

CHAPTER 1

IMPORTANT INFORMATION ON DOCUMENTS, RULES AND REGULATIONS FOR STUDENTS

2.5.1 DEFINITIONS AND ABBREVIATIONS

- “CUT” Central University of Technology, Free State
“IRC” Institutional Regulatory Code

2.5.2 PURPOSE OF REGULATIONS

The purpose of these regulations is to provide registered students at CUT with guidelines regarding important informational and regulatory documents applicable to them, as well as directions on where to obtain such documents.

All students must ensure that they are familiar with, and that they understand, the contents of these regulations, as well as all other relevant documents mentioned herein, and must ensure compliance with all student-related rules, policies, procedures, etc.

2.5.3 REGULATIONS

- 2.5.3.1 All students at CUT are subject to the University rules, policies, procedures and regulations as promulgated by the CUT Council, or delegate of Council, or other competent authority, in accordance with the *Higher Education Act (Act 101 of 1997)*, hereinafter referred to as “the Act”.
- 2.5.3.2 Every student must be familiar with the provisions of the Act, as well as all CUT regulations, rules, policies and procedures, as amended from time to time.
- 2.5.3.3 No student may violate any provision of the Act, nor any CUT regulation, rule, policy or procedure, as amended from time to time.
- 2.5.3.4 No student may violate the common law or any other law.
- 2.5.3.5 Rules, regulations, policies and procedures applicable to students are available from the IRC and Compliance Unit, Room 107, ZR Mahabane Building, X3624, or the CUT intranet.

2.5.4 RELATED DOCUMENTS

- (a) IRC Governance Portal – Higher Education Act (Act No. 101 of 1997), as amended; and
(b) CUT Promotion of Access to Information Manual

Enquiries regarding regulatory issues/documents (rules, policies, etc. related to students) can be directed telephonically, in person or in writing (e.g. via e-mail) to the IRC and Compliance Unit, X3624, Room 107, ZR Mahabane Building.

2.5.5 COMPLIANCE OFFICER

The Registrar is the appointed Compliance Officer for these regulations, and is therefore accountable for the contents and implementation thereof, as well as for monitoring compliance therewith.

2.5.6 RESPONSIBLE OFFICER(S)

The Executive Manager in charge of Student Services is responsible for the implementation of these regulations.

CHAPTER 2

GENERAL ADMINISTRATIVE RULES FOR STUDENTS

1. PURPOSE/SCOPE OF REGULATIONS

1.1 Purpose

The purpose of these regulations is to provide registered students at CUT with general administrative responsibilities with which they must comply.

1.2 Scope

These regulations are applicable to all registered students at CUT, as well as all staff members of Academic Administration, Student Services and faculties.

2. DIRECTIVES FOR IMPLEMENTING REGULATIONS

2.1 Responsibilities

- (a) The Registrar, as the appointed Compliance Officer for these regulations, is accountable for the quality and contents of these regulations, and for monitoring compliance therewith.
- (b) The Deputy Registrar: Academic Administration is responsible for the implementation of these regulations, and must revise the contents thereof, as appropriate.
- (c) Students must comply with these regulations.
- (d) Staff members of Academic Administration, Student Services and faculties must comply with these regulations.

2.2 Regulations

In addition to the general rules for students, which are available from Mr M Ntjana of the Institutional Regulatory Code (IRC) and Compliance Unit (Room 107, ZR Mahabane Building; tel.: 051-507 3045; e-mail address: tntjana@cut.ac.za) and/or the CUT student website, every student must comply with the following rules:

- (a) The CUT Student Calendar 2018 contains all the official approved dates of all academic activities throughout the year. These dates form part of the Calendar 2018.
- (b) No student is allowed to enrol after 02 March 2018, in the case of year and first-semester students, and/or after 03 August 2018, in the case of second-semester students.
- (c) Postgraduate students must apply and register annually until the Assessment and Graduations Unit confirms that a qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year until 31 August, the registration is accepted as being effective as from January of the year in question.

Students registering for the remainder of the duration of postgraduate studies should register during the normal period, as published in the CUT Academic Calendar.

- (d) All students who took a gap year/s must indicate their intention to continue with their studies by no later than 31 August each year. They must complete the prescribed application form for continued studies, which is available from Academic Structure and Student Enrolment Services, as well as online at <http://www.cut.ac.za>.
- (e) The deadlines for subject additions, subject termination and course changes are as follows:
- | | | |
|--------------------------------------|---|----------------|
| (i) Year and first-semester subjects | : | 02 March 2018 |
| (ii) Second-semester subjects | : | 03 August 2018 |

Students seeking to change to another learning programme or subject must submit the prescribed form, completed in triplicate and signed by the relevant Head of Department (HoD), to Academic Structure and Student Enrolment Services without delay. (The third copy is for the student's records.)

The above concession is subject to consent by the relevant Executive Committee (Exco) of the Faculty Board, on condition that this procedure takes place before the dates mentioned above.

- (f) Total suspension of studies will NOT be recorded on a student's study record later than the under-mentioned dates:
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|-------------------------------|---|--------------|
| (i) First-semester students | : | 31 March |
| (ii) Second-semester students | : | 30 September |
| (iii) Year students | : | 30 September |
- (g) When suspending studies, the prescribed form, signed by the relevant HoD, must be submitted to Academic Structure and Student Enrolment Services. In the case of a change of residence or the suspension of accommodation in a residence, the prescribed form must be signed by the respective supervisory staff member prior to the submission thereof to Residence Life.

Under no circumstances will any discount/refund of fees be granted if the prescribed form is submitted after the dates mentioned above.

- (h) During course verification week, which takes place between the dates mentioned below, all students must verify that they have been correctly enrolled:
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|--------------------------------|---|-----------------------------|
| (i) Year students | : | 19 January to 02 March 2018 |
| (ii) First-semester students | : | 19 January to 02 March 2018 |
| (iii) Second-semester students | : | 09 July to 03 August 2018 |

CUT accepts no responsibility for any incorrect enrolments after course verification week.

- (i) Senate may demand a satisfactory study record and certificate of conduct before admitting a student from another university or university of technology.

- (j) An applicant who suffers and/or has previously suffered from a contagious disease, or who has been exposed to such a disease, must present a certificate to the Assistant Registrar: Academic Structure and Student Enrolment Services prior to enrolment in his/her learning programme, declaring that he/she may attend CUT without risk to others.
- (k) An applicant who is not a South African citizen must have the following documents in his/her possession before he/she will be allowed to enrol at CUT:
- certified copy of valid passport;
 - certified copy of valid study visa, issued for the Central University of Technology, Free State;
 - certified copy (proof) of medical cover with a medical scheme registered in South Africa in terms of the Medical Schemes Act (Act No. 131 of 1009). Cover must remain valid for the duration of the calendar year. CUT recommends the following medical aids: Momentum Health and Comp Care. Only medical aids recognised in South Africa will be accepted; and
 - MIE Personal Credential Disclosure form.

Please make sure you pay your registration fee at least five days prior to registration.

- (l) When applying for admission, every applicant, as well as his/her parent/guardian (if the applicant is a minor), must sign a declaration, indemnifying CUT from any claims that may arise, as defined in the official rules for students. An applicant will only be admitted to CUT once the above-mentioned declaration has been correctly completed and signed by both the applicant and his/her parent/guardian (if necessary).
- (m) All students must visibly display and/or be able to show their student cards to a Protection Services Officer for identification purposes, and/or to the invigilator when writing an assessment, and/or where access control is enforced (e.g. at Library and Information Services (LIS)).
- (n) Every student must comply with the disciplinary rules of CUT.
- (o) The primary means of communication with students is by mail, e-mail and short message service (SMS).

CHAPTER 3

REGULATIONS ON HOW THE BILL OF RIGHTS IS TO BE IMPLEMENTED WITHIN CUT

2.1.1. DEFINITIONS AND ABBREVIATIONS

“Academic staff”	All academic personnel and researchers of CUT
“Bill of Rights”	The Bill of Rights contained in Chapter 2 of the Constitution
“CUT”	Central University of Technology, Free State
“Law”	The common law and any applicable Constitution, statute, by-law, proclamation, regulation, rule, notice, treaty, directive, code of practice, judgement or order having force of law in South Africa, and any interpretation of any of them by any court or responsible authority.
“SRC”	Students' Representative Council
“The Constitution”	Constitution of the Republic of South Africa, Act 108 of 1996

2.1.2. PREAMBLE

- 2.1.2.1. CUT’s commitment to the maintenance of the human dignity of individuals and groups of individuals is central to this document. CUT is committed to a university free of discrimination and harassment, and is dedicated to the highest standard of human equality and academic freedom. CUT actively endorses these standards at every level of the CUT community and in all aspects of student, faculty and staff life while individuals or groups are acting in a capacity defined by their relationship with CUT. In addition to promoting these values, persons with supervisory responsibilities, as defined in Section 2.1.4.4, are expected to address and attempt to resolve human rights issues, whenever possible, through informal discussion or by mediation.
- 2.1.2.2. No provision in this document denies or limits a person’s right to access other avenues of redress available under the law.
- 2.1.2.3. In light of the above, CUT:
- 2.1.2.3.1. endorses the fundamental rights and values contained in the Bill of Rights;
 - 2.1.2.3.2. recognises that these fundamental values and rights must be respected and upheld in the CUT community; and
 - 2.1.2.3.3. recognises that these fundamental rights and values should not be viewed in isolation, but must be applied as an integral part of all CUT’s practices and policies.

2.1.3. OBJECTIVES

2.1.3.1. Objectives of implementing the Bill of Rights within CUT:

- 2.1.3.1.1. To promote the observance of human rights;
- 2.1.3.1.2. To promote a culture of human rights;
- 2.1.3.1.3. To promote respect for and the protection of human rights;
- 2.1.3.1.4. To develop an awareness of human rights among the CUT community and its external environment;
- 2.1.3.1.5. To monitor and assess the compliance of human rights in the CUT community;
- 2.1.3.1.6. To make recommendations to the CUT Council on the promotion of human rights within the framework of the law and the Constitution;
- 2.1.3.1.7. To investigate any alleged violation of human rights within the CUT community, and to assist any person adversely affected thereby to secure redress; and
- 2.1.3.1.8. To carry out (non-academic) educational programmes on human rights in the CUT community.

2.1.4. DUTIES AND RESPONSIBILITIES

- 2.1.4.1. All members of the CUT community have the responsibility not to engage in activities that constitute a breach of the Constitution.
- 2.1.4.2. CUT has a duty to maintain an environment free of discrimination and harassment for all persons served by it, and to be vigilant against violations of this document and the Constitution.
- 2.1.4.3. CUT has an obligation to make reasonable accommodation, where appropriate, on regulations covered in this document.
- 2.1.4.4. Apart from the general expectations from all members of the CUT community, CUT Administrators, Deans, Chairpersons, Directors and Supervisors (hereinafter referred to as “a person(s) with supervisory responsibilities”) are in positions of trust, power and authority, and have a particular duty to take steps to prevent discrimination and harassment on the grounds covered by this document and to support the implementation of these regulations. A person with supervisory responsibilities is also encouraged to support, where established, special programmes designated to eliminate disadvantage caused by discrimination.

2.1.5. ACADEMIC FREEDOM AND HUMAN RIGHTS

- 2.1.5.1. In terms of CUT’s Leadership Charter, a primary core value of CUT is academic freedom, which is enshrined in the Bill of Rights. This core value must be buttressed by institutional autonomy, but within an environment where public accountability is regarded as a virtue.

- 2.1.5.2. The practice of academic freedom is therefore supported by CUT's Leadership Charter, and regulated in terms of this policy, which pronounces CUT's vision to promote academic freedom in such a way that CUT would be able to determine who will teach, who will be taught, what will be taught and how it will be taught, subject thereto that such objectives be pursued in accordance with all applicable law.
- 2.1.5.3. CUT believes that the ability to investigate, to speculate, to comment and to criticise without deference to a specific authority is a precious freedom that must be protected and nurtured at all times.
- 2.1.5.4. CUT is committed to maintain its place as a university of excellence and to nurture its environment of creative and original research, and it is crucial that academic and intellectual independence be robust and secure.
- 2.1.5.5. CUT acknowledges that situations may arise in which there is a perceived conflict between academic freedom and human rights. A violation of either freedom is of grave concern to CUT. CUT will, through this policy, endeavour all possible avenues to establish a balance in the interplay between human rights protection and the practice of academic freedom.

2.1.6. GENERAL RIGHTS OF CUT STAFF MEMBERS

- 2.1.6.1. CUT is committed to providing a work environment in which every employee is treated fairly, is respected, and has the opportunity to contribute to CUT's success and to realise their full potential as individuals.
- 2.1.6.2. In order to protect the inherent dignity of its employees, CUT subscribes to the following principles:
- 2.1.6.2.1. **Human rights**
- 2.1.6.2.1.1. Employees have the right to have their dignity respected and protected.
- 2.1.6.2.1.2. Working conditions and practices will not infringe on the inherent dignity of employees.
- 2.1.6.2.1.3. Physical, sexual, racial, religious, psychological, verbal or any other form of harassment, threat or abuse, whether manifested in behaviour, language or gesture, is strongly condemned and will not be tolerated.
- 2.1.6.2.1.4. Corporal punishment, mental or physical coercion or verbal abuse will not be tolerated, encouraged or supported.
- 2.1.6.2.1.5. Employees have the right of freedom of association as it relates to cultural, religious or linguistic communities of their choice.
- 2.1.6.2.1.6. Employees have the right to make political choices, and to exercise these rights outside of working hours.

2.1.6.2.2. Freedom of association

Employees will be free to form associations for the protection of their interests and to bargain collectively, but will not be compelled to do so.

2.1.6.2.3. **Forced labour**

2.1.6.2.3.1. Employees will not be subjected to any forced labour.

2.1.6.2.3.2. Overtime will be voluntary and restricted to the permitted levels, as set out in the Basic Conditions of Employment Act, Act 75 of 1997.

2.1.6.2.3.3. Employees have the right to freedom of movement, and accordingly their movements will not be unreasonable or unnecessarily restricted.

2.1.6.2.3.4. Where accommodation is provided for employees, they will have reasonable freedom of movement within the accommodation facilities, including access and egress as they wish.

2.1.7. **THE RIGHTS OF ACADEMIC AND RESEARCH STAFF**

2.1.7.1. **General**

2.1.7.1.1. Academic staff members have the right to academic freedom when teaching and conducting research. Within the framework of CUT's policies and the regulations of departments and faculties, academic staff is free to choose the subject of their studies and to seek support for their research from any appropriate source.

2.1.7.1.2. Academic staff members further have the right to information required for their teaching and research, in so far as there is no legal or moral limitation on furnishing such information. They are free to develop their own theories and to arrive at their own conclusions. They have the right to disseminate the results of their research, without supervision or alterations by external funders, unless this has been stipulated in advance by a signed contract.

2.1.7.1.3. CUT has the responsibility to create an environment that promotes research and fosters a good academic environment. Therefore, the Management of CUT has to create an environment in which academic freedom and research can flourish by, amongst other things, visionary policy, innovative programmes, sound support services, appropriate incentives, effective financial management and the mobilisation of funding.

2.1.7.1.4. CUT has the responsibility, in so far as it is feasible, to make facilities, equipment and services available to academic staff for use in research and tuition, with a view to the creation of an environment that is conducive to quality research and tuition.

2.1.7.1.5. Where CUT does not have sufficient resources to give effect to this right, it should endeavour to obtain resources from other sources, and to allocate such resources to academic staff, based on fairness and on the academic, educational and ethical merits of the research and tuition.

2.1.7.1.6. Academic staff members have a responsibility to familiarise themselves and comply with the Bill of Rights, especially those rights that have a direct bearing on teaching and research.

2.1.7.2. **Teaching and learning**

2.1.7.2.1. Academic staff, in the classroom and in conferences, should encourage free discussion, inquiry and expression. The performance of students is to be evaluated solely on academic grounds, and not on the basis of opinions or conduct in matters unrelated to academic standards.

2.1.7.2.2. Academic staff members have the right to:

- 2.1.7.2.2.1. Base diagnosis, planning, methodology and evaluation on professional knowledge and skills, and have the responsibility to constantly review their own level of competence and effectiveness, and to seek necessary improvements as part of a continuing process of professional development;
 - 2.1.7.2.2.2. A voice in all decisions of a professional nature that affect them, and have the responsibility to seek the most effective means of consultation and collaboration with their professional colleagues;
 - 2.1.7.2.2.3. Fair and reasonable evaluation of professional performance, and have a responsibility to give sincere consideration to any suggestions for improvement;
 - 2.1.7.2.2.4. A reasonable allotment of resources, materials and services of support services staff, and have the responsibility to use them in an efficient manner;
 - 2.1.7.2.2.5. Expect standards of student behaviour necessary for maintaining an optimal learning environment, and have the responsibility to use reasonable methods to achieve such standards;
 - 2.1.7.2.2.6. Institute appropriate disciplinary action against students who do not conform to CUT's rules and regulations;
 - 2.1.7.2.2.7. Teach in a safe, secure and orderly environment that is conducive to learning and free from recognised dangers or hazards; and
 - 2.1.7.2.2.8. Be treated with civility and respect by students.
- 2.1.7.2.3. Academic staff members are in charge of the orderly conduct in the classroom, and have the right to exclude a student or a visitor who does not comply with a reasonable request in this regard.

2.1.8. STUDENT RIGHTS

2.1.8.1. CUT students have the right to:

- 2.1.8.1.1. A university experience and environment that is safe and secure, conducive to learning and free from discrimination, assault, harassment, intimidation, threats, bullying, coercion, initiation or any other inappropriate behaviour;
- 2.1.8.1.2. Enjoy within CUT freedom of opinion, expression, belief and political association, to the extent that these freedoms do not interfere with the rights of others or violate other CUT policies and procedures;
- 2.1.8.1.3. Belong to any lawful association(s) of his or her choice, and will not be subject to any prejudicial action by any member of the CUT community for so belonging;
- 2.1.8.1.4. Assemble and participate in orderly and peaceful demonstrations within the scope of CUT regulations;

- 2.1.8.1.5. Appropriate access to facilities, resources and materials that will support student engagement and learning;
- 2.1.8.1.6. Quality education;
- 2.1.8.1.7. Student representation;
- 2.1.8.1.8. Guidance, instruction and support from well-informed CUT staff;
- 2.1.8.1.9. Be recognised as individual members of the CUT community, with all associated rights of access to CUT's services and facilities;
- 2.1.8.1.10. Be treated fairly and ethically, with respect and dignity;
- 2.1.8.1.11. Study in an environment committed to the principles of equity and equality of opportunity and the recognition of diversity;
- 2.1.8.1.12. Have access to education, services and representation regardless of gender or gender history, sexual orientation, race, political conviction, religious conviction, disability, age, language, ethnicity and socio-economic status;
- 2.1.8.1.13. Equal treatment by CUT;
- 2.1.8.1.14. Be free from sexual solicitation or advance made by a person in a position to offer or deny the student an academic advantage or any opportunity pertaining to the status of the student, where this person knows or ought reasonably to know that this solicitation is unwelcome;
- 2.1.8.1.15. Safe and suitable conditions of learning and study; and
- 2.1.8.1.16. Evaluation of their performance in a programme that is fair and reasonable, and that will reflect the content of the programme.

2.1.8.2. **Interpretation of this document**

The interpretation of this document must conform to the relevant sections in the Bill of Rights, read in conjunction with Section 39 of the Constitution.

2.1.9. **PROCEDURE FOR IMPLEMENTING THE REGULATIONS**

The Deputy Registrar: Student Services is responsible for the implementation and revision of these regulations.

2.1.10. **RELATED DOCUMENTS**

Leadership Charter;
 Code of Conduct for Students;
 General Rules for Students;
 Student Disciplinary Rules; and
 Grievance resolution procedures for student-related grievances.

2.1.11. COMPLIANCE OFFICER

The Registrar is the Compliance Officer.

2.1.12. RESPONSIBLE OFFICER(S)

The Executive Managers in charge of the respective divisions at CUT are responsible for the implementation of these regulations, whilst the Registrar is responsible for the revision and monitoring of these regulations on a regular basis.

CHAPTER 4

GENERAL RULES FOR STUDENTS

1. PURPOSE OF REGULATIONS

- 1.1 The purpose of these rules is to regulate the conduct of students at the Central University of Technology, Free State (CUT).
- 1.2 These rules are applicable to all students, who should ensure that they understand the content thereof and abide by it.

2. REGULATIONS/ RULES

2.1 Legal Enforceability of Rules

- 2.1.1 The general rules for students have been promulgated by means of a resolution of the CUT Council, in terms of the Higher Education Act.
- 2.1.2 Except where explicitly stated in the rules of a faculty, or by necessary implication, the general rules are applicable to all faculties of the CUT.
- 2.1.3 The Council may arrange with other institutions to offer qualifications and/or the tuition leading to qualifications. Any rule that is a requirement of such an agreement is specified in the rules of the faculty or faculties concerned.
- 2.1.4 The Students' Representative Council (SRC) is the highest authoritative body of students at the CUT, and negotiations are entered into by the SRC on behalf of the CUT students. Any agreement or consultation between the CUT Council and the SRC is binding on all registered students.
- 2.1.5 In any rule, terms that refer to the masculine gender also apply to the feminine gender.

2.2 Exemption

- 2.2.1 The CUT undertakes to render the outputs of teaching, research and community service, in accordance with the statutory obligations of the CUT and in terms of the procedures that it deems necessary in every case, should a registered student undertake studies or research at the CUT in accordance with the institutional rules of the CUT.
- 2.2.2 The student is expected to be familiar with the rules and institutional procedures of the CUT, which are available at the office of the Registrar and which include the respective faculty regulations applicable to the student's field of study.
- 2.2.3 The student must be familiar with the course for which he is to register in each relevant academic year, as specified in the faculty regulations. Any uncertainties must be clarified with the executive dean of the faculty concerned, in writing and prior to registration.
- 2.2.4 The CUT reserves the right not to bestow a degree, diploma or other award upon a student, in the event that such student fails to meet the academic standards set by the CUT.

- 2.2.5 The CUT reserves the right to determine the method of instruction and/or research, to appoint a lecturer for a specific subject/course, and also to determine contact hours and the instructional planning for the year or semester, as it deems fit.
- 2.2.7 The CUT accepts no responsibility for any sporting injuries. Participants take part in sporting activities at their own risk and all participants are liable for any or all injuries arising from such participation.
- 2.2.8 Upon registration the student grants the CUT the right to publish and use for marketing purposes any photographs of the student taken by the CUT, whether in an individual capacity or as a member of a group.
- 2.2.9 Upon registration as a student at the CUT, the student, as well as his parent/guardian, signs a statement that is considered part of the CUT's contract with the student and his parent/guardian, the contents of which constitute part of these rules.
- 2.2.10 In terms hereof, the student declares the following:
- (1) That he is familiar with the contents of all rules, regulations, policies and procedures of the CUT;
 - (2) That for the duration of his studies at the CUT, he is committed to complying with all rules and regulations as determined by the CUT Council, or delegate, or any other authorised body or person, as well as any additional rules and regulations that the CUT Council or any authorised body or person may promulgate from time to time; and these rules and regulations form part of the student's agreement with the CUT;
 - (3) That he is completing and signing the agreement and the registration form with the knowledge and permission of his parent/guardian;
 - (4) That all details furnished to the CUT are true and correct, failing which the student's registration will be cancelled with immediate and automatic effect;
 - (5) That the agreement resulting from the signing of the application, notwithstanding the place of signing, is regarded as coming into effect in Bloemfontein;
 - (6) That he will immediately inform the Assistant Registrar: Academic Structure and Student Enrolment Services in writing of any change of address;
 - (7) That he renounces any possible action against the CUT and indemnifies the CUT from any possible claim that might result from the following:
 - (7.1) Any loss of or damage to property, movable or immovable, including any consequential damage resulting directly from damage caused to such property;
 - (7.2) Any injury, illness or death;
 - (7.3) Any occurrence, incident or accident;

- (7.4) Any legal costs or reasonable expenses with regard to claims or court cases that might result from any such incident mentioned above; and
- (7.5) Any costs for medical treatment.

Where such loss, damage, illness, injury, death, occurrence or incident results from the student's visit to and/or instruction and/or stay at the CUT, and/or any accompanying tour/outing/excursion/visit/experiential training or transport that may occur during the student's period of study at the CUT and which could not reasonably have been prevented by the CUT.

- 2.2.11 The student accepts that he participates in the activities mentioned in paragraph 2.3.3.2 (i) at his own risk, and he voluntarily accepts the risk associated therewith.
- 2.2.12 The student accepts liability for the prompt payment of all fees due with regard to his study, tuition, residence and any other fees that may be levied by the CUT, resulting from the student's studies at the CUT.
- 2.2.13 The student accepts that no accommodation in a CUT residence shall be permitted before the minimum fees have been paid.
- 2.2.14 The student accepts that no classes of the CUT may be attended before all minimum fees have been paid.
- 2.2.15 The student accepts liability for the payment of all legal costs of the CUT, including attorney and client costs, as well as recovery costs, should he fail to comply with any obligations with regard to payments.
- 2.2.16 The student is aware that his enrolment is only valid if it complies with the regulations of the programme concerned, notwithstanding acceptance of the application by the CUT.
- 2.2.17 During enrolment, the student furthermore declares that he is familiar with the contents of the CUT Calendar and all other CUT rules, regulations, policies and procedures, and that he will comply with all CUT rules, regulations, policies and procedures; on condition that the formulation, amendment and suspension of such rules, regulations, policies and procedures are prerogatives of the CUT.
- 2.2.18 The student furthermore declares that he has completed the prescribed application form of the CUT in full and has handed it in, and that he understands that failure to do so will result in the cancellation of his registration with immediate and automatic effect; provided further that a student may only register if he is a South African citizen or in possession of a valid study permit, and that failure to have such a permit in his possession will result in the cancellation of his registration with immediate and automatic effect.

2.3 Registration

- 2.3.1 A student must be registered for the relevant learning programme for the full duration of his studies, including experiential learning periods.
- 2.3.2 A person who applies for permission to register for the first time must apply on the "application for admission" form, which is used from time to time.

- 2.3.3 A student who applies for the continuation of his studies must apply on the “application for continued studies” form, which is used from time to time.
- 2.3.4 Notwithstanding the stipulations of subparagraphs 2.3.3.3 (a) and (b), the CUT is entitled to enrol in a learning programme any person who has completed and signed the enrolment form and any other documents required by the Senate and which are used from time to time, in which case the application forms mentioned in subparagraphs 2.3.3.3 (a) and (b) are not required; provided that any admission to the CUT is subject to the [admission policy of the CUT Council](#), as well as any admission procedures and regulations as formulated by the Senate.
- 2.3.5 Notwithstanding the stipulations of subparagraph 2.3.3.3 (d), a student must apply annually in the case of year programmes, or each semester in the case of semester programmes, for permission to register, and the student will then enrol upon acceptance as a student.
- 2.3.6 No person may participate in any activity of the CUT, and/or receive tuition from the CUT unless such person is enrolled as a student at the CUT.
- 2.3.7 No person who attends classes and/or participates in a CUT activity, but is not enrolled as a student, may lay claim to enrolment.
- 2.3.8 Certified copies of the minimum admission qualification, and of those pages of the identity document on which the photograph and identity number appear, must accompany all first-time registrations.
- 2.3.9 It is the responsibility of the applicant to ensure that he complies with the conditions and standards for admission to the CUT as determined by [section 37 of the Higher Education Act](#), as well as the [admission policy of the Central University of Technology, Free State Council](#) and the Senate regulations and procedures governing admission.
- 2.3.10 Under no circumstances is the CUT compelled to permit any student who has been accepted on the basis of a *bona fide* incorrectly issued certificate or statement of results, to continue his studies. Credits acquired by a student admitted on the basis of a *bona fide* incorrectly issued certificate or statement of results shall be declared null and void.
- 2.3.11 A student who has been mistakenly admitted to the CUT is not entitled to any refund or remission of tuition fees, residence fees or any other fees that have already been paid or which are still due, but such student may request a refund or a remission in writing from the Deputy Vice-Chancellor (DVC): Resources and Operations.
- 2.3.12 In order to qualify for enrolment, an applicant must apply for permission to register before or on the prescribed date for a specific academic year or semester. Application fees are doubled in cases of late applications that are accepted in accordance with institutional policy.
- 2.3.13 Students must enrol for a specific academic year or semester before or on the prescribed enrolment date. The amounts payable and the deadlines for enrolment are determined annually by the CUT and are communicated to students and prospective students.
- 2.3.14 The Senate has stipulated dates after which no student will be allowed to change his learning programme.

- 2.3.15 Registration for year programmes is valid for one (1) calendar year only, and lapses at the end of that year. Registration for a semester programme is valid for one (1) semester only, and lapses at the end of that semester. Students will under no circumstances be registered for shorter periods of time.
- 2.3.16 No student shall be permitted to register for more than one (1) certificate and/or diploma and/or degree simultaneously, unless with the special consent of the Senate.
- 2.3.17 No registered student may be simultaneously registered at any other university or university of technology, unless with the special consent of the Senate.
- 2.3.18 No student shall be registered for a subject unless he has passed the preceding level of that particular subject. The following is applicable to a student failing one or more subjects: When the student next enrolls, he must first enrol for the failed subjects before enrolling for additional subjects, taking into account all prerequisites of these subjects. The scheduling of lectures in the additional subjects may not conflict with that of lectures in the failed subjects.
- 2.3.19 A candidate's previous course mark expires when he reregisters for a subject.
- 2.3.20 Students who are registered for full-time day classes may be compelled to attend evening classes.
- 2.3.21 As the learning programmes of the CUT are career oriented, they are regularly adapted to meet the demands of commerce, industry and community. Consequently, the nature, content and duration of learning programmes may be amended without prior notice.
- 2.3.22 The student is expected to be familiar with the nature and content of the learning programme he intends studying; with the *proviso* that any conscientious objections to the content of the course must be clarified with the CUT prior to registration, and provided further that a person is deemed to have no conscientious objections to the nature and content of a learning programme if he registers for such a learning programme.
- 2.3.23 A learning programme will not be offered if the specified minimum number of students has not enrolled for that programme.
- 2.3.24 The CUT reserves the right not to offer all optional subjects for a specific national learning programme.
- 2.3.25 No suspension of subjects will be indicated on a student's study record after the predetermined deadlines.

2.4 Changes to the agreement with the CUT

- 2.4.1 Any change made by the student to the agreement with the CUT is valid only if it appears in writing and is approved by the competent authority at the CUT, in accordance with the institutional procedures of the CUT.
- 2.4.2 When a change in learning programme or subject is made, the student must immediately supply the Student Administration Services with the prescribed form (available from the Assistant Registrar: Academic Structure and Student Enrolment Services), completed in duplicate and signed by the head of the relevant department, before the predetermined deadline.

2.4.3 Upon suspension of studies, the prescribed form (available from the Assistant Registrar: Academic Structure and Student Enrolment Services), signed by the head of the department concerned, must be delivered to the Student Administration Section. In the case of a change of residence or the cancellation of board and lodging, the prescribed form, signed by the supervisory staff member of the particular residence, must be delivered to the Student Administration Section. If the form is not submitted by the deadline, no discount/refund of fees will be allowed.

2.5 General campus rules regulating the conduct of students

2.5.1 No student may violate any provision of the Higher Education Act, Act 101 of 1997 (as amended) or a CUT regulation, rule, policy or procedure.

2.5.2 A student may not violate the common law. Examples hereof include theft, fraud, assault, rape, etc.

2.5.3 Permission must be sought from the Registrar for a tour undertaken by students in the name of the CUT.

2.5.4 The CUT accepts no liability for any loss or theft of, or damage to property arising from a student's attendance at the CUT.

2.5.5 The vehicle, belongings and person of any student on CUT premises may be searched by a member of the Protection Services Department.

2.5.6 A student must display his CUT student identity card when writing assessments, and must produce it when instructed to do so by a member of staff.

2.5.7 Initiation is prohibited at the CUT.

2.5.8 No student will be admitted to a CUT residence unless that particular student has registered and paid the minimum residence fees. Under no circumstances will a student be allowed to occupy a residence prior to the date of enrolment without official permission. Overnight accommodation for students who have not enrolled may only be granted in terms of the *policy on students who arrive at the residences prior to the date of enrolment*.

2.5.9 The CUT may require a study record and certificate of good conduct before admitting a student to the institution.

2.5.10 A student shall at all times and places behave with due decorum and propriety, and in a manner becoming a student of the CUT.

2.5.11 A student shall obey legitimate instructions given by a member of the academic or administrative staff.

2.5.12 Any enrolled student who plays sport must play as a member of a CUT club. Students who participate in sports not offered by the CUT must apply in writing to the Head: Operational Sport for permission to practise their sport elsewhere.

2.5.13 No student will be allowed to have a cellular phone switched on in class.

- 2.5.14 The copyright on a thesis/treatise/dissertation or essay of a CUT student is vested in the CUT. An arrangement can be made for the transfer thereof to the author(s), if thus approved by the CUT Council.
- 2.5.15 The reproduction of copyrighted works on the CUT campus may only proceed in accordance with the *Copyright Act*, as well as the *copyright policy of the CUT*.
- 2.5.16 The *CUT policy on patents and inventions* is applicable to all enrolled students.
- 2.5.17 A student shall not damage CUT property by a wilful or negligent act.
- 2.5.18 A student shall not reproduce or distribute copies of CUT lecture notes without the written consent of the staff member concerned.
- 2.5.19 A student shall not behave in a way that is or could be detrimental to the good name of the CUT, the maintenance of order and discipline at the CUT, or the proper performance of the work of the CUT.
- 2.5.20 A student may not persistently fail to attend lectures, fail to complete assignments, fail to write class tests or in any other way fail to fulfil the obligations related to his studies.
- 2.5.21 A student may not refuse to submit to the authority or any legitimate decision of the Council, the Senate or any other authoritative body of the CUT, or of a lecturer or any other CUT official.
- 2.5.22 A student may not encourage a fellow student to commit an offence, or neglect to discourage a fellow student from misconduct, when such discouragement could reasonably be expected of that student.
- 2.5.23 A student may not behave in an unbecoming, improper or disgraceful way on the CUT campus or elsewhere.
- 2.5.24 A student may not bring the CUT or any part of it, or a member of its staff or a student, or any part of its student body, into contempt or disrepute.
- 2.5.25 A student may not interfere with the governance and proper administration of the CUT.
- 2.5.26 A student may not interfere with the conditions necessary for teaching, learning and research.
- 2.5.27 A student may not take into the assessment or test venue, or have in his possession whilst in the room, any books, memoranda or notes, or any paper whatsoever, except such answer-books or other books or papers as have been supplied by the examination officer on duty.
- 2.5.28 A student may not aid or attempt to aid another candidate, or obtain or attempt to seek aid from another candidate, or communicate or attempt to communicate in any way with another candidate during an assessment or test. No student may be guilty of irregularities during, or with regard to, the writing of a test or assessment.
- 2.5.29 A student may not hand in any written assignment for assessment where the essential parts of the assignment have been taken from the work of another person without giving full credit to that person.

- 2.5.30 A student may not forge any certificate or diploma or degree of the CUT, or submit any forged document to the CUT, or make a false statement to the CUT.
- 2.5.31 A student may not use violence against a person or threaten any person on any premises of the CUT or on premises controlled by the CUT, or during participation in any CUT activity.
- 2.5.32 A student who has been suffering from an infectious disease or who has been exposed to such a disease shall furnish the Assistant Registrar: Academic Structure and Student Enrolment Services with a medical certificate to the effect that he may resume attendance at the CUT without the risk of infection to others.
- 2.5.33 A student may not refuse to obey an order of the Vice-Chancellor and Principal or his representative.
- 2.5.34 A student may not fail to attend an investigation in the capacity of a witness, or purposefully submit false evidence during or in connection with such an investigation.
- 2.5.35 A student may not intimidate a person who is a witness or a potential witness during an investigation or a disciplinary hearing.
- 2.5.36 A student may not participate in an unauthorised action that could disrupt the academic or administrative work of the CUT.
- 2.5.37 A student may not participate in any action that will prevent any official or member of the CUT staff from performing his duties.
- 2.5.38 A student may not deliberately damage, deface or remove any property of the CUT.
- 2.5.39 A student may not use any CUT property without written authorisation, and may not misuse any property of the CUT.
- 2.5.40 A student may not take possession of, make use of or be present on any property of which the CUT is the rightful owner or tenant, after having been instructed by a member of the academic or administrative staff to refrain from such an act.
- 2.5.41 A student may not, in accordance with policy, possess, consume or sell liquor on CUT premises without written authorisation (given by means of the prescribed form) from the Deputy Director: Protection Services.
- 2.5.42 Students are at all times forbidden to smoke in areas that have been identified as smoke-free areas in terms of the relevant policy.
- 2.5.43 A student may not refuse to state his name, surname and/or address when instructed to do so by a CUT official.
- 2.5.44 A student must be familiar with and adhere to the prescribed rules as published from time to time by the CUT Library and Information Centre, CUT residences, the SRC and the Principal Sports Committee.
- 2.5.45 A student must be familiar with and adhere to the rules pertaining to assessment, as well as the CUT rules pertaining to specific learning programmes.

