which he or she was elected.
- (m) Directing the student to apologise, orally or in writing, to any person or body in a manner determined by the Academic Disciplinary Committee.
- (n) Imposing forfeiture of a bursary or loan.
- (o) Referring the student to the Directorate of Student Development and Support for suitable remedial measures.
- (p) Taking any other appropriate, educationally justifiable disciplinary measures, to be confirmed by the Disciplinary Appeal Committee.
- (q) Imposing the forfeiture of any right or privilege he or she is entitled to as a registered student.
- (r) Sending a letter confirming the finding, as well as the disciplinary measures imposed by the Academic Affairs Disciplinary Committee, to the parent, guardian or employer of a student.

### 15.12.2 Student Affairs Disciplinary Committee

- 15.12.2.1 The provisions of **rules 15.12.1(a - g), (l), (m), (o), (p) and (q)** apply, with the necessary changes, to the disciplinary measures the Student Affairs Disciplinary Committee may take when it finds a student guilty of misconduct.

- 15.12.2.2 The Student Affairs Disciplinary Committee may also impose one or more of the following disciplinary measures:
- (a) Excluding the student from any or all University activities.
  - (b) Ordering the student to pay an amount that will make good any loss or damage suffered or costs incurred by the University, any other student or any other person or body on account of the misconduct.
  - (c) Imposing forfeiture of the right to bring onto or use a motor vehicle of any kind on any official campus or other premises of the University.
  - (d) Fining the student for an amount as determined by the University from time to time and published in the University's tariff Prospectus.
  - (e) Ordering the student to render community service for up to 250 hours.
  - (f) Expelling or suspending the student from the University residences, permanently or for a specific period.
- 15.12.2.3 The provisions of **rule 15.12.1(p)** apply, with the necessary changes, to the Student Affairs Disciplinary Committee.
- 15.12.3 **Residence Affairs Disciplinary Committee**
- 15.12.3.1 The Residence Affairs Disciplinary Committee may take one or more of the following disciplinary measures:
- (a) Issuing a warning.
  - (b) Issuing a reprimand.
  - (c) Imposing penalty points in accordance with the disciplinary rules for residences.
  - (d) Refusing readmission to a residence.
  - (e) Ordering the student to pay an amount that will make good any loss or damage suffered or costs incurred by the University, any other student, or other person or body on account of the misconduct.
  - (f) Directing the student to apologise, orally or in writing, to any person or body in a manner determined by the Residence Affairs Disciplinary Committee.
  - (g) Making a recommendation to the Student Affairs Disciplinary Committee that the student concerned be suspended from the residence.
  - (h) Making a recommendation to the Student Affairs Disciplinary Committee that the student concerned be expelled from the residence.
  - (i) Referring the student to the Directorate of Student Development and Support for remedial measures.
  - (j) Taking any other appropriate, educationally justifiable disciplinary measures, as confirmed by the Student Affairs Disciplinary Committee.
- 15.12.3.2 The Student Affairs Disciplinary Committee may, when hearing an appeal from the Residence Affairs Disciplinary Committee, implement any one or more of the disciplinary measures provided for in **rules 15.12.1(c - q)** and **15.12.3.1(a - j)**.



### 15.13 RIGHTS OF STUDENTS

A student has the right to –

- 15.13.1 be informed of the nature of an offence;
- 15.13.2 be heard within a reasonable period;
- 15.13.3 be given sufficient notice to enable him or her to prepare for a disciplinary hearing;
- 15.13.4 be represented by a fellow student or an employee;
- 15.13.5 state his or her case and defend him- or herself;
- 15.13.6 call witnesses;
- 15.13.7 cross-examine any witness;
- 15.13.8 use an interpreter, if required or desired;
- 15.13.9 be notified of the outcome of a hearing;
- 15.13.10 be notified of the disciplinary measures imposed;
- 15.13.11 appeal to the appropriate higher authority at the University in writing within seven (7) workdays after the hearing; and
- 15.13.12 present evidence in mitigation of sentence.

### 15.14 APPEAL

- 15.14.1 Should the student concerned be dissatisfied with a finding or disciplinary measure taken by the Residence Affairs Disciplinary Committee, he or she has the right to appeal to the Student Affairs Disciplinary Committee against such finding and/or disciplinary measure.
- 15.14.2 Should the student concerned be dissatisfied with a finding of either the Academic Disciplinary Committee or the Student Affairs Disciplinary Committee, or with the disciplinary measures taken by either of these committees, or both, he or she has the right to appeal to the Disciplinary Appeal Committee against such finding and/or disciplinary measures.
- 15.14.3 The student concerned must submit a notice of appeal in writing to the Registrar no later than seven (7) workdays after the finding or the taking of disciplinary measures by the said disciplinary committee.
- 15.14.4 The notice of appeal must set out the grounds on which the appeal is based. The provisions of **rules 15.14.2, 15.14.3 and 15.14.4** apply, with the necessary changes, to a student who is dissatisfied with a finding of either the Academic Disciplinary Committee or the Student Affairs Disciplinary Committee of a campus in **rule 15.6**.
- 15.14.5
  - (a) If an accused student has lodged an appeal in terms of **rule 15.14.4**, the sanction imposed by the disciplinary committee is put on hold, pending the decision of the Appeal Committee.
  - (b) The Vice-Chancellor may suspend a student found guilty by a Disciplinary Committee from classes or from a campus or from participating in any activities of the University, pending the decision of the Appeal Committee.

## 15.15 PROCEDURE AT A HEARING OF THE DISCIPLINARY APPEAL COMMITTEE

- 15.15.1 A record of the relevant proceedings of the Academic Disciplinary Committee or the Student Affairs Disciplinary Committee, as the case may be, should be made available not less than fourteen (14) days before an appeal hearing to –
- (a) the members of the Disciplinary Appeal Committee; and
  - (b) the appellant.
- 15.15.2 An appeal hearing is not a rehearing of a matter, but an adjudication of whether a disciplinary hearing was procedurally and substantively fair.
- 15.15.3 After hearing the appeal, the Disciplinary Appeal Committee may –
- (a) uphold the finding and the sanction;
  - (b) uphold the finding, but impose another sanction; or
  - (c) set aside the finding and, consequently, the sanction.
- 15.15.4 The decision of the Disciplinary Appeal Committee is final.
- 15.15.5 The decision of the Disciplinary Appeal Committee is conveyed orally to the appellant and is confirmed in writing by the chairperson of the disciplinary committee.
- 15.15.6 Notwithstanding the provision of **rule 15.15.2**, the Disciplinary Appeal Committee may call the accused student or the prosecutor or the chairperson of a disciplinary committee or a witness to address the Committee on any matter as the Committee deems fit.
- 15.15.7 The Disciplinary Appeal Committee must adjudicate the matter objectively and a member may not previously have been involved in the case.

## 15.16 SUSPENSION PENDING OUTCOME OF THE HEARING

- 15.16.1 (a) The Vice-Chancellor may suspend a student from classes or from the campus, pending the outcome of investigations or finalisation of a disciplinary hearing, if the presence of the student on the campus poses a threat to the safety of other students and/or employees or if the student is charged with a serious transgression.
- (b) If a student is suspended in terms of **rule 15.16.1(a)**, a formal charge must be laid against the student within fourteen (14) days after such suspension. The Vice-Chancellor may extend the above period for a further period of not more than thirty (30) days.
- 15.16.2 A student who is temporarily or permanently deprived of any right or privilege, or expelled, in terms of the disciplinary code, forfeits any claim for repayment or reduction of moneys paid or payable to the University.

## CHAPTER 16

### DRESS CODE FOR STUDENTS

Please note that as a student of the Tshwane University of Technology, you are expected to be dressed neatly and respectably at all times.

- 16.1 Students are expected to maintain a proper standard of personal care in accordance with the prevailing norms of good taste.
- 16.2 In certain departments, a specific dress code will be required, such as safety wear, uniforms, etc.



## CHAPTER 17

### ADMISSION OF INTERNATIONAL STUDENTS

#### 17.1 DEFINITIONS

In this chapter, unless otherwise indicated –

- 17.1.1 “**the Act**” means the Higher Education Act, 1997 (Act No. 101 of 1997);
- 17.1.2 “**admission**” means the permission TUT grants to an applicant to commence studies, thereby allowing such applicant to register for a particular programme in a particular academic term;
- 17.1.3 “**Council**” means the Council of the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended;
- 17.1.4 “**international student**” means a non-South African student;
- 17.1.5 “**SAQA**” means the South African Qualifications Authority;
- 17.1.6 “**Senate**” means the Senate of TUT, duly constituted in terms of the provisions of section 28 of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended, and in terms of the University’s Statutes; and
- 17.1.7 “**TUT**” means the Tshwane University of Technology, as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

#### 17.2 RULES

- 17.2.1 International students shall be admitted to study at TUT in terms of the rules and regulations approved by the Council, in consultation with the Senate. Refer to Chapter 1 for all statutory admission requirements.
- 17.2.2 No international student shall be allowed to register for a qualification at TUT unless he or she meets the minimum admission requirements, as approved by the Council.
- 17.2.3 International students must contact the South African Qualifications Authority (SAQA) beforehand to have their qualifications evaluated.
- 17.2.4 If an international applicant who had previously registered as a student at a tertiary institution outside the Republic of South Africa, discontinued his or her studies at that institution before obtaining the diploma or degree he or she had registered for, he or she must, before registering at TUT, submit an original academic record of such studies, a certificate of conduct issued by the Registrar of that institution, and a certificate of evaluation from SAQA.
- 17.2.5 International students must obtain an application form for admission to study at TUT from the Information Offices or online.
- 17.2.6 All applications received from prospective international students shall be submitted to the International Office of TUT for consideration.
- 17.2.7 The International Office of TUT, in consultation with the academic departments, inform an international student who has applied to study at TUT whether or not his or her application has been approved. No other office shall be allowed to communicate such information.
- 17.2.8 No international student shall be allowed to study at TUT unless he or she is in possession of a study permit issued by the Department of Home Affairs. If a student has been admitted to TUT, it does not imply that he or she will automatically receive a study permit, and it is therefore imperative that a prospective international student await the outcome of his or her application for a study permit before he or she approaches TUT to register formally.

- 17.2.9 Only after an international student has complied with all the requirements of the Government for entering South Africa and has been issued with the necessary authorisation (study permit), may he or she formally register at TUT.
- 17.2.10 An international student must ensure that his or her study permit is renewed before the expiry date. In the case of a student failing to submit a copy of such a renewal, his or her registration for the academic term concerned will be summarily cancelled, and any fees he or she has paid will be forfeited.
- 17.2.11 An international student must ensure he or she has sufficient medical aid cover as recognised by the Department of Home Affairs and provided by the Medical Aid Scheme Act, 1998 (Act No. 131 of 1998). Such cover must be paid for twelve (12) months in advance before registration.

## CHAPTER 18

### NOTICE BOARDS, MEETINGS AND FUNCTIONS

- 18.1 A student or student organisation may use the student notice boards and hold meetings or gatherings at any campus of TUT only with the express written permission of the Student Activities Office, and in the case of a distance campus, the express written permission of the Student Life officer concerned.
- 18.2 A student or student organisation may not distribute or post any document or publication of any kind at any TUT campus or elsewhere, or use the name or logo of the University in any document or publication published or distributed at any campus or elsewhere without prior consultation with the Student Activities Office, and in the case of a distance learning site, the express written permission of the Student Life officer concerned and the express written permission of the Director(s) of Student Affairs and Extracurricular Development or his or her proxy.

## CHAPTER 19

### CAMPUS PROTECTION AND ACCESS CONTROL

#### 19.1 GENERAL RULES

- 19.1.1 It is the policy of the Tshwane University of Technology (TUT) to implement systems and methods to control the access of people, vehicles and goods into and out of all its campuses.
- 19.1.2 Persons entering any campus facility should be prepared to subject themselves to being searched. This includes the following:
- (a) All closed sections of commercial vehicles may be inspected when they leave the campus.
  - (b) The luggage compartments of all motor vehicles may be inspected when they leave the campus.
  - (c) All personal hand luggage/carry-bags may be inspected when a person leaves the campus on foot.
- 19.1.3 The use of the parking areas of TUT is at the vehicle owner's risk. A disclaimer notice will be prominently displayed at all entrances to campuses.
- 19.2 COMPULSORY DISPLAYING OF STUDENT CARDS
- 19.2.1 A person must be a registered student for the year concerned before he or she will be issued with a valid student card.



- 19.2.2 It is compulsory for all students to display their student cards at all times when they are on the campuses of TUT.
- 19.2.3 A student's first student card is issued free of charge. Should a student lose or damage his or her student card, a new card will be issued at a fee determined in advance.
- 19.2.4 No student may be in possession of more than one student card or of another student's card.
- 19.2.5 A lost or damaged student card should immediately be reported to Campus Protection Services.

### 19.3 CARRYING OF FIREARMS

- 19.3.1 It is TUT policy to restrict the carrying of firearms on all its campuses in order to adhere to the rules and regulations of the relevant national acts in this regard, as well as to ensure a calm and peaceful atmosphere at its campuses.
- 19.3.2 No student shall bring a firearm, any other dangerous weapon, explosives or fuel (with the exception of fuel required within reason for driving an engine) onto the premises of the University.
- 19.3.3 Any transgression of the above will result in strict disciplinary measures to be taken against such transgressor.

