



**UNIVERSITY** *of the*  
**WESTERN CAPE**

**2020**

# **General Calendar**

## **NOTICE**

All particulars in this calendar are applicable as from January 1, 2020. The rules contained in this Calendar is only applicable to the 2020 academic year. The University reserves the right to amend any regulation or provision at any time without prior notice.

Although every attempt has been made to ensure that the information is accurate, the University does not accept any liability concerning inaccuracies of any of the contents in the Calendar. Please check the University website ([www.uwc.ac.za](http://www.uwc.ac.za)) for the latest version of this Calendar.

## COAT OF ARMS

The coat of arms of the University was developed in 1963 by a group of academic staff and students.

The protea is not only the national flower of South Africa, but is found in greater abundance and variety (indigenous) in the Western Cape than anywhere else, the home of the University. The three proteas symbolise Teaching, Culture and Education.

The second feature is the Greek temple. This is the international symbol for academia and our recognition that we are a part of it.

The laurel leaves indicate competition and victory. The blue background represents brightness in our endeavour as an institution to obtain international insight and the gold represents the earth in which our achievements are anchored.

Respice Prospice means to look back, to look forward. Take what is good from the past and build the future.

## MISSION STATEMENT

The University of the Western Cape is a national university, alert to its African and international context as it strives to be a place of quality, a place to grow. It is committed to excellence in teaching, learning and research, to nurturing the cultural diversity of South Africa, and to responding in critical and creative ways to the needs of a society in transition. Drawing on its proud experience in the liberation struggle, the University is aware of a distinctive academic role in helping build an equitable and dynamic society. In particular, it aims to:

- advance and protect the independence of the academic enterprise.
- design curricular and research programmes appropriate to its southern African context.
- further global perspectives among its staff and students, thereby strengthening intellectual life and contributing to South Africa's reintegration in the world community.
- assist educationally disadvantaged students gain access to higher education and succeed in their studies.
- nurture and use the abilities of all in the University community.
- develop effective structures and conventions of governance, which are democratic, transparent and accountable.
- seek racial and gender equality and contribute to helping the historically marginalised participate fully in the life of the nation.
- encourage and provide opportunities for lifelong learning through programmes and courses.
- help conserve and explore the environmental and cultural resources of the southern African region, and to encourage a wide awareness of these resources in the community.
- co-operate fully with other stakeholders to develop an excellent, and therefore transformed, higher education system.

## CORE VALUES

- We cultivate a socially responsive, people-centred approach to education.
- We respect and strive for excellence in teaching and learning and in research.
- We expect high standards of integrity, ethics and respect from staff and students.
- We promote high standards of service provision and continuous improvement.
- We value collegiality and a climate of critical professionalism.
- We value diversity and are committed to equity and fairness.
- We place a high premium on collaboration, team work, accountability and shared responsibility.
- We nurture democratic leadership and innovative problem-solving.

## CONTACT DETAILS

### **CORRESPONDENCE WITH THE UNIVERSITY**

All postal correspondence should be addressed to the relevant person or department at:

The University of the Western Cape  
Private Bag X17  
Bellville  
7535

Should you not know the person or department, please direct all correspondence to the Registrar.

### **CONTACT NUMBERS**

**UWC Contact Centre:**  
**E-mail:**

+27 (0)21 959 3900/1/2/3  
[info@uwc.ac.za](mailto:info@uwc.ac.za)

### **THE UNIVERSITY'S WEBSITE:**

[www.uwc.ac.za](http://www.uwc.ac.za)

### **DIFFERENT PARTS OF THE CALENDAR**

- Part 1 General Information
- Part 2 Faculty of Natural Sciences
- Part 3 Faculty of Arts
- Part 4 Faculty of Economic and Management Sciences (Undergraduate)
- Part 5 Faculty of Economic and Management Sciences (Postgraduate)
- Part 6 Faculty of Education
- Part 7 Faculty of Dentistry
- Part 8 Faculty of Law
- Part 9 Faculty of Community and Health Sciences
- Part 10 Schedule of Fees

Detailed information on bursaries, scholarships and loans is published in a separate brochure obtainable from the Financial Aid Office at [finaid@uwc.ac.za](mailto:finaid@uwc.ac.za).

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## SECTION 1 GENERAL INFORMATION

### CHANCELLOR AND VICE-CHANCELLOR

<b>Chancellor:</b>	The Most Reverend Dr TM Makgoba, DD (hc) PhD
<b>Vice-Chancellor:</b>	Prof TB Pretorius, BA BA (Hons) MA DPhil (UWC) PhD (UFS)

### SENIOR MANAGEMENT

#### Executive

<b>Rector and Vice-Chancellor:</b>	Prof TB Pretorius, BA BA (Hons) MA DPhil (UWC) PhD (UFS)
<b>Vice-Rector and Deputy Vice-Chancellor (Academic):</b>	Prof V Lawack, B Juris LLB LLM (UPE) LLD (UNISA)
<b>Vice-Rector and Deputy Vice-Chancellor (Research and Innovation):</b>	Prof J Frantz, BSc MSc PhD (UWC)
<b>Vice-Rector and Deputy Vice-Chancellor (Student Development and Support):</b>	Prof P Dube, BA BA (Hons) MA PhD (Siegen)
<b>Registrar:</b>	Dr N Lawton-Misra, BA BEd MEd PhD (UWC) Registered Psychologist (HPCSA)
<b>Executive Director (Finance):</b>	Mr A Regal, CA (SA)
<b>Executive Director (Human Resources):</b>	M Magida, BProc LLB LLM

#### Deans

<b>Dean of Arts:</b>	Prof MK Ralarala, HDE (Arts) BA (Hons) (UWC) PGD Applied Language Studies (Ed.) (UCT) MA DLitt (US) PhD (UFS)
<b>Dean of Community and Health Sciences:</b>	Prof A Rhoda, BSc (PT) (UWC) BSc (Hons) (PT) MSc Medical Sciences (Rehab) (SU) PhD (PT) (UWC)
<b>Dean of Dentistry:</b>	Vacant
<b>Dean of Economic and Management Sciences:</b>	Prof MV Esau, BAdmin (Hons) MAdmin PhD (UWC)
<b>Dean of Education:</b>	Prof VS Nomlomo, BA, BEd (Unitra), MEd (UCT) MPhil (SU) PhD (UWC)
<b>Dean of Law:</b>	Prof J de Ville, BCom LLB (PU for CHE) LLD (SU)

**Dean of Natural Sciences:**

Prof M Davies-Coleman, BSc BSc (Hons)  
PhD (Rhodes)

## **UNIVERSITY COUNCIL**

**Chairperson:**

Ms Y Forbes, MBA (Bond)

**Registrar (Secretary):**

Dr N Lawton-Misra, BA BEd MEd PhD  
(UWC) Registered Psychologist (HPCSA)

**Rector and Vice-Chancellor:**

Prof TB Pretorius, BA BA (Hons) MA DPhil  
(UWC) PhD (UFS)

**Vice-Rector and Deputy Vice-Chancellor  
(Academic):**

Prof V Lawack, B Juris LLB LLM (UPE)  
LLD (UNISA)

**Vice-Rector and Deputy Vice-Chancellor  
(Research and Innovation):**

Prof J Frantz, BSc MSc PhD (UWC)

**Vice-Rector and Deputy Vice-Chancellor  
(Student Development and Support):**

Prof P Dube, BA BA (Hons) MA PhD  
(Siegen)

### **Five Members appointed by the Minister of Education and Training**

Ms X Daku  
Ms C Hess (Vice-Chairperson of Council)  
Ms N Mbulawa  
Ms C Subhanni  
Dr A Padayachee

### **Two Members of the Senate**

Prof A Christoffels  
Prof BR Mngomezulu

### **One Academic Employee**

Dr R Maart

### **One Professional, Administrative and Support Staff**

Ms E Jacobs

### **Two Registered Students**

Ms S Douglas  
Mr N Kali

### **Two Donors**

Dr B Valodia  
Vacant

### **One Member Designated by Organized Business in the Western Cape**

Vacant

### **One Member of Organized Business in the Republic of South Africa**

Mr R Menell



**One Member of Organized Labour in the Western Cape**

Mr MR Parks

**One Member of Organized Labour in the Republic of South Africa**

Mr Zolisa Menze

**One Person Designated by the Premier of the Western Cape**

Adv N Bawa

**One Member Designated by the City of Cape Town**

Cll A Van der Rheede

**Two Members from Convocation**

Dr LLM MacMaster

Judge NC Erasmus

**Additional Members**

Ms Y Forbes (Chairperson of Council)

Mr TM Lamati

Mr B Khan

## **THE SENATE**

**Rector and Vice-Chancellor (Chairperson):** Prof TB Pretorius

**Registrar (Secretary):** Dr N Lawton-Misra

**Vice-Rectors and Deputy Vice-Chancellors:**

**Academic:** Prof V Lawack

**Research and Innovation:** Prof J Frantz

**Student Development and Support:** Prof P Dube

**Two members of the Council elected by the Council:** Adv. N Bawa  
Justice N Erasmus

**Deans:**

**Faculty of Arts:** Prof MK Ralarala

**Faculty of Community and Health Sciences:** Prof A Rhoda

**Faculty of Dentistry:** Vacant

**Faculty of Economic and Management Sciences:** Prof MV Esau

**Faculty of Education:** Prof V Nomlomo

**Faculty of Law:** Prof J De Ville

**Faculty of Natural Sciences:** Prof M Davies-Coleman

**Executive Directors:**

**Executive Director (Finance and Services):** Mr A Regal

**Executive Director (Human Resources):** M Magida

**Such visiting, extraordinary and honorary professors attached to the University as decided upon by the Council on the recommendation of the Senate**

**The Directors of the different Schools, Centres and Institutes of the University and such Directors or Heads of similar structures as decided upon by the Council on the recommendation of the Senate**

**Schools:**

School of Government (SoG)

School of Science and Mathematics Education (SSME)

School of Pharmacy (SoP)

School of Public Health (SoPH)

School of Natural Medicine (SoNM)

School of Nursing (SoN)

School of Business and Finance (SBF)

**Centres:**

African Centre for Citizenship and Democracy (ACCEDE)

Centre for Multilingualism and Diversities Research (CMDR)

Centre for Humanities Research (CHR)

Desmond Tutu Centre for Religion and Social Justice

Science Learning Centre for Africa (SLCA)

South-African-German Centre for Transnational Criminal Justice (DAAD)

Centre of Excellence in Food Security

Centre for Student Support Services (CSSS)

Interdisciplinary Centre for Sport Science and Development (ICSSD)

Inter-professional Education Unit (IPEU)

**Institutes:**

Institute for Social Development (ISD)  
South African National Bio-Informatics Institute (SANBI)  
Institute for Post-School Studies (IPSS)  
Institute for Poverty, Land and Agrarian Studies (PLAAS)  
Institute for Microbial Biotechnology & Metagenomics (IMBM)  
Institute for Water Studies (IWS)  
South African Institute for Advanced Material Chemistry (SAIAMC)  
Dullah Omar Institute for Constitutional Law, Governance and Human Rights

**Chairpersons of Academic Departments or similar Academic Structures**

**The Professors and Associate Professors [excluding Visiting, Extraordinary and Honorary Professors and not being Deans, Directors of Schools, Centres and Institutes or Directors or Heads of similar structures as decided upon by the Council on the recommendation of Senate or Chairpersons of Academic Departments]**

**Seven academic employees not being:**

- (a) Chairpersons of academic departments;
- (b) Deans;
- (c) Representatives of professors or associate professors;
- (d) Directors of Schools, Centres or Institutes; or
- (e) Visiting, Extraordinary or Honorary Professors.

Dr B Rink

Dr F Peerbhay

Dr P Cutalele-Maqhude

Dr N Sibanda

Dr A Klein

Dr L Ennion

Ms C Christian

**Eight Professional Administrative Support Staff:**

Ms C Mguga

Mr L Van Zyl

Ms L Leonard

Mr N Britz

Mr P Johannes

Mr J Simmery

Mr S Marcus

Mr T Pretorius

**Eight registered students:**

Ms S Douglas

Ms D Mhlongo

Mr N Kali

Ms M Mpambo

Mr M Shange

Mr X Nkuhlu

Ms M Scott

Ms A Mqakelana

**Director of Library Services**

Dr S Neerpath

**Such additional persons, but not more than eight in number, as the Council, on the recommendation of the Senate, may decide upon:**

Mr U Bawa

Mr R Crown

Ms P Lawrence

Mr AM Makola

Dr E Prince

Mr S Rajie

Dr A Shaikjee

**A person who is not a member of the Senate may, on the invitation of the Chairperson of Senate, on behalf of the Senate, attend any meeting of the Senate and may, on the invitation of the Chairperson address the Senate on any matter, provided that such person has no vote:**

Dr S McWatts

Ms J Savill

Mr L Corner

Mr W Rinqest

Mr M Simpson

Ms V Beerwinkel

# **UNIVERSITY MANAGEMENT AND CENTRAL ADMINISTRATION**

## **OFFICE OF THE RECTOR**

### **Rector and Vice-Chancellor:**

Prof TB Pretorius, BA BA (Hons) MA DPhil  
(UWC) PhD (UFS)

### **Institutional Planning Office**

#### **Institutional Planner:**

Mr LBM Pokpas, PDE (BCE) BA  
BA (Hons) (UWC)

#### **Director (Institutional Planning):**

Ms L Dippenaar, BA HDE (UP) BA (Hons)  
(UWC) MBA (SU)

#### **Director (Institutional Research):**

Dr E Archer, BPsych MEd PhD (UP)  
Registered Educational Psychologist

#### **Director (Quality Assurance and MIS):**

Mr A Makola, BBA (AU) Andrews  
University (USA) BB & A (Hons) MBA (SU)

### **Student Enrolment Management Unit**

#### **Director:**

Ms C Pearce, BEd MEd (UWC)

### **Institutional Advancement Office**

#### **Director:**

Ms P Lawrence, BA (UNISA) BA (Hons)  
(UCT) MM (PDM) (Wits)

### **International Relations**

#### **Director:**

Mr UL Bawa, MA (Psych) (Wits)  
Registered Clinical Psychologist

### **Legal Affairs and Student Discipline Office**

#### **Director:**

Mr S Rajie, BA LLB (UWC)  
Admitted Attorney of the High Court of  
RSA

#### **Proctor / Legal Advisor:**

Ms S Abrahams, LLB (UWC)  
Admitted Attorney of the High Court of  
RSA

#### **Prosecutor:**

Susa van Dyk LLB (UWC)  
Admitted Attorney of the High Court of  
RSA

#### **Prosecutor:**

Vacant

## **OFFICE OF THE VICE-RECTOR (ACADEMIC)**

**Vice-Rector and Deputy Vice-Chancellor:** Prof V Lawack, B Juris LLB LLM (UPE)  
LLD (UNISA)

### **Academic Planning Unit**

**Director:** Dr V Brown, BA (Hons) MPhil MEd PhD

### **Directorate for Teaching and Learning**

**Director:** Prof VG Bozalek, MSocSc (SW) PhD  
(Utrecht)

### **Community Engagement**

**Director:** Prof P Daniels, BA BA (Hons) (HE)  
BEd (UWC) MSc (Cornell)

### **Centre for Performing Arts**

**Manager:** Ms H Weber, DMT (UWC)

### **Centre for Innovative Educational and Communication Technologies**

**Director:** Dr J Stoltenkamp, BA HDE (UWC), BEd  
MEd (RAU) PhD (UWC) PGDip (Rhodes)

### **Strategic Academic Projects**

**Director:** Dr A Maurtin, BA BA (Hons) (HE)  
MPhil PhD (UWC)

## **OFFICE OF THE VICE-RECTOR (RESEARCH AND INNOVATION)**

**Vice-Rector and Deputy Vice-Chancellor:** Prof J Frantz, BSc MSc PhD (UWC)

### **Division for Postgraduate Studies**

**Director:** Prof L Holtman, BSc (Botany and Zoology)  
BSc (Hons) Zoology MSc Zoology (UWC)  
PhD (Louisiana State University, Baton  
Rouge, Louisiana, USA)

### **Office of Research Development**

**Director:** Prof B Fielding, PhD (UWC)

### **E-Research**

**Director:** Prof M Vaccari, MSc PhD (Padova, Italy)

## **Technology Transfer Office**

Director: Dr Casanueva, PhD (Mol Bio) (UCT)  
PGDip (Bus Admin) UCT

## **Library**

Director: Dr S Neerpath, BA NatHDipl in Lib and Info  
Sc (UDW) NatHDipl in Post School Edu  
(ML Sultan) BBibl (Hons) MBibl (UKZN)  
PhD (DUT)

## **Gender Equity Unit**

Director: Dr M Hames, BBibl (UWC) BBibl (Hons)  
(UNISA) MPhil (UPE) PhD (UCT)

## **DST-NRF Centre of Excellence in Food Security**

Director: Prof J May, BSocSci Hons (Economics)  
MSocSci (Natal) PhD (Development  
Studies) (UKZN)

## **OFFICE OF THE VICE-RECTOR (STUDENT DEVELOPMENT AND SUPPORT)**

**Vice-Rector and Deputy Vice-Chancellor:** Prof P Dube BA BA (Hons) MA PhD  
(Siegen)

## **Centre for Student Support Services**

Director: Ms L Permall, BA HDE (UWC) TQM BA  
(Hons) (UNISA) MPsych (UWC)

## **Residential Services**

Director: Mr M Seale, ADM (UWC)

## **Sports Administration**

Director: Mr M Gagayi, BA (NMU), PGDip Labour  
Law (UWC), PGDip Sport Development  
(UWC)

## **Financial Aid and Bursaries**

Head: Mr M Kwatsha, BA

## **Campus Health**

Director: Dr D Bagwandeen, MBChB

## **Office for Student Development**

Manager: Mr W Middleton, MA (SW) (UWC)

## **HIV / Aids Unit**

Director:

Dr J Jacobs, MPsyCh (UWC)

## **OFFICE OF THE REGISTRAR**

**Registrar:**

Dr N Lawton-Misra, BA BEd MEd  
Registered Psychologist (HPCSA), PhD  
(UWC)

Deputy Registrar: Secretariat and Policy  
Management:

Ms T Talip, LLB, LLM (UWC)  
Admitted Attorney of the High Court of  
RSA

Deputy Registrar: Academic Administration:

Dr A Shaikjee, BSc BSc (Hons) PhD (Wits)

Manager: Academic Administration Training  
and Development Unit:

Ms S van Staden BSoc Sci (UCT) BPA  
(Hons) PGDip Monitoring & Evaluation  
(SU) PGDip Project Management (UCT)

Manager: Archives and Records:

Mr Z Mlonyeni, BBibI (UWC) BPhil (SU)

Manager: Contact Centre:

Ms S Solomon, ADM (UWC)

Manager: Special Projects:

Mr J Matthews, HDE (Goudstad Teachers  
College), Further Dipl Education, Dipl in  
Specialised Education, BEd (Hons)  
(UNISA)

## **FINANCE AND SERVICES DEPARTMENT**

**Executive Director:**

Mr A Regal, CA (SA)

Director: Finance:

Mr S Jonkers, NatHDipl Cost &  
Management Accounting

Director: Business Processing:

Mr J Thampi CA (SA)

Director: Business Development:

Mr I Dalvie

Director: Risk and Compliance:

Mr B Jeftha, BA, HDE (UWC)

Director: Infrastructure and Engineering:

Mr R Ramchander

Director: Centre for Entrepreneurship:

Ms C Duncan

Management Accountant:

Ms S Bergstedt

Manager: Procurement:

Ms N Andipatin

Manager: Accounts Payable and Travel:

Ms T Adams, BAdmin (Hons)

Manager: Grants and Contracts:

Ms T Taliep

Manager: Student Credit Management:

Mr T Burton

Manager: Venue Management:

Ms S Nitsckie

Financial Accountant:

Ms C October

## **Campus Services**

Head: Campus Protection Services:

Mr F Sam

Head: Facilities Maintenance:

Mr P Arendse

Manager: Academic Precinct:

Mr I Jacobs

Manager: Residences Precinct:

Mrs E Jacobs

Manager: Science Precinct:

Mr I Charles



Manager: FCHS Precinct:  
Manager: Gardens and Grounds:  
Manager: Assets and Insurance:  
Manager: Health and Safety:

Mr R La Fleur  
Mr J Leon  
Mr L Louw  
Ms N Grobler

### **Information and Communication Services**

Director:  
Head: Strategy and Planning:  
Manager: Application Development and Support:  
Manager: Communications:  
Manager: IT Operations:  
Manager: Procurement and Vendor Management:  
Manager: Project Management Office:  
Manager: Security and Risk:  
Stakeholder Relations and Innovation:

Mr RT Crown, PMP BSc Eng. (Elec)  
Mr E Van Staden  
Mr S Hendricks  
Mr G Julies  
Mr A Natha  
Mr R Fester  
Mr S Hendricks (Acting)  
Ms M Matube  
Ms M Jacobs

### **HUMAN RESOURCES DEPARTMENT**

#### **Executive Director:**

Director: Service Excellence

Director: Rewards and Payroll:  
Manager: Employee Relations:  
Manager: Human Resources:

Manager: Human Resources Administration:  
Manager: Payroll:  
Manager: Staff and Organisational Development:

HR Policy Specialist:

M Magida, BProc LLB LLM, Admitted  
Legal Practitioner (Attorney) of the High  
Court of the Republic of South Africa  
Ms E Sias, BCom (Hons), SABPP  
Registered  
Vacant  
Ms N Solomon, BA PGD (Lab Law)  
Ms N Sidwaba, BA (WLSU), Dipl. in HRM  
(UJ), Bus. Admin (US), MBA (US)  
Ms J Schroeder, Dipl in General Skills  
Ms G Abrahams, EDP Diploma  
Ms S Matthews, MCom (UWC), Registered  
Industrial Psychologist (HPCSA)  
Ms K Mercur, BA Political Studies (UCT),  
Cert. in Adv. Lab. Law (UNISA), PGDip  
Dispute Resolution (UWC)

# **UNIVERSITY SUPPORT UNITS**

## **THE LIBRARY**

The Library is driven by a mission: To enrich the learning, teaching and research experience by providing relevant resources and expertise to enable academic success and enhance UWCs standing.

**Library Services:** The library is open to bona fide students (holders of valid student cards); and some services listed below are: please visit our website for more detailed information: <http://lib.uwc.ac.za>

### **Circulation:**

Library items may be loaned and returned at the Circulations Desk.

Access to book collections, over 100 databases and more than 30,000 online journals via the library webpage.

### **Inter-Library Loans:**

The Interlibrary Loans (ILL) system allows books and journal articles, not held in our library, to be borrowed from other libraries. Users can request books or journal articles via [arieluw@uwc.ac.za](mailto:arieluw@uwc.ac.za)

### **Knowledge Commons**

Over 200 networked PCs that may be reserved for use via the Library website.  
Printers and photocopiers are available.

### **Differently-Abled Support Unit**

The Differently-Abled Support Unit is developed to assist students who have visual, hearing or mobility impairments to access the library.

### **Study Areas**

The 24hour study hall is located at Level 2 in the Library with an outside entrance; Level 13 Postgraduate Lab is reserved for use by registered Masters and Doctoral students; Strong Wifi-enabled reading and study areas with seating accommodation for approximately 1 800 people; various discussion rooms situated on Levels 4, 9, 10 and 13.

### **Information Literacy / Training Rooms:**

Library Staff conduct training on information products/ resources on: Thinthana (Level 6); iPad Lab (Level 6) and Training Room Level 7.

### **Operational hours:**

During the academic year: Monday – Thursday: 08:20 – 24:00

Friday: 08:20 – 20:00 and Saturday: 09:00 – 17:00

During University vacations: Monday to Friday: 08:15 – 16:30

### **Dentistry Library**

During the academic year: Monday – Friday: 08:00 – 16:30

### **CHS Library**

During the academic year: Monday – Friday: 08:20 – 16:30

## **CENTRE FOR STUDENT SUPPORT SERVICES (CSSS): CO-CREATING POSSIBILITIES FOR SUCCESS**

The Centre for Student Support Services reports directly to the Deputy Vice-Chancellor, Student Development and Support.

The Centre provides multifaceted, student-centered development and professional services, training and co-curricular engagement opportunities. All offerings are evidence-based and aimed at enhancing the quality of life, holistic wellness and success of students. Our services and best practices aim to ignite and enable students' full potential to fulfil their academic goals and to become responsible and responsive citizens. The vision is to become the team most recognised for co-creating possibilities for success through world-class professional student support.

CSSS has four departments:

### **1. The Office for Academic Support (OAS): Unlocking Potential**

This department provides students access to opportunities to engage in a range of innovative academic support offerings to enhance their self-awareness, personal empowerment and agency that supports their holistic development and student success. OAS focuses on offering effective, flexible, creative and student-centered academic success initiatives. It works both reactively to respond to requests from students and collaborations with faculty, as well as proactively with predictive analytical data in our Making Your Mark Through Mapworks Programme. It offers individual academic and career coaching, access to a range of learning skills as well as academic and personal mastery workshops. It furthermore offers a Graduate Development Programme (GDP), integrated into the curriculum as well as the flagship, university-wide Peer Mentoring Program PMP), which utilizes highly performing senior students to mentor all first year students who enlisted into the programme. The department also provides faculty-specific academic success initiatives.

### **2. Therapeutic Services (TS): Mental Health and Wellness Matters**

Therapeutic Services is an Accredited Psychology Internship Training site, registered with the Health Professions Council of South Africa (HPCSA). Its primary mandate is the provision of contextually and culturally relevant counselling. The main focus being strengths-based, the counselling aims to restore and/or enhance academic functioning of registered UWC students, by addressing multiple layers of psycho-social traumas and/or challenges that impair optimal academic functioning.

Counselling interventions are mainly short term and solution focused. Additionally, the office also provides individual and group counselling interventions, psycho-educational workshops, mental health awareness talks and campaigns with students and staff members, as well as the development of online self-help material and campus-wide crisis interventions when required.

A number of on-and off-campus partnerships and collaborations with service providers enhances the Mental Health and Wellness Support Services offered to students, including a 24-hour, FREE telephonic Crisis Helpline 0800 222 333, in partnership with the South African Depression and Anxiety Group (SADAG).

With the growing prevalence of substance use and abuse, an on-campus specialised drug and alcohol addiction counselling service is offered by specialist social workers from the South African National Council on Alcohol and Drug Dependence (SANCA).

### **3. The Office for Students with Disabilities (OSwD): Making access possible!**

The Office for Students with Disabilities promotes universal access and inclusivity, increasing the higher education footprint of persons with disabilities. The services are broadly targeted at three levels, which entails support to prospective students in their pre-university phase, facilitation of a successful transition into UWC for registered students by providing individualised support, and the final service area is towards senior students and graduates in enhancing their employability profile. Built on the principles of social justice, OSwD engages students as partners for advocacy and success.

The office provides reasonable disability specific accommodations towards the academic success of students registered within the office. This includes the conversion of academic material into various formats (e.g. Braille) as per the specific disability needs and also overseeing departmental tests and exam procedures in partnership with all faculties across UWC.

The OSwD also has collaborative projects with external stakeholders to co-facilitate funding opportunities, disability rehabilitation programmes as well as engaging stakeholders for internships and employment opportunities for graduates with disabilities.

OSwD is committed to partner with students to empower them to engage optimally in all aspects of student life, both academic and co-curricular, for them to grow into confident and competent graduates, able to make a meaningful difference in society.

### **4. The Office for Leadership and Social Responsibility (LSR): Creating the change, Leading the change and Sustaining the change**

This department provides opportunities to engage students in transformative leadership programmes to develop them into effective leaders, ambassadors and socially responsible and responsive global citizens. The range of co-curricular leadership opportunities enhances potential for internal and external community and stakeholder engagement and capacity building. In this regard the office is driven by three principles namely: Creating the change, Leading the change and sustaining the change.

#### ***Services to registered students only!***

**For more information about our programmes and services, please feel free to contact us:**

- Campus location: 2nd Floor, Old CHS Building (adjacent to B-Block)
- Contact us telephonically: 021 959 2299
- Contact us by email: [csss@uwc.ac.za](mailto:csss@uwc.ac.za)

### **OFFICE OF RESEARCH**

The University of the Western Cape is acknowledged both nationally and internationally as a leading research institution. The Department of Research Development fosters research at all levels in all the faculties, with a view also to improving the University's teaching. The Department emphasises the transfer of research skills to people previously excluded on racial and/or gender grounds, especially in Mathematics and the Sciences, while not neglecting other fields.

The Department administers research funding and encourages publication in print at both academic and popular levels. A particular focus is on research, in all disciplines, into policy options for the transitional South African society. While not excluding any route of academic enquiry, the office does encourage work, which appears as if it will be of benefit to the community the University serves.

## **ACADEMIC PLANNING UNIT**

The Academic Planning Unit (APU) was established in March 1993. It reports to the Deputy Vice Chancellor: Academic and through the Senate Academic Planning Committee (SAP) to the Senate.

The main functions of the APU are: quality assurance; policy analysis and development; institutional research and strategic planning. In the area of institutional research the APU analyses information from the university's databases regarding student access, throughput and success, and it formulates proposals for the improvement of these processes while being mindful of national imperatives. In the area of strategic planning the APU contributes to the formulation of goals and objectives for programmes, methods of delivery and support systems. The APU's role in quality assurance revolves around the academic reviews of departments, centres and institutes, as well as routine reviews of academic programmes. All departments and other academic entities in the University are reviewed on a regular basis, and these reviews are organised by the APU in conjunction with the Senate Academic Planning Committee; while the reviews of research entities are conducted in collaboration with the Senate Research Committee. The APU also supports faculties in planning for professional body engagements and in implementing recommendations from such bodies. The APU provides ongoing curriculum enhancement support to faculties towards improving the quality of Teaching, Learning and Assessment (TL & A) at the level of programme management and delivery; and promotes and monitors feedback from students on the quality of TL&A. The APU develops processes for the annual monitoring of quality improvement of TL&A practices in line with institutional and national policies. Programme reviews are conducted in collaboration with the Quality Assurance office for the purpose of improving the quality of all academic programmes that are offered at UWC, including short learning programmes, with regard to their management and delivery. The APU also provides advice and guidance and plays an oversight role in the design of new programmes and amendments to academic rules and existing programmes. Regarding policy, the APU helps to formulate, and provides guidance in implementing, university policies relating to all aspects of the academic project. This also involves participating in the national processes of policy formulation and implementation, and it involves regular research into international models of higher education. As part of its modus operandi the APU (a) conducts visits to faculties thereby providing a feedback channel from faculties to the university management; and (b) engages regularly with other South African higher education institutions towards continuous improvement of UWC's academic project; (c) collaborates with other Directorates at UWC with regard to quality enhancement.

## **GENDER EQUITY UNIT**

The Gender Equity Unit is responsible for research, workshops and programmes regarding women, gender and gender identity, sexuality, sexual harassment, violence and sexual orientation at the University. The Unit is also responsible for formulating and monitoring the University's Gender and equity related policies.

The Unit offers:

- Counselling, support, advocacy and referral for victims of rape, sexual harassment, gender and racial discrimination.
- Workshops, seminars, research projects and programmes regarding gender sensitivity, women's rights, and lesbian, gay, transgender and queer rights.
- Creating and reviewing gender-related resource materials that provide students and staff as well as members of the broader community with information that may not always be obtainable elsewhere.
- A safe space for women and men to meet and discuss issues that are affecting them or just to have an informal chat over coffee.

- Consultancy on gender sensitivity in the workplace, the classroom and in the university residences.
- Gender awareness raising, policy education and development for student governance.
- Mobility training in collaboration with organisations working with disabled persons.
- Sign language classes.
- Network opportunities and solidarity with similar institutions and community organisations and individuals.
- Conducting gender-related research.
- Writing and publishing women and gender-related publications.

