

# **2025 PROSPECTUS**

## **PART 1**

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

ISSN 0258-7343



## CONTACT DETAILS

At the time of publication, the contact details were as follows:

### Admission enquiries

Tel: 012 382 5750/5780

E-mail address: [admission@tut.ac.za](mailto:admission@tut.ac.za)

### Contact Centre

Tel: 086 1102 421/012 382 5533

E-mail address: [general@tut.ac.za](mailto:general@tut.ac.za)

### Enquiries relating to fees:

The Chief Financial Officer  
Private Bag X680  
PRETORIA 0001  
Tel: 086 1102 422/012 382 5505/4213

### The Registrar

Private Bag X680  
PRETORIA 0001  
Tel: 012 382 5180

### ARCADIA CAMPUS

Private Bag X680  
PRETORIA 0001  
Tel: 012 382 6377

175 Nelson Mandela Drive  
PRETORIA  
GPS: (25°44'41.83"S 28°12'0.19"E)

### ARTS CAMPUS

Private Bag X680  
PRETORIA 0001  
Tel: 012 382 6177

Cnr. Du Toit and Edmund Streets  
PRETORIA  
GPS: (25°44'26.16"S 28°11'45.99"E)

### EMALAHLENI CAMPUS

The Campus Director  
PO Box 3211  
EMALAHLENI 1035  
Tel: 012 382 3100/4/6

19 OR Tambo Street  
EMALAHLENI  
GPS: (25°52'44.40"S 29°14'09.89"E)

### GA-RANKUWA CAMPUS

Private Bag X680  
PRETORIA 0001  
Tel: 012 382 0500/0840

2827, Zone 2, Botsi Street  
GA-RANKUWA  
GPS: (25°37'05.92"S 28°00'08.31"E)

### MBOMBELA CAMPUS

The Campus Director  
Private Bag X11312  
MBOMBELA 1200  
Tel: 012 382 3500/3621

Madiba Drive  
MBOMBELA  
GPS: (25°30'01.11"S 30°57'17.03"E)

### POLOKWANE CAMPUS

The Campus Director  
Private Bag X9496  
POLOKWANE 0700  
Tel: 012 382 0700

Cnr. Market and Excelsior Streets  
POLOKWANE  
GPS: (23°54'50.81"S 29°26'58.94"E)

### PRETORIA CAMPUS

Private Bag X680  
PRETORIA 0001  
Tel: 012 382 5911

Staatsartillerie Road  
PRETORIA WEST  
GPS: (25°43'53.55"S 28°09'40.38"E)

### SOSHANGUVE CAMPUS

Private Bag X680  
PRETORIA 0001  
Tel: 012 382 9000

2 Aubrey Matlala Road, Block K  
SOSHANGUVE  
GPS: (25°32'26.88"S 28°05'46.16"E)



## 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

### **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 2025 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's 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.

Please verify specific and additional requirements per 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.

### MOTTO

We empower people.

### VISION

A people's university that makes knowledge work.

### MISSION

We advance social and economic transformation through relevant curricula, impactful research and engagement, quality learning experiences, dedicated staff and an enabling environment.

### VALUE STATEMENTS

- **Integrity**  
We will always act honestly, ethically and professionally.
- **Care**  
We will treat everyone with dignity and respect and green our environment.

- **Diversity, Inclusion and Equity**  
We will embrace diversity, foster inclusivity and promote equity.
- **Excellence**  
We will constantly innovate, solve problems and aim to improve ourselves and others.
- **Accountability**  
We are answerable to each other and will act in the best interest of the university at all times.



## CHANCELLOR OF THE TSHWANE UNIVERSITY OF TECHNOLOGY

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

Dr GT Serobe

## 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

LT Baloyi (Mr)

S Chiloane-Nwabueze (Ms)

B Dondolo (Prof)

WT Hlungwani (Ms)

WL Jack (Mr)

ZM Kabini (Ms)

G Kanakana-Katumba (Dr)

M Maleka (Ms)

SS Manganye (Mr)

APC Mangoma (Ms)

YM Mjiako (Ms)

Z Mbanjwa (Ms)

M Mokwena (Dr)

PL Mpye (Mr)

B Ntsele (Mr)

M Phihlela (Mr)

BM Phurutsi (Mr)

## 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)

Deputy Vice-Chancellor (Operations)

N Tlale (Dr)

Deputy Vice-Chancellor (Digital Transformation)

B Twala (Prof)

Deputy Vice-Chancellor (Teaching, Learning and Technology)

BJ van Wyk (Prof)

Registrar

AM Mushaathoni (Dr)



Chief Financial Officer  
T Madurai (Mr)

Executive Director of Student Affairs and Extracurricular Development  
AS Nthangeni (Dr)

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

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  
MG Kanakana-Katumba (Dr)

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)

## 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  
MG Kanakana-Katumba (Dr)

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**

JN Anumba (Prof)  
 M Banoobhai (Dr)  
 MC Benaka (Dr)  
 E Biko (Dr)  
 M Bales (Prof)  
 M Bales (Prof)  
 MS Mekgale (Prof)  
 MM Gole (Dr)  
 JW de Jager (Prof)  
 T de Jager (Prof)  
 D du Plessis (Dr)  
 E du Plessis (Mr)  
 D du Toit (Prof)  
 F Dakora (Prof)  
 C Devroop (Prof)  
 K Devroop (Prof)  
 K Djouani (Prof)  
 HB Dondolo (Prof)  
 P Ebewo (Dr)  
 S Du (Prof)  
 R Hans (Dr)  
 Y Havenga (Prof)  
 Z Huan (Prof)  
 SJ Jacobs (Dr)  
 R Jansen (Prof)  
 JC Jansen van Vuuren (Prof)  
 JA Jonker (Prof)  
 MG Kanakana-Katumba (Dr)  
 A Kanjee (Prof)  
 D Katerere (Prof)  
 TP Kele (Prof)  
 AT Kgopa (Dr)  
 MC Khoathane (Prof)  
 C Kleynhans (Prof)  
 HE Klingelhöfer (Prof)  
 A Kurien (Prof)  
 J Laubscher (Prof)  
 TJ Lavhengwa (Dr)  
 E Lumadi (Dr)  
 E Mabote (Dr)  
 J Magedi (Mr)  
 R Maharajh (Prof)  
 M Makgato (Prof)  
 M Maleka (Dr)  
 SJ Maluleke (Mr)

S Mnisi (Prof)  
 MH Maserumule (Prof)  
 MM Matisa (Prof)  
 AM Mashele (Prof)  
 LZ Mthobane (Ms)  
 M V. Payu-Zamxaka (Dr)  
 S O. Selepe (Dr)  
 SS Mkhomazi (Dr)  
 K Mmaiaika (Mr)  
 JT Mofokeng (Prof)  
 C Mohale (Ms)  
 M Mohale (Mr)  
 NS Mokgalaka-Fleischmann (Prof)  
 MI Mokgobu (Prof)  
 MNB Momba (Prof)  
 N Moodley-Diar (Prof)  
 SP Moshokoa (Prof)  
 KN Motubatse (Dr)  
 KIG Motube (Mr)  
 PT Mpete (Dr)  
 K Mpfu (Prof)  
 K Mtshali (Dr)  
 M Muchie (Prof)  
 JL Munda (Prof)  
 AM Mushaathoni (Dr)  
 V Naidoo (Prof)  
 F Ncongwane (Ms)  
 JM Ndambuki (Prof)  
 PP Ndibewu (Prof)  
 TL Nedambale (Prof)  
 T Nenzhelele (Dr)  
 KA Nephawe (Prof)  
 AE Nesamvuni (Dr)  
 KF Netshiombo (Dr)  
 LE Ngwenya (Mr)  
 Z Ngxabazi (Ms)  
 AS Nthangeni (Dr)  
 L Odendaal (Dr)  
 OJ Okonkwo (Prof)  
 TO Olwal (Prof)  
 AOS Osman (Prof)  
 MS Onyango (Prof)  
 V Papu-Zamxaka (Dr)  
 R Pashkevitch (Dr)  
 Y Paul (Prof)

SP Poee (Dr)  
 API Popoola (Prof)  
 NM Pheola (Prof)  
 SP Pheole (Dr)  
 K Prins (Prof)  
 KS Kapwilya (Prof)  
 E Radany (Mr)  
 TJ Rakgogo (Dr)  
 JK Ramollo (Dr)  
 EM Rankhumise (Prof)  
 RM Raseleka (Dr)  
 T Regnier (Prof)  
 T Roux (Prof)  
 ER Sadiku (Prof)  
 M Scerri (Prof)  
 C Schultz (Prof)  
 MA Segooa (Dr)  
 C Selepe (Dr)  
 LJ Shai (Prof)  
 MP Shai (Dr)  
 MB Shongwe (Prof)  
 P Sidogi (Prof)  
 D Sivakumar (Prof)  
 P Soundy (Prof)  
 AA Talukhaba (Prof)  
 J Tembu (Dr)  
 TM Tladi (Ms)  
 N Tiale (Dr)  
 AL Toriola (Prof)  
 O Tshabangu (Mr)  
 NW Tshamano (Dr)  
 SP Tsheole (Ms)  
 NN Tshipala (Prof)  
 B Twala (Prof)  
 W van Averbeke (Prof)  
 DP van der Nest (Prof)  
 BJ van Wyk (Prof)  
 EA van Wyk (Dr)  
 AM Viljoen (Prof)  
 B Watson (Ms)  
 C Wolkersdorfer (Prof)  
 Z Worku (Prof)  
 MF Zerihum (Prof)

## SENEX

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

### CHAIRPERSON

TS Maluleke (Prof)