### 19.4 REPORTING OF INCIDENTS OF CRIME

- 19.4.1 In order to eliminate crime on our campuses, all crime-related incidents must be reported to Campus Protection Services immediately.
- 19.4.2 Should the need arise, a Campus Protection Services officer will support and escort a victim of crime to the nearest police station.

## CHAPTER 20

### TRAFFIC CONTROL

- 20.1 The grounds of the Tshwane University of Technology (TUT) are classified as private property. The staff and students of TUT and members of the public use the roads and parking areas on the grounds at their own risk. Anyone who transgresses or ignores the traffic rules of the University will be guilty of an offence and Management may take steps against such person(s).

#### 20.2 DEFINITIONS

In this chapter, unless otherwise indicated –

- (a) **“the Act”** means the Road Traffic Act, 1996 (Act No. 93 of 1996), as amended;
- (b) **“bicycle”** means any regular bicycle (two-wheeled vehicle), and includes any tricycle or cart that is propelled by stepping on the pedals;
- (c) **“driver”** means –
- (i) anyone who drives or tries to drive a vehicle or rides or tries to ride a bicycle or motorcycle; or
  - (ii) the person who has physical control over the vehicle at that point in time, even if someone else is the owner of that vehicle;
- (d) **“emergency vehicle”** means any vehicle belonging to TUT that is used for the purpose of firefighting, security or traffic control, or any private vehicle used as such;

- (e) “**footpath**” or “**trail**” means a road for the exclusive use of pedestrians; that is, a road that no vehicle may use;
- (f) “**guest(s)**” means any person or group of persons visiting the University by special invitation to whom the right to park on its grounds has been granted, and who is treated in the same way as visitors;
- (g) “**lane**” means a longitudinal road division that is wide enough to carry a single row of vehicles;
- (h) “**motorcycle**” means any motorised vehicle with two (2) wheels, as well as any such vehicle with a sidecar attached to it, and includes any motorised three-wheeler, motorised four-wheeler, moped or motor scooter;
- (i) “**motor vehicle**” means any self-driven vehicle or any trailer or vehicle with pedals or with an engine that forms an integral part of it or that is attached to it, and is designed or fixed to be propelled, either by means of the pedals or by means of such engine or both;
- (j) “**officer**” or “**traffic officer**” means anyone in the service of Campus Protection Services who has been appointed by the Management of TUT to supervise, regulate and control all traffic on the grounds of the University and to enforce all relevant traffic rules;
- (k) “**official vehicle**” means any vehicle that belongs to the University;
- (l) “**owner**”, with reference to a motor vehicle, motorcycle or bicycle, means the person who has the use and enjoyment of such vehicle in terms of the common law or a contractual agreement with the titleholder of such vehicle;
- (m) “**park**” means to let a vehicle, with or without occupants, stop for a longer period of time than is reasonably needed to load or unload persons or goods;
- (n) “**parking disk**” means a disk issued to any staff member, student or visitor to whom the right to park on TUT grounds has been granted (either in a specific parking space or in general);
- (o) “**parking area**” means any area that has been set up exclusively for the parking of motor vehicles, motorcycles, mopeds or motor scooters, as indicated by an appropriate notice board;
- (p) “**pedestrian crossing**” means that part of the road which is indicated by the appropriate road traffic signs and traffic markings as a pedestrian crossing;
- (q) “**road**” means any gravel road or tarred street on TUT grounds that is generally used by motor vehicles, or such road or street in any area that has been set up exclusively for the parking of motor vehicles;
- (r) “**roadside**” means that portion of the road, street or thoroughway that does not form part of the roadway;
- (s) “**road traffic sign**” means any regulatory sign, danger warning sign, information sign, roadway traffic line or marking that may be used in the Republic of South Africa in terms of the Act;
- (t) “**roadway**” means that part of a road, street or thoroughway that is meant for or has been improved or built for vehicle traffic, and which includes the road shoulders;
- (u) “**roadworthy**” means when the service brakes, driving mechanism, warning system, exhaust system, direction indicators, head lamps, rear lamps and stoplights of a motor vehicle are in a good working condition, as laid down in the Act;
- (v) “**sidewalk**” means that part of the roadside that is meant to be used exclusively by pedestrians;
- (w) “**TUT**” means the Tshwane University of Technology, and includes all its campuses, grounds and residences;



- (x) **“University”** means the Tshwane University of Technology, and includes all its campuses, grounds and residences;
- (y) **“visitor”** means anyone that finds him- or herself on the TUT grounds and who is not a staff member or part-time staff member or a student or part-time student of the University;
- (z) **“visitor’s permit”** means a token for the right to park on TUT grounds, which is issued to anyone who is not a staff member or student, and who visits the University regularly or on occasion, and whose intended visit has been reported either by him- or herself or by the staff member who invited him or her; and
- (aa) **“vehicle”** means any light or heavy motor vehicle, such as a motorcar, bus or lorry, or any motorcycle, bicycle or any other vehicle, as defined in the Act.

## 20.3 PARKING PRIVILEGES

- 20.3.1 The following persons may apply for the privilege to use their motor vehicles on TUT grounds:
- (a) staff of the University;
  - (b) registered students of the University; and
  - (c) anyone else to whom, in the opinion of Management, parking privileges should be issued.
- 20.3.2 A staff member or student of the University who, at any time, wishes to use a motor vehicle or motorcycle or any other vehicle (as defined in **rule 20.3** and in the Act) on any parking area or road or street of the University (irrespective of the period of proposed use), must register the vehicle concerned at Logistical Services (for staff members) or at Campus Protection Services (for students and visitors).
- 20.3.3 After the registration of a motor vehicle, a parking disc is issued that must immediately be fixed to the inside (lower right) corner of the windscreen of the registered vehicle. On motorcycles, the disc is fixed in the same way as the licence disc.
- 20.3.4 Students must register or re-register their vehicles at Campus Protection Services on or before 15 February every year. Staff members have to reapply for parking at Logistical Services on or before October every year.
- 20.3.5 All regulatory signs, danger warning signs, information signs, roadway traffic lines or markings that may be used in the Republic of South Africa in terms of the Act may be used on TUT grounds, but the Management of the University may lay down its own measurements, distances and heights for the erection of traffic signs and the painting of roadway traffic lines and markings.
- 20.3.6 The roads, streets and parking areas of the University are private property and persons who enter them do so at their own risk. The University therefore does not assume any liability for damage or fire damage to, or the loss of any vehicle on University grounds.
- 20.3.7 Any person who enters the University’s grounds as a regular or sporadic visitor (except in the case of bona fide visitors to residences) must report to Campus Protection Services (or the person who invited him or her must report the visit), and a visitor’s permit will be issued, which will grant the visitor the right to park his or her vehicle on the grounds.
- 20.3.8 When a guest or group of guests visits the University by invitation, the staff member or members who is or are responsible for the invitation should make arrangements with Campus Protection Services for the issuing of visitor’s permits, with a view to the reservation of parking spaces, at least 48 hours before the visit.
- 20.3.9 In all cases where a guest or group of guests is invited, the staff member or department concerned should make his or her or its own arrangements to ensure that the guests’ parking permits, as issued by Campus Protection Services, reach their guests in time.

## 20.4 PARKING DISCS

- 20.4.1 No one except Logistical Services (for staff members) and Campus Protection Services (for students) may issue parking discs.
- 20.4.2 No one except the Director of Logistical Services may allot or rent out any parking space or parking areas to anyone.
- 20.4.3 Parking discs are not transferable. Students may obtain their discs from the Campus Protection Services office. Staff may obtain their discs from Logistical Services on the first floor of Dinokeng Building on the Pretoria Campus.
- 20.4.4 When a parking disc becomes damaged or worn out from use, or if it is to be redesigned, or if the holder is going to use a different vehicle, the discs must be handed in with a new application at the relevant office.
- 20.4.5 The Management of TUT may expect the owner or driver of a motor vehicle who applies for the right to park on University grounds to produce proof of the vehicle's roadworthiness before issuing a parking disc for the vehicle.
- 20.4.6 Parking discs may be issued to visitors and guests in accordance with **rule 20.3**. When visitors find notice of a fine or a warning notice on their vehicles, they should hand it in at Campus Protection Services, stating the purpose of their visit.
- 20.5** All rules and regulations as specified in the Road Traffic Act, 1996 (Act No. 93 of 1996), as amended, will apply to all roads and facilities of TUT.

## 20.6 PENALTY CLAUSES

- 20.6.1 Anyone who contravenes these rules exposes him- or herself to punishment in terms of the following stipulations, as approved by the Management of TUT:
- (a) Parking offences: any offence related to parking carries a penalty of **R120**.
  - (b) Reckless, negligent or inconsiderate driving or driving under the influence of alcohol or drugs and any other serious offences: a penalty of **R120**, or disciplinary steps, or both.
  - (c) Driving offences:
    - (i) If the offender is a student, he or she may be prohibited from driving a vehicle on campus for a period of one (1) year, may be suspended from his or her studies or may have to perform community service with Campus Protection Services for such period as may be determined by the Disciplinary Committee, or any other suitable punishment as approved by the Disciplinary Committee may be imposed.
    - (ii) If the offender is a staff member, he or she may be prohibited from driving a vehicle on campus for a period of one (1) year, or any other suitable punishment as approved by the Disciplinary Committee may be imposed.
  - (d) Traffic fines are processed as follows:
    - (i) After imposing a penalty, a period of fourteen (14) days is allowed for an appeal. When, on expiry of the period, no appeal has been received, or if an appeal was unsuccessful, the penalty is placed on the student's account and an invoice for the amount is posted to the student's home or postal address. A period of thirty (30) days is allowed for payment of the penalty.
    - (ii) If the penalty has not been paid after thirty (30) days, a warning letter will be posted to the address of the student concerned. If the penalty has still not been paid after another thirty (30) days, the case will be referred to the Deputy Director of Student Judicial Services for disciplinary steps to be taken.



(e) Speeding offences:

- For a speeding offence of 61 km/h to 84 km/h: **R100** plus **R4** for every kilometre exceeding the speed limit for that particular road.
- For a speeding offence of 85 km/h to 95 km/h: **R120** plus **R5** for every kilometre exceeding the speed limit for that particular road.
- For speeding offences over 95 km/h: **R140** plus **R6** for every kilometre exceeding the speed limit for that particular road, plus disciplinary steps.

20.6.2 All the above penalties shall be reviewed annually by the Management of TUT.

## CHAPTER 21

### TRANSPORT POLICY FOR STUDENTS

#### 21.1 PURPOSE

The purpose of this policy is to define categories of applicants who use fleet vehicles and buses, and to outline the requisition procedure, together with the rules for using official fleet vehicles and/or buses.

#### 21.2 CATEGORIES

Users are categorised as follows:

##### 21.2.1 Student Assembly or Council:

- (a) members of the Student Assembly or Council; and
- (b) members of the Students' Representative Council (SRC).

##### 21.2.2 Registered student organisations:

Student organisations mean only those organisations that are officially registered at Student Governance and Leadership Development through the Student Assembly or Council.

#### 21.3 RESTRICTION

21.3.1 No vehicle may be driven without prior authorisation.

21.3.2 No student with a licence that has an active endorsement will be allowed to drive fleet vehicles.

21.3.3 No student may drive official TUT vehicles while being under the influence of alcohol or any drug that could affect his or her judgement.

#### 21.4 RESPONSIBILITY

21.4.1 Responsibility will be conferred on the following persons:

Executive Dean of the Faculty, directors, heads of departments, etc. who –

- (a) have signing powers regarding the finances of the entity concerned;
- (b) authorise trips that are undertaken according to a set programme or a written application accompanied by a memorandum of reasons; and
- (c) need not be present at all times while the vehicle(s) is/are used.

21.4.2 The responsible person may be a staff member or a registered student, but should be formally appointed by the Executive Dean of the Faculty, Director, Head of the Department, etc. concerned.

- 21.4.3 If a vehicle is misused, disciplinary measures may be taken against the person(s) concerned.
- 21.4.4 In a case where there is a need to take disciplinary measures against the person(s) concerned, the Transport Department shall report the incident to Student Judicial Services.

## **21.5 FINANCIAL ASPECTS**

- 21.5.1 An application will be processed only if –
- (a) fleet vehicles are available;
  - (b) the necessary funds are available in the account of the entity concerned; and
  - (c) approval signature for the entity by the Head of the Department, Deputy Director, Director and the Deputy Vice-Chancellor.
- 21.5.2 Should no fleet vehicles be available –
- (a) private vehicles may be used at the approved rates, for the account of the entity concerned; and
  - (b) the Procurement Department may be requested to hire such vehicles (including external buses) for the account of the entity concerned.