## **FACULTY UNITS, INSTITUTES, SCHOOLS AND CENTRES**

### **FACULTY OF ARTS**

Centre for Humanities Research (CHR)  
Centre for Multilingualism and Diversities Research (CMDR)  
Desmond Tutu Centre for Religion and Social Justice

### **FACULTY OF NATURAL SCIENCES**

Electron Microscopy Unit (EMU)  
Environmental Education and Resource Unit (EERU)  
Institute for Microbial Biotechnology and Metagenomics (IMBM)  
Institute for Water Studies (IWS)  
School of Pharmacy (SOP)  
South African National Bio-Informatics Institute (SANBI)  
South African Institute for Advanced Material Chemistry (SAIAMC)  
Unit of the Range and Forage Institute (ARC)  
Inter-University Institute for Data Intensive Astronomy (IDIA)

### **FACULTY OF LAW**

Dullah Omar Institute for Constitutional Law, Governance and Human Rights  
Social Law Project  
South African-German Centre for Transnational Criminal Justice (DAAD)

### **FACULTY OF COMMUNITY & HEALTH SCIENCES**

School of Natural Medicine (SONM)  
School of Nursing (SON)  
School of Public Health (SOPH)  
Interdisciplinary Centre for Sports Science and Development (ICSSD)  
Child and Family Studies Unit (CFS)  
Inter-Professional Education Unit (IPEU)

### **FACULTY OF EDUCATION**

Science Learning Centre for Africa  
Institute for Post-School Studies (IPSS)  
School of Science and Mathematics Education

### **FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES**

African Centre for Citizenship and Democracy (ACCEDE)  
School of Government (SOG)  
School of Business and Finance (SBF)  
Enterprise Development Unit (EDU)  
Fair Share Unit  
Institute for Social Development (ISD)  
Institute for Poverty, Land and Agrarian Studies (PLAAS)

## **DEGREES, DIPLOMAS & CERTIFICATES OFFERED IN THE UNIVERSITY**

<b>Qualification</b>	<b>Abbreviation</b>	<b>Minimum Period of Study</b>
<b>FACULTY OF NATURAL SCIENCES</b>		
Degrees		
<b>(i) Science:</b>		
Bachelor of Science	BSc	3
Bachelor of Science in Applied Geology	BSc (Applied Geology)	3
Bachelor of Science in Biodiversity and Conservation Biology	BSc (Biodiversity and Conservation Biology)	3
Bachelor of Science in Biotechnology	BSc (Biotechnology)	3
Bachelor of Science in Chemical Sciences	BSc (Chemical Sciences)	3
Bachelor of Science in Computer Science	BSc (Computer Science)	3
Bachelor of Science in Environmental & Water Science	BSc (Environmental and Water Science)	3
Bachelor of Science in Mathematical and Statistical Sciences	BSc (Mathematical and Statistical Sciences)	3
Bachelor of Science in Medical Bioscience	BSc (Medical Bioscience)	3
Bachelor of Science in Physical Science	BSc (Physical Science)	3
Bachelor of Science Honours in Applied Geology	BScHons (Applied Geology)	1
Bachelor of Science Honours in Astrophysics	BScHons (Astrophysics)	1
Bachelor of Science Honours in Biodiversity and Conservation Biology	BScHons (Biodiversity and Conservation Biology)	1
Bachelor of Science Honours in Biotechnology	BScHons (Biotechnology)	1
Bachelor of Science Honours in Chemistry	BScHons (Chemistry)	1
Bachelor of Science Honours in Computational Finance	BScHons (Computational Finance)	1
Bachelor of Science Honours in Computer Science	BScHons (Computer Science)	1
Bachelor of Science Honours in Environmental and Water Science	BScHons (Environmental and Water Science)	1
Bachelor of Science Honours in Mathematical Science	BScHons (Mathematical Science)	1
Bachelor of Science Honours in Medical Bioscience	BScHons (Medical Bioscience)	1
Bachelor of Science Honours in Physical Science	BScHons (Physical Science)	1
Bachelor of Science Honours in Population Studies	BScHons (Population Studies)	1
Bachelor of Science Honours in Statistical Science	BScHons (Statistical Science)	1
Bachelor of Science Honours in Structural Biology	BScHons (Structural Biology)	1
Master of Philosophy in Integrated Water Resource Management	MPhil (IWRM)	1
Master of Philosophy in Population Studies	MPhil (Population Studies)	1
Master of Science in Applied Geology	MSc (Applied Geology)	1



Master of Science in Biodiversity and Conservation Biology	MSc (Biodiversity and Conservation Biology)	1
Master of Science in Bioinformatics	MSc (Bioinformatics)	1
Master of Science in Biotechnology	MSc (Biotechnology)	1
Master of Science in Chemical Sciences	MSc (Chemical Sciences)	1
Master of Science in Computational Finance	MSc (Computational Finance)	1
Master of Science in Mathematical Science	MSc (Mathematical Science)	1
Master of Science in Medical Bioscience	MSc (Medical Bioscience)	1
Master of Science in Nanoscience	MSc (Nanoscience)	2
Master of Science in Physical Science	MSc (Physical Science)	1
Master of Science in Statistical Science	MSc (Statistical Science)	1
Doctor of Philosophy*	PhD	2
Doctor of Science	DSoc	2
<b>(ii) Pharmacy:</b>		
Bachelor of Pharmacy	BPharm	4
Master of Pharmacy	MPharm	1
Master of Clinical Pharmacy	M.Clin.Pharm	2
Master of Science in Pharmaceutical Science	MSc (Pharmaceutical Science)	1
Master of Science in Pharmacy Administration and Policy Regulation	MSc (Pharmacy Administration and Policy Regulation)	1
Doctor of Pharmacy	DPharm	2
<b>Diplomas</b>		
Postgraduate Diploma in Integrated Water Resource Management	PGDip IWRM	1

<b>FACULTY OF ARTS</b>		
Degrees		
<b>(i) Arts:</b>		
Bachelor of Arts	BA	3
Bachelor of Arts (Honours)*	BAHons	1
Master of Arts*	MA	1
Master of Arts in Creative Writing	MA (Creative Writing)	1
Doctor of Philosophy*	PhD	2
<b>(ii) Library and Information Science:</b>		
Bachelor of Library and Information Studies	BLIS	4
Master of Library and Information Studies	MLIS	1
Doctor of Philosophy	PhD	2
<b>(iii) Religion and Theology</b>		
Bachelor of Theology	BTh	3
Master of Philosophy	MPhil	1
Master of Theology	MTh	1
Doctor of Theology	DTh	2
Doctor of Philosophy	PhD	2

<b>Diplomas and Certificates</b>		
Postgraduate Diploma in Library and Information Studies	PGDip (LIS)	1

## **FACULTY OF ECONOMIC & MANAGEMENT SCIENCES**

### **Degrees**

Bachelor of Administration	BAdmin	3
Bachelor of Commerce	BCom	3
Bachelor of Commerce in Accounting	BCom (Accounting)	3
Bachelor of Commerce in Financial Accounting	BCom (Financial Accounting)	3
Bachelor of Commerce in Law	BCom (Law)	3
Bachelor of Administration Honours*	BAdmin Hons	1
Bachelor of Commerce Honours*	BCom Hons	1
Bachelor of Commerce Honours in Finance	BCom Hons (Finance)	1
Bachelor of Commerce Honours in Management	BCom Hons (Management)	1
Bachelor of Economics Honours	BEcon Hons	1
Bachelor of Arts Honours*	BA Hons	1
Bachelor of Development Studies Honours	BHons (Development Studies)	1
Master of Administration*	MAdmin	1
Master of Economics*	MEcon	1
Master of Commerce*	MCom	1
Master of Commerce in Information Management	MCom (Information Management)	1
Master of Arts	MA	
Master of Public Administration	MPA	1
Master of Development Studies	MDev Studies	2
Master of Philosophy in Poverty Land and Agrarian Studies	MPhil (LAS)	1
Doctor of Philosophy*	PhD	2

### **Diplomas and Certificates**

Advanced Diploma in Finance	AdvDip (Finance)	1
Advanced Diploma in Financial Planning	AdvDip (Financial Planning)	1
Advanced Diploma in Management	AdvDip (Management)	1
Advanced Diploma in Public Administration	AdvDip (Pub Admin)	1
Postgraduate Diploma in Accounting	PGDip (Accounting)	1
Postgraduate Diploma in Business Administration	PGDip (Business Administration)	1
Postgraduate Diploma in Computer Software and Media Applications	PGDip (Computer Software and Media Applications)	1
Postgraduate Diploma in Finance	PGDip (Finance)	1
Postgraduate Diploma in Poverty, Land and Agrarian Studies	PGDip (LAS)	1
Higher Certificate in Economic Development	HCert (ED)	1

<b>FACULTY OF EDUCATION</b>		
<b>Degrees</b>		
Bachelor of Education*	BEd	4
Bachelor of Education Honours*	BEd Hons	1
Master of Education*	MEd	1
Doctor of Philosophy	PhD	2
<b>Diplomas and Certificates</b>		
Advanced Diploma for Educators of Adults	ADEA	1
Higher Certificate in Education Training and Development (Adult Learning)	HDE TD (AL)	1
Postgraduate Certificate in Education	PGCE	1
Postgraduate Diploma in Education*	PGDip	1
Postgraduate Diploma in Higher Education: Teaching and Learning	PGDip (HE T&L)	1
Postgraduate Diploma in Technical and Vocational Education and Training	PGDip (TVET)	1

<b>FACULTY OF DENTISTRY</b>		
<b>Degrees</b>		
Bachelor of Dental Surgery	BDS (previously BChD)	5
Bachelor of Oral Health	BOH	3
Master of Science*	MSc	2
Master of Dental Surgery*	MDS (previously MChD)	2
Doctor of Philosophy*	PhD	2
Doctor of Science in Odontology	DSc (Odont)	2
<b>Diplomas</b>		
Postgraduate Diploma in Dentistry*	PGDip	1
Postgraduate Diploma in Dentistry (Pain and Sedation Control)	PGDip (Sedation and Pain Control)	1
Postgraduate Diploma in Dentistry (Implantology)	PGDip (Implantology)	1

<b>FACULTY OF LAW</b>		
<b>Degrees</b>		
Bachelor of Laws	LLB	4
Master of Laws*	LLM	1
Master of Philosophy*	MPhil	1
Doctor of Philosophy*	PhD	2
Doctor of Laws*	LLD	2
<b>Diplomas and Certificates</b>		
Postgraduate Diploma in Labour Law	PGDip (Labour Law)	1
Higher Certificate in Forensic Examination	HCert (Forensic Examination)	1

<b>FACULTY OF COMMUNITY AND HEALTH SCIENCES</b>		
<b>Degrees</b>		
<b>(i) Social Work:</b>		
Bachelor of Social Work	BSW	4
Master of Social Work	MSW	1
Doctor of Philosophy	PhD	2
<b>(ii) Nursing:</b>		
Bachelor of Nursing	BNurs	4
Master of Nursing*	MNurs	1
Doctor of Philosophy	PhD	2
<b>(iii) Dietetics:</b>		
Bachelor of Science in Dietetics	BSc (Dietetics)	4
Master of Science in Nutrition Management	MSc (NM)	1
<b>(iv) Occupational Therapy and Physiotherapy:</b>		
Bachelor of Science in Occupational Therapy	BSc (Occupational Therapy)	4
Bachelor of Science in Physiotherapy	BSc (Physiotherapy)	4
Bachelor of Science Honours in Physiotherapy	BA Hons (Physiotherapy)	1
Master of Science in Physiotherapy	MSc (Physiotherapy)	1
Doctor of Philosophy in Occupational Therapy	PhD	2
Master of Science in Occupational Therapy	MSc (Occupational Therapy)	1
Doctor of Philosophy in Physiotherapy	PhD	2
<b>(v) Psychology:</b>		
Bachelor of Psychology	BPsych	4
Bachelor of Arts Honours in Psychology	BA Hons (Psych)	1
Master of Arts in Psychology	MA (Psych)	1
Master of Psychology	MPsych	1
Doctor of Philosophy	PhD	2
<b>(vi) Sports, Recreation and Exercise Science:</b>		
Bachelor of Arts in Sport, Recreation and Exercise Science	BA (SRES)	3
Bachelor of Science in Sport and Exercise Science	BSc (SES)	3
Bachelor of Arts Honours in Sport and Exercise Science	BA Hons (SES)	1
Bachelor of Arts Honours in Sport and Recreation Management	BA Hons (SRM)	1
Bachelor of Arts Honours in Biokinetics	BA Hons (Biokinetics)	1
Bachelor of Science Honours in Biokinetics	BSc Hons (Biokinetics)	1
Master of Arts in Sport, Recreation and Exercise Science	MA (SRES)	1
Master of Philosophy in Sport for Development	MPhil (Sport for Development)	1
Doctor of Philosophy	PhD	2
<b>(vii) Public Health:</b>		

Master of Public Health	MPH	1
Master of Public Health in Nutrition	MPH (Nutrition)	1
Doctor of Philosophy	PhD	2
<b>(viii) Natural Medicine:</b>		
Bachelor of Science in Complementary Health Sciences	BSc (CHS)	3
Bachelor of Complementary Medicine:		
Unani-Tibb Medicine	BCM (UTM)	2
Naturopathic Medicine	BCM (NAT)	2
Phytotherapy	BCM (PHYT)	2
Chinese Medicine and Acupuncture	BCM (CMA)	2
<b>(ix) Child and Family Studies</b>		
Master of Arts in Child and Family Studies	MA (Child and Family Studies)	1
Doctor of Philosophy	PhD	2
<b>Diplomas</b>		
Postgraduate Diploma in Public Health	PGDip (Public Health)	1
Postgraduate Diploma in Child and Family Studies	PGDip (Child and Family Studies)	1
Postgraduate Diploma in Sport, Development and Peace	PGDip (Sport, Dev and Peace)	1

**\* Please consult Faculty Calendar for specialisations and the maximum programme duration.**

## **HONORARY DEGREES AWARDED**

### **1983**

S Motsuenyane, Doctor Commercii  
MC O'Dowd, Doctor Commercii

### **1988**

B Breytenbach, Doctor Litterarum  
RE van de Ross, Doctor Educationis

### **1990**

NR Mandela, Doctor Legum  
OR Tambo, Doctor Legum

### **1993**

G Boonzaaier, Doctor Litterarum  
B Head, Doctor Litterarum (posthumous)  
A Ibrahim, Doctor Litterarum  
E Mancoba, Doctor Litterarum

### **1996**

GH Brundtland, Doctor Legum  
TN Chapman, Doctor Commercii  
JJF Durand, Doctor Philosophiae  
P Gorralla, Doctor Commercii

### **1998**

J Derrida, Doctor Litterarum  
M Nuttall, Doctor Theologiae  
MA Oduoye, Doctor Theologiae  
J Reddy, Doctor Educationis

### **2002**

WH Gray III, Doctor Philosophiae  
CLR Hirschsohn, Doctor Philosophiae  
T Manuel, Doctor Commercii  
D Philip, Doctor Litterarum  
M Philip, Doctor Litterarum  
DMB Tutu, Doctor Legum

### **1984**

E Theron, Doctor Legum

### **1989**

JC de Villiers, Doctor Scientiae  
GAM Mbeki, Doctor Philosophiae

### **1991**

RE Alexander, Doctor Commercii  
GS Machel, Doctor Legum  
D Mitterand, Doctor Litterarum  
D Zihlangu, Doctor Educationis

### **1995**

GJ Gerwel, Doctor Legum  
PM Sonn, Doctor Educationis

### **1997**

B Davidson, Doctor Litterarum  
EL King, Doctor Theologiae  
I Mohamed, Doctor Scientiae  
FB Naude, Doctor Theologiae  
JN Scholten, Doctor Legum  
R Turner, Doctor Educationis

### **2001**

VH Faigle, Doctor Theologiae  
G 't Hooft, Doctor Scientiae  
PN Langa, Doctor Legum  
A Small, Doctor Litterarum

### **2003**

K Mokhele, Doctor Scientiae  
TD Fredericks, Doctor Educationis  
PD Uys, Doctor Educationis

#### **2004**

K Asmal, Doctor Legum  
E de Keyser, Doctor Commercii  
G Fitzgerald, Doctor Litterarum  
A Omar, Doctor Legum (posthumous)  
A Sachs, Doctor Litterarum  
A Sisulu, Doctor Curationis  
W Sisulu, Doctor Legum (posthumous)

#### **2006**

F Ginwala, Doctor Administrationis

#### **2008**

W E Morrow, Doctor Educationis

#### **2010**

A Adebajo, Doctor Philosophiae  
MS Dien, Doctor Philosophiae  
(posthumous)  
B L Fanaroff, Doctor Philosophiae  
P Olumfemi-Kayode, Doctor Philosophiae  
R Simonsen, Doctor Philosophiae  
PK Tergat, Doctor Philosophiae  
D Tulu, Doctor Philosophiae

#### **2012**

B Gawanas, Doctor Legum  
E Moosa, Doctor Legum  
R E Reddock, Doctor Philosophiae  
H Shaper, Doctor Philosophiae  
(posthumous)  
A Sheiham, Doctor Philosophiae

#### **2014**

A Haron, Doctor Philosophiae  
(posthumous)

#### **2005**

A Achmat, Doctor Philosophiae  
CJ Bundy, Doctor Philosophiae  
EKM Dido, Doctor Litterarum  
J Fagan, Doctor Legum  
T Jones, Doctor Philosophiae  
I Mahomed, Doctor Legum (posthumous)

#### **2007**

E Abrahams, Doctor Philosophiae  
E Braune, Doctor Philosophiae  
A Chaskalson, Doctor Legum  
D Jordaan, Doctor Philosophiae  
R Kadalie, Doctor Litterarum  
P Mlambo-Ngcuka, Doctor Philosophiae  
Y Mokgoro, Doctor Legum  
VG Shubin, Doctor Philosophiae

#### **2009**

P Govender, Doctor Legum

#### **2011**

S B Biko, Doctor Philosophiae  
(posthumous)  
S B A Isaacs, Doctor Educationis  
P Magrath, Doctor Litterarum  
M Shear, Doctor Philosophiae  
M Temmerman, Doctor Philosophiae  
R B Wolf, Doctor Philosophiae

#### **2013**

H Howa, Doctor Philosophiae  
A Jones, Doctor Philosophiae  
J Matthews, Doctor Philosophiae  
G Merino O.P., Doctor Theologiae

#### **2015**

A Jedaar, Doctor Philosophiae

**2016**

M Tsedu, Doctor Philosophiae  
 F Robertson, Doctor Philosophiae  
 H Adams, Doctor Philosophiae

**2017**

M Lapsley, Doctor Philosophiae

**2018**

Z Skweyiya, Doctor Philosophiae  
 (posthumous)

**GOLD MEDAL AWARD****2018**

E Rhoda

**VICE-CHANCELLOR'S AWARDS****Vice-Chancellor's Distinguished Teaching Award**

Prof L Witz	Faculty of Arts	2000
Prof N Myburgh	Faculty of Dentistry	2001
Prof N Moosa	Faculty of Law	2002
Dr M Flockemann	Faculty of Arts	2003
Dr P Lalu	Faculty of Arts	2004
Dr V Bozalek	Faculty of CHS	2005

**Vice-Chancellor's Distinguished Young Research Award**

Prof P Lalu	Faculty of Arts	2008
Prof B Ndimba	Faculty of Natural Sciences	2008
Prof G Maneveldt	Faculty of Natural Sciences	2009
Prof L Piper	Faculty of EMS	2009
Prof P Baker	Faculty of Natural Sciences	2013

**Vice-Chancellor's Distinguished Researcher Award**

Prof B Cousins	Faculty of EMS	2008
Prof D Cowan	Faculty of EMS	2008
Prof T Shefer	Faculty of Arts	2009
Prof A Channing	Faculty of Natural Science	2009
Prof E Conradie	Faculty of Arts	2011
Prof J de Ville	Faculty of Law	2011
Prof V Bozalek	DVC Academic	2012
Prof L Petrik	Faculty of Natural Science	2012
Prof E Iwuoha	Faculty of Natural Science	2013



### Vice-Chancellor's Annual Book Award

Prof W Woodward	Faculty of Arts	2010
Prof B Cousins	Faculty of EMS	2010
Prof J Martin	Faculty of Arts	2010
Prof P Lalu	Faculty of Arts	2011
Prof D Brown	Faculty of Arts	2011
Prof A Channing	Faculty of Natural Science	2012
Prof J de Ville	Faculty of Law	2012
Prof P Lalu	Faculty of Arts	2012
Prof N Murray-Cooke	Faculty of Natural Science	2012
Prof D Brown	Faculty of Arts	2013

### Academic Achievers Awards

Prof M Isaacs	Community Engagement Excellence	2017
Prof A Bheeki & Team	Community Engagement Excellence Team	2017
Dr K Collett	Institutional Excellent Lecturer	2017
Ms H Weber	Community Engagement Excellence	2018
Ms N Gordon & Team	Community Engagement Excellence Team	2018
Prof Z Bock	Institutional Excellent Lecturer	2018
Fanelwa Ngece	Community Engagement Excellence	2019
Zenzeleni Team	Community Engagement Team	2019
Dr Koni Benson	Institutional Excellent Lecturer	2019

# **ACADEMIC DRESS AND FACULTY COLOURS**

## **ACADEMIC DRESS**

### **General Description**

The Chancellor and other officers of the University wear a gown in the doctoral style of the University of South Africa, looped up at the sleeves with cord. The headgear is a John Knox cap.

Honoured guests wear an empire blue gown of the same style as the Chancellor's.

Doctors of the University wear a gown of the same style as the Chancellor's, a 122 cm hood in the full Toronto shape, and a John Knox cap.

The black gown worn by all master's and bachelors is the same as that for a Master of Arts of the University of Oxford. It is worn with a hood of the Oxford simple shape, 122 cm long for masters and 102 cm long for bachelors. There is no headgear.

Non-graduate diplomates wear a black gown, the same as that worn by Scholars of the University of Oxford. Graduate diplomates wear the dress proper to their degree.

### **Chancellor**

Gown: Peony red with full facings and yoke of black velvet, embroidered with sprays of silver leaves and gold proteas on the facings and with two gold proteas on the yoke, the sleeves open, looped up with gold cord, and lined with black silk.

Cap: Black with a gold tassel.

### **Rector and Vice-Chancellor**

Gown: Peony red with full facings with the Temple in the University crest embroidered on the facing, a yoke of spectrum blue velvet edged with proteas, open sleeves looped up with silver cord and lined with blue satin.

Cap: Black with a silver tassel.

### **Deputy Vice-Chancellors**

Gown: Empire blue with full facings with the Temple in the University crest embroidered on the facing and yoke in peony red edged with silver cord and open sleeves looped up with silver cord and lined with peony red.

Cap: Black with a silver tassel.

### **Registrar**

Gown: Black with full facings of gold, a yoke trimmed with gold cord and open sleeves looped up with gold cord and lined with gold satin.

Cap: Black with a gold tassel.

### **Executive Directors**

Gown: Black with full facings of empire blue, a yoke trimmed with silver cord and open sleeves looped up with silver cord and lined with empire blue satin.

Cap: Black with a silver tassel.

### **Deputy Registrars**

Gown: Black with a 10 cm facing of gold, a yoke trimmed with gold cord and open sleeves lined with gold satin.  
Cap: Black with a gold tassel.

### **Chairperson of the Council**

Gown: Black with a velvet yoke trimmed with gold cord and open sleeves looped up with gold cord and lined with empire blue satin.  
Cap: Black with a blue tassel.

### **Members of the Council**

Gown: Black, with a velvet yoke trimmed with silver cord and open sleeves looped up with silver cord and lined with empire blue satin.  
Cap: Black with a blue tassel.

### **Deans**

Gown: Black, with full facings in the Faculty colour, edged with symbolic print and open sleeves looped up with silver cord and lined with the faculty colour.  
Cap: Black, trimmed with symbolic print and a tassel in the faculty colour.

### **President of the Convocation**

Gown: Black with full facings of silver-grey and open sleeves with silver cord and lined with silver-grey.  
Cap: Black with a silver tassel.

### **Doctors**

Gown: Empire blue, with 7,5 cm facings of silver-grey and open sleeves looped up with blue cord and lined with silver-grey.  
Cap: Empire blue with a silver tassel.  
Hood: Empire blue, lined with the silver colour, edged with symbolic print in silver and trimmed on the cowl with cord in silver colour; the neckband emblazoned with the protea in silver colour.

### **Master's**

Gown: Black.  
Hood: Black, lined with the Faculty colour, edged with symbolic print in the Faculty colour and trimmed on the cowl with cord in the Faculty colour; the neckband emblazoned with the protea in the Faculty colour.

### **Bachelors**

Gown: Black.  
Hood:

- (i) Bachelors  
Black, edged with symbolic print in the Faculty colour; the neckband emblazoned with the protea in the Faculty colour.  
Degrees  
BA, BSc, BCom, BAdmin, BA (SRES), BSc (Complementary Health Sciences)
- (ii) Senior Bachelors  
Black, edged with symbolic print in the Faculty colour and trimmed on the cowl with cord in gold colour; the neckband emblazoned with the protea in the Faculty colour.  
Degrees  
BPharm, BSW, BSc (Dietetics, Physiotherapy, Occupational Therapy) BBibl, BNur, BDS, BTh, LLB, BEd.

- (iii) Advanced Bachelors  
 Black, edged with symbolic print in the Faculty colour and trimmed on the cowl with cord in platinum colour; the neckband emblazoned with the protea in the Faculty colour.  
 Degrees  
 All Honours degrees

### **Diploma's**

Gown: Black with bell sleeves.

### **FACULTY COLOURS**

Arts	Green	BCC 24
Community and Health Sciences	Steel Blue	BCC 44
Dentistry	Peony Red	BCC 37
Economic and Management Sciences	Petunia	BCC 108
Education	Flame	BCC 95
Law	Cherry	BCC 185
Natural Sciences	Smalt	BCC 147

## SECTION 2

### POLICIES, ADMINISTRATIVE PROCEDURES AND GUIDELINES

#### ADMISSION POLICY

##### PART ONE: ADMISSION POLICY AS FROM 2009

### 1. INTRODUCTION

The University of the Western Cape has been at the forefront of South Africa's historic change, consistently dedicated to access, equity and quality in order to help "the historically marginalized participate fully in the life of the nation" (UWC Mission Statement, 1997). At the same time the university is firmly oriented to the future, "committed to excellence in teaching, learning and research, to nurturing the cultural diversity of South Africa, and responding to the needs of society", while being "aware of (its) distinctive academic role in helping build an equitable and dynamic" nation (UWC Mission Statement, 1997).

For the University of the Western Cape, equitable access to university education involves both compliance with admission criteria and epistemological access, i.e. provision of excellent opportunities to learn effectively. Academic activities, research and planning are aimed at meeting the dual challenge of reconstruction and development, and quality, competitiveness and growth in a global economy. As a medium-sized university with strong undergraduate and postgraduate teaching and research programmes, UWC is committed to achieving and sustaining quality in all its core business. This involves both equitable access and equity of outcomes.

#### 1.1 Statutory Admission Requirements

Universities in South Africa are governed by the Higher Education Act (Act No 101 of 1997) and their respective university statutes. The Higher Education Act repealed all previous university private acts except those sections of the Universities Act (Act No 61 of 1955), which deal, inter alia, with Umalusi. The University's admission policy is aligned with the provisions of section 74 (1) of the Higher Education Act.

#### 1.2 General Criteria for Admission to the University

To qualify for the National Senior Certificate (NSC), an applicant needs an achievement rating of 4 (adequate achievement, 50-59%) or better in four subjects chosen from the recognised 20-credit NSC subjects. Seven subjects consisting of four compulsory subjects and three subjects of his/her choice. A 20 credit NSC subject, is a subject recognised for the seven-subject NSC package as approved by the Minister of Basic Education in terms of the National Education Policy Act, 1996 (Act No. 27 of 1996). The four compulsory subjects are: two languages, one being the student's Home Language and the other a first additional Language, Life Orientation and either Mathematics or Mathematical Literacy.

There is a choice of 34 subjects see section 2.1 below. The applicant has to achieve a rating of at least 4 (50-59%) for four subjects in order to be eligible for degree study. This is over and above the minimum requirements for an NSC. **In addition, UWC has its own admission requirements.**

In order to be eligible to study at the University of the Western Cape an applicant must have met the following criteria:

1. The National Senior Certificate (NSC) required for Degree, Diploma or Higher Certificate study, as appropriate – see section 2 below.
2. A minimum number of points calculated on the University's points system (this does not apply to the Higher Certificate) – see section 3 below.
3. A pass at the required level in each of the subjects specified for the programme into which an applicant seeks admission – see Faculty Calendar.

Where the number of qualified applicants exceeds the number of available places – selection will take place on the basis of criteria that have been determined by faculty selection committees.

## **2. GENERAL CRITERIA FOR ADMISSION TO DEGREES, DIPLOMAS AND CERTIFICATES FOR NATIONAL CERTIFICATES**

### **2.1 For the Bachelor's Degree:**

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 4 (adequate achievement, 50-59%) or better in four subjects chosen from the following recognised 20-credit NSC subjects. A 20 credit NSC subject, is a subject recognised for the seven-subject NSC package as approved by the Minister of Basic Education in terms of the National Education Policy Act, 1996 (Act No. 27 of 1996).

Accounting, Agricultural Management Practices, Agricultural Technology, Agricultural Sciences, Business Studies, Computer Applications Technology, Civil Technology (Civil Services/ Construction/ Woodwork), Consumer Studies, Dance Studies, Dramatic Arts, Design, Economics, Engineering, Graphics and Design, Electrical Technology (Digital Systems/ Electronics/ Power Systems), Equine Studies, Geography, History, Hospitality Studies, Information Technology, Languages (one language of learning and teaching at a higher education institution and two other recognised language subjects), Life Sciences, Mathematics, Mathematical Literacy, Technical Mathematics, Mechanical Technology (Automotive/ Fitting and Machining/ Welding and Metal Work), Maritime, Economics, Music, Nautical Science, Technical Sciences, Tourism, Physical Sciences, Religion Studies, Sport and Exercise Sciences, Visual Arts.

### **2.2 For the Diploma:**

The minimum admission requirement is a National Senior Certificate as certified by Umalusi with an achievement rating of 3 (moderate achievement, 40-49%) or better in four recognised NSC 20-credit subjects.

### **2.3 For the Higher Certificate:**

The minimum admission requirement is a National Senior Certificate as certified by Umalusi.

### 3. THE POINT SYSTEM

For admission to degree and diploma programmes UWC will use a weighted system for calculating points, as follows:

NSC LEVELS		UWC POINTS			
Level	Percentage	Points for English <sup>1</sup>	Points for Maths or Maths Lit.	Points for Life Orientation	Points for each other subject
8	90-100%	15	15	3	8
7	80-89%	13	13	3	7
6	70-79%	11	11	2	6
5	60-69%	9	9	2	5
4	50-59%	7	7	2	4
3	40-49%	5	5	1	3
2	30-39%	3	3	1	2
1	20-29%	1	1	1	1
	Less than 20%	0	0	0	0

In order to be admitted to degree studies an applicant should have attained a minimum of 27 points, and to diploma studies, a minimum of 23 points.

### 4. GENERAL CRITERIA FOR ADMISSION TO DEGREES, DIPLOMAS AND CERTIFICATES FOR NATIONAL SENIOR CERTIFICATE NC(V) LEVEL 4 QUALIFICATION

#### 4.1 Higher Certificates

Subject to institutional admission requirements, the minimum admission requirements to a Higher Certificate programme are (a) a National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training, and (b) compliance with the requirements for the language of learning in the higher education institution.

#### 4.2 Diploma

Subject to institutional admission requirements, the minimum admission requirement is a National Certificate (Vocational) level 4 issued by the Council for General and Further Education and Training.

In addition, an applicant must (a) achieve at least 40% in three fundamental subjects including the language of learning and teaching in the higher education institution; (b) achieve at least 50% in the three compulsory vocational subjects.

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<sup>1</sup> 'English' here refers to either English Home Language or English First Additional Language, *not* Second Additional Language, which would rather fall under 'other subjects'.

### **4.3 Bachelor's Degree**

Subject to institutional admission requirements, the minimum admission requirement to a Bachelor's Degree programme is a National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training.

In addition, an applicant must (a) achieve at least 50% in three fundamental subjects, including the language of learning and teaching in the higher education institution; (b) achieve at least 60% in four vocational subjects, chosen from the NC(V) Level 4 subjects.

## **5. ALTERNATIVE ADMISSIONS ON THE BASIS OF SENATE'S DISCRETION**

### **5.1 Applicants who matriculated before 2008**

The matriculation board will continue to function in its current capacity until further notice. Until the status quo is changed, all regulations with regard to Senate Discretionary (SD) admission and exemption certificates that currently apply to applicants who completed matric before 2008, will continue to apply to this category of applicants (*also see Part Two of the Admission Policy below*).

### **5.2 Applicants who completed the National Senior Certificate (NSC) in 2008 or thereafter**

The certificates of applicants who has completed the NSC examinations in 2008 and thereafter will be endorsed to indicate the level of study for which they may be admitted to higher education institutions.

An applicant who has completed matric in 2008 and thereafter, but who does not meet the admission criteria of the University, shall only be admitted if in Senate's Discretion, they have demonstrated competence during alternative assessment processes.

An RPL assessment process shall be used to evaluate the competence of an applicant who has not completed grade 12 or who has not obtained an endorsed National Senior Certificate.

### **5.3 Applicants without an NSC or an endorsed NSC**

An applicant who completed the NSC in 2008 or thereafter, but have not obtained an endorsement, shall be considered for alternative admission after the age of 23. This age is proposed on the assumption that an appropriate level of maturity and relevant experience or learning could be gained at 23 years of age. Such an applicant shall be required to complete an RPL portfolio development course and submit to a process where relevant learning and/or experience shall be assessed.

An applicant who is 23 years or older and does not have a matriculation certificate or NSC, but who may have obtained other qualifications or experience that may be deemed to be equivalent to admission criteria for particular study programmes shall also be required to complete an RPL portfolio development course or an RPL portfolio process as agreed upon, and to submit to a process where such learning, qualification, and/or experience shall be assessed.

## **6. ADMISSION OF INTERNATIONAL STUDENTS**

An international applicant who has completed or is completing his/her secondary education by means of the O and A (Principal) level system must have a combination of both O and A level subjects in order to qualify for admission to an undergraduate degree programme. In order to



be admitted to an undergraduate degree, prospective international applicants should have a pass in English, an additional language as well as a pass in Mathematics and a Science subject. A C-symbol or higher is regarded as an acceptable pass mark at the O level whilst an E-symbol or higher is regarded as an acceptable pass mark at an A (or Principal) level.

International applicants in possession of an O level qualification, may be considered for admission to an undergraduate diploma or a foundation programme, unless s/he have attained the age of 23 in which case s/he would qualify for a degree programme by means of an exemption on the grounds of their age.

In addition to the above-mentioned general admission requirements, faculties may specify further requirements for admission to particular programmes and selections may be done on the basis of grades obtained in specific subjects. In instances where the A- or O-level system is not applicable, applications shall be considered on merit by the faculties concerned. All Universities are guided by the regulations of Universities South Africa (USAf) for determining international students' eligibility for admission to South African Universities. Additional guidelines can be obtained from the USAf website [www.usaf.ac.za](http://www.usaf.ac.za).

## **7. ADMISSION TO POSTGRADUATE STUDIES**

Postgraduate studies are normally further studies in a major subject area or sub-discipline of an undergraduate programme. However, some postgraduate study programmes are inter-disciplinary programmes with particular professional outcomes and have other requirements. The University offers honours, masters, doctoral, diploma and certificate programmes at postgraduate level.

### **7.1 Conventional Admission Requirements**

- 7.1.1 The conventional admission requirement for postgraduate diplomas or certificates is a Bachelor's degree or a M+3 qualification and at least three years relevant prior learning that the faculty concerned may consider to be equivalent to a Bachelor's degree.
- 7.1.2 The minimum entry requirement for Honours degrees is a Bachelor's degree or an M+3 qualification that the faculty concerned may consider to be equivalent to a Bachelor's degree plus three years relevant prior learning.
- 7.1.3 A Master's degree can be obtained by completion of a thesis or a structured programme that may include course work and a mini-thesis or research project. To be considered for admission to a Master's degree, an applicant must be in possession of:
  - an Honours degree, or a four year professional degree; or
  - an advanced Bachelor's degree; or
  - a M+4 qualification evaluated by the Faculty as equivalent to the aforementioned degrees with five years relevant prior learning.
- 7.1.4 A doctorate is awarded on the basis of original research, carried out under the guidance of a supervisor. Candidates who are in possession of a Master's Degree or a qualification that the faculty concerned may consider to be equivalent to a Master's Degree, could be admitted to a doctoral programme.

### **7.2 Admission to Postgraduate Studies in terms of Senate's Discretion – Rule A.2.1.4**

Notwithstanding the above admission criteria, Senate may allow an applicant, who in its opinion has attained an appropriate level of competence, to honours, masters and doctoral studies. When an application is made in terms of Rule A.2.1.4, the approved guidelines should be

followed. Admission remains the prerogative of Senate, and departments and faculties may not admit applicant (s) on their own authority.

In order to determine whether an applicant's academic status is equivalent to that of a graduate that would be admitted to a specific programme by the conventional admission route, the department concerned will be required to consider the level of previously attained qualifications, research competency, engagement with relevant subject matter through conference attendance or scholarly writing, completion of relevant programmes or study programmes, relevant work experience and where appropriate, the applicant's performance on a portfolio development course. The assessment shall be done by an assessment panel that shall forward a recommendation regarding the applicant's admission to Senate *via* the relevant Faculty Board (see the University website for more detail).

## **8. RE-ADMISSION OF STUDENTS**

The Council, with the approval of the Senate of this University, may determine minimum criteria for students to continue with their studies. Such criteria may differ from faculty to faculty and from academic department to academic department in accordance with the demands of specific programmes. Unless Council, with the approval of Senate, specifically decides otherwise, the approved faculty rules for particular degrees, diplomas or certificates with regard to renewal of registration, shall apply (see the Faculty Calendars or the University website for more information). Faculties are authorised by Council to take final decisions regarding re-admissions. Senate will oversee the management of re-admissions by faculties on behalf of Council and shall peruse re-admission reports from faculties on an annual basis.