- 2.5.46 No student may enter into a contract on behalf of the CUT.
- 2.5.47 In cases where a student has failed to achieve a course mark, he must, if applicable, vacate his CUT residence within 24 hours of notification thereof or the posting of the course marks on the notice-boards.
- 2.5.48 A student may not possess stolen property on CUT premises.
- 2.5.49 A student may not distribute obscene material on CUT premises.
- 2.5.50 A student may not behave in an abusive, drunk, violent or excessively noisy manner on CUT premises.
- 2.5.51 A student may not pass a worthless cheque or money order to the CUT or to a staff member of the CUT acting in an official capacity.
- 2.5.52 No student may be guilty of irregularities during, or with regard to, the writing of a test or assessment.
- 2.5.53 All rules pertaining to students shall apply to, and the term “student” in such rules shall include, any person who was a student at the time of his alleged misconduct, and any person who became a registered student after having allegedly committed a breach of discipline or good order, as well as a person who has consented in writing to be subject to the rules and regulations of the CUT.
- 2.5.54 The registration period of a student extends from the date of enrolment up until the last date on which students may enrol for the subsequent study period. This applies if the student’s registration is not cancelled or suspended at an earlier date. In the case of a person who is a final-year student, the period of registration extends from the date of registration in the final year up until the date of publication of the student’s results for that year, unless the registration is cancelled or suspended at an earlier date.
- 2.5.55 Failure on the part of the student concerned to attend or remain present during the proceedings of any disciplinary investigation shall not halt such proceedings, and a hearing may be held in the student’s absence.
- 2.5.56 A student may not damage, misuse or in any way abuse fire-fighting equipment or emergency exits.
- 2.6 Possession of weapons on CUT premises**
- 2.6.1 The carrying of weapons on CUT property, other than by members of the Protection Services Department, is prohibited, as it carries a safety risk for the CUT community.
- 2.6.2 A weapon is defined as a firearm or a dangerous object.
- A firearm is defined as any gun, machine-gun, revolver, gas-gun, airgun, toy gun, alarm pistol or the barrel of a gun.
- 2.6.3 A dangerous object is defined as a weapon or device that can be used to attack, defend oneself or cause an injury.

- 2.6.4 Weapons are only allowed on CUT premises in exceptional circumstances, and only if prior written permission has been obtained from the Vice-Chancellor and Principal.
- 2.6.5 All firearms of students residing in CUT residences must be handed in to the supervisory staff member of the relevant residence for safekeeping in a CUT safe for the duration of such students' accommodation.
- 2.6.6 The supervisory staff member is responsible for the storage and control of firearms stored in such a CUT safe.
- 2.6.7 Upon receipt of a firearm, the supervisory staff member must:
- i. Complete and sign the *incident book* and the *weapons register*;
 - ii. Attach a tag to the weapon, on which the following information appears:
 - (1) The name of the student carrying the weapon;
 - (2) The name of the owner of the weapon;
 - (3) The incident book number;
 - (4) The weapons register number;
 - iii. Issue an official receipt to the student.
- 2.6.8 Before returning a firearm, the supervisory staff member must insist that the student produces proper identification and the weapon licence.
- 2.6.9 Firearms of students not residing in a residence must be handed in by the individual(s) concerned to the officer on duty in the radio control room, who will see to the placement thereof in a CUT safe and who will be responsible for the storage and control of such firearm. The stipulations mentioned in paragraph 3.6 (h) are valid where applicable.
- 2.6.10 Any irregularities regarding the storage of firearms must be brought to the attention of the Deputy Director: Protection Services.
- 2.6.11 The CUT reserves the right to refuse any person access to the campus, or to remove any person from the campus, should such a person be in possession of a weapon. A student shall not bring a firearm (including air-rifle or airgun) or dangerous weapon/object onto CUT property without the permission of the Vice-Chancellor and Principal.

2.7 Tuition and boarding fees

- 2.7.1 The Planning, Finance and Resource Committee (PFRC) of the CUT determines the tuition and boarding fees on the basis of and within the time periods concerned.
- 2.7.2 Residence fees as published may be increased at any stage, if necessitated by circumstances.
- 2.7.3 The application fee and boarding deposit (where applicable and only refundable if the applicant is not accepted as a student or fails to be awarded a place in a residence) must accompany the application for admission.

- 2.7.4 Students are responsible for the prompt settlement of their financial obligations towards the CUT. These obligations may include:
- (i) Residence fees
 - (ii) Tuition fees
 - (iii) Parking fines
 - (iv) Residence breakage fees
 - (v) Library fines
 - (vi) Personal cheques or credit card payments dishonoured by the bank
 - (vii) Equipment of materials not returned
 - (viii) Other outstanding financial obligations
- 2.7.5 A student failing to meet his financial obligations is at risk of having a “hold” placed on his student record. This “hold” restricts the student from registering for a subsequent semester. It may also lead to adjustment of the programme schedule and will prevent the student from receiving a degree/diploma.
- 2.7.6 The following fees must accompany the application for admission form:
- (i) Application fee;
 - (ii) Boarding deposit (where applicable and only refundable if the person is not accepted as a student or is not placed in a residence).
- 2.7.7 The following fees are payable upon enrolment:
- (i) An acceptance deposit (which is part of the tuition fee). If this fee is not paid, the student may not register.
 - (ii) An enrolment fee payable upon enrolment.
 - (iii) A minimum tuition fee payment payable upon enrolment.
- 2.7.8 Over and above the fees mentioned in paragraph 2.3.3.7 (g), residence students also pay a minimum residence fee upon enrolment at the CUT.
- 2.7.9 Interest at prime rate plus 1% (one percent), as determined by the CUT’s current account bankers, is levied on all outstanding fees.
- 2.7.10 In cases where a bursary covering the full tuition and/or boarding fees has already been awarded to a prospective student, the letter in which the student is informed thereof must be attached to the enrolment form. Over and above any other provisions, a student will not be exempted from accepting responsibility for any payments owed to the CUT.
- 2.7.11 In cases where an employer has already indicated that he is prepared to take responsibility for payment of the full tuition and/or boarding fees, the student must include the letter giving notice thereof, with the enrolment documents. In this letter the date(s) on which such payment(s) will be made must be mentioned.
- 2.7.12 The CUT reserves the right to refuse a student admission to a CUT assessment if the financial obligations for the study year concerned have not been paid in full. In cases where a student is in arrears with payments but is mistakenly allowed to write the assessment, the assessment results are withheld.

- 2.7.13 In cases where a student has not paid the full account with regard to a previous year of study, such a student will not be allowed to reregister before the account concerned has been paid in full.
- 2.7.14 The CUT Council or delegated authority determines the dates for payment of the outstanding balance in tuition fees, and these dates are communicated to the students.
- 2.7.15 A discount of five percent (5%) is granted to every individual who pays the full amount in tuition fees in cash or by means of bank-guaranteed cheque (upon enrolment).
- 2.7.16 Accounts can be paid by means of credit card, without a cash discount being applicable.
- 2.7.16 Only South African cheques, cash, credit cards or postal orders are accepted as methods of payment.
- 2.7.17 A certain percentage, as determined by the CUT Council or delegated authority, is refundable should a student officially discontinue his studies before or on the dates as determined by the CUT Council or delegated authority; provided that such discontinuation of studies occurs by means of a written notice on the prescribed form.
- 2.7.18 No application fees will be refunded, and application fees are not transferable to another academic term.
- 2.7.19 The boarding deposit is refundable in the following cases:
- (i) If no boarding is available; and
 - (ii) If the student is not selected.
- 2.7.20 In cases where students from the same family are simultaneously enrolled at the CUT, and they are not financially independent, a discount is granted as determined by the CUT Council or delegated authority.
- 2.7.21 In the CUT residences, the following rules apply:
- (i) Two-thirds of the fee (boarding) are payable, irrespective of the time of year a student leaves the residence.
 - (ii) One-third of the fee (meals) is payable pro rata on a monthly basis, on the assumption that a student who has resided in the residence on the first day or any subsequent day of the month in question, is regarded as having resided in the residence for the entire month.
- 2.7.22 Sports bursaries are awarded annually to sportsmen and -women for sport practised at SASSU student level, SASSU university level and CUT club level. The closing date for applications is 15 October each year.
- 2.7.23 If the CUT should receive compensation for any work(s) such as engravings, panels, sketches, paintings or sculptures produced by a student/lecturer, either individually or in group context, as a class or similar project as part of the student's training programme, the student/lecturer will have no claim for compensation against the CUT in this regard. The CUT may, however, decide to pay any part of such amount to the student/lecturer at its discretion.

2.8 Reportable diseases

(a) In terms of section 45 of the [*Health Act, 1977 \(Act No. 63 of 1977\)*](#) the following medical conditions have been declared reportable, and students must report such medical conditions to the CUT in writing and without delay.

- (i) Acute flaccid paralysis
- (ii) Acute rheumatic fever
- (iii) Anthrax
- (iv) Brucellosis
- (v) Cholera
- (vi) Diphtheria
- (vii) Yellow fever
- (viii) Haemophilus influenzae type B
- (ix) Haemorrhagic fevers from Africa (Dengue fever, Ebola fever, Congo fever, Lassa fever, Marburg fever, Rift Valley fever)
- (x) Rabies/Hydrophobia (specify whether the individual has contracted the disease or has only been in contact with the disease)
- (xi) Whooping cough
- (xii) Congenital syphilis
- (xiii) Legionellosis (legionnaires' disease)
- (xiv) Leprosy
- (xv) Lead-poisoning
- (xvi) Malaria
- (xvii) German measles (rubella)
- (xviii) Measles (morbilli)
- (xix) Meningococcal infection
- (xx) Paratyphoid fever
- (xxi) Plague
- (xxii) Variola and similar diseases, excluding chicken-pox

- (xxiii) Poliomyelitis
- (xxiv) Tetanus
- (xxv) Tetanus neonatorum
- (xxvi) Typhoid fever
- (xxvii) Typhus fever (epidemic lice-borne typhus fever, endemic flea-borne typhus fever)
- (xxviii) Trachoma
- (xxix) Tuberculosis:
 - (1) pulmonary and other forms, except cases diagnosed on the grounds of clinical signs and symptoms only;
 - (2) in the case of a child younger than 5 years with a meaningful reaction after tuberculin testing;
- (xxx) Poisoning due to any agricultural or stock remedy registered in terms of the [*Fertilisers, Stock Feed, Agricultural Remedies and Stock Remedies Act, 1947 \(Act No. 36 of 1947\)*](#);
- (xxxi) Food poisoning (outbreaks among more than 4 persons);
- (xxxii) Virus hepatitis A, B, non-A, non-B, undifferentiated and total

CHAPTER 5

ADMISSION POLICY OF CUT

1. POLICY STATEMENT

- 1.1 In terms of Section 37(1) to 37(3) of the Higher Education Act (Act No. 101 of 1997), the Council of a public higher education institution, after consultation with Senate and the Students' Representative Council (SRC), determines the admission policy of that institution. Council is required to publish the admission policy, and make it available upon request. A higher education institution's admission policy, however, is expected to advance the objectives of the Higher Education Act, the Higher Education Qualifications Sub-framework (HEQSF), the South African Qualifications Authority (SAQA), as well as any similar bodies that may have jurisdiction over higher education in South Africa. In particular, admission policies are expected to provide appropriate measures for the redress of past inequalities, equity and quality in higher education. The admission policy, therefore, aims to promote and broaden equity of access and fair chances of success to all who seek to realise their potential through higher education.
- 1.2 The Central University of Technology, Free State (CUT) is committed to the promotion of equal opportunities in providing access to its academic programmes. This policy is aligned with the prescripts of the regulatory framework that directs higher education in South Africa, as mentioned in the foregoing paragraph. It is also informed by the mission, vision and values of the University.
- 1.3 The purpose of the admission policy is to provide guidelines on selection and admission to undergraduate and postgraduate studies.
- 1.4 The policy is an expression of the academic plans and priorities outlined in CUT's Strategic Plan and Operational Plan. It is the principal means of implementing CUT's educational profile, which cascades the institution's corporate and academic plans. The policy defines a targeted set of actions and expected outcomes that will ensure that CUT achieves a planned mix of enrolments consistent with the agreements reached with the Department of Higher Education and Training (DHET) and other agencies.
- 1.5 It is the policy of CUT that all applicants who meet the minimum statutory requirements and institutional admission criteria, and who file an application during the appropriate application period should be considered for admission to CUT.
- 1.6 This policy applies to all applications for admission to undergraduate and postgraduate academic programmes at CUT.

2. DEFINITIONS AND ABBREVIATIONS

Act refers to the Higher Education Act (Act No. 101 of 1997), as amended from time to time.

Accumulation of Credits towards Qualification Credit Accumulation and Transfer (CAT) means that a student's achievements are recognised, and contribute to further learning, even if he/she does not obtain a qualification.

Admission means approval to report for registration as a student at the University.

Admission policy is a statement of minimum standards governing admission to register for a qualification at the University, as approved by Council.

APE refers to Accredited Prior Experience.

APL refers to Accredited Prior Learning.

Bloemfontein campus refers to the CUT campus in Bloemfontein.

CAT refers to credit accumulation and transfer.

CHE refers to the Council on Higher Education.

Course refers to a component of a learning programme, which is constituted by subject/instructional offerings.

CUT refers to the Central University of Technology, Free State.

DHET refers to the Department of Higher Education and Training.

ECP refers to an Extended Curriculum Programme.

FET refers to Further Education and Training.

HC refers to a Higher Certificate.

HEQSF refers to the Higher Education Qualifications Sub-framework.

HG refers to Higher Grade, and refers to a subject passed at this level in the Senior Certificate examination.

Higher Education Act refers to the Higher Education Act (Act No. 101 of 1997), as amended from time to time.

Law refers to the common law and any applicable constitution, statute, by-law, proclamation, regulation, rule, notice, treaty, directive, code of practice, charter, judgement or order having force of law in South Africa, and any interpretation of any of them by any court or forum of law.

Mature student refers to a student who is 23 years of age or older, and/or any postgraduate student.

Minimum admission requirements refer to the minimum admission requirements applicable to the different qualifications offered at CUT.

NBT refers to the National Benchmark Test.

NSC refers to the National Senior Certificate.

Person/student/applicant/candidate with special needs defines a person in relation to the work or study environment, and not on the basis of the diagnosis of the impairment. Only a person who satisfies the criteria of physical and/or mental impairment, which is long term or recurring, and that substantially limits educational progress, is identified as a person with special needs.

RPL refers to recognition of prior learning, and means the assessment and accreditation of previous learning and experience acquired by a student in the workplace or from life experience, measured against the specified learning outcomes of a module or qualification.

SAQA refers to the South African Qualifications Authority.

School-end certificate includes the following:

- (i) a Senior Certificate/Grade 12 Certificate or National Senior Certificate (NSC), as issued by the Department of Basic Education;
- (ii) a Senior Certificate with matriculation exemption issued by any of the officially recognised certification bodies; or
- (iii) a qualification considered by Senate to be equivalent to (i) or (ii) that is otherwise considered to be adequate.

SRC refers to the Students' Representative Council.

Statutory admission requirements refer to admission requirements of institutions of higher learning that are promulgated by law, and that are applicable to all universities in South Africa.

STEM refers to Science, Technology, Engineering and Mathematics.

TVET refers to Technical Vocational Education and Training.

Universities South Africa refers to a body representing all public higher education institutions.

Welkom campus refers to the CUT campus in Welkom.

Except where indicated differently in this document, any word has the meaning defined in the Higher Education Act and the CUT Statute.

Any reference to the male gender also includes the female gender, and *vice versa*.

3. POLICY PRINCIPLES

3.1 With academic quality being the foremost consideration, the major principles underlying CUT's admission policy are:

- (i) the quality of applicants;
- (ii) the demand for, and availability of student places;
- (iii) the maintenance of an appropriate balance of disciplines;
- (iv) the capacity to accommodate the number of enrolments; and

- (v) equity and redress through the support and development of applicants not admitted to CUT, in partnership with the Technical Vocational Education and Training (TVET) sector and other stakeholders.

- 3.2 CUT's admission policy is guided by the University's commitment to educate students of all ages and serve the people of South Africa and the world. Mindful of its mission as a public technological higher education institution with international perspectives, CUT has a public commitment to provide a place within the institution for all eligible applicants who are residents of South Africa. CUT is therefore committed to equal opportunity, and therefore admission is open to eligible applicants regardless of race, colour, creed, national origin, gender, age, religion or disability, provided that preference may be given to an eligible South African applicant over an applicant from a foreign country. CUT is furthermore committed to establishing a student body that not only meets CUT's high academic standards, but also encompasses the cultural, racial, geographic, economic and social diversity of South Africa.
- 3.3 No religious, racial or political test is imposed on any person as a condition of admission to CUT, or as a condition of the awarding of any degree, diploma, certificate or other academic award or distinction by CUT.
- 3.4 International applicants are subject to the same admission requirements as South African applicants, provided that the foreign qualifications of such candidates are considered equivalent by SAQA.
- 3.5 The recruitment strategies are focused on achieving the targets of CUT's Enrolment Plan, as set in accordance with the Enrolment Plan approved by the DHET, or on the basis of other DHET advisement. Enrolments at CUT are also regulated by the student types, as specified from time to time by the DHET, and as contained in the CUT Enrolment Plan, namely mature students and students with special needs.
- 3.6 CUT welcomes undergraduate applications from all candidates with the potential to succeed in higher education. The admission of any applicant to CUT is based on the reasonable expectation that such an applicant will be able to fulfil the objectives of the programme in question, and achieve the standard of competency or skill required for the particular academic award(s) to which the programme leads.
- 3.7 CUT's admission requirements aim to provide educational opportunities to the maximum sustainable extent of its resource capacity for providing high-quality teaching and research. In this regard, particular attention is paid to the engineering, biomedical, health, economic and social well-being of the regional environment, with emphasis on encouraging the support of enterprise in the application of frontier knowledge.

4. SELECTION OF CANDIDATES

4.1 SELECTION CRITERIA

- 4.1.1 Gazetted statutory admission criteria for higher certificate, diploma and bachelor's degree studies inform the minimum admission criteria for CUT.
- 4.1.2 A candidate must score at least 27 or more points on the CUT scoring scale for the NSC examination for admission to CUT. However, admission to a particular programme is subject to the requirements of that programme.

- 4.1.3 CUT uses selection criteria as prescribed by Senate, which may include consideration of school-end certificate results, English proficiency tests, general scholastic aptitude tests, results achieved in foundation courses, and/or recognition of transferred academic credit. In this respect, CUT's general admission requirements stipulate that all students must display a minimum level of competence in the English language according to a standard test of CUT's choice, and in applicable Science and Technology subjects. Normally, applicants must have passed a broad-based programme of study offerings in a range of subjects from a variety of disciplines. For example, candidates offering school-end certificate qualifications are normally expected to have passed six or more subjects.
- 4.1.4 In addition to the general admission requirements as prescribed by Senate, an applicant must also meet the relevant faculty's or department's requirements for a particular programme. These additional requirements are also approved by Senate, and are outlined in the CUT Calendar.
- 4.1.5 Some departments within the faculties may interview certain candidates as part of the selection process. An indication of which applicants will be interviewed is given in the respective departments' entry requirements, as published in the CUT Calendar. Mature applicants or those applying for admission status can expect to be interviewed if the department in question is considering making an offer. A portfolio may also be required.
- 4.1.6 Candidates in possession of FET qualifications such as N3, N4, N5 or N6 certificates, as well as higher certificates pegged at HEQSF level 4, may qualify for admission to the first year of a CUT qualification. However, such candidates must meet the language- and programme-specific requirements.
- 4.1.7 A candidate who has failed the NSC may also enroll and complete the N3 certificate/qualification, which comprises four subjects. The candidate would still require an endorsement of the results from the provincial Department of Education. This is an Umalusi function.
- 4.1.8 Admission and selection criteria for qualifications and subjects offered in partnership with other local or foreign institutions, in respect of international qualifications offered by CUT or any subject offered in partnership with CUT at an associated or affiliated institution, may include additional requirements, as agreed upon with the institution concerned.
- 4.1.9 Where there are more eligible applicants than places available, CUT may, in accordance with procedures as approved by Senate, select students on the basis of academic achievement, according to criteria that exceed the minimum requirements, as well as their potential to contribute to the educational environment and intellectual vitality of the institution. Programme selectors consider applicants on their own merit and in competition with others, and may take into account examinations already passed, predicted grades in forthcoming examinations, personal statements and academic references. Meeting the minimum requirements is therefore not necessarily a guarantee of admission to a particular programme or campus. Achievement or predicted achievement of the grades indicated also does not guarantee an offer of a place within a programme. CUT receives many more applications than it has places available, and the admission process is therefore competitive.
- 4.1.20 Every person registering as a student at CUT must sign the official registration form, which binds him/her to such conditions and rules as Council may determine. For online registration, the acceptance of conditions and rules is done electronically.

4.2 RECOGNITION OF PRIOR LEARNING

- 4.2.1 Applicants who do not possess the level of qualification outlined in the programme requirements may apply for recognition of prior learning (RPL) in the prescribed format.
- 4.2.2 RPL is an important policy goal, which is signalled in the Education White Paper, and reaffirmed by the Council on Higher Education (CHE), and which suggests that RPL initiatives be promoted to improve the intake of adult learners as an important avenue of redress.
- 4.2.3 Recognition of credit for prior learning is the process whereby CUT makes a judgement about the extent to which accredited prior learning (APL) or accredited prior experience (APE) – both certificated and non-certificated – may be accepted in partial fulfilment of CUT's requirements for a given academic award.
- 4.2.4 In exceptional circumstances, candidates may be considered for exemption from part of a programme on the basis of previous studies. Certain departments may refuse to consider any applicants for such exemption.

4.3 SUBJECT RECOGNITION

In accordance with the policy and procedure on subject recognition of prior learning, qualifying for the issuing of a qualification, and recognition of qualifications of South African as well as foreign students, the holder of University qualification certificate must have:

- (i) complied with the admission requirements for the qualification, including the admission requirements of the course/module prescribed for the qualification;
- (ii) been assessed, and found competent in all the competencies and skills prescribed for the qualification;
- (iii) complete more than 50% of the credits of the prescribed course/modules for the qualification at the University; and
- (iv) completed more than 60% of the credits of the exit or final academic year of the prescribed curriculum for the qualification with the University.

4.4 TRANSFER OF CREDITS

A student's achievements are recognised, and contribute to further learning, even if he/she does not obtain a qualification. In terms of the *Policy for Credit Accumulation and Transfer (CAT)*, any and all credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification, or may be recognised by a different institution as meeting part of the requirements for the same qualification. Individual mobility between programmes and institutions is thus determined by curriculum requirements, and is flexible.

4.5 PLACEMENT IN EXTENDED CURRICULUM AND ACADEMIC SUPPORT PROGRAMMES

- 4.5.1 All first-year students at CUT should write the National Benchmark Test (NBT) prior to registration. The results of the NBT are used for recommendation of appropriate support programmes as early as during the first term.

- 4.5.2 Learners who do not meet all the admission criteria, though having potential, may be supported through counselling and development, and may be referred to an extended curriculum programme (ECP), where available.

4.6 CANDIDATES WITH SPECIAL NEEDS

- 4.6.1 Applications by students with special needs are considered on the same academic grounds as all others, but candidates are asked to discuss their likely additional requirements with CUT before registration. CUT, via the Wellness Centre, will then advise the applicant on the suitability of the campus and the learning programme, as well as the equipment and/or support available. In certain cases, CUT may ask candidates who have indicated a recent, recurring or serious health problem to permit CUT to request a medical report on their condition. Such reports do not form part of the academic selection process, and are not made available to any person other than the CUT Medical Officer. The Registrar, in consultation with the Wellness Centre, is ultimately responsible for ensuring that CUT is able to make adequate provision for students with disabilities, and for keeping records of the exceptional circumstances where an applicant might be refused admission on the grounds of disability.

5. SELECTION AND ADMISSION CRITERIA

- 5.1.1 The admission and selection criteria, including the faculty- and programme-specific requirements and the number of admissions per programme and/or qualification, as proclaimed by Senate, may vary from year to year, from campus to campus, and from programme to programme, depending on the number of applicants and their qualifications, as well as the CUT Enrolment Plan for that period.
- 5.1.2 CUT reserves the right to make changes to admission policies and procedures at any time in order to maintain compliance with the law, policy, or with CUT's educational profile.
- 5.1.3 If an insufficient number of students should enrol for a specific subject/qualification in a particular year, Senate, taking into account the staff position, and after deliberating with the department in question, may decide not to offer that particular subject/qualification in that year.

5.2 READMISSION TO CUT

- 5.2.1 A student whose performance does not meet the academic standard set by Senate may be excluded academically from any further studies at CUT. Once a student has been excluded on academic grounds, any application for readmission to CUT will only be processed in accordance with the regulations and procedures approved by Senate.

5.3 REFUSAL OF ADMISSION TO CUT

- 5.3.1 It should be noted that, in exceptional circumstances, the CUT Council, in concurrence with Senate, may give the Vice-Chancellor and Principal the power to refuse any person admission to CUT.
- 5.3.2 In the event that information of a relevant non-academic nature leads a selector to believe that *prima facie* evidence exists that an applicant's admission presents a clear and immediate danger of infraction of the law, the selector must recommend the rejection of the application, and keep record of such rejection.

5.3.3 Every person registering as a student at CUT must accept the conditions and rules during their online registration. Such electronic acceptance binds the registered student to such conditions and rules as the Council may determine.

5.3.4 A person registered as a student at CUT is registered for the academic year or semester, or for such shorter period as may be determined by Council in consultation with Senate, either generally or in any particular case.

6. RELATED DOCUMENTS

6.1 Institutional Regulatory Code (IRC), Section E, item 2.3: General rules for students. Particular attention is to be paid to the contents of the following:

- (i) admission regulations and procedures, as contained in this document;
- (ii) Assessment Manual;
- (iii) CUT Calendar;
- (iv) CUT language policy;
- (v) Financial Aid Manual for Bursaries;
- (vi) Financial Aid Manual for Loans;
- (vii) policy on financial aid to undergraduate students at CUT;
- (viii) policy on the exclusion of students on financial grounds;
- (ix) policy on students with disabilities;
- (x) form LS 149;
- (xi) form LS 150;
- (xii) form LS 151; and
- (xiii) form LS 154.

7. COMPLIANCE OFFICER

The Registrar is the Compliance Officer.

8. RESPONSIBLE OFFICERS

The Deputy Registrar: Academic Administration and the Assistant Registrar: Academic Structure and Student Enrolment Services are the responsible officers.

ADMISSION PROCEDURE

4.1.1 ABBREVIATIONS

ACT refers to the Higher Education Act No 101 of 1997.

APE refers to Accredited Prior Experience.

APL refers to Accredited Prior Learning.

APS refers to Admission Point Score.

CE refers to Conditional Exemption.

CHE refers to the Council on Higher Education.

CUT refers to the Central University of Technology, Free State.

DHET refers to the Department of Higher Education and Training.

ECP refers to Extended Curriculum Programme.

FET refers to Further Education and Training.

GSAT refers to the General Scholastic Aptitude Test.

HC refers to a Higher Certificate.

HEQCIS refers to the Higher Education Quality Committee Information System.

HEQF refers to the Higher Education Qualifications Framework.

HEQSF refers to the Higher Education Qualification Sub Framework.

HG refers to Higher Grade, and refers to a subject passed at this level in the Senior Certificate examination.

Higher Education Act refers to the Higher Education Act (Act 101 of 1997), as amended from time to time.

IRC refers to the Institutional Regulatory Code.

LOLT refers to the Language of Learning and Teaching.

NCV refers to the National Certificate Vocational.

NBT refers to the National Benchmark Test.

NSC refers to the National Senior Certificate.

RPL refers to Recognition of Prior Learning.

SADC refers to the South African Development Community.

SAQA refers to the South African Qualifications Authority.

SET refers to Science, Engineering and Technology.

SRC refers to the Students' Representative Council.

SG refers to Standard Grade; it is subjects passed at this level in the Senior Certificate examination.

TVET refers to Technical and Vocational Education and Training.

uMalusi refers to Council for Quality in General and Further Education and Training.

Welkom Campus refers to the CUT campus in Welkom.

WIL refers to Work-Integrated Learning.

4.1.2 DEFINITIONS

Admission means approval to report for registration as a student at the University.

Admission Policy is a statement of minimum standards governing admission to register for a qualification at the University, approved by Council.

Bloemfontein Campus refers to the CUT campus in Bloemfontein.

Course refers to a component of a learning programme, which is constituted by subject/instructional offering.

Law refers to the common law and any applicable constitution, statute, by-law, proclamation, regulation, rule, notice, treaty, directive, code of practice, charter, judgement or order having force of law in South Africa, and any interpretation of any of them by any court or forum of law.

Mature student refers to a student who is 23 years of age or older and/or any postgraduate student.

Minimum admission requirements refer to the minimum admission requirements applicable to the different qualifications offered at CUT.

New student refers to a student enrolling for a higher certificate, diploma or bachelor's degree at an institution of higher education for the first time;

Person/student/applicant/candidate with special needs defines a person in relation to the work or study environment, and not on the basis of the diagnosis of the impairment. Only a person who satisfies the criteria of physical and/or mental impairment, which is long term or recurring and which substantially limits educational progress, is identified as a person with special needs.

RPL means the assessment and accreditation of previous learning and experience acquired by a student in the workplace or from life experience, measured against the specified learning outcomes of a module or qualification.

School-end Certificate includes the following:

- (i) A Senior Certificate / Grade 12 Certificate or National Senior Certificate (NSC) as issued by the Department of Basic Education;
- (ii) A Senior Certificate with matriculation exemption issued by any of the officially recognised certification bodies; or
- (iii) A qualification considered by the Senate to be equivalent to (i) or (ii) which is otherwise considered to be adequate

Statutory admission requirements refer to admissions requirements of institutions of higher learning that are promulgated by law and are applicable to all universities in South Africa.

Universities South Africa refers to a body representing all public higher education institutions.

Any reference to the male gender also includes the female gender, and *vice versa*.

Except where indicated differently in this document, any word has the meaning defined in the Higher Education Act and in the CUT Statute.

4.1.2 ADMISSIONS PROCEDURE

- 4.1.2.1 Prospective students apply for admission to CUT in accordance with the application procedures contained in this document and published on the CUT website under the "Prospective students" section. Application forms in this regard can be sourced online from the aforementioned website, as well as from the Academic Structure and Student Enrolment Services Unit.

4.1.2.2 A non-refundable application fee must accompany all applications. For more details on this amount, refer to the current CUT Fees Calendar.

4.1.2.3 Applications for admission – excluding Work-Integrated Learning (WIL) – received after **31 August** annually are subject to the payment of a non-refundable late-application fee, as stipulated in sections 4.1.2.6 and 4.1.2.7 below.

The acceptance of late applications, including walk-ins, is limited to South African students only. The closing date for applications for admission for undergraduate international applicants is 31 August annually.

The Executive Manager in charge of enrolment may use his/her discretion to continue with acceptance of applications after closing dates (RSA and international).

4.1.2.4 Applicants for the first semester of the subsequent year (with the exception of Master's degree and Doctoral degree candidates), whose application fees are deposited into CUT's bank account after **31 August**, are subject to the payment of a late-application fee.

4.1.2.5 Applicants for the **second semester** of the same year for certain programmes (with the exception of master's degree and doctoral degree candidates), whose application fees are deposited into CUT's bank account after **31 May**, are subject to the payment of a late-application fee.

4.1.2.6 The dates mentioned in these regulations are amended periodically to ensure concurrence with Management's decisions and policies.

4.1.2.7 Except in cases where the candidate has received an unconditional offer of admission to CUT from the Academic Structure and Student Enrolment Services Unit, the final decision regarding the admission of a candidate to a certificate / higher certificate / diploma / degree is taken when the results of the School-end Certificate or acceptable equivalent qualification are published.

4.1.2.8 If a candidate complies with the admission requirements as described in these regulations, the Academic Structure and Student Enrolment Services Unit will confirm the candidate's admission in writing. In the case of a candidate who is subject to the testing of potential, the Head of Department of the relevant School ensures the necessary liaison with the Wellness Centre.

4.1.2.9 CUT only considers exemption from part of a learning programme in highly exceptional circumstances, and all applications for such exemption are considered by the Senate.

4.1.2.10 CUT considers applications from applicants with special needs on similar academic grounds as those applicable to other candidates, provided that it is essential that CUT takes cognisance of the qualification requirements and the nature of the special needs in question prior to making a decision, in order to advise the candidate well in advance regarding the facilities available at CUT, as well as the specific requirements set by the profession in question.

- 4.1.2.11 Although CUT makes an effort to determine whether sufficient facilities are available to accommodate a candidate with special needs, it remains the candidate's responsibility to ensure the existence and suitability of those facilities before registering for a learning programme.
- 4.1.2.12 A written request for an admission application form may be directed to the Assistant Registrar: Academic Structure and Student Enrolment Services at the following address:
- Central University of Technology, Free State
Private Bag X20539
BLOEMFONTEIN
9300
- The application form can also be accessed online, on the CUT website:
<http://www.cut.ac.za>
- 4.1.2.13 Prospective students must provide the Assistant Registrar: Academic Structure and Student Enrolment Services with their completed application forms as early as possible in the preceding academic year or semester. A non-refundable application fee is payable with each application for admission.
- 4.1.2.14 Once the applications have been processed by the Academic Structure and Student Enrolment Services Unit, a selection list is drawn up by the Assistant Registrar: Academic Structure and Student Enrolment Services and submitted to the Deputy Registrar: Academic Administration.
- 4.1.2.15 Upon receipt of the selection lists, the programme heads assign the applicants to one of five (5) categories, namely:
- 4.1.2.15.1 applicants who meet all the CUT programme admission requirements;
 - 4.1.2.15.2 applicants who are conditionally accepted, pending Matric results.
 - 4.1.2.15.3 applicants to be subject to the testing of potential;
 - 4.1.2.15.4 applicants to be considered / referred to the Extended Curriculum Programme (ECP);
 - 4.1.2.15.5 applicants to be considered academically unsuccessful; or
 - 4.1.2.15.6 applicants to be considered for RPL-based admission in accordance with Code 122 of the CUT Delegation Register.
- 4.1.2.16 An applicant falling into the first category (cf. section 4.1.2.15.1 above) is notified in writing by the Academic Structure and Student Enrolment Services Unit that his/her application for admission to CUT has been successful. An applicant who meets all the CUT and programme admission requirements and is selected for admission, is notified in writing by the Academic Structure and Student Enrolment Services Unit within **10 days** of receiving the application.
- 4.1.2.17 All first-year students at CUT must ensure that the NBT test is written prior to registration. The results of the NBT guide the selection teams when placing applicants in appropriate academic programmes and/or recommending appropriate support programmes. The NBT dates and venues are available on the website www.nbt.ac.za. Students with NBT results will be given first preference.

- 4.1.2.18 An unsuccessful applicant falling into the fifth category (cf. section 4.1.2.15.5 above) is notified in writing by the Academic Structure and Student Enrolment Services Unit that his/her application for admission to CUT has been unsuccessful.
- 4.1.2.19 An applicant who does not meet all the CUT and programme admission requirements is notified in writing by the Academic Structure and Student Enrolment Services Unit **within 10 days of receiving** the application that his/her application for admission to CUT has been unsuccessful.
- 4.1.2.20 An applicant falling into the fourth category (cf. section 4.1.2.15.4 above) is notified in writing by the Academic Structure and Student Enrolment Services Unit that he/she is advised to register for the ECP.
- 4.1.2.21 An applicant selected for the Extended Curriculum Programme (ECP), is notified in writing by the Academic Structure and Student Enrolment Services Unit **within 10 days of receiving the Faculty's decision.**
- 4.1.2.22.1 This programme has been designed to assist in the transition of the less-prepared student to university study and to equip such a student with additional skills to facilitate his/her studies.
- 4.1.2.22.2 Applicants need to contact the relevant faculty administration should more information regarding this programme be required.
- 4.1.2.22.3 Applicants confirm acceptance of this offer by letter or e-mail within 10 days of receipt of this offer.
- 4.1.2.22.4 Applicants are notified in writing by the Academic Structure and Student Enrolment Services Unit that their application for admission into this programme at CUT has been successful.
- 4.1.2.23 An applicant falling into the second category (cf. section 4.1.2.15.2 above) is notified in writing by the Academic Structure and Student Enrolment Services Unit that his/her application for admission to CUT is subject to the testing of his/her potential. The date, time and place of such testing will be clearly indicated.
- 4.1.2.24 An applicant whose application for admission to CUT is subject to the testing of potential is notified in writing by the Academic Structure and Student Enrolment Services Unit **within 5 days of receiving the Faculty's decision.**
- 4.1.2.25 The testing of potential, as referred to in paragraph 4.1.2.15.3 above, proceeds as follows:
- 4.1.2.25.1 Applicants report for the test on the date and at the time and place indicated in the letter, as mentioned in paragraph 4.1.2.15.3 above.
- 4.1.2.25.2 The test, as described in the admission regulations of CUT, is administered by the Wellness Centre.