## **21.6 REQUISITION PROCEDURE**

- 21.6.1 When a driver needs a vehicle for the performance of his or her duties, he or she must complete a transport requisition form (AA10) and submit it for the approval of the Executive Dean of the Faculty, director or Head of the Department, after which it should be submitted to the Transport Department at least 48 hours before the proposed trip.
- 21.6.2 When a driver needs a vehicle for his or her duties over weekends, he or she must complete a requisition form, and submit it for the approval of the Executive Dean of the Faculty, director or Head of the Department, after which it should be submitted to the Transport Department by no later than 10:00 on a Friday morning.
- 21.6.3 No reservations may be made unless the full licence particulars of the driver and his or her valid student card have been furnished to the Transport Department and all particulars have been entered into the computerised database.
- 21.6.4 If an official vehicle has to be kept overnight at a private home, the driver of the vehicle must ensure that the vehicle is locked and stored in a locked garage. This must be done to the satisfaction of the responsible person, who will remain responsible for the vehicle.
- 21.6.5 If the vehicle is collected and/or taken back after hours, this must take place at the Campus Protection Services office. An after-hours Transport Register with all the relevant information will be available at the Campus Protection Services office. On receipt of the vehicle keys, fuel card and logbook, the driver and the responsible Campus Protection Services officer shall sign against the reservation entry in the Transport Register.
- 21.6.6 Should it be necessary to park a vehicle away from the campus overnight, an approved form, requesting permission to remove the vehicle from the campus overnight, must be submitted prior to the trip.
- 21.6.7 A list of passengers must always be submitted with the transport requisition for insurance cover purposes in case of an accident.



## **21.7 BREAKDOWN**

- 21.7.1 If a vehicle breaks down after hours, the Head of the Transport Department must be contacted to arrange for the towing or repair of the vehicle.
- 21.7.2 A broken-down vehicle may not be abandoned under any circumstances, except in extreme emergencies when circumstances justify it.

## **21.8 USER PROCEDURE**

- 21.8.1 A reservation for a vehicle will be regarded as cancelled if the driver has not collected the keys of the reserved vehicle or contacted the Transport Department to report a delay by 45 minutes after the reserved time.
- 21.8.2 The driver of the vehicle must collect the logbook, keys and fuel card from the Transport office concerned.
- 21.8.3 The driver must compare the kilometre reading of the vehicle with the last entry in the logbook before he or she undertakes the trip.
- 21.8.4 The driver must make sure that the emergency toolkit contains all the necessary tools and must enter all damage to the vehicle or missing tools in the logbook immediately. If an official of the Transport Department is available, it should also be reported to him or her immediately.
- 21.8.5 The driver must consult the Transport Department immediately if the kilometre reading of the vehicle and the entry in the logbook does not correspond. Should the driver fail to consult the Transport Department in this regard, he or she will be held responsible for the full distance driven since the last entry in the logbook.
- 21.8.6 The driver of the vehicle must make sure that the details of a trip are entered into the logbook and that the logbook is completed in full.
- 21.8.7 After the trip, the logbook, keys and fuel card of the vehicle must be handed in at the Transport Department or Campus Protection Services, whichever is applicable.

## **21.9 ACCIDENTS**

If an official vehicle has been involved in an accident, the following procedure must be followed:

- 21.9.1 The Head of the Transport Department must be informed immediately after the accident. In the case of injuries and/or death, the South African Police Service and the local traffic department must be notified.
- 21.9.2 In cases where only the vehicle has been damaged, the accident should be reported to the nearest police station within 24 hours. A case reference number must always be obtained from the police. The Head of the Transport Department must also be informed immediately.
- 21.9.3 If it is suspected that the driver of the other vehicle is under the influence of alcohol or drugs, every effort should be made to bring this to the attention of the South African Police Service or the traffic officer at the scene.
- 21.9.4 At the scene of the accident, the following particulars of each of the vehicles involved in the accident must be obtained:
- Registration number.
  - Make and type of vehicle.
  - Name and contact numbers of driver and owner of the other vehicle.
  - Name of insurance company.
  - Name and address of eyewitnesses (if any).
  - Dimensions of the vehicle and its position at the scene of the accident.

21.9.5 The driver must complete the internal accident form on the next working day and submit it to the Head of the Transport Department.

## **21.10 GENERAL RULES AND PROCEDURES**

21.10.1 Vehicles may only be driven by drivers who signed for them. Control of the vehicle may be handed over to a fellow licensed official only in exceptional circumstances, such as the following:

- (a) When the driver becomes ill.
- (b) When circumstances dictate that the driver should stay behind while the other official has to return to the campus concerned.
- (c) When a driver is considered to be under the influence of alcohol or drugs.
- (d) All the above should be done with the full knowledge of the Head of the Transport Department.

21.10.2 The shortest route possible must be taken between the campus and the final destination.

21.10.3 All reasonable precautions must be taken to protect the vehicle and its contents against theft, fire and illicit use.

21.10.4 No non-official passengers may be transported.

21.10.5 No private vehicle may be pushed or towed with an official vehicle.

21.10.6 Traffic fines are payable by the driver, unless a defect in the vehicle was the cause of the infringement of the regulation in question at the time.

21.10.6.1 In the case where the driver is a student, the fine must be paid immediately and if not paid, the student's academic results shall be withheld, certificates shall not be issued and/or subsequent registration shall be prevented if any traffic fine is outstanding.

21.10.6.2 The deduction of the unpaid infringement fine for students will be aligned with the policy on Student Accounts.

21.10.6.3 Drivers must adhere to all traffic regulations, as well as personally settling any fines arising from the infringement of traffic regulations.

21.10.7 If a vehicle is handed back in an exceptionally dirty condition, the cost of having it cleaned by an outside firm will be charged to the account of the entity concerned.

21.10.8 If it is found that a driver drove negligently or recklessly, the licence of that driver at the Transport Department will be cancelled, and no vehicle will be issued to him or her again.

- (a) Only registered students of TUT who have been in possession of valid driver's licences for a period of at least two (2) years will be allowed to drive a vehicle of the University.
- (b) A professional driver's permit (PDP) is a prerequisite in cases where a bigger vehicle, such as a minibus carrying more than twelve (12) persons, is issued.
- (c) All student drivers' driving skills will be tested by the Head of the Transport Department and the Transport Officer concerned, should circumstances allow or require it.

21.10.9 No TUT buses or vehicles shall be made available for funerals of the deceased staff members.



## **21.11 DISCIPLINARY MEASURES**

- 21.11.1 If a vehicle has been damaged in any way whatsoever, and the damage may be attributed to negligence on the part of the driver and/or user(s) concerned –
- (a) disciplinary steps will be taken against the driver and/or user(s);
  - (b) the excess payment in respect of the insurance, namely 20% of the claim, will be recovered from the driver and/or user; and
  - (c) no vehicle will be issued to the person(s) concerned again.
- 21.11.2 A fine of **R100** per hour for every full hour may be imposed on the entity concerned if a vehicle was not returned at the scheduled time, and the Transport Department had not been informed of the delay in advance.
- 21.11.3 It remains the responsibility of the relevant line manager of the user department concerned to ensure that the 20% excess is paid within thirty (30) days of the day of the accident (see **rule 21.11.1(b)**).

## **21.12 STUDENT BUS TRANSPORT**

- 21.12.1 All non-residence students (Day students) must complete an application form online.
- 21.12.2 Once a student is registered for the bus transport levy, cancellation will only be accepted on the following conditions:
- (a) Student de-registered from the university; or
  - (b) Student placed in any accredited/TUT Residence.

# **CHAPTER 22**

## **GUEST SPEAKERS ON CAMPUS**

- 22.1 Any student association or body that wishes to invite persons from outside the Tshwane University of Technology (TUT) to act as guest speakers on any of its campuses must inform the Student Representative Council (SRC) of its intention before extending the invitation. The SRC must then immediately get in touch with the Executive Director of Student Affairs and Residence Operations, or the Campus Director in the case of a distance campus, to obtain the required permission.

# **CHAPTER 23**

## **VENUE OR FACILITY BOOKING AND PERMISSION FOR THE USE OF ALCOHOLIC BEVERAGES**

### **CONDITIONS FOR ALL CAMPUSES**

- 23.1 The application, official booking form and event approval form must be completed and signed by the persons indicated and, accompanied by the total amount payable, submitted to the Facility Manager at fourteen (14) workdays before the relevant function is due to take place.
- 23.2 Cancellations must be made in writing to the Facility Manager at least seven (7) workdays before the date on which the function is due to take place. If a cancellation is made earlier than seven (7) workdays before the function is due to take place, the deposit is repayable; if it is made later than seven (7) workdays before the function is due to take place, the deposit is forfeited.

- 23.3** Permission will be granted to student organisations that wish to use halls, rooms, areas or facilities only if they have been duly registered at Student Governance and Leadership Development. If such an organisation has not been duly registered, it has to comply with the same conditions of contract, tariffs and booking requirements as outside organisations.
- 23.4** The official guardian of the student organisation whose application has been approved will be co-responsible for compliance with the provisions as stipulated in the booking form regarding student activities.
- 23.5** The right of admission is reserved.
- 23.6** Persons who attend the function must behave in a disciplined and well-ordered manner throughout. Where any form of destructive and/or inappropriate behaviour occurs, the responsible person must request offenders to leave the premises immediately. In serious cases of misconduct, he or she should contact Campus Protection Services to take control of the situation.
- 23.7** Only security officers of Campus Protection Services may be employed. Special security and/or traffic arrangements may be made in advance with the Head of Campus Protection Services.
- 23.8** A report must be drawn up of any damage caused and/or any cases of serious misconduct at the function and must be submitted within 24 hours of the function to the person who has granted permission for the function to be held. A copy of such a report must be sent to the Head of Campus Protection Services.
- 23.9** Only someone who has been duly authorised thereto may sign the booking form(s) for approval.
- 23.10** Rental, as set out in the official list of tariffs, is payable on signing the booking form at the Facility Manager's office.
- 23.11** No keys are to be handed to the applicants to lock or open the facility. Ad hoc arrangements will be made for kitchen facilities (if applicable).
- 23.12** TUT is hereby exempted from any claim which, for whatever reason, arises from the use of the facility concerned and/or the use of liquor.
- 23.13** Permission to a student or student organisation to host a promotional event will only be granted once the promotion has been approved by the Directorate of Corporate Affairs and Marketing, and Student Governance and Leadership Development.
- 23.14 USAGE OF ALCOHOLIC BEVERAGES**
- 23.14.1** The approval of the application does not mean that permission has been granted for selling or serving liquor at a function. An application for a temporary liquor licence must be submitted to the Director of Accommodation, Residence Life and Catering and the Head of Facility Management.
- 23.14.2** Liquor may be served only if applicable arrangements have been made in advance with the Director of Accommodation, Residence Life and Catering.
- 23.14.3** Proof must be submitted that permission has been granted to use the particular facility before permission to use liquor may be granted.
- 23.14.4** The applicant assumes full responsibility for any damage that he or she, or any person(s) under his or her control, may cause to any property of the University or to any other property under the control of the University.
- 23.14.5** In the case of an external organisation, the applicant must personally be present, from start to finish, at a function where liquor is used.



- 23.14.6 In the case of a student function, the use of liquor will be permitted only if the guardian concerned will personally be present, from start to finish, at a function where liquor is used. The guardian must be an employee of TUT.

Please note that it is the policy of TUT to discourage the use of liquor or limit its use as far as possible. Bookings are made in accordance with this policy.

## CHAPTER 24

### STUDENT AFFAIRS AND EXTRACURRICULAR DEVELOPMENT

#### 24.1 DIRECTORATE OF STUDENT GOVERNANCE AND LEADERSHIP DEVELOPMENT

##### 24.1.1 Services provided -

##### 24.1.1.1 Leadership development

- Campus-wide leadership programmes.
- The training of elected leaders from all various Student Governance and Leadership Development (SGLD) groups.
- Intercultural orientation programmes.
- Skills programmes, which include creativity, entrepreneurship, strategic planning, organisation, project management and the management of volunteer organisations.
- Training for student leaders in general.

As part of these development programmes, the leadership division uses exciting and innovative techniques for the learning adventure, such as indoor and outdoor development training at the Leadership Centre and the Real Life Centre at Toppieshoek.

##### 24.1.1.2 Student Governance

- Advice to the SRC and student structures.
- Registered organisations and clubs.
- Governance training.
- Individual development programmes for SRCs.
- The Directorate of Student Governance and Leadership Development aims to be involved in the following activities:
  - Communication: the facilitation of effective communication channels between Management, student leaders and all registered students.
  - Conflict management: the identification and handling of possible conflict among students, as well as conflict between students and Management. Facilitation of negotiations.
  - Transformation strategy: the promotion of a culture of learning among students by placing emphasis on refocusing and prioritising.
  - Student affairs, support services and policy guidance: this entails planning, implementing and monitoring policy that has an impact on the day-to-day student life.
  - Financial management: advice and assistance to student leaders regarding the management of the various budget allowances at all campuses.
  - Leadership orientation training: orientation training of the SRC on the University's policies, strategic goals, core values and management structures.
  - Leadership training and development: formulation and implementation of leadership training policy. Identifying, planning and coordinating the leadership training needs of the Students' Representative Council incumbents and other official student leadership structures.

##### 24.1.1.3 Student publications

TUT Journal newsletter.

**24.1.1.4 Toppieshoek student and youth development programmes**

Camping, picnics, recreation, competitions, train trips, rope courses, abseiling, mountain biking, orientation, wall climbing, horse riding and many more, close to the Hartbeespoort Dam.