# **PART TWO: ADMISSION POLICY PRIOR TO 2009**

## **1. INTRODUCTION**

The University of the Western Cape has been at the forefront of South Africa's historic change, consistently dedicated to access, equity and quality in order to help "the historically marginalized participate fully in the life of the nation" (UWC Mission Statement, 1997). At the same time the university is firmly oriented to the future, "committed to excellence in teaching, learning and research, to nurturing the cultural diversity of South Africa, and responding ... to the needs of society", while being "aware of (its) distinctive academic role in helping build an equitable and dynamic" nation (UWC Mission Statement, 1997).

For the University of the Western Cape, equitable access to university education involves both compliance with admission criteria and epistemological access, i.e. provision of excellent opportunities to learn effectively. Academic activities, research and planning are aimed at meeting the dual challenge of reconstruction and development, and quality, competitiveness and growth in a global economy. As a medium-sized university with strong undergraduate and postgraduate teaching and research programmes, UWC is committed to achieving and sustaining quality in all its core business. This involves both equitable access and equity of outcomes.

## **2. STATUTORY ADMISSION REQUIREMENTS**

Universities in South Africa are governed by the Higher Education Act (Act No 101 of 1997) and their respective university statutes. The Higher Education Act repealed all previous university private acts except those sections of the Universities Act (Act No 61 of 1955), which deal, *inter alia*, with the Matriculation Board. The University's admission policy is aligned with the provisions of section 74 (1) of the Higher Education Act.

### 3. ADMISSION TO UNDERGRADUATE DEGREE STUDIES

#### 3.1 Conventional Admission Requirements

The University offers degrees and a limited number of diplomas at undergraduate level. The conventional minimum requirement for admission to study for a first-degree programme is a full, conditional or mature age matriculation exemption issued by the Matriculation Board, while a pass in the Senior Certificate is required for undergraduate diploma studies. Faculties may, however, set additional requirements for admission to specific programmes, and the Council of the University, on recommendation of Senate, may limit the number of students that can be admitted to particular programmes.

Universities are required to abolish diploma programmes where a similar degree programme is being offered (e.g. a degree and diploma in Social Work). Since 2002, the University of the Western Cape has not admitted applicants who do not qualify for admission to the degree programme to a similar diploma programme (*Senate, May 2001*).

In all other instances, unless Senate decides otherwise, a Senior Certificate with a pass mark in a First and Second Language (HG) and a content subject on the higher grade is required for admission to a diploma.

#### 3.2 Exemption requirements as stipulated by the Matriculation Board

A summary of the endorsement requirements as stipulated by the Matriculation Board, is presented below:

Subject grouping: The subject grouping for selection of senior certificate subjects is as follows:

**GROUP A:** First and Second Languages Higher Grade (the eleven official languages at first language Higher Grade as well as second language Higher Grade level).

**GROUP B:** Mathematics Higher Grade and Standard Grade.

**GROUP C:** Natural Sciences Higher Grade and Standard Grade (Physical Science, Biology and Physiology).

**GROUP D:** Third Languages Higher Grade and Standard Grade including Second Languages Higher Grade from Group A offered as third languages for this group.

**GROUP E:** Human Sciences Higher Grade and Standard Grade (Biblical Studies, Economics, Geography, History and Jewish Studies).

**GROUP F:** Geography (if not presented for the purposes of Group E), Accounting, Additional Mathematics, Agricultural Science, Animal Husbandry, Art, Business Economics, Computer Studies, Dance, Home Economics, Music, Technical Drawing, Technika (four divisions), Speech and Drama Higher Grade and Standard Grade and a substantial number of subjects only offered on the Standard Grade.

##### 3.2.1 Full Exemption:

###### a) Full-time Applicants are required to take:

- Take six approved subjects
- Pass five of these subjects and obtain at least 20% in the sixth
- Take four HG subjects including two official languages at first & second language HG level and one of which must be a university language of instruction

- In addition to the official languages, take subjects from three of Groups B to F. In addition to Group A, pass HG subjects from two of Groups B to F
- Meet the aggregate requirements of 950 (45%+) at one examination sitting.

b) **Immigrants**

The same requirements apply as for full-time applicants other than the language requirements where one official language of instruction of the higher education institution is required and another approved language can replace the second official language.

c) **Part-time Applicants**

The same requirements apply as for full-time applicants except that two examination sittings are allowed.

*Detailed information about matriculation exemption requirements can be obtained from the Matriculation Board website ([www.usaf.ac.za](http://www.usaf.ac.za)) or UWC's Student Administration Department.*

**3.2.2 Certificate of conditional exemption by virtue of a senior certificate issued by the Council**

The Committee of Principals shall issue a certificate of conditional exemption to a person who in an examination for the senior certificate of the Council –

- a) at one and the same sitting, or in the case of a part-time applicants, at the two permitted qualifying sittings for the examination, sat examinations in not less than six subjects chosen in accordance with –
  - the provisions of paragraph 3.a; or
  - in the case of an immigrant, the provisions of paragraph 3.a read with paragraph 4; and
- b) passed at least five subjects; and
- c) obtained the minimum aggregate of 950 marks; and
- d) lacks only one of the following requirements for a senior certificate with a matriculation endorsement:
  - a pass in one of the languages required by paragraph 3.c or 4.b or 19.b or
  - a pass in a subject which means that the grouping requirement of paragraph 3.c is not met including a case where a candidate offered only three groups; or
  - a pass in Mathematics or a natural science subject required by the proviso to paragraph any one of provisos xi, xii, xiii, or xiv to paragraph 3.a.II read in conjunction with 3.c.IV; or
  - a pass in one of the two subjects on the Higher Grade required by paragraph 3.c.IV; or
  - a 20%sub-minimum in the sixth subject

Provided that where a failure in a single subject results in the candidate having to satisfy more than one of these requirements, a certificate of conditional exemption shall be issued.

### **3.2.3 Certificate of conditional exemption by virtue of mature age**

Subject to paragraphs 32.2, 32.4 and 38, the Committee of Principals shall issue a certificate of conditional exemption to the Registrar of a South African university on behalf of a person who submits a statement from the senate of the university specifically stating that the applicant may in the opinion of the senate reasonably be expected to complete the curriculum: Provided that the applicant has –

- a) attained the age of 23 years before or during the year in which the applicant wishes to enrol at a South African university for a Bachelor's degree with a minimum prescribed full-time duration of three years, for which a matriculation endorsement or a certificate of exemption is a prerequisite; and
- b) before 31 March of the year for which a certificate of conditional exemption is required, passed with at least 40% in at least four Higher Grade or Standard Grade subjects, at least three of which shall have been passed simultaneously and one of which shall be a recognised subject on the Higher Grade: Provided that –
  - an official language Second Language Higher Grade subject shall only be recognised as a Higher Grade subject if at least 40% is obtained; and
  - other subjects may be recognised for the purpose of this subparagraph, or that a certificate of conditional exemption may be issued in terms of this subparagraph to a person whose general educational qualifications satisfy the Committee of Principals.
- c) Subject to paragraphs 30.1, 32.2, 32.4 and 38, the Committee of Principals shall, regardless of the applicant's educational qualifications, issue a certificate of conditional exemption to the registrar of a South African university on behalf of a person who submits a statement from the senate of the university specifically stating that the applicant may in the opinion of the senate reasonably be expected to complete the curriculum: Provided that the applicant attained the age of 45 years before or during the year in which the applicant wishes to enrol at a South African university for a Bachelor's degree with a minimum prescribed full-time duration of three years.

### **3.2.4 Certificate of complete exemption by virtue of post-school qualifications**

The Committee of Principals shall issue a certificate of complete exemption to a person who has obtained –

- a) a senior certificate issued by the Council or any of the examining institutions previously recognised for this purpose by the Matriculation Board for matriculation exemption, or any other qualification approved by the Committee of Principals; and
- b) a diploma approved by the Committee of Principals, from a university or technikon, with a minimum prescribed full-time post-school duration of two years; or
- c) one of the following diplomas approved by the Committee of Principals, with a minimum prescribed full-time post-school duration of study of three years:
  - teachers' diploma obtained from a South African teachers' training college;
  - nursing diploma obtained from a South African nursing college in terms of a co-operation agreement with a South African university; or

- any other equivalent post-school qualification approved by the Committee of Principals.

- d) The Committee of Principals shall date a certificate of complete exemption issued in terms of subparagraph 1 with effect from the first day of the month following the date of completion of the approved diploma: Provided that if the university where the candidate intends to register for degree purposes is prepared to grant exemption from degree instructional offerings by virtue of instructional offerings passed towards completion of such diploma, such university may apply on behalf of the candidate to antedate the certificate of complete exemption and the Committee of Principals may antedate such certificate to the beginning of the year in which the first diploma instructional offerings were passed on the grounds of which the relevant university is prepared to grant exemption from degree instructional offerings in terms of the provisions of the Joint Statute.

#### **4. ALTERNATIVE ADMISSIONS ON THE BASIS OF SENATE'S DISCRETION**

##### **4.1 Alternative Access to Undergraduate Studies**

##### **4.1.1 Senate Discretionary Admissions**

A Matriculation Exemption is the conventional admission requirement for first-degree studies. However, there are alternative possibilities sanctioned by legislative authority. A certificate of conditional exemption may be issued to a person who, in the opinion of the Senate of a particular university has demonstrated, through an assessment and/or selection process approved by the Senate of that university, that he or she is a suitable candidate for bachelor degree studies. This conditional exemption is only applicable to the university that has applied for such exemption. Where the Senate of a university certifies that the holder of a certificate of conditional exemption issued in terms of this provision has completed one full year's credit of formal tuition, the Committee of University Principals shall issue a certificate of complete exemption to him/her, effective from the date on which the conditional exemption was issued.

This implies that, subject to the discretionary approval of Senate, this University may waive the requirement of full exemption and admit an applicant with a School Leaving Certificate, or an applicant without a School Leaving Certificate but with relevant prior learning, to degree studies. This University shall continue to require the appropriate grades in specific modules that are the statutory requirements for admission to certain programmes of study, except in a case where an applicant can demonstrate ability equivalent to the required grade through a challenge test or the stipulated procedures for establishing prior learning.

Where a selection process is needed for a particular programme of study, the prerogative of selection rests with the programme committee of a faculty, or an equivalent structure. The Student Administration Department will refer each application that does not meet the conventional admission criteria to the faculty concerned for consideration. The following combinations may be used to select successful candidates:

- a) good grades in any school subject that is regarded as relevant to the chosen programme of study, for example good grades in languages where the student wishes to complete a B.A. with a major in a language;
- b) an interview which affords the candidate an opportunity to demonstrate his or her academic potential (with predetermined criteria); or,
- c) a validated academic literacy test (e.g. NBT test) that can be used to ascertain a student's potential to succeed.

#### **4.1.2 Recognition of Prior Learning (RPL): Applicants without a Senior Certificate**

The Senate of the University may consider granting access to applicants without a Senior Certificate, but with relevant work experience or prior learning, only if the Recognition of Prior Learning application procedures have been followed. Applicants seeking entry to this University through RPL must apply to the RPL Office. The RPL Office will conduct an interview with applicants to ascertain if RPL is the appropriate access route and to provide advice about the most suitable RPL procedure(s), which could be one of the following:

- a) centralised tests to ascertain academic potential;
- b) a portfolio development programme;
- c) procedures developed by departments, schools or faculties; or
- d) assessment of formal qualifications already attained.

An applicant who is not in possession of a Senior Certificate but has obtained additional qualifications through private and/or other education providers, may be admitted to a degree programme if it should be determined that his/her qualification is equivalent to (or higher than) a Senior Certificate.

#### **4.1.3 Recognition of Prior Learning: Applicants without a Matriculation Exemption but with a Senior Certificate and other relevant qualifications.**

Applicants who have a Senior Certificate, but who do not have a Matriculation Exemption, may apply for admission to an undergraduate degree programme on the grounds of prior learning completed at other educational institutions. Senate may *consider* admitting applicants who have a Senior Certificate, as well as additional qualifications, such as one or two year certificates that may have been attained through accredited professional bodies or private education providers, for access to a degree programme. The recognition of such prior learning qualifies the applicants for admission to a degree programme but does not provide any credit towards the qualification (advanced standing). Senate would consider the following before admitting such applicants:

- a) status of the education provider with the South African Qualifications Authority (SAQA);
- b) curriculum content of the qualification;
- c) duration of the qualification;
- d) assessment methodology of the qualification; and
- e) NQF credit value of the qualification.

If these certificates are acceptable to Senate, the Student Administration Department applies to the Matriculation Board for a conditional exemption on behalf of the student.

### **5. ADMISSION OF INTERNATIONAL STUDENTS**

An international applicant who has completed or is completing his/her secondary education by means of the O and A (Principal) level system must have a combination of both O and A level subjects in order to qualify for admission to an undergraduate degree programme. In order to be admitted to an undergraduate degree, prospective international applicants should have a pass in English, an additional language as well as a pass in Mathematics and a Science subject. A C-symbol or higher is regarded as an acceptable pass mark at the O level whilst an E-symbol or higher is regarded as an acceptable pass mark at an A (or Principal) level.

International applicants in possession of an O level qualification may be considered for admission to an undergraduate diploma or a foundation programme, unless s/he have attained the age of

23 in which case s/he would qualify for a degree programme by means of an exemption on the grounds of their age.

In addition to the above-mentioned general admission requirements, faculties may specify further requirements for admission to particular programmes and selections may be done on the basis of grades obtained in specific subjects. In instances where the A- or O-level system is not applicable, applications shall be considered on merit by the faculties concerned.

All Universities are governed by the Universities South Africa (USAf) who determines whether international students are eligible for admission to South African Universities. Additional guidelines can be obtained from the USAf website [www.USAf.ac.za](http://www.USAf.ac.za)

## **6. ADMISSION TO POSTGRADUATE STUDIES**

Postgraduate studies are normally further studies in a major subject area or sub-discipline of an undergraduate programme. However, some postgraduate study programmes are inter-disciplinary programmes with particular professional outcomes and have other requirements. The University offers honours, masters, doctoral, diploma and certificate programmes at postgraduate level.

### **6.1 Conventional Admission Requirements**

**6.1.1** The conventional admission requirement for postgraduate diplomas or certificates is a Bachelor's degree or a M+3 qualification and at least three years relevant prior learning that the faculty concerned may consider to be equivalent to a Bachelor's degree.

**6.1.2** The minimum entry requirement for Honours degrees is a Bachelor's degree or an M+3 qualification that the faculty concerned may consider to be equivalent to a Bachelor's degree plus three years relevant prior learning.

**6.1.3** A Master's degree can be obtained by completion of a thesis or a structured programme that may include programme work and a mini-thesis or research project. To be considered for admission to a Master's degree an applicant must be in possession of:

- an Honours degree, or a four year professional degree; or
- an advanced Bachelor's degree; or
- a M+4 qualification evaluated by the Faculty as equivalent to the aforementioned degrees with five years relevant prior learning.

**6.1.4** A doctorate is awarded on the basis of original research, carried out under the guidance of a supervisor. Candidates who are in possession of a Master's Degree or a qualification that the faculty concerned may consider to be equivalent to a Master's Degree, could be admitted to a doctoral programme.

### **6.2 Admission to postgraduate studies in terms of Senate's Discretion - Rule A.2.1.4: Admission to Equal Status at the University**

Notwithstanding the above admission criteria, Senate may allow an applicant, who in its opinion has attained an appropriate level of competency, to honours, masters and doctoral studies. When an application is made in terms of Rule A.2.1.4, the approved guidelines should be followed. Admission remains the prerogative of Senate, and departments and faculties may not admit applicant(s) on their own authority. In order to determine whether an applicant's academic status is equivalent to that of a graduate that would be admitted by the conventional admission route, and if the specific programme requirements have been met, the department concerned will be required to consider the level of previously attained qualifications, research competency,



engagement with relevant subject matter through conference attendance or scholarly writing, completion of relevant programmes or study programmes, relevant work experience and where appropriate, the applicant's performance on a portfolio development programme. The assessment shall be done by an assessment panel that shall forward a recommendation regarding the applicant's admission to Senate *via* the relevant Faculty Board.

## **7. RE-ADMISSION OF STUDENTS**

The Council, with the approval of the Senate of this University, may determine minimum criteria for students to continue with their studies. Such criteria may differ from faculty to faculty and from academic department to academic department in accordance with the demands of specific programmes. Unless Council, with the approval of Senate, specifically decides otherwise, the approved faculty rules for particular degrees, diplomas or certificates with regard to renewal of registration, shall apply (see the Faculty Calendars or the University website for more information). Faculties are authorised by Council to oversee the management of re-admissions and faculties shall annually submit reports to Senate for oversight.

# **LANGUAGE POLICY**

## **Preamble**

The University of the Western Cape is a multilingual university, alert to its African and international context. It is committed to helping nurture the cultural diversity of South Africa and building an equitable and dynamic society. This language policy relates to one aspect of that commitment. It attempts to guide institutional language practice so that it furthers equity, social development, and a respect for our multilingual heritage.

## **Languages of Teaching, Learning and Assessment**

The languages of teaching, learning and assessment will be discussed under the following headings:

- language(s) used in lectures, tutorials and practicals
- language(s) used in the setting of tasks/assignments/examinations
- language(s) used/allowed in the writing of assignments/examinations
- language(s) in which text material is available
- language(s) students use in their self-directed learning processes and activities.

### **Languages used in lectures, tutorials and practicals**

Lectures, tutorials and practicals for any module will be delivered in the language formally approved by the Faculty concerned, in accordance with the spirit of the policy. If lecturers are competent users of other languages, they are encouraged to use these languages in addition to main language of teaching, if such a practice facilitates communication or discussion.

### **Languages used in the setting of tasks, assignments, tests and examinations**

Regarding the languages used in the setting of tasks, assignments, tests and examinations, English, Afrikaans and Xhosa should be used wherever it is practicable to do so.

### **Languages used in writing tasks, assignments, tests and examinations**

Unless otherwise negotiated between a student or a class and a lecturer, the language in which tasks, assignments, tests and examinations should be completed shall be English.

### **Languages in which texts are available**

Regarding the languages in which texts are available, efforts should be made to provide alternatives and options in Afrikaans, English and Xhosa wherever it is practicable and academically desirable to do so. Texts here refer to support materials such as programme outlines, lecture notes and computer software.

### **Languages students use in self-directed learning processes and activities**

Regarding the languages students use in their self-directed learning processes and activities, departments should actively seek to appoint some student tutors who can assist students in Xhosa and/or Afrikaans, as well as English.

## **Access to Academic and Professional programmes**

- All students will have access to entry-level programmes aimed at strengthening their English oral and aural communication skills and improving their academic literacy in English.
- All students will have access to support services to assist them in developing their academic literacy in English.

## **Promoting Multilingualism**

- The University undertakes to make language acquisition programmes in Afrikaans, English and Xhosa available to both administrative and lecturing staff.
- All students will be encouraged, through enrichment programmes, to develop proficiency in Afrikaans, English and Xhosa.

## **Languages of Internal Communication**

The main language of internal communication for academic and administrative purposes shall be English. However, the University will progressively make important information available in Afrikaans, English and Xhosa. Essential information such as rules will be made available in the three languages as a matter of priority. If departments for whatever reason deem it necessary, or because research into the needs of the client group reveals a clear need, Afrikaans and Xhosa translations of formal communications should be made available, provided that it is practicable to do so.

In spoken debate and deliberation, the objective is to be understood by everyone present. Should a speaker prefer to speak in Afrikaans or Xhosa, use will be made of informal interpreting if it is practicable to do so.

The University shall have staff available to assist enquirers in Afrikaans, English and Xhosa, particularly in advisory sessions and at registration and in the examination periods. In appointing administrative staff that deal directly with students, the university will make their capacity to assist students in Afrikaans, English and Xhosa a strong recommendation. In these ways it will attempt to nurture and use the abilities of all in the university community in accordance with its mission statement, and to promote multilingualism, linguistic diversity and racial harmony at UWC.

## **Languages of External Communication**

The language used for external communication shall normally be English, unless sensitivity to the recipient requires use of another language. If individuals request information from the university in either Afrikaans or Xhosa, the information will be translated into that language, and the translated version will be sent to the individual accompanied by the English version. In all cases the official version shall be the English version.

Signage on campus will progressively be in Afrikaans, English and Xhosa, having due regard to readability and aesthetic considerations.

## **ASSESSMENT POLICY**

The following principles and procedures shall apply to assessment in all undergraduate modules as well as to all taught modules within structured postgraduate programmes.

### **Introduction**

Assessment practices will vary from discipline to discipline and it is therefore inappropriate for the University to prescribe specific forms of assessment. However, all assessment practice should be based on the set of principles specified in the next section. Individual lecturers are required to ensure and be able to demonstrate that these principles are reflected in practice.

**Supporting student-centered learning:** One of the goals of assessment should be to get students to take some responsibility for their own learning and to monitor their personal progress. Assessment itself and the feedback provided to students by lecturers on assessed work should be designed to assist student learning.

**Faculty Assessment Committees:** Each Faculty shall nominate an Assessment Committee, composed so as to include the appropriate levels of expertise and responsible seniority and have all teaching departments represented on them, to oversee the implementation of the University's Assessment Policy and procedures and to ensure the application of sound assessment principles by all Faculty staff. All decisions concerning mark adjustments and condoned passes shall be made by the Faculty Assessment Committee (see Section B4 below). The Faculty Assessment Committee should be chaired by the Faculty Dean or the Deputy Dean for Teaching and Learning. Where both are unavailable the Dean should nominate a chairperson.

Faculty Assessment Committees are also tasked with the responsibility of designing policy and procedures for the internal moderation of modules. Internal moderation should incorporate some form of collegial engagement with the design of modules, intended assessment tasks and with assessment judgments.

The Faculty Assessment Committees should also check that all modules have assessment criteria in place.

**Senate Assessment Committee:** The Senate Assessment Committee shall receive annual reports from Faculties detailing their procedures relating to external and internal moderation of all modules in the Faculty. This committee shall also be informed of all Faculty decisions regarding mark adjustments and condoned passes, including the question of whether the student may proceed to the next level or not. Where the Senate Assessment Committee feels that this information is incomplete or where questions remain regarding the grounds for condoned passes and/or proceed decisions, these will be referred back to the Faculty Assessment Committee for clarification.

**Formative and Summative Assessment:** This policy proposes an approach to assessment which recognises two main purposes of student assessment:

- Assessment to improve the quality of learning
- Assessment for judging the achievements of students

In the first case, students engage in assessment activities based on a given area of a discipline and are then given feedback on what they have done, in order that they become more effective in their learning. This is formative assessment (Boud, 1990).

In the second case, the results of student assessments are used to certify achievement in a module or learning programme or to award a qualification. This is summative assessment. (Boud, 1990).

Clearly, many assessment activities are both formative and summative, although these two aspects can be separated as well (see sections A.6 and A.7 below).

## **SECTION A: PRINCIPLES OF GOOD ASSESSMENT PRACTICES**

### **1. Responsibility for Assessment**

In each module, the module coordinator is responsible for overseeing the design of assessment exercises, for the marks given to assessment exercises and for recommending students' final grades to the Faculty Assessment Committee.

### **2. Assessing Against Outcomes**

This is proposed as an approach to assessment where a learner's performance is measured against pre-determined and pre-stated expectations of achievement and competence. These expectations, which are also learning outcomes, should be designed and negotiated within departments with due regard to the exit level outcomes of the relevant NQF qualifications and to recent developments in the specific academic field. These should be made available to students and relevant others before or at the start of every module.

### **3. Assessment Criteria**

The expectations of any assessment task, including the specific criteria by which such a task will be judged, shall be made clear to students from the outset, in order to ensure transparency in the process of assessment decision-making. Informing students of the standards (learning outcomes) and criteria by which performance will be judged is intended to help students develop the confidence to take greater responsibility for their own development and personal progress.

### **4. Validity and Appropriateness**

Care must be taken to ensure that the assessment methods chosen and the assessment tasks designed accurately match what is being assessed, be it knowledge, understanding, subject content, skills, information, behaviour, etc. For assessment to be valid, it must accurately measure what it claims to be measuring. The relationship of assessment tasks to the outcomes of the module or the learning programme should be made clear to students and to other relevant parties, like moderators and other colleagues, and where required, to the academic planning structures of the University.

### **5. Authenticity of Evidence**

Lecturers must make appropriate arrangements to ensure the authenticity of assessment evidence, in other words, to ensure that the evidence produced by the learner is in fact attributable to the learner. For example, sit-down tests should not be conducted in crowded conditions - there should be sufficient space between students to prevent copying and to enable effective visual monitoring. Where the lecturer has not been able to observe the student directly completing the assessment task, s/he has to take reasonable steps to verify that the evidence is the student's own work. In the case of group work, the lecturer has to be able to verify that each student has made a fair contribution to the end result.

Opportunities for plagiarism have been greatly expanded by the advent of the Internet, and for this and other reasons verification of evidence may be difficult in many cases.<sup>2</sup> Therefore the possibility of integrating assessment activities with learning activities in class should be explored as an alternative. This is in line with more recent thinking concerning teaching, learning and assessment, where these activities are not seen as opposed or entirely separated from one another (e.g. learning is not seen as resulting purely from attending a lecture or 'lesson', but also from student activity).

## **6. Formative and Summative Assessment**

It is expected that in all disciplines assessment shall be both formative and summative. The purpose of summative assessment is to judge students' performance, to allocate grades and to pass or fail students. The purpose of formative assessment is to provide regular feedback to students on their progress, and such feedback should identify strengths and weaknesses and ways to improve. Formative assessment therefore performs a powerful educative role in contributing to students' learning and also in assisting the lecturer to evaluate the success of the learning programme or module itself.

It should be made clear to the student whether s/he is undergoing formative or summative assessment (*or both*) each time an assessment activity is done.

## **7. Continuous Assessment**

It is frequently the case that in practice assessment has no formative role, students are given a number of tests and assessment activities and no meaningful feedback is provided to help students learn from these exercises. Such practices undermine part of the purpose of continuous assessment.

In order that assessment should have a strong formative role as described above, it is recommended that all summative assessment other than examinations should also have a formative role. In addition, the mark attained for a module should be based on at least 40% of the mark being derived from continuous assessment. If a Faculty wishes to deviate from this rule in the case of a specific module, it should request permission to do so by providing a rationale for this to the Senate via the Senate Academic Planning Committee, which is the University committee charged with exercising judgment on curricular matters.

Note: A faculty wishing to move outside of these guidelines altogether, in the case of a particular programme or module, needs to apply to Senate via the Senate Academic Planning Committee for permission to do so. On approval by Senate, examinations may be replaced entirely by continuous assessment plus a comprehensive, final assessment task.

The adoption of this policy on assessment implies that previous rules regarding 'coursework marks' be revised.

There are therefore two possible ways of assessing a module:

- Continuous assessment with a strong formative focus, (no less than 40% of overall mark) *and* final sit-down examination (no more than 60% of overall mark).

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<sup>2</sup> See also the University's Plagiarism Policy

- Continuous assessment with a strong formative focus (no less than 40% of overall mark) *and* a comprehensive, probably final, assessment task (no more than 60% of overall mark). This comprehensive task should be an integrated assessment bringing together the learning objectives of the module.

## **8. Combining Summative Continuous Assessment Results**

Since summative continuous assessments include the results from many different assessment exercises, using many different assessment techniques, the marks need to be combined so that they can be translated into a single mark. Lecturers must ensure that the particular strategies they adopt to combine summative continuous assessment results do, in the final analysis, promote validity and fairness.

## **9. Integrated Assessment**

Integrated assessment refers to ways of ensuring that theory and practice are assessed together, and that outcomes from different modules or parts of the curriculum are assessed within a particular assessment exercise.

Having integrated assessment allows for the revisiting of previous learning that occurred in earlier modules. It is recommended that where appropriate, academics design capstone modules that bring together the learning objectives of diverse but connected modules for the main purpose of assessing these in an integrated way. Such modules could appropriately be offered at the end of a year or at the end of a learning programme.

## **10. Giving Feedback**

If students submit work by the due date, they shall receive feedback on their work in time for them to benefit in preparing for the next task. As much assessed work as possible should be discussed with students, and where appropriate and possible returned to them with written comments. Feedback to students shall be constructive, focusing on assisting them to understand how they can improve the quality of their work. (This requirement does not necessarily apply to examinations).

## **11. Diversity of Assessment Methods**

Assessment practices should be sufficiently diverse so as not to restrict lecturers to single and/or traditional teaching and learning methods. It should also be recognised that all assessment methods have their limitations and capacity to disadvantage students, and every effort must be made to minimize such disadvantage, by, for example using a variety of assessment methods.

## **SECTION B: ASSESSMENT POLICY AND PROCEDURES**

### **1. Communication of Assessment Information**

Written information about each module shall be provided to students within the first week of the start of a module in a clear and comprehensible format. The information will outline:

- Module outcomes and content
- Workload expectations
- An estimation of the contact and non-contact time for the module
- Assessment procedures and dates
- Attendance requirements
- Practical component requirements
- Any other special requirements regarding the successful completion of the module.

Students should also be made aware of the requirements of all assessment tasks of each module within the first week of the start of a module. Requirements such as:

- length
- weighting
- submission dates
- provisions for extensions and resubmissions
- the form of presentation
- assessment criteria and the extent to which these are negotiable or not shall be communicated to students on this occasion.

### **2. Formal University Examinations**

Examinations shall be scheduled twice a year only, namely, at the end of each semester. This means that modules that have a duration of less than a semester ("short, fat modules") can either be assessed entirely via continuous assessment or, where these do have an examination component, those students shall wait until the end of the semester to sit their examination. Since the latter arrangement is less than ideal, the University will aim for semester length modules to become the norm and exceptions will need to be provided with a strong rationale.

### **3. Second Chance Assessments**

The term "second-chance assessments" shall refer to all types of second chance assessments, to include the resubmission of assessed work, the remarking of assessment exercises, special exams (final, sit-down exams only), supplementary examinations and the re-assessing of students who have failed modules.

The time period between assessments and re-assessments must be kept as short as possible so that student learning is not compromised.

Where second chances are granted, be they through the resubmission of assessment exercises, the rewriting of coursework tests and so on, they must be granted equally to all students who qualify for them.

#### **3.1 Supplementary examinations**

These shall be granted on academic grounds, in cases where students have failed to meet the criteria for successful completion of a module, and where a student has attained a final mark between 45-49%. If, after having completed a supplementary examination, the final mark for the



module is lower than the original mark, the original mark will stand. If the supplementary assessment results in a final module mark higher than the original, the higher mark will stand.

Supplementary examinations can only be granted once a module is completed and the final grade has been awarded, and will be scheduled twice a year only, namely, at the end of each semester.

Supplementary examinations consist of the rewriting of a whole examination paper and this paper should be set and submitted at the same time as the regular examination paper. The term 'supplementary' shall be used for whole examinations only and not for other assessment types. For all assessments other than examinations see section B3.5 below.

### **3.2 Senate discretionary assessments (SDA)**

SDA should only be available to students who have not managed to pass through the supplementary examination route if they have obtained an overall aggregate of at least 40% for the module.

### **3.3 Special Examinations**

These shall be granted on Medical or Compassionate grounds. A student may apply for a special examination/assessment if s/he believe that illness or any other documentable special circumstance has made it impossible for him/her to present themselves for a final assessment/sit-down examination. Application with relevant documentation must be made no later than five days after the final assessment/examination. To save academic labour, it should be possible for the student granted a special examination to write the same paper as the supplementary examination.

### **3.4 Remarking of failed final, sit-down examinations**

Examination scripts shall be remarked by a previously approved external examiner on application by a student and at a prescribed, predetermined rate per module payable in advance. The application shall be in writing to the Student Administration Department no later than the end of July, for the first semester, and the end of January, for the second semester. A student's appeal shall be upheld, and his/her payment returned, if a higher symbol is allocated to him/her after the remarking.

### **3.5 Resubmission of assessment exercises**

Failed assessment exercises, other than examinations, may be resubmitted within provisions spelt out before the commencement of a module. Such provisions include, but are not limited to, the kind of exercises that may be resubmitted and the length of time between the original assessment and the re-assessment.

A request for the resubmission of the exercise must be made, within five working days of the return of the assessment exercise, to the Head of the Department who, in consultation with the lecturer, will decide on the merit of the request. The application must strongly state the grounds for the request. In granting approval to resubmit, the lecturer must indicate how much of the assessment exercise must be redone, and the date for the resubmission. The amended mark after the resubmission may not exceed 50%.

A student may only be granted permission to resubmit once per module.

### **3.6 Review of marks**

Where a student believes the mark received for an assessment exercise, other than a final, sit-down examination, is unfair or incorrect, s/he may request a review of the mark. Any assessment

exercise may only be submitted for a review of marks once, and the work resubmitted for or review may not be altered or added to by the student. The application shall be in writing to the lecturer concerned within five working days of the return of the assessment exercise.

## **4. Mark Adjustments and Condoned Passes**

### **4.1 Mark adjustments**

Upward mark adjustments to 50% for a student with 48% or 49% can be made by the Faculty Assessment Committee (FAC), provided that this has been recommended by the Department concerned and the student's record is such that s/he is considered deserving of a pass. In such cases the FAC should clearly indicate whether the student can also proceed to a higher level of study or whether the module would have to be repeated in order to proceed. This should be reflected in a special code (non-continuing pass).

Where marks in service modules are concerned and the service providing department is in another faculty, that department should be consulted regarding the mark adjustment.

It needs to be made clear that a student never has the right to a mark adjustment and s/he should by no means be encouraged to lobby for such adjustments.

### **4.2 Condoned passes**

Condoned passes shall be decided by the Faculty Assessment Committee, based on consideration of a student's overall performance. Condoned passes shall be permitted for purposes of graduation in one of the programme's modules only; they should preferably only be permitted in elective modules rather than core modules.

The difference between a mark adjustment and a condoned pass is that in the latter case a student may have achieved a final mark of less than 48%, but not less than 45%. The condonation will need to be reflected on the student's academic record, whereas a mark adjustment will not be so indicated since it is considered part of the final assessment.

There cannot be a condoned pass if there has already been an upward mark adjustment for the purposes of a pass in the same year.

## **5. Repeating a module**

A student who fails to meet the criteria for successful completion of a module shall be required to repeat the module. A student repeating a module may be exempted from classes, register as an associate student and pay only examination/assessment fees.

## **6. Students with Disabilities**

### **6.1. Selecting modules**

A student with disabilities must be provided with information about how a module is to be assessed before registering for that module, to allow him/her to make an informed choice about whether or not to register for a module.

It may not be possible for reasonable adjustments to be made to the assessment tasks of all modules and a student should inform the University of his/her disabilities at the initial information sharing point to ensure that s/he shall not encounter difficulties in a specific module. This would also apply to students who require special care for assessment and exams. However, in considering the most appropriate assessment tasks for a module, lecturers should make every

effort to accommodate the needs of students with disabilities so as to afford them the same opportunities as other students. Lecturers should be aware of the services of the Office for Students with Disabilities, for purposes of referring students and also seeking advice on how to deal with the learning needs of disabled students.