- 4.1.2.25.3 The Wellness Centre makes the test results available to the various faculties, after which the relevant programme heads make the final selection of applicants for each particular learning programme.
- 4.1.2.26 A candidate who has successfully completed the selection process as referred to in section 4.1.2.25.3 above is notified in writing by the Academic Structure and Student Enrolment Services Unit of his/her admission to CUT; provided that applicants falling into the first category receive preference with regard to placement in learning programmes, except where the Senate determines otherwise.
- 4.1.2.27 The names of candidates who have completed the test to determine potential, but have not been granted admission, are placed on a waiting-list to be reconsidered during a subsequent evaluation opportunity. Such candidates will receive a letter from the Academic Structure and Student Enrolment Services Unit, informing them that their application for admission was successful/ unsuccessful, following final placement in the various learning programmes.
- 4.1.2.28 In the case of candidates applying for admission to the learning programmes Art and Design, Tourism Management, Language Practice, Management Practice, Education, Somatology, Radiography, Hospitality Management, Biomedical and Clinical Technology, Environmental Health, Dental Assisting, Project Management or Marketing, it is expected that, in addition to the procedure described in sections 4.1.2.22.1 to 4.1.2.22.3 above, the applicants will undergo one or more of the following procedures before final selection and acceptance can proceed:
- 4.1.2.28.1 psychometric testing/assessment;
 - 4.1.2.28.2 submission of a portfolio;
 - 4.1.2.28.3 interview;
 - 4.1.2.28.4 completion of a questionnaire;
 - 4.1.2.28.5 assessment of practical skills; and/or
 - 4.1.2.28.6 any other process as approved by the Senate.
- 4.1.2.29 Applicants falling into the sixth category (cf. section 4.1.2.15.6 above) are subject to the following procedure, details of which are provided with the relevant application form, available from the Assessment and Graduations Unit:
- 4.1.2.29.1 Facilitating access
- It is CUT policy to facilitate access to public higher education, especially for persons who were previously disadvantaged in terms of such access, by recognising prior learning achievements of individuals, irrespective of how such learning achievements were acquired. In making this commitment, CUT states that the aim of its policy is not to accredit prior learning achievements, but rather to give due recognition to such in determining access.
- 4.1.2.29.2 Responsibilities
- It is CUT policy that aspirant students seeking admission to CUT through RPL must present credible evidence of prior learning achievements. CUT only assumes responsibility for encouraging and supporting such applications.

4.1.2.29.3 Credibility of assessment

CUT also aims to ensure that both the process and the outcomes of RPL, as an assessment procedure, are guided by the salient aspects of quality assurance. Critical prerequisites for maintaining acceptable procedures would be the following:

- 4.1.2.29.3.1 the assessment of prior learning against the clearly formulated learning outcomes of each qualification and the modules prescribed by the curriculum for such qualification;
- 4.1.2.29.3.2 a credible and transparent assessment process that is inherently fair to other students; and
- 4.1.2.29.3.3 support of the institutional principle of “student access with success”.

4.1.2.29.4 Regional collaboration

It is also CUT’s aim to regionally collaborate with other institutions in administering and facilitating access to public higher education.

4.1.3 APPLICATION PROCESS FOR REGOGNITION OF PRIOR LEARNING

4.1.3.1 Information on RPL

4.1.3.1.1 RPL processes and procedures are available from:

- (1) the Assistant Registrar: Assessment and Graduation; and
- (2) heads of department.

4.1.3.1.2 An application for RPL can be submitted at any time during the academic year, but the processing of such an application is a lengthy exercise. The submission and successful processing of an application will lead to an administrative admission ruling guided by the RPL policy and the following operational aspects:

- (1) depending on the particular circumstances, admission to an undergraduate curriculum or course of study can only come into effect in January/February for the first semester, or in June/July for the second semester for certain programmes; and
- (2) admission to a postgraduate curriculum is guided by the provisions of section 2.8.1 of the Assessment Procedure.

4.1.3.2 Staged application and assessment procedure

4.1.3.2.1 Formulation and submission of an application

Based on the information provided in section 4.1.3.1 above, the applicant drafts a written application, which he/she then submits to the Assessment and Graduations Unit. When formulating the application, applicants are advised to seek the assistance of the academic unit in question.

4.1.3.2.2 Initial screening of an application for RPL

Any application for the recognition of prior academic achievements at another higher education institution will be referred to the relevant faculty, where it will be dealt with in terms of the standing procedures for subject/programme recognition.

4.1.3.2.3 The faculty in question subjects every application to a substantive assessment process before presenting an assessment report to the Assessment and Graduations Unit.

4.1.3.2.4 Institutional validation of the substantive assessment report

- (1) Based on the faculty's assessment report, the Dean of that Faculty, after consulting with the Registrar, may request the Assessment and Graduations Unit to arrange for the applicant to undergo formal extraordinary reassessment, the schedule of which will be communicated to the applicant by the Assessment and Graduations Unit.
- (2) The assessment is conducted in a special venue.
- (3) The duration of the assessment referred to in (1) is 75 minutes for each hour of the standard assessment.
- (4) Unless otherwise approved by the Dean, all rules pertaining to student conduct shall apply to the assessment referred to in (1).
- (5) The reassessment referred to in (1) is then assessed by the appropriate examiners/assessors.
- (6) If the applicant underperforms in the reassessment, the examiner/assessor will take this into consideration in view of modifying the substantive assessment results downward.

4.1.3.2.5 Record of assessment

4.1.3.2.5.1 The validated and/or adjusted substantive screening results will be placed on record as the admission credentials of the applicant when registering, and the applicant will be informed of this accordingly.

4.1.3.2.5.2 This record must accompany the application for registration (at the time of the applicant's initial registration).

4.1.3.2.6 Appeal

4.1.3.2.6.1 An applicant who is dissatisfied with the outcome of the RPL assessment may lodge a written appeal with the Assessment and Graduations Unit, outlining his/her motivation for disputing the outcome and accompanied by proof of payment of the prescribed fee for this service.

4.1.3.2.6.2 On receipt of an applicant's appeal and proof of payment, the Registrar will appoint an independent assessor to reassess the evidence in respect of learning achievement, and will compile a report on the validity or otherwise of the assessment outcome.

- 4.1.3.2.6.3 If the independent assessor arrives at a different outcome to the original assessment, then the reassessed outcome will, in terms of section 4.1.5.2.6.2, be confirmed as the official and final outcome, and the fee will be reimbursed to the applicant. Otherwise, the outcome of the original RPL assessment stands and the applicant forfeits the deposit.
- 4.1.3.2.6.4 Subordinate procedures designed to facilitate the execution of the standard admission procedure may be announced by the Senate.
- 4.1.3.2.6.5 Standard administrative procedures and forms are used in the event of changes to the agreement concluded with CUT upon registration.
- 4.1.3.2.6.6 Upon registration at CUT, the student signs a statement in terms of the exemption stipulations contained in the general rules for students, declaring that he/she will immediately notify the Assistant Registrar: Academic Structure and Student Enrolment Services in writing, on the prescribed form LS149 (available from the Academic Structure and Student Enrolment Services Unit), of any change of address or contact number.
- 4.1.3.2.6.7 Should any change in a learning programme or subject be made, the student must supply the Academic Structure and Student Enrolment Services Unit with the prescribed form LS151 (available from the Academic Structure and Student Enrolment Services Unit), completed in triplicate and signed by the Head of Department concerned, prior to the predetermined deadline.
- 4.1.3.2.6.8 In the event of the suspension of studies, the prescribed form LS150 (available from the Academic Structure and Student Enrolment Services Unit), signed by the student and the Head of Department concerned, and must be delivered to the Academic Structure and Student Enrolment Services Unit. In the event of a change of residence or the cancellation of board and lodging, the prescribed form LS150, signed by the supervisory staff member of the residence concerned, must be delivered to the Academic Structure and Student Enrolment Services Unit. If LS150 form is not submitted prior to the deadline, no discount/refund of fees will be granted.

4.1.3.3 General admission regulations for candidates who matriculated in 2007 or before

- 4.1.3.3.1 A candidate for a university of technology degree, diploma or certificate must be in possession of at least a Grade 12 Certificate or equivalent certificate approved by the Senate.
- 4.1.3.3.2 A candidate for a CUT degree, excluding the Baccalaureus Technologiae degree and a higher qualification, must be in possession of a Matriculation Exemption Certificate or Conditional Exemption Certificate.
- 4.1.3.3.3 Prospective / aspirant students already in possession of a Grade 12 Certificate or equivalent may apply for admission to a degree, diploma or certificate. In this case, the application is assessed using the assessment criteria published on the applicant's Grade 12 Certificate or equivalent results.
- 4.1.3.3.4 In the cases specified in section 4.1.2, the general minimum M-score qualifying the candidate for acceptance as a student is as published for that year. The admission criteria applicable to each programme of study are as specified in the CUT Calendar.

- 4.1.3.3.5 Only a person holding a Grade 12 Certificate or equivalent may be admitted as a student for a post-secondary qualification. However, CUT may exempt a person from this criterion on the basis of the outcome of an individual RPL assessment. Applications for such RPL assessment may be lodged with the Assessment and Graduations Unit.
- 4.1.3.3.6 If a candidate meets the minimum subject requirements for a degree, diploma or certificate, but scores fewer than the minimum points on the CUT scoring scale for the July Grade 12 examination or a subsequent examination, CUT will consider the following aspects:
- 4.1.3.3.6.1 there must be a place available for the candidate in the particular learning programme;
- 4.1.3.3.6.2 the candidate may be subject to selection in the case of a learning programme where this is a requirement (see the chapter pertaining to the relevant faculty in the CUT Calendar); and
- 4.1.3.3.6.3 if an applicant fails to qualify for admission to CUT in terms of these regulations, he/she may be subject to the testing of potential in terms of section 4.1.5.3.6 above.
- 4.1.3.3.7 Candidates must meet the necessary subject requirements for the various learning programmes.
- 4.1.3.3.8 The following measuring instruments are used to test potential:
- 4.1.3.3.8.1 assessment of the prior experience of mature learners;
- 4.1.3.3.8.2 results achieved in the General Scholastic Aptitude Test (GSAT), which determines the potential of a candidate, as well as the English Proficiency Test, which measures a candidate's understanding of and proficiency in English;
- 4.1.3.3.8.3 Grade 12 results; and
- 4.1.3.3.8.4 any other measuring instrument as determined by the Senate or Council.
- 4.1.3.3.9 The results of the above-mentioned measuring instruments are used in accordance with the following guidelines:
- 4.1.3.3.9.1 The results are arranged in sequence of achievement.
- 4.1.3.3.9.2 The best candidates are accepted in accordance with the needs and vacancies in the specific learning programme.
- 4.1.3.3.9.3 A candidate who is not selected may be reconsidered at a subsequent selection opportunity where the same procedures as those described above will be followed.
- 4.1.3.3.10 The candidate must deliver proof that he/she is able to express himself/herself in English, both verbally and in writing, so that he/she can benefit fully from the learning programme of his/her choice. Some departments, however, set higher requirements with regard to language proficiency. A candidate will be offered a place in a postgraduate programme on condition that he/she possesses a minimum level of proficiency in English.

- 4.1.3.3.11 For candidates who matriculated in 2007 or before, CUT awards academic weights for achievement according to the following scoring scale:

Symbol achieved in subject in Grade 12	Grade of subject in Grade 12	
	Higher Grade (HG)	Standard Grade (SG)
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

4.1.3.4. General admission regulations for candidates who completed the National Senior Certificate (NSC) in 2008 and thereafter

- 4.1.3.4.1 A candidate for a university of technology degree, diploma or certificate must be in possession of at least the NSC or equivalent certificate approved by the Senate.
- 4.1.3.4.2 A candidate for a university of technology degree, diploma or certificate must be in possession of at least the NSC, NCV4 or equivalent CHE-accredited or UMalusi-accredited HEQSF 4 qualification.
- 4.1.3.4.3 A candidate must score at least 27 or more points on the CUT scoring scale for the NSC examination for admission to CUT. (See the CUT scoring scale in section 4.1.3.4.8.5 below for the appropriate weights according to which the above-mentioned totals are calculated.) However, admission to a particular programme is subject to the requirements of that programme (see section 4.1.3.6.1.6 below for the regulations pertaining to learning programmes).
- 4.1.3.4.4 Life Orientation forms part of the final score, with a maximum value of one point.
- 4.1.3.4.5 A candidate is expected to possess a minimum level of proficiency in English, since this is the Language of Learning and Teaching (LOLT) at CUT. A mark of 50% for English as Home Language (Vernacular) and First Additional Language is therefore considered to be sufficient, although any proof of proficiency in the English language will also be taken into consideration. In this regard, refer to the language policy of CUT. Candidates with an M-score of 27 or higher, but who have obtained a final mark of between 40% and 49% for English, should undergo a selection test.
- 4.1.3.4.6 If a candidate meets the minimum subject requirements for the certificate, diploma or degree, but scores fewer than the minimum points on the CUT scoring scale for the NSC examination, CUT will consider the following aspects:
- 4.1.3.4.6.1 there must be a place available for the candidate in the particular learning programme; and
- 4.1.3.4.6.2 the candidate may be subject to selection in the case of learning programmes where this is a requirement (see section 4.1.3.6.1.6 below for the specific requirements of each programme).

If an applicant fails to qualify for admission to CUT in terms of these regulations, he/she may be subject to the testing of potential in terms of section 4.1.3.4.7 below.

- 4.1.3.4.7 Regulations pertaining to the testing of potential:
- 4.1.3.4.7.1 the candidate must meet the necessary subject requirements for the learning programme in question.
- 4.1.3.4.7.2 The following measuring instruments are used to test the potential of a candidate:
- 4.1.3.4.7.2.1 RPL, with admission to be approved before a candidate may register;
- 4.1.3.4.7.2.2 assessment of the prior experience of mature learners;
- 4.1.3.4.7.2.3 GSAT and English Proficiency Test results;
- 4.1.3.4.7.2.4 NSC results; and
- 4.1.3.4.7.2.5 any other measuring instrument as determined by the Senate or Council.
- 4.1.3.4.8 The results of the above-mentioned measuring instruments are used in accordance with the following guidelines:
- 4.1.3.4.8.1 the results are arranged in sequence of achievement;
- 4.1.3.4.8.2 the best candidates are accepted in accordance with the need and vacancies in the specific learning programme;
- 4.1.3.4.8.3 a candidate who is not selected may be reconsidered at a subsequent selection opportunity, where the same procedures as those described above will be followed;
- 4.1.3.4.8.4 the candidate must deliver proof that he/she is able to express himself/herself well in English, both verbally and in writing, so that he/she can benefit fully from the learning programme of his/her choice. Some departments, however, set higher requirements with regard to language proficiency. A candidate will be offered a place in a postgraduate programme on condition that he/she possesses a minimum level of proficiency in English;
- 4.1.3.4.8.5 for candidates who completed the NSC in 2008 and after, CUT awards academic weights for achievement according to the following scoring scale:

Percentage achieved in NSC subject	30 - 39%	40 - 49%	50 - 59%	60 - 69%	70 - 79%	80 - 89%	90 - 100%
Points rating for % value	2	3	4	5	6	7	8

A candidate scoring 22 to 26 points on CUT's scoring scale must undergo a selection test. A candidate must obtain an achievement level of at least 4 (50 to 59%) in Life Orientation in the NSC. Even if a higher mark is achieved in Life Orientation, the value will still only be awarded as one on the CUT scoring scale;

and a candidate who scores less than 22 points on the CUT scoring scale in the July or subsequent NSC examination is considered to be a candidate who does not possess the necessary skills to successfully pursue a course of study at CUT under the prevailing circumstances. Such a candidate will not be admitted to CUT, unless the candidate improves his/her results by obtaining a TVET certificate/qualification;

4.1.3.4.8.6 a candidate is expected to possess a minimum level of proficiency in English, since this is the LOLT at CUT. A mark of 50% for English as Home Language (Vernacular) or First Additional Language is therefore considered to be sufficient, although any sufficient proof of proficiency in the English language will also be taken into consideration. In this regard, refer to the Language Policy of CUT. Candidates with an M-score of 27 or higher, but who had obtained a final mark of between 40% and 49% for English, should undergo a selection test; and

4.1.3.4.8.7 a candidate may be expected to attend an interview, undergo a selection test, and/or make a written presentation to the Head of the Department. Candidates who have not recently been engaged in study and who apply for admission to postgraduate studies are normally invited for such an interview or are requested to undergo a selection test and/or make a written presentation. No offer of admission to CUT will be made during such an interview or selection opportunity. Any offer of admission to CUT will be in writing and mailed to the candidate.

4.1.3.5 General admission regulations for candidates who completed the N-qualification at an FET/TVET college

4.1.3.5.1 For candidates in possession of an N3, N4, N5 and N6 qualification, CUT awards academic weights for achievement according to the following scoring scale:

Matric symbol achieved			N3	N4	N5 / N6
	SG	HG			Applicants should apply for individual subject recognition if applying for the similar programme to that of FET/TVET
A	6	8	6	8	
B	5	7	5	7	
C	4	6	4	6	
D	3	5	3	5	
E	2	4	2	4	
F	1	3	1	3	

A candidate in possession of an N3, N4, N5 or N6 certificate may qualify for admission to the first year of a CUT qualification. However, such a candidate must meet the minimum admission requirements, including the language and programme specific requirements. Candidates may be requested to write a selection test;

a candidate in possession of an N3 or N4 certificate or equivalent NQF level certificate may qualify for admission to the first year of a CUT qualification, provided the candidate applies for the similar or equivalent qualification to that completed at FET/TVET colleges. Furthermore, candidates with an N5 or N6 certificate or equivalent NQF-level qualification may be admitted, provided they have applied for and have been granted the recognition of similar or equivalent of the seven best subjects to the specific CUT qualification offering, and a candidate with an FET College Diploma or equivalent may be admitted to the higher qualification or higher levels, or a similar or equivalent diploma qualification, provided they have applied for and have been granted Recognition of Prior Learning (RPL) according to the CUT criterion for RPL as contained in the admission policy; and

- 4.1.3.5.2 a candidate is expected to possess a minimum level of proficiency in English, since this is the LOLT at CUT. A mark of 50% for English as Home Language (Vernacular) **or** First Additional Language is therefore considered to be sufficient, although any sufficient proof of proficiency in the English language will also be taken into consideration. In this regard, refer to the Language Policy of CUT. Candidates with an M-score of 27 or higher, but who had obtained a final mark of between 40% and 49% for English, should undergo a selection test.
- 4.1.3.5.3 A candidate with an N3 or N4 certificate **does not qualify for** subject recognition, as their subjects are considered in the selection of seven best subjects during minimum admission requirements. A candidate with an N3 to N4 certificate or equivalent NQF-level qualification does not qualify for subject recognition. Instead, such a qualification serves as the pure matric/NSC complementary subjects for the CUT rating score system. Furthermore, such candidates may also be subjected to write a selection test for further processing of their applications. A candidate with an N-Diploma or equivalent NQF level qualifies to apply for the Bachelors' degree for the same N-Diploma qualification, with full recognition given the same qualification credits and NQF levels.
- 4.1.3.5.4 Subject recognition may be granted to FET/TVET students who have successfully completed their FET/TVET N5 to N6 certificate. Such subject recognition will only be considered for first-year CUT certificate and/or diploma subjects, and will only be based on FET/TVET N6-level or equivalent certificate subjects successfully completed. These subjects must be passed at N4, N5 and N6 or equivalent level, with a score of 40% or above. An official statement of results must be presented to CUT.
- 4.1.3.5.5 A candidate who has failed some subjects in the NSC (HEQSF Level 3) may be enrolled in an FET/TVET college for N3-level subjects. Upon successful completion of the N3 subjects, the candidate may apply to the Provincial Education Department for the results to be combined and converted to the NSC qualification. **This is an uMalusi function.**
- 4.1.3.5.6 A candidate who has failed the NSC may also enroll and complete the N3 certificate/qualification, which is comprised of four subjects. The candidate would still require an endorsement of the results from the Provincial Department of Education. **This is an uMalusi function.**

4.1.3.6 General admission regulations for candidates who completed the National Certificate (Vocational) NC(V) Level 4

- 4.1.3.6.1 For candidates in possession of an NC(V) Level 4 qualification, CUT awards academic weights for achievement according to the following scoring scale:

Percentage achieved in NSC subject	30 - 39%	40 - 49%	50 - 59%	60 - 69%	70 - 79%	80 - 89%	90 - 100%
Points rating for % value	2	3	4	5	6	7	8

- 4.1.3.6.1.1 A candidate in possession of NC(V) Level 4 may qualify for admission to the first year of a CUT qualification. However, such a candidate must meet the minimum admission requirements, including the language- and programme-specific requirements. Candidates may be requested to write a selection test.

- 4.1.3.6.1.2 NC(V) 4 candidates must score the minimum admission points on the scoring scale for admission, as prescribed in the CUT admission policy. Since NC(V) programmes are highly specialised, such applicants will only be considered for admission into programmes of similar specialisation, for example NC(V): Tourism applicants will be considered for the National Diploma or Diploma: Tourism Management only, and no other specialisation, regardless of their performance in the NC(V) examinations. Admission to a particular programme is subject to the requirements of that programme.
- 4.1.3.6.1.3 NC(V) 4 applicants are eligible for university admission only if they have obtained a full qualification. No applicant will be admitted based on the completion of certain subjects in a qualification.
- 4.1.3.6.1.4 Life Orientation forms part of the final score, with a maximum value of one.
- 4.1.3.6.1.5 A candidate is expected to possess a minimum level of proficiency in English, since this is the LOLT at CUT. A mark of 50% for English as Home Language (Vernacular) or First Additional Language is therefore considered to be sufficient, although any sufficient proof of proficiency in the English language will also be taken into consideration. In this regard, refer to the language policy of CUT. Candidates with an M-score of 27 or higher, but who have obtained a final mark of between 40% and 49% for English, should undergo a selection test.
- 4.1.3.6.1.6 Programme-specific requirements for NC (V) applicant

CUT QUALIFICATION	SUBJECT REQUIREMENTS	NC(V) 4 PROGRAMME
Civil Engineering and Building Construction		
National Diploma: Civil Engineering	In addition to the general admission requirements, a minimum mark of 50% in both Mathematics and Physical Science is required for applicants seeking to pursue their studies in Civil Engineering. Every applicant must write an access assessment test.	Construction Planning
		Construction Supervision
		Materials
		Carpentry and Roof Work
		Concrete Structures
		Masonry
		Physical Science
		Plumbing
		Roads
		Drawing Office Practice
Higher Certificate: Construction	In addition to the general admission requirements, a minimum mark of 50% in Mathematics is required for applicants seeking to pursue their studies in Construction. Physical Science is recommended.	Architectural Graphics & Technology
		Civil & Structural Steel Work
		Building Engineering
		Drawing Office Procedures & Techniques

Education and Development		
Diploma: Design and Studio Art	In addition to the general admission requirements, every applicant must write an access assessment test and undergo an interview. The following subjects are highly recommended: Painting, Ceramics, Drawing, Graphic Design, Graphic Processes, Jewellery Design, Jewellery Manufacturing, Entrepreneurship & Business Management (only N4), History of Art (N5 & N6).	Art & Science of Teaching
		Human & Social Development
		Learning Psychology
Electrical Infrastructure Construction		
National Diploma: Electrical Engineering	In addition to the general admission requirements, a minimum mark of 50% in both Mathematics and Physical Science is required. Every applicant must write an access assessment test.	Electrical Principles & Practice
		Electronic Control & Digital Electronics
		Electrical Workmanship
		Electrical Systems & Construction
		Physical Science
Engineering and Related Design		
National Diploma: Mechanical Engineering	In addition to the general admission requirements, a minimum mark of 50% in both Mathematics and Physical Science is required. Every applicant must write an access assessment test.	Applied Engineering Technology
		Engineering Processes
		Professional Engineering Practice
		Automotive Repair & Maintenance
		Engineering Fabrication – Boiler-making
		Engineering Fabrication – Sheet-metal Worker
		Fitting & Turning
		Physical Science
		Refrigeration & Air-conditioning Processes
Welding		
Hospitality		
National Diploma: Hospitality Management	In addition to the general admission requirements, every applicant must write an access assessment test and undergo an interview. Consumer Science, Hospitality Studies, Accounting or Business Studies is highly recommended.	Client Services & Human Relations
		Food Preparation
		Hospitality Generics
		Hospitality Services
Information Technology and Computer Science		
National Diploma: Information Technology	In addition to the general admission requirements, a minimum mark of 60% in Mathematical Literacy or 40% in either Mathematics or Information Technology is required. Every applicant must write an access assessment test.	Computer Programming
		Data Communication & Networking
		Systems Analysis & Design
		Multimedia Service - - implementation in 2013

Management		
Diploma in Public Management	A candidate must score at least 27 or more points on the CUT scoring scale.	Operations Management
Diploma in Human Resources Management		Project Management
Marketing Management		
Diploma in Marketing	A candidate must score at least 27 or more points on the CUT scoring scale.	Advertising & Promotions
		Marketing
		Marketing Communication
		Consumer Behaviour
		Contact Centre Operations
Office Management		
Diploma in Office Management and Technology	A candidate must score at least 27 or more points on the CUT scoring scale.	Business Practice
		Office Data Processing
		Office Practice
		Personal Assistance
Primary Agriculture		
National Diploma: Agricultural Management	In addition to the general admission requirements, a minimum mark of 40% in one of the following subjects, as well as a minimum mark of 50% in another, is required: Agricultural Sciences, and/or Biology or Life Sciences, Mathematics, Mathematical Literacy, Life Orientation, Economics, Accounting or Physical Science	Animal Production
		Advanced Plant Production
		Farm Planning & Mechanisation
		Agri-Business
Process Instrumentation		
National Diploma: Electrical Engineering	In addition to the general admission requirements, a minimum mark of 50% in both Mathematics and Physical Science is required for candidates wishing to pursue their studies in Civil Engineering. Every applicant must write an access assessment test.	Electronics Control & Digital Electronics
		Engineering Processes
		Physical Science
		Instrumentation Technology

4.1.3.7 General admission regulations for candidates with conditional exemption by virtue of mature age

4.1.3.7.1 A student who has attained the age of twenty-three (23) years or more and who is in possession of a Senior Certificate, and has been granted a certificate of conditional exemption by the South African Universities Association (SAUVCA, formerly known as HESA, currently known as Universities South Africa) on the grounds of mature age may be admitted to CUT. The applicant must have met the following requirements:

4.1.3.7.1.1 attained the age of twenty-three (23) years before or during the year in which the applicant wishes to register at the University;

- 4.1.3.7.1.2 before 31 March of the year for which a certificate of conditional exemption is required, passed with 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 further that:
- 4.1.3.7.1.2.1 an official language second language subject shall be recognised as a subject if at least 40 per cent is obtained; and
- 4.1.3.7.2.2 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 paragraph to a person whose general educational qualifications satisfy the Committee of Principals-Universities South Africa;
- 4.1.3.7.2 the University may, at its discretion, admit a student who has been granted a certificate of conditional exemption by Universities South Africa on the grounds of having attained the age of forty-five (45) years during or before the year in which he/she intends to register for a diploma, irrespective of his/her educational qualification;
- 4.1.3.7.3 a certificate of conditional exemption issued by virtue of a Senior Certificate shall be deemed to have lapsed if the holder of the certificate does not satisfy the outstanding requirements within a period equal to the minimum prescribed full-time duration for the relevant qualification plus two additional years calculated from 1 January of the year in which the holder registers for the qualification at a university. It may be renewed on application.
- 4.1.3.8 General admission regulations for candidates who completed the Higher Certificate**
- 4.1.3.8.1 The admission requirement to register for the Higher Certificate is Matric/NSC a with Higher Certificate or Diploma studies endorsement. This is accessed by students who could not be admitted by universities, owing to inadequate point scores, or who could not meet the subject requirements. Rather than enrolling for N3-5, some students select the Higher Certificate route; and
- 4.1.3.8.2 the qualification has a minimum of 120 credits for NQF Level 5, and focuses on different specialisation areas such as IT, Marketing, Office Administration, and many others. Graduates of the Higher Certificate are admitted to advanced certificates, diplomas or degrees, depending on each university's preference.

QUALIFICATION TYPE	NQF LEVEL	CREDITS	PROGRESSION
Higher Certificate/ N4-N6	5	120	Advanced Certificate or cognate Diploma (A) of 240 credits
N-Diploma 240	5	240	Advanced Certificate
N-Diploma 360	6	360	Bachelor Degree
Advanced Certificate	6	120	Cognate Diploma or Bachelor
Diploma (A)	6	240	Advanced 120 credit Diploma
Diploma (B)	6	360	Bachelor 480 credits
Advanced Diploma	7	120	Post Graduate Diploma
Postgraduate Certificate in Education	7	120	Bachelor Honours in Education
Bachelor General	7	360	Bachelor Honours Degree

Bachelor in Education	7	480	Bachelor Honours Degree in Education or Postgraduate Diploma in Education
Bachelor Professional	8	480	Masters
Specialised Bachelor (e.g. BProc)	7	360	LLB
Bachelor Honours Degree	8	120	Masters
Advanced Bachelor e.g. LLB with Research capacity	8	240	Masters
Postgraduate Diploma	8	180	Masters
Masters	9	180	Doctoral
Doctoral	10	360	
Master's Degree In Health Sciences, e.g. MDent, MMed, MMedVet	9	180	
Professional Bachelors' Degree in the Health Sciences, e.g MBChB, BcHd and BVSc	Longer duration and special credit consideration		

4.1.3.9 Regulations pertaining to readmission- ACADEMIC EXCLUSION

4.1.3.9.1 In the implementation of the CUT admission policy, the regulations pertaining to readmission are applicable to all academically unsuccessful students.

4.1.3.9.2 A student is considered to be “academically unsuccessful” in the following cases:

- when a first-year student has failed all his/her subjects; and
- when a senior student has failed 50% of the credits for his/her subjects in two consecutive attempts.

THE APPEAL PROCESS

- Students who are underperforming receive notification in writing from the CUT Assessment and Graduations office, informing them of their poor performance.
- Students are given an opportunity to apply for an appeal process through the same office.
- After the closing date for appeals, the Appeals Committee is convened to review all applications.
- The outcome of the appeal process is communicated to all students (successful and unsuccessful appeals).
- Should the outcome of the appeal be unsuccessful, students may re-appeal against the decision.

THE DURATION OF ACADEMIC EXCLUSION

The duration of the period of academic exclusion is determined by the nature of the academic shortcomings exhibited by the student, the time required to address those shortcomings, and evidence that the student's shortcomings have been addressed. The duration of the academic exclusion is as follows:

- for at most two years if registered for a year programme; and
- for at most two semesters if registered for a semester programme.

CONDITIONS ON THE ACADEMIC EXCLUSION

If a student should fail one or more subjects, he/she, when re-enrolling, may enrol only for the same number of subjects passed during the preceding study period. This rule is to be read in conjunction with the relevant regulation pertaining to registration contained in the general rules for students (published in Chapter 4 of the CUT Calendar and in Section E of the Institutional Regulatory Code (IRC), as well as on the admissions information webpage on the CUT website), which stipulates that no student may register for a subject unless he/she has passed the preceding level of that particular subject, and that when re-enrolling, he/she must first enrol for the subjects failed and thereafter for additional subjects, taking into account all prerequisites applicable to those particular subjects. The scheduling of the lecture periods for these additional subjects may not be in conflict with the scheduling of the lecture periods for the failed subjects.

A student who is considered to be academically unsuccessful in terms of subjects for which he/she must register in each academic year, as specified in the regulations pertaining to the faculty in question (see the section on exemption as contained in the general rules for students), will not be accepted into any other faculty at CUT.

A student who is failing tests and/or subjects is expected to seek assistance as soon as possible in an effort to resolve his/her academic problems. CUT provides such assistance in the form of a student counselling service rendered by the Wellness Centre.

Except with the special permission of Senate, a candidate will be refused re-admission to a master's degree or doctoral degree if, in the opinion of the supervisor(s) and the Dean of the faculty concerned, he/she has not succeeded in making the minimum progress in his/her studies and/or project(s).

RE-ADMISSION AFTER ACADEMIC EXCLUSION

Students should note that, after serving the exclusion period, students must appeal before attempting registration. This must be done through Assessment and Graduations Unit.

The academically unsuccessful students are encouraged to register failed subjects at another institution, and produce evidence that the subjects are passed when applying for readmission. Should the content be equivalent to CUT curriculum then the subjects will be exempted.

4.1.3.10 Regulations pertaining to learning programmes

The general admission requirements for all qualifications, in addition to the basic entry requirements outlined in the admission policy, are stipulated below.

4.1.3.10.1 National certificates/certificates/advanced certificates

The minimum requirements for registration are a school-end certificate, with at least the minimum number of points on the CUT scoring scale (refer to Section 4.1.5.4.6.4 above). In addition, refer to the applicable faculty-specific requirements.

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.2 National higher certificates

An NSC or equivalent qualification is required for admission. Applicants in possession of the NCV will be selected according to the selection requirements approved by Senate.

Refer to the CUT Calendar for faculty-specific requirements.

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.3 Higher certificates

An NSC or equivalent qualification is required for admission.

Applicants in possession of the NCV will be selected according to the selection requirements approved by Senate. Candidates with a score lower than 27 on the CUT scoring scale may be subject to a selection process based on a minimum number of points to be scored on the CUT scoring scale.

Refer to the CUT Calendar for faculty-specific requirements.

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.4 National diplomas

An NSC or equivalent qualification is required for admission.

Applicants in possession of the NCV will be selected according to the selection requirements approved by Senate.

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.5 Diplomas

An NSC or equivalent qualification is required for admission.

Applicants in possession of the NCV will be selected according to the selection requirements approved by Senate.

Refer to the CUT Calendar for faculty-specific requirements.

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.6 Bachelor's Degree (Teacher Education)

- An NSC with endorsement for admission to a bachelor's degree. For candidates who matriculated in 2007 or before: An NSC with matriculation exemption.
- A minimum mark of 50% in English. Candidates with an M-score of 27 or higher, but who had obtained a final mark of between 40% and 49% for English, should undergo a selection test.

- A candidate should have obtained at least 27 or more points on the CUT scale of notation.
- Refer to the CUT Calendar for the specific requirements of each programme.

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.7 Advanced diplomas

An appropriate diploma or bachelor's degree.

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.8 Baccalaureus Technologiae (BTech) degrees

A student who has been awarded a national diploma or equivalent qualification may apply for admission to a BTech. All admissions to a BTech will be subject to the approval of the relevant Head of the Department (HoD). In the event of such, a BTech may be completed within the minimum period of one year of full-time study, or two years of part-time study.

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.9 Advanced Certificate in Education: Computer Applications Technology

No person will be considered for registration in the Advanced Certificate in Education: Computer Applications Technology unless he/she:

- holds a degree or three-year diploma in Education at NQF level 6;
- has passed any one of the following:
 - Computing/CAT at Grade 12 level;
 - Computer Practice N3;
 - Information Processing N3;
 - Computer Literacy/End-User Computing II (minimum duration of six months); and
- has at least two years' teaching/training experience in the Microsoft Office package, supported by a testimonial (RPL).

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.10 Postgraduate Certificate in Education (PGCE)

The applicant must normally hold at least a bachelor's degree or three-year diploma, evaluated at NQF level 6 (360 credits). The degree or diploma must include at least two school-related subjects at second-year level. Alternatively, one school-related subject must be at either second-year or third-year level, and one must be at first-year level, on condition that the latter will be registered for upgrading to second-year level concurrently within the PGCE, for non-degree purposes. The 360-credit-diploma teaching subjects must be within the list of the DHET fields.

Qualifying candidates must be proficient in both oral and written formal English, and must have reliable internet access to the online WebCT/Blackboard used to support the teaching and learning experience.

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.11 Bachelor of Education (Hons): Educational Management

The candidate must have either an applicable four-year BEd degree (NQF level 7) or a recognised bachelor's degree; or a three-year diploma and professional teacher's qualification (NQF level 7); or a three-year professional teaching diploma (NQF level 6) and an Advanced Certificate in Education.

For admission to the Bachelor of Education (BEd) (Hons) Degree: Educational Management, the candidate must be in possession of:

- a four-year BEd degree; or
- an appropriate three-year degree or diploma, and recognised professional teaching qualification; or
- a three-year professional teaching qualification, and an Advanced Certificate in Education (only CUT pipeline students); and
- the candidate must have obtained a 60% average in the major subjects of the final year of the BEd degree or professional teaching qualification.

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.12 Bachelor of Science: Hydrology and Water Management

For candidates who matriculated in 2007 and before:

In addition to the general admission requirements, a minimum mark of 50% on SG, or 40% on HG in Biology/Physiology, Mathematics and Physical Sciences is required. A minimum admission point score (APS) of 28 points on the CUT scale of nation is also required.

For candidates who completed the NSC in 2008 and thereafter:

In addition to the general admission requirements, the candidate must be in possession of an NSC with endorsement for a bachelor's degree. A minimum mark of 50% in Life Sciences/Physiology, Mathematics and Physical Sciences is required. A minimum APS of 28 points on the CUT scale of notation is also required.

Applicants in possession of the NCV will be selected according to the selection requirements approved by Senate.

Class attendance is compulsory. The medium of instruction in all programmes is English.

4.1.3.10.13 Master's degrees

4.1.3.10.13.1 Regulations pertaining to selection

For all students, admission to a master's degree is subject to approval by the relevant HoD. No person may register for a master's degree unless he/she is in possession of an advanced diploma, BTech or honours degree, or a professional 480-credit bachelor's degree or postgraduate diploma, as approved by Senate, provided that Senate considers the standard of study to be sufficient.

No person may register for a Magister Technologiae (MTech) degree unless he/she is in possession of a BTech degree or equivalent qualification, as approved by Senate, provided that Senate considers the standard of study to be sufficient.

The minimum duration of the learning programme for a master's degree is one year of full-time study, or two consecutive years of part-time study. Any person enrolled as a student at CUT, while also holding a position at a place of work in terms of the Labour Relations Act (Act No. 66 of 1995), is considered to be a part-time student, while any other student is considered to be a full-time student. The student registers annually until the Assessment and Graduations Unit confirms that the qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year, the registration is accepted as being effective as from January of the year in question. A student registered for longer than the required minimum duration of study is required to pay an extension fee upon registration, as determined annually by CUT.

Except with the special permission of Senate, a candidate may not be registered for a master's degree for a period exceeding four years.

A person who has registered for a master's degree will automatically be deregistered if the protocol and form LS 262 are not approved within six months (full-time master's degree students) or one year (part-time master's degree students), respectively.

International postgraduate applicants must have all their previous post-school qualifications evaluated by SAQA before applying for postgraduate studies at CUT.

Class attendance is compulsory for a coursework master's degree. The medium of instruction in all programmes is English.

MEd degree

For all students, admission to an MEd degree is subject to the approval of the relevant HoD or his/her delegate.