## IMPORTANT DATES FOR THE 2025 ACADEMIC YEAR

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

JANUARY	
13	<ul style="list-style-type: none"> <li>Commencement of University activities</li> </ul>
15	<ul style="list-style-type: none"> <li>Closing date for exit examination applications (online and manually)</li> </ul>
16 - 2 Feb	<ul style="list-style-type: none"> <li>Online registration</li> </ul>
17	<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>
20 - 24	<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>
24	<ul style="list-style-type: none"> <li>Final date for Faculty Academic Exclusion Appeal Committee meetings</li> </ul>
27	<ul style="list-style-type: none"> <li>Online function will be open for residence registration</li> </ul>
27 - 31	<ul style="list-style-type: none"> <li>Exit and special examinations</li> </ul>
29	<ul style="list-style-type: none"> <li>First-year students may start occupying residences 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> <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>
FEBRUARY	
2	<ul style="list-style-type: none"> <li>Closing date for registration</li> </ul>
3	<ul style="list-style-type: none"> <li>Start of first term of first semester</li> <li>Commencement of classes</li> </ul>
3 - 7	<ul style="list-style-type: none"> <li>Newcomer students report for orientation</li> </ul>
11	<ul style="list-style-type: none"> <li>Publication of exit/special examination results</li> </ul>
18	<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 block-mode and research-based master's and doctoral programmes) - students are liable for 50% of class fees</li> </ul>
26	<ul style="list-style-type: none"> <li>DoE census: first-semester subjects</li> </ul>
28	<ul style="list-style-type: none"> <li>End of first term of first semester</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>
31 - 4 April	<ul style="list-style-type: none"> <li>TUT recess</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 July 2025 intake (selected programmes)</li> </ul>
19 19 - 23	<ul style="list-style-type: none"> <li>Predicate Day: semester modules/subjects (including distance education students)</li> <li>Confirmation of predicate marks</li> </ul>
26 - 13 Junie	<ul style="list-style-type: none"> <li>Main examinations - classes for year modules/subjects continue</li> </ul>
<b>JUNE</b>	
14	<ul style="list-style-type: none"> <li>DoE census: year 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 - 11	<ul style="list-style-type: none"> <li>TUT recess</li> </ul>
4	<ul style="list-style-type: none"> <li>Publication of final examination results</li> </ul>
7 - 8	<ul style="list-style-type: none"> <li>Students to be excluded and informed by Student Services</li> </ul>
14	<ul style="list-style-type: none"> <li>Start of first term of second semester</li> <li>Commencement of all classes</li> </ul>
14 - 1 Aug	<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>
14 - 1 Aug	<ul style="list-style-type: none"> <li>Senior and newcomer students report for orientation and registration according to the published schedule</li> </ul>
14 - 1 Aug	<ul style="list-style-type: none"> <li>Scheduled registration</li> </ul>
25	<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> <li>Closing date for exit examination applications (online and manually)</li> </ul>
31	<ul style="list-style-type: none"> <li>Closing date for applications for admission for specified programmes and all international applications for 2026</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> </ul>
<b>AUGUST</b>	
1	<ul style="list-style-type: none"> <li>Registration closing date</li> <li>Final date for Faculty Academic Exclusion Appeal Committee meetings</li> </ul>
3	<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>
4	<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>
4 - 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>
4 - 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>
8	<ul style="list-style-type: none"> <li>Closing date for registration of students whose appeals were successful (without penalty)</li> </ul>



11 - 15	<ul style="list-style-type: none"> <li>Exit and special examinations</li> </ul>
26	<ul style="list-style-type: none"> <li>Publication of special/exit examination results</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>Closing date for registration of students who wrote special/exit examination (without penalty)</li> </ul>
3	<ul style="list-style-type: none"> <li>DoE census: second-semester subjects</li> </ul>
19	<ul style="list-style-type: none"> <li>End of the first term of the second semester</li> </ul>
22 - 26	<ul style="list-style-type: none"> <li>TUT recess</li> </ul>
29	<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 2026 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>	
27	<ul style="list-style-type: none"> <li>Predicate day</li> </ul>
27 - 31	<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 - 21	<ul style="list-style-type: none"> <li>Main examination</li> </ul>
24 - 5 Dec	<ul style="list-style-type: none"> <li>Supplementary examination</li> </ul>
<b>DECEMBER</b>	
5	<ul style="list-style-type: none"> <li>End of the second term of the second semester</li> </ul>
6	<ul style="list-style-type: none"> <li>Residences close for December recess</li> </ul>
12	<ul style="list-style-type: none"> <li>Closing date for academic activities</li> <li>Publication of final examination results</li> </ul>
12 - 18	<ul style="list-style-type: none"> <li>Students to be excluded and informed by Student Services</li> </ul>
18	<ul style="list-style-type: none"> <li>Closing date for non-academic activities</li> </ul>
<b>JANUARY 2027</b>	
23	<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 National and National Higher Certificates are, where applicable, also presented as one-year and two-year qualifications respectively.

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 National Diploma is presented as a two-year or a three-year qualification.

The National Diploma (extended curriculum programme with foundation provision) is, where applicable, presented as a three-and-a-half-year, four-year or five-year qualification.

The HEQSF-aligned Diploma is presented as a full-time two-year or three-year qualification, or a part-time 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 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 - see 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;
- 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"** 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 chapter. 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.
  - (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 the Student Development and Support for career counselling and will need to meet the admission requirements for the alternative academic qualification selected.
- 2.1.2 **"academic exclusion criteria"** refers to the specific criteria (norms) applied in determining whether a student should be excluded from further participation in the qualification.
- 2.1.3 **"academic intervention"** refers to any 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 the Student Development and Support on behalf of the department or faculty. Academic interventions may take place before exclusion or as an exclusion or probation condition.
- 2.1.4 **"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.
- 2.1.5 **"academic probation"** refers to the 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.
- 2.1.6 **"academic qualification(s)"** refers to learning programmes that lead to qualifications described in the various parts of the official Prospectus of the University. For the purpose of this chapter, qualifications are divided into two groups:
- (a) All undergraduate and postgraduate qualifications that are based on the accumulation of credits and have a clearly defined structure based on modules/subjects to be passed before the qualification can be awarded (this includes structured master's degrees).
  - (b) Research-based postgraduate master's and doctoral degrees.
- 2.1.7 **"condition of re-admission"** refers to the stipulations set by the Faculty Academic Exclusions Appeals Committee (FAEAC) for the re-admission of a student. This may include referral for academic intervention, career counselling, performance level requirement, limited subject load or any relevant condition that will be recorded and communicated to the student after/during the meeting.
- 2.1.8 **"re-admission to studies"** refers to the specified scenarios where students who appealed and are granted permission by the Faculty Academic Exclusions 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.
- 2.1.9 **"student"** refers to any student registered in previous academic periods with TUT for any of the University's official modes of delivery.
- 2.1.10 **"TUT Student Tracking System (TUT-STTS)"** refers to an integrated University monitoring system that provides a facility to regularly calculate and monitor student progress.



## 2.2 COMMITTEES

### 2.2.1 **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.

### 2.2.2 **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.

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

- Campus Director 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 Director 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.

### 2.2.4 **Composition of the Faculty Postgraduate Exclusions Appeals Committee (FPGEAC) (eMalaheni, 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).

## 2.3 RESPONSIBILITIES

- 2.3.1 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.



- 2.3.2 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.
- 2.3.3 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.
- 2.3.4 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.

## **2.4 RULES FOR STUDENTS REGISTERED FOR UNDERGRADUATE AND SPECIFIED POST-GRADUATE QUALIFICATIONS (see rule 2.1.6(a))**

### **2.4.1 General rules and principles**

The following general rules and principles must be observed:

- 2.4.1.1 Documented records of poor class and/or tutorial attendance may be used as evidence during an exclusion meeting.
- 2.4.1.2 The guiding principle is that a full-time student is allowed twice the minimum duration of a qualification. For example, a maximum of six (6) years to complete a three-year qualification, two (2) years for a one-year qualification, and eight (8) years for a four-year qualification.
- 2.4.1.3 Evening-class, part-time, block or distant education students, and students who annually register for fewer than the required number of modules/subjects, and who submit valid reasons, will be considered for a proportionally extended time period in order to complete the qualification.
- 2.4.1.4 This chapter enables TUT to, where possible, identify and refer students for various interventions to improve their academic performance in order to avoid exclusion.
- 2.4.1.5 Students may submit an appeal on the prescribed appeal application form to the Departmental Academic Exclusions Appeals Committee providing complete evidence of aspects to be considered for re-admission. The Departmental Academic Exclusions Appeals Committee will make a recommendation based on the portfolio of evidence available and this may include records of interventions attended at the Directorate of Student Development and Support.
- 2.4.1.6 The Departmental Academic Exclusions Appeals Committee 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 Faculty Academic Exclusions Appeals Committee for ratification.
- 2.4.1.7 Both the Departmental Academic Exclusions Appeals Committee and the Faculty Academic Exclusions Appeals Committee will utilise the guidelines for special considerations and extenuating circumstances (see **rule 2.6**).
- 2.4.1.8 The Faculty Academic Exclusions Appeals Committee will make a final decision, record it in the prescribed format and submit decisions to the Directorate of Student Development and Support and the Registrar's Office.

Please note that these decisions are final and no further appeal, whether on departmental, faculty or institutional level will be considered.

- 2.4.1.9 The Registrar's Office will officially communicate the outcome to the student and the academic department will provide written feedback to re-admitted students, clearly stipulating all conditions.

- 2.4.1.10 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/subjects common to the two qualifications.
- 2.4.1.11 A single uniform exclusion approach, with standard operating procedures and guidelines, shall be applied throughout the institution by all faculties and learning sites of TUT.
- 2.4.1.12 Students who are excluded may apply for readmission after a period of two (2) years.
- 2.4.1.13 Applications for readmission of students received before the end of the two-year exclusion period will only be considered by the Departmental Academic Exclusions Appeals Committee and Faculty Academic Exclusions Appeals Committee if proof of academic success/development can be provided.
- 2.4.1.14 Closing dates for appeals, according to the academic core calendar, will be strictly applied. If a student has neglected to appeal on time, such appeals will only be considered during the appeal process of the next academic term.

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

- 2.4.2.1 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 faculty parts of the prospectuses.
- 2.4.2.2 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 (as listed in the faculty Prospectus) 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 Student Development and Support for counselling and/or academic interventions. The Department may further set compulsory conditions for the student to continue with his or her academic qualification. It is highly recommended that faculties monitor the process, specifically for first-year students, after one (1) semester and introduce academic interventions where feasible to avoid probation or even exclusion.
- 2.4.2.3 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 is 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.
- 2.4.2.4 A student, who has failed the same modules/subjects during two (2) different study periods, will be placed on probation. Failing that same module/subject(s) on a third attempt, will result in exclusion with the right to appeal.
- 2.4.2.5 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.
- 2.4.2.6 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 Report 151 and Higher Education Qualification Sub-Framework (HEQSF) qualification requirements.



2.4.2.7 Tables 1 - 4 below indicate the credits associated with pass, probation and exclusion.

**\* Calculation formula:**

Credits as a percentage is calculated as a % of the maximum number of credits that could be achieved after the corresponding number of years of study. For example, the minimum credits to avoid probation for a Report 151 programme after three (3) years of study will be 50% of 3 multiplied by 1,00 (max per year) = 1,50. For a Higher Education Qualification Sub-Framework (HEQSF) programme the credits will be 50% of 3 multiplied by 120 (max per year) = 180.

**TABLE 1: Credit weight requirements for a one (1) 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	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.					