## **6.2. Applying for adjustment to assessment activities**

Students with disabilities, including those who are temporarily disabled, may apply for reasonable adjustments to assessment tasks. A student who seeks such variation on the basis of his/her disability may make a request to the lecturer as soon as is practicable after enrolment in a module. Any such variation must be agreed in writing with the student, the lecturer, the Office for Students with Disabilities and the appropriate Faculty Assessment Committee, and must be in accordance with related University policy on Disabled Students.

## **7. Student Workload**

The total effort required of students in each summative assessment activity must be commensurate with the proportion of final marks allocated to each activity.

## **8. Academic Dishonesty**

The University expects honest work at all levels from students. Cheating, plagiarism and fabrication or falsification of data, are not acceptable. It is, however, recognised that some acts of plagiarism arise out of genuine ignorance of the use of academic conventions and therefore each Faculty must take steps to ensure that students have understood what plagiarism is (as required in the University's plagiarism policy)<sup>3</sup>. The existing University policy and procedures on academic dishonesty shall apply.

## **9. Appeals Procedures**

A student is entitled to appeal against an assessment decision, if s/he believes that the decision was wrong or unfair. A student must direct such an appeal in writing to the Faculty Assessment Committee. An appeal shall only be heard by the Faculty Assessment Committee if the student can demonstrate that s/he has consulted with the lecturer in an effort to resolve the matter.

## **10. Moderation Requirements**

The process of moderation shall be conducted to ensure that the assessment of the outcomes of a module is fair, valid and reliable. To achieve this, both internal moderation and external moderation shall be conducted as follows.

The process of moderation should proceed with full cognisance of:

- module content
- module objectives or purpose
- learning outcomes for the module
- assessment tasks
- assessment criteria
- the relation of the assessment tasks to the learning outcomes of the module

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<sup>3</sup> Refer to the University's Plagiarism Policy

### **10.1 Internal moderation**

Faculty Assessment Committees, in consultation with all faculty academic staff: shall design their own policy and procedures for the internal moderation of modules.

Internal moderation should incorporate some form of collegial engagement with the design of modules and intended assessment tasks and with assessment judgments.

### **10.2 External moderation**

All exit level modules shall be externally moderated, irrespective of the model of assessment adopted for those modules. In addition to these, faculties may choose to have additional modules moderated.

Along with the assessment activities and completed assessment tasks, the moderator shall also be given all related assessment information, including learning outcomes, assessment criteria and details of all assessment procedures and arrangements for the module being moderated. All external moderators' reports shall serve at the Senate Assessment Committee and at the Faculty Assessment Committee. It is further recommended that examiners submit a more detailed feedback document to the department.

## **PROCEDURES AND GUIDELINES**

*The information contained in the boxes is explanatory only.*

### **1. ADMISSION PROCEDURES AND GUIDELINES**

#### **1.1 General Requirements for Admission**

The requirements for admission to the different curricula are as follows:

- 1.1.1 For all degree programmes a National Senior Certificate for Degree purposes or a Matriculation or Exemption Certificate is required.
- 1.1.2 Apart from the National Senior Certificate for Degree purposes or Matriculation or Exemption Certificate, the various faculties have additional criteria that are listed in the Calendar of each faculty.
- 1.1.3 Postgraduate programmes: Written proof that the appropriate degree and other minimum qualifications have been obtained.
- 1.1.4 A degree or diploma student from another university is admitted to UWC on condition that a complete academic record and a certificate of good conduct issued by the previous university are submitted.
- 1.1.5 Diploma programmes: A National Senior Certificate for Diploma Studies or a School Leaving Certificate (Grade 12) with at least Main Language Higher Grade, another Language Higher Grade, and an additional subject on Higher Grade.
- 1.1.6 Prospective students who did not obtain the National Senior Certificate for Degree purposes or passed matric with the relevant matriculation exemption may gain admission to the University subject to the discretionary approval of Senate. Please refer to Rule A.4.1.1 "Senate Discretion Admissions".
- 1.1.7 Prospective students without a National Senior Certificate or Senior Certificate, but with relevant prior learning experience, may also qualify for admission subject to certain conditions. Please refer to Rule A.4.1.2 "Recognition of Prior Learning".

#### **1.2 Application for Admission to Undergraduate Studies**

- 1.2.1 Applications can be made online via the official University website at [www.uwc.ac.za](http://www.uwc.ac.za) and must be completed no later than the stipulated closing date.
- 1.2.2 A student who has officially terminated his/her studies or had a break in his/her studies of one year or more must apply for re-admission.
- 1.2.3 A student, who is currently registered and wants to transfer to a different faculty in the following year, must complete an online application. Please refer to Rule A.3.1.17 "Change of study programme".

### **1.3 Application for Admission to Postgraduate Studies**

- 1.3.1** Undergraduate students currently studying at UWC who want to pursue postgraduate studies the following year must complete an online application via the official University website at [www.uwc.ac.za](http://www.uwc.ac.za).
- 1.3.2** Undergraduate students who have completed or will be completing their studies at other universities must complete the online application by the stipulated closing date.
- 1.3.3** Students must also submit certified copies of previous degree certificates.
- 1.3.4** Prospective postgraduate students must liaise timeously with their respective departments and must consult the Department in respect of thesis guidelines.
- 1.3.5** The closing date for 2020/2021 applications is advertised in the Academic Almanac.

### **1.4 Application for Admission by International Students**

International students must apply online for admission by the stipulated closing dates.

- 1.4.1.** An online application can be completed at [www.uwc.ac.za](http://www.uwc.ac.za). In addition:
  - a) Undergraduate applicants are required to seek exemption from Universities South Africa (USAf) in order to be granted access to Higher Education in South Africa. USAf determines the equivalency of international qualifications with the minimum entrance requirements for access to Higher Education in South Africa. For more information see: <https://www.uwc.ac.za/Registrar/ISSO/Pages/Evaluation.aspx>.
  - b) Postgraduate applicants are required to have their international qualifications evaluated by the South African Qualifications Authority (SAQA). SAQA verifies the exit level of international qualifications and draws comparisons to qualifications on the National Qualifications Framework (NQF). For more information see: <https://www.uwc.ac.za/Registrar/ISSO/Pages/Evaluation.aspx>.

**Note:** Some programmes (e.g. Nursing) require a Certificate of Exemption from USAf as well as an Evaluation Certificate from SAQA. Confirm these requirements with the respective Faculty.

- 1.4.2.** International students are required to be in possession of a valid study visa in order to commence their studies at the University. A study visa must be applied for in the student's country of origin and must be kept valid at all times through an application for visa Extension at VFS Global Offices when necessary. Students must submit their study visa or other appropriate Immigration Documentation to the Student Administration Office upon registration and will not be allowed to register with inappropriate Immigration Documentation/Visa. For more information see: <https://www.uwc.ac.za/Registrar/ISSO/Pages/Immigration.aspx>.
- 1.4.3.** International students are further required to supply "proof of medical cover renewed annually for the period of study with a medical scheme registered in terms of the Medical Schemes Act" (Immigration Act No. 13 of 2002 as amended) as stipulated by the South African Department of Home Affairs and UWC. For more information see: <https://www.uwc.ac.za/Registrar/ISSO/Pages/ISSO-Medical.aspx>.

## **2. REGISTRATION PROCEDURES AND GUIDELINES**

### **2.1 Requirements for Registration**

Registration of a student entails:

- 2.1.1** online registration or assisted registration and the submission of the official registration forms to the Student Administration Department. These forms shall contain the signature of the student as well as the signature of the Dean or Faculty Officer as proof of the Dean's approval of the enrolment;
- 2.1.2** submission of identity document in the case of a student who registers for the first time;
- 2.1.3** submission of the student's advice of results or National Senior Certificate or Matriculation/Senior Certificate See Rule A.2.2.3;
- 2.1.4** payment of the prescribed registration fees and/or partial payment of fees;
- 2.1.5** the issue of a student card to new students, which shall serve as proof of official approval of registration;
- 2.1.6** the submission and validation of previous student cards during registration in the case of senior students and students repeating a year of study.

### **2.2 Registration Dates**

At the beginning of every year of study, a student shall enrol in the faculty in which the curriculum s/he intends to follow is offered. Second semester registration shall take place at the beginning of the second semester. Please refer to the Academic Almanac.

### **2.3 Registration Process**

- 2.3.1** Registration shall take place in the Main Hall, unless otherwise determined by the University, and in accordance with the official registration information issued by the Registrar:
  - a) after receipt of the duly completed registration form in the case of new or returning students, or
  - b) on the basis of the academic record of the student in the case of senior students.
- 2.3.2** The required registration forms shall be submitted to the Dean or his/her designate for control purposes and eventual approval by the Dean or his/her designate of the intended curriculum of the student in terms of the general university and faculty rules.

## **SECTION 3 ACADEMIC RULES**

### **A.1 GENERAL RULES**

#### **A.1.1 APPLICATION OF RULES**

**A.1.1.1** Students must acquaint themselves with the rules and regulations of the University.

**A.1.1.2** Unless otherwise stated, the regulations for a Bachelor's degree shall also apply in respect of diplomas and certificates.

#### **A.1.1.3 Change of Rules during a Student's Term of Registration**

Where the rules governing a curriculum are amended, and Senate does not decide otherwise, a student who registered under the old rules and who has attended the University without interruption, may, unless the amended rules otherwise provide, elect to proceed with his/her studies either in terms of the old rules or in terms of the new rules, provided that:

- a) s/he may not elect to proceed partially in terms of the old and partially in terms of the new rules;
- b) s/he shall be bound by his/her choice, and
- c) her/his right to proceed in terms of the old rules, should s/he so have elected, shall lapse should s/he fail to gain sufficient credits to proceed to the following level of study.

#### **A.1.1.4 Appeals against University decisions**

- a) A student who wishes to appeal against a decision on a particular request, application or complaint s/he lodged with a Faculty Committee or Senate Committee should submit an appeal in writing within fourteen days of publication of the decision of the Faculty Committee/Senate Committee concerned, specifying the ground on which the appeal is made. The appeal should be submitted to the relevant Dean if the appeal is against the decision(s) of a Faculty Committee, or to the Registrar if the appeal is against the decision(s) of a Senate Committee. The Dean or the Registrar shall ensure that the relevant committee that dealt with the initial request, application or complaint, considers the appeal. The Faculty or Senate Committee concerned will refer the matter, with its comment and recommendation, to the relevant committee at the next governance level, for a final decision on behalf of Senate.
- b) An appeal against a Senate Executive Committee decision shall be referred, together with the Senate Executive Committee's comments and recommendation, to Senate for a final decision.
- c) The University shall not consider appeals against a Senate decision relating to matters referred to in a) and b) above.
- d) A student is allowed to appeal against a committee decision on a particular request, application or complaint once only.



### **A.1.2. ATTENDANCE OF CLASSES, PRACTICALS AND TUTORIALS AND WRITING OF TESTS**

A student is expected to attend lectures, practicals and tutorials regularly and to undertake the required assignments and tests. In the event of him/her being absent without permission, a student shall, as soon as possible, inform the lecturers concerned of the reason for his/her absence. Should the cause of his/her absence be medical, s/he shall be required to submit a medical certificate attesting to the cause of his/her absence.

### **A.1.3 ATTIRE**

It is expected that students wear the appropriate attire during practical classes, etc. as prescribed by the departments concerned.

## **A.2 ADMISSION TO THE UNIVERSITY**

### **A.2.1 GENERAL RULES**

**A.2.1.1** A student shall not be admitted simultaneously as a candidate for more than one degree, diploma or certificate in any year without the special permission of Senate.

**A.2.1.2** A student shall not be admitted to any programme until the Faculty concerned has approved his/her entire curriculum. An approved curriculum can subsequently be altered only with the consent of the relevant Faculty and Senate.

### **A.2.1.3 Limitations on Admission**

Senate may limit the number of persons who may be permitted to register for a particular programme, in which event Senate may, from amongst the persons qualified to register for such a programme, select those who will be permitted to register. Senate may from time to time decide on the selection process to be used and delegate the selection.

### **A.2.1.4 Admission to Equal Status at the University**

Subject to the provisions of the University's Statute, Senate may admit:

- a) a graduate of any other university to a status equivalent to the status which s/he enjoys at such other university, and
- b) any person who has –
  - i) passed at this University or any other tertiary institution such examinations that in the opinion of Senate are equivalent to the examinations prescribed for admission to a specific postgraduate programme at this University;
  - or
  - ii) in any other manner and in accordance with assessment procedures determined by Senate attained a level of competence, which in the opinion of Senate is adequate for the purpose of postgraduate studies or research at this University.

### **A.2.2 ADMISSION TO FIRST DEGREE STUDIES**

**A.2.2.1** An applicant applying for admission as a student may be required to include testimonials of good behaviour in his/her application.

- A.2.2.2** Before being permitted to enrol for a particular programme, e.g. BA Sport, Recreation and Exercise Science, an applicant may be required to submit satisfactory evidence of physical wellness.
- A.2.2.3** An applicant shall not be admitted as a student for a Bachelor's degree unless s/he has:
- a) obtained a National Senior Certificate for Degree purposes from Umalusi (from 2008), or
  - b) obtained a Matriculation Certificate from the South African Certification Council (SAFCERT), or
  - c) is in possession of a full or conditional matriculation exemption certificate issued by USAf, or
  - d) obtained a certificate of conditional exemption, issued by USAf on the recommendation of Senate once the student has demonstrated, in an approved selection process, that s/he has the potential to succeed in a particular degree programme.
- A.2.2.4** Unless Senate determines otherwise, no person shall be admitted as an applicant for a diploma or certificate if s/he has not passed in the examination for the National Senior Certificate or an examination recognised by Senate as equivalent to the National Senior Certificate or Senior Certificate.
- A.2.2.5** An applicant must submit a National Senior Certificate for Degree purposes or a Matriculation Certificate or an Exemption Certificate or any other certificate serving as requirement for admission to a particular programme of study, to the Student Administration Department by the closing date specified in the Academic Almanac in the year in which s/he first registers, unless the Registrar allows him/her extension of time.

In terms of Article 16(a) of the Joint Statute of the Universities the University cannot give recognition for degree purposes to any programme completed in any subject in any academic year of study unless the National Senior Certificate or Matriculation or Exemption Certificate was obtained in the year prior to such programmes being completed. The registration of a student who fails to submit the certificate on time will be cancelled, and the registration fee will be forfeited.

## **A.2.3 ADMISSION TO POSTGRADUATE CERTIFICATES, DIPLOMAS AND HONOURS DEGREES STUDIES**

- A.2.3.1** An applicant must apply online before the closing date as stipulated in the Academic Almanac the year preceding his/her studies. An applicant, who wishes to enter the Honours programme at the beginning of the second semester, must apply by the closing date as indicated in the General Calendar.
- A.2.3.2** To be admitted to Honours degree studies, an applicant must, subject to the general authority of Senate, and with due regard to Rule A.2.1.4 (Admission to Equal Status at the University), be in possession of a Bachelor's degree approved by Senate, and have obtained an average of at least 60% in the final assessment of the exit-modules in the subject for the Bachelor's degree.

- A.2.3.3** Faculties who do not admit an applicant who has obtained an average of 60% must report such a case to Senate with a full motivation.
- A.2.3.4** Senate, on recommendation of the Faculty Board concerned, may admit an applicant to an Honours programme on merit, if s/he did not obtain the required minimum mark.
- A.2.3.5** Unless Senate decides otherwise, a student who is unsuccessful in completing the programme within the stipulated maximum time shall not be re-admitted into the same programme (see Rule A.4.1 Duration of Programmes).
- A.2.3.6** The above rules also apply to postgraduate diplomas and certificates unless the Faculty rules provide otherwise.

## **A.2.4 ADMISSION TO MASTER'S DEGREE STUDIES**

### **A.2.4.1 Degree options**

Faculties and departments may offer either or both of the following:

- a) a research Master's degree involving research in a thesis, or
- b) a coursework Master's degree comprising coursework and a mini-thesis or project of defined scope.

### **A.2.4.2 Admission Requirements**

To be admitted to study for a Master's degree an applicant must, subject to any special provisions in the Faculty rules and with due regard to Rule A.2.1.4 (Admission to Equal Status at the University) which makes provision for the recognition of prior learning, have –

- a) obtained an appropriate postgraduate diploma, an Honours degree, or an equivalent qualification in the subject area s/he wishes to study and submit proof thereof, and
- b) satisfied Senate as to his/her proficiency in the subject area.

## **A.2.5 ADMISSION TO DOCTORAL DEGREE STUDIES**

### **A.2.5.1 Admission Requirements**

To be admitted to study for the Doctor's degree a candidate must, subject to any special provisions in the Faculty rules and with due regard to Rule A.2.1.4 (Admission to Equal Status at the University) which makes provision for the recognition of prior learning, have -

- a) obtained a Master's degree or equivalent qualification in the subject s/he wishes to study and submit proof thereof, and
- b) satisfied Senate as to his/her proficiency in the subject.

### **A.2.5.2 Application**

Any person who wishes to apply for Doctoral studies must liaise with the Departmental Chairperson concerned to appoint a supervisor, apply for admission, and submit it together with the research proposal, where possible, to the Departmental Chairperson concerned by the date stipulated in the General Calendar.

### **A.3 REGISTRATION**

A student is registered and enrolled in accordance with the rules and regulations of the University and faculty programmes, after his/her application for admission as a student has been approved.

#### **A.3.1 GENERAL RULES**

- A.3.1.1** A student must register or renew his/her registration for each year of study by paying the prescribed registration fees, making the required partial payment of fees and by signing the official registration form, or agree to the terms and conditions of the online registration thereby binding him/her to the rules of the University and undertaking to pay the prescribed fees on the due date(s).
- A.3.1.2**
- a) An undergraduate student is provisionally registered until s/he submits the required National Senior Certificate for Degree purposes or matriculation or exemption certificate as required in Rule A.2.2.3.
  - b) A postgraduate student is provisionally registered until s/he submits evidence of the required lower qualification or Senate has approved recognition of his/her prior learning.
  - c) An international student is provisionally registered until s/he submits the required study visa and medical aid documentation.
- A.3.1.3** A South African applicant who registers as a student of the University for the first time must submit a valid identity document. An international applicant who registers as a student of the University for the first time must submit a valid passport and/or visa or of his/her identity at registration.
- A.3.1.4** Each student has to provide the University with a residential and a postal address and a valid cellphone number if available, during registration. Students have to inform the Student Administration Department of any change in such addresses or cellphone number without delay. Official correspondence sent to the UWC official e-mail and a postal address or cellphone number thus provided by the student will be deemed as having been received by him/her.
- A.3.1.5** Each student must also provide the University with an address for the receipt of University accounts. Any change in this address must be submitted to the Student Administration Department without delay. Accounts sent to the address provided by the student and to the official student email (@myuwc.ac.za) will be deemed as having been received and read by him/her.
- A.3.1.6** Only registered students may attend lectures, write examinations and tests and submit assignments in any given module. Deviation from this rule is subject to the conditions as stipulated in the Rules A.3.1.10 (a) to (e) below.
- A.3.1.7** A student shall at all times have in his/her possession an official student card issued by the University in his/her name and shall produce the card on request by any official appointed by the University.
- A.3.1.8** Registration of a student ceases on completion of the programme.
- A.3.1.9** The University generated email assigned to a student at final selection and validated at registration will be deemed the official email for all university communication.

Information and communication on this email will be deemed to have been received and read by him/her.

#### **A.3.1.10 Late Registration**

- a) Save with permission of the Registrar, no late registrations shall be allowed on or after the beginning of the formal assessment period for final assessment tasks in the required module(s).
- b) The Dean of a Faculty in consultation with the Registrar may, at his/her discretion, allow a particular student who has not registered by the official closing date for registration, to attend lectures, seminars and/or practicals and do the required coursework (e.g. writing tests and handing in of assignments) while finalising his/her registration. Any marks, which may have been awarded to such a student, will be forfeited if s/he is not registered by the stipulated extended registration date.
- c) Allowing a student who is not officially registered to attend lectures, seminars and/or practicals and/or to be assessed, is a concession only, and no unregistered student is entitled, as of right, to attend such lectures, seminars and/or practicals and/or to be assessed.
- d) Allowing an unregistered student to attend lectures, seminars and/or practicals and/or to be assessed, is not an entitlement to special assessment arrangements if s/he did not complete such assessments at the same time as registered students.
- e) The Registrar may impose a fine on students registering after the official closing date for registration.

#### **A.3.1.11 Recognition of Modules for First Degrees and Retention of Credits**

- a) A student in his/her first year of study, retains credit for modules passed, provided that a full-time student may not take a module at second year level in the subject before being admitted to the second year of study, unless Senate grants permission or the faculty rules provide otherwise.
- b) A module successfully completed for non-degree purposes may only be recognised for the purposes of a degree if the student has obtained a matriculation or exemption certificate as required in Rule A.2.2.3 prior to completing the module.
- c) Students who have not completed a programme and have not registered for a period of five years after their last registration have to apply to the Faculty to retain (reinstate) credit/exemptions for modules already passed towards completion of the programme. When considering the application Faculties should take into account the guidelines published by Senate in this regard.
- d) Unless Faculty rules states otherwise, Senate may withdraw or refuse to grant credits and/or exemptions if, in the opinion of the Senate, the time which has elapsed between obtaining the credit or exemption and completion of the requirements for the award of a qualification are excessive or is excessive in view of the nature of the subject.
- e) If students interrupt their studies, retention of credits is subject to departmental approval provided that there are no material changes to the curriculum content in this period and provided further that there has been no change in the statutory regime regulating the relevant qualification. Any deviations will be department-specific, apply ad hominem and will be subject to approval by Senate.

**(f) Guidelines for Recognition of Modules for First Degrees and Retention of Credits**

In considering the award of internal credits (non-completion of a programme) the following guidelines should be applied.

- i) Whether the main outcomes and content of the module (within the discipline) have changed fundamentally (materially) since the student passed the module;
- ii) Whether the credit value of the module has changed;
- iii) Whether there has been a change in the statutory regime regulating the relevant qualification as per the applicable Professional Board requirements;
- iv) If there has been a change to the content and outcomes of the module, the department may require a student to do supplementary work with a view to proceed with the module on the next level. Only upon completion of the supplementary work will the module be formally transferred; or
- v) The module may be recognised but the student shall not be allowed to proceed to the next level with the module;
- vi) Whether there is a change in a student's initial programme from diploma to degree studies, credit can only be granted if the student's matriculation status conforms to Rule A.2.2.3;
- vii) The module can still be regarded as an equivalent to the current programme curriculum;
- viii) The same guidelines shall apply for the recognition of modules where a student completed a qualification at this or another university in line with Rule A.3.1.15.

**A.3.1.12 Recognition of Attendance**

- a) As part of the period of attendance as a registered, matriculated student for a Bachelor's degree, other than a one year certificate, diploma and Bachelor Honours degree Senate may, subject to the provisions of (b) and (c) immediately below, recognise periods of attendance at another university or at an institution specifically approved by Senate for this purpose or at this University, and may accept, as far as practicable, certificates of proficiency in any module or programme issued by another university or institution.
- b) The approved period of attendance at another university or institution and the period of attendance at this University, must together amount to not less than the full period of attendance required for the degree at this University (see list on pages 21 - 26). At least half of the period of attendance required for the degree must be at this University.
- c) The student shall attend approved modules at the University -
  - i) in the case of the degree of Bachelor of Education Honours, for at least 50% of the required modules including the compulsory modules;

- ii) in the case of the degree Bachelor of Dental Surgery (BDS), for at least the final three years;
  - iii) in the case of any other Bachelor's degree, for at least half of the modules prescribed for the degree, including the exit-modules.
- d) Where a student registered at this University wishes to change the degree/diploma/certificate programme s/he enrolled for, Senate may, on application by the student concerned, reduce the period of attendance required for the degree/diploma the student wishes to enroll for to not less than one year, provided that a student may be granted permission to do so once only.
- e) Where a student who has completed all the requirements for a degree/diploma at this University wishes to enroll for another degree/diploma in the same or another faculty, Senate may, on application by the student concerned, reduce the required period of attendance to –
  - i) not more than one half of the period of attendance normally required by this University for the degree/diploma the student wishes to enroll for if such degree/diploma is offered in another faculty, and
  - ii) if specifically provided for in the rules of the Faculty concerned, not less than one year of attendance for the degree/diploma the student wishes to enroll for if such degree/diploma is offered within the same faculty, provided that a student may make application in terms of the above provisions only if s/he has been registered at this University for a period of at least two years.

#### **A.3.1.13 Recognition of Modules for Honours and Master's Degrees**

- a) Senate may grant a student credit for coursework modules completed towards an uncompleted Honours degree at another university or SAQA-accredited tertiary institution, provided that it shall not constitute more than 50% of the total credit value for the degree.
- b) Senate may grant a student credit for coursework modules completed towards an uncompleted Master's degree at another university, provided that it shall exclude the thesis and shall not constitute more than 50% of the total credit value of the prescribed coursework modules.
- c) Modules which are part of a completed Honours or Master's degree will not be accredited for another Honours or Master's degree.

#### **A.3.1.14 Exemption from Modules**

- a) For the purpose of a degree, Senate may in exceptional circumstances exempt a student from modules which s/he has successfully completed for another degree or completed as a candidate for another degree in another or the same faculty at this University or another university or institution approved for this purpose, provided that exemption shall not be granted for more than half the required number of modules for the degree.
- b) If the modules for which exemption is granted, are more than half the total value of the credits prescribed for the degree, a student must take other modules not previously accredited for a qualification, for at least half of the prescribed credits for the degree.

- c) If application is made for exemption from a compulsory module for a degree, and such exemption is granted, Senate determines which other module shall replace such a module.
- d) Notwithstanding the above, and if the faculty concerned does not decide otherwise -
  - (i) a student who has completed the Higher Diploma Education (HDE) (Non Graduate) (N/G) programme may be granted exemption from all the modules passed by him/her at this University and will have to complete only the outstanding modules as determined by Senate for admission to postgraduate study in terms of Rule A.2.1.4 (b).
  - (ii) in the case of HDE (NG) students who apply for exemption from a module which they have passed at another university, Rules A.3.1.14 (a) and (b) shall apply, provided that the curriculum of the professional year shall be considered as 120 credits.
- e) Where a student has successfully completed a module acceptable to Senate as an alternative to a prescribed module, Senate may exempt the student from completion of such prescribed module.

#### **A.3.1.15 Concurrent Registrations**

- a) A student at this University shall normally not be permitted to enroll simultaneously as a student at another university or higher education institution without the permission of Senate.
- b) A student may apply to enroll at another university for one academic year for modules approved by the Faculty concerned, with a view to obtaining recognition for degree purposes, provided that s/he -
  - i) obtains prior permission of Senate; and
  - ii) applies for recognition of such modules after completion thereof.

#### **A.3.1.16 Change of Registration**

Registered students, who wish to change study programmes, alter their module choice or any other aspect of their enrolment, must have all such amendments officially registered before the deadlines stipulated in the General Calendar. Amendment is subject both to the written approval of the Chairperson of the Department the student wishes to enter as well as written notification to the Chairperson of each department the student is leaving, the Dean concerned, and the Registrar.

#### **A.3.1.17 Change of Study Programmes**

- a) Where a student registered at this University wishes to change the degree/diploma programme s/he enrolled for, Senate may, on application by the student concerned, reduce the period of attendance required for the degree/diploma the student wishes to enroll for, to not less than one year, provided that a student may be granted permission to do so once only.
- b) Where a student who has completed all the requirements for a degree/ diploma at this University wishes to enroll for another degree/diploma in the same or another faculty,



Senate may, on application by the student concerned, reduce the required period of attendance to –

- i) not more than one half of the period of attendance normally required by this University for the degree/diploma the student wishes to enroll for if such degree/diploma is offered in another faculty, and
- ii) if specifically provided for in the rules of the Faculty concerned, not less than one year of attendance for the degree/diploma the student wishes to enroll for if such degree/diploma is offered within the same faculty, provided that a student may make application in terms of the above provisions only if s/he has been registered at this University for a period of at least two years.

#### **A.3.1.18 Termination of Studies**

- a) Should a student who terminates his/her studies give written notice thereof to the Department of Student Administration on or before the closing date stipulated in the General Calendar, the year will not be taken into account for the purposes of Rule A.3.2.3. If no such notice is given, the year will be taken into account.
- b) Should a student who registered after the first term, terminate his/her studies and give written notice thereof on or before the end of the term during which enrolment occurred, the year will not be taken into account for purposes of re-admission. If the student fails to do so, the year will be taken into account for purposes of re-admission to the University.

- A student who wishes to terminate his/her studies must, before s/he departs from the University, must give written notice of such discontinuation to the Student Administration Office.
- All outstanding fees must be paid in full and all loaned items returned immediately on discontinuation of studies. Further details may be found in the Schedule of Fees available at the Student Accounts Section.

### **A.3.2 REGISTRATION FOR FIRST DEGREE, DIPLOMA AND CERTIFICATE STUDIES**

#### **A.3.2.1 Sequence of Modules**

Unless otherwise determined by Senate or in Faculty rules, a student -

- a) must complete all prerequisite modules before being admitted to those modules for which the former are stated as prerequisites;
- b) may not receive credit for any modules until credit has been gained for those modules that are stated as being prerequisite for them;
- c) must be registered for co-requisite modules in the same year or earlier as the modules for which they are stated as being co-requisite.

#### **A.3.2.2 Choice of Modules in a Programme**

A student shall not take a module in a major subject area (in other words, an exit-module) which was taken for a degree already conferred on her/him, but may offer another module approved by Senate.

### **A.3.2.3 Renewal of Registration**

Unless the Faculty Board decides otherwise -

- a) a student not in his/her final year of study shall not be allowed to renew his/her registration as a candidate for a degree, diploma or certificate in a particular faculty, if, in terms of the rules of such faculty, s/he has failed in two attempts to gain sufficient credits for promotion to the next level of study.
- b) a student in his/her final year of study (or any other student to whom the provisions of (a) above are not applicable) shall not be allowed to renew his/her registration for a degree, diploma or certificate in a particular faculty, if, in terms of the rules of such faculty, s/he has failed in three attempts to complete all the requirements for the particular degree, diploma or certificate.
- c) The provisions of A.3.2.3 (a) and (b) above are not applicable to students registered for degrees, diplomas or certificates, which have faculty rules providing for alternative conditions of renewal of registration.
- d) A student who is not permitted to renew his/her registration for a particular degree, diploma or certificate (in terms of the provisions of A.3.2.3 (a), (b) or (c) above) may be permitted to register for a degree, diploma or certificate in another faculty at the discretion of the Faculty Board concerned, provided that such a student shall submit a written application for such registration to the Dean of the Faculty at a date specified in the General Calendar Part 1.
- e) Should a student who has been permitted to register for a degree, diploma or certificate in terms of the provisions of A.3.2.3 (d) above, fail, at the end of that year, to gain promotion to the next year of study, such a student shall, save with the permission of the Faculty Board, not be allowed to renew his/her registration as a candidate for such degree, diploma or certificate.
- f) A student who has been refused permission to renew his/her registration for a degree, diploma or certificate in terms of the provisions of A.3.2.3 (a) or (b) or (e) above or in terms of those rules referred to in A.3.2.3 (c) above, may apply to the Faculty Board for permission to reregister, provided that such application must be in writing to the Faculty Board no later than the closing date as published in the General Calendar.

### **A.3.2.4 REGISTRATION FOR THE HONOURS DEGREE AND POSTGRADUATE DIPLOMA AND CERTIFICATE**

The registration rules for undergraduate degrees also apply to Honours degrees and postgraduate diplomas and certificates. For the duration of programmes see Rule A.4.1.

### **A.3.3 REGISTRATION FOR THE MASTER'S DEGREE STUDIES**

#### **A.3.3.1 Research Master's Degree**

##### **a) Application**

An applicant who wishes to study for a Master's degree by thesis only shall apply for admission by completing the online application and submit it together with the research proposal, where possible, to the relevant department by the date stipulated in the General Calendar.

## **b) Registration**

If a supervisor is available and the application is approved, the applicant registers by signing and handing in the registration form to the Student Administration Department or by accepting the terms and conditions of the online registration and paying the prescribed fees.

## **c) Registration in Successive Years:**

For the duration of his/her studies a student must register each year by the stipulated date and pay the prescribed registration fees. In order to proceed with the second year of enrolment it would be required of all students in a research master's programme to have a thesis title registered to proceed with the programme. In each successive year, registration shall be subject to the progress report of the supervisor by the date stipulated in the General Calendar. Further registration may be refused at any stage on grounds of unsatisfactory progress.

### **A.3.3.2 Coursework Master's Degree**

## **a) Application**

An applicant who wishes to be registered for a coursework Master's degree, shall apply for admission by completing the online application by the date stipulated in the General Calendar.

## **b) Registration**

If the Departmental Chairperson concerned recommends the application, the applicant registers by signing and handing in the registration form to the Student Administration Department or by accepting the terms and conditions of the online registration and paying the prescribed fees.

## **(c) Registration in Successive Years**

For the duration of his/her studies a student must register each year on or before the date stipulated in the General Calendar and pay the prescribed registration fees. Registration may be refused at any stage on grounds of unsatisfactory progress. In order to proceed with the third year of enrolment it would be required of all students in a coursework master's programme to have a thesis title registered in order to proceed with the programme. Additional requirements for second and further registration for the coursework Master's degree are as stipulated in the Faculty rules.

### **A.3.4 REGISTRATION FOR THE DOCTORAL DEGREE STUDIES**

## **A.3.4.1 Registration**

If a supervisor is available and the application and proposal are recommended by Faculty and approved by Senate, the candidate registers by signing and handing in the registration form to the Student Administration Department or by accepting the terms and conditions of the online registration and paying the prescribed fees.

## **A.3.4.2 Registration in Successive Years**

For the duration of his/her studies a candidate must register each year by the stipulated date and pay the prescribed registration fees. In each successive year, registration shall be subject to the recommendation of the supervisor and the departmental chairperson concerned. In order to proceed with the second year of enrolment it would be required of all candidates in a doctoral programme to have a thesis title registered in order to proceed with the programme. Such

registration may be refused in any subsequent year of study on grounds of unsatisfactory progress.

#### **A.4 DURATION OF POSTGRADUATE PROGRAMMES**

##### **A.4.1 Honours Degrees, Postgraduate Diplomas and Certificates**

- A.4.1.1** Unless Senate requires a longer period, the duration of the curriculum for full-time students is one year and for part-time students two consecutive years.
- A.4.1.2** Unless Senate decides otherwise, the period of study may not in the case of a full-time student exceed two consecutive years or in the case of a part-time student three consecutive years.