**24.1.2 Student Representative Council (SRC)**

The Constitution of the Students' Representative Council (SRC) of the Tshwane University of Technology (TUT) must be in accordance with the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended, and the statutes of the institution.

**24.1.3 Functions of the SRC**

24.1.3.1 The SRC represents the students of TUT in matters that may affect such students.

24.1.3.2 The matters contemplated in **24.1.3.1** are –

- (a) liaison with the Council, the Senate, Management, the general public, other institutions, students' representative councils of other institutions, national or international student organisations, unions and news media;
- (b) serving as the umbrella organisation for all student committees, clubs, councils and societies, and granting or withdrawing recognition of such student committees, clubs, councils and societies as it deems fit;
- (c) the coordination and supervision of the use of students' facilities and all matters pertaining thereto, in conjunction with the management of the University;
- (d) the convening and conducting of all authorised meetings of the student body and serving as the managing body in all general referenda and petitions organised by the students in terms of the rules;
- (e) the appointment of such office-bearers and establishing of such committees as it deems necessary;
- (f) the organisation and promotion of extramural activities among students;
- (g) keeping account of all moneys paid over to it by the Council and any other moneys which may accrue to it in its capacity as representative of the students, as well as allocating or disbursing such funds for use by students, and making grants to approved student clubs, committees, societies and councils;
- (h) the responsibility for the preservation of order at student functions, and ensuring good conduct at other approved meetings of students;
- (i) the coordination of student involvement in all community projects initiated by it;
- (j) the responsibility for all student publications;
- (k) the recommendation to the Council of rules to determine the execution of its affairs;
- (l) final decision-making in all matters falling within its jurisdiction; and
- (m) such additional functions and privileges as may be specifically conferred upon it by the Council.

**24.1.4 Composition of the SRC**

24.1.4.1 Only registered students are eligible to serve on the SRC.



24.1.4.2 The SRC, as contemplated in section 35 of the Higher Education Act, 1997 (Act No. 101 of 1997), must be representative of the student body and consist of two (2) students from each faculty elected by the students of each specific faculty.

24.1.4.3 The election of SRC members must be democratic and transparent.

24.1.5 **Student helpdesk**

A one-stop service for all registered student organisations in respect of registration, enquiries, referral service, administrative assistance and infrastructure.

**24.2 DIRECTORATE OF EXTRACURRICULAR DEVELOPMENT**

24.2.1.2 **Talent development and support**

- Mass projects, such as the first-year concert and talent identification.
- Competitions, such as debates and the Drum Majorette Extravaganza.
- Song and music groups and choirs.
- Coffee theatre and concert environment.
- Mr and Miss Tshwane University of Technology (TUT).
- Top Talent programme (talent leadership programme).
- Top Finesse programme (leadership programme for female students).
- Top Communication programme.
- Student organisations, for example, spiritual groups.
- Student newspaper.

**24.3 DIRECTORATE OF SPORT AND RECREATION**

24.3.1 **Services provided**

The Sport and Recreation offices make all arrangements in respect of organised sport and recreation.

24.3.2 **The following types of sport are offered (not on all campuses):**

Aerobics	Cricket	Goalball	Rugby
Athletics	Cross-country running	Golf	Softball
Badminton	Cycling	Handball	Squash
Basketball	Dance sport	Hockey	Supa Pool
Blind Cricket	Darts	Karate	Table tennis
Boxing	Esport	Marathon	Tennis
Chess	Football	Netball	Volleyball

TUT also offers gymnasium facilities.

24.3.3 **Competitions**

- **Sport**  
All clubs are registered with the applicable provincial bodies for league participation. The University Sport South Africa (USSA) winter and summer championships take place annually. Selected players represent TUT at these events as either combined or campus teams.
- **Recreation**  
Informal competitions are held between residences, learning sites and faculties, and between ad hoc teams that challenge each other.

#### 24.3.4

#### **Courses**

Various coaching courses in all sports are presented in the course of the year.

Please note that a registered student is not permitted to participate in sport at a representative level for a club other than a TUT club, unless written permission is given by the Sport and Recreation office of a campus. A student may, however, join an outside sports club if that particular sport is not offered at TUT. Such students would have to register for that sport at the Sports Office in order to be considered for merit awards.

#### **24.4**

#### **DIRECTORATE OF HEALTH AND WELLNESS**

##### **Training**

- Campaigns
- Seminars
- Workshops

##### **Consultation (Information and Education Research)**

- Collaboration
- Networking
- Policy
- Short programmes

##### **Community outreach**

- Networking
- Resources
- Services

#### **24.5**

#### **HIV/AIDS POLICY**

##### 24.5.1

##### **Policy on HIV/AIDS**

It is TUT policy to eliminate unfair discrimination based on a person's HIV status, to promote an environment in which staff and students living with HIV are without fear of rejection, stigma or isolation, and to enable the holistic and integrated management of the pandemic.

##### 24.5.2

##### **Application and scope of policy**

The policy applies to all students of TUT, including the distant learning sites, for the duration of their period of study at the University. The policy also applies to part-time and postgraduate students.

##### 24.5.3

##### **Definitions in the policy**

In this document, unless the context indicates otherwise –

- (a) “**AIDS**” means acquired immune deficiency syndrome, which is a disease caused through infection with the human immunodeficiency virus;
- (b) “**confidentiality**” means confining knowledge on a need-to-know basis;
- (c) “**disclosure**” means having to reveal one's HIV status (voluntarily);
- (d) “**HIV**” means human immunodeficiency virus, which causes diseases;
- (e) “**immune deficiency**” means weakening of the immune system;
- (f) “**informed consent**” means a decision or approval to test for HIV on the basis of access to relevant and accurate information;
- (g) “**life skills**” means acquired and cultivated abilities essential for successful inter- and intra-personal functioning;
- (h) “**MTCT**” means mother-to-child transmission;



- (i) “**STI**” means sexually transmitted infection through unprotected sexual intercourse (e.g. thrush, gonorrhoea, syphilis);
- (j) “**syndrome**” means a collection of diseases;
- (k) “**transmission**” means method by which HIV is passed on;
- (l) “**USP**” means universal safety precautions; barrier methods of avoiding contact with contaminated body fluids;
- (m) “**VCT**” means voluntary counselling and testing; and
- (n) “**wellness programme**” means a programme that focuses on a person’s total physical and mental well-being.

#### 24.5.4 **RULES**

The following rules will apply-

##### 24.5.4.1 **HIV testing**

No student will be required to undergo an HIV test. Should a student decide to undergo a test for any reason, the results will remain confidential. Should the test be accessed through the health and wellness services, it will be done with the patient’s informed consent and with adherence to counselling legislation (Department of Health). All clients must receive pre- and post-test counselling by a trained counsellor. Free, confidential and voluntary testing will be provided.

##### 24.5.4.2 **Consent**

All students must be permitted to make informed decisions about the test. Informed consent implies access to relevant and accurate information about the procedure, the consequences of testing and what the result could mean for the client, and, finally, the client’s agreement to undergo the test.

##### 24.5.4.3 **Confidentiality**

All students have a legal right to confidentiality. No one is obliged to reveal, for any reason, his or her HIV status. HIV test results are treated confidentially by the counsellor. Should a staff member, student or peer educator disclose the HIV status of another person, disciplinary measures may be taken against him or her. Should disclosure be warranted, this may only be done with the express, informed and written consent of the individual concerned.

##### 24.5.4.4 **Disclosure**

No student is obliged to disclose his or her HIV status, but students should take all reasonable and necessary precautions to prevent infecting others with whom they may interact. The University will encourage disclosure to appropriately and professionally trained people, so as to access support, care and management, if needed. A climate will be fostered in which people living with HIV/AIDS will feel secure and supported, should they decide to disclose their status.

##### 24.5.4.5 **Universal safety precautions**

Universal safety precautions must be adhered to in order to prevent occupational exposure.

##### 24.5.4.6 **Counselling**

Students shall have access to counselling, care and support in keeping with the human and financial capacity of the University.

##### 24.5.4.7 **Primary health care**

All students shall have access to primary health care services, including services regarding sexual and reproductive health, contraceptive information and counselling, pregnancy testing and TOP counselling, sexually transmitted infections, information and syndrome management and HIV information, testing and counselling. These services shall be provided at all health and wellness centres across TUT.

##### 24.5.4.8 **Rape, sexual abuse, drug use and violence**

TUT is aware of the incidence of rape, sexual abuse and violence on its campuses and makes every possible effort both to prevent these practices and to provide students with access to information, counselling, support and HIV medication (within the financial capacity of the University).

#### 24.5.4.9 **Gender issues**

TUT recognises the fact that women are particularly vulnerable to HIV infection by virtue of the biological characteristics of the infection, as well as, in some contexts, their perceived (by themselves and/or others) psycho-social position. Hence, they shall be given attention in all awareness, training and education programmes.

Seminars and campaigns are free of charge and student participation is encouraged.

#### 24.5.4.10 **Education and research**

All students shall have access to HIV/AIDS education and awareness programmes. These programmes focus on providing information and teaching skills and enabling students to live, work and interact with people living with HIV.

All faculties and departments shall be required to consider how to achieve integration of HIV/AIDS into the curriculum at both undergraduate and postgraduate levels.

The Directorate of Health and Wellness shall actively promote and support HIV/AIDS-related research.

#### 24.5.4.11 **Grievance procedures**

Students shall have access to grievance procedures (available in the University structures), should their rights be violated in any way.

#### 24.5.4.12 **Student admission**

Based on the principles of non-discrimination, no students may be denied access to the University on the basis of their HIV status. This includes access to academic programmes, social events, residences, bursaries, financial assistance and support programmes. Hence, students will not be required to undergo HIV tests prior to admission or in the course of their academic life at TUT.

#### 24.5.4.13 **Occupational exposure**

Should students be studying for a qualification where a risk exists for occupational exposure, the relevant department shall provide information, education and the necessary infection control equipment and procedures.

### 24.5.5 **DIRECTORATE OF HEALTH AND WELLNESS**

#### 24.5.5.1 **Prevention**

- Condom distribution
- Healthy lifestyle promotion/wellness programme
- Post-Exposure Prophylaxis (PEP)
- STI management and counselling
- VCCT/VCT HIV testing
- USP guidelines

#### 24.5.5.2 **Care, support and management**

- CD4 screening
- Management of opportunistic infections
- Management of treatment programme
- Nutrition planning and access to supplements
- Positive living

#### 24.5.5.3 **Research**

- Knowledge, Attitudes and Perceptions (KAP)
- Prevalence
- Risk analysis

#### 24.5.5.4 **Teaching, training and development**

- BEAT (Basic Education and Training) on HIV/AIDS, health and wellness
- Consultation
- Life skills
- Website



- 24.5.5.5 **Community outreach**
- Capacity building
  - Programme development and management
  - Workshops

- 24.5.5.6 **Marketing, resource development and advocacy**
- Advocacy campaigns
  - Networking
  - Open days
  - Orientation sessions

## 24.5.6 **CLINICAL SERVICES**

### 24.5.6.1 **Services**

The Directorate has Health and Wellness centres where all registered students are provided with the following primary health care services:

- Student support and referral
- Rape crisis management and referrals
- Occupational health injuries
- Primary health care services
  - HIV testing
  - IEC on sexual and reproductive health
  - Reproductive choice and family planning
  - Pregnancy testing and counselling, TOP referrals
  - STI management and referrals
- Donating blood

### 24.5.6.2 **Other health and wellness services**

The Directorate has clinics where all registered students are provided with primary health care services.

## 24.6 **ACCOMMODATION, RESIDENCE LIFE AND CATERING**

24.6.1 The official policy and rules for residences are published in the *Rules and Regulations for Residences of the Tshwane University of Technology* which is available on the TUT website. This publication constitutes official University policy.

24.6.2 A copy of the *Rules and Regulations for Residences of the Tshwane University of Technology* must be issued to every occupant of every residence of the University.

## 24.7 **PARTICIPATION IN SPORTS, CAMPS, TOURS, EXCURSIONS, TUT ACTIVITIES OR PROJECTS**

24.7.1 Students who participate in sports, camps, tours, excursions, activities or projects of the Tshwane University of Technology do so at their own risk, and the University will accept no responsibility whatsoever for any consequences of such participation.

24.7.2 Excursions, tours and camps undertaken on behalf of the University may be organised only with the permission and approval of the relevant Student Affairs and Extracurricular Development. In the case of events of a purely academic nature or events undertaken for training purposes, the head of the academic department concerned will be the responsible person.

# CHAPTER 25

## DIRECTORATE OF FINANCIAL AID

### 25.1 GENERAL INFORMATION

To be considered for funding in any academic year, the applicant must ensure to follow due processes and comply with the terms and conditions stipulated and applicable to each funding category. Failing to do so will result in the application not being considered. **As a general rule, no late or incomplete applications will be accepted.**

Please consult the Financial Aid website at [www.tut.ac.za/students/financial](http://www.tut.ac.za/students/financial) for updated and relevant information with regard to funding opportunities and application requirements.