## 2.5 GENERAL RULES AND PRINCIPLES FOR STUDENTS REGISTERED FOR RESEARCH-BASED POSTGRADUATE QUALIFICATIONS (see rule 2.1.6(b))

- 2.5.1 Academic probation is not applicable to postgraduate students.
- 2.5.2 The period of study allowed for a research master's degree is a minimum of one (1) and a maximum of three (3) years.
- 2.5.3 The period of study for a doctoral degree is a minimum of two (2) and a maximum of five (5) academic years.
- 2.5.4 A student who has already been registered for the maximum number of years and who has not yet completed his or her studies will only be re-admitted after a successful appeal against his or her exclusion.
- 2.5.5 The student needs to submit his or her appeal on the prescribed template to his or her research supervisor.
- 2.5.6 The supervisor, in consultation with the Head of the Department compiles a recommendation for the Faculty Postgraduate Exclusions Appeals Committee 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.
- 2.5.7 The study period can be extended for a maximum period of one (1) year. However, students may appeal again for further extension.
- 2.5.8 There will be no official closing date to submit appeals, however, a student must appeal within fourteen days after he or she has been notified of his or her exclusion.



## 2.6 EXTENUATING CIRCUMSTANCES AND SPECIAL CONSIDERATIONS

The exclusion committees may consider the following extenuating circumstances for relaxing the minimum credit weight required (where applicable, the applicant should provide circumstantial evidence):

- 2.6.1 International/national sport or cultural engagement. The level and frequency of engagement should be verified in writing by the Director of Sport and Recreation or the Director of Student Governance and Leadership Development.
- 2.6.2 A low pass rate in a particular module/subject.
- 2.6.3 General academic record/history of the applicant.
- 2.6.4 Lecturer evaluation and reports.
- 2.6.5 Incidents of physical health, as substantiated by original copies of medical certificates and/or reports.
- 2.6.6 Incidents of psychological health. A proper diagnosis, substantiated by original and appropriate medical and psychological reports, or verified in writing by the Campus Head, Academic Department or the Directorate of Student Development and Support, should be included.
- 2.6.7 Death in the immediate family (parents, guardians, siblings), substantiated by death certificates.
- 2.6.8 Applicants are required to submit evidence to the department within two (2) weeks of the incident, or within two (2) weeks of returning to campus.

## 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 (see 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 those rules and regulations shall be subjected to disciplinary steps.

##### 4.1.2 DEFINITIONS

In this chapter, unless otherwise indicated –

4.1.2.1 “**Registrar's Environment**” means the relevant administrative section at each of the official learning sites or campuses that is responsible for the running of the different examination subprocesses (examination administration for distance education does not form part of a specific learning site; it is managed through the administration of distance education).

4.1.2.2 “**Academic Disciplinary Committee**” means a committee that deals with all cases of alleged academic-related misconduct by students (see Chapter 15).

4.1.2.3 “**assessor**” (previously referred to as **examiner**) means a person accredited by the Higher Education Quality Committee (as the Higher Education ETQA) and appointed by the Senate to ascertain whether the specific outcomes of a qualification and its underpinning programme have been achieved; which assessor should therefore be suitably qualified to assess learning at a specified level, with suitable training as an assessor, his or her qualification being one (1) hierarchical level higher in the same discipline than the level of the subject to be assessed; and which assessor should, for the examination in modules/subjects at Level V, possess a suitable or equivalent qualification in the same discipline; that is, at least at the same level of the module/subject to be assessed, whereas for the assessment of dissertations, mini-dissertations and/or theses, a suitable or equivalent qualification should be one that is at least at the same level of the dissertation, mini-dissertation and/or thesis to be assessed:

- (a) “**assistant assessor**” means a person appointed according to TUT policy to assist the assessor with the marking of examination scripts; and
- (b) “**assistant marker**” means a person appointed according to TUT policy to assist the lecturer with the marking of test scripts.

4.1.2.4 “**assessment**” means the identification, gathering and interpretation of information about a student's achievement in any formal learning or non-state-subsidised programme in order to assist the student's development and improve the process of teaching and learning, and it may take any of the following forms:



- (a) “**colloquium**” means a gathering of colleagues from academic and/or other fields of expertise for the evaluation and critique of the academic merit of the presented work and its relevance to society, commerce and industry.
- (b) “**computer-based examination**” means an electronic examination based on applied theory, with a predicate mark that is determined through a balance of applied theory and practical components. The normal criteria for theory-type modules/subjects, in terms of subminimum rule, calculation of a final mark, and re-examination admission apply.
- (c) “**continuous assessment**” - see **non-examination terminating model**.
- (d) “**dissertation**” means a written scientific report on research, which is one of the requirements for obtaining a research magister technologiae or master’s degree.
- (e) “**electronic assessment**” means the use of various electronic technologies for optimising and managing the measurement of a student’s competence against specific outcomes.
- (f) “**examination**” means a method of assessing the standard achieved by a student in a module/subject and includes the main examination, supplementary examination or exit examination and other special examinations, as determined by TUT.
- (g) “**mini-dissertation**” means a written, scientific report on research, which is one of the requirements for obtaining a structured magister technologiae or master’s degree.
- (h) “**open-book examination**” means an examination where students are allowed to be in possession and make use of set textbooks, notes, etc. as indicated on the question paper and approved by the Senate.
- (i) “**oral examination**” means assessment of a student’s knowledge by verbally asking that student questions and the student verbally answering them, where at least one (1) examiner and one (1) moderator examine the student in this manner.
- (j) “**practical evaluation**” (mostly Faculty of Arts and Design) means the assessment of a module/subject that is primarily of a practical nature, where a mark for admission to examination is calculated, but which mark may not form part of the final calculation of the final examination mark; the final mark for such a module/subject being determined by a combination of individual assessments throughout the year, a portfolio and, the student’s performance or project work, which are capped by a final assessment, but for which no supplementary examination or exit examination is allowed.
- (k) “**practical examination module/subject**” means a module/subject that is primarily of a practical nature, the final mark being determined by combining the predicate mark and a practical examination mark, calculated according to a fixed ratio; students being allowed to qualify for a supplementary examination or exit examination.
- (l) “**project assessment**” means – in determining the final mark for a module/subject that is primarily in the nature of a project and/or an assignment – the assessment of the project or assignment only, or the assessment of a combination of assignments and presentations and a project, calculated according to a set ratio.
- (m) “**test**” means a series of questions or exercises, set and taken during an academic period, by means of which a student’s knowledge is critically examined.
- (n) “**theoretical examination**” means an examination that is primarily of a theoretical nature, where the final mark is determined by combining the predicate mark and the theoretical examination mark, calculated according to a set ratio, for which a supplementary examination is allowed.

- (o) **“theoretical-cum-practical examination”** means an examination of a combined theoretical and practical nature, where the final mark is determined by combining the predicate mark and theoretical examination and practical examination marks, calculated according to a set ratio for which a supplementary examination is allowed; and
  - (p) **“thesis”** means a written, scientific report on creative and original research, which is one of the requirements for a doctor technologiae or a doctoral degree.
- 4.1.2.5 **“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.
- 4.1.2.6 **“draft question paper”** means a hand-written or typed draft of a proposed examination question paper prepared by the relevant assessor/examiner in terms of the Policy on Assessment and Moderation of Learning, which draft paper should nevertheless be finally approved by the moderator before being submitted for examination purposes.
- 4.1.2.7 **“DTLC”** means the Departmental Teaching and Learning Committee. The committee consists of the Head of the Department, programme/subject coordinators, departmental quality representative and other people as deemed necessary by the department. The duties of this committee are wider than just assessment-related functions. The committee has to take full responsibility for assessment standards in the department, i.e. the standard of the assessment instrument as well as the grading of scripts.
- 4.1.2.8 **“EMC”** means the Executive Management Committee of TUT.
- 4.1.2.9 **“examination”** (see rule 4.1.2.4 (f)) means any one of the following:
- (a) **“main examination”** means the normal examination conducted on completion of an academic block; and means, for distance education, also the normal examination conducted on completion of an academic block.
  - (b) **“special examination”** means one of any of the following categories of examinations:
    - (i) **“special examination one (1)”** means an examination granted, subject to the approval of the Registrar or his/her designate, to a student or a group of students who were absent during the main examination, due to extenuating circumstances; and
    - (ii) **“special examination two (2)”** means an examination granted, subject to the approval of the Registrar or his/her designate, to a student or a group of students who were prevented from writing the main examination during an examination period, due to extended illness, or due to extenuating circumstances for special examination one (1), or were absent due to extenuating circumstances for the supplementary examination.
  - (c) **“supplementary examination”** means an examination following the main examination in a subject(s)/module(s) that a student may take, when such a student has failed the main examination in the subject(s)/module(s) concerned; and means, for distance education, an examination following the main examination during the next main examination period in a subject(s) and/or module(s), granted under certain conditions, to a student who had failed the previous main examination in those subject(s)/module(s), or who was absent during that period.
  - (d) **“exit examination”** means an examination that, subject to the approval of the Registrar or his or her designate, may be taken under certain conditions by a final-year student who requires a maximum of one module/subject (excluding Work-Integrated Learning (WIL)) in order to qualify for the qualification.



- (e) **"non-examination terminating module/subject"** refers to a continuous assessment model, that means the regulated, moderated, valid and reliable assessment of learning progress in a module/subject, at defined intervals and of defined content and skills, which all/some contribute to the final promotion mark in that module or subject. There is not an examination as terminating opportunity and there is not a predicate system to allow access to such a final assessment, but there is a summative final assessment that may not count more than 40% towards the final mark. The term "non-examination terminating" is used instead of "continuous assessment".
- 4.1.2.10 **"examination mark"** means the mark, expressed as a percentage, obtained by a student in an examination.
- 4.1.2.11 **"examiner"** see **"assessor"**.
- 4.1.2.12 **"exit-level module/subject"** means a subject that is offered at the third level in the national diploma, at the fourth level in the baccalaureus technologiae and bachelor's degree (HEQSF aligned) and at the fifth level in the magister technologiae or master's degree; (in other words, all subjects/modules at the third level and higher, as indicated by the appropriate level, i.e. Levels III, IV and or V, in a module/subject code).
- 4.1.2.13 **"Faculty Examination Committee (FEC)"** means a committee consisting of the Executive Dean of the Faculty, the representative of the Registrar, the head of the relevant department, one head of another department in the faculty and the relevant assessor(s); which committee meets during the examination period, as and when required, to consider examination results and extraordinary circumstances affecting the validity and/or fairness of examinations, a separate FEC meeting will be convened for distance education.
- 4.1.2.14 **"final examination/assessment results"** means the examination or assessment results of the main examination, the subsequent supplementary and special examinations, and the results of non-examination modules/subjects, excluding the examination results of the qualifying examination taking place during August and February.
- 4.1.2.15 **"final mark"** means the combination of marks obtained at the end of a study period, calculated according to a set ratio, in a modules/subjects, module or dissertation, and expressed as a percentage.
- 4.1.2.16 **"insight"** means the inspection of an examination answer script by a student in the presence of a senior administrative officer, subject to the payment of a fixed fee by the student within a specific period.
- 4.1.2.17 **"invigilator"** means any person who supervises students during tests and examinations, including any member of the academic or temporary staff specially appointed and trained for that purpose, but excluding any student; the invigilator's task is to ensure that the examination rules are adhered to at all times.
- 4.1.2.18 **"learning site"** means an officially approved learning site or campus of TUT.
- 4.1.2.19 **"memorandum"** means the official exposition or framework of the answer to the questions in the paper, which enables the examiner to give marks to the students' answer in a clear, systematic, fair and reputable manner.
- 4.1.2.20 **"misconduct"** means any unacceptable act or deed, as described in Chapter 15.
- 4.1.2.21 **"moderation"** means the process that ensures that the assessment of outcomes has been fair, valid and reliable.