1. Candidates must be in possession of:

- a BEd (Hons) degree; or
- an appropriate 480-credit NQF-level 8 professional bachelor's degree; or
- a relevant honours degree; or
- a postgraduate diploma for a cognate MEd programme, provided that it meets the HEQSF research requirement of at least 30 credits.

2. Candidates must have obtained an average pass rate of 60% in the honours degree, as well as 60% for the Research Methodology module.

4.1.3.10.14 Doctoral degrees

4.1.3.10.14.1 Regulations pertaining to selection

For all students, admission to a doctoral degree will be subject to the approval of the relevant HoD. No person may register for a doctoral degree unless he/she is in possession of an appropriate master's degree or equivalent qualification, as approved by Senate, provided that Senate considers the standard of study to be sufficient.

Registration for a doctoral degree is subject to the provisions of the Student Assessment Manual.

The minimum duration of the learning programme for a doctoral degree is two consecutive years of full-time study, or three consecutive years of part-time study. Any person enrolled as a student at CUT, while also holding a position at a place of work in terms of the Labour Relations Act (Act No. 66 of 1995), is considered to be a part-time student, while any other student is considered to be a full-time student. The student registers annually until the Assessment and Graduations Unit confirms that the qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year, the registration is accepted as being effective as from January of the year in question. A student registered for longer than the required minimum duration of study is required to pay an extension fee upon registration, as determined annually by CUT.

Except with the special permission of Senate, no candidate may be registered for a doctoral degree for a period exceeding five years.

A person who has registered for a doctoral degree will automatically be deregistered if the protocol and form LS 262 are not approved within six months (full-time doctoral degree students) or one year (part-time doctoral degree students), respectively.

International postgraduate applicants must have all their previous post-school qualifications evaluated by SAQA before applying for postgraduate studies at CUT. The medium of instruction in all programmes is English.

4.1.3.10.15 Admission of international applicants

All foreign nationals who are interested in studying at CUT, and who are in possession of foreign qualifications, must have their qualifications evaluated by Universities South Africa (USAf) for **undergraduate studies** (<http://www.universitiessa.ac.za>), and SAQA for **postgraduate studies** (saqainfo@saqa.org.za/www.saqa.org.za). This must be done before an application form is forwarded to CUT. It is the responsibility of the prospective student to forward his/her documentation to USAf/SAQA.

Applications from foreign candidates are considered in accordance with the same regulations as those applicable to other candidates, provided that the foreign qualifications of such candidates are considered equivalent by SAQA. Foreign candidates must complete and submit the application form for academic admission, and must also meet any and all requirements that may be set for higher education studies in South Africa.

Please take note that, without such an evaluation, CUT is unable to make a valid assessment of your application based on unevaluated foreign qualification(s). It is the responsibility of the prospective student to forward his/her documentation to SAQA.

The following documentation should accompany your application to CUT:

1. certified copy of SAQA evaluation certificate;
2. certified copy of your passport;
3. certified copies of your foreign qualifications; and
4. proof of payment of the application fee.

4.1.3.10.15.1 Documents required from international students before registration

In terms of the Immigration Amendment Act (Act No. 19 of 2004), any prospective international student planning to study at a South African higher education institution (HEI) must be in possession of a valid study visa, and must provide proof of medical cover.

The medical scheme must be registered in South Africa in terms of the Medical Schemes Act (Act No. 131 of 1998).

4.1.3.10.15.1.1 Passport

All international students who intend to study at CUT must be in possession of a valid passport.

4.1.3.10.15.1.2 Study visa

In May 2014, the Department of Home Affairs (DHA) amended the Immigration Act, and the category on **study visas/permits** was one of the categories affected by this amendment. All international students are required to have a valid study visa in order to study in South Africa. This includes students from the Southern African Development Community (SADC). A study visa can be obtained from the South African Embassy, or High Commission or Consulate in your home country. A study visa should be valid for the period of your studies. Please visit <http://www.vfsglobal.com/dha/southafrica/> for all the information you may require.

No foreign citizens may be officially enrolled/registered as students at CUT if they are not in possession of a valid study visa issued specifically for CUT. It may take up to three months to obtain a study visa; therefore, both prospective and current international students are advised to apply for a study visa as early as possible.

4.1.3.10.15.1.3 Medical aid

CUT requires proof of medical aid cover with a South African-based medical aid scheme, covering at least twelve months of the study period. All international students are advised to make the necessary financial arrangements for the medical aid cover prior to their entry into South Africa.

No international student will be registered at CUT unless he/she produces proof of valid and comprehensive medical aid cover. **No hospital plans will be accepted.**

4.1.3.10.16 Exchange students

Exchange students are acknowledged based on the existing agreements between CUT and various other partner universities. Exchange programmes are short-term in nature (mostly six months).

NB: Exchange students must also meet the prerequisite of acquiring a valid study visa, and submitting proof of medical aid cover with a South African-based medical aid for the entire exchange term, prior to their registration at CUT.

The following documentation should accompany their application to CUT:

1. certified copy of the USAf and/or SAQA evaluation certificate;
2. certified copies of foreign qualifications;
3. certified copy of their passports; and
4. proof of payment of CUT's application fee.

4.1.4 RELATED DOCUMENTS

Institutional Regulatory Code (IRC), Section E, item 2.3: General Rules for Students. Particular attention is to be paid to the contents of the following:

1. admission regulations and procedures, as contained in this document;
2. Assessment Manual;
3. CUT Calendar;
4. CUT language policy;
5. Financial Aid Manual for Bursaries;
6. Financial Aid Manual for Loans;
7. policy on financial aid to undergraduate students at CUT;
8. policy on the exclusion of students on financial grounds;
9. policy on the exclusion of students on academic grounds;
10. form LS 149;
11. form LS 150;
12. form LS 151; and
13. form LS 154.

4.1.5 COMPLIANCE OFFICER

The Registrar is the Compliance Officer.

4.1.6 RESPONSIBLE OFFICERS

The Responsible Officers are the:

- Deputy Registrar: Academic Administration; and
- Assistant Registrar: Academic Structure and Student Enrolment Services.

POLICY ON THE EXCLUSION OF STUDENTS ON FINANCIAL GROUNDS

12.5.1 Policy Principles

- (a) It is Central University of Technology, Free State (CUT) policy to financially assist academically deserving and financially needy students by not excluding them on financial grounds, provided that funds can be made available.
- (b) A student may lodge a written objection to financial exclusion with the Financial Exclusion Appeals Committee. Such an objection must be lodged by the specified date as published in the CUT Calendar and must be supported by relevant evidence.

12.5.1.1 Objectives

- (a) The objective of this policy is to regulate the exclusion of students from the CUT on financial grounds.

12.5.1.2 Definitions/abbreviations/acronyms

- (a) **“Academically deserving”** refers to a student who has achieved a pass rate of 60% or more and who enrolled for at least three (3) subjects or more in the previous assessment period.
- (b) **“Financially need”** is calculated by the NSFAS means test on a family’s total gross household income to determine the financial need of a student.
- (c) **“NSFAS”** refers to the National Student Financial Aid Scheme.
- (d) **“Exclusion on financial grounds”** refers to the exclusion of a student who still has fees outstanding for the previous year/semester and/or who does not have the means to pay his/her required minimum deposits for enrolment, but who is academically deserving.
- (e) **“SRC”** is the Students’ Representative Council.
- (f) **“CUT”** is the Central University of Technology, Free State.

12.5.1.4 Scope

This policy applies to all students and staff of the CUT.

12.5.1.5 Policy

- (a) No student may be registered with debt outstanding from the previous year, unless satisfactory arrangements have been made for settling the debt.
- (b) Any first-year or senior student who is financially needy and academically deserving will be assisted by the CUT to the extent of the available funds.

12.5.2 Directives for implementing the policy

The Head: Bursaries and Loans Department is responsible for implementing this policy.

12.5.2.1 Monitoring and review of the policy

- b) The Deputy Director: Student Accounts, Bursaries and Loans, who is the compliance officer, monitors and reviews this policy annually based on any changes in enrolment procedure or financial decisions related to this policy.

12.5.3 Policy administrative procedures

- (a) The Financial Exclusion Appeals Committee investigates any appeals against exclusion on financial grounds.
- (b) The deadline for the finalisation of such appeals is two (2) days prior to the final date of course verification, as published in the annual CUT Calendar.
- (c) On the final date of course verification, the Deputy Director: Student Accounts, Bursaries and Loans closes the final procedure for the cancellation of exclusions on financial grounds.

Related documents

This policy is to be read in conjunction with the [*Admissions policy, rules and regulations of the CUT, which*](#) regulate the exclusion of students on the basis of non-payment of outstanding fees.

CHAPTER 6

WORK-INTEGRATED LEARNING

1. POLICY STATEMENT

Describing the scope of work and procedures for the implementation, functioning and maintenance of work-integrated learning (“WIL”).

Providing a framework for WIL at the Central University of Technology, Free State (“CUT”), for purposes of producing quality social and technological innovations in socio-economic developments, primarily in the Central region of South Africa.

2. DEFINITIONS AND ABBREVIATIONS

“Co-operative education” This is a philosophy of learning that promotes the concept of enhanced learning based on the co-operation between educational institutions, industry, commerce and the public sector (Higher Education Quality Committee 2004).

“Work-integrated learning” This is a term used to describe a range of approaches, strategies and methods used to meaningfully integrate theory with practices of the workplace within a purposefully designed curriculum. It makes provision for four curricular modalities, namely workplace or work-based learning in the workplace, work-directed theoretical learning (for example Mathematics for Mechanical Engineering, instead of generic Mathematics), problem-based learning, project-based learning, and simulations.

“Placement position” This is a workstation or temporary position at a company or organisation where students are placed for periods of WIL.

3. PRINCIPLES

3.1 The Higher Education Qualifications Sub-Framework (HEQSF) (2013:11) states that:

“WIL may take various forms, including simulated learning, work-directed theoretical learning, problem-based learning, project-based learning and workplace-based learning”.

“Where the entire WIL component or any part of it takes the form of workplace-based learning, it is the responsibility of institutions that offer programmes requiring credits for such learning to place students into appropriate workplaces. Such workplace-based learning must be appropriately structured, properly supervised, and assessed”.

3.2 The Council on Higher Education (CHE) (2004) provides criteria for programme accreditation in terms of WIL under Criterion 15, whilst the HEQC 2004 indicates the relevant audit criteria for WIL under Criteria 7 (iii) and 11 (iv).

3.3 WIL is a distinguishing feature of universities of technology (UoTs), and has been practised by CUT since its inception.

- 3.4 WIL provides a close link to the vision, mission and strategic operational statements of CUT to equip students with the necessary knowledge, skills and hands-on experience to prepare employed graduates and entrepreneurs to make an impact on socio-economic development, primarily in the Central region of South Africa.
- 3.5 WIL provides a mechanism to approach and forge strategic partnerships with commerce, industry and the public sector to further enhance the relevance of qualifications and the employability of students.
- 3.6 The implementation of comprehensive WIL is required, without exception, at a suitable juncture in every qualification offered by every faculty (*Directions Document Version 4 – Next steps in the STEPS process*). A minimum of 30 credits must be allocated for WIL (for qualifications that are three years in duration or longer), and must consist of an approved placement in a workplace environment (i.e. workplace-based learning) of at least three months of problem-based learning and/or project-based learning and/or simulations, as well as a WIL preparation module with generic and specific workplace skills. Every qualification must include a code of conduct that students must adhere to during WIL.
- 3.7 Although the emphasis is on workplace-based learning, a WIL module may include the other modalities of WIL, such as problem-based learning, project-based learning, and simulations as electives within the WIL module.

4. PROCEDURES FOR WIL (WITH AN EMPHASIS ON WORKPLACE-BASED LEARNING)

- 4.2 The Centre for Work-integrated Learning (WIL) and Skills Development is primarily responsible for the following:
 - 4.1.1 promoting WIL by negotiating suitable placement positions for students with companies and organisations in collaboration with faculties;
 - 4.1.2 institutional oversight, and the drafting and maintenance of policy and procedures regarding WIL at CUT;
 - 4.1.3 assistance with the development of methods for, and the process of, monitoring and assessing student progress (visits to students whilst visiting companies to negotiate opportunities for WIL during WIL);
 - 4.1.4 the administration of WIL by setting up and maintaining databases of potential placement positions and students in such placement positions;
 - 4.1.5 providing assistance to academic departments with the drafting of a WIL curriculum as well as guidelines and programmes (logbooks and study guides);
 - 4.1.6 liaising with the various faculties and departments on an on-going basis in order to develop and maintain effective systems of WIL;
 - 4.1.7 assistance to academic departments with the preparation of students for their WIL experience;
 - 4.1.8 approval of employers for WIL in collaboration with academic departments;

- 4.1.9 meeting with relevant academic staff in academic departments to ensure cohesion and proper co-ordination of student placements and contact with employers;
- 4.1.10 maintaining records of visits to employers and students for WIL purposes; and
- 4.1.11 liaising with national and international organisations, such as the Southern African Society for Co-operative Education and the World Association for Co-operative Education.
- 4.2 Academic departments are primarily responsible for:
 - 4.2.1 drafting a suitable WIL curriculum, guidelines and programmes (logbooks and study guides), and a code of conduct for students who do WIL;
 - 4.2.2 the registration and identification of students who are to be placed for WIL;
 - 4.2.3 the approval of employers for WIL, in collaboration with the Centre for WIL and Skills Development;
 - 4.2.4 the regular monitoring of students placed for, or engaged in WIL;
 - 4.2.5 the assessment of WIL done by students;
 - 4.2.6 keeping record of reports and assessments;
 - 4.2.7 arranging briefing and debriefing sessions with students, in collaboration with the Centre for WIL and Skills Development;
 - 4.2.8 meeting with relevant WIL Co-ordinators to ensure cohesion and proper co-ordination of student placements and contact with employers; and
 - 4.2.9 maintaining records of visits to employers and students for WIL purposes.
- 4.3 Students:
 - 4.3.1 should ensure that they receive the prescribed WIL required by their WIL programmes (logbook or study guide), in consultation with their relevant academic department. Problems experienced must be reported to the relevant Head of Department (HoD) and/or WIL Co-ordinator;
 - 4.3.2 should submit reports to their employers and CUT as part of their assessment;
 - 4.3.3 may approach companies to negotiate opportunities for WIL after consultation with the relevant WIL Co-ordinator. However, these opportunities are subject to the approval of the relevant academic department and/or WIL Co-ordinator;
 - 4.3.4 in cases where students have been placed for WIL with employers by the Centre for WIL and Skills Development or an academic department, and the student is dismissed by the employer due to misconduct, attitude problems or unsatisfactory work performance, it is incumbent on the student to find further opportunities for WIL, where he/she can complete the required WIL. Each case will be dealt with on merit by the HoD, in collaboration with the Centre for WIL and Skills Development;

- 4.3.5 should register for WIL, similar to any other subject. Failure to register will result in the student not receiving credit for the WIL completed;
- 4.3.6 should register for WIL within two to four weeks (before or after) commencement of WIL with an employer, and should provide details, such as the name of the employer, contact person, address, and telephone and fax numbers, to the relevant academic department;
- 4.3.7 may be required to undertake their WIL at a company/organisation outside Mangaung and Matjhabeng, as it is not always possible to accommodate all WIL students within the immediate vicinity of either the Bloemfontein or Welkom campuses;
- 4.3.8 cannot reasonably expect to receive remuneration during this phase of their training, as WIL is a pre-qualification requirement. However, some companies/organisations do offer some form of allowance or wages;
- 4.3.9 are subject to the rules and regulations of the relevant company/organisation where they do their WIL, and should abide by it. Students should also display a positive attitude at all times. Any perceived injustices must be reported to the relevant HoD; and
- 4.3.10 should note that, where relevant, pregnancy may result in the cancellation and/or postponement of a student's WIL placement due to safety and/or operational requirements, subject to relevant labour and other applicable legislation.
- 4.4 General:
- 4.4.1 The insurance portfolio of CUT makes provision for personal accident cover for all students placed for WIL, as well as cover for exposure to the HIV virus resulting from needle pricks or bodily fluids in specified programmes of the Faculty of Health and Environmental Sciences.
- 4.4.2 Opportunities for WIL may be advertised on noticeboards, by means of electronic and social media, during information sessions to students, announcements in classes, or by means dictated by employers.
- 4.4.3 Students apply for positions on the prescribed application forms of employers, or by submitting a full curriculum vitae, as requested by an employer, for WIL. Students submit their applications to the Centre for WIL and Skills Development, the relevant academic department, or directly to the relevant employer, depending on the requirements of the employer.
- 4.4.4 After the closing date, applications are forwarded to the relevant employers for their consideration. The final decision as to which students employers are willing to accommodate, if any, rests with the employers.
- 4.4.5 Where employers request interviews, these are arranged by the Centre for WIL and Skills Development, in collaboration with the relevant academic department and staff.
- 4.4.6 In some instructional programmes, academic staff is responsible for the placement of students for WIL due to logistical reasons and/or requirements by the relevant employers and industry. The same process, as outlined above, is followed for the placement of such students. The number of students to be placed, and the progress made must be reported to the Centre for WIL and Skills Development, to enable the Centre for WIL and Skills Development to assist in finding suitable opportunities for WIL, as well as to monitor the students placed.

- 4.4.7 In cases where academic departments have placed students for WIL, complete information on the placement must be submitted to the Centre for WIL and Skills Development for data and administrative purposes.
- 4.4.8 The closing dates for the submission of WIL marks to the Assessment and Graduations Unit are within the first two weeks of August for the Spring (September) graduation ceremony, and within the first two weeks of February for the Autumn (March) graduation ceremony.
- 4.5 Approval of employers:
- 4.5.1 Students must complete the WIL component of their programmes at an approved employer, which implies that the employer has been approved by either the Centre for WIL and Skills Development and/or the relevant academic department at CUT. Complete information regarding approved employers must be made available to the Centre for WIL and Skills Development by the relevant staff at CUT who had done the approval(s).
- 4.6 Campus work done by students:
- 4.6.1 When another educational institution approaches CUT to make its facilities available to students of that institution for purposes of obligatory WIL, the relevant HoD, in collaboration with the Deputy Director: WIL and Skills Development, may approve the number of students to be placed at CUT for WIL.
- 4.6.2 All appointments of students as student assistants, laboratory assistants, lecturers' assistants, interns, etc. must be reported to the Careers Office of the Centre for WIL and Skills Development by the relevant CUT staff who made the appointments.
- 5. PROCEDURES FOR WIL (WITH AN EMPHASIS ON PROBLEM-BASED LEARNING, PROJECT-BASED LEARNING AND SIMULATIONS)**
- 5.1 Problem-based learning (PBL) is used for a range of pedagogic approaches that encourage students to learn through the structured exploration of a research or practice-based problem. In PBL, students work in small self-directed groups to define, conduct and reflect upon a task, which is usually related to, or based on a "real-life" problem (CHE 2011:74).
- 5.2 Project-based learning (PJBL) combines PBL and workplace learning by bringing together intellectual inquiry, real-world problems and student engagement in relevant and meaningful work. Project work is generally understood to facilitate students' understanding of essential concepts and practical skills. Well-crafted projects should engage students, provide a meaningful and authentic context for learning, and immerse students in complex, real-world problems that do not have a predetermined solution. Good practice in PJBL requires students to develop and demonstrate essential skills and knowledge, and to draw on multiple disciplines to solve problems and deepen their conceptual understanding. PJBL needs to include opportunities for reflection and self-assessment, and can result in useful products or services that also demonstrate what students have learned (CHE 2011:75).
- 5.3 Simulated learning occurs when learning is stimulated through an activity that involves the imitation of the real world in the academy. The act of simulating something entails representing certain key characteristics of the selected workplace, and includes such things as laboratories, patient models, mock meetings, flight simulations, etc. (CHE 2011:76).

5.4 The selection of the relevant modality of WIL (PBL, PJBL, workplace-based learning or simulations) within a WIL module is subject to the following:

5.4.1 the modality of WIL selected might be subject to approval by a programme's relevant professional board. Each programme must determine whether this will be acceptable for its relevant professional board; and

5.4.2 a motivation must be provided and approved by Senate as part of the approval process of the programme.

5.4.2.1 The relevant department must provide a motivation to Senate, including reasons why the specific modality of WIL is proposed.

6 INDEMNITY

CUT and its employees accept no responsibility or liability arising from any:

6.1 loss of, or damage to property, movable or immovable, including any consequential damage arising directly or indirectly from any loss of, or damage to such property of a student;

6.2 injury, illness or death;

6.3 legal costs or expenses related to claims or court cases arising from an incident as mentioned above; or

6.4 costs for medical treatment or other costs related to any loss, damage, illness, injury or death arising from WIL undertaken by a student.

7. RELATED DOCUMENTS (LIST OF OTHER REGULATORY DOCUMENTS – POLICIES, FORMS, ETC. DIRECTLY RELEVANT OR RELATED TO THIS POLICY, INCLUDING ADDENDA TO THIS POLICY)

7.1 603.4: Manual for Work-integrated Learning (replaced by this policy)

7.2 505.3: Accreditation of employers offering work-integrated learning opportunities for CUT students (replaced by this policy)

7.3 503.3: Campus work by students (replaced by this policy)

8. COMPLIANCE OFFICER

The Executive Manager in charge of the Teaching and Learning portfolio is the Compliance Officer.

9. RESPONSIBLE OFFICER(S)

9.1 Deputy Director: Work-integrated Learning and Skills Development;

9.2 Heads of academic departments; and

9.3 All staff involved with WIL.

CHAPTER 7

RULES FOR BURSARIES AND LOANS (FINANCIAL SUPPORT)

12.7.1 Purpose/scope of regulations

12.7.1.1 Purpose

The purpose of these rules is to regulate financial support with regard to bursaries and loans to registered students at CUT.

12.7.1.2 Scope

- a) These regulations are applicable to registered students at CUT and staff members in the Bursaries and Loans Department who are involved in the administration of financial support to students.

12.7.2 Directives for implementing regulations

- a) The DVC: Resources and Operations is accountable for the contents and implementation of these regulations. As the appointed Compliance Officer for these regulations, the DVC: Resources and Operations is responsible for monitoring compliance with these regulations.
- a) The Manager: Bursaries and Loans is responsible for implementing these regulations.
- b) These regulations or any amendment to these regulations must, in accordance with Code 75 of the CUT Delegations Register, be approved by the DVC: Resources and Operations.

12.7.3 Regulations

12.7.3.1 Student Fees Calendar

The Student Fees Calendar is available on request from the Chairperson of the Finance Committee, as well as at the LIS.

12.7.3.2 Rules: Bursaries/loans (financial support)

- a) All applications for financial support are to be submitted to the Bursaries and Loans Department.
- b) All applications for financial support are to reach the Bursaries and Loans Department before the closing date, as determined by this department.
- c) Application forms received after the closing date will only be considered if adequate funds are available.
- d) Applications for financial support must be completed in full.
- e) No application can be processed unless the candidate has completed all the necessary information/particulars on the form.

- f) All allocations are subject to the availability of funds.
- g) No application form has to be completed for a student to be considered for an academic merit bursary award.
- h) A bursary/loan may be withdrawn at any time if the student's conduct, diligence or progress is not up to standard.
- i) Students must attach all relevant documents to the application form for financial support.
- j) Students must re-apply for financial support each year.
- (k) Only original application forms will be accepted.
- (l) Only certified copies of documents will be accepted.
- (m) Application forms are to be completed in ink in capital letters, and no correction fluid/tape (Tipp-Ex) may be used.
- (n) Students/applicants must sign their initials and indicate the date alongside all corrections, insertions or deletions on the application form.
- (o) If any information on the application form is found to be false, disciplinary steps may be taken and/or any possible award may be cancelled.
- (p) In order to be considered for a bursary and/or any other financial support, the student must meet the criteria as required by the Bursaries and Loans Department and/or the relevant donors, as well as the provisions of the *policy on financial support to students* and any other document published by the aforementioned department, subject to the availability of funds.
- (q) Students must report all additional assistance received to the Bursaries and Loans Department.

CHAPTER 8

LANGUAGE POLICY OF THE CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE (CUT)

13.1.1. POLICY STATEMENT

- 13.1.1.1 This language policy of CUT (“**this/the policy**”) acknowledges and takes cognisance of the constitutional, legislative, statutory and national context of CUT. CUT is committed to promoting accessibility for students, practitioners, scholars, academics, support services staff and the public, as well as to improving accessibility to learning material and media/communication at the institution.
- 13.1.1.2 CUT will, in all its endeavours, but within the limits of its mandate as a university of technology, reasonably accommodate multilingualism within the regional, national and international contexts within which CUT operates.
- 13.1.1.3 Furthermore, CUT will, wherever possible, promote indigenous languages in teaching and learning, within the context of individual consultation.
- 13.1.1.4 This policy, whilst determining the academic language as well as the language of all forms of institutional transaction, is founded on the principles of mutual respect and tolerance amongst all cultural and religious groups, and should be free from political influences.
- 13.1.1.5 In the main, and subject to relevant clauses below, the academic language and the language of all forms of institutional transaction will be English.
- 13.1.1.6 Within its budgetary and feasibility constraints, CUT will continue in its endeavours to empower its students and staff in English proficiency.

13.1.2. PRINCIPLES

This policy respects and is guided by CUT`s vision and the core values of CUT; is committed to its mission as a university of technology and as an academic institution; takes cognisance of and is guided by the Higher Education Act (Act 101 of 1997) and the amendments thereto, the Language Policy for Higher Education (November 2002) and related legislative developments; respects, values and is guided by South Africa`s transformative agenda and legislative framework, the elements of which include, but are not limited to, the following:

- 13.1.2.1 Adherence to the tenets of the Constitution of the Republic of South Africa;
- 13.1.2.2 Taking cognisance of and promoting diversity, equality and reconciliation imperatives;
- 13.1.2.3 Creating and maintaining a balance between regional, national and international needs;
- 13.1.2.4 Taking into account the feasibility, cost-effectiveness and justifiability of implementing the policy;
- 13.1.2.5 Promoting ease of accessibility for all CUT students, able or disabled, to instruction and educational material in a manner applicable to all;

- 13.1.2.6 Accommodating multilingualism and diversity within the larger context of promoting a non-racial, non-sexist and multicultural environment; and
- 13.1.2.7 Ensuring consistency with the image and vision of the institution in the usage and implementation of the language policy.

13.1.3. DEFINITIONS AND ABBREVIATIONS

The meanings of the terminology used in the policy are as follows:

“Academic language”:	This denotes the language to be used in academic transactions. South African English will be used as the academic language in all teaching and learning endeavours of CUT, including facilitation, assessment, study guides, curricula, syllabi, class notes, research, scholarly work, publications and consultation hours. If a particular language is a subject, it should be taught according to the scholarly prescriptions of that language.
“Accommodating multilingualism”:	This means that English is the primary language that will be used in academic and institutional transactions, and other languages will only be <i>accommodated</i> as far as reasonably possible and as set out in this policy.
“Cost-effectiveness”:	Cost-effectiveness refers to what CUT can afford financially, as a university of technology, and within the sphere of its limited resources.
“CUT”:	The Central University of Technology, Free State.
“Disability”:	The presence of a limitation in the ability to pursue studies in the usual way because of a physical or mental impairment.
“Feasibility”:	Feasibility refers to what is achievable for CUT in terms of its size and shape, and within its mandate as a university of technology.
“Impairment”:	Change in body function.
“Institutional transaction(s)”:	This denotes all forms of interaction and communication – written or otherwise – amongst the members of the university community and between the university and the public.
“Instructional employees”:	Employees who spend at least 50% of their time engaged in teaching and/or research activities.
“Justifiability”:	Justifiability refers to evidence that the CUT language policy is achievable in terms of CUT’s

size, shape and mandate as a university of technology.

“Language of all forms of institutional transaction(s)”:

This denotes the language to be used in non-academic transactions.

“The/this policy”

The language policy of CUT.

13.1.4. SCOPE AND APPLICATION OF THE POLICY

13.1.4.1 Teaching and Learning:

13.1.4.1.1 The primary task of an instructional employee’s interaction with students is to facilitate the development of the learning skills and to increase students’ competency.

13.1.4.1.2 During an instructional employee’s consultation with an individual student, the primary task of the employee is to facilitate the development of the learning skills and competency of the individual student.

13.1.4.1.3 Teaching and learning facilitation at CUT in all learning environments, such as the classroom, laboratories, etc., will be conducted in English.

13.1.4.1.4 Individual consultations with students

13.1.4.1.4.1 Notwithstanding paragraphs 13.1.4.1.1 to 3.1.4.1.3 above, where facilitators of students identify a need for further facilitation in another language, such a need may be accommodated in individual sessions outside of the ordinary learning environment, should it be reasonable and within the limits of CUT’s resources.

13.1.4.1.4.2 Further learning and teaching facilitation in another language during individual consultations will not lead to dual or parallel sessions for groups of students, and under no circumstances should the above provision be construed as a legal obligation on the part of CUT to provide such additional consultations.

13.1.4.1.4.3 Pursuant to paragraphs 13.1.4.1.4.1 to 13. 1.4.1.4.2 above, this policy does not prescribe the language of communication between the instructional employee and student in the setting described in the aforementioned paragraphs, but assumes that the choice of language is determined by mutual agreement. It is recommended that where a student’s competency in the English language constitutes a serious communication barrier that can be remedied by reverting to a student’s home language, the use of the student’s home language is to be encouraged, where reasonably practicable.

13.1.4.1.4.4 The decision to reasonably accommodate a student in the manner provided in paragraphs 13.1.4.1.4.1 to 13. 1.4.1.4.3 above remains at the discretion of the instructional employee, and in cases where the instructional employee does not have the instructional competency in the student’s home language, the employee is advised to approach an available and capable colleague or senior student to provide interpreting services.

13.1.4.1.4.5 The stipulation reflected in paragraph 13.1.4.1.4 above will not be construed as a legal obligation on the part of CUT in the event of no academic employee or senior student being available to converse in or interpret into a language other than English.

13.1.4.1.5 Provisions for students with disabilities

- 13.1.4.1.5.1 Dealings with students with sensory disabilities (including the presence of deaf, partially sighted or blind persons) should be dealt with in a flexible and sensitive manner that is consistent with the spirit, framework, objectives and values of this policy, as read in conjunction with CUT's policy on provisions for students with disabilities (“**disability policy**”).
- 13.1.4.1.5.2 In exceptional circumstances, other teaching and learning situations may be provided to students with disabilities to address their specific language requirements related to their particular disability. For example, provisions can be made to offer translation services in South African Sign Language to students that qualify in terms of CUT's disability policy, should it be reasonable and within the limits of CUT's resources, and subject to approval in terms of the aforementioned policy.
- 13.1.4.1.5.3 The university may provide special communication aids required by students with sensory disabilities on request and where feasible, such as the use of interpreters for South African Sign Language.
- 13.1.4.1.5.4 Paragraph 13.1.4.1.5.3 above should not be construed as creating a legal obligation on the part of CUT, and is subject to approval in terms of CUT's disability policy.

13.1.4.2 Language of oral and written correspondence:

- 13.4.2.1 Official correspondence at CUT will be conducted in English.
- 13.4.2.2 Official correspondence that is to be conducted in English includes, but is not limited to, official documents, memoranda, letters and any documents and/or e-mails pertaining to CUT's business activities.
- 13.4.2.3 Notwithstanding the above, multilingualism will be accommodated to the extent that staff members of CUT are allowed to correspond informally with one another on personal matters in their language of preference.

13.1.4.3 Language of general communication:

English will be used as the language of general communication in all CUT endeavours. These include, but are not limited to, the following: Meetings, workshops, seminars, training sessions, publications, invitations, magazines, notices and written announcements. The university logo should include the following languages: English, Sesotho and Afrikaans.

13.1.4.4 Language of institutional transactions:

- 13.1.4.4.1 English will be the primary language used for both internal and external transactions, such as telephone responses and face-to-face enquiries.
- 13.1.4.4.2 Notwithstanding paragraph 13.1.4.4.1 above, another language may be accommodated on mutual agreement between staff members, students and/or another person, provided that no other party or third person is excluded from such an institutional transaction.

13.1.4.5 Language of record:

English will be used as the language of record in agendas, minutes, policies, procedures, manuals, official e-mails and all records of CUT.

13.4.6 Disciplinary hearings:

13.4.6.1 All participants at employee or student disciplinary hearings have the right to make use of the services of an interpreter to interpret the proceedings in any of the official South African languages of his/her choice or South African Sign Language, with the proviso that such an interpreter must be in the service of CUT and must be available to interpret on the date of the scheduled disciplinary hearing.

13.4.6.2 A participant, employee or student at a disciplinary hearing must notify the university at least SEVEN days prior to commencement of the hearing that he/she will be using a language other than English, to enable CUT to provide translation, subject to the proviso in paragraph 13.4.7.1.

13.1.5. REVISION OF THE POLICY

13.1.5.1 The CUT language policy will be revised every FIVE years, and in consideration of developments in the National Higher Education Language Policy Framework and CUT's own language dynamics amongst its students, staff and stakeholders.

13.1.5.2 The revisions in paragraph 13.1.5.1 will not exclude any intermittent amendments made during any five-year period, should they be required in terms of legislation or demanded by a changing policy framework.

13.1.6. RELATED DOCUMENTS

- Higher Education Act, Act 101 of 1997, and amendments thereto;
- Language Policy for Higher Education, November 2002;
- National Higher Education Language Policy, November 2002;
- Policy provisions for students with disabilities of the Central University of Technology, Free State;
- Policy on the naming of facilities of the Central University of Technology, Free State; and
- Policy on the affixing of posters and notices on noticeboards at the Central University of Technology, Free State.

13.1.7. COMPLIANCE OFFICER

The Registrar is the Compliance Officer.

13.1.8. RESPONSIBLE OFFICER

The Registrar is responsible for the implementation of this policy, and should be contacted with regard to any enquiries regarding the interpretation and practical implications thereof.

CHAPTER 9

SUMMARY OF ASSESSMENT RULES AND REGULATIONS: 2018

Please note that this policy is currently under review, and is subject to replacement in 2018.

Please note the following regulations pertaining to assessment at the Central University of Technology, Free State (CUT) for the year 2018.

Students are responsible for ensuring that they are aware of, and that they understand, the various means of assessment for each of the subjects for which they are registered, as explained in their study guides.

1. DEFINITIONS

1.1 Final mark/final course mark for a course/module: A composite formative and summative assessment mark that is determined in a manner prescribed by the Faculty Board.

1.2 Unit/assessment unit: Courses/modules are sometimes divided into two or more units that are independently assessed, possibly at different times of the year. Generally, units of a course/module do not have a final mark. The following unit assessment guidelines apply:

- (i) Assessments are usually conducted in June and November each year, and students must ensure that they know which unit assessments will be conducted and when.
- (ii) Only the skills and outcomes covered in a unit will be assessed during the summative assessment.
- (iii) A final mark is only calculated at the end of the course/module.

1.3 Supplementary assessment: An extension of the original summative assessment in the form of an oral, project or portfolio, or practical work assessment. The learning aims and achievements covered in such a supplementary assessment are the same as in the preceding summative assessment. The following administrative provisions govern supplementary assessments:

- (i) All students who achieve between 48% and 49% in the summative assessment at the end of a module or unit are summoned by the examiner/assessor to a supplementary assessment to confirm the assessment result.
- (ii) A notice with the particulars of candidates summoned for a supplementary assessment is published on the relevant department's or faculty's noticeboards within four working days after the conclusion of the summative assessment in question.
- (iii) It is the students' responsibility to know the details of a summons to supplementary assessment, especially the date, time and venue of assessment. CUT accepts no responsibility/liability in this regard.

1.4 Re-assessment: Unless otherwise stated in the rules of a particular faculty, a further assessment opportunity is granted to a candidate who achieves a final mark of between 45% and 49% for a course/module, and who wishes to improve the final mark to 50%. Re-assessment is granted under the following administrative conditions:

- (i) The re-assessment of a year course/module (with two or more units) takes place directly after the assessment of the last unit, and covers the learning aims and achievements of all units.

(ii) The re-assessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November each year.

(iii) There is no further assessment opportunity offered beyond re-assessment.

1.5 Deferred assessment/deferred summative assessment: Assessment offered to students who were unable to participate in the scheduled summative assessment sessions due to illness or special individual circumstances. Deferred assessment sessions are governed by the following administrative rules:

(i) If necessary, deferred assessment sessions are scheduled immediately or directly upon conclusion of the June and November summative assessment schedules.

(ii) A deferred summative assessment may only be considered if the affected student makes a formal application, with supporting evidence (e.g. a medical certificate, etc.), to the Assessment and Graduations Unit within three working days after the scheduled summative assessment session of a particular course/ module.

(iii) There is no further assessment opportunity offered beyond a deferred assessment.

1.6 Progress report/student progress report: A report indicating the progress of each student, which is mailed to each student and his/her identified sponsor at the end of each quarter. Progress reports between the summative assessments are based on the students' continuous assessment marks.