##### **4.2 Research Master's Degrees**

- A.4.2.1** Unless otherwise stated in the Faculty rules the degree may be conferred on a student who has been registered at this University for at least one academic year for the degree concerned.
- A.4.2.2** The maximum period of study is three years. Senate may grant extension only in exceptional cases on submission of an application by the student and a recommendation from the supervisor and departmental chairperson concerned. The title of a thesis is approved for a period of three years, after which the student must apply to Senate for an extension of time and extend the registration of the title.
- A.4.2.3** When extension is granted the student is liable for paying the fees as prescribed by the Council from time to time.

##### **A.4.3 Coursework Master's Degree**

- A.4.3.1** Unless otherwise stated in the Faculty rules the degree may be conferred on a student who has been registered at this University for at least one academic year for the degree concerned.
- A.4.3.2** The maximum period of study is three years. Senate may, however, grant extension only in exceptional cases on submission of an application by the student and a recommendation of the supervisor and the departmental chairperson concerned.
- A.4.3.3** Subject to the provisions of A.4.3.2 above the title of a mini-thesis or research project is approved for a period of three years.
- A.4.3.4** When extension is granted the student is liable to pay the prescribed fees as determined by the Council.

##### **A.4.4 Doctoral Degrees**

- A.4.4.1** A candidate must be registered for a period of at least two years after which the degree may be conferred.
- A.4.4.2** A candidate who has been upgraded on grounds of excellent work in his/her Master's research, may be accepted to Doctoral studies, provided that Senate agrees to amend the registration period of such a candidate.

- A.4.4.3** The maximum period of study is five years. Senate may, however, grant extension in exceptional cases on submission of an application by the candidate and a recommendation from the supervisor and departmental chairperson concerned.
- A.4.4.4** The title of a thesis is approved for a period of five years, after which the candidate must apply to Senate for an extension of time.
- A.4.4.5** When extension is granted the candidate is liable for paying the fees as prescribed by Council from time to time.

#### **A.4.5 CURRICULUM FOR MASTER'S DEGREES**

##### **A.4.5.1 Master's Degree by Thesis:**

For the Master's degree by thesis, a student is required to submit a satisfactory thesis on an approved topic.

##### **A.4.5.2 Master's Degree by Coursework and a Mini-Thesis or Research Report:**

For the Master's degree by coursework and a mini-thesis or research report, a student is required to complete prescribed coursework and submit a satisfactory mini-thesis or a research report on an approved topic.

##### **A.4.5.3 Research Methodology:**

Subject to Faculty rules a student may be required to complete an additional paper in Research Methodology.

#### **A.5 ASSESSMENT**

##### **A.5.1 GENERAL RULES**

- A.5.1.1** Every assessment is conducted under the oversight of Senate.
- A.5.1.2** A formal assessment may, if Senate so determines, be a written and/or oral and/or practical/clinical examination. A student may, after completing an examination, be required to present her/himself for an additional (oral) evaluation.
- A.5.1.3** A final summative assessment task may take the place of a formal written examination in a given module, provided that Senate approves this form of assessment.
- A.5.1.4** Assessment may be conducted through continuous assessment only on condition that -
- a) prior approval is obtained from Senate; and
  - b) it meets the requirements of professional boards where applicable.
- A.5.1.5** Senate ensures that adequate procedures are in place for the dissemination of progress reports and final results.

#### **A.5.1.6 Appointment of Examiners and Moderators**

- a) Senate appoints examiners and moderators for each summative assessment in a qualifying module.
- b) Except in exceptional circumstances such as the death, resignation, absence, illness or other disability of the lecturer concerned, at least one examiner must be a lecturer who has been involved in the presentation of the module.
- c) For the examination in exit-level modules towards a degree, diploma or certificate, one assessor must be an external moderator, i.e. a person who -
  - i) is not a full-time employee of the University;
  - ii) has not been involved with the instruction of the module (s) concerned, and
  - iii) is preferably a lecturer in that particular subject at another university.
- d) For the assessment of a thesis, mini-thesis or research report submitted in fulfillment of the degree of Master at least one of the assessors must be a person who has not served on the permanent staff of the University, nor taken a degree or diploma in the University within the three calendar years of the date of his/her appointment as assessor.
- e) For the assessment of a thesis submitted in fulfillment of the degree of Doctor, all of the assessors should not serve on the permanent staff of the University, nor taken a degree or diploma in the University within the three calendar years of the date of his/her appointment as assessor.

#### **A.5.1.7 Awarding of a Qualification**

To be awarded a qualification the candidate must –

- a) meet all the academic requirements for the programme;
- b) pay the fees prescribed by the Council; if applicable and
- c) comply with the rules of the University;
- d) comply with the above rules, *mutatis mutandis*, to be awarded a qualification posthumously, unless otherwise decided by Senate.

#### **A.5.1.8 Academic Dishonesty**

Academic dishonesty is serious misconduct and shall be dealt with in terms of the provisions of the University's Disciplinary Rules for Students (Rule 3.5 of Section 4 in the General Calendar). Academic dishonesty is not limited to plagiarism, cheating, collusion, but extends to all deceptions relating to academic work.

### **A.5.2 ASSESSMENT FOR UNDERGRADUATE PROGRAMMES**

Except in cases where Faculty rules explicitly provide otherwise, the following rules apply:

#### **A.5.2.1 Basic Provisions**

- a) The Departmental Chairperson/Director is responsible for the quality and integrity of the assessment processes in the Department/School.
- b) Assessment in practical modules is based on continuous assessment and/or a practical examination or final assessment task.

#### **A.5.2.2 Associate Students**

- a) An associate student may be permitted to register for the purposes of examination or final assessment only for a module s/he failed the previous year. An associate student may not attend classes or submit material for continuous assessment in the relevant module. To be admitted as an associate student, s/he must have obtained a continuous assessment mark of at least 50% in the module as well as at least 30% in the previous year's examination or final assessment task.
- b) Unless otherwise decided by Senate, a student may be an associate student for modules to a maximum of 30 credits per year.
- c) A student may apply in writing to the relevant Faculty before the closing date as published in the General Calendar.
- d) Associate student status is only valid for the current registration year.

#### **A.5.2.3 Continuous Assessment**

- a) After completion of the assessment tasks of each module the department/ lecturer will allocate to each student a continuous assessment mark in respect of such modules. For each module, the department concerned determines the continuous assessment tasks and the relative weighting of each. The nature of these assessments and the relative weighting of each must be made known to students at the commencement of each module.
- b) With the exception of modules where continuous assessment only is used, continuous assessment must count for at least 40% of the overall assessment of a module, unless otherwise approved by Senate.
- c) Except where Senate, on the recommendation of the Senate Assessment Committee, determines otherwise, or as provided for in (d) below, a student shall not be allowed to write the examinations or summative or comprehensive assessment task in a module unless s/he has obtained a continuous assessment mark of at least 40% for that module. In the case of professional programmes, faculties may require a higher continuous assessment mark for practical or clinical work.
- d) The 40% minimum in the continuous assessment required in (c) above is not applicable to first semester modules at the first year level.
- e) A student who wishes to contest the accuracy of a continuous assessment mark below 40% must do so in writing before the final assessment date and undertake the final assessment. In such cases the outcome of the final assessment will be subject to the student's continuous assessment mark meeting the 40% sub-minimum.

- f) With the exception of modules where continuous assessment only is used, a continuous assessment mark is valid only in conjunction with the formal examination or final assessment task with which the module is concluded, unless –
  - i) the student is granted the status of associate student;
  - ii) the student qualified for an examination or final assessment but was demonstrably unable to complete this at the prescribed time, in which case s/he may be permitted to retain the continuous assessment mark.

#### **A.5.2.4. Final Assessments**

A student shall be admitted to the Final Assessments subject to the conditions of the Continuous Assessment Rule A.5.2.3.

#### **A.5.2.5 Pass Requirements**

Unless otherwise approved by Senate, a student shall obtain credit for a module by gaining –

- a) a final mark of at least 50%, computed in the relevant ratio from the continuous assessment mark and the examination or final assessment mark; and
- b) at least 40% in the examination or final assessment task.

#### **A.5.2.6 Supplementary Examinations**

- a) Unless Senate decides otherwise, a student shall be admitted to a supplementary examination in respect of a module in which s/he has written the final examination, or completed the final assessment task, and did not meet the pass requirements, but has obtained –
  - i) an overall mark for the module of at least 45%, or
  - ii) a continuous assessment mark of at least 50%, and at least 30% in the examination or final assessment task for the module, or
  - iii) final mark of 50% or more but an examination mark of less than 40%.
- (b)
  - i) A supplementary assessment must be based on the work prescribed for the original examination or final assessment. It may consist of an oral and/or written examination, a practical examination, or some other form of final assessment task approved by Senate.
  - ii) A supplementary examination paper is a full-length paper.
  - iii) In cases where the formal assessment includes a supplementary examination, the final mark for that module will not be lower than the mark obtained before the supplementary assessment.

#### **A.5.2.7 Special Assessments**

- (a) Within the assessment period the Faculty Board of the Faculty concerned (or a designated committee of that Faculty Board) may grant permission for a special assessment in the case of a student who has been prevented from completing any assessment task, due to -



- i) illness immediately preceding or on the day of the assessment, provided that a satisfactory medical certificate, specifying the nature and the duration of the illness, is submitted; or
  - ii) any other serious special circumstances, which may justify such special assessment provided that satisfactory proof of such circumstances, shall be produced.
- b) Where a student has written a special assessment, the final mark could be more than 50%.
- c) Unless otherwise determined by Senate, a student wishing to be considered for a special examination or special final assessment task must submit (or cause to be submitted), within five working days after the date of the formal examination, or the date of completion of the final assessment task, the following documents to the Departmental Chairperson/Director concerned:
  - i) application for such special assessments on the prescribed form;
  - ii) documentary proof of relevant circumstances, and
  - iii) receipt of payment of the prescribed fee (if applicable).

#### **A.5.2.8 Senate Discretionary Assessment (SDA)**

A Senate Discretionary Assessment may be granted, if the Faculty Board concerned has obtained prior permission from Senate, in cases where:

- (a) a student owes no more than one module to promote to the next level of study or complete a programme, provided that the student has written the final examination or second chance examination and have obtained an overall aggregate of at least 40% for the module.
- (b) the final mark for the module shall not exceed 50%.

**A.5.2.9** A student granted a Senate Discretionary Assessment, will not under any circumstances be granted a further assessment opportunity.

#### **A.5.2.10 Condoned Passes**

On application by the student, the Faculty Assessment Committee concerned may grant a condoned pass under the following provisions:

- a) Condoned passes must be granted by the Faculty Assessment Committee based on the student's overall performance.
- b) Condoned passes shall be permitted for the purposes of graduation in one of the programme's modules only; they should preferably only be permitted in elective modules rather than core modules.
- c) A condoned pass permits a student to gain credit for a completed module, which s/he failed, where the final mark for the module is no less than 45% and a sub-minimum of 40% in the examination or final assessment has been achieved.

- d) A condoned pass may not be granted if there has already been an upward mark adjustment for the purpose of a pass in the same year.
- e) A condoned pass must be reflected as 50% on the student's academic record, provided that an inscription will indicate that it is a condoned pass.
- f) The Senate Assessment Committee should be notified of all condoned passes granted.
- g) Faculties will finalise the condoned pass and the completion of the student shall be done by Senate Assessment Committee.

#### **A.5.2.11 Remarking of Examination Scripts / Final Assessments**

Examination scripts or final assessment tasks will be remarked on application by a student and at the prescribed rate per module payable in advance. The application must be in writing and reach the Student Administration Department at the date specified in the General calendar for both the June and November assessments.

**A.5.2.12** Should the internal examiner(s) uphold the mark for the questions answered in an examination script(s) or assessment item after thoroughly checking the script(s) or assessment item and the allocation of marks, the script(s) or assessment item shall be referred for further review to an external examiner who has not previously marked the assessment. The marks allocated by the external examiner shall become the new examination mark.

**A.5.2.13** A student's payment will be returned if a higher symbol is allocated to him/her after the re-marking of an examination script or final assessment.

**A.5.2.14** The University does not guarantee that remarking of final assessment or examination scripts will be completed within a fixed period of time.

#### **A.5.2.15 Resubmission of Assessment Exercises**

- (a) A department may permit a student to resubmit failed assessment exercises, other than examinations, within provisions made known to students by the lecturer responsible before the commencement of a module. Such provisions include, but are not limited to, the kind of exercise that may be resubmitted and the length of time between the original assessment and the re-assessment.
- (b)
  - i) A request for the resubmission of the exercise must be made to the Departmental Chairperson/Director within five working days of the return of the exercise.
  - ii) The application must clearly state the grounds for the request.
  - iii) In granting approval to resubmit, the lecturer must indicate whether the whole or part of the assessment exercise must be redone and stipulate the date for its resubmission.
  - iv) The amended mark that may be awarded after the resubmission may not exceed 50%.
  - v) A student may only be granted permission to resubmit once per module.

#### **A.5.2.16 Review of Mark**

- a) Where a student has reason to believe that the mark received for an assessment exercise, other than a final sit-down examination, is unfair or incorrect, s/he may request a review of the mark.
- b) Any assessment exercise may only be submitted for the review of a mark once, and the work submitted for review may not be altered or added to by the student.
- c) A student wishing to have his/her mark reviewed must submit, within five working days of the return of the exercise, a written application to the Departmental Chairperson/Director concerned, specifying the grounds for the request.

#### **A.5.2.17 Review of Examination Scripts**

A student wishing to review his or her examination script must submit, within five working days of the return of the exercise, a written application to the Departmental Chairperson/Director concerned, specifying the grounds for the request.

#### **A.5.2.18 Appeal against Assessment Decision**

A student is entitled to appeal against an assessment decision if s/he can demonstrate that the decision was wrong or unfair. The letter of appeal must specify the reasons why the assessment decision was wrong or unfair, and that the lecturer and the Departmental Chairperson/Director have been consulted in an effort to resolve the matter. A student must direct such an appeal in writing to the Faculty Assessment Committee. An appeal shall only be considered by the Faculty Assessment Committee if the student can demonstrate that s/he has consulted with the lecturer and the Departmental Chairperson/Director in an effort to resolve the matter.

#### **A.5.2.19 Students with Disabilities**

- a) **Assessing selected modules**  
A student with a disability must be informed of the mode of assessment of a module before registering for the module.
- b) **Application for adjustment to assessment activities**
  - i) Students with disabilities, including those who are temporarily disabled may apply to the lecturer as soon as possible after registration for reasonable adjustments to assessment tasks on the basis of his/her disability.
  - ii) Any variation in the assessment task must be agreed in writing with the student, the lecturer, the Office for Students with Disabilities (OSwD) and the Faculty Assessment Committee, and must be in accordance with related university assessment policy.

NB: Lecturers should consult the Office for Students with Disabilities (OSwD) for guidance.

#### **A.5.2.20 Awarding of distinction**

Unless Senate decides otherwise, a distinction will be awarded if a candidate in his/her final year obtains a weighted average of 75% or more, in a major module(s) or group of modules or subject group (as determined by the relevant department/school/faculty) which constitutes at least 30 credits

#### **A.5.2.21 Awarding of Undergraduate Certificates, Diplomas and Degrees Cum Laude**

Unless Senate decides otherwise, a Certificate, Diploma or Degree will be awarded ***cum laude*** if a student:

##### **A.5.2.21.1 For Undergraduate Certificates**

- a) Obtains at least 75% in each exit-level module up to the required credits for the programme, and
- b) Completes all modules in the curriculum in the prescribed minimum programme duration.

##### **A.5.2.21.2 For Undergraduate Diplomas**

- a) Obtains at least 75% in each exit-level module up to the required credits for the programme, and
- b) Completes all modules in the curriculum in the prescribed minimum programme duration.

##### **A.5.2.21.3 For Undergraduate Degrees**

- a) Completes all modules in the curriculum in the minimum duration for the programme, and
- b) Obtains one of the following:
  - (i) A weighted average of 75% across all modules in the programme, as well as a weighted average of 75% across all required exit-level modules; or
  - (ii) At least 75% in each exit level module up to the required credits for the programme.

#### **A.5.2.22 Awarding of Undergraduate Certificates, Diplomas and Degrees Magna Cum laude**

Unless Senate decides otherwise, a Certificate, Diploma or Degree will be awarded ***magna cum laude*** if a student:

##### **A.5.2.22.1 For Undergraduate Certificates**

- a) Obtains at least 80% in each exit-level module up to the required credits for the programme, and
- b) Completes all modules in the curriculum in the prescribed minimum programme duration.

##### **A.5.2.22.2 For Undergraduate Diplomas**

- a) Obtains at least 80% in each exit-level module up to the required credits for the programme, and
- b) Completes all modules in the curriculum in the prescribed minimum programme duration.

#### **A.5.2.22.3 For Undergraduate Degrees**

- a) Completes all modules in the curriculum in the minimum duration for the programme, and
- b) Obtains one of the following:
  - i) A weighted average of 80% across all modules in the programme, as well as a weighted average of 80% across all required exit-level modules; or
  - ii) At least 80% in each exit level module up to the required credits for the programme.

#### **A.5.2.23 Awarding of Undergraduate Certificates, Diplomas and Degrees Summa Cum Laude**

Unless Senate decides otherwise a Certificate, Diploma or Degree will be awarded ***summa cum laude*** if a student:

##### **A.5.2.23.1 For Undergraduate Certificates**

- a) Obtains at least 85% in each exit-level module up to the required credits for the programme, and
- b) Completes all modules in the curriculum in the prescribed minimum programme duration.

##### **A.5.2.23.2 For Undergraduate Diplomas**

- a) Obtains at least 85% in each exit-level module up to the required credits for the programme, and
- b) Completes all modules in the curriculum in the prescribed minimum programme duration.

##### **A.5.2.23.3 For Undergraduate Degrees**

- a) Completes all modules in the curriculum in the minimum duration for the programme, and
- b) Obtains one of the following:
  - i) A weighted average of 85% across all modules in the programme, as well as a weighted average of 85% across all required exit-level modules; or
  - ii) At least 85% in each exit level module up to the required credits for the programme.

#### **A.5.3 ASSESSMENT OF HONOURS DEGREES AND POSTGRADUATE DIPLOMAS AND CERTIFICATES**

**A.5.3.1** The following rules for undergraduate programmes also apply to honours degrees and postgraduate diplomas and certificates: A.5.2.1, A.5.2.7, A.5.2.11 and A.5.2.12 to A.5.2.19.

**A.5.3.2** Unless Senate on the recommendation of the Departmental Chairperson/Director decides otherwise, the examination shall be taken at the end of the semester in which the module is offered.

**A.5.3.3** Where a research project is done as an alternative to a taught module, a research report must be submitted for examining by the prescribed date determined by the Faculty Board. (This rule must be read in conjunction with Rule A.4.1.2).

**A.5.3.4 Associate Student**

- a) A student may apply to Senate for associate student status if s/he failed or did not write the examination in one module provided that s/he obtained a coursework mark of 50% for the module concerned in the previous year.
- b) Students may apply in writing to the relevant Faculty before date as published in the General Calendar.
- c) Associate student status is only valid for the current registration year.

**A.5.3.5 Continuous Assessment**

- a) The Departmental Chairperson/Director must, prior to the assessment, assign to each student a continuous assessment mark for each module, based on the results of written and/or tests and/or practical work.
- b) Except where Senate, on the recommendation of the Senate Assessment Committee, determines otherwise, a student shall not be allowed to undertake the examinations or summative or comprehensive assessment task in a module unless s/he has obtained a continuous assessment mark of at least 50% for that module.
- c) A student who has attained a continuous assessment mark of less than 50% in a module may be permitted to do the final assessment in that module if s/he has -
  - i) attained a continuous assessment mark of at least 50% in all the other concurrent modules required for a particular programme with the further proviso that where a programme consists of more than 5 modules, a student may be permitted to do the final assessment in two modules for which s/he did not obtain a continuous assessment mark of 50%, and
  - ii) attained a continuous assessment mark of at least 40% in that module.
- d) In the case of BCom Honours students who did not complete the required exit-modules in Management at undergraduate level, the relevant faculty rules shall apply. (The faculty rules will not apply to new students who register for the programme from 2005).
- e) The above rules apply to both fulltime and part-time students.

**A.5.3.6 Pass Requirements**

On application by the student, in order to pass a module, the student must obtain a final mark of at least 50% as well as a sub-minimum of 50% in the examination or final assessment task, provided that Senate on recommendation of the Departmental Chairperson/Director may accept a sub-minimum of not less than 40% in the examination or final assessment task for:

- a) one module where the programme consists of 5 modules or less;
- b) two modules where the programme consists of more than 5 modules

Senate will not accept the lower sub-minimum in a case where it would result in a final mark of less than 50 % for the module.

### **A.5.3.7 Supplementary Examination**

Unless Senate otherwise decide:

No second chance assessment shall be granted for Bachelor Honours degrees and postgraduate diplomas and certificates.

### **A.5.3.8 Retention of Credits**

Unless otherwise specified in the faculty rules, a full-time candidate retains credits for modules passed if the requirements for the degree are met within four consecutive semesters. A part-time candidate retains credit for modules passed if the requirements for the degree are met within six consecutive semesters.

### **A.5.3.9 Awarding of Postgraduate Diploma, Certificate, or Honours Degree Cum Laude**

Unless Senate decides otherwise, a Postgraduate Certificate, Diploma or Honours degree will be awarded ***cum laude*** if a student:

- a) Obtains at least 75% in each exit level module up to the required credits for the programme, and
- b) Completes all modules in the curriculum and in the prescribed minimum programme duration.

### **A.5.3.10 Awarding of Postgraduate Certificate, Diploma or Honours degree Magna Cum Laude**

Unless Senate decides otherwise, a Postgraduate Certificate, Diploma or Honours degree will be awarded ***magna cum laude*** if a student:

- a) Obtains at least 80% in each exit level module up to the required credits for the programme, and
- b) Completes all modules in the curriculum and in the prescribed minimum programme duration.

### **A.5.3.11 Awarding of Postgraduate Certificate, Diploma or Honours Degree Summa Cum laude**

Unless Senate decides otherwise, a Postgraduate Certificate, Diploma or Honours degree will be awarded ***summa cum laude*** if a student:

- a) Obtains at least 85% in each exit level module up to the required credits for the programme, and
- b) Completes all modules in the curriculum and in the prescribed minimum programme duration.

## **A.5.4 ASSESSMENT FOR MASTER'S DEGREES**

### **A.5.4.1 Supervision**

A student shall conduct his/her research for a thesis, mini-thesis or research project under the guidance of a supervisor. Senate appoints a subject specialist from the staff of the University as

supervisor. In special circumstances, Senate may appoint a subject specialist who is not attached to the University, as supervisor. In the latter case Senate shall appoint a co-supervisor who is on the staff of the University.

#### **A.5.4.2 Coursework Master's Degree (Coursework papers/modules)**

- a) Assessment is conducted under the provisions of the following rules for undergraduate programmes: A.5.2.1, A.5.2.7, A.5.2.11 to A.5.2.19 and rules A.5.3.5 and A.5.3.7 for honours degrees.
- b) In order to pass a module a student must obtain a sub-minimum of 50% in the final assessment and a final mark of at least 50% composed as prescribed in the faculty rules.
- c) The weight assigned to a research report or mini-thesis shall be as stipulated in the Faculty rules.
- d) A student may not take the assessment for a module more than once without the special permission of Senate.

#### **A.5.4.3 Submission of Thesis, Mini-thesis or Research Report (Intention to Submit)**

- a) A student who intends to submit his/her thesis for assessment must notify his/her supervisor in writing. The dates are stipulated in the General Calendar.
- b) Except with the special permission of Senate, no thesis or research report may be submitted unless it is accompanied by a written declaration from the supervisor in which permission is granted for the assessment of the thesis or research report. Such declaration, however, does not necessarily imply that the thesis or research report is considered acceptable.
- c) The following statement signed by the student should be inserted: "I declare that ..... (title of thesis) is my own work, that it has not been submitted before for any degree or assessment in any other university, and that all the sources I have used or quoted have been indicated and acknowledged by means of complete references". The thesis shall not be examined unless this statement is submitted.
- (d) In order to pass, a student must obtain a mark of at least 50% for the thesis, mini-thesis or research report.

#### **A.5.4.4 Assessment of Thesis, Mini-Thesis or Research Report**

- a) Unless otherwise determined by Senate, the assessment panel is constituted as follows:

##### **For Students:**

- i) Two specialists who have not been involved in the supervision process and of whom at least one must be an external person not attached to the University (See Rule A.5.1.6 (d) on the appointment of external examiners);



**For Staff:**

- ii) Two specialists, external to the University, who have not been involved in the supervision process. (See rule A.5.1.6 (d) on the appointment of external examiners);
- b) A cover report summarising the recommendations of the examiners must be written by the supervisor to the Senate Higher Degree Committee for consideration.
- c) The assessment panel may, if necessary, agree to call the student for further assessment on aspects of his/her topic before recommending a result.
- d) No thesis, mini-thesis or research report that has previously been submitted for a degree at another university shall be accepted, but material taken by the student from his/her existing publications may be incorporated in the thesis, mini-thesis or research project and must be clearly indicated as such. If called upon, the student must submit together with his/her thesis, mini-thesis or research report, a copy of all such work previously submitted by him/her for another degree, whether it was accepted or not.

**A.5.4.5 Awarding the Structured Master's Cum Laude**

Unless Senate decides otherwise, a structured Master's or Research report will be awarded ***cum laude*** if a student obtains at least 75% in each exit-level module, including the mini-thesis or research report, up to the required credits for the programme and in the prescribed maximum programme duration.

**A.5.4.6 Awarding the Structured Master's Magna Cum Laude**

Unless Senate decides otherwise, a structured Master's or Research report will be awarded ***magna cum laude*** if a student obtains at least 80% in each exit-level module, including the mini-thesis or research report, up to the required credits for the programme and in the prescribed maximum programme duration.

**A.5.4.7 Awarding the Structured Master's Summa Cum Laude**

Unless Senate decides otherwise, a structured Master's or Research report will be awarded ***summa cum laude*** if a student obtains at least 85% in each exit-level module, including the mini-thesis or research report, up to the required credits for the programme and in the prescribed maximum programme duration.

**A.5.4.8 Awarding the Research Master's Cum Laude**

Unless Senate decides otherwise, a Research Master's will be awarded ***cum laude*** if a student obtains a final mark of at least 75% and completed the programme in the prescribed maximum programme duration.

**A.5.4.9 Awarding the Research Master's Magna Cum Laude**

Unless Senate decides otherwise, a Research Master's will be awarded ***magna cum laude*** if a student obtains a final mark of at least 80% and completed the programme in the prescribed maximum programme duration.

#### **A.5.4.10 Awarding the Research Master's Summa Cum Laude**

Unless Senate decides otherwise, a Research Master's will be awarded *summa cum laude* if a student obtains a final mark of at least 85% and completed the programme in the prescribed maximum programme duration.

#### **A.5.4.11 Resubmission of Thesis, Mini-Thesis or Research Report**

- a) In the event of a thesis, mini-thesis or research report not being accepted, Senate may, on the recommendation of the examiners, permit a student to resubmit for assessment in a revised or extended format.
- b) Unless Senate decides otherwise, a student may resubmit the thesis, mini-thesis or research report for assessment once only.

#### **A.5.4.12 Submission of Final Copies Thesis, Mini-Thesis or Research Report**

- a) After approval of the thesis, mini-thesis, or research report and before awarding of the degree, Masters candidates are required to upload their final and duly amended thesis/mini-thesis, or research report to the UWC Library website through the UWC Electronic Theses and Dissertation (ETD) Submissions Portal at <http://submissions.uwc.ac.za>
- b) A degree shall not be awarded unless the candidate has fulfilled all the requirements, including the submission of the prescribed final copies and obtained clearance from the Library with respect to outstanding loans or fines.
- c) A submission form, to be completed by all candidates and supervisors, shall accompany the prescribed final copies. The submission form stipulates what forms of access may be extended to the thesis, as allowed through Rule A.6.1.3 below.
- d) Before awarding of the degree of Master, a student is required to upload his/her final and duly amended thesis / mini-thesis, or research report to the UWC Library website through the UWC Electronic Theses and Dissertation (ETD) Submissions Portal <http://submissions.uwc.ac.za>.

#### **A.5.4.13 Upgrading of Thesis**

Senate may, on recommendation of the Faculty Board concerned convert the registration of a candidate from Master's degree by thesis to Doctoral degree if it considers that the work already completed is of a standard normally expected of a doctoral candidate.

### **A.5.5 ASSESSMENT OF DOCTORAL THESES**

#### **A.5.5.1 Supervision**

Candidates must conduct their research under the guidance of a supervisor. Senate appoints a subject specialist from the staff of the University as supervisor. In special circumstances, Senate may appoint a subject specialist who is not attached to the University, in which case, Senate shall appoint a co-supervisor who is on the staff of the University.

#### **A.5.5.2 Submission of Theses**

- a) A candidate, who wishes to be awarded his/her degree at the graduation ceremony associated with a given academic year, must notify his/her supervisor in writing that

s/he intends to submit his/her thesis for assessment. The dates when notification should be given are stipulated in the General Calendar.

- b) Except with the special permission of Senate no thesis may be submitted unless it is accompanied by a written declaration from the supervisor and co-supervisor (if appointed) in which permission is granted for the assessment of the thesis. Such declaration shall not necessarily imply that the thesis is considered acceptable.

#### **A.5.5.3 Assessment of Theses**

- a) Unless otherwise determined by Senate, the assessment panel is constituted of three subject specialists who have not been involved in the thesis supervision process of whom all must be persons not attached to the University. (See rule A.5.1.6 (e) for the appointment of external examiners).
- b) A cover report summarising the recommendations of the examiner must be written by the Supervisors to the Senate Higher Degrees Committee for consideration.

**A.5.5.4** The assessment panel may, if necessary, agree to call the candidate in for further assessment on aspects of his/her topic before recommending a result.

**A.5.5.5** No thesis that has previously been submitted for a degree at another university may be accepted, but material taken by the candidate from his/her existing publications may be incorporated in the thesis and must be clearly indicated as such. If called upon, the candidate must submit together with his/her thesis, a copy of every thesis previously submitted by him/her for another degree, whether it was accepted or not.

**A.5.5.6** For assessment purposes a candidate shall submit one bound copy of the thesis for each appointed examiner plus an additional copy in a pdf format to be placed in the Student File system. These copies may be bound in soft covers with a ringed spine.

**A.5.5.7** The following statement signed by the candidate must be inserted: "I declare that..... (title of thesis) is my own work, that it has not been submitted before for any degree or assessment in any other university, and that all the sources I have used or quoted have been indicated and acknowledged by means of complete references". The thesis shall not be examined unless this statement is submitted.

#### **A.5.5.8 Re-submission of Theses**

- a) In the event of a thesis not being accepted, Senate may, on the recommendation of the examiners, permit the candidate to re-submit for assessment in a revised or extended format.
- b) Unless Senate decides otherwise, a candidate may re-submit the thesis for assessment once only.

#### **A.5.5.9 Submission of Final Copies of Theses**

- a) After approval of the thesis and before awarding of the degree, Doctoral candidates are required to upload their final and duly amended thesis / mini-thesis, or research report to the UWC Library website through the UWC Electronic Theses and Dissertation (ETD) Submissions Portal at <http://submissions.uwc.ac.za>.

- b) A degree shall not be awarded unless the candidate has fulfilled all the requirements, including the submission of the prescribed final copies and obtained clearance from the Library with respect to outstanding loans or fines.
- c) A submission form, to be completed by all candidates and supervisors, shall accompany the prescribed final copies. The submission form stipulates what forms of access may be extended to the thesis, as allowed through Rule A.6.1.3 below.
- d) Before awarding of the degree of Doctor, a candidate is required to upload his/her final and duly amended thesis to the UWC Library website through the UWC Electronic Theses and Dissertation (ETD) Submissions Portal  
<http://submissions.uwc.ac.za>.

For the layout of the final thesis please refer to Guidelines for Master's and Doctoral students issued by the Division for Postgraduate Studies. The rules for the DSc degree are published in the relevant Faculty calendar.

## **A.6 PUBLICATION OF THESES AND COPYRIGHT**

### **A.6.1 Copyright**

- A.6.1.1** No person will be admitted to study for a Master's or Doctoral degree in the University unless s/he has ceded his/her future copyright in any research report or thesis submitted by him/her for the purposes of said degree. Such cession shall be in the form set out below and shall be signed by the candidate.

I ..... hereby cede to the University of the Western Cape the entire copyright that may in future subsist in any research report or thesis submitted by me to the University in partial fulfilment of the requirements for the degree of ..... in the department of .....

- A.6.1.2** Any author who wishes to have the ceded copyright restored to him/her, may apply to the University's Registrar in writing, giving full reasons, whereupon the University, on such terms and conditions as it deems fit, may cede such copyright back to the author.

- A.6.1.3** If it is required by the author that part or all of the contents of a thesis/dissertation should remain confidential, such author, through his/her supervisor, may submit an application to the Executive Committee of Senate that an embargo be placed on such thesis/dissertation if:

- (a) open access would affect the acceptability of an article submitted or to be submitted in a peer-reviewed journal; or
- (b) the entire work or parts of it need to remain temporarily confidential for patent or proprietary purposes, provided that:
  - i) the application be in writing and signed by the applicant as well as the promotor/supervisor; and
  - ii) the reasons for the requested embargo be elaborated; and
  - iii) the period of the requested embargo (normally a maximum period of two [2] years) be clearly specified.

## **A.6.2 Publication**

**A.6.2.1** The University may, upon application by the author, grant permission for the whole or part of such work to be published, subject to such conditions as the Senate may set from time to time. These may include the following requirements:

- (a) Any changes required by the supervisor(s) and examiners must be effected in the script submitted for publication;
- (b) An acknowledgement that the work was submitted in fulfilment or partial fulfilment of the requirements for the relevant degree in the University of the Western Cape has to be made in the published work.

## **A.7 CONFERRING OF HONORARY DEGREES**

**A.7.1** The University may, by resolution of the Council passed on the recommendation of the Senate, and without assessment or examination, confer an honorary degree of master or doctor in any faculty upon any person who has rendered distinguished services in the advancement of any branch of learning, or upon any person who Council may deem worthy of such degree.

**A.7.2** A proposal that an honorary degree be conferred on a person must be in writing and signed by at least eight (8) persons who are either members of the Council or the Senate. Such a proposal must be lodged with the Registrar at least three (3) months prior to a graduation ceremony and be accompanied by a memorandum stating the reasons for the proposal and curriculum vitae of the candidate.

**A.7.3** Voting with regard to the conferring of an honorary degree takes place by ballot and as provided for in the relevant standing orders.

**A.7.4** The award of an honorary degree to a person does not entitle that person to practice any profession.

## **A.8 POSTGRADUATE STUDENT APPLICATION FOR LEAVE OF ABSENCE**

Senate may grant leave of absence to a postgraduate student registered for a Master's or Doctoral Programme for a period of no longer than one academic year. Reasons for granting leave of absence include illness and compassion.

Where leave of absence is granted, all modules for the period will be withdrawn from the student's record. The student's record remains active, and he or she has the right to return at the end of the period without reapplying.

Unless otherwise determined by Senate, leave of absence will not be granted retrospectively. Leave of absence will further not prejudice the progression status of a student.