### 25.2 AVAILABLE FUNDING

#### 25.2.1 External funding

This refers to bursaries that are allocated to students from sources outside of the University. These include undergraduate and postgraduate bursaries from public, private, corporate/industry, government, parastatals and international sources. Please consult our website for more information on possible funding opportunities.

#### 25.2.2 Internal University funding

Internal awards are allocated to any bona fide student from first-time entering students to post-graduate students who enrol at the University. It is the University's intention to attract and retain quality students by rewarding excellent academic and non-academic performance.

It also serves the purpose of general support to students on merit as outlined by the specific policy that governs the funding category. For further details on the application and allocation criteria of these bursaries, please refer to the financial aid website mentioned above.

#### 25.2.3 National Student Financial Aid Scheme (NSFAS)

The National Student Financial Aid Scheme (NSFAS) provides financial aid opportunities from various sources to academically deserving and financially needy students who wish to study at tertiary education institutions. The following provides general information on NSFAS. However, please consult the NSFAS website at [www.nsfas.org.za](http://www.nsfas.org.za), as well as the University website for more information.

25.2.3.1 Students need to apply online and create or register an account. He or she must ensure to retain the application reference number for future enquiries. In order to receive a reference number, the system must "save" the application. The reference number should be kept safe as it is the only proof that a student has applied for NSFAS funding.

25.2.3.2 The NSFAS website ([www.nsfas.org.za](http://www.nsfas.org.za)) contains future updates in this regard. Students must ensure not to miss the deadline or to wait until the last day.

25.2.3.3 Who should apply?

- Students who are South African citizens.
- Students whose combined family income is less than R350 000 per annum, and in cases of students living with a disability, the combined income is less than R600000 per annum.
- All new applicants (matriculants) or students who passed Grade 12 in previous years, but never registered at any university.
- Students who have never received NSFAS funding.
- If a student applied for, and received funding in any particular year, he or she need to re-apply each year, ensure to visit NSFAS website for clear instructions. Continued funding for the subsequent years is based on a student's academic performance in the year that funding was received.



- However, if a student does not register in the subsequent year of funding and has taken a “gap year”, a student will be required to re-apply.
- 25.2.3.4 All students funded from the 2016 academic year onwards must register on the NSFAS website to verify their details.
- 25.2.3.5 Continued funding will depend on the student’s annual academic performance determined by the NSFAS Eligibility Criteria.
- 25.2.3.6 Additional assistance can be provided to current and prospective students who would like to apply online, but do not have access. Please contact the local Financial Aid Office for more information (see **25.2.3.14**).
- 25.2.3.7 Any student who needs assistance with their application are requested to ensure they bring all the necessary documents to apply (consult the NSFAS website for a checklist of these documents).
- 25.2.3.8 Access to any of the University campuses will only be granted on presentation of proof that the student applied for admission at TUT. This is also dependent on the Disaster Management Act, 2005 (Act No. 53 of 2005), as amended for the Covid-19 pandemic protocols.
- 25.2.3.9 Parents or guardians who accompany prospective students will also be required to present a valid ID to gain access.
- 25.2.3.10 All applicants must have a cell phone and valid e-mail address at hand in order to receive the “one-time pin (OTP)”. This will be needed to complete the application process.
- 25.2.3.11 Applicants should visit the NSFAS website [www.nsfas.org.za](http://www.nsfas.org.za) and follow the online instructions to submit information and to apply directly. Applicants should use their own cellphone number and e-mail address (and not that of their parents) as NSFAS will use this information for communication. Applicants should keep the reference number for enquiries, and update their details continuously on NSFAS website as well as TUT biographical information.
- 25.2.3.12 Please contact the local Financial Aid Office or NSFAS directly (if more information is required) at 0860 067 327, or visit the website: [www.nsfas.org.za](http://www.nsfas.org.za), or e-mail to [info@nsfas.org.za](mailto:info@nsfas.org.za). for enquiries.
- 25.2.3.13 The University will not make any funding decision as this will be done by NSFAS.

**Final confirmation of the outcome of applications will be provided by the University based on this decision by NSFAS. It is therefore imperative that applicants follow the application processes and provide the required documentation before the closing dates. Applicants are further encouraged to track their NSFAS applications at [www.nsfas.org.za](http://www.nsfas.org.za).**

25.2.3.14 **CONTACT DETAILS**

For any enquiries regarding Financial Aid, please see below contact numbers per Campus, or visit the University website under the specific link - <https://www.tut.ac.za/bursaries-and-loans/contact-us> and select the “Log a Query” tab, to send an e-mail.

CAMPUS	TELEPHONE NUMBER	EMAIL
Arcadia Campus	012 382 6295	<a href="mailto:finaidarc@tut.ac.za">finaidarc@tut.ac.za</a>
Arts Campus	012 382 6157	<a href="mailto:finaidarts@tut.ac.za">finaidarts@tut.ac.za</a>
eMalahleni Campus	012 382 3121	<a href="mailto:finaidema@tut.ac.za">finaidema@tut.ac.za</a>
Ga-Rankuwa Campus	012 382 0542	<a href="mailto:finaidgar@tut.ac.za">finaidgar@tut.ac.za</a>
Mbombela Campus	012 382 3561	<a href="mailto:finaidmbom@tut.ac.za">finaidmbom@tut.ac.za</a>
Polokwane Campus	012 382 0776	<a href="mailto:finaidpol@tut.ac.za">finaidpol@tut.ac.za</a>
Pretoria Campus	012 382 4230	<a href="mailto:finaidpta@tut.ac.za">finaidpta@tut.ac.za</a>
Soshanguve North Campus	012 382 9195	<a href="mailto:finaidsohn@tut.ac.za">finaidsohn@tut.ac.za</a>
Soshanguve South Campus	012 382 9272	<a href="mailto:finaidsohs@tut.ac.za">finaidsohs@tut.ac.za</a>

# CHAPTER 26

## LIBRARY AND INFORMATION SERVICES

### Please note:

The information about the rules of Library and Information Services (LIS) may change during the year. Please consult the Library and Information Services (LIS) website, <https://libraries.tut.ac.za> for the latest information.

### 26.1 MEMBERSHIP

26.1.1 Library membership is open to –

- staff;
- students; and
- external members.

26.1.2 Contact the library for more information on external membership, such as membership fees, conditions of membership, and period of membership.

26.1.3 All library members shall keep to the rules, regulations, and code of conduct of the University and the Library and Information Services.

26.1.4 The Library and Information Services reserves the right to suspend library membership in cases where members do not abide by the rules, regulations, and the TUT code of conduct.

26.1.5 Membership of the library shall be in only one membership category.

### 26.2 ACCESS

26.2.1 Library clients must use valid TUT identification cards to enter the libraries and the I-Centres at the different campuses. Proof of registration must also be presented upon request.

### 26.3 LIBRARY HOURS

The library hours are subject to change at short notice. Contact the campus library for the latest information regarding library hours.

#### The current library hours are as follows:

#### 26.3.1 During the term

Mondays to Thursdays	8:00 - 22:00
Fridays	8:00 - 16:00
Saturdays	9:00 - 17:00
Public holidays	Closed
TUT holidays	Closed
Saturdays falling on long-weekends when Friday is a holiday	Closed
Saturdays falling on long-weekends when Monday is a holiday	9:00 - 17:00

#### 26.3.2 During TUT recess

Mondays to Fridays	8:00 - 16:00
Saturdays	Closed
Public holidays	Closed
TUT holidays	Closed



## 26.4 INFORMATION RESOURCES

- 26.4.1 Library and Information Services (LIS) has a comprehensive collection of print and electronic information resources e.g. books, continuing resources (periodicals), multimedia, etc. Visit the LIS website (<https://libraries.tut.ac.za>) for more information on the nature and extent of those resources.
- 26.4.2 Visit the LIS website (<https://libraries.tut.ac.za>) for more information on the available electronic services.

## 26.5 SERVICES

### 26.5.1 Circulation (lending) of information resources

- 26.5.1.1 Students and staff have access to the information resources of all TUT campus libraries. Contact a library staff member on the campus for information on how to borrow information resources that are kept at other TUT libraries.

**The following number of information resources may be loaned at a time by library members per user category:**

#### Books

User category		All libraries
Undergraduate students	Diploma students	4 books for 14 days
	B Tech students	6 books for 14 days
Postgraduate students		8 books for 21 days
Staff		10 books for 60 days
External members		4 books for 14 days
Departmental block loan		25 books for 90 days
		25 books for 180 days
		25 books for 365 days

#### Continuing Resources (Periodicals)

User category		All libraries
Undergraduate students	Pre-diploma students	6 items for 2 hours
	B Tech students	6 items for 2 hours
Postgraduate students		6 items for 2 hours
Staff		6 items for 4 days
External members		6 items for 2 hours

#### Multimedia

User category		All libraries
Undergraduate students	Diploma students	2 items for 3 hours
	B Tech students	2 items for 3 hours
	Students of Film Studies	4 items for 2 days
Postgraduate students		2 items for 3 hours
Staff		4 items for 7 days
External members		2 items for 3 hours

## Reserved/study collection

User category		All libraries
Undergraduate students	Diploma students	2 items for 2 hours
	B Tech students	2 items for 2 hours
Postgraduate students		2 items for 2 hours
Staff		4 items for 2 hours
External members		2 items for 2 hours

26.5.1.2 Library users are responsible for all library information resources issued in their name. In the case of theft of, damage to, or loss of any such resources, the users will be liable for the replacement cost of the item(s).

26.5.1.3 Fines are imposed on overdue loans. Library users must observe the due date that is stamped on the date slip on the first page of a book, or, where an item does not have a due date, observe the due date as specified under **rule 26.5.1.1** above for books, continuing resources, multimedia, and the reserved/study collections.

### 26.5.1.4 Overdue information resources

26.5.1.4.1 All library users are subject to overdue loan fines as set by the University's LIS and reflected in the annual tariff list; and penalties will be charged for resources kept beyond the loan expiry date or time without renewal.

26.5.1.4.2 Two (2) printed or electronic reminders shall be sent to defaulters, after which information resources not returned shall be regarded as lost and replacement charges levied. Non-receipt of reminders is not an excuse for not settling overdue fines. It is the responsibility of the user to update the institution of the user's change of contact details. Contact the library for more information regarding such cases.

26.5.1.4.3 If a library user fails to pay the replacement fee and overdue fines mentioned in **rule 26.5.1.4.2** –

- The examination results of the student shall be withheld.
- Legal action will be taken against the user.

### 26.5.1.5 Renewal of loans of information resources

26.5.1.5.1 Borrowers may request an extension of the loan period for items borrowed, before the expiry of the loan period. Requests for extensions may be made:

- By e-mail.
- In person.
- Telephonically.

## 26.5.2 INFORMATION LITERACY TRAINING

26.5.2.1 Each library offers a variety of training interventions (which differ from the credit-bearing information literacy modules/subjects). Please contact the campus library for the latest schedules.

## 26.5.3 INFORMATION SERVICES

### 26.5.3.1 Nature of information service

26.5.3.1.1 Information librarians assist library users with the following:

- Answering information enquiries using a comprehensive collection of printed and electronic resources.
- Compiling search strategies.



- Conducting literature reviews.
- Compiling bibliographies.
- Effective utilisation of collections and resources.
- Verifying the status of current and completed research projects.
- Modules/subjects reference service.

#### 26.5.3.2 **Modes of information provision**

26.5.3.2.1 Information services are offered in the following ways:

- In-person service: by appointment or by telephone.
- Remote or distance service: by e-mail, letter or online via the Ask-a-Librarian Service and MS Teams as virtual/consultation tool.

#### 26.5.4 **INTER-LIBRARY LOANS AND DOCUMENT DELIVERY**

26.5.4.1 Document delivery/inter-library loan services provide postgraduate students and staff with access to information resources that cannot be obtained from any TUT library by obtaining those resources from external libraries or agencies.

26.5.4.2 The Inter-library loans services serve to support the teaching, learning, research, projects and work activities of the University by enhancing library information resources through provision of access to resources held in external libraries and thus, shall not be used for personal/private purposes.

26.5.4.3 Inter-library loans shall be provided to selected categories of library members as reflected in the Policy on Library Membership.

26.5.4.4 A library user may not request items on inter-library loan on behalf of another.

26.5.4.5 Library users may not collect borrowed information resources from the external libraries themselves, in order for all loans to be fully recorded by receiving libraries.

26.5.4.6 The LIS subsidises the cost of inter-library loans, except in the case of subsequent requests for the same information resources by the same user.

26.5.4.7 Requestors who fail to collect a returnable inter-library loan item before the loan period expires shall be held liable for the costs incurred.

26.5.4.8 Borrowers must return information resources to the inter-library loans office which handled their request.

26.5.4.9 Borrowers who want to renew returnable inter-library loans items shall contact the relevant inter-library loans office at least three (3) days before the loan period expires. Requests for renewals made after the loan period expired shall not be accepted.

26.5.4.10 Failure to return information resources on or before the due date shall result in the imposition of a late return fine that is levied per day as per the approved tariffs. The LIS shall maintain good relations with external libraries by keeping to the due dates of loaned items.

26.5.4.11 If a user fails to pay outstanding fines mentioned in **rule 26.5.4.10**, the library shall:

- Temporarily suspend the user's inter-library loans privileges;
- Withhold the student's examination results until outstanding fines are paid in full; and
- Legal action will be taken against the user.