- 4.1.2.22 “**moderator**” means a person accredited by the Higher Education Quality Committee (as the Higher Education ETQA) and appointed by the Senate for measuring the specific outcomes achieved for a qualification and its underpinning programme; where such moderator should be suitably qualified to moderate learning at a specified level and have suitable assessor training; and where such suitable qualification shall be one (1) hierarchical level higher in the same discipline than the level of the subject to be moderated; and where, for the examination of modules/subjects on Level V, a moderator should possess a suitable or equivalent qualification in the same discipline that is at least at the same level of the modules/subjects to be moderated:
- (a) “**internal moderator**” means a moderator appointed from the staff of the University to moderate all non-exit-level modules/subjects; and
  - (b) “**external moderator**” means a moderator appointed from the staff of any other accredited institution or the industry for all modules/subjects at the exit-level.
- 4.1.2.23 “**off-campus instruction**” means a viable and sustainable form of instruction during which lecturers and students meet as often as required at a predetermined venue away from the official learning site or campus.
- 4.1.2.24 “**predicate mark**” means the mark, earned by a registered student and expressed as a percentage, which comprises the total accumulated test and other marks (field projects, practical work, laboratory work, assignments, etc.) that were obtained in a particular module/subject in the programme of an official academic period; which predicate mark determines whether the student should be admitted to the examination, and, if admission is granted, which predicate mark, with the examination mark, forms part of the final mark.
- 4.1.2.25 “**qualification**” means the formal recognition and certification of learning achievement conferred by an accredited provider, and signifies and formally certifies the demonstrated achievement of a student by means of a planned and purposeful combination of learning outcomes at a specified level of performance.
- 4.1.2.26 “**re-checking**” means the administrative checking of the allotting of marks in the examination answer script, subject to the payment of a fixed fee by the student within a specific time period.
- 4.1.2.27 “**registered student**” means a person whose official status as a student of the University is confirmed after the formal administrative process (when the biographical and academic information of such person is recorded and he or she pays the fixed fees).
- 4.1.2.28 “**re-marking**” means the re-marking of an examination answer script by the moderator, subject to the payment of a fixed fee by the student within a specific time period.
- 4.1.2.29 “**research and development**” means a creative investigation, conducted systematically, which is geared to contribute new knowledge and increase scientific and technological knowledge, with the emphasis on utilising existing and new knowledge in devising applications and solving problems.
- 4.1.2.30 “**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.
- 4.1.2.31 “**service point**” means an approved TUT point of service rendering specific services to distance education services.
- 4.1.2.32 “**student**” means a person whose official status as a student of the University is confirmed after being registered through the formal administrative process (when the biographical and academic information of such a person is recorded and he or she pays the fixed fees).
- 4.1.2.33 “**subject/module**” means the division of a qualification that covers a complete homologous syllabus and is identified by its own alpha-numerical code. It also implies, where applicable, a part of a subject, or a module, with its own subject/module code.



- 4.1.2.34 **“subminimum mark”** means the minimum examination mark per examination question paper that a student requires to pass the module/subject.
- 4.1.2.35 **“tuition centre”** means a venue away from the official learning site or campus where a viable and sustainable form of instruction takes place and where lecturers and students meet as often as required.
- 4.1.2.36 **“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.
- 4.1.2.37 **“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.
- 4.1.2.38 **“viewing into an examination answer script”** means that the student has the opportunity to look at his or her script with the intent to request re-checking and/or re-marking subject to the payment of the applicable fee (see Part 9: Students’ Rules and Regulations: Student Fees for the amount payable).
- 4.1.2.39 **“work-based learning”** see “Work-Integrated Learning”.
- 4.1.2.40 **“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.
- 4.1.3 **ADMISSION TO EXAMINATIONS**
- 4.1.3.1 Registration by a student for a specific academic term (semester, year or block) also constitutes registration for examinations, subject to all the applicable rules.
- 4.1.3.2 No examination can be written when the student is not formally registered.
- 4.1.3.3 A student’s registration does not include such a student’s application to write a special examination.
- 4.1.3.4 All examinations shall be conducted at a venue determined by TUT, and students shall take examinations at the venue determined for the campus where he or she is registered.
- 4.1.3.5 Only registered students of TUT may sit for examinations at the University.
- 4.1.3.6 A student shall not be admitted to an examination in module/subject with its own alpha-numerical code, consisting of seven characters, if he or she has not been officially registered for that subject/module and has not obtained the required predicate mark of at least 40%.
- 4.1.3.7 In cases where laboratory work and/or practical assignments form part of a module/subject, the marks obtained for such work shall be taken into account for admission to the examination.
- 4.1.3.8 In the case of Arts and Performing Arts projects, the accumulated total of a project should be at least 40% before a student may submit work for final assessment. If the required 40% has not been obtained, the student may not submit work for final assessment, and he or she will have to repeat the assessment.
- 4.1.3.9 On re-registration for a module/subject, any predicate mark or practical mark previously obtained for that modules/subjects shall lapse, unless clearly specified in a different way in the Prospectus and the study guide.
- 4.1.3.10 A student who has been expelled from TUT, and who is not, as a result of such expulsion, allowed on the campus of the University, shall not be allowed to take or sit for any examination.

- 4.1.3.11 A student whose class and/or residence fees have not been paid in full, or who has any other TUT debts, may take or sit for an examination, but his or her results shall not be published before the full outstanding amount is settled. Such a student shall, however, be informed if he or she qualifies for a supplementary examination.

#### 4.1.4 **PREDICATE/FULL PERIOD MARK**

- 4.1.4.1 The University has an official predicate day, at least five (5) working days before the classes officially end, on which these marks will be announced. Particulars of predicate day are published in the Important Dates for the Academic Year in front of this Part of the Prospectus.

Students shall be allowed only five (5) working days after the official publication of the predicate/full period marks to appeal to the Head of the Department, relevant lecturer or staff member concerned, if they are of the opinion that their published marks are incorrect. The Head of the Department, relevant lecturer or designated staff member should adjust the marks within the five-day period and issue the student with proof that the department acknowledged the change in marks.

All students assume full responsibility for checking their marks. After publication of the results, requests for adjustments of predicate/full period marks will only be allowed in exceptional cases and must be approved by the respective Executive Dean on request of the module's/subject's lecturer (via the Head of the Department). The Registrar's Environment must amend all records, and students must be provided with the amended results.

#### 4.1.5 **EXAMINATION TIMETABLES**

##### 4.1.5.1 **Main examinations**

- (a) Only subjects in which a student has examination admission will be listed on the student's personal examination timetable.
- (b) Only the examination timetables posted on the official notice boards at the different campuses; and the personal timetables issued to students by the Registrar's Environment are considered to be the official examination timetable of the University. The Distance Education Unit will post the individual student timetable to students at least six (6) weeks in advance and publish them on the University's website and **myTUTOR**. The University will not be held liable for a lost, late or undelivered individual student timetable. The University will not accept responsibility for incorrect information concerning examination arrangements provided by unauthorised persons.
- (c) It is the responsibility of the student to ensure that the information reflecting on his or her timetable is correct.
- (d) The final official examination timetable shall be available approximately four (4) weeks before the commencement of examinations. Student's personal examination timetables can be collected during predicate week.
- (e) Staff members are not authorised to furnish the main examination timetable's information telephonically to students by telephone. Students may, however, view the official examination timetable on the University's website [www.tut.ac.za](http://www.tut.ac.za) or faculty dedicated notice boards.
- (f) The examination venue, date and session of each question paper shall be printed next to the subject and predicate mark on each student's personal timetable.

##### 4.1.5.2 **Supplementary examinations**

- (a) The supplementary examination timetable will be made available on the University's website, [www.tut.ac.za](http://www.tut.ac.za) by means of the publication schedule. Not applicable to distance education students.



- (b) Students should collect their personal supplementary examination timetable's at the examination counters of the respective campuses one (1) day before their specific supplementary examination sessions. Not applicable to distance education students.
- (c) Staff members are not authorised to furnish supplementary examination timetables information telephonically to students. Students may, however, view the official examination timetable on the University's website, [www.tut.ac.za](http://www.tut.ac.za) by means of the publication schedule. Not applicable to distance education students.

Only the examination timetables posted on the official notice boards at the different campuses; and the personal timetables issued to students by the Registrar's Environment are considered to be the official examination timetable of the University.

- (d) A personal supplementary examination timetable shall be required for each module/subject in which a student may take a supplementary examination.
- (e) The supplementary examination venue, date and session of each question paper shall be printed next to the subject and predicate on each student's personal timetable.
- (f) Distance education supplementary examinations take place during the main examinations of the next academic period - refer to **rule 4.1.5.1(b)**.
- (g) If a student has a valid reason to miss the supplementary examination, he or she may submit an application at the Registrar's Environment to write the special examination two (2) before the closing date published in the Academic Core Calendar of the University. The application should be accompanied by all supporting evidence, as well as proof of the payment of the prescribed fee for the special examination.

#### 4.1.5.3 **Special examinations**

- (a) A special examination shall not be valid unless the student's registration for the academic year or semester concerned has been approved.
- (b) Special Examination one (1) maybe granted to a student who was unable to write a main examination, as a result of illness or as a result of extenuating circumstances, subject to the approval of the Registrar or his/her designate.
- (c) A student who qualifies for a special examination (special examination one (1)) and has a valid reason to miss the special examination (special examination one (1)) as a result of illness, or as a result of extenuating circumstances, may apply to write special examination two (2).
- (d) A student who qualifies for the main examination but has a valid reason to be absent from the main examination and special examination one (1), as a result of extended illness or due to the later publication of results, may apply to write special examination two (2), or where applicable an exit examination. This will be the student's final opportunity.
- (e) In the case of distance education, examinations will take place during the main examinations/ supplementary examinations.