Students who are granted leave of absence do not have access to supervision, classes, the library, ICT services, laboratories or other UWC facilities for the duration of the period of leave of absence.

A student who requires leave of absence must apply to the faculty concerned. Hardcopy application forms are available from the faculty helpdesks or departments. The completed document should be handed in at the relevant faculty helpdesk or department. The completed application form must be submitted to the Faculty or department concerned by the published due date as stipulated in the University General Calendar.

An online form is also available on the University website for the completion and submission <https://www.uwc.ac.za/Students/Pages/Administrative-Forms.aspx>

## **SECTION 4**

### **RULES REGARDING THE LIBRARY, CONTROL OF THE PREMISES, STUDENT DISCIPLINE, RESIDENCES AND TRAFFIC**

#### **1. LIBRARY RULES**

The use of the library services and related facilities is subject to the rules and regulations below.

*Please consult the manual on library policies and procedure, available at the library.*

- 1.1** All students visiting the library must adhere to the rules of the library and conduct themselves in appropriate ways.
  - a) The library is an area of study, and users must remain quiet at all times.
  - b) The use of cell phones and other communication devices is forbidden in all areas of the library.
  - c) Eating and drinking are not allowed in the library.
- 1.2** All staff and registered students of the University in good standing may use Library services.
  - a) Staff and student cards serves as library membership cards;
  - b) Library materials are not issued to anyone without a valid student or staff card;
  - c) Staff and student cards are not transferable, [i.e. a card may be used by its registered owner only]. Contravention of this regulation may lead to a person forfeiting his/her library membership.
- 1.3** A user is liable for any damages to or loss of library items issued on his/her membership card.
  - a) Compensation determined by the Director of Library Services for damages but reparable library items will be claimed from the borrower concerned.
  - b) The borrower concerned must replace irreparable material or pay the current replacement value of the item.
  - c) Lost library items that are recovered, must be handed to the Director of Library Services.
- 1.4** All items borrowed must be returned to the library and any fines incurred for late return must be paid.
  - a) Failure to return material within the specified issue period will lead to the borrower being fined at a rate specified in the annual library guide.
  - b) Failure to return library items at the end of a year may lead to a hold being placed on the record of the student concerned. Such a hold may prevent the student from graduating or reregistering, from using the Library facilities, and from obtaining examination results, transcripts, or diplomas. The hold will be removed only once the students have returned the item/s or paid compensation for them, and have paid the fines incurred.
- 1.5** Computer workstations are made available to registered library users for the purpose of accessing library and information resources for academic research pertaining to their area of study. This does not include the writing of assignments. Use of Library computer workstations for the purposes other than those intended may result in users forfeiting their library privileges.

- 1.6** The use of most electronic resources listed on the library's website as databases and electronic journals, is governed by licensing agreements. Failure to comply with the stipulations of the licensing agreements, may lead to users forfeiting their library privileges.

## **2. CONTROL OF THE UNIVERSITY PREMISES**

- 2.1** Only student organisations approved by the Council may be established at the University, and an approved student organisation may affiliate only with student or outside organisations recognised by the Council.
- 2.2** Approved student organisations may hold meetings of registered students in accordance with the provisions of the relevant constitution. No other meetings may be held on the University premises without the permission of the Rector.
- 2.3** The permission of the Rector/Registrar must be obtained beforehand if a student organisation wishes to make use of the buildings or other facilities of the University for a purpose, which, in the opinion of the Council, falls outside the normal function, and aims of the organisation concerned.
- 2.4** Publications or writings of whatever nature may be provided or distributed only with the permission of the Rector, and notices and posters may be displayed only with the permission of the Rector. The Rector may, at his/her discretion, delegate authority for the display of notices and posters to the Students' Representative Council, and he may withdraw such delegation at any time.
- 2.5** Statements to the press or interviews which may adversely affect persons or bodies in control of the University or which may be detrimental to the good name of the University may not be issued or granted by a student or student organisation.
- 2.6** Alcoholic beverages may be possessed, provided or consumed on the University premises only with the approval of the Rector.
- 2.7** A student may bring onto or keep at the University premises a motor vehicle only with the permission of Campus Protection Services.
- 2.8** A student, who causes damage to the property of the University in any way, will be held liable for it.
- 2.9** Money or goods may be collected on the University premises only with the permission of the Registrar.
- 2.10** Initiation is not allowed at the University.
- 2.11** The University authorities make provision for an orientation programme for first-year students. The Office arranges the programme, which is approved by the University, for Student Development. Senior residence students may implement their own orientation programme with the permission of the Vice-Rector (Student Development and Support).
- 2.11.1** Any departure from the senior residence students' orientation programme must receive the prior approval of the Vice-Rector (Student Development and Support).
- 2.11.2** First-year students have the right to report any violation of or departure from the approved senior residence students' familiarisation programme directly to the Vice-Rector (Student Development and Support).

### **3. STUDENT DISCIPLINARY RULES**

#### **3.1 Structure of Student Discipline**

- 3.1.1 Student discipline shall be exercised by
  - 3.1.1.1 the Rector,
  - 3.1.1.2 the Vice-Rector's Tribunal,
  - 3.1.1.3 the Student Discipline Court, and
  - 3.1.1.4 the Appeals Committee of the Council.

#### **3.2 Rector**

The general supervision and control of student discipline shall vest in the Rector and, except where otherwise directed by the Rector, shall be administered by the Vice-Rector (Student Development and Support) in terms of these rules.

#### **3.3 Proctor and Prosecutor**

- 3.3.1 The University may appoint a Proctor who shall advise the Rector and Vice-Rector in any matter relating to student discipline. The Rector may in terms of Rule 3.2 assign those functions and duties to the Proctor that are necessary for the proper execution of disciplinary matters on campus.
- 3.3.2 The Proctor may collect, prepare and present evidence regarding contravention of the rules for student discipline at disciplinary inquiries.
- 3.3.3 The Proctor may be assisted by a Prosecutor, who may collect evidence, consult with witnesses and prosecute persons contravening University rules in the Students Disciplinary Court or argue the University's case before the Appeals Committee.

#### **3.4 Vice-Rector's Summary Powers**

- 3.4.1 The Vice-Rector, after an enquiry conducted in the presence of the student concerned, and if s/he considers it to be in the interests of the University, may until the final disposition of the charge, forbid the student to:
  - 3.4.1.1 enter the University premises;
  - 3.4.1.2 reside in a University residence;
  - 3.4.1.3 attend lectures;
  - 3.4.1.4 write tests or examinations; or
  - 3.4.1.5 participate in any other activity of the University.
- 3.4.2.1.1 In such a case the Vice-Rector must refer the matter to the relevant disciplinary body who must commence the hearing of the case within 15 working days failing which the prohibition shall lapse.

#### **3.5 Offences**

- 3.5.1 Offences shall consist of the contraventions of any of the following rules:
  - 3.5.1.1 Academic dishonesty in any form including, but without being limited to plagiarism, and collusion, cheating in tests, examinations, assignments, theses and research papers.
    - 3.5.1.1.1 Cheating on tests and examinations includes but is not limited to:
      - 3.5.1.1.1.1 copying from another student's test or examination script,
      - 3.5.1.1.1.2 using or being in possession of material during a test or examination not authorized by the invigilator,
      - 3.5.1.1.1.3 collaborating with any other person during a test or examination without authority,
      - 3.5.1.1.1.4 knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test or examination,
      - 3.5.1.1.1.5 bribing any other person to obtain an unadministered test or examination or information about an unadministered test or examination,
      - 3.5.1.1.1.6 substituting for another student or permitting any other person to substitute for oneself, to take a test or examination,



- 3.5.1.1.1.7 altering a returned test or examination script for subsequent re-evaluation and marking,
- 3.5.1.1.1.8 failure to return a test or examination script that the supervisor has requested to be returned,
- 3.5.1.1.1.9 removal of a test or examination script from the test or examination venue, which the supervisor has requested not to be removed.
- 3.5.1.1.2 "Plagiarism" means to steal, or to pass off as one's own, the formulation, idea or words of another (i.e. appropriating a formulation, idea or words derived from the intellectual work of another person by incorporating, without crediting such author and source, such formulation, idea or words into one's own work).

*(Please note: Plagiarism includes, but is not limited to: (a) the appropriation of formulations, ideas or words from the work of another person without acknowledging the author(s) and the source; and (b) the appropriation of work from someone else's assignment, thesis, test or research paper without acknowledging such other person and/ or source.)*

- 3.5.1.1.3 "Collusion" means the unauthorised, illegitimate or unjustified collaboration with any other person in preparing work offered for credit.
- 3.5.1.2 No student shall, while on any premises owned or controlled by the University or while participating in any University activity, behave in a violent, threatening, insulting, disorderly, improper or unbecoming way towards an office-bearer or member of the managerial body of the University or a staff member, a fellow student or any other person.
- 3.5.1.3 No student shall bring onto or possess on University premises any firearm or other dangerous weapon.
- 3.5.1.4 No student shall threaten another student with hurt, harm, damage or reprisal in order to induce such student to act or refrain from acting in any particular manner.
- 3.5.1.5 No student shall damage, deface or destroy any building, furniture, equipment or books or other property owned or controlled by the University or upon the precincts of the University.
- 3.5.1.6 A student shall not obstruct or attempt to obstruct members of staff in the performance of their duties.
- 3.5.1.7 A student shall not occupy or be present upon any property or premises owned or controlled by the University after being required to leave such property or premises by a member of staff acting within the scope of his/her duties.
- 3.5.1.8 A student shall refrain from dishonest conduct which causes or may cause harm to the University and/or members of the University.
- 3.5.1.9 No student shall make a false declaration prejudicial to the University in whatever form.
- 3.5.1.10 No student may consume, possess or distribute alcohol upon any property or premises owned or controlled by the University without due authorization.
- 3.5.1.11 No student may consume, possess or distribute any prohibited drug upon any property or premises owned or controlled by the University.
- 3.5.1.12 A student shall obey any lawful order of a member of staff.
- 3.5.1.13 No student shall behave in any other way that leads to the consequences described below, if such consequences were or would reasonably have been foreseen at the time when such behaviour occurred:

Behaviour as a result of which:

- a) the University's good name was impaired;
- b) the maintenance of order, discipline and security at the University may be prejudiced; and
- c) the process of tuition, research and administration and general university activities are or may be prejudiced.

**3.5.1.14** No student shall:

**3.5.1.14.1** disrupt the proceedings of a disciplinary body;

**3.5.1.14.2** fail, without just cause, to attend the proceedings of a disciplinary body either as an accused student or a witness, when required to do so,

**3.5.1.14.3** give false evidence at or in connection with an enquiry before a disciplinary body;

**3.5.1.14.4** interfere with, threaten or intimidate a person who is or may be a witness at a disciplinary body.

**3.5.1.15** A student shall comply with any order made by any tribunal.

**3.5.1.16** A student shall comply with all other rules of the University.

**3.5.2** A student who attempts to contravene any of the above-mentioned rules shall be guilty of an offence.

**3.5.3** A student who encourages a fellow student or any other person, or conspires with another person to contravene any of the rules of the University, shall be guilty of an offence.

### **3.5.4 Sexual Harassment**

A student shall refrain from conduct amounting to sexual harassment. In terms of this rule "sexual harassment" means any unwanted sexual attention, whether in the form of physical conduct, comments, inappropriate gestures, suggestions, hints, innuendo or similar conduct which the perpetrator knows, or ought reasonably to know, will create an environment in which the person subject to the conduct is humiliated or denied his or her dignity.

### **3.5.5 Submission of Statements or Declarations**

No student shall knowingly make a false or erroneous statement or declaration to any member of a managerial body of the University or a staff member or intentionally provides materially false information concerning the University or any member of the managerial body of the University or a staff member, a fellow student or any other person.

### **3.6 Complaint and Investigation Procedure**

**3.6.1** Whenever a contravention of a University rule is alleged, or if any person has reason to believe that a contravention of a University rule is being or has been committed, a report preferably in writing, be referred to the Proctor.

**3.6.2** The Proctor shall investigate the complaint, and if the Proctor is of the opinion that an inquiry into the student's alleged misconduct is necessary, the Proctor shall institute those proceedings against the student before the appropriate disciplinary body.

**3.6.3** The Proctor shall obtain written statements from witnesses, prepare a charge sheet setting out the charge(s) to be brought against the student and deliver the charge sheet, copies of any statements or documents relating to the matter and a list of witnesses to the appropriate disciplinary body.

**3.6.4** If it appears that an offence has been committed by students while engaged in the business affairs or activities of a student society, council, committee, union, club, residence or other association or organisation (referred to hereinafter as student organisation) the prosecutor may charge such organisation with the offence that has been committed, and the organisation shall appear before a disciplinary body in the form of its president or chairperson and its secretary.

**3.6.5** No complaint that a student has committed an offence can summarily be withdrawn by the complainant. The complaint will be placed before the Vice-Rector for his decision.

### **3.7 Notice to Accused Student and his/her Parents**

**3.7.1** When proceedings against a student are instituted the Proctor shall give the student concerned not less than 120 hours' notice in writing of the following:

- 3.7.1.1 that proceedings under the rules of student discipline are to be instituted before a specified disciplinary body;
- 3.7.1.2 the time and place of the disciplinary hearing;
- 3.7.1.3 the terms of the rule that the student is alleged to have contravened and sufficient details to acquaint the student with the case to be met;
- 3.7.1.4 that s/he must attend the hearing and that s/he may adduce evidence or make representations in his/her defense;
- 3.7.1.5 that s/he may be assisted by a legal representative in the student disciplinary court only with the consent of that court, and
- 3.7.1.6 that s/he may be convicted and penalised in his/her absence.
- 3.7.2 The notice shall be delivered to the student personally provided that if the student cannot conveniently be found, the notice may:
  - 3.7.2.1 be posted by registered mail to the student's postal address as provided by the student to the University and shall be deemed to have been received by the student within a period of 48 hours after the time of posting, or
  - 3.7.2.2 be left at the student's last known place of residence and shall be deemed to have been received by the student at the time of delivery.
- 3.7.3 The parent(s) or guardian(s) of the accused student shall be given reasonable notice of the charge(s) against said student, inclusive of the information contained in 3.7.1

### **3.8 Student Discipline Court**

- 3.8.1 There shall be a Student Discipline Court to inquire into the alleged commission of offences.

#### **3.8. Composition**

The members of the court shall be appointed from the following persons:

- 3.8.2.1.1 all the professors of law and senior lecturers in the University and fifteen members of the academic staff at the University who are not mentioned in 3.8.2.1.1.  
The Council on the recommendation of Senate shall appoint seven. The Council on recommendation of the Student Representative Council shall appoint the remaining eight members. If the Student Representative Council fails to recommend the eight members to the Council within 10 days of being requested to do so, the Council may itself nominate the remaining members of the panel.
- 3.8.2.2 All appointments to the panel are made for a period determined by the Council.
- 3.8.2.3 Not less than three members of the panel are to constitute the court in any enquiry, at least one of whom shall be a professor or senior lecturer in the Law Faculty at the University.
- 3.8.2.4 A professor or senior lecturer in the Faculty of Law at the University shall be the chairperson of the discipline court, unless the Rector directs otherwise.
- 3.8.2.5 At the request of an accused student or student organisation, the Rector may invite the President of the Student's Representative Council (or a person nominated by the SRC) to be an additional member of the court for the enquiry.
- 3.8.2.6 The Rector may direct that, in a particular enquiry, a Vice-Rector other than the One who exercised the summary powers in 3.4 above shall be an additional member of the discipline court.
- 3.8.2.7 The decision of the majority of members of a court at any enquiry shall be the decision of the court.

#### **3.8.3 Enquiry Procedure**

- 3.8.3.1 The inquiry shall be conducted in the presence of the accused student, provided that if the student after notice duly given, and without leave of the court, fails to attend the inquiry, the inquiry may proceed in his/her absence. In the latter case the student may make written representations to the court, which the court shall consider.
- 3.8.3.2 An inquiry shall be held in public, except if the court directs otherwise.

- 3.8.3.3** The evidence prepared by the proctor/prosecutor shall be placed before the court.
- 3.8.3.4** In conducting the inquiry, a student discipline court shall proceed in an inquisitorial manner and the court shall call and examine any witness who may be required and/or obtain any exhibits, which may be necessary.
- 3.8.3.5** The rules of the law of evidence shall not apply.
- 3.8.3.6** The proctor/prosecutor may, with leave of the court, call and question witnesses and advance arguments.
- 3.8.3.7** A student may, with leave of the court, be assisted by a legal representative or other person approved by the court.
- 3.8.3.8** A student or his/her legal representative may, with leave of the court, call and question witnesses and advance arguments.
- 3.8.3.9** The court shall be a court of record.
- 3.8.3.10** At the conclusion of the hearing the court shall convict the student if it is satisfied that, s/he is guilty in the light of the evidence advanced or the voluntary and substantiated admission of guilt by the student. If the court is not so satisfied, the student shall be acquitted.

### **3.8.4 Imposing a Punishment**

- 3.8.4.1** In the event of the court finding the student guilty of an offence, it shall afford the student or his/her representative and the proctor/prosecutor, the opportunity to advance evidence and argument, in order to be fully informed as to an appropriate sentence. The court may also call further evidence, including witnesses, if it deems it necessary for the just disposition of the case. The court shall take account of such evidence as well as the academic record and the general conduct at the University of the student before passing sentence upon the student.
- 3.8.4.2** The court shall impose one or more of the following penalties:
  - 3.8.4.2.1** a serious warning (with notification to parent if a minor);
  - 3.8.4.2.2** making a written apology to a particular person or body;
  - 3.8.4.2.3** an order for reparation for any damage caused;
  - 3.8.4.2.4** a fine not exceeding R500, 00;
  - 3.8.4.2.5** deprivation for a stated period of all or specified student privileges;
  - 3.8.4.2.6** exclusion for a stated period from participating in specified activities of the University;
  - 3.8.4.2.7** forfeiting a bursary and/or loan and/or student appointment of whatever nature;
  - 3.8.4.2.8** exclusion for a stated period from any part of the University, including a residence;
  - 3.8.4.2.9** expulsion from a residence;
  - 3.8.4.2.10** exclusion from the University for a stated period of time;
  - 3.8.4.2.11** expulsion from the University;
  - 3.8.4.2.12** cancellation of examination marks, semester marks, year marks and other form of credit earned in examinations, tests or otherwise;
  - 3.8.4.2.13** forfeiting a degree, diploma or certificate.
- 3.8.4.3** The court may direct that the operation or execution of any penalty imposed by the court shall be suspended for a period not exceeding the time the student remains a registered student of the University and upon such conditions as the court may deem appropriate, provided that punishments referred to in Rule 3.8.4.2.1, 3.8.4.2.2, 3.8.4.2.11 and 3.8.4.2.13 shall not be suspended.
- 3.8.4.4** Where the accused before the court is a student organisation the court shall:
  - 3.8.4.4.1** impose any of the punishments provided for in Rule 3.8.4.2.1 – 3.8.4.2.5 inclusive, provided that where the punishment is reparation of a fine the court may direct that it be collectively levied upon all members of the organisation, and/or
  - 3.8.4.4.2** suspend the existence of such organisation for a specified period of time.
- 3.8.4.5** The court may direct that the conviction and sentence of a student and if the court especially so directs, the name and faculty of the student, shall be published in the official University newsletter "On Campus" in such manner as the court may direct.

- 3.8.4.6** At the conclusion of the enquiry, the Chairperson shall inform the student of the outcome of the enquiry and the terms of any sentence that has been imposed on the student, and of the procedures for an appeal, which will be confirmed in writing by the Proctor.
- 3.8.4.7** Where a student has been convicted and sentenced, the Proctor shall cause that it be recorded on the student's University record.
- 3.8.4.8** The provision of Rule 3.8.4.4 – 3.8.4.7 inclusive shall apply in all appropriate respects to a conviction of a student organisation.
- 3.8.4.9** The court shall make a report to Senate and the Council of the charge it has considered, its findings, the punishment, if any, that has been imposed and the order, if any, made regarding the publication of the outcome of the enquiry.
- 3.8.4.10** The proctor shall notify the parent(s) or guardian(s) of the accused minor student of the findings and sentence of the Court.

### **3.9 Vice-Rector's Tribunal**

- 3.9.1** There shall be a Vice-Rector's Tribunal, which shall inquire into the alleged commissions of offences, if in the opinion of the Vice-Rector after consultation with the Proctor, the act charged does not warrant the penalties permitted in the student disciplinary court.
- 3.9.2** Composition. The Vice-Rector's Tribunal shall consist of a Vice-Rector and, if the Vice-Rector deems it necessary, another member or members of the academic staff.
- 3.9.3** Enquiry procedure. The procedure of enquiry provided for in Rule 3.8.3 shall apply except:
  - 3.9.3.1** a student may not be assisted by a legal representative at the enquiry; and
  - 3.9.3.2** the tribunal shall not be a court of record but minutes shall be kept.

### **3.9.4 Punishments**

- 3.9.4.1** Before imposing a punishment the tribunal shall follow the procedure provided for in Rule 3.8.4.1.
- 3.9.4.2** The tribunal shall impose one or more of the following penalties:
  - 3.9.4.2.1** a serious warning;
  - 3.9.4.2.2** a written apology to a person or body;
  - 3.9.4.2.3** a fine not exceeding R100;
  - 3.9.4.2.4** deprivation of all or specified student privileges for a stated period;
  - 3.9.4.2.5** exclusion for a stated period from any part of the University; or
  - 3.9.4.2.6** expulsion from a University residence.
- 3.9.4.3** The provisions of Rule 3.8.4.6 above shall apply mutatis mutandis.
- 3.9.4.4** The provision of Rule 3.8.4.3 regarding the suspension of sentences shall apply as appropriate.

### **3.10 Appeals**

- 3.10.1** A student or student organisation may appeal in the manner hereinafter provided against any conviction for a contravention of these rules or against any sentence imposed by the Student Discipline Court or Vice-Rector's Tribunal.
- 3.10.2** Unless the court or tribunal directs otherwise at the time of imposing the punishment, the operation of any punishment imposed shall be suspended until an appeal instituted under these rules has been finally disposed.

### **3.10.3 Appeal to the Council**

- 3.10.3.1** A student may as of right appeal to the Council against the conviction or any punishment imposed.
- 3.10.3.2** An appeal shall be lodged by way of a written notice setting forth the grounds of appeal and served on the Proctor within 5 days of judgement being handed down by the Student Discipline Court.

- 3.10.3.3** On receiving the notice of appeal, the Proctor shall prepare a transcript of the proceedings and forward it together with a report of the Court made in terms of Rule 3.8.4.9. to the Committee of the Council appointed to hear the appeals.
- 3.10.3.4** The Proctor shall give the student at least 120 hours written notice of the time and place of the hearing of the appeal and shall provide the student with a copy of the record if so requested.
- 3.10.3.5** The appeal shall be heard by a committee of the Council as determined by the Council.
- 3.10.3.6** Unless the Council directs otherwise, the appeal shall be based solely on the record of the proceedings of the Student Discipline Court.
- 3.10.3.7** A legal representative or fellow student at the University of the Western Cape may represent the student at the hearing of the appeal, and the Proctor or prosecutor may represent the University.
- 3.10.3.8** The powers of the Council are as follows:
  - 3.10.3.8.1** allow or disallow the appeal;
  - 3.10.3.8.2** confirm, set aside or amend the sentence and impose such other sentence it may consider appropriate, including the increase of a sentence;
  - 3.10.3.8.3** refer the case back to the student disciplinary court with or without recommendations, for reconsideration.

### **3.10.4 Appeals to Student Discipline Court**

- 3.10.4.1** A student may as of right appeal to the Student Discipline Court against the conviction or any punishment imposed by a Vice-Rector's Tribunal, provided that in such event there shall be no further appeal in terms of Rule 3.10.3.1.
- 3.10.4.2** An appeal shall be lodged by way of a written notice setting forth the grounds of appeal which must be lodged with the Proctor within 120 hours of the conclusion of the proceedings.
- 3.10.4.3** The Proctor shall give the student at least 120 hours written notice of the time and place of the hearing of the Court.
- 3.10.4.4** The court shall hear the matter against the student anew and the proceedings shall be conducted in the manner prescribed for that court.
- 3.10.4.5** The Student Discipline Court may:
  - 3.10.4.5.1** Allow or disallow the appeal;
  - 3.10.4.5.2** confirm, set aside or amend the sentence and impose such other sentence as it may consider appropriate, and its decision shall be final.

### **3.11 Invoking Suspended Punishments**

- 3.11.1** Where a punishment imposed in terms of Rules 3.8.4.2 and 3.9.4.2 has been suspended and the student or student organisation concerned breaches a condition of such suspension, a disciplinary body equivalent to that which originally imposed the penalty may:
  - 3.11.1.1** order that the suspended punishment be brought into operation; or
  - 3.11.1.2** order the further suspension of the execution or operation of the punishment on the same or different conditions; or
  - 3.11.1.3** make such other order, as it deems proper in relation to the suspended punishment.

### **3.12 Fines and Reparations**

- 3.12.1** Any fine or reparation imposed under these rules shall be paid by the student or student organisation to the Finance Officer of the University within 21 days of the conclusion of an enquiry or, where an appeal has been instituted, within 21 days of the final disposal of the appeal.
- 3.12.2** Upon application by the student or student organisation, the Finance Officer may, in his/her discretion, grant an extension of time for the payment of a fine or reparation, or permit the payment of the fine or reparation in installments.

- 3.12.3** In the event of a student failing to make payment within the period provided in this rule, the student concerned may be excluded from the University by the Rector until the payment is made.
- 3.12.4** In the event of a student organisation failing to make payment within the period provided in this rule, the Rector may suspend such organisation until the fine is paid.

#### **4. RESIDENCE RULES**

##### **4.1 Control and Authority**

- 4.1.1** In terms of the statutory powers vested in the Council by the Law and Statutes of the University of the Western Cape, the Council has the authority:
- 4.1.1.1** to erect and maintain residences for students of the University;
- 4.1.1.2** to admit students and other persons to the residences for residential or other purposes and to refuse or terminate such admission or residence;
- 4.1.1.3** to control and manage the residences and all their affairs and activities in all other respects.
- 4.1.2** Students and other persons who lodge in the residences shall
- 4.1.2.1** carry out or comply with all resolutions, instructions and rules which may from time to time be made, issued or applied by the Council or its delegates in respect of the residences in general or any one residence in particular; and
- 4.1.2.2** subject themselves to the disciplinary regulations, which the Council, in terms of its statutory authority, may from time to time issue in respect of the residences in general, or any one residence in particular.

##### **4.2 Admission and Re-admission to Residences: Deposits**

- 4.2.1** The residences are normally reserved for unmarried students. Only persons who comply with all the requirements for admission to the University and are registered full-time intramural students are allowed to board in a university residence.
- 4.2.2** Applications for admission and re-admission to University residences are considered annually. All applicants including students who have boarded in a residence in the previous year and who wish to be re-admitted to a residence in the new academic year, must apply in the prescribed manner.
- 4.2.3** Applications for admission to a residence are submitted on the form used for application for admission to the University itself.
- 4.2.4** Within ten days of receipt of notification that a place has been allocated to him/her, the applicant shall send the written acceptance of residence together with the prescribed deposit (and administration fee) to the Finance Department: Student Accounts. Such deposit will serve as a guarantee against damage by the student of University property, and further as guarantee of the acceptance of the reserved accommodation.
- 4.2.5** Residence deposits or the remainders of such deposits are repaid only upon the written request of students, parents, or guardians and under the following circumstances:
- 4.2.5.1** to a student who has boarded for a full academic year in a residence and who has not re-applied for the following year, on condition that the student
- 4.2.5.1.1** submits the application for reimbursement within one year after the year of residence;
- 4.2.5.1.2** has finally left the residence;
- 4.2.5.1.3** has paid all his/her residence fees;
- 4.2.5.1.4** has caused no damage to any University property, which has not yet been paid for, has returned all items issued to him/her in a good condition and has submitted the customary form on which the residence coordinators have certified this;
- 4.2.5.2** to a student or prospective student who failed to comply with the academic requirements for continuation of studies or for admission to the University at the beginning of the year;

- 4.2.5.3 in special cases to students whose applications for refund are accompanied by the necessary supporting documents. These will be considered on merit.
  - 4.2.6 Any deposit that has been reduced to R30,00 through deduction shall be increased by the student to the prescribed amount.
  - 4.2.7 Refusal of admission or re-admission to or eviction from residence may take place on the following grounds:
    - 4.2.7.1 misconduct, where a student has been found guilty;
    - 4.2.7.2 poor academic performance;
    - 4.2.7.3 adjustment problems in residence;
    - 4.2.7.4 continued violation of rules;
    - 4.2.7.5 insubordination;
    - 4.2.7.6 malicious damage to property, etc. and
    - 4.2.7.7 any other grounds considered valid by the residence coordinators.
  - 4.2.8 Students who have reserved residence accommodation and who do not arrive within 4 days after the specified date for arrival of first-years or the starting date for lectures in the case of senior students, would forfeit their accommodation and deposits. Students may, however, inform the Director (Residence Administration) in special cases (such as illness, job commitments, congresses, etc.) that they will be late and that they require extension of time. Such requests are considered by the Director (Residence Administration) and approved if in his/her opinion there are sound reasons for the extension.
- 4.3 Residence Fees**
- 4.3.1 The residence fee as determined from time to time by the Council shall be paid in two equal installments before 30 June and 30 September. Residents in single rooms will be required to pay an additional fee.
  - 4.3.2 Accommodation, with the exception of June and December vacations, is allocated for a full academic year, and not for part of a year only. The resident student and his/her parent or guardian are responsible for the full residence fee for the academic year, on the understanding that a resident and his/her parents or guardian may be exempted from a part of such liability if:
    - 4.3.2.1 the resident student has obtained permission from the Director (Residence Administration) to leave the University in the programme of the year for reasons of health or
    - 4.3.2.2 an approved replacement can be found in time or
    - 4.3.2.3 the resident student is denied residence in terms of the disciplinary regulations of the Council or
    - 4.3.2.4 the Director (Residence Administration) agrees to it.
  - 4.3.3 A student who has one semester's residence fees in arrears is not permitted to remain in the residence without the permission of the Director (Residence Administration).

#### **4.4 Vacation Arrangements**

- 4.4.1 The University does not undertake to provide board and lodging to students who have to carry out practical or academic work of any nature during vacations.
- 4.4.2 Board and lodging for a short vacation may, with due regard to the rules of the residence, be arranged free of charge for resident students. Applications should reach the Director (Residence Administration) at least 14 days before commencement of the vacation in question.
- 4.4.3 All residence rules will apply during vacations.



#### **4.5 Board and Lodging**

- 4.5.1** Residences are closed after breakfast on the day following the closing date of the University, and re-open at suppertime on the day before the re-opening of the University, on the understanding that special arrangements may be made with the residence coordinators for late departure or early arrivals.
- 4.5.2** Students who terminate studies or who no longer attend lectures shall vacate the residences within one day of their last lecture.
- 4.5.3** Students who do not write any examinations shall vacate the residences within one day of the termination of lectures. Students who are writing the final examinations, however, must depart no more than one day after their last examination, on the understanding that special arrangements may be made with the residence coordinators for a longer stay in the residence, if necessary.
- 4.5.4** Visitors may not stay in the residences without the permission of the Rector. The Council determines the guest tariff from time to time.

#### **4.6 University Property and Rooms**

- 4.6.1** The residences are the property of the University and shall not be damaged. No alterations shall be made to the buildings, equipment or furniture of the residences. In the event of destruction, damage, removal, or alterations to residence property, compensation will be claimed from the responsible parties.
- 4.6.2** Special care shall be taken with the cleanliness of rooms, bathrooms and toilets. No objects shall be glued or nailed to walls, cupboards, or doors. Resident students make their beds and tidy their rooms themselves.
- 4.6.3** Residence coordinators can carry out room inspections at any time.
- 4.6.4** Resident students are most strictly prohibited from making any alterations to or affecting any work on the electrical equipment of the residences. Violation of this rule will be treated as serious misconduct. Electric lights must be used sparingly.
- 4.6.5** Students' own electrical appliances may be used only with the approval of the residence coordinators.
- 4.6.6** Food may not be prepared in rooms.
- 4.6.7** The privilege of using a radio will be forfeited if it is allowed to become a nuisance.
- 4.6.8** Resident students are not allowed to keep pets in the residences.
- 4.6.9** Lounges are normally intended exclusively for the relaxation of the occupants of the separate residences. Permission shall be obtained from the residence coordinators for the use of residence lounges and dining halls for any other purposes.
- 4.6.10** Times for the playing of musical instruments in the residences, including the residence pianos, are determined by the occupants by means of consultation between the residences coordinators and the residence committee, and normally fall outside silence and study times.

#### **4.7 Students' Property**

- 4.7.1** The University or residence authorities cannot be held responsible for the damage, destruction or loss of a resident student's property.
- 4.7.2** No resident students are allowed to have firearms, explosives, or any other dangerous articles in the residences. Such articles shall be handed in to the residence resident co-coordinator for safekeeping. Valuables may also be handed in for safekeeping.
- 4.7.3** Resident students' property, especially clothing, must be properly labeled.

#### **4.8 Dining Halls**

- 4.8.1** The house committees are responsible for the maintenance of order in the dining halls.
- 4.8.2** Smoking is prohibited in dining halls during meals.
- 4.8.3** Resident students should respect scripture reading and prayer.
- 4.8.4** Meals are served at times determined by the residence coordinators.
- 4.8.5** Resident students are not allowed to remove dinnerware from the dining halls.

- 4.8.6** Guests of students, residence staff, and University staff may take meals in the residences only with the approval of the Rector after prior arrangements with the residence coordinators and upon cash payment.

#### **4.9 Indisposition**

- 4.9.1** Any injury, indisposition or illness of a resident student shall immediately be reported to the residence coordinators who will obtain medical assistance if necessary.
- 4.9.2** In the event of serious injury or illness the residence coordinators will inform the Rector and contact the parents, guardians or relatives of the student concerned.
- 4.9.3** The residence coordinators shall immediately report cases of contagious disease to the Rector and the local health authorities.
- 4.9.4** Injured or indisposed students who are confined to bed will be transferred to the sickbay at the discretion of the residence coordinators.

#### **4.10 Motor-cars**

- 4.10.1** No student boarding in a residence is allowed to keep a car or motorcycle on the University premises without the permission of Campus Protection Services (granted on the recommendation of the residence coordinators).
- 4.10.2** No repairs may be affected to cars or motorcycles on the residence premises without the permission of the supervisors.
- 4.10.3** No car or motorcycle parts may be repaired or stored in rooms or any other part of the residences.