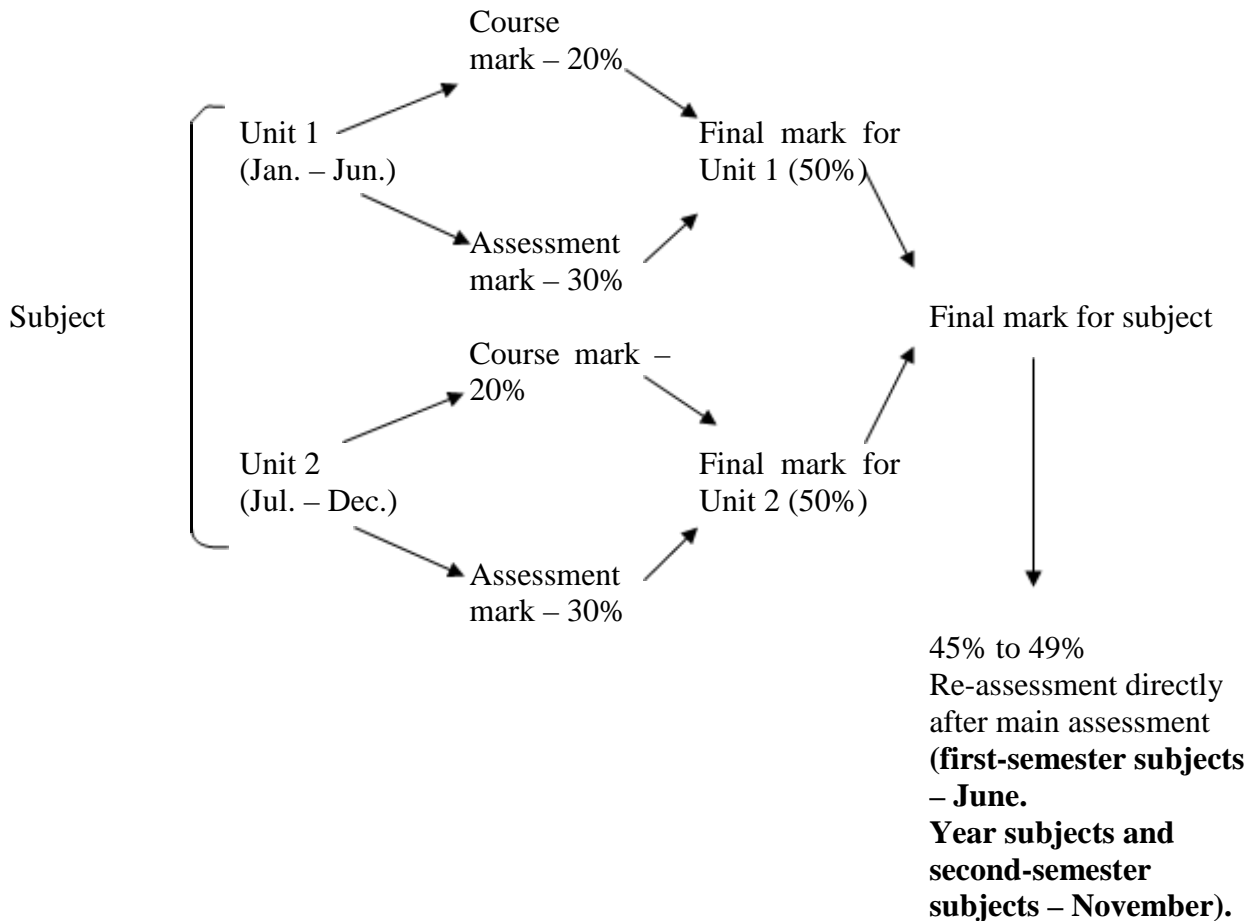
1.7 Statement of results: A summary of the final marks over all courses/modules already completed. It is subject to the payment of all CUT fees, and is supplied to students upon completion of the June and November summative assessments.

1.8 Admission mark: The minimum course mark (40%) required to qualify for admission into a summative assessment.

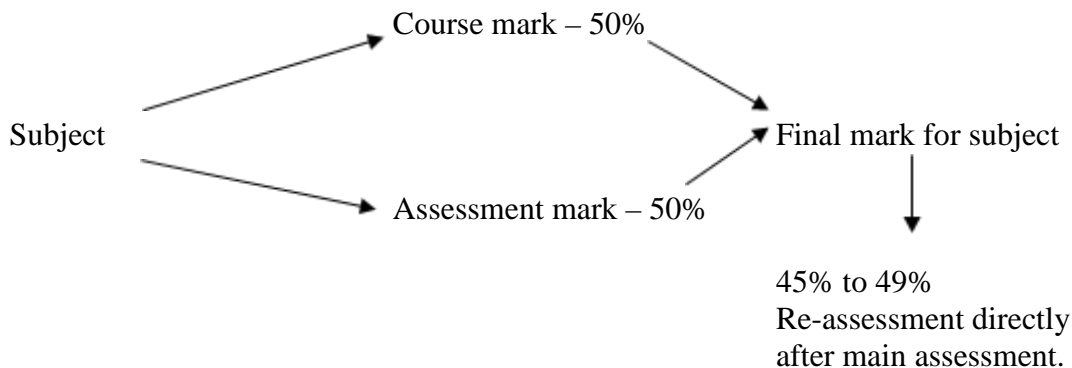
2. ASSESSMENT MODEL FOR ALL PROGRAMMES: 2018

Unless otherwise determined by a resolution of Senate, the proposed calculations for 2018 are as follows:

1. Year subjects



2. Semester subjects



3. ASSESSMENT AND RESULTS (ALL faculties, unless otherwise specified)

- Unless otherwise stated in a faculty's rules, an admission mark of 40% is required for the summative assessment at the end of a course/module/unit.
- A course/module successfully completed counts as a credit only if the student has successfully completed the prerequisite course/modules or has met the admission requirements for the course/module. Senate has the authority to prevent a student from registering for a course/module/unit, unless credit has been awarded for prerequisite courses/modules; and/or co-requisite courses/modules have been successfully completed; and/or the admission requirements have been met.
- A student has "successfully completed" a course/module if he/she has achieved 50% or more as a final mark for the course/module and has participated in all summative assessment opportunities. The course/module is "completed with distinction" if the final mark for the course/module is 75% or above.

3.2 THE 2018 RULES FOR ALL PROGRAMMES

- (a) For all Engineering programmes, a subminimum mark of 50% accumulated for practical work and projects in specified subjects is compulsory to gain access to the relevant assessment session and to pass the subject. This rule applies to all those subjects identified as such in the study guides.
 - (b) An admission mark of at least 40% is required for main assessments.
 - (c) A re-assessment is granted to a candidate who has achieved a final mark of 45% – 49% in a subject. The re-assessment of a year subject – covering the subject content of the entire year – takes place directly after the main assessment in November. The re-assessment of semester subjects takes place immediately after the main assessment in June, while the re-assessment of second-semester and year subjects takes place in November.
- **Please note that once a student has been granted a re-assessment or a special assessment opportunity as a result of illness or some other reason, no additional such assessment opportunity will be granted.**

3.3 Assessment timetables

- 3.3.1 Assessment timetables are not mailed to students.
- 3.3.2 The assessment timetable is published on the CUT website (<http://www.cut.ac.za/current-students/>), in accordance with the Year Programme.
- 3.3.3 It is the duty of every student to be fully aware of the dates, times and venues of assessments. CUT accepts no responsibility/liability for any damages, now or in the future, of any nature whatsoever, resulting from or related in any manner to a student's failure to attend an assessment.

3.4 Publication of summative assessment results

- 3.4.1 Following the summative assessment, and in accordance with the Year Programme, the Assessment and Graduations Unit will forward the summative assessment results to candidates by means of a statement of results. Each candidate's summative assessment results will also be published on the CUT website (<https://pr.cut.ac.za>). and no results will be supplied telephonically. Assessment results will also be available on the internet and via the MTN telephone service. Assessment results appearing on the CUT Website reflect student numbers only, so as to protect the privacy of individual students.
- 1.4.3.2 The Assessment and Graduations Unit is the only official body permitted to supply candidates with their official assessment results. No academic or support services staff member may supply any candidate with his/her assessment results. CUT accepts no responsibility for any consequences resulting from any such unofficial communication of assessment results, nor any liability or consequences of any nature whatsoever resulting from the withholding of results.
- 1.4.3.3 CUT reserves the right to rectify any *bona fide* errors in assessment results or the compilation of summative assessment results, and may set aside any certificate or award granted as a result of such *bona fide* error(s). In such an instance, CUT will give the affected student written notification of all changes made.
- 1.4.3.4 Refer to page 3, *Implementation of policy mandates (2)*, regarding assessment results.
- 1.4.3.5 A candidate who is in arrears with any CUT fees or who does not comply with the admission requirements will not be entitled to receive his/her final mark in the course/module(s) for which he/she is enrolled. CUT accepts no responsibility for any consequences resulting from such withholding of results.

3.5 Supplementary assessment

3.5.1 Grounds for granting supplementary assessment

- (1) In accordance with the approved rules formulated by the relevant faculty, and on completion of the prescribed summative assessment, the examiner/assessor may summon a candidate for a supplementary assessment in any course/module as an extension of the original assessment. Such a supplementary assessment will be administrated as a whole, at the discretion of the relevant department, provided it takes place no more than four working days after the conclusion of the summative assessment period announced in the CUT Calendar and/or Year Programme. If a candidate fails to report for the supplementary assessment, his/her original mark will then be confirmed as the summative assessment mark.
- (2) No supplementary assessment will be granted on the grounds that a student has mistaken the time, date or place of a summative assessment opportunity. This rule will apply to all other assessment opportunities, including assignments and projects in terms of the deadline for submission.

3.5.2 Nature and requirements of supplementary assessment

- (1) An examiner/assessor may summon a candidate for assessment as an extension of the original summative assessment in the form of an oral, project or portfolio, or practical work assessment. The learning aims and achievements covered in such a supplementary assessment are the same as those covered in the preceding summative assessment.

The following administrative provisions govern supplementary assessment:

- (i) All students who have achieved between 48% and 49% in the summative assessment at the end of a module or unit are also summoned by the examiner/assessor for a supplementary assessment to confirm the assessment result.
- (ii) A notice with the particulars of candidates summoned for a supplementary assessment is published on the relevant department's/faculty's noticeboards within four working days after conclusion of the summative assessment in question.
- (iii) It is the responsibility of the student to acquaint him-/herself of a summons to supplementary assessment, particularly the date, time and venue of assessment. CUT accepts no responsibility/liability in this regard.
- (iv) For an oral assessment, the same rules apply as for all other assessments of CUT.
 1. An assessor as well as a scribe must be available during an oral assessment. The scribe must take down the answers of the student, in writing, for future reference.
 2. The student, scribe and assessor should sign the script to ensure that it is the correct answer script.
 3. During official oral assessments, the Assessment and Graduations Unit will supply a tape recorder to record the answers of the student, for further reference.

3.6 Re-assessment

3.6.1 **Unless otherwise stated in a faculty's rules**, this is an assessment opportunity granted to a candidate who has achieved a final mark of between 45% and 49% for a course/module, and who wishes to improve the final mark to 50%. Re-assessment is granted under the following administrative conditions:

- (1) The re-assessment of a year course/module (with two or more units) takes place directly after the summative assessment of the last unit, and covers the learning aims and achievements of all units;
- (2) A re-assessment will in all material academic respects conform to the planned summative assessment stipulations of the course/module;
- (3) The re-assessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November each year; and
- (4) There is no further assessment opportunity offered following a re-assessment.

3.6.2 The names of candidates who qualify for re-assessment must be identified by the examiner and communicated to the Assessment and Graduations Unit, for publication on the central noticeboards, four working days before the re-assessment is to be conducted. Again, it is the responsibility of students to acquaint themselves of such notices, and CUT accepts no responsibility in this regard.

3.7 Deferred assessment

- 3.7.1 This assessment opportunity is offered to students who were unable to participate in the scheduled summative assessment session(s) due to illness, on medical grounds, or as a result of individual circumstances. Deferred assessment sessions are governed by the following administrative rules:
- (1) If necessary, they are scheduled immediately or directly upon conclusion of the June and November summative assessment schedules;
 - (2) A deferred summative assessment may only be considered if the affected student makes a formal application with proof (e.g. a medical certificate, etc.), and submits the application to the Assessment and Graduations Unit within three working days after the scheduled summative assessment in a particular course/module; and
 - (3) There is no further assessment opportunity following a deferred assessment.
- 3.7.2 The same grounds listed above would also apply to an application for a deferred assessment to other assessment opportunities called and administered within a faculty. No deferred assessments will be considered and granted on the grounds that a student has mistaken the date, time or place of an assessment.
- 3.7.3 An application for a deferred assessment should be lodged on the prescribed LS124.3 form, in accordance with policy and procedure, by no later than three working days after the assessment. The application must be supported by a medical or other registered professional report, or other appropriate credible evidence, which must specifically include the following information:
- (1) The date of professional consultation (no applications will be considered in cases where the practitioner was visited **after** the date of the assessment opportunity);
 - (2) The severity and duration of the complaint; and
 - (3) The practitioner's opinion on how the reported condition could adversely affect the student's assessment preparation and/or performance.
- 3.7.4 If a student qualifies for a deferred assessment opportunity, but nevertheless participates in a course/module assessment, he/she loses all rights or claims to a deferred assessment.
- 3.7.5 Should a student contract a communicable disease (e.g. chicken pox, measles, etc.) during the period of the summative assessment, he/she must consult a medical practitioner immediately to determine whether he/she is medically fit to continue participating in any or all further assessments. If the recommendation is that the student is unable to participate in any assessment(s), the absence will be treated as absence on valid grounds; otherwise, arrangements will be made to hold the assessment(s) in a quarantined room.

3.7.6 Special assessment opportunity: A student who requires only a single course/module to meet all the requirements for a degree/diploma/certificate, but who participated unsuccessfully in that course/module during the preceding semester/year, qualifies for a special assessment opportunity in the course/module concerned, provided that he/she complies with the following criteria:

- (1) Only one course/module is outstanding in order for the registered qualification to be awarded.
- (2) The student must have earned an official admission mark for the course/module, and must have unsuccessfully participated during his/her final year of study in the course/module outstanding for the qualification to be awarded. In cases where CUT fails to present a course/module, or where courses/modules are presented in cycles over the period of a year or longer, special permission may be granted by the relevant faculty for a special assessment opportunity if the course/module was offered previously.

A student who qualifies for, but subsequently fails, the special assessment at the end of the first semester will not qualify for a second special assessment at the end of the year.

A student who requires only one course/module at the end of an academic year, and who qualifies for assessment in the subject during his/her final year of study, will qualify for a special assessment. If a student qualifies for a first-semester course/module, the existing course mark will be carried over.

- (3) A candidate must apply for a special assessment opportunity in writing (on form LS124.3) to the Assessment and Graduations Unit, or must submit his/her application by registered mail.
- (4) An application for a special assessment opportunity must reach the Assessment and Graduations Unit within two weeks after publication of the assessment outcomes/results. This deadline will not be amended on any account.

3.7.7 Scheduling of deferred and special assessments

- (1) Unless Senate decides otherwise, all deferred and special assessments will be conducted at the end of each semester.
- (2) Subject to the special circumstance in paragraph 1.4.6.6, the Assessment and Graduations Unit may schedule alternative dates for special assessment opportunities, and will communicate the dates, times and venues of such assessment opportunities to the affected students.
- (3) Deferred and special assessments will, in all material academic respects, conform to the planned summative assessment stipulations of the course/module.

3.8 Assessment result/outcome notations

3.8.1 Assessment result/outcome symbols

All **courses/modules** will be assessed, and the final mark awarded (irrespective of any numeric value) will be coded according to the following approved academic progress symbols:

Progress notation	Meaning	Notional percentage (%)
PD	Pass (i.e. successful completion) with distinction	75-100%
PE	Credit (recognition)	50%
P	Pass, i.e. successful completion	50-74%
PU	Provisional pass or provisionally successful completion, subject to an investigation	50% and higher
F	Fail or unsuccessful completion	Below 50%
FD	Fail due to disciplinary sanctions	0%
FT/FS	Deferred assessment opportunity granted	
FX	Fail or unsuccessful completion due to absence without prior notice	
FN	Results/assessment outcomes not yet available	
FC	Continuous assessment results/assessment outcomes not available	
F9	Re-assessment	
P4	Recognised in terms of the policy on the recognition of prior learning (RPL)	
FR	Fail subminimum	

3.8.2 Date of issue of qualifications

The date of issue of a qualification is the first day of the month following the month in which the assessment results/outcomes of the last summative assessment were published by the Assessment and Graduations Unit.

3.8.3 Awarding of qualifications *cum laude* (i.e. with honours)

Subject to the approval of Senate, as well as compliance with the applicable rules of the relevant faculty, a qualification may be awarded *cum laude*, provided the candidate meets the following criteria:

- (1) The candidate has participated in and successfully completed all courses/modules prescribed for the qualification in question;
- (2) The candidate has passed or successfully completed all prescribed courses/modules of the qualification on the first attempt;
- (3) The candidate has achieved an overall average of 75% or above for all prescribed courses/modules of the qualification; and
- (4) The candidate has achieved an overall average of 75% or above for all exit-level courses/modules of the qualification.

3.8.4 The following qualifications are awarded during official CUT graduation ceremonies:

- 3.8.4.1 National diplomas;
- 3.8.4.2 Degrees;
- 3.8.4.3 Master's degrees;
- 3.8.4.4 MTech degrees;
- 3.8.4.5 MEd degrees;
- 3.8.4.6 PhD degrees;
- 3.8.4.7 DTech degrees; and
- 3.8.4.8 DEd degrees.

Only national certificates, national higher certificates and postgraduate certificates issued upon completion of an official, registered qualification are awarded during the graduation ceremonies.

No exit certificates or exit higher certificates will be awarded during a graduation ceremony.

If a student wishes to be issued with an exit certificate, he/she must apply for such a certificate to the Assessment and Graduations Unit. This exit certificate will then be issued to the student, but will not be handed over during an official graduation ceremony.

3.9 Academic review of student progress

3.9.1 A student is considered to be academically unsuccessful in the following instances:

- In the case of a first-year student: Failing all subjects for which he/she is enrolled;
- In the case of a senior student: Failing, on two consecutive attempts, 50% or more of the subjects for which he/she is enrolled, and/or cancelling some or all modules or the course for which he/she is registered after registration control day.

3.9.2 In the case of full-time students, the qualification must be completed in the minimum stipulated study period, plus an additional complement/add-on of half the minimum study period. In essence, this implies that the period will be rounded off to the next full academic year, meaning that, for example, a three-year qualification must be completed within the maximum period of five years.

3.9.3 Part-time students must complete the qualification in double the minimum time allowed, meaning that, for example, a three-year qualification must be completed within the maximum period of six years.

3.8.4 It must be noted that, in the case of a qualification being phased out, Senate will implement *ad hoc* arrangements in order to resolve the matter.

3.9.5 **Prognosis of unsatisfactory academic progress: A student is identified as “*academically at risk*” on the basis of the same criteria as stipulated in par. 1.8.1.1 above, but applicable only to the continuous assessment marks as on the third Monday in April (for the first semester), or the third Monday in September (for the second semester), or the working day immediately thereafter. In making this determination, faculties must ensure that a continuous assessment mark is recorded for each and every student on an official database.**

3.10 Procedure for student objections or appeals

A student who has been instructed by the Assessment Committee or the relevant faculty to subject him-/herself to the measures outlined in par. 1.8.3.1(2) and 1.8.3.1(3) above, may object to or appeal against that decision by means of the following procedure:

- (1) A written objection, accompanied by supporting evidence, may be lodged with the Assessment Committee.
- (2) Such an objection must be lodged by the last working day on or before the applicable date specified below (alternative dates may be published in the annual CUT Calendar).

Courses/modules offered during the first semester and over the course of the year	21 January
Courses/modules offered during the second semester	10 July

- (3) Upon receipt of such an appeal or objection, the Assessment Committee will convene an Appeals Committee consisting of the following members:
 - (i) Registrar;
 - (ii) Dean or senior academic member of the faculty concerned;
 - (iii) Assistant Registrar: Academic Structure and Student Enrolment Services;
 - (iv) Deputy Registrar: Student Services; and
 - (v) An SRC member delegated by the SRC.
- (4) When considering an objection or appeal, the Appeals Committee will take the following factors into account:
 - (i) The academic ability of the student in question, as reflected in his/her academic record, as well as the time limit allowed for completion of the courses/modules prescribed by the curriculum or the enrolment contract;
 - (ii) CUT's institutional duty to encourage and support:
 - (a) Student success, even if based on reduced learning targets; and/or
 - (b) Student compliance with contractual obligations; and
 - (iii) If applicable, the current enrolment measured against any limits in this regard, with the Appeals Committee having no jurisdiction to make any adjustments to the existing enrolment limits.
- (5) Academic exclusion will be enforced as follows:
 - (i) In the case of a student registered for a year programme, the period of academic exclusion will not exceed two years.
 - (ii) In the case of a student registered for a semester programme, the period of academic exclusion will not exceed two semesters.
 - (iii) The duration of academic exclusion will be determined by the nature of the academic shortcomings exhibited by the student, the time required to address such shortcomings, and the evidence provided in this regard.
- (6) The Assessment and Graduations Unit will notify the student in writing of the decision of the Appeals Committee, and will likewise report the decision to the Assessment Committee.

- (7) Should a student feel aggrieved by the decision of the Appeals Committee, he/she may lodge a final appeal or objection with the Executive Committee of Senate for a final ruling on the matter.

4. REMARKING

Remarking means that an assignment/answer script, which has not been altered or extended by the student, is marked for a second time.

- 4.1 In accordance with the provisions in the *Student Assessment Manual of the Central University of Technology, Free State*, should a student be of the opinion that an individual assignment/answer script has been marked unfairly or inappropriately, a request for remarking (on the prescribed form) may be addressed to the Assistant Registrar: Assessment and Graduations within three weeks after publication of the results. ***An administrative fee per subject is payable before any application will be processed.***
- 4.2 An assignment may only be submitted for remarking once.
- 4.3 If the remarking culminates in an amended mark or result, that result is the final result.

5. EXTRA TIME DURING ASSESSMENTS

In accordance with the *policy and procedure for the granting of extra time and other concessions during officially scheduled tests and assessments at the Central University of Technology, Free State*, extra time is allocated to persons with obvious physical, psychological or emotional disabilities, to allow them to complete their tests and assessments. Alternative arrangements are also made where necessary, e.g. oral assessments may be permitted.

- 5.1 A maximum of 15 extra minutes per hour is allowed.
- 5.2 The allocation of extra time is indicated on the diploma/degree/certificate of the student.
- 5.3 Students must apply for extra time at the Centre for Counselling and Social Services, using form LS227.1 (*Application for the granting of extra time or other concessions during officially scheduled tests and/or assessments of the Central University of Technology, Free State*), at least two weeks before classes commence. Applications must be accompanied by supporting documentation.

6. SUBJECT RECOGNITION

- 6.1 In accordance with the *policy and procedure with regard to subject recognition of prior learning, qualifying for the issuing of a qualification, and recognition of qualifications of South African as well as foreign students*, applicants requesting credit must address a written application on the prescribed form to the Assistant Registrar: Assessment and Graduations. Satisfactory documentary evidence in support of such applications must be provided. ***An administrative fee per subject is payable before any application will be processed.***

- 6.2 The holder of a university qualification certificate must have:
- (a) Complied with the admission requirements for the qualification, including the admission requirements of the courses/module prescribed for the qualification;
 - (b) Been assessed and found competent in all the competences and skills prescribed for the qualification;
 - (c) Completed more than 50% of the credits of the prescribed courses/modules for the qualification with the university; and
 - (d) Completed more than 60% of the credits of the exit or final academic year of the prescribed curriculum for the qualification with the university.

- 6.3 Final dates for the submission of applications for subject recognition at the Assessment and Graduations Unit:

For registration during semester 1 and year courses: 16 January

For registration during semester 2: 23 July

7. GENERAL INFORMATION

- 7.1 The results and assessment timetables for the various assessment opportunities are available as follows:

- (a) Results are mailed to each candidate (NB: Assessment timetables are not mailed to candidates); and/or
- (b) The CUT website (<https://pr.cut.ac.za>)

- 7.2 Please note that it is sometimes necessary to divide large class groups into smaller groups during assessments. Students must consult the individual assessment timetables for information on the venue in which the assessment is to be conducted.

- 7.3 A student may not take into the assessment room any books, dictionaries, calculators, notes, other documents, or any written or printed matter or devices except those authorised by the assessor and indicated on the cover page of the question paper.

- 7.4 CUT accepts no responsibility/liability for any loss of, or damage to, personal property in assessment venues.

CHAPTER 10

LIBRARY AND INFORMATION SERVICES RULES

7.1.1 DEFINITIONS AND ABBREVIATIONS

“**CUT**” Central University of Technology, Free State

“**LIS**” Library and Information Services

“**ERAC**” Electronic Resource Access Centre

7.1.2 PURPOSE OF REGULATIONS

The purpose of these regulations is to ensure that clients are aware of the rules pertaining to Library and Information Services (LIS).

7.1.3 REGULATIONS

7.1.3.1 Access

- 7.1.3.1.1 All LIS clients must at all times be in possession of a valid CUT personnel or student identity card. Unauthorised use of another person's identity card is a punishable offence (see *CUT Calendar: Disciplinary rules for students; fine system; offences: lending/borrowing of personnel/student card – R200*). If a card is lost or misplaced, the loss must immediately be reported at the library issuing desk and to the Protection Services Unit.
- 7.1.3.1.2 Books and other library material will be issued only to the holder of a valid CUT personnel or student card.
- 7.1.3.1.3 Any person entering the library for a legitimate reason other than to study or conduct research – e.g. to attend a meeting or perform maintenance work – will be issued with a visitor's card at the issuing desk.
- 7.1.3.1.4 No CUT student or staff member will be issued with a visitor's card to access the library.
- 7.1.3.1.5 An external client (neither a student nor a staff member of CUT) may apply for library membership at the issuing desk. Such an applicant will be required to pay a fee covering membership, the production of an identity card, and a refundable deposit, as prescribed from time to time, as well as an annual membership fee.
- 7.1.3.1.6 An external client's membership card is not transferable for use in the library.
- 7.1.3.1.7 Any person taking a bag or other property or possessions into the library does so at his or her own risk.

7.1.3.2 General conduct

- 7.1.3.2.1 Every LIS client must at all times be considerate towards others, and may not intrude on the rights of other users with regard to access to space and materials, or with regard to noise or general conduct.
- 7.1.3.2.2 As the library is an important study area, courteous behaviour towards fellow users is important to ensure meaningful study time and use of the library by all.

7.1.3.3 Loans and returns

- 7.1.3.3.1 Library material may only be loaned in accordance with the officially approved procedures.
- 7.1.3.3.2 A student registered at another institution of learning will require an official letter from that institution requesting permission for such student to make use of CUT's library resources.
- 7.1.3.3.3 No audio-visual equipment may be loaned. All equipment in the library forms part of the assets of CUT.
- 7.1.3.3.4 All students and staff members are required to settle their library accounts in full before CUT closes for the academic year and also before leaving CUT for any reason, e.g. when graduating or terminating their studies at CUT, and before retiring or resigning or otherwise leaving the employ of CUT.
- 7.1.3.3.5 A library client is responsible for all library material in his/her possession, and any loss of or damage to such material must be reported immediately at the issuing desk. Any material that is lost or damaged must be replaced by the client with similar material or the latest edition thereof, to CUT's satisfaction.
- 7.1.3.3.6 Any problems encountered with materials on loan must be reported without delay at the issuing desk.

7.1.3.4 Facilities and information

- 7.1.3.4.1 Study space may not be reserved. Any person leaving books or personal property unattended does so at his or her own risk.
- 7.1.3.4.2 The rules and regulations pertaining to the study cubicles and buzz rooms are available from the office of the person in charge of circulations.
- 7.1.3.4.3 The rules and regulations pertaining to the Electronic Resource Access Centre (ERAC), as set out in paragraph 7.1.3.10 of this document, are on display at the ERAC.
- 7.1.3.4.4 All LIS rules, as well as the Protection Services rule regarding the demanding of identification (see CUT Calendar 2018: Protection Services rules), are applicable to the 24-hour study rooms.
- 7.1.3.4.5 Group discussions are not permitted on levels 1, 2 or 3 of the library. Only the 24-hour study rooms may be used for this purpose.

- 7.1.3.4.6 A copy centre with facilities for photocopying, faxing, ring binding, etc. is available on the ground floor of the library building.
- 7.1.3.4.7 CUT accepts no responsibility for any loss, damage, injury, etc. sustained or suffered in the copy centre.
- 7.1.3.4.8 The Copyright Act must be observed in all reprographic activities.

7.1.3.5 Fines

Fines will be charged if books and other information resources are not returned within the prescribed period of time (open-shelf books: R1.00 per item per day; study-collection material, reserve-shelf books and notes: R2.00 per item per hour). Furthermore, failure to return borrowed material could result in the suspension of lending rights and/or other disciplinary action.

7.1.3.6 Payment of fines

- 7.1.3.6.1 Fines for overdue material must be paid at the Student Accounts Unit by the deadline indicated in the notice of overdue material.
- 7.1.3.6.2 Any student/staff member/external client who fails to pay a fine that has been imposed upon him/her will be referred to the Debtor Controller.
- 7.1.3.6.3 Furthermore, any student with an outstanding fine may have his or her assessment results withheld until all such fines have been paid in full.
- 7.1.3.6.4 No cash will be received by LIS.
- 7.1.3.6.5 An admission-of-guilt form must be signed at the issuing desk, after which the person in charge of circulations will compile a list of defaulters to be submitted to the Student Accounts Unit.
- 7.1.3.6.6 In addition to a fine, failure to respond to requests for the return of overdue material will result in the suspension of the individual's lending rights at the library. A replacement fee for lost, damaged or outstanding library material, plus an administration fee and VAT (where applicable), will be forwarded to the Student Accounts Unit to be charged to the account of the student concerned.
- 7.1.3.6.7 If a client fails to return loaned materials or if such items are found to be damaged upon return, the client responsible will be subject to the following provisions:
 - 7.1.3.6.7.1 The University Librarian may rule that the materials not returned must be replaced at the expense of the client concerned.
 - 7.1.3.6.7.2 If any library material is found to be slightly damaged on return, the cost of repairing and processing may be recovered from the client concerned. If the damage is extensive or the returned information resource has been damaged beyond repair, the University Librarian may instruct the responsible client to pay the full cost of replacing the material.

7.1.3.6.7.3 A new copy of the same edition or a more recent edition of the lost material may be accepted in lieu of the replacement cost, but the client may still be held accountable for the processing and administrative costs.

7.1.3.6.7.4 All materials that are lost or not returned to the library remain the property of LIS, and must be returned immediately to LIS in the event of recovery.

7.1.3.7 Offences

7.1.3.7.1 It is an offence to remove books or any other library material, to attempt to obtain such material, or to gain access to the library under false pretences or fraudulently, to deliberately misplace books in the library, or to damage library material.

7.1.3.7.2 Other offences include the damaging of books, journals, study-collection documents or any other library material, and the disfiguring of library material by means of writing therein or thereon, underlining therein, or any form of marking thereof.

7.1.3.7.3 Violating any rule in respect of LIS may lead to disciplinary action against the transgressor in accordance with CUT's disciplinary procedures, policies, rules and regulations. In cases where misconduct can be proved, one or more of the following measures may be enforced (this is not an exclusive list):

7.1.3.7.3.1 Suspension of the transgressor's right to access the library permanently or for a specific period of time; and/or

7.1.3.7.3.2 Payment of replacement and processing costs (R100.00) and/or a fine as determined by the University Librarian.

7.1.3.8 General rules

7.1.3.8.1 No apparatus that could cause a disturbance to others in the library – e.g. cellphones and iPods – may be used. All such devices must therefore be switched off before entering the library.

7.1.3.8.2 No food or beverages (including tea, coffee, soft drinks or alcohol) may be brought into the library building.

7.1.3.8.3 The library is a smoke-free building. In accordance with the CUT smoking policy, no person may smoke within the building.

7.1.3.8.4 No item of furniture or equipment may be removed from the library or be shifted within the building.

7.1.3.8.5 No firearms may be taken into the library building.

7.1.3.8.6 With the exception of guide dogs and other assistance dogs for persons with disabilities, no pets or other animals are allowed in the library.

7.1.3.8.7 No posters or documents may be affixed to the walls or noticeboards of the library unless the necessary steps have been taken and written permission has been obtained from the relevant CUT official, in accordance with CUT's policies, rules and procedures.

7.1.3.8.8 No person may book or reserve study space or access to a computer by means of leaving personal belongings at the location/place/station in question.

7.1.3.9 **Other offences**

7.1.3.9.1 A penalty/fine of R100.00 will be imposed for the following:

7.1.3.9.1.1 Failure to switch off apparatus that could cause a disturbance, e.g. a cellphone or other electronic device;

7.1.3.9.1.2 Excessive noise;

7.1.3.9.1.3 Eating and/or drinking in the library;

7.1.3.9.1.4 Moving of furniture or equipment in the library; and

7.1.3.9.1.5 Littering in the library.

Such an offence may also lead to the barring/suspension of the offender's access to the library building for a given period, as specified by CUT.

7.1.3.9.2 Penalties for offences of this nature are imposed in a spirit of educating and informing offenders and may, for instance, take the form of cleaning the library premises, at the discretion of the relevant staff.

7.1.3.9.3 An admission-of-guilt form may be completed for these types of offences.

7.1.3.10 **Electronic Resource Access Centre (ERAC)**

7.1.3.10.1 In addition to all the above rules, which also apply to the ERAC and computer laboratories, the following rules apply:

- It is a serious offence to damage or vandalise computer equipment, furniture or any other component.
- A client will be penalised for damaging or defacing any CUT property or removing it from the premises.
- It is an offence to use any CUT property without prior written authorisation.
- Violent, abusive, intimidating or drunken behaviour will not be tolerated in the ERAC.

7.1.3.10.2 According to the *LIS rules*:

- LIS clients must be considerate at all times, and may not intrude on the rights of other users with regard to access to space and materials, or with regard to noise or conduct in general.
- LIS clients are expected to be courteous towards their fellow library users:
 - No person is allowed to work for more than two consecutive hours on a computer at any given time.
 - A maximum of two people are allowed to work on a single computer station at any one time.

Enforcement

- Allegations regarding the violation of LIS or other applicable CUT rules, policies, procedures, etc. may lead to disciplinary action against the transgressor, in accordance with the CUT disciplinary procedures, rules, regulations, policies, etc.
- In cases of proven misconduct, the suspension of the transgressor's right to access and use the library, either permanently or for a specific period of time, may be issued and enforced.

7.1.3.10.3 Fines imposed for misconduct in the ERAC and computer laboratories:

Offence	Fine
Use of computer for non-academic purposes	R200
Viewing or downloading of pornographic material	R400
Working for longer than the allocated time (two continuous hours)	R200

Repeated misconduct may lead to permanent suspension of usage of the ERAC and computer laboratories.

7.1.4 PROCEDURE FOR IMPLEMENTING THE REGULATIONS

The regulations above stipulate the applicable procedure.

7.1.5 RELATED DOCUMENTS

- CUT Student Calendar
- Protection Services Rules
- General Rules for Students
- Disciplinary Rules for Students
- Code 114 of the CUT Delegations Register

7.1.6 COMPLIANCE OFFICER

The Executive Manager in charge of the Academic and Research portfolio is the Compliance Officer.

7.1.7 RESPONSIBLE OFFICER(S)

- University Librarian
- Persons in charge of the various LIS functions

CHAPTER 11

CODE OF CONDUCT FOR STUDENTS

4.5.1 POLICY STATEMENT

4.5.1.1 The Students' Representative Council (SRC) and all registered students of the Central University of Technology, Free State (CUT) endorse the principles of the freedom of individuals, as contained in the Constitution of the Republic of South Africa, Act 108 of 1996 (the Constitution) and other legislation of the Republic of South Africa.

4.5.1.2 Notwithstanding the right of each person to participate in gatherings, to argue/contend, and to submit petitions together with others in a peaceful and unarmed way, any person who is guilty of the following conduct on CUT property exposes him- or herself to disciplinary action:

- (i) Using language, documents or behaviour that incite emotions, are insulting in nature, or give offence to others;
- (ii) Defacing CUT property by applying slogans or graffiti in places other than those that have been agreed upon;
- (iii) Displaying or carrying firearms or any other dangerous objects on CUT property, other than with the prior written authorisation of CUT Management;
- (iv) Any form of blackmail or extortion;
- (v) Any action that hinders, hampers, disrupts, defers, delays or upsets orderly academic tuition, administration and normal student activity on CUT property, or that causes damage to any property of CUT or any property on CUT premises;
- (vi) Instigating, inciting, prompting or stimulating others to carry out any action that hinders, hampers, disrupts, defers, delays or upsets orderly academic tuition, administration and normal student activity on CUT premises, or that causes damage to any property of CUT or any property on CUT premises;
- (vii) Being present on any CUT campus or premises, except as is reasonably necessary for a student to receive academic tuition, or to have essential personal contact with the administration of CUT, or to participate in normal student activities;
- (viii) Failing to air any grievances, objections or complaints through use of the existing prescribed policies, rules, regulations, procedures and processes;
- (ix) Harassing, assaulting or threatening to hurt or harm an employee, student or visitor during a protest action;
- (x) Propagating and/or encouraging violence;
- (xi) Propagating and/or encouraging hatred based on race, ethnicity, gender, beliefs, sexual orientation or any other aspect;
- (xii) Failing to vacate a building, office, venue, hall or room that has been declared closed;

- xiii) Obstructing any corridor in, or entrance to, a building;
- xiv) Hindering any student from attending a class or writing an assessment or test, or hindering any lecturer in the presentation of a lecture;
- xv) Hindering any student, employee or member of the public from listening to or hearing a scheduled speaker;
- xvi) Failing to leave a closed meeting when attending it without authorisation, or interrupting a private interview; and
- (xvii) Failing to leave a CUT building, office, venue, hall or room if instructed to do so by a Protection Services Officer who has identified him-/herself as such, and who aims to prevent or halt disruption on CUT premises.

4.5.1.3 CUT students are expected to show respect for order, morality and the rights of others in all places and at all times, as is expected of good citizens. Failure to behave in such a manner is sufficient reason for an offender to be removed from CUT premises.