#### 4.1.5.4 **Exit examinations**

- (a) Prior to the application of an exit examination, a student's registration for the qualification should not have been interrupted.
- (b) The student should have been registered for the module/subject, obtained a predicate mark and write an examination during the period of registration. The necessary minimum admission requirements to the main examination shall also apply to the exit exam.
- (c) The student must take the examination on the campus where he or she has been registered for the subject concerned.



- (d) All students who remained with one subject to qualify for their respective qualifications, regardless of whether they have already had two opportunities to write an examination in a specific subject, in a particular study period – including students who remained with one continuous assessment subject to qualify for their respective qualifications, will be allowed to apply for exit examinations.
- (e) The student must submit an application to write an exit examination to the Registrar's Environment before the closing date published in the University Core Calendar.
- (f) A student who, for any reason whatsoever, does not write an exit examination, will fail the module(s) concerned, and no further examination opportunity shall be granted.
- (g) If a student fails the exit examination, he or she must register for the modules/subjects and obtain a new predicate mark.
- (h) Students who have been granted permission to take exit examinations should collect their examination timetables at the examination counters of the respective campuses at least one (1) day before the commencement of the applicable examination period, as published in the University's academic calendar.
- (i) In the case of distance education, examinations will take place during the main examinations/supplementary examinations.

#### 4.1.5.5 **Coinciding of examinations on timetables (timetable clashes)**

- (a) TUT shall assume no responsibility for the coinciding, on any timetable, of examinations of modules/subjects due to students' repeating of modules/subjects, although students will be accommodated as far as possible.
- (b) The University shall not accommodate cases where examination times or dates coincide as a result of a simultaneous registration for another qualification, registration at another tertiary institution, or as a result of responsibilities placed on a student by, for example, an employer.
  - The student shall notify the Registrar's Environment at the campus concerned or, in the case of distance education, the distance education examination office, about the coinciding examination dates. He or she has to complete the required form in writing at least ten (10) working days before the examination date concerned, and, in the case of distance education, at least four (4) weeks prior to the commencement of examinations.
  - Enquiries regarding the venue arrangements made to accommodate the coinciding of examinations should be made at the Registrar's Environment early the morning (08:00) before the examinations of the modules/subjects concerned are to be written.
  - Both modules/subjects concerned shall be written on the same day, although at different examination sessions.
  - Cases of coinciding examinations shall be accommodated in a separate examination venue, where students shall be kept under constant invigilation.

#### 4.1.6 **EXAMINATION VENUE REGULATIONS**

- 4.1.6.1 TUT shall assume no responsibility for incorrect information on examination arrangements, as given by unauthorised persons.
- 4.1.6.2 The date and time determined for an examination should be carefully observed and adhered to.
- 4.1.6.3 Morning sessions of the examinations shall start at **08:45**, and afternoon sessions shall start at **13:45**.
- 4.1.6.4 No student may enter an examination venue without his or her official personal examination timetable and student card or ID document. The examination venue, date and session of each question paper shall be printed next to the subject and predicate mark next to each student's personal timetable. If the venue particulars do not appear on the personal timetables, the Registrar's Environment shall make them known at the campuses concerned.



- 4.1.6.5 Students should be seated in the examination venue at least fifteen (15) minutes before the examination session commences.
- 4.1.6.6 Only registered students who are permitted to take an examination in a particular module/subject shall be permitted to enter the examination venue while an examination is being conducted in that modules/subjects.
- 4.1.6.7 Any student or person who enters an examination venue without authorisation shall leave the venue immediately when requested to do so by an examination officer or invigilator.
- 4.1.6.8 Students shall be permitted to enter the examination venue after the commencement of an examination session, in exceptional circumstances only, but in no circumstances after the examination has already been in progress for thirty (30) minutes or longer.
- 4.1.6.9 If secure parcel counters are available at the examination venue, it is recommended that students hand in their personal belongings.
- 4.1.6.10 Students should bring their own watches to the examination room. All alarm clocks should be switched off.
- 4.1.6.11 Students should carefully read the instructions on the question papers and the back pages of the examination scripts, and should comply with those instructions.
- 4.1.6.12 All written test and examination answers should be written in black or blue ink.
- 4.1.6.13 Students should ensure that their student numbers and names are written down correctly, as requested on the examination scripts and attendance slips.
- 4.1.6.14 No explanations of examination questions may be requested or provided.
- 4.1.6.15 A student should indicate to the invigilator that he or she is ready to hand in his or her examination material by remaining seated and raising a hand. An invigilator shall collect the examination material from the student at his or her seat.
- 4.1.6.16 As soon as a student has handed in his or her work, he or she should leave the examination venue. No student shall be allowed to leave the examination venue before at least thirty (30) minutes have lapsed after the examination has commenced.
- 4.1.6.17 All examination rules shall apply, with the necessary changes, to all tests.
- Please note that **rules 4.1.6.19 to 4.1.6.26** herein shall apply during examinations and tests, and a student shall commit an irregularity if he or she does not adhere to those rules.
- 4.1.6.18 While an examination is in progress, no student may help or try to help another student obtain assistance or attempt to obtain assistance, or communicate or try to communicate with any person other than the person who has officially been authorised thereto by the Registrar.
- 4.1.6.19 Unless stipulated otherwise for an examination, students may not have the following in their possession while they are in the examination venue, with the exception of their personal examination timetables and whatever is handed to them in the examination venue:
- (a) any blank, unused paper;
  - (b) any book, memorandum, note, sketch, map, film or any other document;
  - (c) any other aid that has a bearing on the examination modules/subjects, even if it bears no relation to the examination itself;

- (d) any phones, or smart watches, even if they are switched off – if a student is found in possession of a phone or smart watch, disciplinary steps shall be taken against him or her;
- (e) earphones or any other electronic devices; and
- (f) pencil bags, pencil cases or any other bags or containers.

4.1.6.20 The rules on open-book examinations allow students to be in possession of additional material required by the assessor.

4.1.6.21 A student may not use a pocket calculator in an examination unless expressly authorised to do so in the instructions appearing on the question paper concerned, and then only those pocket calculators that are specifically permitted. The calculator facility of a cellular telephone may not be used as such during examinations.

4.1.6.22 A student may not disregard any examination instruction given by the invigilator.

4.1.6.23 Students are not permitted to have or make notes, or to do calculations on their question papers, personal timetables, stationery or any other object. Rough work may be done on the examination script. If any part of such work should not be marked, a line should be drawn through it.

4.1.6.24 All examination scripts and aids handed out to students should be handed in again before the students leave the examination venue. Unless otherwise stipulated, students may take their question papers with them when they leave. All question papers printed on coloured paper should be handed in.

4.1.6.25 A student may not cause a disturbance in an examination venue or conduct him- or herself in an improper or unseemly manner.

4.1.6.26 A student may not have any firearm in his or her possession while he or she is in the examination venue (see Chapter 19).

#### 4.1.7 **CIRCUMSTANTIAL REASSESSMENT**

4.1.7.1 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.

4.1.7.2 If there should 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 to be re-assessed.

#### 4.1.8 **EXAMINATION ARRANGEMENTS FOR STUDENTS WITH PHYSICAL DISABILITIES**

##### 4.1.8.1 **Objective**

The objective is to accommodate students with disabilities (as defined in the Policy on Students with Disabilities), whether permanent or temporary, by means of additional arrangements, which may include –

- additional time;
- furnishing question papers in Braille or large print;
- oral examinations;
- special equipment (computers, where appropriate); and
- special or separate venues and invigilators.



#### 4.1.8.2 Procedure

- (a) Application for disability classification must be submitted to the Directorate of Student Development and Support, which identifies and evaluates students with permanent or temporary disabilities, when they apply for special arrangements.
- (b) The Directorate of Student Development and Support formally notifies the Registrar's Environment of any recommendation, where upon that section makes the necessary arrangements.
- (c) Students with temporary disabilities (injuries, temporary impediments or disorders) apply at the Registrar's Environment, furnishing substantiation for (proof of) such disability. Registrar's Environment will refer the application to the Directorate of Student Development and Support, for recommendation and/or verification.
- (d) The student administrator scrutinises recommendations, as verified or formulated by the Directorate for Student Development and Support and determines what special arrangements should be made.
- (e) Registrar's Environment arranges the examination event (venue, invigilator, question paper, etc.) and duly informs the student.

#### 4.1.9 EXAMINATION AND TEST IRREGULARITIES OR MISCONDUCT

4.1.9.1 A student commits an examination irregularity when he or she does not adhere to the rules set out in **rules 4.1.6.1 to 4.1.6.29**.

4.1.9.2 All examination rules and instructions shall apply, with the necessary changes, to all tests, continuous assessments, block-based offerings and all off-campus examinations and tests.

4.1.9.3 Irregularities should immediately be brought to the attention of the relevant Assistant Registrar of the specific campus, in writing. The latter shall report the matter to the Head of Student Disciplinary Services, who shall, after giving the student an opportunity to put his or her case in a written statement, submit a report, accompanied by the necessary evidence, to the academic disciplinary committee concerned.

#### 4.1.10 POWERS OF INVIGILATORS

4.1.10.1 An invigilator may confiscate the examination documents of any student, or any prohibited aid or material found in the possession of any student, during the examination, if the invigilator suspects that an irregularity has taken place.

4.1.10.2 When an irregularity is suspected, the student concerned shall hand over the examination script or scripts that he or she has used up to that point, at the request of the invigilator.

4.1.10.3 The student will then be instructed to continue with the examination, and he or she will be given a new examination script. Once again, the invigilator will indicate on the new script the exact time the script was handed to him or her. No additional time will be allocated to the student.

4.1.10.4 A student may not claim that the opportunity to continue with the examination is a condonation of his/her alleged infraction of the rules.