26.5.4.12 The electronic purchasing of information resources shall be done for selected categories of library members as reflected in the Policy on Library Membership.

- 26.5.4.13 A library member may not request the electronic purchasing of resources on behalf of another.
- 26.5.4.14 The LIS reserves the right to impose a limit on the number of resources that are purchased electronically on behalf of a user.
- 26.5.4.15 The LIS shall not reimburse users who have electronically purchased resources in their own capacity.
- 26.5.4.16 A student should contact the information librarian at his or her campus for more information on this service.

## **26.6 INTERNET CENTRES (I-CENTRES)**

26.6.1 Each campus has an I-Centre either within the library or just outside the smaller libraries; and I-Centres are located outside the libraries in TUT-owned student residences and elsewhere on campus. The following services are available to students in the centres:

- Access to word processing and other office software for the completion of projects and assignments;
- Access to electronic information resources and online learning material;
- Access to online information searches;
- Access to all TUT services, including TUT e-mail, Learning Management System, and Enterprise Resource Planning systems to which they have been granted access;
- Access to e-mail for both academic and personal purposes;
- Mobile device usage workstations with access to charging outlets;
- Access to Wi-Fi;
- Access to printing, copying and scanning services;
- The provision of access to official, prescribed academic information and functionality is regarded as priority;
- No gaming, viewing or downloading of videos for recreational purposes is allowed between 8:00 and 16:00, except in cases where the games are prescribed by an academic programme and/or in aid of computer literacy;
- Students are entitled to request basic technical and other research support assistance from the staff working in the centres at no additional cost;
- Additional services and consumables such as laminating and binding, large format printing, etc. are not provided on-site. LIS will attempt to source access to these services for students at an additional cost; and
- A predetermined period per day, per student, will apply between 8:00 and 16:00 with respect to using the computers in the centres, to afford everybody an opportunity. More time is allowed, should there be no demand; e.g., after hours and during recess.

26.6.2 Responsibilities of students:

- Students using the centres are at all times subject to the policies, rules and regulations of TUT;
- Conduct in I-Centres is also subject to rules as displayed in the centres;
- Disciplinary action will be taken against students who contravene policies, rules and regulations of TUT whilst utilising the centres;
- All students must use their login credentials to authenticate their identity when accessing TUT resources and services to which they have been granted access;
- By logging onto TUT PCs, students acknowledge that TUT does not guarantee their privacy and confidentiality when using the facilities and resources. They further acknowledge that they agree to abide by all TUT policies, rules and regulations, and they consent that their activities are being monitored when using the facilities and resources;
- Students must not share their login credentials;
- Students must use the service responsibly, ethically, and lawfully. Computer resources must not be wasted or monopolised to the exclusion of other students;
- The utilisation of the facilities to deliberately create, store or forward mass e-mail messages, chain letters, computer viruses, and illegal copies of material protected by copyright is not allowed; and



- The creation, viewing, storage or forwarding of messages containing discriminatory, intimidating, derogatory, intolerant remarks or prejudice sharing based on race, religion, gender, age, sexual orientation, disability, belief, political opinion, culture, language, pornography, explicit nudity, gross depictions and religious content is not allowed.

26.6.3 Contravention of the above-mentioned rules may result in disciplinary action taken against the clients.

## 26.7 FACILITIES

26.7.1 Library and Information Services offers a wide range of facilities, including the following:

- Discussion rooms.
- Photocopying, printing and scanning facilities.
- Study facilities and training rooms.

26.7.2 The type and nature of facilities vary from library to library. Contact a library staff member or visit the LIS website (<https://libraries.tut.ac.za>) for the latest information on the availability and terms of use of facilities in a particular library.

## 26.8 LIBRARY RULES

26.8.1 The following rules are in force at all libraries and in the I-Centres:

26.8.1.1 Library clients are not allowed to:

- Eat and drink in the library.
- Smoke in the library or toilets.
- Litter in the library.
- Move furniture or equipment.
- Use or answer the library's telephones.
- Make noise in the library or disturb other users unnecessarily (including but not limited to using a cell phone).
- Remove library information resources from the library without authorisation.
- Damage library information resources, furniture or equipment.
- Use other library clients' TUT identity cards.
- Move beyond the exit point when the information resources security system is activated.
- Book seats with bags when not in the library.
- Prohibit other clients from occupying an empty seat.

26.8.2 Please contact the relevant library to find out if there are additional rules that apply to a particular campus library.

26.8.3 Should a library client fail to comply with the rules mentioned in **26.8.1.1** and **26.8.2**, TUT disciplinary measures shall be taken against the client.

26.8.4 Neither the Tshwane University of Technology, nor any of its library staff members will assume any liability for damage to or the theft of personal belongings of a library client or visitor.



## CHAPTER 27

### HIGHER EDUCATION DEVELOPMENT AND SUPPORT

#### 27.1 DIRECTORATE OF STUDENT DEVELOPMENT AND SUPPORT

##### 27.1.1 Services provided

The Directorate facilitates academic success and provides psychological support services to students.

##### 27.1.1.1 Career-counselling programme

This service is offered to both prospective and registered students. Career guidance consultations and psychometric assessments are available if one is not sure what career path to follow or requires assistance with subject choices in Grade 10.

##### 27.1.1.2 Student profiling

Students are assessed to identify potential academic risks and support students in reaching their academic potential.

##### 27.1.1.3 English proficiency interventions

English proficiency interventions aim to support students in developing their English grammar, reading, and writing skills.

##### 27.1.1.4 Academic coaching and study skills

Students who are academically at-risk and underperforming have access to numerous developmental, support and remedial interventions to enhance learning and study strategies. Psychologists are also available to assist students with psychological issues impacting on their academic success.

##### 27.1.1.5 Academic support for students living with disabilities

The Disability Labs are resource centres with assistive devices for students with special learning needs. Academic support provided to students living with disabilities includes support for alternate modes of assessments and assistance with reasonable accommodations for learning.

##### 27.1.1.6 Life Skills workshops

The Life Skills workshops are designed to equip students with essential tools for personal well-being and development. These workshops focus on enhancing students' ability to confidently navigate university life and prepare for future challenges.

##### 27.1.1.7 Student mentorship training

The Mentorship Programme aims to assist students with the academic- social- and emotional transition in the university and provides basic academic support to students.

##### 27.1.1.8 Personal counselling and therapy

Personal counselling and therapy services are available on all campuses as well as online and is provided by professional mental health practitioners. The personal counselling and therapy intervention focuses on all types of mental health difficulties and issues that have an impact on mental wellbeing and daily functioning. A 24-hour South African Depression and Anxiety Group (SADAG) emergency toll-free line (0800 68 78 88) is also available.

##### 27.1.1.9 Student Development and Support (SDS) Champions

The SDS Champion Programme enables students to serve their campus, and develop their personal and employability skills. The programme includes training, group and individual supervision sessions, participation in outreach programmes, mental health exhibitions and expos, project management, campaigning for SDS services, developing presentations, and presenting workshops to students and community.



## 27.2 DIRECTORATE OF COOPERATIVE EDUCATION

### 27.2.1 Services rendered

The Directorate's focus is on supporting and assisting the students regarding Work-Integrated Learning (WIL) and student occupational support and employability skills, thereby equipping them to enter the world of work. These critical areas are supported by the following:

- The WIL component that forms part of the curriculum, and enables the student to obtain his or her diploma.
- Directorate of Cooperative Education and Faculty Assistant Deans (Teaching, Leading, Learning and Technology) in collaboration with WIL academic staff, provides support to students, staff and employers on cooperative education and WIL activities.
- Student occupational support and employability skills workshops, which assist and enable students to apply the necessary skills when entering the world of work.

#### 27.2.1.1 Work-Integrated Learning (WIL)

- 27.2.1.1.1 When WIL is a requirement for a programme, a student may register and pay the required registration only when he or she has obtained approval from the relevant Head of Department.
- 27.2.1.1.2 A student may only register for WIL after his or her proposed registration has been approved by the Head of the Academic Department concerned.
- 27.2.1.1.3 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.
- 27.2.1.1.4 A student must complete all the required WIL periods to the satisfaction of the University.
- 27.2.1.1.5 A student must pass all the required compulsory and chosen modules/subjects and the WIL component in order to obtain sufficient credits for the qualification concerned.
- 27.2.1.1.6 Students are required to register for every period of WIL.
- 27.2.1.1.7 WIL may take place only at an employer approved by TUT. Although the Tshwane University of Technology undertakes to assist students with placement for WIL. The University undertakes to assist students with WIL placement in industry.
- 27.2.1.1.8 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:
  - 27.2.1.1.9 The WIL must immediately precede the formal instruction.
  - 27.2.1.1.10 The student must comply with the set admission requirements, and he or she must be evaluated for the programme concerned before registration.
  - 27.2.1.1.11 The WIL may not exceed 50% of the total WIL period required.
  - 27.2.1.1.12 **Rules 3.1 and 3.3** shall apply.
  - 27.2.1.1.13 The Head of the Department should approve and accept the WIL.
- 27.2.1.1.14 A student who did WIL at an employer while he or she was a registered student at another higher educational institution may obtain exemption for such Work-Integrated Learning in terms of the rules for exemption and subject to the approval of the Head of the Department.

## 27.3 STUDENT EMPLOYABILITY SKILLS

27.3.1 Only registered students at the Tshwane University of Technology are assisted through the occupational support and employability skills services. The services consist of the following:

- Compiling a comprehensive Curriculum Vitae (CV), portfolio or resumé.
- Employment search strategies.
- Interview and presentation skills.
- Professional ethics.
- Teamwork.
- Career Expos.

Students are also reminded that this is a free service. The Directorate cannot guarantee successful employment. The Directorate of Cooperative Education and TUT are not responsible for any agreement between a student and an employer.

## 27.4 SPECIALISED RECRUITMENT DRIVES

27.4.1 Employers are encouraged to utilise this initiative on campus and to introduce their companies to students on campus. These recruitment drives –

- give prospective employers an opportunity to present a multimedia overview to students of their choice on what they have to offer to prospective employees;
- give students an opportunity to ask relevant questions after seeing the company presentation;
- give students an opportunity to meet with employees of the company in a structured and informal manner;
- give students valuable and relevant information on how to apply for an appointment at a company and to familiarise themselves with the recruiting company's criteria; and
- give companies an opportunity to meet the academics concerned at the respective departments to establish long-term relationships, and share and exchange valuable information.

Please note that this is a service to the students and industry that is rendered by the Directorate of Cooperative Education. The Directorate will try its utmost to meet any written request from prospective employers regarding recruitment; however, we cannot guarantee that we will always be able to honour such requests.

## 27.5 DIRECTORATE OF TEACHING AND LEARNING WITH TECHNOLOGY

### 27.5.1 Services rendered

The Directorate of Teaching and Learning with Technology's (TLwT) focus is on the establishment of a technology-enhanced teaching and learning environment. This includes the design, development, hosting, empowerment and integration of educational technology in the curriculum.

These critical areas are supported by the following:

- Providing a stable learning management system, namely myTUTor, for access to online teaching and learning material.
- Providing access to online resources such as eBooks, plagiarism with Artificial Intelligence (AI) detection, monitoring and proctoring for secure online assessments, etc.
- Implementation of educational technology as minimum standards in classrooms.
- Designing and developing support material such as graphics and videos.
- Instructional design of digital content to be hosted on myTUTor. Content development is aligned with the curriculum and learning outcome and assessment requirements.
- Staff and student orientation in the navigation of myTUTor ensures proficiency and effectiveness in the application of the system features.
- Empowerment in the use of educational technology and its applications especially educational technology in the classrooms. This is available for both staff and students.