#### **4.11 General**

- 4.11.1** Resident students are not allowed access to residence kitchens or pantries.
- 4.11.2** Resident students may not interfere with the residence staff or make requests or give instructions to them. All requests shall be addressed to the residence coordinators.
- 4.11.3** Resident members who have complaints should lodge them with the house committee members in charge of their sections, who will, if necessary, convey such complaints to the house committee whose chairman will in turn, if necessary, convey them to the residence coordinators.
- 4.11.4** Alcohol beverages are not allowed in the residences except on the occasion of functions approved by the Rector.  
Instances of liquor or drug abuse or violation of the rules relating to the use of liquor, or instances of suspected drug abuse, shall be brought to the attention of the residence coordinators who will see to it that the matter is correctly dealt with and resolved by the house committee or any other way.

#### **4.12 Disciplinary Functions and Powers in Residences**

- 4.12.1** Resident students are subject to the general residence rules prescribed by the Council and the house rules approved for particular residences.
- 4.12.2** Residences are part of the University and the applicable rules and regulations of the University are therefore also applicable to resident students.
- 4.12.3** The Council's authority in respect of residences is exercised by the Rector or by the Disciplinary Committee, either of who may apply disciplinary measures in terms of these regulations and, if necessary, terminate a student's residence without giving reasons.
- 4.12.4** For the exercise of discipline for lesser violations of residence rules, the Council delegates disciplinary powers to the residence coordinators and the house committees.
- 4.12.5** Residence coordinators and house committees exercise disciplinary functions in the following manner:
- 4.12.5.1** The maintenance of house rules and good order in a residence is primarily the responsibility of the house committee: every house committee member shall co-operate in the exercise of this responsibility.

- 4.12.5.2** Every chairperson shall ensure that the necessary steps are taken by his/her house committee to ensure that any violation of house rules or of good order is brought to the attention of the house committee.
- 4.12.5.3** In the event of any violation of the rules of good order and conduct which in the opinion of the house committee is so serious that it is in the interest of the residence and the University for a charge of misconduct to be laid with the Rector, the chairperson of the house committee concerned or a house committee member delegated for that purpose by the house committee shall lay a charge of misconduct with the residence coordinators for submission to the Rector.
- 4.12.5.4** In the event of any violation of the rules of good order and conduct which is according to the house committee serious enough to be referred to the Rector, the house committee (which may appoint a sub-committee for this purpose) shall investigate the matter and take reasonable steps to terminate the violation in question. "Reasonable steps" may include the following:
- 4.12.5.4.1** a serious discussion with the house member concerned;
  - 4.12.5.4.2** a reprimand and warning;
  - 4.12.5.4.3** a maximum fine of R10;
  - 4.12.5.4.4** refusing a member access to a house facility for as long as the violation of discipline continues; and
  - 4.12.5.4.5** notification of the matter to the residence coordinators concerned.
- 4.12.5.5** A resident student who considers him or herself wronged by a decision of the house committee may appeal to the residence coordinators concerned.
- 4.12.5.6** If an alleged violation of the rules comes to the attention of residence coordinators or if a house member appeals to the residence coordinators the residence coordinators shall investigate the matter and take further steps as may be in the interest of the residence and the University. They may in particular have a serious discussion with the resident student concerned or bring the matter to the attention of the Rector.
- 4.12.5.7** A resident student who considers himself wronged by a decision of the resident coordinators may appeal to the Rector.
- 4.12.5.8** If an alleged violation of the rules is brought to the attention of the Rector or if a house member appeals to the Rector, the Rector shall determine whether a violation of the rules has taken place or not. If the Rector is of the opinion that a violation of the rules has taken place, he shall act in terms of the provisions of the disciplinary code for students. If, however, the Rector is of the opinion that there has been no violation of the rules, or that there is no longer such violation, the Rector may declare any previously instituted prohibition or other sanctions null and void.
- 4.12.5.9** If an appeal is made to residence coordinators or the Rector, the criterion to be applied will not be whether the resident co-ordinator or the Rector, whichever may be the case, would have arrived at the same judgment, but whether the judgment concerned, with due regard to all the circumstances, is a fair one.
- 4.12.5.10** Notwithstanding anything to the contrary contained in these regulations, any person may bring to the attention of a resident co-coordinator any violation of the rules which may have taken place anywhere, in which case the resident co-coordinators shall take such steps as may be reasonable under the circumstances, for instance by lodging with the Rector a charge of misconduct in terms of the provisions of the disciplinary code for students.

## **5. TRAFFIC RULES**

### **5.1 General**

- 5.1.1 the campus of the University is private property and is under control of the Council.
- 5.1.2 The University shall NOT be liable for any loss or injury, which any person may suffer on account of such person's use of the roads or parking areas on the University campus.
- 5.1.3 any traffic rule may be temporarily amended or suspended by the Rector in order to accommodate special events.
- 5.1.4 Unless otherwise provided in these rules, all traffic rules applicable to public roads and as contained in the Cape Road Traffic Ordinance shall mutatis mutandis also be applicable to the University campus.
- 5.1.5 Persons using the roads and parking areas of the University shall at all times do so with the consideration for the safety of other persons.
- 5.1.6 the words "vehicle" or "vehicles" used in these rules shall include any petrol, diesel, gas or electrically driven vehicle, or vehicle driven by any other type of power, and includes a motorcycle and a bicycle.

### **5.2 Registration of Vehicles of Staff and Students**

- 5.2.1 every member of staff of the University who wishes to use the roads or parking areas of the University shall register each vehicle so used with Campus Protection Services and shall therefore apply for parking disc. A duplicate disc shall be issued after payment of R2,00.
- 5.2.2 Every student of the University who wishes to use the roads and or parking areas of the University shall annually register each vehicle so used, with Campus Protection Services and shall therefore apply for parking disc. A student is entitled to no more than two discs and a duplicate thereof shall be issued only after payment of R2,00.
- 5.2.3 It shall be obligatory for parking discs to be displayed on the windscreen of the vehicles.
- 5.2.4 No member of staff or student shall bring or park a vehicle on the campus without an official parking disc issued by Campus Protection Services on behalf of the Council.
- 5.2.5 Parking discs shall only be issued to applicants who are in possession of a valid driver's license, which must be produced when applying for such disc.

### **5.3 Speed Limit**

- 5.3.1 The speed limit on the University campus is 30 kilometres per hour.

### **5.4 Parking on Campus**

- 5.4.1 Vehicles shall be parked only in the official parking grounds and in such spaces as may be demarcated therefore.
- 5.4.2 If any person parks a vehicle in any place and thereby –
  - 5.4.2.1 causes an obstruction for some other person;
  - 5.4.2.2 causes the University any damage or inconvenience, or
  - 5.4.2.3 creates a hazard for any other person, the Rector may authorise the removal of such vehicle to an official parking ground on the campus, provided that:
    - 5.4.2.3.1 The costs attached to such removal shall be recovered from the owner or driver of such vehicle, and
    - 5.4.2.3.2.1 The University shall not be liable for any damage whatsoever which may be caused to such vehicle during its removal.
- 5.4.3 Only official vehicles of the University shall be parked in parking bays marked "UWC".
- 5.4.4 Members of staff and students shall not park their vehicles in parking bays reserved for visitors or other persons.

### **5.5 Duties of Traffic Officers**

- The Campus Protection Services of the University act on behalf of the Council in the enforcement of these traffic rules and are specifically authorized:
- 5.5.1 to issue traffic tickets to offenders and to affix such tickets to the vehicles concerned;

**5.5.2** to take all reasonable steps in any particular situation to prevent or eliminate reckless driving, traffic congestion or obstruction, or to overcome any traffic problems on the campus. The members of staff and students shall obey their instructions in this regard.

## **5.6 Penalties**

**5.6.1** The Rector may from time to time determine fines for specific breaches of the Traffic Rules.

## **5.7 Admission of Guilt**

**5.7.1** A person to whom a traffic ticket has been issued and who admits guilt shall pay the fine prescribed for his/her infringement.

## **5.8 Denial of Guilt**

**5.8.1** A person to whom a traffic ticket has been issued and who denies guilt shall within 14 days submit, through Campus Protection Services, to the Rector (or person or persons designated by him) on the prescribed form, his/her reasons for denying guilt together with any details which may substantiate such denial.

**5.8.2** If the Rector (or person or persons designated by him in terms of 5.8.1 above) is of the opinion that, notwithstanding his/her denial of guilt, a person is guilty of the alleged traffic offence, the prescribed or a lesser fine may be imposed on the offender.

**5.8.3** A person to whom a traffic ticket has been duly issued and who thereafter fails to comply with the procedures as laid down in the Traffic Rules shall be served a written notice advising that the circumstances will be reported to the Rector. The Rector may take any action he deems fit or refer the matter to a person or persons designated by him.

## **5.9 General Traffic Rules**

The following conduct shall specifically be regarded as breaches of the general traffic rules of the University:

**5.9.1** Bringing a vehicle on to campus without a UWC registration disc displayed on the windscreen;

**5.9.2** Parking so as to endanger moving traffic;

**5.9.3** Parking so as to obstruct moving traffic;

**5.9.4** Parking, facing oncoming traffic;

**5.9.5** Parking alongside any vehicle on a road;

**5.9.6** Parking within 5m of a fire hydrant;

**5.9.7** Parking on a pavement;

**5.9.8** Parking so as to obstruct entrance to a road;

**5.9.9** Parking within 5m of approach side of pedestrian crossing;

**5.9.10** Parking within 5m of an intersection;

**5.9.11** Disregarding stop, yield, direction or other traffic signs;

**5.9.12** Disregarding any signal by a member of Campus Control engaged in the regulating of traffic;

**5.9.13** Permitting any person other than the driver to handle steering wheel whilst vehicle is in motion;

**5.9.14** Part of body protruding from vehicle;

**5.9.15** Failing to give right of way to vehicles sounding an emergency warning device;

**5.9.16** Causing damage to the road surface;

**5.9.17** Driving on a pavement;

**5.9.18** Unnecessary sounding of horn;

**5.9.19** Failing to yield to pedestrian on pedestrian crossing;

**5.9.20** Overtaking another vehicle which is yielding at pedestrian crossing;

**5.9.21** More than two people riding on one motorcycle;

**5.9.22** Motorcyclists riding abreast;

- 5.9.23** Refusing to give your name and address to a Campus Control Officer or failing to comply with directions of a Campus Control Officer or obstructing a Campus Control Officer in the execution of his duties;
- 9.2.24** Not wearing a crash helmet whilst riding a motor cycle;
- 5.9.25** Driving a vehicle with an insecure load;
- 5.9.26** Failing to keep to the left in a dual carriage way;
- 5.9.27** Driving a vehicle on campus whilst under the influence of alcohol or intoxicating drugs;
- 5.9.28** Exceeding the general speed limit on campus;
- 5.9.29** Parking in any area not designated as a parking area or parking a vehicle in a place where parking is specifically prohibited or in a parking bay or area specifically reserved for some specific person or vehicle;
- 5.9.30** Driving a vehicle without due regard to other road users or in a manner constituting a danger to persons or property.

The attention of students and members of staff is drawn to the fact that any willful or persistent failure to comply with the Traffic Rules of the University may be viewed as a breach of general discipline and may result in disciplinary steps being taken against such persons.

## DEFINITION OF TERMS

Please Note: Unless the context otherwise indicates, the following terms shall bear the meaning as given in respect of the rules.

TERM	DEFINITION
Academic dishonesty	Academic dishonesty refers to situations where a student attempts to gain credit for learning through dishonest means. The university's policy on academic dishonesty details acts and situations that constitute academic dishonesty.
Academic Year	The period determined by Senate for each particular year of study for any qualification
Admission	Means entry into a particular qualification or programme of study.
Affiliate Student	An affiliate student is a student who has been permitted to register at the University for study or research purposes but who may not attain any credits towards a qualification. Postdoctoral as well as Masters and doctoral students who are working on their thesis proposal, but do not wish to have the year reflected as an official year of enrolment shall for this purpose register as an affiliate student.
Applicant	A person who has submitted a formal application to become a student at the University
Assessment	Assessment refers to the process of collecting and interpreting evidence of students' achievements so that judgements can be made and decisions arrived at.
Associate Student	Is a student who has been permitted, for examination purposes only, to register for a module/s in a programme s/he has failed the previous year and in which s/he has obtained a programme work mark of at least 50%.
Candidate	A student who has registered for a particular qualification.
Concurrent Registration	Concurrent registration refers to a type of registration whereby a student registers simultaneously for some modules at another university for non-degree purposes with a view to obtaining credit for degree purposes at this University. To expedite applications for simultaneous registration Faculty Officers may approve applications in the following circumstances.
Condonement	Condonement refers to the awarding of credit, in accordance with rules governing the awarding of condoned passes, to a student who has failed a particular module.
Continuous Assessment	Continuous assessment refers to the ongoing evaluation of a students' achievement of the learning outcomes of a module, and can include both formative and summative assessment. It thus includes all assessments that are not the final assessment task.
Council	The Council of the University of the Western Cape
Co-requisite	A co-requisite module is a module that must be passed prior to or simultaneously with another determined module before credit can be granted for the latter module.

Programme	The unit of teaching and learning activity that is recognised in any faculty as a component of a qualification
Credit	The recognition that is obtained when a student passes such examinations or tests and complies with such conditions as Senate may impose for the completion of each programme. A credit towards a qualification may be granted to a student in respect of a credit obtained from another institution recognised by Senate or from another faculty within the university for this purpose. It is also the value assigned by the South African Qualifications Authority to (ten) notional hours of learning.
Curriculum	The curriculum of a module refers to the module's objectives or purposes, its academic content as well as the learning outcomes for the module.
Dual Registration	Dual/Joint registration Dual/joint registration is permitted in cases where two or more universities have an agreement to offer the same qualification and each institution shares the teaching load by offering one or more of the modules of the curriculum. Students, therefore, have to register at each institution in order to attend classes at those institutions, as per the agreement between the institutions concerned.
Equal Status	Senate may admit a graduate of any other university to a status equal to that which s/he enjoys at such other university in terms of the Statute and rules of this university.
Exchange Student	A student may only register as an exchange student if a formal exchange agreement exists between UWC and the student's home university. In the absence of an exchange agreement a student : <ul style="list-style-type: none"> <li>- Should register as an affiliate student if s/he is only visiting or doing some research.</li> <li>- Must register as an occasional student if s/he wishes to obtain credits at his/her home institution for modules passed. These credits will not count towards a UWC degree.</li> </ul>
Exemption from a programme	Exemption from a programme is granted when Senate has deemed the student to have a sufficient understanding of the subject matter of that programme to warrant the student not having to complete the programme. An exemption is not a credit but allows the student to proceed to the following year of study in a particular programme.
Exit-level modules	Exit-level modules are those modules located at the highest level of learning (on the National Qualifications Framework) within a qualification.
External Moderation	External moderation refers to moderation that is performed by experienced academic peers outside the university
Final Assessment Task	A formal examination is an example of summative assessment, and commonly takes the form of a written examination that assesses a sample of learning within a limited time (e.g. 3 hours).
Final Mark	Is the mark obtained at the end of each completed module or set of modules, the composition and the relevant Department determines computation of which.
Formal Examination	A formal examination is an example of summative assessment, and commonly takes the form of a written examination that



	assesses a sample of learning within a limited time (e.g. 3 hours).
Formative assessment	Formative assessment refers to assessment, which takes place during the process of learning and teaching, the purpose of which is to improve the quality of learning and teaching.
Fulltime student	A registered student who attends the university's time-table for day students
Higher Education Act	The Higher Education Act of 1997, Act 101 of 1997, as amended.
Higher Qualification	A qualification that requires at least the attainment of a first degree, or equivalent recognised by Senate, at entry level and includes a bachelor honours degree.
Integrated assessment	Integrated assessment is a way of assessing theory and practice together in a way that enables a student to demonstrate applied competence. Integrated assessment also allows for outcomes from different modules or parts of the curriculum to be assessed together within one assessment exercise
Internal moderation	Internal moderation refers to <i>moderation</i> that takes place within a unit, department, faculty or university.
International Student	Any student who is not a South African citizen or permanent resident.
Matriculation	The formal recognition by the Matriculation Board in terms of any law, of the capacity of any person to enter a South African university.
Moderation	Moderation is a process of professional engagement with the academic content, assessment arrangements and assessment decisions relating to modules, which ensures that students are assessed in a consistent, accurate and well-designed manner. Moderation of exit-level modules refers to external moderation of those modules that have been defined as exit-level modules.
Module	Is a coherent self-contained unit of learning, which is designed to achieve a set of specific learning outcomes that are assessed within that unit of learning, and which is the smallest unit for which a final mark is entered in the student's record.
Occasional Student	Is a student who has been allowed to enroll at the University for a specific module or programme for non-degree purposes.
Outcomes	Refers to the observable and/or measurable knowledge, skills or values that students are expected to have developed by the end of a learning process.
Part-time student	A registered student who attends the university's timetable for after-hours tuition.
Postgraduate Programme	Postgraduate programme means a higher qualification, which is normally preceded by a first degree or diploma.
Pre-requisite	A pre-requisite module is a module that must be passed prior to student being admitted to a higher module or the following year of study as determined in the faculty yearbook.
Programme	A programme is a planned set of learning opportunities that is intended to lead to the award of a specific qualification.
Promotion	The system of allowing a student to proceed to the following year of study after completing the requirements for the preceding year of study.

Qualification	A qualification is a planned combination of learning outcomes which has a defined purpose and which is intended to provide qualifying learners with applied competence and a basis for further study.
Recognition of Prior Learning	The formal acknowledgement by Senate of the knowledge and skills a student possesses as a result of prior learning, which may have been gained formally, non-formally or experientially, and which may be considered for purposes of admission to a programme.
Registration at another University	When a student registers at another university, and does not register at UWC, but intends to have the subject/module (s) recognised, s/he should apply before the time for such approval and it is not deemed as a simultaneous registration. In the event of the student passing the subject s/he should register the following academic year. If the student fulfils the requirements for the study programme, the degree/diploma will be awarded during the September Graduation Ceremony. An academic record may be issued to the student as an interim arrangement.
Remarking of scripts	Remarking refers to the process of having a student's failed final, sit-down examination script marked again by a previously approved external examiner.
Second chance assessment	A formal examination is an example of summative assessment, and commonly takes the form of a written examination that assesses a sample of learning within a limited time (e.g. 3 hours).
Senate	The Senate as defined in the Higher Education Act of 1997, is the body that governs the academic policies and procedures in respect of teaching, learning, research and academic functions of the university. In some cases, Senate is allowed to delegate its powers to e.g. faculties or committees.
Senior Certificate	The qualification awarded by the Department of Education to a successful grade 12 student but who has not attained a matriculation exemption.
Special examination/assessment	A special examination/assessment is a chance offered to a student to be assessed again on documentable medical or compassionate grounds, where the student has failed to meet the criteria for successful completion of a module.
Statute	The Statute of the University as approved by the Minister of Education
Student	Any person who has been admitted to the university and has registered either fulltime, part-time or as an occasional student for a particular module, programme or qualification.
Summative Assessment	Summative assessment refers to assessment, which is used to judge learner achievement and to certify achievement in a module or learning programme or to award a qualification.
Supplementary Examination/assessment	A supplementary examination/assessment is a chance offered to a student to be assessed again, where the student has failed to meet the criteria for successful completion of a module on academic grounds
UWC	The University of the Western Cape
Undergraduate Programme	Means first degree, diploma or certificate programme.

## EXPLANATION OF SYMBOLS AND REMARKS ON ACADEMIC TRANSCRIPT

<b>A</b>	75-100%	Pass with Distinction
<b>B</b>	70-74%	Pass
<b>C</b>	60-69%	Pass
<b>D</b>	50-59%	Pass
<b>E</b>	45-49%	Fail
<b>F</b>	40-44%	Fail
<b>G</b>	39-0%	Fail
<b>No Year mark</b>		Absent from the examination: No results
<b>SPG</b>		Absent from the examination but with special permission to write the supplementary examination on medical or non-medical grounds.
<b>SAG</b>		Supplementary examination granted on academic grounds.
<b>SUB</b>		Failed to obtain the required sub minimum and have to repeat the course.
<b>Ceased Programme</b>		Ceased studying the programme.
<b>DNQ</b>		Did not qualify to write the examination.
<b>ABS</b>		Absent from the examination.
<b>SDA</b>		Senate Discretionary Assessment granted.
<b>External Credit Transfer</b>		An external module completed at another institution deemed equivalent to be credited toward a qualification for which the student is registered.
<b>Internal Credit Transfer</b>		A module completed at this institution credited toward a qualification for which the student is registered.

## 2020 ACADEMIC TERMS AND ALMANAC

### TERMS

<b>1<sup>st</sup> Term</b>	Monday, 03 February – Thursday 19 March
<b>2<sup>nd</sup> Term</b>	Monday, 30 March – Friday 26 June
<b>3<sup>rd</sup> Term</b>	Monday, 20 July – Friday 18 September
<b>4<sup>th</sup> Term</b>	Monday, 28 September – Wednesday 9 December

### ALMANAC

<b>JANUARY</b>		
Wednesday	1	<b>NEW YEAR'S DAY</b>
Thursday	2	
Friday	3	
Saturday	4	
Sunday	5	
Monday	6	<ul style="list-style-type: none"> <li>• <b>UNIVERSITY OFFICES OPEN</b></li> </ul>
Tuesday	7	
Wednesday	8	
Thursday	9	
Friday	10	<ul style="list-style-type: none"> <li>• Online Registration (All Faculties)</li> <li>• <b>CLOSING DATE:</b> Applications for Readmission (2019 Academically Excluded Students)</li> </ul>
Saturday	11	
Sunday	12	
Monday	13	<ul style="list-style-type: none"> <li>• Internship of BSc Dietetics IV Students commences</li> <li>• Residences Open for BSc Dietetics IV Students</li> <li>• <b>Senate Discretionary Assessments (SDA's) Commences</b></li> </ul>
Tuesday	14	
Wednesday	15	<ul style="list-style-type: none"> <li>• <b>Senate Discretionary Assessments (SDA's) Ends</b></li> </ul>
Thursday	16	
Friday	17	<ul style="list-style-type: none"> <li>• Residences Open for: BOH II and III, BChD II, III, IV and V Students</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Executive Committee of Council (CEXco)</li> </ul>
Saturday	18	
Sunday	19	
Monday	20	<ul style="list-style-type: none"> <li>• <b>Assisted Registration: First Year Students</b> (Faculties of Community and Health Sciences and Economic and Management Sciences)</li> <li>• Academic and Clinical Activities Commences for BOH II and III, BChD II, III, IV and V Students</li> <li>• Official Opening of Residences for First Year Students</li> <li>• Senate Assessment Committee (SAC) [<i>Promotions and Completions</i>]</li> <li>• <b>CLOSING DATE:</b> Applications for Remarking of November/December 2019 Examination Scripts/Final Assessments</li> </ul>

Tuesday	21	<ul style="list-style-type: none"> <li>• <b>Assisted Registration: First Year Students</b> (Faculties of Community and Health Sciences and Economic and Management Sciences)</li> </ul>
Wednesday	22	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Tender Committee of Council (TC)</li> <li>• <b>Assisted Registration: First Year Students</b> (Faculties of Dentistry, Law and Education)</li> </ul>
Thursday	23	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li>• <b>Assisted Registration: First Year Students</b> (Faculties of Arts and Natural Sciences)</li> <li>• <b>Assisted Registration: Senior &amp; Postgraduate Students</b> (Faculties of Dentistry, EMS, Education and Law)</li> </ul>
Friday	24	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Executive Committee (SEC)</li> <li>• <b>Assisted Registration: First Year Students</b> (Faculties of Arts and Natural Sciences)</li> <li>• <b>Assisted Registration: Senior &amp; Postgraduate Students</b> (Faculties of EMS, Education and Law)</li> <li>• <b>CLOSING DATE:</b> Applications for Readmission (2019 Academically Excluded Students), after SDA</li> <li>• <b>CLOSING DATE:</b> Applications for Associate Student Status</li> </ul>
Saturday	25	
Sunday	26	
Monday	27	<ul style="list-style-type: none"> <li>• <b>Official Welcome by the Rector to New First Year, Undergraduate, Full-Time Students</b></li> <li>• <b>Student Orientation Programme Commences</b></li> <li>• <b>Assisted Registration: Senior &amp; Postgraduate Students</b> (Faculties of ARTS, EMS, CHS and Natural Sciences)</li> </ul>
Tuesday	28	<ul style="list-style-type: none"> <li>• <b>Assisted Registration: Senior &amp; Postgraduate Students</b> (Faculties of EMS, Arts, CHS and Natural Sciences)</li> <li>• Continuation of Student Orientation Programme</li> <li>• Staff Orientation</li> </ul>
Wednesday	29	<ul style="list-style-type: none"> <li>• Senate Assessment Committee (SAC) [<i>Promotions and Completions</i>]</li> <li>• Assisted Registration: Senior &amp; Postgraduate Students (Faculties of Arts, CHS and Natural Sciences)</li> <li>• Continuation of Student Orientation Programme</li> </ul>
Thursday	30	<ul style="list-style-type: none"> <li>• Executive Committee of Council (CEXco)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Membership Committee (CM)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Animal Research Ethics Committee (AREC)</li> <li>• <b>Assisted Registration: Senior &amp; Postgraduate Students</b> (Faculties of Natural Sciences)</li> <li>• Continuation of Student Orientation Programme</li> </ul>
Friday	31	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Biomedical Research Ethics Committee (BMREC)</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Institutional Forum (IF)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Higher Degrees Committee (SHD) <i>[Approval of Examiners reports for April Graduation]</i></li> <li>• Student Orientation Programme Ends</li> <li>• <b>Assisted Registration: All Faculties</b></li> <li>• Official Opening of Residences for Senior Students</li> </ul>
<b>FEBRUARY</b>		
Saturday	1	<ul style="list-style-type: none"> <li>• <b>Official Welcome by the Rector to New First Year Part -Time Students</b></li> <li>• <b>ORIENTATION and REGISTRATION of New First Year Part - Time Students</b></li> <li>• <b>Assisted Registration: All Faculties</b></li> <li>• <b>Registration Period Ends (Online and Assisted)</b></li> </ul>
Sunday	2	
Monday	3	<b>BEGINNING OF THE ACADEMIC YEAR / FIRST TERM and FIRST SEMESTER</b> <ul style="list-style-type: none"> <li>• Module Amendment Period Commences</li> <li>• Executive Management Committee (EMC)</li> <li>• ICT Portfolio Steering Committee</li> </ul>
Tuesday	4	<ul style="list-style-type: none"> <li>• Senate Executive Committee (SEC)</li> </ul>
Wednesday	5	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Scholarships and Fellowships Committee (SSFC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Student Development and Support Services Committee (SDSSC)</li> <li>• Tender Committee (TC)</li> </ul>
Thursday	6	<ul style="list-style-type: none"> <li>• Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Physical Resources Committee (SPRC)</li> </ul>
Friday	7	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Humanities and Social Science Research Ethics Committee (HSSREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate</li> <li>• Module Amendment Period Ends</li> <li>• <b>CLOSING DATE:</b> Applications for Recognition of External Credit Transfers for First Semester Registrations</li> <li>• <b>DUE DATE:</b> Creation of 1<sup>st</sup> Semester and Yearlong Module Assessment Schedules on MAS</li> </ul>
Saturday	8	
Sunday	9	
Monday	10	
Tuesday	11	<ul style="list-style-type: none"> <li>• Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>• Senate International Relations Committee (SIRC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Human Resources Committee of Council (HRC)</li> </ul>
Wednesday	12	<ul style="list-style-type: none"> <li>• Senate Higher Degrees Committee (SHD) <i>[Approval of Examiners Reports for April 2020 Graduation]</i></li> <li>• <b>DUE DATE:</b> Submission of Documentation for Finance Committee of Council (CF)</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Information, Communication and Technology Governance Committee (ICTGC)</li> </ul>
Thursday	13	<ul style="list-style-type: none"> <li>• Animal Research Ethics Committee (AREC)</li> <li>• Membership Committee (CM)</li> <li>• <b>Faculty Board:</b> Faculty of Community and Health Sciences</li> </ul>
Friday	14	<ul style="list-style-type: none"> <li>• Biomedical Research Ethics Committee (BMREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for CExco</li> </ul>
Saturday	15	
Sunday	16	
Monday	17	<ul style="list-style-type: none"> <li>• <b>SENATE (S)</b></li> <li>• Executive Management Committee (EMC)</li> </ul>
Tuesday	18	<ul style="list-style-type: none"> <li>• Institutional Forum (IF)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Library Committee (SL)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Research Committee (SR)</li> </ul>
Wednesday	19	<ul style="list-style-type: none"> <li>• Senate Scholarships and Fellowships Committee (SSFC)</li> </ul>
Thursday	20	<ul style="list-style-type: none"> <li>• Senate Physical Resources Committee (SPRC)</li> <li>• Student Development and Support Services Committee (SDSSC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Audit and Risk Committee of Council (CAR)</li> </ul>
Friday	21	<ul style="list-style-type: none"> <li>• Humanities and Social Science Research Ethics Committee (HSSREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Employment Equity Forum (EEF)</li> </ul>
Saturday	22	
Sunday	23	
Monday	24	<ul style="list-style-type: none"> <li>• Information, Communication and Technology Governance Committee (ICTGC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Higher Degrees Committee (SHD) [General]</li> </ul>
Tuesday	25	<ul style="list-style-type: none"> <li>• Human Resources Committee of Council (HRC)</li> <li>• <b>Faculty Board:</b> Faculty of Arts</li> <li>• <b>Faculty Board:</b> Faculty of Natural Sciences</li> </ul>
Wednesday	26	<ul style="list-style-type: none"> <li>• Senate Assessment Committee (SAC) [Senate Discretionary Assessments(SDA) Promotions and Completions]</li> </ul>
Thursday	27	<ul style="list-style-type: none"> <li>• Executive Committee of Council (CExco)</li> <li>• <b>Faculty Board:</b> Faculty of Economic and Management Sciences</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Animal Research Ethics Committee (AREC)</li> </ul>
Friday	28	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Biomedical Research Ethics Committee (BMREC)</li> <li>• <b>DUE DATE:</b> Senate Learning and Teaching Committee (SLTC)</li> </ul>
Saturday	29	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Accounts settled in full will be eligible for 5% discount</li> </ul>

MARCH		
Sunday	1	
Monday	2	<ul style="list-style-type: none"> <li>Executive Management Committee (EMC)</li> <li>Finance Committee of Council (CF)</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Executive Committee (SEC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Council (C)</li> <li><b>DUE DATE:</b> Termination of Studies for 100% rebate on tuition fees for 1<sup>st</sup>, 2<sup>nd</sup> semester and Year Modules</li> </ul>
Tuesday	3	<ul style="list-style-type: none"> <li>Senate Research Committee (SR)</li> <li>Senate Library Committee (SL)</li> <li><b>Faculty Board:</b> Faculty of Dentistry</li> </ul>
Wednesday	4	<ul style="list-style-type: none"> <li>Senate Higher Degrees Committee (SHD) [General]</li> </ul>
Thursday	5	<ul style="list-style-type: none"> <li>Audit and Risk Committee of Council (CAR)</li> <li><b>Faculty Board:</b> Faculty of Education</li> </ul>
Friday	6	<ul style="list-style-type: none"> <li><b>DUE DATE:</b> Submission of Documentation for Honorary Degrees Committee (HDC)</li> </ul>
Saturday	7	
Sunday	8	
Monday	9	<ul style="list-style-type: none"> <li>Senior Executive Management Committee</li> </ul>
Tuesday	10	<ul style="list-style-type: none"> <li>Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>Senior Executive Management Committee</li> <li><b>DUE DATE:</b> Submission of Documentation for Human Resources Committee of Council (HRC)</li> </ul>
Wednesday	11	<ul style="list-style-type: none"> <li>Employment Equity Forum (EEF)</li> <li>Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Assessment Committee (SAC) <i>External Moderators Reports and Integrity of November 2019 Assessments; Appointment of Moderators and Examiners; Reports on Special Assessments Rule A.5.2.7]</i></li> </ul>
Thursday	12	<ul style="list-style-type: none"> <li><b>Faculty Board:</b> Faculty of Law</li> <li>Animal Research Ethics Committee (AREC)</li> <li>Senate Learning and Teaching Committee (SLTC)</li> <li>Enquiry Management Forum (EMF)</li> </ul>
Friday	13	<ul style="list-style-type: none"> <li>Biomedical Research Ethics Committee (BMREC)</li> <li>Registrar's Administrative Forum (RAF)</li> <li><b>CLOSING DATE:</b> Applications for leave of absence for Master's and PhD Students</li> <li><b>CLOSING DATE:</b> Registration of Master's ( Research/Full Thesis) and PhD Students</li> <li><b>DUE DATE:</b> Submission of corrected thesis to Library for April 2020 Graduation</li> <li><b>DUE DATE:</b> Submission of Documentation for Humanities and Social Science Research Ethics Committee (HSSREC)</li> <li><b>DUE DATE:</b> Applications for leave of absence for Master's and PhD students</li> <li><b>DUE DATE:</b> Registration of Master's (Research /Full Thesis ) and PhD Students</li> </ul>



Saturday	14	
Sunday	15	
Monday	16	<ul style="list-style-type: none"> <li>Executive Management Committee (EMC)</li> </ul>
Tuesday	17	<ul style="list-style-type: none"> <li><b>DUE DATE:</b> Submission of Documentation for Safety, Health and Environmental Risk Committee (CSHER)</li> </ul>
Wednesday	18	
Thursday	19	<b>END OF FIRST TERM</b> <ul style="list-style-type: none"> <li>Records Management Coordinating Committee (RMCC)</li> <li>Senate Assessment Committee (SAC) [External Moderators Reports and Integrity of November 2019 Assessments; Appointment of Moderators and Examiners; Reports on Special Assessments Rule A.5.2.7]</li> </ul>
Friday	20	<ul style="list-style-type: none"> <li><b>DUE DATE:</b> Submission of Corrected thesis to Library for April Graduation</li> </ul>
Saturday	21	<b>HUMAN RIGHTS DAY</b>
Sunday	22	
Monday	23	<ul style="list-style-type: none"> <li>ICT Portfolio Steering Committee</li> </ul>
Tuesday	24	<ul style="list-style-type: none"> <li>Human Resources Committee of Council (HRC)</li> <li>Senate Executive Committee (SEC)</li> </ul>
Wednesday	25	<ul style="list-style-type: none"> <li>Wellness Day</li> </ul>
Thursday	26	<ul style="list-style-type: none"> <li><b>COUNCIL (C)</b></li> <li><b>DUE DATE:</b> Submission of Documentation for Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> </ul>
Friday	27	<ul style="list-style-type: none"> <li>Humanities and Social Science Research Ethics Committee (HSSREC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li><b>DUE DATE:</b> Submission of Intention to Submit by Student to Faculty for August 2020 Graduation</li> </ul>
Saturday	28	
Sunday	29	
Monday	30	<b>BEGINNING OF THE SECOND TERM</b> <ul style="list-style-type: none"> <li>Executive Management Committee (EMC)</li> </ul>
Tuesday	31	<ul style="list-style-type: none"> <li><b>GRADUATION</b></li> <li>Safety Health and Environmental Risk Committee (CSHER)</li> <li><b>DUE DATE:</b> Submission of Documentation for Animal Research Ethics Committee (AREC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Higher Degrees Committee (SHD) [General]</li> <li><b>DUE DATE:</b> Accounts settled in full will be eligible for 3% discount</li> </ul>
<b>APRIL</b>		
Wednesday	1	<ul style="list-style-type: none"> <li><b>GRADUATION</b></li> <li><b>DUE DATE:</b> Submission of Documentation for Biomedical Research Ethics Committee (BMREC)</li> </ul>
Thursday	2	<ul style="list-style-type: none"> <li><b>GRADUATION</b></li> <li><b>DUE DATE:</b> Submission of Documentation for Membership Committee of Council (CM)</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Academic Planning Committee (SAP) [Amendments to Existing</li> </ul>