#### 4.1.11 DISCIPLINARY MEASURES

##### 4.1.11.1 Misconduct

Any student who contravenes an examination rule is guilty of misconduct and shall be dealt with in terms of the Disciplinary Code for Students (see Chapter 15). Cases of misconduct shall be the following:

- (a) Intentionally or negligently contravening or subverting, or attempting to contravene or subvert, or assisting, encouraging or persuading any another person to contravene or subvert a code, regulation **(15.1.3)**.
- (b) Refusal to obey any fair or reasonable instruction or request of any statutory body, lecturer, member of the Students' Representative Council, 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 **(15.1.4)**.
- (c) Damaging, defacing, destruction, theft, 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 **(15.1.5)**.
- (d) 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 **(15.1.9)**.
- (e) 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 **(15.1.10)**.
- (f) 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 **(15.1.11)**.
- (g) Using violence against, or threatening, or intimidating any person on any premises of the University or premises controlled by the University, or during participating in any University activity, or anywhere else where the student may be identified with the University **(15.1.12)**.
- (h) 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 **(15.1.14)**.
- (i) 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 **(15.1.15)**.
- (j) Handing in any written assignment for assessment in which the essential parts of the assessment have been copied from the work of another person, or any form of plagiarism **(15.1.16)**.
- (k) 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 **(15.1.18)**.
- (l) Forging any certificate, degree, diploma, document or statement of the University, or submitting any forged document to the University **(15.1.20)**.
- (m) 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 **(15.1.23)**.
- (n) Encouraging or inciting a fellow student or another person, or conspiring with another person to contravene any of the rules of the University **(15.1.29)**.



- (o) Failing to report the misconduct of another student of which he or she is aware, or that he or she has witnessed (**15.1.30**).

#### 4.1.11.2 **Academic Disciplinary Committee**

- (a) The Academic Disciplinary Committee comprises the following members (**15.4.1**):
  - A chairperson designated by the Vice-Chancellor.
  - The head of the academic department concerned or his or her proxy.
  - An employee designated by the Registrar.
  - A representative of the Students' Representative Council concerned, as designated by the Students' Representative Council.
- (b) Three (3) members shall constitute a quorum (**15.4.2**).
- (c) The chairperson may co-opt an employee with a legal background to be a member of the Academic Disciplinary Committee (**15.4.3**).
- (d) The Academic Disciplinary Committee shall keep a register of all disciplinary decisions made and measures taken (**15.4.4**).
- (e) The functions of the Academic Disciplinary Committee shall be as follows (**15.4.5**):
  - To hear all cases of alleged misconduct taking place during normal academic activities.
  - To hear all cases of alleged misconduct in academic affairs relating to the classroom.
  - To hear all cases of alleged misconduct in academic affairs relating to tests or examination activities.
- (f) The Academic Disciplinary Committee shall report to the Senate on its disciplinary decisions and measures (**15.4.6**).

#### 4.1.11.3 **Disciplinary measures**

The Academic Disciplinary Committee may take one or more of the following disciplinary measures or impose any of the following sanctions (**rules 15.12.1(a) – (r)**):

- (a) Issue a reprimand.
- (b) Issue 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 a 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 a student from any or all classrooms, test or examination rooms.

- (k) Excluding a 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) Instructing the student to apologise, verbally or in writing, to any person or body in a manner determined by the Academic Disciplinary Committee.
- (n) Imposing the forfeiture of a bursary or loan.
- (o) Referring the student to the Bureau for Academic Support for suitable remedial measures.
- (p) Taking any other appropriate, educationally justifiable disciplinary measure, to be confirmed by the Disciplinary Committee.
- (q) Imposing the forfeiture of any right or privilege the student is entitled to as a registered student.
- (r) Sending a letter confirming the finding, as well as the disciplinary measures imposed by the Academic Disciplinary Committee, to the parent, guardian or employer of the student.

#### 4.1.12 PASS REQUIREMENTS

- 4.1.12.1 A student shall pass a module/subject by obtaining a final mark of 50% or more for that module/subject, subject to **rules 4.1.3.6 and 4.1.9**, and by obtaining a final mark of 50% or more for a module/subject with its own alpha-numerical code, consisting of seven (7) characters, subject to **rule 4.1.3**.
- 4.1.12.2 In addition to the final mark of 50%, a student should obtain a subminimum mark of at least 40% in a theoretical examination in order to pass, and where the examination in a module/subject consists of two (2) or more question papers, he or she should obtain a subminimum mark of at least 40% for each paper.
- 4.1.12.3 In addition to the final mark of 50%, a student should obtain a subminimum mark of at least 50% practical examination module/subject.
- 4.1.12.4 In modules/subjects where students take formal examinations, the final mark shall be calculated by combining the predicate mark and the examination mark at a 50:50 ratio. Deviating ratios, approved by Senate.
- 4.1.12.5 The decision of the University in respect of practical work and projects that contribute to the calculation of the examination mark shall be final and no student's work shall be re-marked.
- 4.1.12.6 The final mark for non-terminating modules/subjects shall be compiled from the accumulation of marks obtained for tests, assignments, papers, projects and other opportunities. An accumulated pass mark of 50% is required in these modules/subjects.
- 4.1.12.7 A student shall pass a module/subject with distinction by obtaining a final mark of 75% or more in that module/subject. This implies that the student should obtain an average mark of at least 75% for the related modules (see Chapter 9 in respect of qualifications obtained *cum laude*).
- 4.1.12.8 Failed modules/subjects shall not be condoned. If a student is allowed to register for the next level, year or semester, it does not imply that the failed modules/subjects have been condoned. The student should re-register for and pass the failed modules/subjects.
- 4.1.12.9 A student may be promoted to a subsequent year or semester, subject to the provisions contained in Chapter 2.
- 4.1.12.10 Modules/subjects taken and passed for non-degree purposes may be applied for obtaining a qualification: provided that all admission and accreditation requirements are met.



4.1.12.11 Credit can be withdrawn for a module/subject in which the examination of its prerequisite subject has not been passed.

#### 4.1.12.12 **MINIMUM PASS REQUIREMENTS**

<b>Examination type</b>	<b>Minimum pass requirements</b>
Exit examinations	A final pass mark of 50% is required to pass an exit examination and the relevant minimum rule applies.
Practical assessment modules/subjects	A minimum of 50% in the examination is required to pass.
Practical examination modules/subjects	A final pass mark of 50% is required to pass, and a minimum of 50% in the examination is required to pass.
Theoretical-practical examination modules/subjects	A final pass mark of 50% is required to pass, and a minimum of 50% for the practical examination and a minimum of 40% for the theoretical paper examination are required.
Theoretical modules/subjects	A final mark of 50% is required to pass the examination and a minimum of 40% for each question paper is required to pass, regardless of the predicate mark. If the examination in a module/subject comprises more than one question paper, the student shall obtain a minimum of 40% for each of the paper, respectively.
Special examinations	A final pass mark of 50% is required to pass a supplementary examination and the relevant minimum rule apply.
Supplementary examinations	A final pass mark of 50% is required to pass a supplementary examination and the relevant minimum rule applies. No further opportunities will be granted if a student forfeits or fails the supplementary examination.

#### 4.1.13 **PUBLICATION OF RESULTS**

4.1.13.1 Staff members may not furnish examination results by telephone. Students may, however, obtain the examination results on the University's website at: [www.tut.ac.za](http://www.tut.ac.za).

In the case of distance education students, the examination results will be mailed to students by the Distance Education Unit and will be the only official examination results given to distance education students. However, the University assumes no liability for delays in the mail, or for mail that was not delivered or not received.

4.1.13.2 Statements of examination credits obtained, examination results and academic records shall be valid only if they are printed on the approved forms and issued by the Registrar.

4.1.13.3 The examination results of a student with any outstanding fees and/or library material shall not be made known or published before the outstanding amount has been paid in full or the library material has been returned. However, such a student shall be informed of admission to and particulars of a supplementary examination, if applicable.

#### 4.1.14 **SUPPLEMENTARY EXAMINATIONS**

4.1.14.1 A supplementary examination shall take place directly after the main examination.

4.1.14.2 The predicate mark obtained for admission to the main examination shall also apply to the supplementary examination.

4.1.14.3 A student who fails the main examination in a module/subject, but obtains a final mark of at least 45%, qualifies for a supplementary examination. A student who obtains a final mark of 50% but failed the minimum subminimum also qualifies for a supplementary examination.



- 4.1.14.4 A student who fails one (1) or more question paper(s) in the main examination, but who qualifies for a supplementary examination in terms of **rule 4.1.14.3**, retains credit for the question paper or papers that he or she has passed in the main examination, and takes a supplementary examination on the question paper(s) he or she has failed. A module/subject should be passed in the main examination or the subsequent supplementary examination.
- 4.1.14.5 A supplementary examination shall be conducted, and its marks calculated in the same manner as that of the main examination.
- 4.1.14.6 Students who qualify for supplementary examinations will be published on the University website [www.tut.ac.za](http://www.tut.ac.za) according to the daily publication schedule. Not applicable to distance education students.
- 4.1.14.7 It is each student's own responsibility to consult the University website to find out whether he or she qualifies for a supplementary examination. The individual results of distance education students will show them whether they qualify for supplementary examinations. Distance education students who qualify for supplementary examinations will have an opportunity to participate during the consecutive examination period, i.e. students who qualify for supplementary examinations in May will have to take their supplementary examinations in October/November and vice versa.
- 4.1.14.8 In the event that a student qualifies for an exit examination after a supplementary examination period due to late publication, such a student must wait for the next examination opportunity to write the examination.
- 4.1.14.9 No supplementary examination opportunities will be granted in modules/subjects that are assessed in a non-examination terminating mode.
- 4.1.14.10 A student who does not take or does not complete a supplementary examination for any reason whatsoever, shall fail the relevant module/subject. Only one (1) opportunity to take a supplementary examination shall be granted for a specific module/subject per academic period.
- 4.1.14.11 The requirements for supplementary examinations for modules/subjects that are continuously assessed are given in **rule 4.1.17**.
- 4.1.14.12 No supplementary examination shall be granted on the basis of marks obtained in a special examination.
- 4.1.14.13 If a student applies for a re-marking or re-checking, it does not imply that he or she may take a supplementary examination. Permission to take a supplementary examination shall be granted after re-marking or re-checking only if the student qualifies for it according to **rule 4.1.14.3**.
- 4.1.14.14 If a student fails the supplementary examination, he or she has to re-register for the module/subject.  
Distance education students must submit new assignments after their re-registration for modules/subjects.
- 4.1.14.15 Distance education students will be granted supplementary examinations in terms of **rule 4.1.14.3**.
- 4.1.14.16 A student with a predicate mark of at least 60% who fails the main examination in a subject/module, and obtains a final mark of less than 45%, qualifies for a supplementary examination. This rule only applies to the main examination. This opportunity will take place during the Exit/Special examination except for Distance Education students who will write during the next examination opportunity. Students should apply for approval for this examination at the Registrar's Environment. Students should adhere to the closing date for applications for the Exit/Special examination.
- 4.1.15 **SPECIAL EXAMINATIONS**
- (a) Special examinations shall be conducted, if possible, at the same time as supplementary examinations or exit examinations. The predicate mark obtained for admission to the main examination shall also apply to special examinations. Distance education students: refer to **rule 4.1.14.7**.