4.5.2 DEFINITIONS AND ABBREVIATIONS

“SRC”: Students’ Representative Council

“CUT”: Central University of Technology, Free State

4.5.3 PRINCIPLES

4.5.3.1 All CUT students have the right to participate in CUT programmes without being exposed to inappropriate behaviour that may negatively affect the teaching and learning processes or the well-being of all individuals concerned.

4.5.3.2 Students have a responsibility to promote and foster positive behaviour.

4.5.3.3 Whenever possible, every effort should be made to resolve conflict or misunderstanding through discussion and mediation before formal procedures are invoked.

4.5.3.4 The overarching obligation of all students is to act in the best interests of the CUT community at all times.

4.5.4 PROCEDURES

4.5.4.1 Student protests and control measures

4.5.4.1 No student protest may be held before the SRC has discussed the reason for the protest with the Executive Manager in charge of Student Services and/or other representative of the CUT Management Committee (Mancom) and a deadlock has been reached.

4.5.4.2 The written declaration of the deadlock will contain the views of CUT Management and the other concerned parties, as well as the reasons why an agreement could not be reached, and will be signed by the Mancom representative and other parties.

4.5.4.3 No protest action may occur within two days (excluding CUT recesses, weekends and public holidays) after a deadlock has been reached.

4.5.4.2 Processions

The right of students to protest in this way is acknowledged, on condition of compliance with the following control measures:

- (i) The names and student numbers of procession controllers (marshals), as well as the nature of their clothing, will be supplied beforehand to the Executive Manager in charge of Student Services, so that recognition can be facilitated.
- (ii) Sufficient marshals will be appointed to exercise control over participants at the front, on the flanks and at the rear of the procession.
- (iii) The route of the protest march on CUT premises will be approved beforehand by the Registrar and the Executive Manager in charge of Resources and Operations, with the proviso that the necessary permission will be obtained beforehand if a march is not to be confined to CUT premises, and with the further proviso that a march on CUT premises will not result in any vandalism or damage or the disruption of traffic or CUT activities.
- (iv) Only registered students may participate in processions.
- (v) Processions will always return by the same route, unless prior permission has been obtained for a different return route to be used.
- (vi) Processions will not be held during assessment periods.

4.5.4.3 Demonstrations

- 4.5.4.3.1 The names of demonstration controllers (marshals), as well as the nature of their clothing, will be supplied beforehand to the Executive Manager in charge of Student Services so that recognition can be facilitated.
- 4.5.4.3.2 Sufficient marshals will be appointed to exercise control over participants at the front, on the flanks and at the rear of the demonstration.
- 4.5.4.3.3 Only registered students may participate in demonstrations, unless otherwise agreed upon.
- 4.5.4.3.4 Posters displayed during demonstrations must meet the norms of public decency and the prescriptions of CUT.
- 4.5.4.3.5 Demonstrators will not obstruct the entrance to any CUT premises.
- 4.5.4.3.6 Demonstrations will not disrupt the normal activities of CUT by any means, including chanting, shouting or any other noise.
- 4.5.4.3.7 Demonstrations held during assessment periods may not interfere with or hinder the assessment process.

4.5.4.4 Petitions

- 4.5.4.4.1 A request for the handing over of a petition must be submitted to the Executive Manager in charge of Student Services for approval at least two days (excluding CUT recesses, weekends and public holidays) before the planned handing over of the petition.
- 4.5.4.4.2 All petitions will be handed over to the Executive Manager in charge of Student Services.
- 4.5.4.4.3 Only registered students may sign petitions, with the proviso that the student number appears alongside the signature.

4.5.5 RELATED DOCUMENTS

Protection Services Rules

Library Services Rules

Sport Rules

CUT Traffic Rules

Student Academic Assessment Rules

Rules for Bursaries and/or Loans (financial support)

General Student Rules

Residence Rules

Admission Regulations

Student Disciplinary Rules

Grievance Procedure for Students

Code 94 of the CUT Delegations Register – Senate is responsible for the approval of the General Student Rules and the CUT Code of Conduct for students.

4.5.6 COMPLIANCE OFFICER

The Registrar is accountable for student discipline. All students are responsible for adhering to the rules and regulations for student conduct, while staff members are responsible for enforcing such rules and regulations.

4.5.7 RESPONSIBLE OFFICER(S)

The Senior Manager in charge of Student Services is the responsible officer.

CHAPTER 12

DISCIPLINARY RULES FOR STUDENTS

6.1.1 Disciplinary authority

- (a) The Central University of Technology, Free State (CUT) Council is the highest disciplinary authority at the University.
- (b) By virtue of the Higher Education Act (Act No. 101 of 1997), as amended, the general supervision and control of student discipline is the responsibility of the Vice-Chancellor and Principal.
- (c) The Vice-Chancellor and Principal, by virtue of the powers vested in him/her, may request any staff member to assist in the execution of his/her duties, including the maintenance of discipline and order at CUT. All bodies and officials with powers of adjudication will thus be nominated and appointed by the Vice-Chancellor and Principal, and will be directly accountable to him/her in the execution of their duties. Notwithstanding any stipulation in the disciplinary rules, the Vice-Chancellor and Principal may revise any disciplinary proceedings *mero motu* (i.e. by motion of his/her own free will).
- (d) In all cases where information on a student's ailment, condition or problem should not be made generally known, is in fact made known to the registered psychologists at the Wellness Centre, or comes to their knowledge, such registered psychologists will be entitled to reveal the information to the Vice-Chancellor and Principal, in accordance with authorisation by virtue of the Medical, Dental and Supplementary Health Professions Act, 1974 (Act No. 56 of 1974).
- (e) All disciplinary action taken in accordance with paragraph (d) above will be reported to Senate by a person nominated by the Vice-Chancellor and Principal.
- (f) The general rules of CUT are prescribed by Council in terms of the Higher Education Act. The violation of these rules, or any other student rules, institutional procedures or codes of conduct, may lead to disciplinary action, which may include suspension from the University. In such cases, the name of the student, as well as the particulars of the suspension, will be reported to all other tertiary institutions on request.
- (g) With regard to general student misconduct, any violation of the general rules will immediately be reported to the Registrar, and, with regard to academic misconduct, to the relevant Faculty Dean.
- (h) Depending on the nature and seriousness of the violation, misconduct by students must be dealt with by means of a disciplinary hearing, as contained in these rules, or by means of a disciplinary counselling interview, as contained in the institutional policies and procedures.

6.1.2 Disciplinary authority structure

6.1.2.1 Composition of a Disciplinary Committee

- (a) One of the following disciplinary committees may be used for disciplinary inquiries:
- Academic Disciplinary Committee; or
 - Student Services Disciplinary Committee.
- (b) A disciplinary committee, as referred to in paragraph 6.1.2.1 (a), will be constituted by the Vice-Chancellor and Principal, or his/her nominee.
- (c) The Vice-Chancellor and Principal, or his/her nominee, will appoint a prosecutor in accordance with these rules.
- (d) Where a member or members of the committee cannot, or may not, serve on the panel, the Vice-Chancellor and Principal, or his/her nominee, may appoint an alternative member or members to the panel, or reduce the number of committee members accordingly.
- (e) In cases where a student is found guilty after any disciplinary hearing, the applicable panel will recommend a suitable penalty to the Vice-Chancellor and Principal, or his/her nominee.
- (f) The prosecutor will inform the student in writing of the penalty, the implementation date of the policy, his/her right to appeal, etc.

6.1.2.2 Composition of the Academic Disciplinary Committee

- (a) The Academic Disciplinary Committee will comprise the following members:
- relevant Assistant Faculty Dean, as Chairperson;
 - relevant Head of Department (HoD);
 - relevant Faculty Administrator; and
 - one Students' Representative Council (SRC) representative, on invitation by students.
 - An external advisor may be co-opted in extreme technical cases, as and when required.
- (b) In the absence of the relevant Assistant Faculty Dean, the relevant HoD will act as Chairperson.
- (c) The functions of the Academic Disciplinary Committee are to give a hearing to all of the following disciplinary cases:
- alleged misconduct during normal academic activities;
 - alleged misconduct in classroom-related academic matters in which students may be involved; and
 - where alleged misconduct in academic matters related to examination or test venues is indicated.

- (d) The prosecutor should keep a record of all the disciplinary measures taken by the Committee, and should report such measures to the Vice-Chancellor and Principal, and to Senate.

6.1.2.3 Composition of the Student Services Disciplinary Committee

- (a) The Student Services Disciplinary Committee will comprise the following members:
- Deputy Registrar: Student Services, as Chairperson;
 - Manager: Governance and Student Life;
 - one SRC representative, on invitation by students; and
 - Enrolment Officer.
 - An external member may be co-opted as advisor in extreme technical cases, as and when required.
- (b) The functions of the Student Services Disciplinary Committee are to give a hearing to all of the following disciplinary cases:
- alleged misconduct by a student, where such misconduct does not fall within the jurisdiction of the Academic Disciplinary Committee;
 - alleged misconduct, or attempts to perpetrate misconduct on the sports grounds or premises of CUT, or any other case of alleged misconduct in which the name of CUT could be maligned;
 - alleged misconduct, or attempts to perpetrate misconduct by CUT students, in which the property of CUT, any CUT staff, any visitor to CUT, or any other property or persons may be involved;
 - alleged misconduct by residence dwellers in connection with the control, management and/or use of residence facilities;
 - alleged misconduct, or attempts to perpetrate misconduct related to the violation of the rules and regulations of any residence; and
 - any allegations concerning non-adherence to a penalty imposed by a disciplinary committee, any disciplinary discussion, or any conduct regulation by the Chairperson of a disciplinary committee.
- (c) It will be the prosecutor's duty to place all disciplinary measures of the Committee on record, and to report them to the Vice-Chancellor and Principal, and to Senate.
- (d) If the nature and seriousness of an offence do not, at the discretion of the appointed prosecutor, justify a disciplinary hearing, a disciplinary counselling discussion may be conducted with the student(s) concerned, in accordance with the institutional policy and procedures.

6.1.3 Disciplinary measures

- (a) In a case where a disciplinary committee finds a student guilty of any form of misconduct, one or more of the following disciplinary measures may be taken. These measures will be valid as measures for disciplinary penalties, and do not comprise a *numerus clausus*:

- The student may be expelled from CUT.
 - The student may be suspended from CUT for a specified period.
 - Where it can be proved that subject credit was attained in an improper manner, such credit may be withheld from the student.
 - Where it can be proved that a qualification was attained in an improper manner, such a qualification may be withheld from the student.
 - The student could forfeit examination and/or semester marks, or any other marks attained.
 - The student may be prohibited from the CUT premises.
 - The student may be excluded from lectures in any or all subjects, and/or from any or all tests and/or examinations of CUT.
 - The student may be excluded from all/certain CUT activities (both academic and recreational) on a permanent basis, or for a specified period.
 - The student may be dismissed from any position or capacity in which he/she was appointed.
 - The student may be reprimanded and warned, depending on the seriousness of the offence.
 - The student may be forbidden to keep or drive any type of motor vehicle on the CUT premises.
 - The student may be punished in any other suitable educational and justifiable manner.
 - A letter will be sent to the employer and/or parent(s) or guardian(s) of the student concerned.
 - A fine not exceeding R1 000 may be imposed on the student, which amount will be payable in a manner determined by CUT, and which amount may be charged to the account of the student.
 - The student may be deprived of the right or privilege to register for a specific module.
- (b) CUT may suspend any imposed penalty for a period not exceeding 365 days, on condition of good behaviour, as determined by the University, and provided that a similar offence is not committed during that period.
- (c) Regardless of whether the penalty imposed on a student in terms of these rules entails the payment of a fine, the repair of damage that was caused, or the execution of some or other action, the student concerned may be banned from CUT by the University's Vice-Chancellor and Principal until the payment has been made, or the required action has been carried out.
- (d) If any action must be taken, or any deed must be performed within a certain period, such a period will be calculated by excluding the first day, the last day, and all public and CUT holidays, as well as Saturdays and Sundays.
- (e) The income from any fine or payment for repairs or damages caused, as imposed in accordance with these rules, will be paid into the general funds of CUT.
- (f) A table that constitutes *Penalty Guidelines* is an annexure to these rules, and will be used for purposes of classifying the types of academic misconduct by students, and the ratings thereof in terms of magnitude.

6.1.4 Pre-hearing disciplinary procedures

- (a) Any charge of misconduct, excluding academic misconduct, must be conveyed in writing to Protection Services within seven days, or within a period that is reasonable under the circumstances, as from the date of the alleged misconduct, or within three days thereof, or within such a period as is reasonable under the circumstances from the day on which the misconduct was brought to the attention of the complainant.
- (b) The Assistant Registrar: Academic Structure and Student Enrolment Services will report incidents of academic misconduct in writing to the relevant faculty within three working days, or within a period that is reasonable under the circumstances.
- (c) The Vice-Chancellor and Principal, or his/her nominee, may introduce any charge *suo motu* (i.e. on his/her own motion).
- (d) The Vice-Chancellor and Principal, or his/her nominee, will appoint a prosecutor for the investigation and processing of student misconduct, in general or in a specific case.
- (e) The prosecutor should investigate the nature and seriousness of the case, or see to the investigation thereof, and should recommend a method for dealing with the misconduct. Where a disciplinary hearing is suitable for dealing with the particular form of misconduct, it is the prosecutor's responsibility to convene the specific disciplinary committee.
- (f) It is the prosecutor's responsibility to inform all parties concerned of the disciplinary hearing.
- (g) It is the prosecutor's responsibility to state the alleged offence, and to collect evidence on behalf of CUT.
- (h) After the appointment of the prosecutor, the relevant disciplinary committee will institute a thorough and comprehensive investigation into the alleged misconduct, which investigation will take place within such a period as may be reasonable under the circumstances.
- (i) If the Chairperson of a disciplinary committee is of the opinion that the misconduct lies outside his/her jurisdiction, the hearing will be suspended, and the facts of the matter will be reported to the Vice-Chancellor and Principal, or his/her nominee.
- (j) The prosecutor will serve a notice, in which the charges of the alleged misconduct are included, on the student concerned by having it delivered; sending it by registered mail; or by delivering it by hand to the student's residential address, or to his/her last known residential address, within two days after the notice has been issued.
- (k) The relevant student will be requested to acknowledge receipt of the notice in writing, in default of which the date, time and place of the serving of the notice will be recorded, and will be accepted as sufficient proof thereof.
- (l) The relevant student will receive notice to attend the sitting of the disciplinary committee at least two days before the sitting is to be held.

- (m) A report from the prosecutor, indicating that notice was given to the student concerned, will serve as *prima facie* evidence of the student's receipt of such notice.
- (n) If the student is a minor, his/her parent(s) or legal guardian must be informed of the charge against the student, if possible.
- (o) A student against whom a charge has been laid will have the right to be supported during the disciplinary hearing by his/her parent(s) or legal guardian(s), any fellow student, or a legal representative whose presence has been approved in accordance with the *Policy regarding legal representation in tribunal hearings*.
- (p) The prosecutor may hold discussions with the student to obtain his/her reaction to the alleged misconduct, and to determine whether there is merit to the allegations of misconduct.
- (q) The charges mentioned in the notice of the disciplinary hearing may be amended at any time. If the amendment entails that the student must prepare a defence other than that required in terms of the previous notice of the disciplinary hearing, any scheduled disciplinary hearing will be postponed for a reasonable period on request. If the charges are amended after the disciplinary hearing has commenced, the Chairperson of the disciplinary hearing may defer the hearing for a reasonable period of time.
- (r) All disciplinary hearings will be held *in camera*, and no such proceedings may be made public during the process. However, notice of a penalty imposed due to the defendant having been found guilty may be placed on the CUT noticeboards, at the discretion of the disciplinary panel.
- (s) If the behaviour of the accused or any witness makes it impossible to follow the procedure of a disciplinary committee, the Chairperson may issue a rule of order, which may include the removal of such a person, and the proceedings may then continue in the person's absence.
- (t) Evidence will be proffered in corroboration of the allegations in a manner reconcilable with the principles of natural justice, which may include the delivery of verbal evidence, or the submission of a sworn statement.
- (u) The accused person may, at any time or during any procedure of a disciplinary committee, acknowledge his/her guilt with regard to the specific matters mentioned in the charge, which admission of guilt will serve as proof of the allegations that appear on the charge sheet.
- (v) An accused person may be found guilty of misconduct on the grounds of an admission of guilt concerning the misconduct, if such admission of guilt is given freely and voluntarily, and corresponds with essential aspects in the charge sheet, or, in cases where the admission of guilt cannot be corroborated, it can be accepted on the grounds of other evidence that proves the guilt of the accused.
- (w) Any finding of a disciplinary committee will be the finding of the majority of the members of the disciplinary committee. The Chairperson will have an ordinary vote, as well as a casting vote.

- (x) The disciplinary committee will base its findings of guilty or not guilty on a balance of probability.
- (y) The fact that a student has been criminally charged, found guilty, or acquitted of a charge by a court, will not prevent CUT from taking action against such a student in terms of this procedure.
- (z) If a student's registration as a student at CUT is terminated, the termination will come into effect as from the date determined by the Vice-Chancellor and Principal.

6.1.5 Disciplinary hearing procedures

- (a) At the beginning of the disciplinary hearing, the accused will be requested to enter his/her plea in respect of the charge.
- (b) If the accused refuses to enter a plea, a plea of not guilty will be noted.
- (c) If the accused pleads guilty, and the Chairperson is of the opinion that the matter is of such a nature that it falls within the jurisdiction of the disciplinary committee to take disciplinary action, he/she may find the accused guilty, and may institute suitable disciplinary measures.
- (d) A plea of guilty may also be submitted to the disciplinary committee in the form of a written declaration in which the accused admits guilt in respect of all charges, as stated.
- (e) If the accused enters a plea of not guilty, the accused will make a declaration in which the facts of the charge that he/she is contesting are indicated, and he/she will announce the basis of his/her defence to the committee.
- (f) The Chairperson will inform the accused of his/her duty to state his/her case to each witness, and also in respect of any other kind of evidence delivered against him/her.
- (g) If the accused fails to announce the basis of his/her defence, the Chairperson and the panel will have the right to cross-examine the accused in order to determine the basis of his/her defence.
- (h) If a member is unable to act during a disciplinary hearing, or is not present, the disciplinary hearing may continue with the remaining members, with the proviso that the Chairperson is present. In any other case, the disciplinary hearing will be deferred, or, in cases where the panel must be reconstituted, will take place *de novo* (i.e. from the beginning).
- (i) If a student who must appear before the disciplinary hearing fails to appear at the time and place as indicated in the written notice, or subsequently fails to appear at any deferred disciplinary hearing, the disciplinary committee may, in any such case, continue with the consideration of the charge in the absence of such student, if the disciplinary committee is convinced that the student's absence is deliberate and without good reason.

- (j) All parties present during the disciplinary hearing must conscientiously carry out the instructions and requests of the Chairperson. Should any party deliberately refuse to do so, or deliberately disrupt or hamper the course of the disciplinary hearing in any way, the Chairperson will be entitled to warn the person, and/or to have him/her removed.
- (k) Any student under disciplinary suspension must distance him-/herself from CUT, with the exception of appointments made in order to finalise CUT matters, which appointments should be approved beforehand by the Registrar.

6.1.6 Documentation

- (a) A mechanical record of the proceedings of the disciplinary committee will be kept by the appointed prosecutor.
- (b) The record will be deemed a true reflection of the proceedings of the disciplinary committee.
- (c) Details of the charge, the parties concerned, the witnesses who provided evidence, the finding, the disciplinary action taken, and the date of implementation thereof, will be filed in a register kept by the Deputy Registrar: Student Services for this exclusive purpose.

6.1.7 Student rights

In respect of the charges that have been laid against him/her, the alleged offender will have the right to:

- (a) be informed of the nature of the alleged offence;
- (b) summon witnesses, and cross-examine them;
- (c) examine any document submitted as evidence;
- (d) receive a hearing as soon as possible;
- (e) make use of the services of an interpreter to interpret the proceedings in the language of his/her choice, with the proviso that such an interpreter is in the service of CUT, and is available to interpret on the date of the scheduled disciplinary hearing;
- (f) be represented by any fellow student of CUT, or his/her parent/guardian, or his/her legal representative, whose presence has been approved in accordance with the *Policy on legal representation in disciplinary hearings* (to be finalised);
- (g) receive at least 48 hours' notice of the disciplinary hearing;
- (h) cite a case in his/her defence;
- (i) a finding;
- (j) deferment of the consideration of any previous disciplinary record until after he/she has been found guilty;
- (k) advance extenuating circumstances;
- (l) lodge an appeal; and
- (m) be protected against victimisation as a result of any statements, allegations and/or actions made or carried out during a disciplinary hearing, or on the grounds of membership to any organisation.

6.1.8 Announcement of finding

- (a) After a charge of misconduct has received a hearing, the disciplinary panel will arrive at a finding of guilty or not guilty. In the case of a conviction, extenuating and aggravating circumstances will receive a hearing, after which the proceedings will be adjourned for the assessment of the facts.
- (b) The penalty will be conveyed in writing to the student concerned, or by his/her legal representative, if he/she was represented by such during the disciplinary hearing, after permission was obtained in accordance with the *Policy on legal representation during disciplinary hearings* (to be finalised), who will acknowledge receipt thereof.
- (c) The conviction and the sentence will be noted on the student's study record for a period not exceeding one calendar year.
- (d) CUT may publicise the findings of any specific case, which may include the announcement thereof to a parent, guardian or sponsor of the student concerned, as well as other tertiary institutions.

6.1.9 Appeal

- (a) If the prosecutor or student is dissatisfied with the findings and/or sanctions of the disciplinary committee, he/she will have the right to appeal to the Disciplinary Appeal Committee against such findings and/or sanctions.
- (b) The Disciplinary Appeal Committee will comprise:
 - a Chairperson, who will be the Registrar, the Deputy Vice-Chancellor (DVC): Teaching and Learning, the DVC: Resources and Operations, or a similar figure of authority; and any other assessor(s) appointed by the Vice-Chancellor and Principal, or his/her nominee.
- (c) The Disciplinary Appeal Committee will pronounce a judgement on all cases that have been heard by a disciplinary committee, and in response to which an appeal has been lodged.
- (d) The notice of appeal must be presented to the prosecutor no later than 14 days after a finding has been pronounced by the Disciplinary Committee.
- (e) The Disciplinary Appeal Committee will be appointed by the Vice-Chancellor and Principal, or his/her nominee, in accordance with these rules.
- (f) The Disciplinary Appeal Committee will be convened by the appointed prosecutor within 40 days after the prosecutor has received the details concerning the appointment of the Committee.
- (g) In the notice of appeal, the appellant must provide written reasons that state the basis of the appeal.
- (h) The other party (i.e. the respondent) must be informed of the notice of appeal, and must be afforded the opportunity to respond in writing to such notice of appeal.

- (i) The Disciplinary Appeal Committee must act objectively, and as such may not comprise the same people who served on the disciplinary committee.
- (j) During the hearing of the appeal, the Disciplinary Appeal Committee may follow any procedure it deems fit, as it is not bound by the rules of evidence or other technical points or legal forms, and may also gather information with regard to any matter it deems fit according to its discretion. However, the Committee must:
 - act justly; and
 - ensure that all documents that will be used by a party in the meeting are made available to the other party.
- (k) A full report of the proceedings of the disciplinary committee hearing, as well as all the evidence delivered and relevant correspondence, will be made available to:
 - members of the Disciplinary Appeal Committee;
 - the appellant; and
 - the respondent,no less than 14 days before the hearing of the appeal.
- (l) During the disciplinary hearing of the appeal, the appellant will be granted the opportunity to argue and discuss the basis of his/her appeal with the Committee.
- (m) After the Disciplinary Appeal Committee has considered the material on the basis of which the appellant supports his/her appeal, as well as any material put forward in response thereto, the Committee must submit to the Vice-Chancellor and Principal, or his/her nominee, a recommendation, together with all relevant documentation concerning the rejection of the appeal, or the upholding thereof, as well as the confirmation of the penalty, or the disregarding or amendment thereof. If necessary, it may be recommended that the case be referred back to the Disciplinary Appeal Committee for further investigation.
- (n) The finding of the Vice-Chancellor and Principal will be final, and will be communicated in writing to the relevant persons.

6.1.10 Powers of suspension of the Vice-Chancellor and Principal

- (a) If the Vice-Chancellor and Principal is of the opinion that a student may be guilty of misconduct as defined in these rules, he/she will have the competence, should he/she deem this to be in the best interest of CUT, to order the student to carry out one, more than one, or all of the following actions, for a period deemed fit by the Vice-Chancellor and Principal, but for no longer than the time required for the finalisation of any disciplinary proceedings that may be brought against such a student in terms of these rules:
 - refraining from attending lectures and classes on any premises occupied or held by CUT at any locality;
 - refraining from participating in any activity of CUT;

- refraining from entering any space belonging to CUT, any place under CUT's control, or any part of such a space or place;
 - vacating any CUT residence, or any part of any structure under the control of CUT;
 - refraining from entering any CUT residence, or any part of any structure under the control of CUT;
 - refraining from bringing any motor vehicle, motorcycle or any other mode of transport onto the premises of CUT, or any other place that may be under the control of CUT; and/or
 - refraining from committing any act specified by the Vice-Chancellor and Principal that is related to the nature of the charge.
- (b) The Vice-Chancellor and Principal will not issue an order, as specified in paragraph 6.1.10 (a), unless he/she is convinced that there is sufficient evidence to corroborate the charges against the student.
- (c) A provisional suspension will be issued, which suspension will be valid, and will come into immediate effect.
- (d) The order must be conveyed to the student, and, within three days after the order has been conveyed, the student must provide written reasons to the Vice-Chancellor and Principal as to why the order should not be final.
- (e) The Vice-Chancellor and Principal's decision will be final and binding.
- (f) Any order in terms of paragraph 6.1.10 (a) will expire if disciplinary proceedings in terms of these rules have not commenced within 45 days after the order was issued.

6.1.11 Powers of suspension of the Registrar

- (a) If the Registrar is of the opinion that a student may be guilty of misconduct as defined in these rules, he/she will have the competence, should he/she deem this to be in the best interest of CUT, to order the student to carry out one, more than one, or all of the following actions:
- vacating a residence;
 - refraining from entering a residence; and/or
 - refraining from interfering or communicating with any residence student.
- (b) The Registrar will:
- inform the Vice-Chancellor and Principal of any order that has been issued in terms of rule 11 (a) no later than 72 hours after it has been issued. If the Vice-Chancellor and Principal has not issued an order in terms of rule 6.1.10 (a) within seven days after receipt of such notice, any order issued in terms of rule 6.1.11 (a) of these rules will consequently fall away. An order of the Vice-Chancellor and Principal in terms of rule 6.1.10 (a) will replace the order that was issued in terms of this rule; and
 - not give an order as envisaged in rule 6.1.11 (a), unless he/she has:

- informed the House Committee, if any, of that residence, by means of a written notification delivered to the Chairperson or Secretary of the House Committee, of any order he/she intends issuing in terms of rule 6.1.11 (a), as well as his/her reason(s) for intending to issue such an order, which notification will be delivered to the Chairperson or Secretary of the House Committee concerned;
- informed the student in person or by means of written notification, sent by post or delivered to the address furnished to CUT by the student, of the order he/she intends issuing in terms of rule 6.1.11 (a), as well as his/her reason(s) for intending to issue the said order;
- given the student a fair opportunity to challenge the reason(s) in person or through the submission of written representations to the Registrar; and
- given the necessary consideration to whatever has been said or done by the student in order to challenge any reason(s) for the issuing of such an order, with the proviso that it will not be the duty of the Registrar to, before such an order is issued, provide such information, or offer such an opportunity to the student if the student, despite all efforts by the Registrar to determine his/her place of residence, cannot be found, in which case the order will be issued via mail to an address furnished to CUT by the student.

6.1.12 Enforcement of certain penalties

- (a) Whether the penalty imposed on a student in terms of these rules comprises the payment of a fine, the repair of any damage caused, or the carrying out of an instruction, the student concerned may be forbidden access to CUT by the Vice-Chancellor and Principal until the payment has been made, or the instruction has been carried out.

6.1.13 Non-cancellation of fees

- (a) In a case where any action is taken, or a penalty is imposed in terms of these rules, a student will normally not be granted any reimbursement or cancellation of academic, residence or other fees that have been paid, or are payable to CUT. However, a student may direct a written request to the DVC: Resources and Operations for such reimbursement or cancellation, for final consideration by the CUT Council.

6.1.14 Fining system

Notwithstanding anything contained in these rules, and without prejudice to CUT's right to discipline students in accordance with the University's disciplinary policy and procedures (to be finalised), the fining system in question will be applicable to the offences as specified hereunder:

- (a) A fine will be imposed at the scene of the offence.
- (b) A fine may only be imposed by senior staff members of the Protection Services Unit.
- (c) Fines must be paid at the cashiers of CUT within 30 days of being imposed.
- (d) The accused will have the opportunity to direct a representation to the Chief: Protection Services within eight days after the imposition of the fine. If such representation is unsuccessful, a disciplinary inquiry may be instituted at the request of the accused.

- (e) If an accused person fails to pay a fine, or to direct a representation, the amount will be recovered from his/her student account.
- (f) The following offences will be immediately punishable with a fine, in accordance with the fining system:

OFFENCE	FINE
• Squatting in residence (person whose room is involved)	R400
• Hampering a Protection Services Officer in the execution of his/her duties	R300
• Swearing at, or insulting Protection Services staff	R300
• Drunkenness	R400
• Disturbing the peace	R300
• Furnishing false information	R200
• Lending/borrowing of a staff/student card	R200
• Damage/misuse of fire equipment/emergency exits	R300
• Unlawful use and/or provision of CUT property	R400
• Failing to give prior notice of functions to Protection Services	R300
• Unseemly behaviour	R300

Annexure A

TABLE ON PENALTY GUIDELINES

In line with section 6.1.3.1 and 6.1.3.6 the following are guidelines that may be followed as disciplinary measures for both academic and general misconduct by student:

Rating	Level of seriousness	Penalty range
1	Extremely serious	The student may be expelled from CUT.
2	Very serious	The student may be suspended from CUT for a specified period.
3	Serious	Any of the measures between 6.1.3.1 (iv) to (xv) may be applied.
4	Minor	Any of the measures between 6.1.3.1 (iv) to (xv) may be applied.

Types of misconduct and proposed ratings

Type of misconduct	Proposed rating
Academic dishonesty	
Plagiarism	1
Possession of unauthorized notes in test or assessment	2
Use of unauthorized notes or copying in test or assessment	2
Submitting a test or assessment under false name	2
Changing a test or assessment paper after it has been marked	2
Fraud	
False medical certificate	1
False proof of an academic qualification	1
Alcohol and prohibited substances	
Possession of prohibited substances on University property	1
Illegal selling of alcohol on University property	1
Selling of prohibited substances on University property	1
Other types of misconduct	
Guilty of conduct on CUT property as outlined under Section 4.5.1.2 of Code of Conduct for Student (Chapter 11)	3 and 4

RECORDING AND COMMUNICATING OF SANCTIONS

The recording and communicating of any of the above-mentioned penalties should be in accordance with the following procedure as outlined in subsection 1.6.2.5 of Chapter 1 of the CUT Assessment Procedure:

1.6.2.5 Sanction inscription on a student's record

- (1) In the event of a student being found guilty of academic dishonesty and unless otherwise prescribed by the Code of Student Conduct, all sanctions under this code – with the exception of failure of a particular assignment– shall be marked on the respondent's permanent record with the inscription "Academic Dishonesty".
 - (i) In the case of failure of a course/module, the notation shall remain on the student's record for a minimum of one year.
 - (ii) In the case of suspension or expulsion from a course/module, the notation shall remain on the student's record for a minimum of one year.
- (2) Once the minimum time period has elapsed, the student may petition the Registrar for the removal of the sanction inscription from his/her permanent record. This provision shall not, however, prohibit any programme, department or faculty of CUT from retaining records of violations and reporting such violations as required by the relevant professional accreditation standards.

CHAPTER 13

GRIEVANCE PROCEDURE

7.2.1 Definitions

7.2.1.1 "Grievance"

A grievance refers to any dissatisfaction or sense of injustice experienced by a student in an academic, residence, sport or general campus context, and that is brought in writing to the attention of CUT, with the following exceptions:

- (i) those cases covered by the CUT rules applicable to students; and
- (ii) dissatisfaction with the outcome of a disciplinary inquiry. Such dissatisfaction must be dealt with by means of the existing appeal procedure applicable to student discipline.

7.2.2 General principles

7.2.2.1 It is to the benefit of both CUT and students that any grievance, whether individual or in a group context, is dealt with at the lowest possible level.

7.2.2.2 The grievance procedure will not be misused in order to effect any change or addition to a CUT rule, or to cause any requirements of such a CUT rule, as applicable to students, to be declared null and void.

7.2.2.3 The parties concerned will abide by such action as may appear to be necessary to prevent grievances from arising and to settle any legitimate grievances.

7.2.2.4 If required, a CUT student may be supported by another registered CUT student when lodging a grievance.

7.2.3 Procedure for investigating grievances

7.2.3.1 As soon as a grievance is reported, an investigation as set out hereunder is launched in respect of the facts related to the matter.

7.2.3.2 Before the grievance is processed, the aggrieved person and CUT have access to all relevant information from all relevant documentation that may be deemed necessary by both parties.

7.2.3.3 CUT will not permit any formal disciplinary action to be taken by virtue of the grievance procedure. If disciplinary action is necessary, a bridging process involving the transition of a grievance to a disciplinary action is implemented, as described in this procedure.

7.2.3.4 In the case of a grievance by a single student, the procedure as set out in par. 7.2.3.5 is to be followed. In cases where the same (academia-related) grievance is lodged by more than one student, the procedure as set out in par. 7.2.3.5 is to be followed. In cases where the same grievance (related to a residence or to general student affairs) is lodged by more than one student, the procedure as set out in par. 7.2.3.6 is to be followed.

7.2.3.5 Stages of the grievance procedure: Individual and collective: Academic grievances

- a) In the first instance, the student makes the grievance known to:
 - (i) the HoD concerned, in the event of the grievance being related to an academic matter.
- b) In cases where the grievance involves two or more students, no more than three students may report the grievance.
- c) If the grievance is not satisfactorily resolved by the first level of authority, as outlined above, the aggrieved person may refer the matter to the subsequent level of authority:
 - (i) in the case of a grievance related to an academic matter, to the relevant Faculty Dean.
- d) If a grievance has bearing on the person to whom the grievance is to be reported at the first level of authority, the student may, after having informed the relevant person of his/her intention, report the grievance to the subsequent level of authority (as outlined in par. 7.2.3.5 (a)).
- e) If the grievance is still not satisfactorily resolved by the second level of authority, the student may refer the grievance to the subsequent level of authority:
 - (i) in the case of a grievance related to an academic matter, to the Registrar.
- f) If the grievance is still not satisfactorily resolved by the third level of authority, the student may refer the grievance to the final level:
 - (i) in the case of a grievance related to an academic matter, to the Vice-Chancellor and Principal (whose decision is final).

7.2.3.6 Stages of the grievance procedure: Where a group of students is involved (excluding grievances related to academic matters)

- a) Students notify the SRC in writing of a general grievance involving a group of students. In this documentation, the nature of the grievance and the group of students involved is indicated, together with the names of a maximum of five representatives who will deal with the grievance further on behalf of the students.
- b) Within two days after notification of the grievance has been received, the SRC appoints a member or members to convene a meeting with the group representatives to settle the grievance. The main points are noted on the [grievance form](#) (available from the Office of the Registrar), and the SRC must take comprehensive minutes of the meeting.
- c) After all available evidence has been heard, the presiding officer, who must also be a member of the SRC, reaches a decision and announces such to all parties concerned; with the *proviso* that the decision falls within the powers of the SRC.
- d) If a satisfactory solution is reached, the presiding officer requests that the representatives indicate their acceptance of the decision by signing the [grievance form](#) in the appropriate space.

- e) If a satisfactory solution is not reached within two working days after the original grievance investigation, or if the SRC does not have the competency or power to address the grievance properly, the presiding officer makes a note in the appropriate space on the [grievance form](#) that a solution or agreement could not be reached.
- f) The completed documentation of the grievance investigation and the comprehensive minutes are then referred by the presiding officer to the Registrar, who convenes a grievance meeting in the capacity of Chairperson, in accordance with par. 4.
- g) A maximum of three members per student body or group who are addressing representations may attend the interview with the Registrar. Three representatives of the SRC are to be present at all student body interviews with the Registrar.
- h) In the first instance, the student makes the grievance known to:
 - (i) a House Committee member, where the grievance is related to the residence; or
 - (ii) a Student Council member, where the grievance is related to general student affairs.
- i) If the grievance is not satisfactorily resolved by the first level of authority, as outlined above, the aggrieved person may refer the matter to the subsequent level of authority:
 - (i) in the case of a grievance concerning a residence, to the Supervisory Staff Member; or
 - (ii) in the case of a grievance related to general student affairs, to the Manager: Governance and Student Life or other relevant HoD in student affairs.
- j) If the grievance is still not satisfactorily resolved by the second level of authority, the student may refer the grievance to the subsequent level of authority:
 - (i) in the case of a grievance related to a residence, to the Manager: Residences; or
 - (ii) in the case of a grievance related to general student affairs, to the Registrar (whose decision is final).
- k) If a grievance related to a residence is still not satisfactorily resolved by the third level of authority, the student may refer the grievance to the final level, namely the Registrar (whose decision is final).