27.5.2 **Access to myTUTOR**

- The myTUTOR Service Desk is for already TUT registered students using the online learning management system (LMS), myTUTOR. myTUTOR service information is available online at <https://www.tut.ac.za/mytutor-home>.
- myTUTOR can be accessed at <https://mytutord2l.tut.ac.za>. The username is the student's number, and the password is the same as the TUT4Life e-mail password.
  - URL: <https://mytutord2l.tut.ac.za>
  - Username: studentnumber@tut4life.ac.za
  - Password: tut4life password
- If a user needs to reset and/or create a new password, he or she should open the TUT4Life home page using <https://tut4life.tut.ac.za>.
- Proof of registration is required if a user is not authenticated by the central ITS system.
- myTUTOR Service Desk can only assist with:

<b>myTUTOR Services</b>	<b>URL, Access and Additional Information</b>
myTUTOR LMS	Access: <a href="https://mytutord2l.tut.ac.za/">https://mytutord2l.tut.ac.za/</a> Additional information: <a href="https://www.tut.ac.za/media/docs/myTUTOR_User_Journey.pdf">https://www.tut.ac.za/media/docs/myTUTOR_User_Journey.pdf</a>
myTUTOR login requirements	<a href="https://www.tut.ac.za/media/docs/myTUTOR%20Login%20Requirments.pdf">https://www.tut.ac.za/media/docs/myTUTOR%20Login%20Requirments.pdf</a>
TUT4Life email	Access: <a href="https://tut4life.tut.ac.za/">https://tut4life.tut.ac.za/</a> Additional information: <a href="https://tut.ac.za/media/docs/TUT4Life%20and%20Eduroam.pdf">https://tut.ac.za/media/docs/TUT4Life%20and%20Eduroam.pdf</a>
Wi-Fi (Eduroam)	Access: <a href="https://tut4life.tut.ac.za/">https://tut4life.tut.ac.za/</a> Additional information: <a href="https://tut.ac.za/media/docs/TUT4Life%20and%20Eduroam.pdf">https://tut.ac.za/media/docs/TUT4Life%20and%20Eduroam.pdf</a>
Multi-Factor Authentication (MFA)	<a href="https://www.tut.ac.za/media/docs/Step-By-Step-Document.pdf">https://www.tut.ac.za/media/docs/Step-By-Step-Document.pdf</a>
Free data registration	Access: <a href="https://ienabler.tut.ac.za/pls/prodi41/w99pkg.mi_login">https://ienabler.tut.ac.za/pls/prodi41/w99pkg.mi_login</a> Additional information: <a href="https://www.tut.ac.za/media/docs/get_your_data.pdf">https://www.tut.ac.za/media/docs/get_your_data.pdf</a>
Cellphone number changes	<a href="https://tut.ac.za/media/docs/Locked%20Microsoft%20Account.pdf">https://tut.ac.za/media/docs/Locked%20Microsoft%20Account.pdf</a>
Blocked Microsoft accounts	<a href="https://tut.ac.za/media/docs/Locked%20Microsoft%20Account.pdf">https://tut.ac.za/media/docs/Locked%20Microsoft%20Account.pdf</a>
Free software	<a href="https://tut.ac.za/images/docs/Get_your_Device_Ready_.pdf">https://tut.ac.za/images/docs/Get_your_Device_Ready_.pdf</a>
Microsoft 365 downloads	Microsoft 365

<b>myTUTOR Service Desk Contact Information</b>	<b>Work-Integrated Learning (WIL) Contact Information</b>
eMail: myTUTOR@tut.ac.za Tel.: (012) 382-4427	eMail: mywilhelpdesk@tut.ac.za Office: Pretoria Campus, Building 13-G42

## CHAPTER 28

### THE OFFICE OF THE STUDENT OMBUDSMAN FOR ACADEMIC COMPLAINTS

#### 28.1 THE PURPOSE OF THE OFFICE OF THE STUDENT OMBUDSMAN

The Office of the Student Ombudsman provides registered TUT students with a service for addressing any academic complaints they might have. The main purpose of this service is to offer advocacy, counselling and support to students with regard to all teaching-, learning- and assessment- and supervision related problems the students experience.

The role of the Student Ombudsman is one of a 'last resort'. That is, the Ombudsman will intervene in a complaint only when all responsible academic line management and other avenues for resolving the matter have been exhausted.

#### 28.2 DEFINITIONS

In this chapter unless otherwise indicated –

28.2.1 **“academic complaint”** refers to any complaint that students may have with regard to teaching, learning, research, academic support and postgraduate supervision;

28.2.2 **“academic line management”** refers to the area of the University or member (s) of staff responsible for delivering service or conducting the process about which the complaint is made. These include lecturers, programme coordinators, heads of departments, executive deans, DVC: Teaching, Learning and Technology (DVC: TLT) and DVC: Postgraduate Studies, Research and Innovation (DVC: PRI);

28.2.3 **“complainant”** refers to a person making a complaint;

28.2.4 **“formal complaint”** refers to a written complaint, signed by the complainant and addressed to any responsible manager;

28.2.5 **“local level”** means the area of the University or its staff member(s) responsible for delivering service or conducting the process about which the complaint is being made;

28.2.6 **“non-completion student”** refers to former TUT student with incomplete qualification but who is not academically excluded but is not registered for the current academic year;

28.2.7 **“prospective student”** refers to any individual who is interested in enrolling or has already formally applied to enrol for a qualification presented by TUT;

28.2.8 **“respondent”** means a person who responds to a complaint;

28.2.9 **“the Office of the Student Ombudsman”** is a mechanism of adjudicating students' academic complaints as an independent but integral part of the grievance resolution procedures at TUT; and

28.2.10 **“vexatious complaint”** means complaints that are frivolous and or deliberately intended to annoy or bring distress and suffering to other parties.

#### 28.3 AREAS THAT THE OFFICE OF THE STUDENT OMBUDSMAN DOES NOT COVER

- Complaints lodged by prospective students (non-enrolled students).
- Students who are not registered and are applying for Recognition of Prior Learning (RPL).
- Allegations of sexual harassment, unfair discrimination or racism (refer to TUT policy or regulatory mechanisms on sexual harassment, policy on unfair discrimination, or policy on racism for both staff and students).
- Disciplinary measures taken against a student for whatever reason in another environment (refer to Chapter 15).



- Academic exclusions on the basis of unsatisfactory academic progress.
- Non-academic complaints by members of staff who are also students at TUT (refer to TUT Human Resources policy on grievances).
- Complaints about accommodation and residences (refer to policy or regulations guiding practices and processes in the Student Affairs and Extracurricular Development (SAED) environment).
- Complaints about enrolment and registration processes. Such complaints should be directed to Academic Administration.

## **28.4 PROCEDURES FOR LODGING A COMPLAINT AND REPORTING MECHANISMS**

28.4.1 A student with a complaint shall personally contact the office of the Student Ombudsman at the Directorate of Quality Promotion or may be accompanied by a class representative or a member of the Student Representative Council (SRC).

28.4.2 The complainant shall ensure that he or she has tried to resolve the matter with all other stakeholders such as the lecturer concerned, head of academic department, Executive Dean of the Faculty or whoever in the environment the complaint emanates from.

28.4.3 The office of the Student Ombudsman shall only investigate the complaint when the complainant has provided evidence that all relevant academic departments and faculty complaints management processes have been exhausted and the complaint was not resolved satisfactorily.

28.4.4 The Ombudsman shall then assess the merit of the case whether it warrants to be investigated or be referred elsewhere.

28.4.5 The complaint shall be dismissed if the Student Ombudsman is of the opinion that:

- The complaint is vexatious.
- The complaint is a fake and riddled with all sorts of lies.
- The incidence occurred at too remote a time to warrant inquiry.
- There exists an alternative and satisfactory means of addressing the complaint within the University. In such a case, the Student Ombudsman may give advice to a complainant as to other internal avenues for addressing the matter concerned.
- If the complainant is subject to a disciplinary hearing or appeal processes within the University, the Student Ombudsman shall proceed no further inquiring into the complaint until the hearing or appeal has been finalised.
- The student is rude, unprofessional and uses derogatory language towards staff implicated in the matter, be it verbally or in written form.
- The student does not have any documentary evidence such as scripts, assignments or written communiqué between him or her with the implicated persons to substantiate his or her allegations.

28.4.6 Where a complaint warrants further investigation, the steps outlined below shall be followed.

28.4.7 The student lodging a complaint shall be required to:

- put in writing the nature of the complaint and all other internal processes that he or she has exhausted before approaching the Office of the Student Ombudsman; and
- fill in a complaint form; indicating, amongst others, the following information:
  - the student's personal, academic and contact details, preferably a working TUT4life e-mail address;
  - whether the student tried to resolve the matter with any other structure such as the lecturer concerned, Head of the Department or the Departmental Administrator;
  - a narrative of the "actual" nature of the complaint;
  - how he or she would like the problem to be solved; and
  - any supporting documentation that shall serve as evidence, e.g. test scripts, study guides, assignments and projects.

- 28.4.8 If a student requests to be anonymous due to a possibility of victimisation and/or other negative consequences for the student, the Student Ombudsman may commence with an inquiry without the matter being handled at local level first.
- 28.4.9 Upon completion of a complaint form, the Student Ombudsman shall start investigating the case.
- 28.4.10 Upon completion of the investigation, the complainant shall be provided with feedback.
- 28.4.11 The complainant shall timeously inform the Student Ombudsman whether the verdict of the Ombudsman is implemented or not, so that the Ombudsman can be in a position to monitor and evaluate the implementation of the recommendations and verdict.

## 28.5 HOW TO CONTACT THE STUDENT OMBUDSMAN

The Office of the Student Ombudsman is situated at the Pretoria Campus, in the Dinokeng Building, 4<sup>th</sup> floor, room 428. The telephone number is 012 382 5525/5085 or the students can e-mail the office of the Student Ombudsman at [ombudsman@tut.ac.za](mailto:ombudsman@tut.ac.za).

# CHAPTER 29

## STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

- 29.1 The University is committed to the fair and equal treatment of all individuals, and, as an institution of higher learning, strives towards an inclusive mode of education.

TUT acknowledges that people with disabilities and special needs have the same right to reach their academic and professional potential as those who do not have a disability. TUT is thus legally and morally bound and committed to a reasonable course of action that will increase its accessibility to students with disabilities.

All actions resulting from the implementation of the Policy on Students with Disabilities and Special Needs will be governed by the financial capacity of the University.

The Directorate of Student Development and Support (SDS) provides the student community with a service for students with disabilities. The main purpose of this service is to offer advocacy, counselling and academic support to students with disabilities.

## 29.2 DEFINITIONS

In this chapter, unless otherwise indicated –

- (a) “**prospective student**” means any individual who is interested in enrolling or has already formally applied to enrol for a qualification presented by TUT;
- (b) “**relevant academic department**” means the department that offers the academic qualification for which the prospective student wishes to enrol, or for which an already enrolled student is registered;
- (c) “**service for students with disabilities**” means the service for students with disabilities provided by the Directorate of Student Development and Support, as a formal bureau in the organisational structure of TUT;
- (d) “**student**” means any individual who is formally registered as a student for a qualification offered by TUT;
- (e) “**students with disabilities**” means registered students who have long-term or recurring physical or mental impairments which in interaction with various attitudinal and environmental barriers, may hinder their full and effective participation in society on an equal basis with others.



- (f) “**TLwT**” means the Directorate of Teaching and Learning with Technology, as a formal role player in the organisational structure of TUT;
- (g) “**TUT**” means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended; and
- (h) “**University**” means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

#### 29.2.1 **Categories of disability**

- (a) Hearing disabilities (partially deaf, deaf).
- (b) Learning disabilities (dyslexia, attention deficit disorder, etc.).
- (c) Medical conditions that are, despite treatment, causing a disability (arthritis, diabetes, epilepsy, etc.).
- (d) Mental or psychological disabilities (psychiatric illness or condition, etc.).
- (e) Physical disabilities (amputation, paraplegia, etc.).
- (f) Visual disabilities (partially sighted, low vision, blind).

### 29.3 **RULES**

- 29.3.1 TUT is under no obligation to accommodate a student regarding a disability if that student does not declare such disability on his or her application form.
- 29.3.2 Application and admission (refer to Chapter 1).
- 29.3.3 Measures for accommodating students with disabilities will be determined by assessing the following:
  - 29.3.3.1 Physical infrastructure requirements, also specifically concerning –
    - (a) accessibility of all buildings, including residences; and
    - (b) sport and recreational needs.
  - 29.3.3.2 Counselling and support needs (including needs for accommodating applicants with disabilities during the selection process).
  - 29.3.3.3 Required and available external resources.
  - 29.3.3.4 Ability of academic programme, including e-learning support modes (where appropriate), to accommodate the disability, and more specifically in terms of –
    - (a) financial;
    - (b) logistical; and
    - (c) staffing abilities.
  - 29.3.3.5 Personal support system and coping mechanisms of the person with the disability.

### 29.4 **FEEDBACK AND NEGOTIATION WITH ALL PARTIES INVOLVED**

- 29.4.1 Reporting to all stakeholders.
- 29.4.2 Negotiation and commitment to meeting the needs.

### 29.5 **CONFIRMATION OF ADMISSION STATUS**

- 29.5.1 This implies official written confirmation of the University’s ability or inability to accept an applicant for a specific qualification.
- 29.5.2 Options must be provided for further counselling and referral.



## 29.6 RIGHTS AND RESPONSIBILITIES OF THE UNIVERSITY

- 29.6.1 The University accepts the responsibility to provide a morally and legally sound practice in providing for and managing disabilities.
- 29.6.2 The University will provide a Disability Office to facilitate and monitor all aspects stated in this policy.
- 29.6.3 The University will provide basic counselling and support on a client-centred basis in the same way that it is offered to all students on University campuses.
- 29.6.4 The University accepts the responsibility to inform the applicant on time of its ability to provide infrastructure, adjust procedures, or meet any other predetermined need.
- 29.6.5 The University reserves the right to review the pre-admission contract with stakeholders, should any change in status or degree of disability occur.
- 29.6.6 The University will hold the student responsible for adhering to all general rules and regulations as published in this Prospectus.
- 29.6.7 The Disability Office will undertake awareness campaigns as it deems necessary.