- (b) A special examination may be granted, subject to the approval of the Registrar or his or her designate to a student who was prevented from preparing for the main examination, or who was prevented from writing the main examination during an examination period, as a result of illness, or as a result of circumstances beyond his or her control (e.g. technology failure in computer-based assessment). Distance education students: refer to **rule 4.1.14.7**.
- (c) If a student has been prevented from writing one or more question paper(s) in a module/subject consisting of more than one (1) question paper(s), the student may take a special examination only in the question paper(s) concerned. The student shall retain the marks for the question paper(s) written during the main examination.
- (d) If a student has a valid reason to miss the supplementary examination, he or she may submit an application at the Registrar's Environment to write a Special examination before the closing date published in the Academic Core Calendar of the University.
- (e) A student shall not take a special examination in cases where he or she –
- did not read the examination timetable correctly;
  - did not arrive in time for a particular examination session, or did not arrive for it at all;
  - reacted to unofficial information; or
  - was prevented from writing.
- (f) A student may, notwithstanding the provisions above, submit a written appeal to the Registrar's Environment for consideration, if such a student is of the opinion that his or her case has merit that should be taken into consideration. This appeal is required to be submitted to the Registrar's Environment within three (3) days of the date of the examination the student had been unable to write on account of the specific circumstances. On payment of the prescribed fee, the application will be submitted to the Registrar for consideration.
- (g) An application to take a special examination in terms of rules 4.1.15(c) should be submitted to the Registrar's Environment on the required form, accompanied by all the supporting evidence, as well as proof of payment of the fixed fee for the special circumstances special examination, within three (3) working days of the date of the examination that the student has failed to take on account of the unavoidable special circumstances.
- (h) Special examinations shall be conducted and their marks calculated in the same manner as those of the main examinations.
- (i) A student who fails the special examination will only be granted a second opportunity under special circumstances as approved by the Registrar.
- (j) A student, who, for any reason whatsoever, does not take the special examination, shall fail the subject(s)/module(s) concerned, and no further examination opportunity shall be granted.

#### 4.1.16

#### **EXIT EXAMINATION**

All students who remain with one (1) subject to qualify for their respective qualifications, regardless of whether they have already had two (2) opportunities to write and examination in a specific subject, in a particular study period – including students with one continuous assessment subject to qualify for the respective qualification, will be allowed to apply for Exit examinations. This rule applies to NATED as well as HEQSF-aligned qualifications.

- A student shall not be allowed a third opportunity to take an examination in a module/subject in a particular study period, whatever the reason may be and whether the student had made use of each opportunity or not.
- In order to qualify for an exit examination, a student's registration should not have been interrupted.
- In the case of distance education students, exit examinations shall be conducted during the next examination period.

- 4.1.16.1 A student may take an exit examination on the following conditions:
- If it is the only remaining theoretical/continuous module/subject the student needs to pass in order to qualify for the qualification;
  - If a student was registered for that module/subject, in the case of a year module/subject, during the preceding study period, and, in the case of a semester module/subject, during the preceding two study periods;
  - If the student obtained a predicate of at least 40% in that module/subject;
  - If the student did not interrupt his or her registration; and
  - If the student wrote the examination at the campus where he or she is registered for the module/subject concerned.

4.1.16.2 Heads of academic departments could, in exceptional cases, on a discretionally basis approve an exit examination in a non-theoretical module/subject, on condition that such ruling is not explicitly excluded by the rules for the specific module/subject.

4.1.16.3 If a student fails the exit examination, he or she must register for the module/subject and obtain a new predicate mark.

4.1.16.4 An exit examination will be conducted and calculated in the same format as the main examination.

4.1.16.5 An application to write an exit examination is required to be submitted to Registrar's Environment before the closing date published with the examination results.

#### 4.1.17 **NON-EXAMINATION TERMINATING MODEL**

4.1.17.1 Academic departments may determine the required number of assessments contributing to the final mark, but not less than four per semester module/subject and six for a year subject. Specifications of the required number of assessments should be published in the relevant study guides or programme handbook, especially in the modular modules/subjects. This contributes to the final pass or promotion mark, expressed as a final percentage.

4.1.17.2 The head of the academic department may determine the subminimum requirements for individual assessment opportunities.

4.1.17.3 A student shall be successful when the accumulated total of all the assessments equals or exceeds 50%. He or she will obtain a distinction when the accumulated total equals or exceeds 75%.

4.1.17.4 An accumulated total of less than 50% indicates that the student fails the module/subject and has to repeat it.

4.1.17.5 No supplementary examination or re-mark shall be granted. Special assessments under special circumstances may be granted by the Head of the Department, where the student forfeited the normal opportunities for appraisal, on submission of the necessary substantiation by the student.

4.1.17.6 The granting of reassessments is not obligatory. A reassessment opportunity may, however, be given to a student who failed a particular assessment opportunity but attained a minimum mark of between 45% and 48%. Such an opportunity follows directly after the failed opportunity.

Please note that the above stipulation shall apply only if it forms part of an individual academic departmental policy and is published as such in the relevant study guide.

4.1.17.7 The same careful assessment and moderation of the first opportunity shall apply to the additional opportunity.

4.1.17.8 Please note that in contrast to modules/subjects that follow the formative assessment examination continuum, where supplementary examinations are scheduled for students who have adequate admission marks, but who failed to obtain the subminimum in the examination, continuous assessment shall not provide for any summative reassessment, either before or after the adding up of the final promotion mark.



- 4.1.17.9 The head of the academic department may grant a special assessment, under exceptional circumstances, when a student has forfeited the normal opportunities for appraisal and submits the necessary substantiation for that.
- 4.1.17.10 The examination rules of TUT shall apply to the placement of students, the procedures followed in the assessment venue, and the invigilation during such assessments.
- 4.1.17.11 Students have an opportunity to give inputs on their final marks before the final entering of the marks on the electronic database if their calculations differ from those of the relevant lecturer.
- 4.1.17.12 Marks for individual assessment opportunities shall be made known by the academic department concerned after assessment and moderation.
- 4.1.17.13 Marks for every assessment opportunity, as well as the final mark, shall be checked and verified before publication.
- 4.1.17.14 Examination Administration shall process and publish the final results according to the annual publication schedules.
- 4.1.17.15 The Registrar's Environment shall process and publish the final results according to the Core Calendar.
- 4.1.17.16 All results shall be recorded and stored on the official mark sheets and electronic database.

#### 4.1.18 **EXAMINATION ENQUIRIES**

##### 4.1.18.1 **General**

- (a) The University assumes no responsibility for incorrect information concerning any aspect of the examinations that has been furnished by persons who are not authorised to give such information. All enquiries should be made at Registrar's Environment.
- (b) All enquiries regarding examination results should be submitted on the prescribed form to Registrar's Environment. within thirty (30) days of the publication of the results.

##### 4.1.18.2 **Viewing of examination answering scripts**

- (a) A student may, subject to the payment of the prescribed fee, receive an opportunity to view his or her examination scripts for all theoretical examinations at all levels of all modules/subjects.
- (b) A student may, subject to the payment of the prescribed fee, apply for a re-checking or re-marking after viewing of scripts.
- (c) An application for viewing of, or inspecting an examination script is required to reach the Registrar's Environment before the published closing date for examination enquiries.
- (d) Memoranda will be made available to students during the viewing of scripts process.

##### 4.1.18.3 **Re-checking**

- (a) A student may, subject to the payment of the prescribed fee, have his or her examination scripts for all theoretical examinations re-checked at all levels of all modules/subjects.
- (b) A student may, subject to the payment of the prescribed fee, apply for a re-mark after a re-check.
- (c) If the student passes the module/subject after re-checking, the fixed fee will be refunded.
- (d) An application for re-checking an examination script is required to reach the Registrar's Environment before the published closing date for examination enquiries.

#### 4.1.18.4 Re-marking

- (a) A student may, subject to the payment of the prescribed fee, have his or her examination scripts for all theoretical examinations re-marked by the moderator at all levels of all modules/ subjects. In the event where a student requests a re-mark and the script has been moderated already, the moderator should not conduct the re-mark. The DTLC should assign the task to another qualified person.
- (b) If the student's results change from a "fail" to either "qualify for a supplementary examination" or "pass", or from "pass" to "pass with distinction", the fixed fee shall be refunded.
- (c) An application for re-marking an examination script is required to reach the Registrar's Environment before the published closing date for examination enquiries.

#### 4.1.19 The right to appeal to examination and related matters

- (a) If a student is dissatisfied with the outcome of the re-marking, the Registrar's Environment will refer the student to the DTLC who may appoint another suitably qualified person to do a final re-marking at a set cost.
- (b) If a student submits an appeal regarding alleged examination irregularities, the DTLC shall determine the necessary correctional steps.
- (c) Memoranda shall not be made available to students during the re-marking or appeal process.

#### 4.1.20 WITHDRAWAL OF RESULTS

An examination result, statement or academic report issued erroneously by the University shall not be valid and should be returned to the University at its request.

## 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.
- 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 a 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 “**credit transfer**” means the vertical, horizontal or diagonal relocation of credits towards a qualification.

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

6.1.8 “**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 Tshwane University of Technology.



- 6.1.9 “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
- 6.1.10 “**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.
- 6.1.11 “**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.
- 6.1.12 “**notional hours of learning**” comprises the total amount of time it would take an average student to meet the outcomes defined in a learning experience and includes, inter alia, face-to-face contact time, time spent in structured learning in the workplace, time for completing assignments and research, and time spent in assessment processes.
- 6.1.13 “**part-qualification**” means an assessed unit of learning that is registered as part of a qualification.
- 6.1.14 “**programme**” means the structured and purposeful set of learning experiences that leads to a qualification.
- 6.1.15 “**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.
- 6.1.16 “**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.
- 6.1.17 “**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.
- 6.1.18 “**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.
- 6.1.19 “**subject or module credits**” means NQF credits.
- 6.1.20 “**TUT**” means 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; and



- 6.1.21 “**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
HEQSF	Higher Education Qualifications Sub-Framework
NQF	National Qualifications Framework
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
WIL	Work-Integrated Learning

## 6.3 RULES

- 6.3.1 All credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification, or may be recognised by a different institution as meeting part of the requirements for the same qualification. The contents of the two (2) modules/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 Senate on an ad hoc basis.
- 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 and may follow the 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 module/subject 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 (a) Applications for the discontinuation or cancellation of studies must be submitted to Academic Administration on the required form, giving reasons for the discontinuation or cancellation. In a case where the application for the discontinuation of studies is submitted in person, the official cancellation date will be the date on which TUT receives the application, and in a case where the application is sent by mail, it will be the date on which Academic Administration receives the application.
- (b) Reimbursements and/or reductions in respect of accommodation fees may be considered, depending on the circumstances and the date on which the Tshwane University of Technology (TUT) receives a written application for the discontinuation of studies (also see the *Rules and Regulations for Residences of Tshwane University of Technology*).
- (c) Reimbursements and/or reductions in respect of class or tuition fees will be determined in accordance with an approved, predetermined scale of liability, depending on the date on which Academic Administration receives a written application for the discontinuation or cancellation of studies (also see the rule on cancellation credits in Part 9: Students' Rules and Regulations: Student Fees).
- 7.2 Should a student submit his or her application for the discontinuation of studies in time, the academic term concerned will not be considered to form a part of the period of study if the student applies for re-registration.
- 7.3 Should the rules and regulations in terms of which a curriculum was drawn up be amended, a student who cancelled his or her registration will be deemed to have interrupted his or her studies.
- 7.4 When a student who registered for a qualification fails to renew his or her registration for such studies in the following academic term, he or she will also be deemed to have interrupted his or her studies.
- 7.5 A student who has interrupted his or her studies forfeits the right to complete his or her studies in terms of the old rules and regulations.