		Programmes, New and Amended Modules, and General Rule Changes for 2021]
Friday	3	<ul style="list-style-type: none"> <li>• <b>GRADUATION</b></li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Executive Committee (SEC)</li> </ul>
Saturday	4	
Sunday	5	
Monday	6	<ul style="list-style-type: none"> <li>• <b>GRADUATION</b></li> </ul>
Tuesday	7	<ul style="list-style-type: none"> <li>• <b>GRADUATION</b></li> <li>• <b>DUE DATE:</b> Submission of Documentation for Honorary Degrees Committee (HDC)</li> <li>• <b>DUE DATE:</b> Termination of Studies for 75% rebate on tuition fees for 1<sup>st</sup>, 2<sup>nd</sup> semester and Year Modules</li> </ul>
Wednesday	8	<ul style="list-style-type: none"> <li>• <b>GRADUATION</b></li> <li>• <b>DUE DATE:</b> Humanities and Social Science Research Ethics Committee (HSSREC)</li> </ul>
Thursday	9	
Friday	10	<b>GOOD FRIDAY / PESACH</b>
Saturday	11	
Sunday	12	<b>EASTER</b>
Monday	13	<b>FAMILY DAY</b>
Tuesday	14	<ul style="list-style-type: none"> <li>• Executive Management Committee (EMC)</li> <li>• Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>• Senate International Relations Committee (SIRC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Human Resources Committee of Council (HRC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Student Development and Support Services Committee (SDSSC)</li> </ul>
Wednesday	15	<ul style="list-style-type: none"> <li>• Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> </ul>
Thursday	16	<ul style="list-style-type: none"> <li>• Senate Academic Planning Committee (SAP) [Amendments to Existing Programmes, New and Amended Modules, and General Rule Changes for 2021]</li> <li>• Animal Research Ethics Committee (AREC)</li> <li>• Archives and Records Management Committee (ARMC)</li> <li>• Senate Higher Degrees Committee (SHD) General</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Physical Resources Committee (SPRC)</li> </ul>
Friday	17	<ul style="list-style-type: none"> <li>• Biomedical Research Ethics Committee (BMREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for CExco (CExco)</li> </ul>
Saturday	18	
Sunday	19	
Monday	20	
Tuesday	21	<ul style="list-style-type: none"> <li>• Senate Executive Committee (SEC)</li> </ul>
Wednesday	22	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Tender Committee of Council (TC)</li> </ul>
Thursday	23	<ul style="list-style-type: none"> <li>• Membership Committee (CM)</li> </ul>
Friday	24	<ul style="list-style-type: none"> <li>• Humanities and Social Science Research Ethics Committee (HSSREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Higher Degrees Committee (SHD) [Intention to submit]</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Executive Committee (SEC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Employment Equity Forum (EEF)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> </ul>
Saturday	25	
Sunday	26	
Monday	27	<b>PUBLIC HOLIDAY</b>
Tuesday	28	<ul style="list-style-type: none"> <li>• Executive Management Committee (EMC)</li> <li>• <b>Faculty Board:</b> Faculty of Arts</li> </ul>
Wednesday	29	<ul style="list-style-type: none"> <li>• Human Resources Committee of Council (HRC)</li> <li>• Student Development and Support Services Committee (SDSSC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Animal Research Ethics Committee (AREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Information, Communication and Technology Governance Committee (ICTGC)</li> </ul>
Thursday	30	<ul style="list-style-type: none"> <li>• Executive Committee of Council (CEXco)</li> <li>• Faculty Board: Faculty of Economic and Management Sciences</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Biomedical Research Ethics Committee (BMREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Institutional Forum (IF)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>• <b>DUE DATE:</b> Accounts settled in full will be eligible for 2% discount</li> </ul>
<b>MAY</b>		
Friday	1	<b>WORKERS' DAY</b>
Saturday	2	
Sunday	3	
Monday	4	<ul style="list-style-type: none"> <li>• Senate Higher Degrees Committee (SHD) <i>[Intention to Submit]</i></li> </ul>
Tuesday	5	<ul style="list-style-type: none"> <li>• Honorary Degrees Committee (HDC)</li> </ul>
Wednesday	6	<ul style="list-style-type: none"> <li>• Tender Committee of Council (TC)</li> <li>• <b>Faculty Board:</b> Faculty of Dentistry</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Library Committee (SL)</li> </ul>
Thursday	7	<ul style="list-style-type: none"> <li>• Senate Physical Resources Committee (SPRC)</li> <li>• Employment Equity Forum (EEF)</li> </ul>
Friday	8	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate (S)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Board of Trustees (BoT)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Humanities and Social Science Research Ethics Committee (HSSREC)</li> </ul>
Saturday	9	• <b>OPEN DAY</b>
Sunday	10	
Monday	11	<ul style="list-style-type: none"> <li>• Executive Management Committee (EMC)</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Thesis for examination for August 2020 graduation</li> </ul>
Tuesday	12	<ul style="list-style-type: none"> <li>• Senate Executive Committee (SEC)</li> <li>• <b>Faculty Board:</b> Faculty of Law</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Human Resources Committee of Council (HRC)</li> </ul>
Wednesday	13	<ul style="list-style-type: none"> <li>• Information, Communication and Technology Governance Committee (ICTGC)</li> <li>• Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li>• <b>DUE DATE:</b> Senate Scholarships and Fellowships Committee (SSFC)</li> </ul>
Thursday	14	<ul style="list-style-type: none"> <li>• Animal Research Ethics Committee (AREC)</li> <li>• <b>Faculty Board:</b> Faculty of Community and Health Sciences</li> <li>• Enquiry Management Forum (EMF)</li> <li>• <b>DUE DATE:</b> Submission of Thesis for Examination for August Graduation</li> </ul>
Friday	15	<ul style="list-style-type: none"> <li>• Biomedical Research Ethics Committee (BMREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for CExco</li> <li>• Announcement of Coursework Marks</li> </ul>
Saturday	16	• <b>Study Period Commences</b>
Sunday	17	
Monday	18	
Tuesday	19	<ul style="list-style-type: none"> <li>• <b>Study Period Ends</b></li> <li>• Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>• <b>Faculty Board:</b> Faculty of Natural Sciences</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Academic Planning (SAP)</li> </ul>
Wednesday	20	<ul style="list-style-type: none"> <li>• <b>Final Assessment Commences</b></li> <li>• Senate Library Committee (SL)</li> <li>• Records Management Coordinating Committee (RMCC)</li> <li>• <b>DUE DATE:</b> Senate Learning and Teaching Committee (SLTC)</li> </ul>
Thursday	21	<ul style="list-style-type: none"> <li>• Institutional Forum (IF)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Finance Committee of Council (CF)</li> <li>• <b>DUE DATE:</b> Documentation for Audit and Risk Committee of Council (CAR)</li> <li>• <b>Faculty Board:</b> Faculty of Education</li> </ul>
Friday	22	<ul style="list-style-type: none"> <li>• Humanities and Social Science Research Ethics Committee (HSSREC)</li> </ul>
Saturday	23	
Sunday	24	EID UL FITR
Monday	25	<ul style="list-style-type: none"> <li>• Executive Management Committee (EMC)</li> <li>• Board of Trustees (BoT)</li> <li>• <b>DUE DATE:</b> Submission of documentation for CONVOCATION AGM</li> </ul>
Tuesday	26	<ul style="list-style-type: none"> <li>• <b>SENATE (S)</b></li> <li>• Human Resources Committee (HRC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Professorial Appointments and Promotions Committee (FPAPC)</li> </ul>
Wednesday	27	

Thursday	28	<ul style="list-style-type: none"> <li>Executive Committee of Council (CEXco)</li> <li><b>DUE DATE:</b> Animal Research Ethics Committee (AREC)</li> </ul>
Friday	29	<ul style="list-style-type: none"> <li><b>DUE DATE:</b> Biomedical Research Ethics Committee (BMREC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Council (C)</li> </ul>
Saturday	30	
Sunday	31	
<b>JUNE</b>		
Monday	1	<ul style="list-style-type: none"> <li><b>DUE DATE:</b> Submission of Documentation for Joint Appointments and Promotions Committee of Senate and Council (SA)</li> </ul>
Tuesday	2	<ul style="list-style-type: none"> <li>Senate Academic Planning (SAP)</li> </ul>
Wednesday	3	<ul style="list-style-type: none"> <li>Senate Learning and Teaching Committee (SLTC)</li> <li>Senate Scholarships and Fellowships Committee (SSFC)</li> </ul>
Thursday	4	<ul style="list-style-type: none"> <li>Joint Finance Committee of Council (CF)</li> <li>Audit and Risk Committee of Council (CAR)</li> </ul>
Friday	5	<ul style="list-style-type: none"> <li><b>DUE DATE:</b> Submission of Documentation for Senate Executive Committee (SEC)</li> </ul>
Saturday	6	
Sunday	7	
Monday	8	<ul style="list-style-type: none"> <li>Executive Management Committee (EMC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Higher Degrees Committee (SHD) [<i>Approval of Examiners reports for August Graduation</i>]</li> </ul>
Tuesday	9	<ul style="list-style-type: none"> <li>Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Higher Degrees Committee (SHD) [<i>A/IMS</i>]</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Research Committee (SR)</li> </ul>
Wednesday	10	<ul style="list-style-type: none"> <li><b>End of Final Assessments</b></li> <li>Senior Executive Management Committee</li> <li><b>DUE DATE:</b> Safety, Health and Environmental Risk Committee (CSHER)</li> <li><b>DUE DATE:</b> Biomedical Research Ethics Committee (BMREC)</li> </ul>
Thursday	11	<ul style="list-style-type: none"> <li><b>Study Period for Re-Assessment Commence</b></li> <li>Senior Executive Management Committee</li> <li>Animal Research Ethics Committee (AREC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Humanities and Social Science Research Ethics Committee (HSSREC)</li> </ul>
Friday	12	<ul style="list-style-type: none"> <li>Senate Higher Degrees Committee (SHD) [<i>A/IMS</i>]</li> <li>Biomedical Research Ethics Committee (BMREC)</li> <li>Registrar's Administrative Forum (RAF)</li> </ul>
Saturday	13	<b>CONVOCATION AGM</b>
Sunday	14	
Monday	15	
Tuesday	16	<b>YOUTH DAY</b> <ul style="list-style-type: none"> <li><b>Study Period for Re-Assessment Ends</b></li> </ul>
Wednesday	17	<ul style="list-style-type: none"> <li><b>Re- Assessment Commence</b></li> <li>Senate Higher Degrees Committee (SHD)</li> <li>Archives and Records Management Committee (ARMC)</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Human Resources Committee of Council (HRC)</li> </ul>
Thursday	18	<ul style="list-style-type: none"> <li>• Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>• <b>AIMS GRADUATION</b></li> </ul>
Friday	19	
Saturday	20	
Sunday	21	
Monday	22	<ul style="list-style-type: none"> <li>• Executive Management Committee (EMC)</li> <li>• ICT Portfolio Steering Committee</li> </ul>
Tuesday	23	<ul style="list-style-type: none"> <li>• Senate Executive Committee (SEC)</li> </ul>
Wednesday	24	<ul style="list-style-type: none"> <li>• Senate Research Committee (SR)</li> <li>• Safety, Health and Environmental Risk Committee (CSHER)</li> </ul>
Thursday	25	<ul style="list-style-type: none"> <li>• <b>COUNCIL (C)</b></li> </ul>
Friday	26	<b>END OF SECOND TERM / FIRST SEMESTER</b> <ul style="list-style-type: none"> <li>• <b>Re- Assessment Ends</b></li> <li>• Residences Close for Winter Vacation</li> <li>• <b>CLOSING DATE:</b> Applications for Admission to 2020 Second Semester Postgraduate Programmes</li> <li>• Humanities and Social Science Research Ethics Committee (HSSREC)</li> </ul>
Saturday	27	
Sunday	28	
Monday	29	
Tuesday	30	<ul style="list-style-type: none"> <li>• Human Resources Committee of Council (HRC)</li> </ul>
<b>JULY</b>		
Wednesday	1	
Thursday	2	
Friday	3	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> </ul>
Saturday	4	
Sunday	5	
Monday	6	
Tuesday	7	<ul style="list-style-type: none"> <li>• Senate Assessment Committee (SAC) Completions for August Graduation</li> </ul>
Wednesday	8	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Information, Communication and Technology Governance Committee (ICTGC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Academic Planning Committee (SAP)</li> </ul>
Thursday	9	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Membership Committee of Council (CM)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Animal Research Ethics Committee (AREC)</li> </ul>
Friday	10	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Executive Committee (SEC)</li> <li>• Release of Mid-Year Results – (University Website)</li> </ul>
Saturday	11	

Sunday	12	
Monday	13	Second Semester Registration Commences
Tuesday	14	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Human Resources Committee of Council (HRC)</li> </ul>
Wednesday	15	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Tender Committee of Council (TC)</li> </ul>
Thursday	16	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Humanities and Social Science Research Ethics Committee (HSSREC)</li> <li>• Enquiry Management Forum (EMF)</li> </ul>
Friday	17	<ul style="list-style-type: none"> <li>• Official Opening of Residences for 2<sup>nd</sup> Semester</li> <li>• Second Semester Registration Ends</li> <li>• <b>CLOSING DATE:</b> Applications for Remarking of May/June 2020 Examination Scripts/Final Assessments</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Institutional Forum (IF)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for CExco</li> </ul>
Saturday	18	
Sunday	19	
Monday	20	<b>BEGINNING OF SECOND SEMESTER AND THIRD TERM</b> <ul style="list-style-type: none"> <li>• Executive Management Committee (EMC)</li> <li>• Second Semester Module Amendments Commences</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Higher Degrees (SHD) [<i>Approval of Examiners Reports for August Graduation</i>]</li> </ul>
Tuesday	21	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Scholarships and Fellowships Committee (SSFC)</li> <li>• Joint Appointments and Promotions Committee of Senate and Council (SA)</li> </ul>
Wednesday	22	<ul style="list-style-type: none"> <li>• Membership Committee of Council (CM)</li> <li>• Senate Academic Planning Committee (SAP)</li> <li>• Information, Communication and Technology Governance Committee (ICTGC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Physical Resources Committee (SPRC)</li> </ul>
Thursday	23	<ul style="list-style-type: none"> <li>• <b>Senate Discretionary Assessments Commence</b></li> <li>• Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li>• Animal Research Ethics Committee (AREC)</li> </ul>
Friday	24	<ul style="list-style-type: none"> <li>• <b>Senate Discretionary Assessments Ends</b></li> <li>• Biomedical Research Ethics Committee (BMREC)</li> <li>• Second Semester Module Amendments Ends</li> <li>• <b>CLOSING DATE:</b> Applications for Recognition of External Credit Transfers for Second Semester Registrations</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate (S)</li> </ul>
Saturday	25	
Sunday	26	
Monday	27	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Senior Professor Status Applications at Faculty Level</li> </ul>
Tuesday	28	<ul style="list-style-type: none"> <li>• Senate Executive Committee (SEC)</li> <li>• Senate International Relations Committee (SIRC)</li> <li>• Human Resources Committee of Council (HRC)</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Library Committee (SL)</li> <li>• <b>DUE DATE:</b> Termination of Studies for 50% rebate on tuition fees for 1<sup>st</sup>, 2<sup>nd</sup> semester and Year Modules</li> </ul>
Wednesday	29	<ul style="list-style-type: none"> <li>• Senate Higher Degrees Committee (SHD) [<i>Approval of Examiners Reports for August Graduation</i>]</li> <li>• Tender Committee (TC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> </ul>
Thursday	30	<ul style="list-style-type: none"> <li>• Executive Committee of Council (CEXco)</li> <li>• Humanities and Social Science Research Ethics Committee (HSSREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Finance Committee of Council (CF)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Student Development and Support Services Committee (SDSSC)</li> </ul>
Friday	31	<ul style="list-style-type: none"> <li>• Eid ul Adha</li> <li>• <b>Senate Assessment Committee (SAC)</b> [SDA's and Completions]</li> <li>• <b>DUE DATE:</b> CREATION OF 2<sup>ND</sup> SEMESTER ASSESSMENT SCHEDULES ON MAS</li> </ul>
<b>AUGUST</b>		
Saturday	1	
Sunday	2	
Monday	3	<ul style="list-style-type: none"> <li>• Executive Management Committee (EMC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Employment Equity Forum (EEF)</li> </ul>
Tuesday	4	<ul style="list-style-type: none"> <li>• Institutional Forum (IF)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Executive Committee (SEC)</li> </ul>
Wednesday	5	<ul style="list-style-type: none"> <li>• Senior Executive Management Committee</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Safety, Health and Environmental Risk Committee of Council (CSHER)</li> </ul>
Thursday	6	<ul style="list-style-type: none"> <li>• Senate Physical Resources Committee (SPRC)</li> <li>• Senate Scholarships and Fellowships Committee (SSFC)</li> <li>• <b>Faculty Board:</b> Faculty of Dentistry</li> <li>• <b>Faculty Board:</b> Faculty of Education</li> <li>• <b>Faculty Board:</b> Faculty of Law</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Audit and Risk Committee of Council (CAR)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Animal Research Ethics Committee (AREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Academic Planning Committee (SAP)</li> </ul>
Friday	7	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Biomedical Research Ethics Committee (BMREC)</li> <li>• <b>DUE DATE:</b> Submission of corrected Thesis to Library for August 2020 Graduation</li> </ul>



Saturday	8	
Sunday	9	<b>NATIONAL WOMEN'S DAY</b>
Monday	10	<b>PUBLIC HOLIDAY</b>
Tuesday	11	<ul style="list-style-type: none"> <li>• Senate Library Committee (SL)</li> <li>• <b>Faculty Board:</b> Faculty of Arts</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Human Resources Committee of Council (HRC)</li> </ul>
Wednesday	12	<ul style="list-style-type: none"> <li>• <b>Senate (S)</b></li> </ul>
Thursday	13	<ul style="list-style-type: none"> <li>• Student Development and Support Services Committee (SDSSC)</li> <li>• <b>Faculty Board:</b> Faculty of Economic and Management Sciences</li> <li>• <b>Faculty Board:</b> Faculty of Community and Health Sciences</li> <li>• Finance Committee of Council (CF)</li> <li>• Records Management Coordinating Committee (RMCC)</li> </ul>
Friday	14	<ul style="list-style-type: none"> <li>• Registrar's Administrative Forum (RAF)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Humanities and Social Science Research Ethics Committee (HSSREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for CExco</li> </ul>
Saturday	15	
Sunday	16	
Monday	17	<ul style="list-style-type: none"> <li>• Executive Management Committee (EMC)</li> </ul>
Tuesday	18	<ul style="list-style-type: none"> <li>• Employment Equity Forum (EEF)</li> <li>• Audit and Risk Committee of Council (CAR)</li> <li>• Joint Appointments and Promotions Committee of Senate and Council (SA)</li> </ul>
Wednesday	19	<ul style="list-style-type: none"> <li>• Safety, Health and Environmental Risk Committee of Council (CSHER)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Assessment Committee (SAC) [<i>External Moderators Reports June 2019; Reports on Special Assessments Rule A.5.2.7</i>]</li> <li>• Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> </ul>
Thursday	20	<ul style="list-style-type: none"> <li>• Senate Academic Planning Committee (SAP)</li> <li>• Animal Research Ethics Committee (AREC)</li> <li>• <b>Faculty Board:</b> Faculty of Natural Sciences</li> </ul>
Friday	21	<ul style="list-style-type: none"> <li>• Biomedical Research Ethics Committee (BMREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Council (C)</li> </ul>
Saturday	22	
Sunday	23	
Monday	24	<ul style="list-style-type: none"> <li>• <b>GRADUATION</b></li> </ul>
Tuesday	25	<ul style="list-style-type: none"> <li>• <b>GRADUATION</b></li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Research Committee (SR)</li> </ul>
Wednesday	26	<ul style="list-style-type: none"> <li>• Senate Executive Committee (SEC)</li> <li>• Human Resources Committee of Council (HRC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Learning and Teaching Committee (SLTC)</li> </ul>
Thursday	27	<ul style="list-style-type: none"> <li>• Executive Committee of Council (CExco)</li> <li>• ICT Portfolio Steering Committee</li> </ul>

Friday	28	<ul style="list-style-type: none"> <li>Humanities and Social Science Research Ethics Committee (HSSREC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Joint Appointments and Promotions Committee of Senate and Council (SA)</li> </ul>
Saturday	29	
Sunday	30	
Monday	31	<ul style="list-style-type: none"> <li>Executive Management Committee (EMC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Academic Planning Committee (SAP) [<i>Submission of New Programmes and Changes to Admission Rules for 2022</i>]</li> </ul>
<b>SEPTEMBER</b>		
Tuesday	1	
Wednesday	2	
Thursday	3	<ul style="list-style-type: none"> <li><b>DUE DATE:</b> Submission of Documentation for Animal Research Ethics Committee (AREC)</li> </ul>
Friday	4	<ul style="list-style-type: none"> <li><b>DUE DATE:</b> Submission of Documentation for Biomedical Research Ethics Committee (BMREC)</li> <li><b>DUE DATE:</b> Submission of Intention to Submit by Student to Faculty for April 2021 Graduation</li> </ul>
Saturday	5	
Sunday	6	
Monday	7	<ul style="list-style-type: none"> <li><b>DUE DATE:</b> Submission of Documentation for Senate Higher Degrees Committee (SHD) [<i>General</i>]</li> </ul>
Tuesday	8	
Wednesday	9	<ul style="list-style-type: none"> <li>Senate Learning and Teaching Committee (SLTC)</li> <li>Senate Research Committee (SR)</li> </ul>
Thursday	10	<ul style="list-style-type: none"> <li>Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li>Senate Assessment Committee (SAC) [<i>External Moderators Reports June 2020; Reports on Special Assessments Rule A.5.2.7</i>]</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Executive Committee (SEC)</li> </ul>
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	<ul style="list-style-type: none"> <li>Executive Management Committee (EMC)</li> <li>Senate Academic Planning Committee (SAP) [<i>Submission of New Programmes and Changes to Admission Rules for 2022</i>]</li> </ul>
Tuesday	15	<ul style="list-style-type: none"> <li>Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>Enquiry Management Forum (EMF)</li> <li><b>DUE DATE:</b> Submission of Documentation for Human Resources Committee of Council (HRC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Humanities and Social Science Research Ethics Committee (HSSREC)</li> </ul>
Wednesday	16	<ul style="list-style-type: none"> <li>Senate Higher Degrees Committee (SHD) [<i>General</i>]</li> <li>Council Strategic Session</li> </ul>
Thursday	17	<ul style="list-style-type: none"> <li>Animal Research Ethics Committee (AREC)</li> <li><b>COUNCIL (C)</b></li> </ul>

		<ul style="list-style-type: none"> <li>Archives and Records Management Committee (ARMC)</li> <li><b>DUE DATE:</b> Submission of Documentation Information, Communication and Technology Governance Committee (ICTGC)</li> </ul>
Friday	18	<ul style="list-style-type: none"> <li><b>END OF THIRD TERM</b></li> <li>Biomedical Research Ethics Committee (BMREC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Board of Trustees (BoT)</li> </ul>
Saturday	19	
Sunday	20	
Monday	21	
Tuesday	22	<ul style="list-style-type: none"> <li>Senate Academic Planning Committee (SAP)</li> </ul>
Wednesday	23	
Thursday	24	<b>HERITAGE DAY</b>
Friday	25	
Saturday	26	
Sunday	27	
Monday	28	<b>BEGINNING OF FOURTH TERM</b> <b>YOM KIPPUR</b> <ul style="list-style-type: none"> <li>Executive Management Meeting (EMC)</li> <li>Senior Professor Status Committee of Council (SENIOR PROFS)</li> </ul>
Tuesday	29	<ul style="list-style-type: none"> <li>Senate Executive Committee (SEC)</li> <li>Human Resources Committee of Council (HRC)</li> </ul>
Wednesday	30	<ul style="list-style-type: none"> <li>Humanities and Social Science Research Ethics Committee (HSSREC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Executive Committee (SEC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Tender Committee of Council (TC)</li> </ul>
<b>OCTOBER</b>		
Thursday	1	<ul style="list-style-type: none"> <li>Information, Communication and Technology Governance Committee (ICTGC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Membership Committee of Council (CM)</li> </ul>
Friday	2	<ul style="list-style-type: none"> <li><b>DUE DATE:</b> Submission of Documentation for Joint Appointments Committee of Senate and Council (SA)</li> <li><b>DUE DATE:</b> Submission of Documentation for Student Development and Support Services Committee (SDSSC)</li> </ul>
Saturday	3	
Sunday	4	
Monday	5	<ul style="list-style-type: none"> <li>Board of Trustees (BoT)</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Higher Degrees Committee (SHD) <i>[Intention to Submit]</i></li> </ul>
Tuesday	6	<ul style="list-style-type: none"> <li>Senate International Relations Committee (SIRC)</li> <li><b>Faculty Board:</b> Faculty of Arts</li> </ul>
Wednesday	7	<ul style="list-style-type: none"> <li><b>Senior Management: Annual Planning &amp; Budgets</b></li> </ul>
Thursday	8	<ul style="list-style-type: none"> <li><b>Senior Management: Annual Planning &amp; Budgets</b></li> <li><b>DUE DATE:</b> Submission of Documentation for Audit and Risk Committee of Council (CAR)</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Animal Research Ethics Committee (AREC)</li> </ul>
Friday	9	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Biomedical Research Ethics Committee (BMREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Institutional Forum (IF)</li> </ul>
Saturday	10	
Sunday	11	
Monday	12	<ul style="list-style-type: none"> <li>• Executive Management Committee (EMC)</li> </ul>
Tuesday	13	<ul style="list-style-type: none"> <li>• Senate Executive Committee (SEC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Human Resources Committee of Council (HRC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Academic Planning Committee (SAP)</li> </ul>
Wednesday	14	<ul style="list-style-type: none"> <li>• Tender Committee of Council (TC)</li> <li>• Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> </ul>
Thursday	15	<ul style="list-style-type: none"> <li>• Senate Higher Degrees Committee (SHD) <i>[Intention to Submit]</i></li> <li>• Membership Committee of Council (CM)</li> <li>• <b>Faculty Board:</b> Faculty of Community and Health Sciences</li> </ul>
Friday	16	<ul style="list-style-type: none"> <li>• Registrar's Administrative Forum (RAF)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate (S)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Physical Resources Committee (SPRC)</li> <li>• <b>DUE DATE:</b> Submission of Progress Reports by Students</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Humanities and Social Science Research Ethics Committee (HSSREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for CExco</li> </ul>
Saturday	17	
Sunday	18	
Monday	19	
Tuesday	20	<ul style="list-style-type: none"> <li>• Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Safety, Health and Environmental Risk Committee of Council (CSHER)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Finance Committee of Council (CF)</li> </ul>
Wednesday	21	<ul style="list-style-type: none"> <li>• Student Development and Support Committee (SDSSC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Scholarships and Fellowships Committee (SSFC)</li> </ul>
Thursday	22	<ul style="list-style-type: none"> <li>• Audit and Risk Committee of Council (CAR)</li> <li>• Animal Research Ethics Committee (AREC)</li> <li>• Records Management Coordinating Committee (RMCC)</li> </ul>
Friday	23	<ul style="list-style-type: none"> <li>• Biomedical Research Ethics Committee (BMREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Learning and Teaching Committee (SLTC)</li> </ul>
Saturday	24	
Sunday	25	
Monday	26	<ul style="list-style-type: none"> <li>• Executive Management Committee (EMC)</li> </ul>
Tuesday	27	<ul style="list-style-type: none"> <li>• Human Resources Committee of Council (HRC)</li> </ul>

		<ul style="list-style-type: none"> <li>• Institutional Forum (IF)</li> <li>• Senate Academic Planning (SAP)</li> <li>• Announcement of Coursework Marks</li> </ul>
Wednesday	28	<ul style="list-style-type: none"> <li>• <b>Study Period Commences</b></li> <li>• Senior Professor Status Committee of Council (SENIOR PROFS)</li> <li>• <b>Faculty Board:</b> Faculty of Law</li> </ul>
Thursday	29	<ul style="list-style-type: none"> <li>• Executive Committee of Council (CEXco)</li> <li>• <b>Faculty Board:</b> Faculty of Economic and Management Sciences</li> <li>• <b>Faculty Board:</b> Faculty of Natural Sciences</li> </ul>
Friday	30	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Joint Appointments and Promotions Committee of Senate and Council (SA)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Council (C)</li> <li>• Humanities and Social Science Research Ethics Committee (HSSREC)</li> </ul>
Saturday	31	
<b>NOVEMBER</b>		
Sunday	1	<b>Study Period Ends</b>
Monday	2	<ul style="list-style-type: none"> <li>• <b>Final Assessment Commences</b></li> <li>• <b>Faculty Board:</b> Faculty of Dentistry</li> </ul>
Tuesday	3	<ul style="list-style-type: none"> <li>• Finance Committee of Council (CF)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Library Committee (SL)</li> </ul>
Wednesday	4	<ul style="list-style-type: none"> <li>• Safety, Health and Environmental Risk Committee (CSHER)</li> <li>• Senate Learning and Teaching Committee (SLTC)</li> </ul>
Thursday	5	<ul style="list-style-type: none"> <li>• <b>SENATE (S)</b></li> <li>• <b>Faculty Board:</b> Faculty of Education</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Animal Research Ethics Committee (AREC)</li> </ul>
Friday	6	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Biomedical Research Ethics Committee (BMREC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Employment Equity Forum (EEF)</li> <li>• <b>DUE DATE:</b> Submission of Thesis for examination for April 2021 Graduation</li> </ul>
Saturday	7	
Sunday	8	
Monday	9	<ul style="list-style-type: none"> <li>• Executive Management Committee (EMC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Senate Higher Degrees Committee (SHD) <i>[Progress Reports]</i></li> </ul>
Tuesday	10	<ul style="list-style-type: none"> <li>• Senate Physical Resources Committee (SPRC)</li> <li>• Senate Scholarships and Fellowships Committee (SSFC)</li> <li>• <b>DUE DATE:</b> Submission of Documentation for Human Resources Committee of Council (HRC)</li> </ul>
Wednesday	11	<ul style="list-style-type: none"> <li>• Senior Executive Management Committee</li> </ul>
Thursday	12	<ul style="list-style-type: none"> <li>• Faculty Professorial Appointments and Promotions Committee (FPAPC)</li> <li>• Enquiry Management Forum (EMF)</li> </ul>
Friday	13	<ul style="list-style-type: none"> <li>• <b>DUE DATE:</b> Submission of Documentation for Humanities and Social Science Research Ethics Committee (HSSREC)</li> </ul>

Saturday	14	<b>DEEPAWALI (DIWALI)</b>
Sunday	15	
Monday	16	
Tuesday	17	<ul style="list-style-type: none"> <li>Senate Library Committee (SL)</li> <li>Joint Appointments and Promotions Committee of Senate and Council (SA) [<i>Ad Personam</i>]</li> </ul>
Wednesday	18	<ul style="list-style-type: none"> <li>Senate Higher Degrees Committee (SHD) [<i>Progress Reports</i>]</li> </ul>
Thursday	19	<ul style="list-style-type: none"> <li>Archives and Records Management Committee (ARMC)</li> <li>Animal Research Ethics Committee (AREC)</li> </ul>
Friday	20	<ul style="list-style-type: none"> <li>Biomedical Research Ethics Committee (BMREC)</li> <li><b>DUE DATE:</b> Submission of Documentation for Senate Research Committee (SR)</li> </ul>
Saturday	21	
Sunday	22	
Monday	23	<ul style="list-style-type: none"> <li>Executive Management Committee (EMC)</li> </ul>
Tuesday	24	<ul style="list-style-type: none"> <li>Human Resources Committee of Council (HRC)</li> <li><b>DUE DATE:</b> Submission of corrected thesis to Library for December 2020 Graduation</li> </ul>
Wednesday	25	<ul style="list-style-type: none"> <li><b>End of Final Assessment</b></li> <li>Employment Equity Forum (EEF)</li> </ul>
Thursday	26	<ul style="list-style-type: none"> <li><b>Study Period for Re-Assessment Commences</b></li> <li><b>COUNCIL (C)</b></li> </ul>
Friday	27	<ul style="list-style-type: none"> <li>Humanities and Social Science Research Ethics Committee (HSSREC)</li> </ul>
Saturday	28	
Sunday	29	<ul style="list-style-type: none"> <li><b>Study Period for Re-Assessment Ends</b></li> </ul>
Monday	30	<ul style="list-style-type: none"> <li><b>Re-Assessment Commences</b></li> </ul>
<b>DECEMBER</b>		
Tuesday	1	
Wednesday	2	<ul style="list-style-type: none"> <li>Senate Assessment Committee (SAC) [<i>Completions for December 2020 Graduation</i>]</li> </ul>
Thursday	3	
Friday	4	<ul style="list-style-type: none"> <li>Senate Research Committee (SR)</li> </ul>
Saturday	5	
Sunday	6	
Monday	7	<ul style="list-style-type: none"> <li>Executive Management Committee (EMC)</li> </ul>
Tuesday	8	
Wednesday	9	<b>END OF THE FOURTH TERM and SECOND SEMESTER</b> <ul style="list-style-type: none"> <li><b>Re-Assessment Ends</b></li> </ul>
Thursday	10	<ul style="list-style-type: none"> <li>Residences Close for the Second Semester</li> </ul>
Friday	11	<ul style="list-style-type: none"> <li><b>GRADUATION</b></li> </ul>
Saturday	12	
Sunday	13	
Monday	14	
Tuesday	15	
Wednesday	16	<b>DAY OF RECONCILIATION</b>
Thursday	17	<ul style="list-style-type: none"> <li>Senate Assessment Committee (SAC) [<i>Promotions and Completions for April 2021 Graduation</i>]</li> </ul>
Friday	18	<ul style="list-style-type: none"> <li>Senate Assessment Committee (SAC) [<i>Promotions and Completions for April 2021 Graduation</i>]</li> </ul>

Saturday	19	
Sunday	20	
Monday	21	• Release of Final Results (University Website)
Tuesday	22	
Wednesday	23	• <b>UNIVERSITY OFFICES CLOSES</b>
Thursday	24	
Friday	25	<b>CHRISTMAS DAY</b>
Saturday	26	<b>DAY OF GOODWILL</b>
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Thursday	31	

**\*University re-opens on Monday 04 January 2021**

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