7.2.4. Rules of order

- 7.2.4.1 At every stage of the grievance, a meeting is arranged at a time convenient for the parties in order to resolve the grievance. The student and his/her representative and all relevant witnesses attend the meeting and are entitled to give evidence. Where possible, the meeting takes place within two days after the [grievance form](#) (LS 52, available from the Office of the Registrar) is completed by the student and handed in to the relevant official, as indicated in this set of rules.
- 7.2.4.2 The responsible person, at the level where the grievance has been lodged, convenes a grievance investigation within two days, if possible, after the [grievance form](#) has been received.

- 7.2.4.3 The following persons are to be present during a grievance investigation:
- (a) the responsible official, as Chairperson;
 - (b) the aggrieved person;
 - (c) the person against whom the grievance has been lodged (if applicable);
 - (d) the aggrieved person's representative (if required);
 - (e) the representative of the person against whom the grievance has been lodged (if required);
 - (f) relevant witnesses; and
 - (g) an institutional equity representative.
- 7.2.4.4 After ensuring that the details on the [grievance form](#) are correct, the presiding officer gives a hearing to the statements submitted by those persons present.
- 7.2.4.5 The aggrieved person, together with his/her representative, has the right to present his/her case and give evidence, to summon witnesses, and to cross-examine the other person and his/her witnesses.
- 7.2.4.6 The parties have the right to hold a caucus during the grievance investigation.
- 7.2.4.7 The main points are to be recorded by the Chairperson on the [grievance form](#).
- 7.2.4.8 If the Chairperson wishes or is obliged to consult with any official structure or person(s) (depending on the nature and seriousness of the grievance), the Chairperson may defer the proceedings, pending the finalisation of such consultation, and will reschedule the grievance meeting as soon as possible after completion of the appropriate consultation.
- 7.2.4.9 Once all available evidence has been heard, the presiding officer reaches a decision, which is announced to the parties concerned.
- 7.2.5. Finalisation of the grievance investigation**
- 7.2.5.1 If a satisfactory solution has been reached, the presiding officer requests that the aggrieved person and his/her representative indicate their acceptance of the decision by signing the [grievance form](#) in the appropriate space.
- 7.2.5.2 If a satisfactory solution has not been reached within two working days after the original grievance investigation, the presiding officer makes a note in the appropriate space on the [grievance form](#) that a solution or agreement could not be reached.
- 7.2.5.3 The completed documentation of the grievance investigation may then be referred by the student to the successive levels until the last level of the grievance procedure has been reached, at which point the matter is deemed to have been finalised.
- 7.2.6 Status quo**
- 7.2.6.1 By virtue of this procedure, CUT reserves the right to preserve all practices affecting the aggrieved student throughout the course of the grievance process.

7.2.6.2 In the case of a successful resolution of any grievance to the benefit of a student, CUT undertakes to alter the circumstances that led to the grievance, according to the outcome of the grievance.

7.2.7 Transition of a grievance to disciplinary action

7.2.7.1 If the House Committee member (or any other presiding officer administering the grievance at any level) determines that disciplinary action should be taken on the grounds of the particulars of the matter in question, the grievance is bridged in order to effect a transition to disciplinary action, and the matter is accordingly referred to the Senior Manager in charge of Student Services.

CHAPTER 14

TRAFFIC RULES

1. DEFINITIONS

- (a) **“Driver”**: Any person who drives or attempts to drive a vehicle, or who rides or attempts to ride a motorcycle or bicycle. “Drive” or any similar word with a corresponding meaning is included herein.
- (b) **“Owner”**: With regard to a motor vehicle, also a co-owner or part owner of that vehicle. “Property” or any similar word with a corresponding meaning is included herein.
- (c) **“Pedestrian walkway or pathway”**: A path for the exclusive use of pedestrians and on which no vehicles may be driven.
- (d) **“Road”**: A street on Central University of Technology, Free State (CUT) premises normally used by vehicles, or any other area where a vehicle is normally driven, or an area that has been exclusively equipped for the purpose of parking vehicles.
- (e) **“Parking area”**: A place exclusively equipped to park a vehicle or a motorcycle or a bicycle, and which is identified as such by means of a suitable notice-board.
- (f) **“Officer”**: A Protection Services staff member, appointed on behalf of the Council of CUT to supervise all traffic on the premises of CUT, to organise such traffic, to control it, and to enforce the traffic regulations as specified by Council.
- (g) **“Visitor”**: An individual who is neither a full-time nor part-time member of staff, nor a full-time or part-time student at CUT.
- (h) **“Visitor’s parking disc”**: A disc issued to an individual who is neither a member of staff nor a student, but who visits CUT on a regular basis, who announces his/her visit, and to whom parking privileges are extended.
- (i) **“Guest/guests”**: A person or group of persons visiting CUT on special invitation and to whom parking privileges are extended.
- (j) **“Parking disc”**: A disc issued to a staff member, student or visitor to whom parking privileges on CUT premises (whether in a special parking area or in general) have been extended, and also the disc displayed on official and emergency vehicles.
- (k) **“Official vehicle”**: For purposes of the enforcement of these traffic regulations, an official vehicle is a vehicle that is the property of CUT and which, for purposes of these regulations, is only deemed to be official when it displays a suitable parking disc.
- (l) **“Bicycle”**: Also a cycle, three-wheel cycle or pedal car designed to be powered by means of human force.
- (m) **“Council”**: The Council of CUT.

2. PREMISES OF CUT

Section 1

The premises of CUT are private property. CUT staff and students and members of the public use the roads on CUT premises only with the permission of the Council. Parking regulations are always in effect, also during orientation, assessments and recess periods. CUT reserves the right to invoke general law, including the Traffic Act, the Trespass Act and parking regulations, at its discretion. The general rules of the road as contained in the Traffic Act also apply to the CUT campus.

Section 2

Any person who disregards the Council's traffic regulations on the premises is guilty of a violation, and the Council will take action against such a person. Failure to comply with the CUT traffic and parking regulations may result in fines, tow-away and storage of the vehicle at the owner's risk and expense, as well as the cancellation of parking privileges. Persons availing themselves of the CUT parking facilities must be in possession of, and clearly display, a parking permit valid for both date and designated zone.

3. PARKING PRIVILEGES

Section 3

- 3.1 The following persons may apply for permission to park their vehicles/motorcycles/bicycles on the premises of CUT:
 - 3.1.1 Staff members associated with CUT;
 - 3.1.2 Students enrolled at CUT;
 - 3.1.3 Any other person to whom Council has extended parking privileges.
- 3.2 A staff member/student of CUT who at any time wishes to make use of the parking areas or roads of CUT (irrespective of the period of time) with a motor vehicle/motorcycle (as defined in section 2 of the traffic regulations of CUT) must register the vehicle or motorcycle concerned at the Academic Structure and Student Enrolment Services Unit during registration, or at the office of the Deputy Director: Protection Services during the course of the year. Following the registration of such motor vehicle, a parking disc is issued, which must be attached to the inside (preferably in the bottom right-hand corner) of the windscreen of the registered vehicle. In the case of motorcycles, the disc is attached in the same manner as a licence and third-party disc. Parking areas are designated as zones that can be identified by signs posted at the entrance to each zone.
- 3.3 A parking disc entitles the driver of the vehicle concerned to make use of the roads and parking areas of CUT, as specified on the disc.
- 3.4 In the case of emergencies or special events, CUT reserves the right to reduce or suspend parking privileges or services normally provided in some areas.

- 3.5 Staff and students must register or reregister their vehicles annually, before or on 15 February, at the Academic Structure and Student Enrolment Services Unit during registrations and during the year at the offices of the Deputy Director: Protection Services. Any application for the reinstatement of parking privileges for reasons other than outstanding fines is to be lodged in writing. Parking privileges shall be reinstated provided that all outstanding penalties, plus a reinstatement fee of R150-00, have been paid and the period of any suspension has lapsed.

Section 4

All regulatory signs, warning signs and information signs, as well as roadway lines and markings that can be displayed in the Republic of South Africa in terms of the uniform Road Traffic Ordinance, are in force on the premises of CUT, provided that the Council of CUT can prescribe its own measurements, distances and heights with regard to road signs and the marking of roadway lines.

Section 5

The roads and parking areas of CUT are private property and individuals enter these areas at their own risk. CUT therefore accepts no responsibility for any damage to or loss of a vehicle on CUT premises.

Section 6

No person may make use of the parking areas and/or roads of CUT without the permission of the Council of CUT or its delegate (Deputy Director: Protection Services).

4. RESPONSIBILITIES OF AUTHORISED PERSONS

Section 7

An officer or other authorised person can:

- 4.1 Make any arrangements with regard to traffic on CUT premises and issue any instruction deemed necessary, either verbally or in writing, subject to a decision by the Deputy Director: Protection Services in the case of a difference of opinion with regard to whether such an instruction should be obeyed;
- 4.2 Issue a written permit to any person at any time granting him/her permission to park in a specific or different place on CUT premises;
- 4.3 Give traffic-directing signals or allow such signals to be given, or make any other arrangement that is to be complied with;
- 4.4 Demand the name and address of any person who drives a motor vehicle/motorcycle/bicycle on CUT premises and who violates a rule. The driver of such motor vehicle/motorcycle/bicycle is obliged to give his/her name and address to the officer;
- 4.5 Question any person regarding any information the officer may deem necessary with regard to a traffic violation that has been committed or which is likely to be committed, and any person who is questioned as such must divulge to the officer all information in his/her possession;

- 4.6 Order any person who drives a vehicle/motorcycle/bicycle on CUT premises, and who commits a traffic violation, to stop the vehicle or cycle, and the driver of such a vehicle or cycle must then immediately bring the vehicle/cycle to a halt;
- 4.7 Demand from the driver or owner of a vehicle/motorcycle/bicycle any information regarding his/her vehicle or, if necessary, question anybody else who he/she suspects may have information, in order to obtain information regarding a vehicle/motorcycle/bicycle, and such person is then obliged to divulge to the officer all information in his/her possession;
- 4.8 Demand the driver's licence of any driver of a vehicle/motorcycle in order to determine whether such person is capable of driving a vehicle/motorcycle, and such person is then obliged to show his/her driver's license to the officer within 21 days.
- 4.9 No person may obstruct or hinder an officer, or any other person authorised as such by the Council, in the performance of his/her duties.
- 4.10 Protection Services officers have has the authority to order the removal of any vehicle illegally parked on CUT premises.
- 4.11 The Deputy Director: Protection Services is responsible for investigating accidents involving vehicles on CUT premises, and any person involved in such an accident must report it without delay.

5. DRIVING RULES

Section 8

- 5.1 No person may drive or park a motor vehicle/motorcycle/bicycle on CUT premises, or allow another person to drive or park a vehicle which:
 - 5.1.1 Is not licensed;
 - 5.1.2 Is not roadworthy;
 - 5.1.3 Does not have a valid parking disc or written parking permit on display.
- 5.2 A motor vehicle/motorcycle/bicycle that makes an excessive noise or creates a disturbance is not allowed on CUT premises.

6. PARKING RULES

Section 9

- 6.1 Except on the instruction of an officer or due to other circumstances beyond the control of the driver, nobody may stop or park a vehicle/motorcycle/bicycle:
 - 6.1.1 Where it is prohibited to do so by a road traffic sign;
 - 6.1.2 In any place where it constitutes or is likely to constitute a danger or a hindrance to other traffic;
 - 6.1.3 Where it obstructs or can obstruct other traffic;
 - 6.1.4 Where it hinders or can hinder staff members of CUT in the performance of their duties;
 - 6.1.5 Alongside or opposite any other vehicle on a roadway that is less than nine metres wide.

- 6.2 No person may park a motor vehicle:
 - 6.2.1 In conflict with a road traffic sign;
 - 6.2.2 In front of a vehicle entrance;
 - 6.2.3 In front of the entrance to a garage or a carport, except if this is the normal place for the vehicle to be parked;
 - 6.2.4 In a parking area where the vehicle can hinder the free thoroughfare of traffic entering or leaving the area;
 - 6.2.5 In a reserved parking area or parking space.
- 6.3 Bicycles may not be operated on sidewalks, lawn areas or other areas not accessible by motor vehicles. Bicycles may not be taken into any building, except a person's room or an approved storage area. Bicycles must be parked in bicycle racks to promote maximum safety and security and minimum environmental damage. They are not to be locked, chained or leaned against handrails, trees, shrubs, bushes or other features of the CUT landscape in a way that will cause damage to CUT property or interfere with pedestrians or vehicular traffic or the work responsibilities of CUT employees. Bicycles found in violation are subject to ticketing and/or impoundment.
- 6.4 Persons who are granted permission to park a motor vehicle/motorcycle/bicycle on CUT premises may only park in those places that have been allocated to them.
- 6.5 Any disabled member of the CUT community or visitor to the campus is afforded primary consideration when it comes to parking. A Ministry of Transportation: Disabled Persons parking permit or any other relevant provincial permit/licence is required in this regard.
- 6.6 A staff member or student who out of necessity has to park in a place other than an allocated parking area or in conflict with a road traffic sign (such as for medical reasons, etc.), must obtain prior permission in this regard from the Protection Services Unit.
- 6.7 A staff member or student or any other person who rides a bicycle may not chain the bicycle to any fence or pole on CUT premises, and may only use the bicycle racks that have been provided specially for this purpose.
- 6.8 Location of disabled/wheelchair parking spaces:
 - 6.8.1 At the Boet Troskie Hall and the parking spaces at the entrances to all faculties.
- 6.9 Parking spaces for visitors may under no circumstances be used by staff members or students.

7. PENALTIES

Section 10

7.1 A spot fine depending on the violation (all fines have been approved by the CUT Council):

Parking in an area without a valid permit for that area and date	R 20-00 fine only
Parking in a parking area without a valid permit for that area and date	R 20-00 fine only
Failure to align between parking lines	R 20-00 fine only
Failure to squarely face the entire concrete verge	R 20-00 fine only
Failure to properly display a permit	R 20-00 fine only
Failure to obey regulatory signs	R 20-00 fine only
Driving in areas other than campus roadways	R 20-00 fine only
Failure to yield right of way to pedestrians	R 25-00 fine only
Contravening the rules of the road	R 25-00 fine only
Unauthorised use of a temporary permit	R 25-00 fine only
Exceeding the posted speed limit	R 35-00 fine only
Failure to obey the directions of a member of the CUT support services staff engaged in directing traffic parking	R 35-00 fine only
Unauthorised use of the pedestrian zone	R 25-00 fine and tow-away
Blocking or obstructing traffic, a roadway, sidewalk, fire hydrant, or building entrance or exit	R 50-00 fine and tow-away
Parking in an area designated for the disabled	R 35-00 fine, tow-away and suspension (*note)
Furnishing false information to acquire a permit	R 35-00 fine, tow-away and suspension (*note)
Using an altered or duplicated permit, or using a permit issued by an unauthorised person or for an unauthorised vehicle, or using an unauthorised parking disc (not a CUT parking disc)	R 30-00 fine
Obstructing an entrance	R 30-00 fine
Parking on a lawn	R 30-00 fine
Parking in a reserved space	R 20-00 fine
Reckless and negligent driving	R100-00 fine
Disobeying a traffic sign	R100-00 fine
Obstructing the flow of traffic	R100-00 fine

(*Note) Upon the issuing of this violation tag, the vehicle is subject to towing at the risk and expense of the violator. CUT is not responsible for any damages to the vehicle as a result of being towed away. Parking privileges are also suspended unless the violation is successfully appealed.

7.2 A vehicle may be immobilised by means of it being locked in place. The fine must first be paid before the wheel-lock will be removed (unless otherwise ordered by the Deputy Director: Protection Services or appointee).

7.2 Any person who feels that he/she has been treated unfairly regarding the imposition of traffic fines may address a written representation for the amendment or withdrawal of the charge. The representation is to be accompanied by the notice of the traffic violation and must be addressed to the Deputy Director: Protection Services within seven days after the issuing of the fine.

- 7.4 In addition to any other penalty, a vehicle may be towed away and stored at the owner's risk and expense if it is parked in violation of the traffic and parking regulations or if it falls into one of the following categories:
- (a) The vehicle is obstructing traffic flow or parking.
 - (b) The vehicle is parked in such a manner that rules pertaining to a pedestrian or emergency area are violated.
 - (c) The parked vehicle could constitute a safety hazard.
 - (d) The driver or owner is known to be a habitual offender or is under suspension.
 - (e) The vehicle is displaying a suspended, lost, stolen or invalid parking permit.
 - (f) The vehicle is parked on a campus road or walkway system, in a loading area, or in a landscaped area.
 - (g) The vehicle is deemed to be abandoned.
 - (h) The vehicle is parked in a parking area for the disabled, without a valid permit/licence.
- 7.5 Persons committing serious traffic violations on CUT premises, such as reckless driving or driving under the influence of alcohol or drugs, will be arrested and handed over to the South African Police Service (SAPS).
- 7.6 Notwithstanding any provision in these rules, non-compliance with the traffic rules may result in formal disciplinary action in accordance with the disciplinary procedures of CUT.

CHAPTER 15

RULES OF THE PROTECTION SERVICES UNIT

1. GENERAL

- 1.1 For purposes of the Control of Access to Public Premises and Vehicles Act, Act No. 53 of 1985, the Central University of Technology, Free State (CUT) has been proclaimed a statutory body. In terms of this Act, and for purposes of this Act, CUT is defined as public premises, and as such it has specific statutory rights and obligations regarding access to CUT premises and access to vehicles. These rights particularly pertain to the removal, searching and examining of persons and vehicles on CUT premises.
- 1.2 The Vice-Chancellor and Principal, in terms of Section 2(2)(g) of the aforementioned Act, has authorised Protection Services staff to search persons in view of granting access to any premises or vehicles that are the property of, that are occupied by, or that are controlled by CUT.
- 1.3 The Protection Services Unit is obliged to take the necessary steps to secure CUT premises, vehicles and the contents thereof, and to protect persons of and within CUT. Consequently, the Protection Services Unit has instructed that access to CUT premises only be granted in accordance with the following provisions:
- (i) No person may enter or gain access to CUT premises without the permission of an employee of Protection Services, and in view of the granting of such permission, a Protection Services Officer may require that the person concerned:
 - (a) furnishes his/her name, address and any other relevant information, as demanded by the Protection Services Officer;
 - (b) provides proof of identity to the satisfaction of the Protection Services Officer;
 - (c) declares any dangerous object in his/her possession or care or under his/her control;
 - (d) declares and shows to the Protection Services Officer the contents of any vehicle, suitcase, briefcase, bag, handbag, folder, envelope, package or container of any nature whatsoever in his/her possession or care or under his/her control;
 - (e) allows him-/herself and/or anything in his/her possession or care or under his/her control to be searched by means of electronic or other apparatus in order to determine the presence of any dangerous object;
 - (f) submits anything in his/her possession or care or under his/her control to an authorised officer for examining or safekeeping until he/she has vacated the premises or the vehicle; and/or
 - (g) allows a search by a Protection Services Officer in circumstances involving premises or a vehicle, or a type of premises or vehicle, as determined by the Minister in terms of a notice in the Government Gazette.

- (ii) If a Protection Services Officer grants such permission in terms of subsection (i), he/she may do so on condition that the visitor carries some form of proof of permission.
- (iii) Without detracting from the provisions of the Trespass Act (Act No. 6 of 1959), a Protection Services Officer may at any time remove any person from public premises or from a public vehicle if:
 - (a) such a person enters the premises or vehicle concerned without the permission stipulated in subsection (i);
 - (b) such a person refuses or neglects to comply with a condition as stipulated in paragraph (i); and/or
 - (c) the Protection Services Officer deems it necessary for the securing of the premises or vehicle concerned, or the contents thereof, or the protection of the persons thereon or therein.
- (iv) If it is not practically feasible to secure or keep on or in the relevant premises or vehicle anything that may be examined or taken into safekeeping in terms of subsection (i), such item(s) may be removed to a suitable place for purposes thereof, as determined by the Chief: Protection Services.
- (v) In terms of subsection (i) (g), any search of a female may only be conducted by another female.

2. DEFINITIONS

- 2.1 **“Campus”** refers to the grounds, buildings and property, wherever situated, which are the property of, or which fall under the jurisdiction or control of, the Council of CUT.
- 2.2 **“Council”** refers to the Council of CUT.
- 2.3 **“Driver”** refers to any person who drives or attempts to drive a vehicle, or who rides or attempts to ride a motorcycle. “Drive” or any similar word with an equivalent meaning is included herein.
- 2.4 **“Guest”** or **“guests”** refers to a person or group of persons visiting CUT on special invitation and to whom parking rights are extended.
- 2.5 **“Motor vehicle”** also refers to a motorcycle or bicycle, as the case may be.
- 2.6 **“Official vehicle”** refers to a vehicle that is the property of CUT and which, for purposes of these regulations, is only deemed official if it displays a suitable parking disc.
- 2.7 **“Parking lot”** refers to a place exclusively equipped for the parking of a vehicle, motorcycle or bicycle, and which is indicated as such by means of a suitable noticeboard.
- 2.8 **“Parking disc”** refers to a disc issued to a member of staff, a student or a visitor to whom parking privileges have been extended on CUT premises, and also to the disc displayed on official and emergency vehicles.

- 2.9 **“Pedestrian path”** or **“footpath”** refers to a path for the exclusive use of pedestrians, and on which no vehicle may be driven.
- 2.10 **“Person”** refers to any individual, association, partnership, corporation or any other legal entity.
- 2.11 **“Protection Services Officer”** refers to the Chief: Protection Services of CUT or any other Officer appointed to this unit.
- 2.12 **“Street”** refers to any road or avenue situated on the campus of CUT, and which is used or meant to be used by motor vehicles, irrespective of whether such road or avenue is a private or public road.
- 2.13 **“Visitor”** refers to any person who is neither a part-time or full-time member of staff, nor a part-time or full-time student at CUT.
- 2.14 **“Visitor's parking disc”** refers to a disc issued to a person who is neither a member of staff nor a student, but who visits CUT regularly, who announces his/her visits, and to whom parking privileges have been extended.

3. CHIEF: PROTECTION SERVICES

- 3.1 A Protection Services facility, consisting of appointed Officers of this section and the Chief: Protection Services at CUT, has been established at university level. This Protection Services Unit is responsible for law enforcement and fire control on campus.
- 3.2 The Chief: Protection Services and all Protection Services Officers are responsible for maintaining peace and order on campus, and are authorised to reasonably order any person to cease or to refrain from any disturbance of the peace. No person may interfere with any Officer or obstruct him/her in his/her attempts to keep the peace, and no person may refuse to obey any orders of such an Officer in this regard.
- 3.3 The Chief: Protection Services, or a person acting in this capacity, appoints a properly qualified Traffic Officer. The Traffic Officer exercises the applicable authority and fulfils duties in accordance with the prevailing traffic rules and safety practices, in a manner that best serves the interests of CUT. The Traffic Officer gives traffic orders that specify the approved or established rules and regulations. Such traffic orders must comply with the requirements of the National Traffic Code in all respects.
- 3.4 The Protection Services Unit of CUT is authorised to make provision for the impounding of any vehicles on the premises of CUT, in co-operation with the South African Police Services (SAPS)' Vehicle Theft Unit and Visible Policing Division.
- 3.5 The Protection Services Unit of CUT is authorised to make arrangements for the removal of abandoned vehicles in a suitable manner.

4. APPOINTMENT

- 4.1 The Council expressly appoints the Chief: Protection Services to authorise and appoint, at his/her discretion, another person as a Protection Services Officer, with the responsibility of issuing notices of parking violations and serving summonses for civil violations with regard to the illegal parking of motor vehicles on campus.

- 4.2 A person appointed in this manner is thereby authorised and empowered to strictly enforce the CUT traffic rules on campus.

5. **OTHER VIOLATIONS**

In terms of CUT's rules, an employee or student may not commit or cause any act that impairs the administration, discipline or effectiveness of CUT, and may not permit or be present during the commission of any such act.

Since every employee and student are expected to behave in a manner that befits their portfolio, and since every employee and student are expected to obey the rules and regulations of the institution, it is considered necessary to explain which forms of conduct *inter alia* have a bearing on the above-mentioned rules.

6. **FIRE PROTECTION**

The Chief: Protection Services and all Protection Services Officers, in close co-operation with Occupational Health and Safety, are responsible for controlling any fires on campus, and for instituting reasonable rules and regulations to minimise the threat of fire. No person may interfere with or obstruct any Officer who is conducting fire-control duties, and no person may disregard the instituted fire protection rules. No person may tamper with any fire-fighting equipment or notices, unless in an emergency situation. The stipulations of this paragraph are also applicable to vehicle accidents.

7. **LOST PROPERTY**

The Protection Services Unit is responsible for the collecting and safekeeping of forgotten, lost and found, and stolen and recovered articles on campus. The Chief: Protection Services keeps record of such articles, and establishes regulations and procedures for the identification of the owners and the return of such articles, and for the orderly disposal of unclaimed and perishable articles in accordance with the CUT rules. The Chief: Protection Services, as the agent of the finder, may hold in safekeeping any article found on campus in view of its return to the lawful owner, and any such article that is not claimed may be returned to the finder in accordance with CUT policies and laws.

8. **OFFENDERS**

The Chief: Protection Services and all Protection Services Officers are expressly authorised to remove offenders from the campus or a part thereof, and to prohibit them from entering the campus or a part thereof, and no person may disregard any order of any such officer given in accordance with this authorisation.

9. **MENTALLY ILL PERSONS**

The Protection Services Unit, under the direction of the Chief: Protection Services, is authorised to take into protective custody any person who is apparently mentally ill and who poses a danger to him-/herself, any other person(s) or property. The Protection Services Unit may detain any such person until he/she can be released into the care of a suitable public or private institution or a responsible family member.

10. PROTECTION OF CIVIL RIGHTS

The Protection Services Unit, under the direction of the Chief: Protection Services, lends support to all persons in terms of protecting and defending their constitutionally guaranteed civil rights.

11. DEMANDING OF IDENTIFICATION

The Protection Services Unit, under direction of the Chief: Protection Services, is responsible for protecting persons and property on campus from unlawful acts by persons who are on campus without permission or reason. In meeting this responsibility, the Chief: Protection Services and all Protection Services Officers may take steps to determine the identity of persons who are found on campus outside normal hours of use of such areas, or in reasonably disturbing circumstances, in order to protect the safety of persons and property. The Chief: Protection Services and all Protection Services Officers have the authority to remove from campus any person unable to identify him-/herself or explain his/her presence, and/or who is unable to prove that there is no reason to believe that his/her presence constitutes a threat to persons or property on campus.

12. IMPOUNDING OF MOTOR VEHICLES

The Protection Services Unit has the authority to make arrangements for the impounding of motor vehicles on the CUT campus.

13. SAFETY VIOLATIONS

- (a) Assault: No person may threaten another person who is conducting lawful activities on campus with physical violence, nor may any person assault any other person or threaten his/her safety or welfare.
- (b) Buildings: The Vice-Chancellor and Principal or a designated person has the authority to issue rules, regulations and/or orders that authorise, limit or prohibit the use of buildings on campus in a way that supports the objectives, programmes and policies of CUT, with the aim of protecting persons and property on campus, and no person may disregard any such rule, regulation or order.
- (c) Camping: No person may build, erect or occupy any tent, trailer, lean-to or any other temporary shelter on campus, except with the express permission of the Vice-Chancellor and Principal or a designated person.
- (d) Computers and other equipment: No person may intentionally, and without proper authorisation, gain access to and/or change, damage or destroy a computer system, computer network or software programme, or the data in a computer, computer system or computer network. No person may use any CUT computer equipment and/or software and/or any other CUT equipment, whether owned or rented by CUT, for purposes of personal financial gain and/or for reasons not related to any legitimate academic work, unless such use coincides with a contractual arrangement concluded prior to the use of such equipment and in which provision is made for suitable remuneration to CUT; or in cases where such use involves a breach of any contractual agreement between CUT and the sellers or renters of equipment or software, or computer network organisations. No person may, without proper authorisation and/or for personal use, use computer equipment or programmes in order to gain access to and/or copy information or records that are the property of CUT.

- (e) Destruction of property: No person may intentionally destroy, disfigure or damage any CUT property or the property of any other person on campus.
- (f) Dumping and littering: No person may dump or otherwise dispose of any waste, rubbish, refuse or waste material of any nature on campus, except in the containers provided by CUT for this purpose at specific places on campus. Such CUT containers are intended only for the disposal of CUT-generated waste material. The disposal of personal waste material (e.g. domestic waste, furnishings, equipment or building materials) in CUT containers or in any other place on campus is expressly forbidden. No person may drive a truck or any other vehicle that transports goods or materials on campus if a possibility exists that a portion of or the entire contents may fall off, be blown off or escape in any other way, or that may result in rubbish or refuse finding its way onto the campus in any manner whatsoever.
- (g) Fires: No person may light or permit open fires on campus, except under the supervision of, or with the permission of, the Chief: Protection Services or a designated person.
- (h) Fire alarms and emergency equipment: No person may raise a fire alarm or any other emergency alarm, except in cases where he/she has received reasonable information or has reason to believe that a fire or other emergency situation does indeed exist, necessitating the raising of such an alarm. No person may tamper with, damage or disregard an alarm system or other emergency equipment.
- (i) Fraud: No person may write, fabricate, forge, copy, alter or falsify the signature of any other person on any CUT record, document or identification form with the intention of using such document, record or identification form for an improper or unlawful purpose. No person may deliberately possess or use such falsified or altered documentation.
- (j) Gambling: No person may participate in any unlawful gambling activities under any circumstances that are in conflict with the provisions of the Statute or any applicable CUT policy.
- (k) Locks: No person may possess or make duplicates or have duplicates made of any key, card or unlocking device with the aim of locking or unlocking any lock or locking mechanism used or maintained by CUT, without the permission of the Vice-Chancellor and Principal or a designated person.
- (l) Misrepresentation: No person may unlawfully pass him-/herself off as a student or employee of CUT. No person may, for improper or unlawful purposes, give a misrepresentation of his/her identity.
- (m) Pets: No person who owns or controls any dog, cat, other pet or any other animal may allow such animal to be on campus without a leash to keep it in check, unless the animal is in a cage or other enclosure that protects persons legally on campus from contact with such an animal, provided that this section is not applicable to nature programmes established on campus with the permission of the Vice-Chancellor and Principal or a designated person. It is unlawful for any person in charge of any animal on campus to neglect to pick up and remove the excrement, manure or solid waste of any such animal from the developed areas or gardens, and to dispose of such waste in a suitable manner.

- (n) Picnics: No person may hold a picnic on campus, except in places designated as picnic spots, unless otherwise authorised by the Vice-Chancellor and Principal or a designated person.
- (o) Plants: No person may damage, cut, pick or disfigure any tree, shrub, flower or herb, or remove any identifying sign or label from it, unless in accordance with proper garden landscaping, forest management, capital improvements or approved research and learning programmes of CUT, or unless otherwise authorised by the Vice-Chancellor and Principal or a designated person.
- (p) Sales and advertising: No person may sell any goods on campus, or advertise goods, wares, commercial goods or services as being for sale, or take orders and enter into contracts for such sales, unless so authorised by the Vice-Chancellor and Principal or a designated person. Identifying information, such as the name of the person, entity or organisation, contained in or on such goods, is deemed grounds for a refutable assumption that such a person, business entity or organisation is responsible for distribution on campus.
- (q) Signs: No person may put up a sign, placard or advertisement in any place other than the noticeboards or other places designated by CUT for such use, and this must be in accordance with CUT procedures. Identifying information, such as the name of a person, entity or organisation, contained in or on such goods, is deemed reasonable grounds for a refutable assumption that the person, business entity or organisation is responsible for distribution on campus.
- (r) Smoking: No person may smoke in an area where smoking is prohibited by means of signs erected in accordance with CUT policy and government statutes, or in areas where it would be dangerous to smoke.
- (s) Telephones: No person may use any telephone or other communication apparatus to harass, offend or disturb any other person, and no person may make threats over the telephone or use rude, immoral or derogatory language over any telephone or communication apparatus. No person may use any telephone or other communication apparatus to summon emergency services as some type of prank or when such services are not required.
- (t) Theft: No person may use, take or remove the property of any other person or any CUT property without permission.
- (u) Occupation: No person may enter the campus or remain on the campus without proper authorisation or on lawful invitation, and no person may remain on campus after he/she has lawfully been instructed to leave the campus.

14. ALCOHOL

- (a) Unlawful use of alcohol: No consumption, sale or possession of alcohol is permitted on campus, unless written permission has been received from the Chief: Protection Services in accordance with the policies and procedures of CUT.
- (b) No person under the age of 18 years may possess and/or consume alcohol on campus.
- (c) No person may supply alcohol to another person on campus under the age of 18 years.

- (d) No person may possess, consume or distribute alcohol on campus, unless otherwise determined by this section. The lawful possession and responsible consumption of alcohol is permitted under the following circumstances:
- during scheduled activities approved by CUT, at campus facilities that have been properly licensed for the consumption of alcohol, subject to the rules applicable to such facilities; and
 - during activities at another venue if the Vice-Chancellor and Principal or a designated person has given specific written permission for the consumption of alcohol during the activity, and if a special liquor licence is in force at the venue.

It is considered an offence if a person is intoxicated on campus and acts in a manner that threatens the health and safety of another person or property, or creates a disturbance that disrupts the normal and uninterrupted use of the campus.

- (e) Driving of a motor vehicle: No person may drive a motor vehicle while under the influence of alcohol.

15. DISORDERLY CONDUCT

- (a) Meetings in conflict with the Regulation of Gatherings Act (1996): No person may, in conflict with the Act, meet with others on campus in a manner that causes a disturbance, noise, riot, obstruction, or the disruption of the free, normal and uninterrupted use of the campus for learning programmes, business activities, and residence-related food services and recreational activities.
- (b) Unlawful individual activities: No person may, either individually or with others, participate in activities that hinder the free movement of persons on campus or that interfere with such movement, or that obstruct the free, normal and uninterrupted use of the campus for learning programmes, business activities, and residence-related food services and recreational activities. Furthermore, no person may intimidate, harass, threaten or attack any other person engaged in lawful activities on campus.
- (c) Conduct during activities: No person may disrupt any authorised activities before an audience on campus, including concerts, stage productions, lectures, scientific demonstrations, sporting events and similar activities, or interfere in such activities by making a noise, displaying signs, holding demonstrations, throwing or dropping objects, mounting the stage, running onto the field, entering the area in which such an activity is taking place, or in any other manner.
- (d) Public events: No person may gain access to any concert, music recital, lecture, dance, sporting event or any other activity in a manner that is in conflict with the rules or requirements for entry as determined by the sponsors, or in the absence of a ticket when one is required.

- (e) Loitering: No person may loiter on campus. Circumstances that can be taken into account when determining whether such caution is justified include the person fleeing when a Protection Services Officer makes an appearance, and a person refusing to identify him-/herself or deliberately trying to hide or conceal some or other object. Except in cases where the person flees or some or other circumstance makes it practically impossible, a Protection Services Officer, before arresting a person for an offence in terms of this section, should give the person an opportunity to prove that there is no reason for more caution than would otherwise be justified, by asking for identification and an explanation of the person's presence and conduct.

16. DRUGS AND WEAPONS

- (a) Drugs: No person may possess, use, sell or manufacture illegal drugs, narcotics or banned substances on campus, except where otherwise permitted by law.
- (b) Weapons and explosives: No person may possess a gun or any other firearm, dangerous object, weapon, explosive or fire-raising apparatus on campus, without the permission of the Vice-Chancellor and Principal.
- (c) Chemical or gas-releasing apparatus: No person may possess any illegal chemical or gas-releasing apparatus or dangerous chemical, biological or radiographic substance on campus with the aim of using such substance to injure, attack or threaten any other person.
- (d) Confiscation: All Protection Services Officers are authorised and obliged to confiscate any object or substance found on campus, or in the possession of a person, in conflict with these regulations.
- (e) Possession by Protection Services Officers: The stipulations of this document will not serve to prevent a Protection Services Officer or other police officer from carrying a weapon or other form of law-enforcement equipment on campus.

17. PROMULGATION OF PROCEDURES, RULES AND REGULATIONS

- 17.1 Standards for regulations: Any and all procedures, rules and regulations promulgated by the Vice-Chancellor and Principal or a designated person, or the Chief: Protection Services, designated in terms of these rules, must comply with the following requirements:
- such rules must be reasonably associated with the health, safety and welfare of persons and property on campus;
 - such rules and regulations may not be discriminatory or arbitrary in nature, or be applied in such a manner;
 - such rules and regulations must support the programmes offered at CUT, and may not be in conflict with the orderly management of the affairs of CUT; and
 - no such rule may deprive any person of any constitutional rights.
- 17.2 Procedure for approval: Procedures, rules and regulations for general application may be approved by the Vice-Chancellor and Principal or a designated person, or by the Chief: Protection Services. Such rules and regulations must appear in written form in one or more public places on campus at the time they are approved, and a volume of all such rules and regulations must be kept at the Office of the Secretary of Council and the offices of the Protection Services Unit at CUT.

- 17.3 Ad hoc rules and regulations: Any rule and regulation established by the Vice-Chancellor and Principal or a designated person, or the Chief: Protection Services, in accordance with the authority delegated by means of these ordinances, and that is directly imparted to any person, either verbally or in writing, by the Vice-Chancellor and Principal or a designated person or the Chief: Protection Services, will be deemed effectively applicable to such a person.

18. DISCIPLINE

Any violation of these ordinances may be referred for disciplinary action in terms of the rules and regulations of CUT.

CHAPTER 16

RESIDENCE RULES

The residence rules are available on request from the Manager: Residences, as well as from the Manager: Institutional Regulatory Code (IRC) and Compliance (Room 107, ZR Mahabane Building; Tel.: 051-5073045).