## 29.7 RIGHTS AND RESPONSIBILITIES OF PERSONS WITH DISABILITIES

- 29.7.1 It is the right and responsibility of a prospective student with a disability or disabilities to declare his or her disability or disabilities when he or she applies for admission to TUT, and to negotiate support.
- 29.7.2 It is the right and responsibility of a prospective student or current student with a disability or disabilities to acquaint him- or herself with all policies and procedures regarding disabilities.
- 29.7.3 It is the responsibility of a student with a disability or disabilities to report a relevant grievance.
- 29.7.4 If a student develops some form of disability during his or her period as a student at TUT, the student and/or the academic department concerned must inform the Directorate of Student Development and Support and Disability Unit if support, counselling or advocacy of any form will be necessary.

# CHAPTER 30

## RECOGNITION OF PRIOR LEARNING (RPL), EQUIVALENCE AND STATUS

### 30.1 DEFINITIONS

In this chapter, unless otherwise indicated –

30.1.1 “**accredited institution of higher education**” means one of the following:

- A South African public institution of higher education.
- A private provider of higher education, registered with the Registrar of Private Higher Education Institutions, in accordance with section 54(2)(a)(i) of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.
- An internationally accredited institution of higher education, accredited by its government as an institution of higher education, that is included in relevant handbooks (such as the International Handbook of Universities, published in association with the International Association of Universities).
- A South African college for Further Education and Training accredited as a provider with Umalusi, the Council for Quality Assurance in General and Further Education and Training;



- 30.1.2 “**advanced qualifications**” are the second or higher level of qualifications offered; they typically follow on “entry-level qualifications”;
- 30.1.3 “**applicant**” refers to a person who applies for or intends to apply for RPL or any other application in terms of this policy. An applicant may be a current registered student (part-time or full-time) or a potential student;
- 30.1.4 “**entry-level qualifications**” are the first level of qualifications on the Higher Education Qualifications Sub Framework (HEQSF), and they commence on level five (5) of the HEQSF. They include qualifications such as higher certificates, diplomas, bachelor- and professional bachelor degrees (Although these examples are provided with reference to the HEQSF framework of 2013, it is acknowledged that an interim transition period will exist where previous qualifications will also apply);
- 30.1.5 “**equivalence**” is an award made to grant an applicant admission to a qualification based on the fact that the applicant’s qualification is at least 70% equivalent to the prerequisite qualification for a specific programme;
- 30.1.6 “**equivalent qualification**” means a qualification, completed at an accredited institution of higher education, which is not identical to the admission requirements of the programme but which is evaluated to be on the same NQF Level, and of which the study content overlaps by at least 70% with that of the set admission requirement qualification;
- 30.1.7 “**formal learning**” means learning that occurs in an organised and structured education and training environment and that is explicitly designated as such. Formal learning leads to the awarding of a qualification or part qualification registered on the NQF;
- 30.1.8 “**informal learning**” means learning completed at any institutions other than “accredited institutions of higher education” or any non-credit-bearing learning completed at “accredited institutions of higher education”;
- 30.1.9 “**lifelong learning**” means learning that takes place in all contexts in life from a life-wide, life-deep and lifelong perspective. It includes learning behaviours and obtaining knowledge, understanding, attitudes, values and competences for personal growth, social and economic well-being, democratic citizenship, cultural identity and employability;
- 30.1.10 “**non-formal learning**” means learning (competencies) achieved through life and/or work experience and not via formal qualifications or credits;
- 30.1.11 “**Recognition of Prior Learning (RPL)**” means the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development;
- 30.1.12 “**prior learning**” refers to the competencies currently held by the applicant, regardless of how, when or where the learning occurred. Such competencies may be attained in a number of ways and include learning obtained through formal, informal and non-formal learning; and
- 30.1.13 “**status**” means the recognition granted to an applicant to register for a programme if the applicant is not the holder of the required admission qualification or an equivalent qualification, but is the holder of another qualification on the same NQF Level as that of the prerequisite qualification.

## 30.2 RULES

- 30.2.1 Equivalence is an application for admission to a qualification based on the fact that the applicant’s existing qualification is at least 70% similar to the prerequisite qualification, as stated in the admission requirements for that programme (see **30.1.5** and **30.1.6**).
- 30.2.2 Request to issue a qualification is an application based on an anomaly (a deviation from the norm or from expectations) that prevents the issuing of a qualification. To merit the consideration of such a request, special circumstances should prevail.

- 30.2.3 RPL for advanced admission is an application for admission where the applicant does not meet the stated admission requirements but wishes to be admitted to an advanced qualification on the basis of RPL. As part of a rigorous assessment process, the applicant would need to furnish evidence of exceptional experience, depth and scope before his or her application would be considered.
- 30.2.4 RPL for entry-level admission (with an NSC or a SC) is an application for admission into an entry-level qualification where the applicant holds a Senior Certificate, National Senior Certificate or equivalent qualification that fails to meet the specific admission requirements of the intended entry-level qualification 7. Applicants need to provide evidence of significant and relevant prior learning before applications will be considered.
- 30.2.5 RPL for entry-level admission (without an NSC or a SC) is an application for admission into an entry-level qualification where the applicant does not hold a Senior Certificate, National Senior Certificate or equivalent qualification, and where application is made for RPL to be granted on the basis of work experience, prior learning and maturity. Applicants need to provide evidence of significant and relevant prior learning before applications will be considered.
- 30.2.6 Status is an application to register for a programme when the applicant does not hold the required admission qualification or an equivalent qualification, but holds another qualification on the same NQF level as that of the prerequisite qualification (see 30.1.13).
- 30.2.7 Module/subject RPL is an application for recognition of a specific module(s)/subject(s) to obtain RPL exemption for that module(s)/subject(s).

### **30.3 RULES REGARDING THE RESPONSIBILITY OF THE APPLICANT**

- 30.3.1 It is the responsibility of the applicant to provide proof/evidence of prior learning and acquired competencies when applying for RPL. Such evidence must be submitted in a language that is in accordance with the University's language policy.
- 30.3.2 Applications for RPL must be submitted at least six (6) months prior to the intended date of registration.
- 30.3.3 Applicants must adhere to the agreed target dates for submission of evidence, completion of activities, or any other actions required to successfully complete the application process.
- 30.3.4 Applicants who have obtained qualifications outside the Republic of South Africa must include a South African Qualifications Authority (SAQA) Certificate of Evaluation of qualifications presented.

### **30.4 RULES REGARDING TUT RESPONSIBILITIES**

- 30.4.1 TUT is responsible for providing counselling and guidance to the applicant regarding the preparation of evidence for RPL applications.
- 30.4.2 TUT is responsible for processing applications in a timely, clear and transparent manner.

### **30.5 RULES RELATED TO APPEALS BY APPLICANTS**

- 30.5.1 Appeals should be submitted within ten (10) working days of receipt of the decision by the applicant.
- 30.5.2 An applicant may appeal against a decision if s/he feels dissatisfied with the process or assessment decision.

### **30.6 RULES RELATED TO ASSESSMENT FOR RPL**

- 30.6.1 Assessment for RPL must be done in compliance with the TUT policy on assessment and moderation.



- 30.6.2 Assessment for RPL must focus on previously acquired competencies, not on current teaching and learning practices.
- 30.6.3 When applications for module/subject RPL are approved, results on the academic record will be reflected as “RPL exemption” and no marks will be allocated.

## CHAPTER 31

### STUDENT PROTESTS

#### 31.1 DEFINITIONS

In this chapter, unless otherwise indicated –

- 31.1.1 **“Protest”** means the act of making a strong public expression of disagreement and disapproval or the display of objection to an issue designed to express an opinion and/or generate public and/or media attention. This may take a number of forms, including marches, pickets, rallies, occupations, etc.;
- 31.1.2 **“Protest leaders”** means those people who are nominated by the group to, or hold themselves to, or are deemed to, have responsibility for the organisation of the protest;
- 31.1.3 **“Protestors”** means those people who participate in favour of the protest (recognising that there may be groups within a protest or more than one protest simultaneously);
- 31.1.4 **“SRC”** means the Student Representative Council of the Tshwane University of Technology;
- 31.1.5 **“University”** means the Tshwane University of Technology (TUT), as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended; and
- 31.1.6 **“University management or management”** means the vice-chancellor, deputy vice-chancellors, registrar, executive deans, executive directors, chief financial officer and any other position equivalent to or above that of an executive director.

#### 31.2 RULES

- 31.2.1 Any actions, which interfere with the operation of the University or with the rights of others, constitute grounds for disciplinary action. Interfering actions include, but are not limited to, the blocking of access to classrooms or to buildings or the unauthorised occupancy of any University building or any part thereof either during or after hours of operation.
- 31.2.2 Protests that infringe upon the rights of others to peaceful assembly, orderly protest, free exchange of ideas, or that interfere with the rights of others to make use of or enjoy the facilities or attend the functions of the University shall not be permitted.
- 31.2.3 Protest action should be non-violent and the protestors must avoid actions that cause harassment or physical harm to any person or subject a person to abuse or intimidation or cause them to be fearful for their own safety or the safety of others; and actions that cause or are likely to cause damage to any property.
- 31.2.4 Protest actions may only be held on the University premises provided there is permission from Management.
- 31.2.5 If a person protests, he or she has to follow the rules of the Public Gathering Act, 1993 (Act No. 205 of 1993) and other laws of South Africa.

- 31.2.6 There are a number of locations that protesters will not be permitted to occupy under any circumstances. Any occupation of those sites will result in immediate notification of trespass, a warning to leave and subsequent removal if the protestors neglect or refuse to do so. These include, but are not limited to, the following types of locations:
- Laboratories, dangerous sites or sites where dangerous goods are stored;
  - Individual staff offices;
  - Sites where communication and/or information technology services are controlled;
  - Sites where confidential information is located; and
  - Sites involving cash handling or where significant finances are controlled.
- 31.2.7 In the interest of the well-being of its community and the safeguarding of its property or property that it holds in trust, the University will not tolerate some activities or situations. These include, but are not limited to the following:
- Road blockades, sit-ins and unreasonable prevention of staff and students from conducting their lawful business;
  - Protesters forcing anyone to be a part of the protest and the intimidation or harming of staff or other persons lawfully on University land or buildings;
  - Protesters saying or singing anything, or carrying something with writing on it, like a placard or a banner or a poster, that might cause hatred or violence to anyone or any group of people because of their race, language, religion, gender or culture;
  - Protesters saying or doing anything that is likely to cause violence against anyone, and cannot do anything which stops peace or goes against the rights of others;
  - Protesters dressed like someone from the police or army;
  - Protesters wearing a mask or paint or anything else that hides their face;
  - Damage to University property, including intellectual and electronic property or threats to system integrity and denial of service, including interference with security, laboratory and fire safety systems of the University;
  - Any criminal act or other breach of any statute or regulation, risk to the health, welfare and safety of any persons; and
  - Carrying of dangerous weapons during demonstrations.

### **31.3 PROCEDURES**

#### **31.3.1 Notice of Intent and Authorisation.**

- 31.3.1.1 Students planning to hold a protest action should submit a three (3) working days' written notice of intent to the University management specifying the time, place and manner of the demonstration along with a general plan for protest action. The notice should be signed and contain the names, addresses and telephone numbers of the protest leaders of the protest action.
- 31.3.1.2 The notice of intent does not imply an approval process, but rather a consultative process that promotes the rights and responsibilities of the students and University.
- 31.3.1.3 Upon notification of a protest, the University management will provide the protest leaders with a copy of this policy and consult with them to establish reasonable parameters of time, place, and manner in which the protest action may take place. The University reserves the authority to protect the rights and safety of the community and not authorise the event.
- 31.3.1.4 The protest action may only take place after a formal written permission has been granted by management. Permission may not be unreasonably withheld. In order to determine whether the decision of management to withhold the permission is reasonable, the University management will take the following factors into account:
- The number of protesters taking part;
  - The area designated for the protest action;
  - The proposed movement of people participating in the protest action;



- The proposal by the SRC to exercise control over the protest action; and
- The conduct of protesters.

31.3.1.5 The University authorities will appoint a person or persons to liaise between the University and protesters. The protest leaders would be asked to similarly nominate a liaison person or persons. The purpose of a liaison person is to enable avenues of communication during the protest and to negotiate in good faith a resolution to the situation.

- Involvement of Police and other external parties by TUT.
- The University authorities will endeavour to resolve protests without involving the South African Police Service (SAPS) and/or other relevant external parties.
- However, the Vice-Chancellor or his/her delegate reserves the right to invite the Police on to University property for any reason, and particularly when any of the prohibited activities arise.
- Campus Protection Services (CPS) are to enforce any and all relevant policies and Legislation, report and record any and all transgressions and liaise with Student Judiciary in the event of policy and legislative breaches during and after protest actions.

**31.4 THE MEDIA**

31.4.1 Media access is permitted on request to the Director: of Corporate Affairs and Marketing. However, the University reserves the right to withhold or withdraw this permission with respect to any or all of the University's premises at any time.

31.4.2 Only the Director of Corporate Affairs and Marketing or a person designated has the responsibility for liaising with the media on behalf of the University.

**31.5 BREACHES OF THE CHAPTER**

31.5.1 Breaches of this chapter by students are actionable under **rule 15.12.2**. Where a student's conduct during a protest action constitutes misconduct, university authorities may take disciplinary action against the student.

**31.6 REPARATION**

31.6.1 Recovery of costs, such as damages or Fire Service callout charges, may be sought from any person or group identified as contributing to these costs being incurred by the University.