**7.6** A student must ascertain whether the qualification for which he or she was registered has been reviewed before he or she re-registers.

**7.7** See rule 3.1.14.

**7.8 FINAL ACADEMIC CANCELLATION DATES**

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

**7.8.1 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.

**7.8.2 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.

**7.8.3 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 of 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 on the required application form 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 of Honours
- Postgraduate Diploma
- Master's degrees
- Doctoral degree

#### 8.3.1 Bachelor of Honours

The minimum admission requirement for the Bachelor of 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.



### 8.10.2 **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 journal has 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 lectures (classes), complete the assigned reading and writing assignments, complete assigned projects and practicals, and write all required tests.

12.1.2 Regular class attendance is the responsibility of each student, and all TUT students shall attend classes for all their registered modules/subjects. Any student who fails to attend at least 80% of scheduled classes may be refused examination admission for the module/subject concerned.



- 12.1.3 A student, who (for whatever reasons) cannot attend at least 80% of scheduled classes, may apply to the head of the academic department or the section head for exemption from the class attendance requirements.
- 12.1.4 Individual faculties or departments may impose stricter or more lenient class attendance requirements (or waive the requirements) for a particular module/subject. Should a faculty or department choose to impose class attendance requirements that differ from the 80% class attendance requirements, the particulars of such requirements must be stated in the subject/module syllabus and study guide and be announced in class, particularly at the beginning of an academic term. Stricter or more lenient requirements than the 80% class attendance requirements (or the waiving of the requirements) must be approved by the Senate before implementation.
- 12.1.5 Class attendance records will be based on a sign-in class attendance register that will be circulated during each class. However, a lecturer may adopt a different procedure for monitoring class attendance. It is the responsibility of each student to ensure that he or she signs the class attendance register prior to the end of each class. Students who fail to sign the class attendance register will be considered absent.
- 12.1.6 While the lecturers should endeavour to make the class attendance requirements known to students as far as possible, it remains the responsibility of each student to be aware of and comply with the class attendance requirements for each and every module/subject he or she is registered for.
- 12.1.7 If there is proof of non-compliance with the class attendance requirements, the Tshwane University of Technology reserves the right to refuse such a student examination admission. If a student failed to get examination admission as a result of non-compliance with the class attendance requirements, such student shall still be liable for full class fees.
- 12.1.8 Absence, with or without an excuse, does not relieve a student of any module/subject requirements.
- 12.1.9 Absence with an excuse is limited to absence related to medical conditions, family emergencies such as funerals, and official University activities.
- 12.1.10 Excused absence related to medical conditions and family emergencies such as funerals must be supported by appropriate supporting documentation, to be presented to the lecturer prior to the student's absence or within two (2) days after the student's return to class.
- 12.1.11 In the case of official University activities, the apology must be submitted with supporting documentation prior to the event.
- 12.1.12 In the event of illness or injuries resulting in absence of more than two consecutive days, a medical certificate may be required. However, TUT reserves the right to demand a medical certificate at any time.
- 12.1.13 It is the student's responsibility in all instances to request permission for absence from class and to discuss with the lecturer concerned how the absence will affect his or her ability to meet the module/subject requirements. While the lecturers should, as far as possible, endeavour to accommodate, within reasonable limits, absence with an acceptable excuse, consistent with module/subject requirements, students should realise that not every module/subject can accommodate absences and that being absent will not absolve them from meeting module/subject requirements.
- 12.1.14 If a student violates the class attendance requirements, he or she will receive a written notice from the Head of the Academic Department or the section head, informing him or her of such violation and of the penalty. A student who is of the opinion that the penalty received following violation of class attendance requirements is not appropriate may appeal in writing to the Head of the Academic Department or the section head, and finally to the Executive Dean of the Faculty.
- 12.1.15 Students who register after classes have commenced may not claim any concession regarding lectures presented, tests written, or projects and practicals conducted before they registered.

## 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 on 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 Seate. 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.
- (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 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.



- 21.10.7 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 Only TUT registered students who are residing in any of the University's residences are allowed to apply for bus transport at the local transport offices of the University.
- 21.12.2 Only students with valid TUT student cards reflecting a bus logo/residence name will be allowed to board the buses.
- 21.12.3 Any student with a fraudulent student card will be reported to Campus Protection Services after which a case will be lodged with the Student Judicial Services for disciplinary measures.
- 21.12.4 No student is allowed to use a student card of any other fellow student.

## 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 and official booking form must be completed and signed by the persons indicated and, accompanied by the total amount payable, submitted to the Facility Manager at least ten (10) workdays before the relevant function is due to take place.
- 23.2** Cancellations must be made in writing to the Facility Manager at least five (5) workdays before the date on which the function is due to take place. If a cancellation is made earlier than five (5) workdays before the function is due to take place, the deposit is repayable; if it is made later than five (5) 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** People who attend the function must behave in a disciplined and well-ordered manner throughout. The applicant must request persons who do not conduct themselves properly 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 STUDENT GOVERNANCE AND LEADERSHIP DEVELOPMENT

##### 24.1.1 Services provided -

##### 24.1.1.1 Leadership development

- Campus-wide leadership programmes.
- The training of democratically elected student leaders.
- 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.

## 24.2 STUDENT GOVERNANCE AND 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.

### 24.2.1.3 Student publications

TUT student newspaper.

### 24.2.1.4 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.

### 24.2.1.5 Student helpdesk

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

### 24.2.1.6 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.

## 24.3 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	Cross-country running	Handball	Softball
Athletics	Cycling	Hockey	Squash
Badminton	Dance sport	Karate	Table tennis
Basketball	Darts	Marathon	Tennis
Chess	Football	Netball	Volleyball
Cricket	Golf	Rugby	

TUT also offers gymnasium facilities.

24.3.3 **Competitions**

- **Formal**  
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.
- **Informal**  
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 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 PARTICIPATION IN SPORTS, CAMPS, TOURS, EXCURSIONS, TUT ACTIVITIES OR PROJECTS**

24.6.1 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.

24.6.2 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.

## **24.7 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.

### **24.7.1 Functions of the SRC**

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

24.7.1.2 The matters contemplated in **24.7.1.1** 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.

#### **24.7.2 Composition of the SRC**

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

24.7.2.2 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 students from each faculty elected by the students of each specific faculty.

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

#### **24.7.3 Office-bearers of the SRC**

24.7.3.1 The SRC elects from among its members a president to act as chairperson and a deputy president to act as deputy chairperson.

24.7.3.2 The functions of other office-bearers and the election of office-bearers are as determined by the SRC.

24.7.3.3 The composition of the SRC may not be repealed or amended, except after consultation with the SRC.

#### **24.7.4 Term of office of the SRC members**

The term of office of the members of the SRC is one (1) year.

#### **24.7.5 Privileges**

The privileges of members of the SRC are as determined by the Council, after consultation with the SRC.

#### **24.7.6 Meetings of the SRC**

The number of meetings, the quorum of a meeting and the meeting procedure are determined by the Constitution of the SRC, as approved by the Council.

#### **24.7.7 SRC Committees**

24.7.7.1 The SRC must establish a disciplinary committee responsible for the discipline of any members of the SRC and members of the student structures affiliated with the SRC.

24.7.7.2 The SRC may establish such other committees as may be required.

#### **24.7.8 General meeting**

24.7.8.1 The SRC must convene at least one (1) general meeting of students per semester.

24.7.8.2 A general meeting may also be requested by at least 1 000 signatories petitioning the SRC.

24.7.8.3 Meetings may not disrupt academic activities unless the Principal has granted prior permission.

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

24.8.1 The official policy and rules for residences are published in the *Rules and Regulations for Residences of the Tshwane University of Technology*. This publication constitutes official University policy.

24.8.2 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.



# 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 postgraduate 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	finaidpol@tut.ac.za
Pretoria Campus	012 382 4230	finaidpta@tut.ac.za
Soshanguve North Campus	012 382 9195	finaidsohnn@tut.ac.za
Soshanguve South Campus	012 382 9272	finaidsohns@tut.ac.za

## 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, intimidatory, 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 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 provide 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 well-being and daily functioning. A 24-hour emergency toll-free line (0800 68 78 88) is also available.

#### 27.2 DIRECTORATE OF COOPERATIVE EDUCATION

##### 27.2.1 Services rendered

The Directorate's focus is on supporting and assisting the student 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, provide 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 the 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 Expo's.



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's focus is on the establishment of a technology-enhanced teaching and learning environment. These services include the 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 Virtual Training Company (VTC), Educause database, eGuild database, ePedagogy best practices, TLT Group, etc.
- Implementation of educational technology as minimum standards in classrooms.
- Designing and developing support material such as graphic design and audio and video production.
- Providing infrastructure and support for audio and video-conference broadcasting sessions.
- Developing e-Assessment material and supporting users before, during and after assessments.
- Designing and developing online study material.
- Empowerment in the use of educational technology and its applications.

### **27.5.2 Access to myTUTor**

- myTUTor can be accessed at <http://mytutor.tut.ac.za>. Your username is your student number, and your password is the same as your TUT4Life e-mail password.
- If you need to reset and/or create a new password, open the TUT4Life home page using <https://tut4life.tut.ac.za>.
- Only registered staff and students may have access to myTUTor.
- Proof of registration is required if a user is not authenticated by the central ITS system.
- A 24/7-hour service desk is available at [mytutor@tut.ac.za](mailto:mytutor@tut.ac.za) or tel. 012 382 4427.



## 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 –

- “**prospective student**” means any individual who is interested in enrolling or has already formally applied to enrol for a qualification presented by TUT;
- “**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;
- “**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;
- “**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 (see 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.