10.1.3.3 SECTION 3 – Application for accommodation and placement in a residence, as well as suspension thereof

1. General information, rules and conditions

- 1.1 Only students who have been accepted academically by the Central University of Technology, Free State (CUT) and who have received written confirmation of such academic acceptance from CUT may apply for accommodation in a residence. This is inclusive of students who arrive in January and have not received written confirmation. Such students should present their enrolment forms or confirmation of such academic acceptance from the relevant faculty.
- 1.2 Applications for residence accommodation by students who have not been accepted academically will not be considered.
- 1.3 The date of payment appearing on the deposit slip is presumed to be the date of signing of the *application form*, and placements will be made strictly according to this date. For students who have approved bursaries/loans, the date of the Student-Accounts stamp is presumed to be the date of signing of the application form.
- 1.4 A copy of the **bank deposit slip/CUT receipt** as proof of payment of the application fee must accompany the application form, otherwise the application will not be processed or considered. **The student must keep a certified copy of the deposit slip in a safe place.**
- 1.5 Placements will be made according to the date of payment indicated on the deposit slip/date of the Student-Accounts stamp, subject to the following conditions:
 - 1.5.1 If no accommodation is available, students will be placed in residences in accordance with a waiting list. It is the responsibility of students to maintain contact with Residence Life, at telephone number (051) 507 3158 during working hours, in this regard.
- 1.6 The residence application fee will only be refunded in cases where a student's name appears on the waiting list, but CUT is unable to provide accommodation for that student in a CUT residence.

2. Finance

- 2.1 Accommodation fees do not include meals.
- 2.2 Bursary holders must produce their sponsor's letter of confirmation, clearly indicating that accommodation is covered by the bursary, failing which no placement will be made.
- 2.3 Accommodation fees do not include house levies.

3. Placement

- 3.1 A student who has applied for residence accommodation, but who fails to report to the residence within FOUR days after the date of enrolment, forfeits his/her place automatically and without further notice. Students who will be late must inform the Residence Manager in question or Residence Life accordingly within the said four days to avoid forfeiting their place.
- 3.2 Students who have already applied and whose names appear on the list of the relevant residence must report to the residence ONE day prior to the official enrolment date.
- 3.3 Senior students living in residences and applying for the next year have preference as far as placement is concerned, up until 30 August of the previous year. Senior students who have not applied for residence accommodation prior to the aforementioned date are placed with new senior students and first-years students in order of the date of payment appearing on the deposit slip. Senior students living in residences and applying for the second semester have preference as far as placement is concerned, up until 30 April of the current year.

4. Exclusions

- 4.1 CUT may deny a student admission or re-admission to a residence for the following reasons, which do not constitute an exclusive category, and in accordance with the applicable rules:
 - 4.1.1 misconduct in the residence, if a student is found guilty thereof in a disciplinary hearing;
 - 4.1.2 causing trouble in the residence; and/or
 - 4.1.3 non-payment of an account.

The House Committee has the right to veto the placement of a student in a residence. However, any right of veto that is exercised has to be properly accounted for, and such a right of veto is only valid if it is approved by the Residence Manager. The right of veto must be exercised with the greatest discretion and responsibility.

- 4.2 Students who are denied residence accommodation on the grounds specified above may lodge an appeal with the Registrar within the allotted period of time and in the format as determined in the applicable rules.

5. Indemnification of CUT

CUT accepts no responsibility for any claims that may arise from any injury/illness incurred by a student, and/or damage/detriment a student may suffer as a result of any event, incident, theft, accident, injury, illness or death arising from a student's accommodation in a residence, or as a result of a student's participation in any tour/excursion/visit or transportation that may take place during such a student's period of accommodation in the residence, and the student hereby accordingly indemnifies CUT and exempts it from any liability in this regard.

6. Termination of residence accommodation

Students wishing to suspend their residence accommodation must complete the *cancellation form* (currently *form LS 150*) in triplicate, in accordance with the provisions of the applicable rules. These forms are available from Residence Life. The forms must be completed and signed by the Residence Manager before being submitted by the student to **Academic Structure and Student Enrolment Services in case of a residence and academic termination, and at Residence Life if it is only a residence termination.**

7. Responsibilities: Residents

Residents will be responsible/accountable for any damage/loss of any CUT property in their rooms and/or the property in the residences at large.

8. Rules, regulations, policies, procedures, etc.

The information contained in this section does not constitute an exclusive category, and is to be read in conjunction with the approved applicable rules, regulations, policies and procedures, etc. of CUT.

CHAPTER 17

TERMS OF REFERENCE OF THE CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE (CUT)’S STUDENTS’ REPRESENTATIVE COUNCIL (SRC)

PREAMBLE

The students of the Central University of Technology, Free State (hereinafter referred to as “CUT”) are committed to promoting a non-racial and non-sexist democratic society, as envisioned by of the Terms of Reference of the Republic of South Africa.

The Students’ Representative Council (hereinafter referred to as “the SRC”) will act as the primary student governing body on all matters of student governance falling within its jurisdiction. The SRC is determined to instill and foster a culture of learning, tolerance and understanding within the University community, and is committed to supporting all efforts geared towards responding to the country’s socio-economic challenges, which require intense and conscious programmes geared towards sustainable development.

The SRC will strive to:

- promote and embrace the vision and mission of CUT;
- uphold the University’s code of conduct and core values, namely customer service, integrity, diversity, innovation and excellence;
- ensure that the fundamental right of access to education is restored, protected and preserved; and
- build a strong, disciplined and committed SRC leadership.

1. DEFINITIONS AND ABBREVIATIONS

In these Terms of Reference, any word or expression to which a meaning has been assigned by the Higher Education Act, (Act No. 101 of 1997), as amended (hereinafter referred to as “the Act”), shall have the same meaning as in the Act, unless the context indicates otherwise:

“the Act”:	The Higher Education Act (Act No. 101 of 1997) as amended.
“Amendment”:	Amendments that are made to one or two clauses only.
“Appoint”:	To assign or designate to someone an office or function.
“Code of Conduct for committee members”:	The Code of Conduct for members of the Council, standing committees of Council, Senate, standing committees of Senate, the Mancom, and any other official committee of CUT. The Code of Conduct shall be applicable to the SRC, unless the context indicates otherwise.
“Council”:	The CUT Council, which is the highest governing body of the University.
“CUT”:	The Central University of Technology, Free State;

“Days”:	Calendar days.
“Employee”:	Either an academic or a support services employee, excluding an independent contractor, who is employed at CUT on a full-time or part-time basis, in a permanent or temporary capacity, and who receives, or is entitled to receive, any remuneration; a House Committee member, SRC member or external Council member is not an employee.
“Executive Committee”:	The Executive Committee of the SRC, composed and elected in terms of these Terms of Reference.
“Faculty Student Representatives”:	Class and faculty representative structures, as regulated in accordance with “Schedule E” .
“Institutional Forum”:	The Institutional Forum (IF) of CUT.
“Majority”:	50% (FIFTY PER CENT) plus ONE of the SRC members present at a meeting of the SRC.
“Mancom”:	The Management Committee of CUT.
“Mass meeting”:	A meeting of CUT students, organised and conducted by the SRC in accordance with these Terms of Reference.
“Months”:	Calendar months.
“Nominate”:	The action of submitting names for election in accordance with these Terms of Reference.
“Organisational Report”:	A report on how the SRC performed as a structure of governance and management of student matters.
“Party agent”:	CUT students who are identified by their own organisation to ensure that the voting and counting procedures during elections are free and fair.
“Political Report”:	A report on the state of institutional politics regarding student matters. It provides an overview of current affairs directly or indirectly affecting the youth, students and potential students in respect of higher education.
“Revision”:	An entire overhaul review of every clause, including the underlying principles.
“Rules”:	The institutional rules of CUT, formulated in terms of Section 32 of the Act.
“Standard Rules of Order for Committee Members”:	The Standard Rules of Order as approved by the Council, which are applicable to the SRC.

“Sabbatical/Secretary-General”:	The person elected to the portfolio of Student Sabbatical, and who, for the duration of his/her term, serves as the Secretary-General of the SRC, and who complies with all other requirements as contained in these Terms of Reference.
“Semester”:	ONE half of a calendar year, approved by the Council on the recommendation of Senate, for the academic activities of CUT.
“Sports Council”:	The Sports Council of CUT, as regulated in terms of “Schedule H” .
“SRC”:	The Students’ Representative Council of CUT, as democratically elected by CUT students in terms of these Terms of Reference.
“SRC Code of Conduct”:	The CUT-approved Code of Conduct of the CUT SRC, as outlined in “Schedule A” .
“SRC meeting”:	Any meeting scheduled in accordance with these Terms of Reference.
“Statute”:	The institutional Statute of CUT.
“Student”:	A person registered for a formal qualification at CUT.
“Student activities”:	All academic and extracurricular activities of CUT.
“Student organisations”:	Any officially registered and recognised students’ formation duly functioning within CUT, which is solely intended to address the diverse aspirations of students at an academic, social, religious and political level.
“Student Parliament”:	The body of student leaders, elected from all recognised structures, who meet to discuss University matters that affect the students, and who serves as an advisory body to the SRC, as regulated in terms of “Schedule D” .
“Student Services Council”:	The statutory body that reports to the CUT, in accordance with Section 27(3) of the Act.
“Residence and Accommodation Forum”:	The Student Residence and Accommodation Forum of CUT, as regulated in terms of “Schedule G” .
“Valid student card”:	The latest endorsed student card that is acceptable to CUT.
“Vice-Chancellor and Principal”:	The Chief Executive and Accounting Officer of CUT, and the person who is responsible for the management and administration of the University.

- 1.1. Unless otherwise indicated in these Terms of Reference, if a quorum or required majority of votes is expressed as a mathematical fraction, and it happens that the consequent quorum or majority is not an integral number, the next greater integral number shall constitute the quorum or majority of votes.
- 1.2. In these Terms of Reference, unless there is something in the context that repudiates such construction, words denoting the masculine gender or singular number shall be construed to include the feminine gender and plural number, respectively, and vice versa.
- 1.3. Interpretation: The correct interpretation of these Terms of Reference is vested with the Registrar of CUT.
- 1.4. In so far as a provision has been made or duty placed, in terms of these Terms of Reference, on the Manager: Governance and Student Life (Bloemfontein), in the absence of an equivalent provision for the Welkom Campus, the duty will vest with the Deputy Manager: Welkom Campus.

2. PURPOSE

- 2.1. The SRC has been established in order to ensure that communication with all students occurs through a representative student body, and that such representative student body pledges to uphold the pursuit of academic freedom at CUT.
- 2.2. The Terms of Reference of the SRC serves the purpose of outlining the details and the procedural implementation of aspects of the Act (as amended) and the Statute of CUT with regards to the establishment and composition, manner of election, term of office, functions and privileges of the SRC.

3. OBJECTIVES OF THE SRC

- 3.1. To represent the interest of the students in a manner that is not bias, prejudicial or discriminatory in any form.
- 3.2. To ensure that communication with all students occurs through a representative student body, and that such a representative student body pledges to maintain high standards of academic excellence, thus upholding the pursuit of academic freedom at CUT.
- 3.3. To ensure that students understand their rights with regard to voting and nominating students for the election of the SRC.
- 3.4. To support the development of good student governance by encouraging student participation in various student structures.
- 3.5. To enhance and promote debate amongst students, thus creating a culture of openness and tolerance.

4. COMPOSITION

- 4.1. The SRC shall consist of not more than 25, and not fewer than 11 members.
- 4.2. The Sabbatical of the SRC shall act as Secretary at the meetings of the SRC.

4.3. The SRC comprises of the following:

4.3.1 **Bloemfontein campus:**

- 4.3.1.1 Campus President;
- 4.3.1.2 Deputy President;
- 4.3.1.3 Sabbatical/Secretary-General;
- 4.3.1.4 Finance Officer;
- 4.3.1.5 Academic Officer;
- 4.3.1.6 Constitution and Legal Affairs Officer;
- 4.3.1.7 Sports Officer;
- 4.3.1.8 Public Relations Officer;
- 4.3.1.9 Residence and Accommodation Officer;
- 4.3.1.10 Health and Welfare Officer;
- 4.3.1.11 Projects and Campaign Officer;
- 4.3.1.12 Student Affairs Officer;
- 4.3.1.13 Equity and Diversity Officer; and
- 4.3.1.14 Transformation Officer.

4.3.2 **Welkom campus:**

- 4.3.2.1 Campus President;
- 4.3.2.2 Deputy President;
- 4.3.2.3 Sabbatical/Secretary-General;
- 4.3.2.4 Finance Officer;
- 4.3.2.5 Academic and Transformation Officer;
- 4.3.2.6 Sports and Culture Officer;
- 4.3.2.7 Public Relations Officer;
- 4.3.2.8 Health and Welfare Officer;
- 4.3.2.9 Constitution and Legal Affairs Officer;
- 4.3.2.10 Projects and Campaign Officer;
- 4.3.2.11 Residence and Accommodation Officer; and
- 4.3.2.12 Student Affairs Officer.

4.4 The Executive Committee of the SRC comprises of the following:

4.4.1 **Bloemfontein campus:**

- 4.4.1.1 Campus President;
- 4.4.1.2 Deputy President;
- 4.4.1.3 Sabbatical/Secretary-General;
- 4.4.1.4 Finance Officer; and
- 4.4.1.5 Academic and Transformation Officer.

4.4.2 **Welkom campus:**

- 4.4.2.1 Campus President;
- 4.4.2.2 Deputy President;
- 4.4.2.3 Sabbatical/Secretary-General; and
- 4.4.2.4 Finance Officer.

4.5 The functions and responsibilities of the portfolios provided above are outlined in "**Schedule C**".

5 FUNCTIONS

- 5.1 Pursuant to the functions of the SRC as contained in Section 8 of the CUT Statute, the SRC:
- 5.1.1 is the highest body of authority amongst students, and agreements between the SRC and the Council shall be binding on all students;
 - 5.1.2 acts on behalf of CUT only with prior approval of the Vice-Chancellor and Principal;
 - 5.1.3 represents, co-ordinates and promotes students' interests, and shall be accountable at all times to the student mass;
 - 5.1.4 must uphold the pursuit of academic freedom, which includes the following:
 - 5.1.4.1 preserving and promoting the best interests of CUT, and the student community in particular;
 - 5.1.4.2 performing all duties and responsibilities as agreed upon in meetings of the SRC, within the rules, policies, codes of conduct and procedures of CUT;
 - 5.1.4.3 respecting and upholding the Constitution and the SRC Code of Conduct, regulated in terms of "**Schedule A**" of these Terms of Reference;
 - 5.1.4.4 protecting and promoting the good image of the SRC at all times;
 - 5.1.4.5 enhancing unity and co-operation amongst students;
 - 5.1.4.6 managing societal and organisational life on campus, and rendering assistance, where necessary;
 - 5.1.4.7 convening all general student meetings on campus;
 - 5.1.4.8 remaining subject to the final authority of the Council at all times;
 - 5.1.4.9 promoting an environment conducive to the holistic development of CUT students, in accordance with the policies, rules, codes of conduct and procedures of CUT;
 - 5.1.4.10 representing students when involved in discussions with CUT, when serving on any committee of CUT, and during public appearances;
 - 5.1.4.11 establishing structures, systems and domestic rules as may be necessary for students to articulate and express their opinions on all matters to be dealt with by the SRC on behalf of the students, provided that any such structure established by the SRC shall report to the SRC only, and shall have no official CUT status; provided further that the constitutional authority of the SRC is not inhibited in any way, and that the institutional policies, rules, regulations, procedures and codes of conduct of CUT are respected and adhered to at all times;
 - 5.1.4.12 further allocating the budget for all student structures in consultation with the Registrar of CUT or his/her nominee;

- 5.1.4.13 operating on a non-discriminatory basis, and facilitating a culture of tolerance, peace and reconciliation amongst students;
- 5.1.4.14 adhering to, and ensuring the implementation of the approved language policy of CUT in all documents and activities of the SRC; and
- 5.1.4.15 promoting the transformation of CUT in accordance with the vision of CUT, and assisting, where possible, in the effective implementation of all resolutions of, but not limited to, the Council and official authoritative managerial structures, committees, bodies, where such resolutions are applicable to students.
- 5.2 As the SRC is not a legal entity, and with due regard to the CUT Statute, the SRC shall have no contractual capacity or legal competence of any nature on behalf of CUT. However, as a body mandated by all students, upon registration at CUT, to act on their behalf, and in accordance with the CUT Statute, any agreement between the SRC and CUT shall be legally enforceable.
- 5.3 The budget of the SRC shall be administered by CUT, as part of CUT's central budget, and in accordance with the financial policies, procedures and rules of CUT. No funds in the SRC budget may be used without the prior written approval of the Registrar or his/her nominee. No request for permission to use funds shall be submitted to the Registrar of CUT before the SRC Finance Officer, the SRC President and the SRC Sabbatical/Secretary-General have been consulted.
- 5.4 The outgoing SRC members shall be held individually and collectively accountable for all financial irregularities during their terms of office.
- 5.5 Any recommendation to the Registrar of CUT for the expenditure of funds in the SRC budget must be made in writing, after a two-thirds majority resolution has been passed in this regard by the SRC.
- 5.6 The SRC shall present recommendations with regard to the SRC budget for the next financial year to the Registrar of CUT on a date and at a time as indicated by the Registrar of CUT.
- 5.7 Money collected through fundraising efforts, as approved by CUT, or any other form of income generated by the SRC or any student organisation, must be handed over to CUT, and shall be dealt with in accordance with the policies, procedures, rules, regulations, etc. of CUT. No such funds or income shall be paid out to any member of the SRC or a student organisation.
- 5.8 A financial statement, which must be a true reflection of the state of the SRC's financial affairs, shall be submitted by the SRC to the Registrar of CUT at the end of the SRC's term of office.
- 5.9 At every scheduled SRC meeting, a report must be submitted regarding the SRC's use of funds from the SRC budget, and such a report shall be available at any time for inspection by any student, as well as by the Registrar of CUT.
- 5.10 SRC members shall receive honoraria as determined by CUT from time to time, and such honoraria may be withheld by CUT if the SRC or a particular SRC member has failed to act in accordance with these Terms of Reference and the Code of Conduct, provided that the provision of such honoraria does not imply that the SRC or any member of the SRC is an employee of CUT.
- 5.11 For purposes of the implementation of the CUT Statute, the SRC may arrange, facilitate and co-ordinate student affairs on campus, as authorised in writing by the Registrar of CUT.

- 5.12 No SRC member other than the President may act as the official SRC spokesperson without the prior approval of the SRC, and no media statements may be made in the name of the SRC without the prior approval of the Registrar of CUT, provided that all media statements are made with due regard to the policies, procedures, rules and regulations of CUT.
- 5.13 The SRC shall liaise with the Student Parliament, where the Student Parliament will act as an advisory body to the SRC. The debate of the Student Parliament will be guided by the Code of Conduct for the Student Parliament, as regulated by "**Schedule E**".
- 5.14 The SRC President: Bloemfontein Campus and SRC President: Welkom Campus shall both represent the students on the CUT Council and other institutional structures of CUT:
- 5.14.1 internally; and
- 5.14.2 externally with the prior approval of the Registrar of CUT.
- 5.15 The SRC President: Bloemfontein Campus and SRC President: Welkom Campus shall both serve as Council members until the end of December of the applicable year.
- 5.16 Members of the SRC are committed, collectively and individually, to:
- 5.16.1 protect, promote and maintain the honour of CUT and its students;
- 5.16.2 at all times, act with due regard to the principles of fairness, justice, respectability, unity, dignity and equity;
- 5.16.3 assist in the protection of the basic human rights of all students;
- 5.16.4 execute resolutions of the SRC, and shall be held accountable to the SRC and the student mass;
- 5.16.5 strive for co-operation and communication between the students and other constituencies within CUT, and assisting in the co-ordination of activities that are of common interest to CUT and the students; and
- 5.16.6 perform the duties and functions as allocated to them by the SRC.

6 DELEGATIONS

- 6.1. The SRC may not delegate any accountability with regard to the functions and responsibilities of the SRC, as stipulated in these Terms of Reference.
- 6.2. The SRC may delegate responsibility for the execution of any function of the SRC, as stipulated in these Terms of Reference, to any one or more SRC members, on the conditions decided upon by the SRC at an SRC meeting. Full reports on such delegated responsibilities must be put before the next SRC meeting.
- 6.3. The Executive Committee of the SRC shall have the following delegated powers, which may be withdrawn at any time by the Vice-Chancellor and Principal or by a majority decision of the SRC, either wholly or in part:

- 6.3.1. to effectively and efficiently exercise those powers delegated to it by the SRC;
 - 6.3.2. to establish and select standing or portfolio committees, which shall be chaired by non-Executive members of the SRC, in terms of the Terms of Reference;
 - 6.3.3. to attend to the day-to-day administration of the SRC in representing student matters and interests;
 - 6.3.4. to report regularly to the SRC and the Registrar of CUT with regard to its activities, and to promptly provide the SRC and the Registrar of CUT with the minutes of all meetings;
 - 6.3.5. to promote effective communication within its own ranks, as well as with the SRC, established committees and subcommittees;
 - 6.3.6. to administer all funds received, in accordance with the policies, procedures, rules and regulations of CUT;
 - 6.3.7. to prepare and present quarterly and annual reports on all the activities performed during its term of office;
 - 6.3.8. to keep comprehensive minutes of all its meetings, and to submit these, as official minutes, to the SRC;
 - 6.3.9. to ensure maximum distribution or sharing of responsibilities (division of labour) amongst members in order to effectuate broad representation and participation by each member of the SRC; and
 - 6.3.10. to receive quarterly reports from all SRC members on all their activities, and submit these to the responsible staff member at Student Services, as well as to the Registrar of CUT.
- 6.4. Where an SRC member has been appointed to represent the SRC on an official managerial or governing committee of CUT (including any official board/Council/Senate/working group), such a member shall represent the SRC on such a committee with full delegated powers, provided that the person's appointment has been executed and performed in accordance with the procedures stipulated in the CUT Statute, or by a majority vote of the SRC. An SRC member representing the SRC on such a committee must provide full reports on the activities of the committee at every SRC meeting.

7. ELIGIBILITY AND ELECTION OF SRC MEMBERS

- 7.1. To be eligible for nomination as a candidate for the SRC, the candidate must:
 - 7.1.1. identify and associate himself/herself with the mission and vision of CUT;
 - 7.1.2. be a full-time registered student at CUT;
 - 7.1.3. not have been previously found guilty and convicted of an offence by CUT or a court of law;
 - 7.1.4. not have been found guilty of a serious misconduct by CUT or any higher education institution;
 - 7.1.5. have been a student for a minimum of THREE semesters;

- 7.1.6. have passed at least 60% (SIXTY PERCENT) of his/her registered credit-bearing subjects in the previous year (in the case of year-course students) or semester (in the case of semester students) at CUT, and, once elected, such a member will have to maintain the 60% (SIXTY PERCENT) pass rate for all such subjects obtained during the exam period ending in the academic year following elections, and such standard should be maintained for the duration of his/her term in office;
- 7.1.7. not be undergoing any practical training exceeding ONE month for any part of the period referred to in terms of paragraph 7.1.2; and
- 7.1.8. SRC members who meet the eligibility requirement may be re-elected, and may serve for a total of TWO consecutive terms.
- 7.2. To be eligible to be nominated as a candidate for Sabbatical/Secretary-General, the following applies:
- 7.2.1. The candidate must be in possession of at least a BTech or any postgraduate qualification.
- 7.2.2. The term of office of the Sabbatical/Secretary-General shall extend from January to December of the applicable year. The SRC President: Bloemfontein Campus and SRC President: Welkom Campus shall both serve as Council members until the end of December of the applicable year.
- 7.2.3. The Sabbatical/Secretary-General of the SRC shall suspend his/her studies for the duration of the year in question to occupy the office full time.
- 7.2.4. The candidate shall not have been previously found guilty and convicted of an offence by CUT or a court of law.
- 7.3. The procedure for the election of SRC members is outlined in "**Schedule B**" of these Terms of Reference.

8 ELECTIONS

- 8.1 Nominations must be signed by EIGHT students with the right to vote, and must be countersigned by the nominee.
- 8.2 A student shall have the right to vote if, and so long as he/she is registered as a full-time/part-time year or semester student for a learning programme at CUT, as on the day of the election, or is undergoing practical training, and he/she has paid the minimum required fees.
- 8.3 The system of election of the SRC shall be that of non-proportional representation (NPR). Therefore, any student shall be eligible to stand and contest for a position in the SRC as an individual student.
- 8.4 Any election of the SRC shall be conducted by secret ballot.
- 8.5 The Vice-Chancellor and Principal or his/her nominee may, after consultation with the existing SRC, outsource the management and co-ordination of the SRC election to a reputable supplier, to be selected and appointed in terms of CUT's policies, procedures, rules and regulations to determine the outcome of such election.

- 8.6 Following the election process, all successful candidates who are to serve on the SRC shall be required to complete a performance tool and/or performance indicator, as developed by CUT from time to time, and which performance tool/indicator shall be used to review the performance of an SRC member as and when necessary.

9 MEETINGS

- 9.1 The Standard Rules of Order and the Code of Conduct for Committee Members are applicable to the SRC, unless inconsistent with the context of, and/or unless otherwise stipulated in, these Terms of Reference.
- 9.2 Except during official CUT holidays, the SRC shall convene a meeting at least once every 21 days, including Saturdays, Sundays and public holidays. The meetings shall be scheduled in advance by the Sabbatical/Secretary-General in the official Year Programme of CUT, which shall be provided by the Sabbatical/Secretary-General to every SRC member at the beginning of his/her term of office. Members shall be notified by the Sabbatical/Secretary-General of the date, time, venue and agenda of every meeting at least 48 hours prior to such meeting, in the form of a letter.
- 9.3 An urgent SRC meeting may be convened by the Sabbatical/Secretary-General on instruction of the SRC President or the Executive Committee, or on the written request of any FOUR members of the SRC. Members shall be informed in writing by the Sabbatical/Secretary-General of the date, time, venue and agenda of the urgent meeting at least 12 hours prior to such a meeting.
- 9.4 The agenda of an SRC meeting shall be compiled in consultation with members of the SRC, and documents and matters referred by the Registrar to the SRC for comments or action must be placed on the agenda of the next SRC meeting.
- 9.5 50% (FIFTY PER CENT) plus ONE of the SRC members in office shall constitute a quorum. If a quorum is not constituted, the meeting shall be postponed and rescheduled.
- 9.6 Absence from an SRC meeting, as scheduled in the CUT Year Programme, may constitute misconduct if no valid reason for such absence can be provided in writing to the Registrar of CUT or his/her nominee.
- 9.7 Decisions of the SRC shall be taken by means of a majority of votes, where each SRC member who is entitled to vote represents ONE vote.
- 9.8 All decisions taken at SRC meetings must be executed before the subsequent meeting is convened.
- 9.9 The Sabbatical/Secretary-General of the SRC shall ensure that minutes of the proceedings of each SRC meeting are kept, and that they are made available to SRC members and the Registrar of CUT within SEVEN days after the conclusion of the meeting.
- 9.10 The minutes of an SRC meeting shall be tabled for approval at the next ordinary SRC meeting, and thereafter signed by the Chairperson of the previous meeting. The minutes thus approved and signed shall be made available at the reasonable request of any interested party within FIVE days after approval thereof.

- 9.11 A student who is not an SRC member may attend a meeting of the SRC after submitting a formal letter at least SEVEN days prior to the meeting, requesting approval to attend such a meeting. Once approval has been granted by the SRC, he/she shall only have such speaking rights as decided upon by the SRC.

10 MASS MEETINGS

- 10.1 The SRC may convene a mass meeting in compliance with the policies, procedures, rules and regulations of CUT.
- 10.2 Notice of the date, time and venue of a mass meeting, as well as the proposed agenda, shall be given to the Registrar of CUT, and shall be placed on all CUT noticeboards at least SEVEN days prior to such a meeting, provided that the Registrar may condone a shorter notification period if valid grounds exist.
- 10.3 The SRC shall hold at least ONE mass meeting per semester during their term of office.
- 10.4 The SRC President shall deliver a Political Report; the SRC Sabbatical/Secretary-General shall deliver an Organisational Report; and the SRC Finance Officer shall deliver a Financial Report at the mass meeting of the SRC.
- 10.5 The SRC President or, in his/her absence, a person appointed by the SRC by a majority vote, shall chair a mass meeting. The Sabbatical/Secretary-General of the SRC shall act as Secretary at a mass meeting.
- 10.6 Unless inconsistent with the context, CUT's Standard Rules of Order and Code of Conduct shall apply at all mass meetings.
- 10.7 If the SRC receives a written request for a mass meeting, signed by at least 1 000 students, and accompanied by a written motion for consideration by the meeting, the SRC may, in consultation with the Registrar of CUT, and in compliance with the policies, procedures, rules, regulations, etc. of CUT, convene a mass meeting, provided that only the matter that necessitated the meeting shall be discussed at such a mass meeting; provided further that disciplinary measures may be taken against the students who requested such a meeting if such students should fail to attend the subsequent mass meeting.
- 10.8 An attendance of 5% (FIVE PER CENT) of all CUT students shall constitute a quorum at a mass meeting.
- 10.9 If a quorum is not constituted at the meeting, the President shall postpone and reschedule the mass meeting.
- 10.10 A resolution shall be adopted by a majority of votes of the students present, except in the case of motions of no confidence, which shall be passed by a TWO-THIRDS majority of the votes of the members present at the mass meeting.
- 10.11 As a mass meeting has decision-making powers, resolutions passed at a mass meeting shall be regarded as mandates to the SRC.
- 10.12 At the subsequent SRC meeting, the resolutions of the mass meeting shall be discussed by the SRC, and the matters shall be dealt with in accordance with the functions of the SRC.

- 10.13 The Sabbatical/Secretary-General of the SRC must make the draft minutes available to the students by means of publication on the noticeboards, and must submit the draft minutes to the Registrar of CUT, within SEVEN days after the mass meeting. The notice must also indicate the agenda of the next SRC meeting.
- 10.14 Minutes of the mass meeting shall be confirmed as the first item on the agenda at the subsequent SRC meeting. Students who were present at the particular mass meeting have speaking and voting rights during the approval of the minutes of the mass meeting, after which such students shall be excused from the SRC meeting.
- 10.15 The minutes of a mass meeting during which a motion of no confidence was tabled shall be submitted to the subsequent meeting of the student masses for approval, and shall thereafter be signed by the Chairperson. Students who were present at the general meeting in question have speaking and voting rights during the approval of such minutes. The minutes thus approved and signed shall be the only official account of the proceedings of the relevant meeting, and shall be available at the reasonable request of any interested party within SEVEN days after the approval of the minutes.
- 10.16 The Sabbatical/Secretary-General of the SRC shall keep a register of all resolutions of mass meetings, as well as copies of all documents considered by the students during a mass meeting, and this register, including the documents, shall be available at the reasonable request of any interested party.

11 RIGHT TO VOTE

- 11.1 A student as defined in these Terms of Reference and the CUT Statute may vote during mass meetings and SRC elections if, and so long as he/she is registered as a full-time/part-time year or semester student for a learning programme at CUT as on the day of the election, or he/she is undergoing practical training, and he/she has paid the minimum required fees.
- 11.2 There shall be no right to vote by proxy.
- 11.3 The President of the SRC shall have an ordinary and deciding/casting vote at SRC meetings only.

12 SUSPENSION OF MEMBERSHIP

- 12.1 The membership of any member of the SRC shall be automatically terminated if:
- 12.1.1 he/she is no longer a student at CUT;
- 12.1.2 he/she submits a written resignation to the Registrar of CUT;
- 12.1.3 he/she fails to attend THREE consecutive meetings of the SRC, unless the reasons provided for his/her absence are considered to be valid by the Registrar of CUT;
- 12.1.4 his/her term of office expires;
- 12.1.5 he/she has been found guilty of a criminal offence, with no option of a fine, in a criminal court;
- 12.1.6 he/she does not meet any of the eligibility requirement in terms of paragraph 5; and

- 12.1.7 a disciplinary committee of CUT imposes a penalty to the effect that the member is expelled from the SRC.
- 12.2 If a member of the SRC is found guilty of misconduct by a disciplinary committee of CUT, such a student's membership to the SRC may be suspended permanently or temporarily, depending on the gravity of the misconduct, as ruled by the disciplinary committee. Any alleged violation of the student rules by an SRC member must therefore be dealt with in accordance with the official disciplinary rules, policies and procedures of CUT.
- 12.3 Where the SRC and/or Registrar of CUT becomes aware that an SRC member is in breach of any of the provisions contained in paragraph 12.1, the Registrar must inform the relevant SRC member in writing of the reasons for the automatic suspension of the services of an SRC member.
- 12.4 Any alleged violation of the Code of Conduct for Committee Members must be investigated in accordance with the procedures as stipulated in the Code of Conduct for Committee Members, unless otherwise decided by the Registrar. Thereafter, the SRC may, by way of a majority vote, refer such alleged violation for disciplinary investigation, which may, amongst other possible penalties, result in the expulsion of the SRC member.
- 12.5 Any alleged violation of the Standard Rules of Order for Committee Members must be dealt with in accordance with the stipulations of the Rules of Order for Committee Members, unless otherwise decided by the Registrar. The President of the SRC may refer persistent violation of the Standard Rules of Order by an SRC member for disciplinary investigation, which may, amongst other possible penalties, result in the expulsion of the SRC member.

13 VACANCIES

- 13.1 When a vacancy arises in the SRC, for whatever reason, the candidate who secured the second-highest number of votes for such a vacant portfolio during the election will be appointed to the SRC to fill the vacancy, provided that such a candidate accepts the appointment to the SRC, and that he/she meets all the eligibility requirements in terms of paragraph 7.
- 13.2 In the event that the candidate who secured the second-highest number of votes is unable to occupy such a position, for whatever reason, the person who secured the third-highest number of votes will be appointed to the SRC to fill the vacancy, provided that he/she accepts the appointment, and that he/she meets the eligibility requirements in terms of paragraph 7.
- 13.3 In the event that no candidate, as stated in paragraph 13.1 and 13.2 above, is available or eligible to fill the vacancy, the Election Commission shall be requested to hold a by-election to fill the vacancy, and shall do so within a period of FOUR weeks (excluding weeks falling in examination or recess periods) of being requested to do so, and provided further that no by-election shall be held after 1 June of every calendar year, unless more than 50% (FIFTY PER CENT) of the SRC members have vacated office.
- 13.4 When a vacancy arises, as contemplated in paragraphs 13.1 to 13.3 above, the Executive Committee of the SRC must inform the Student Development Officer of the vacancy. The Student Development Officer must also inform the Manager: Governance and Student Life (Bloemfontein) and/or the Deputy Manager: Welkom Campus of the vacancy.

14 RESHUFFLING

- 14.1 The Executive Committee of the SRC may propose to reshuffle the portfolios of SRC members by way of recommendation, in writing, to the SRC, for purposes of optimum performance of the SRC, and which recommendation must be based on, but not limited to, the following considerations:
- 14.1.1 poor performance in respect of a member's portfolio;
 - 14.1.2 failure to contribute to mass student development, as envisaged by the CUT Statute;
 - 14.1.3 promotion of self-development whilst serving as a member of the SRC; and
 - 14.1.4 failure to meet any performance tools or performance indicators, as developed by CUT from time to time.
- 14.2 The Executive Committee must provide its recommendation(s) in writing to the SRC within SEVEN days of reaching its decision to propose a reshuffle.
- 14.3 The Executive Committee must convene a meeting of the SRC within TWO days of submitting its recommendation(s) to the SRC, where a final decision of the SRC must be made by a majority of its members present regarding the proposed reshuffling.
- 14.4 Should the majority of the SRC agree to a reshuffle, the Sabbatical/Secretary-General of the SRC must, through the Office of the Student Development Officer, inform the Manager: Governance and Student Life (Bloemfontein) and/or the Deputy Manager: Welkom Campus of the proposed reshuffling within SEVEN days of the SRC's decision to reshuffle the respective SRC portfolios.
- 14.5 The Manager: Governance and Student Life (Bloemfontein) and/or the Deputy Manager: Welkom Campus must, through the Office of the Deputy Registrar: Student Services, inform the Registrar of the decision of the SRC to reshuffle its portfolios, and must keep the Registrar abreast of the process to unfold.
- 14.6 The Student Development Officer, in consultation with the Manager: Governance and Student Life (Bloemfontein) and/or the Deputy Manager: Welkom Campus, must oversee and/or preside over the reshuffling process, and, in so doing, assess the reason(s) for the decision to reshuffle against the considerations listed in terms of paragraph 14.1 above.
- 14.7 The reshuffling of any portfolios within the SRC may only take place after 1 March, but by no later than 1 June, of every calendar year.

15 PORTFOLIO RESPONSIBILITIES

- 15.1 SRC members shall be collectively and individually responsible for the proper implementation of, and adherence to these Terms of Reference. To this end, the SRC must divide tasks and responsibilities amongst its members in a manner compatible with these Terms of Reference, and resolutions in this regard shall always be passed by way of a majority vote.
- 15.2 The Sabbatical/Secretary-General of the SRC shall keep and update an index of the tasks and responsibilities of each SRC member, as listed in accordance with "**Schedule C**", and must make this list available to every member of the SRC, as well as to the Registrar of CUT.

- 15.3 The functions and responsibilities of each of the portfolios of the SRC are outlined in "**Schedule C**".

16 INTERNAL DISPUTE RESOLUTION

In the event of any dispute arising between SRC members in connection with the functions of the SRC, as described in these Terms of Reference, the members shall comply with the provisions of the following dispute-settlement procedure:

16.1 Declaration of dispute (Step 1)

The aggrieved member(s) shall declare the dispute in writing to the Dispute Resolution Committee of the SRC. Such a notice shall set out the nature of the dispute, as well as the proposed date and arrangements for a dispute meeting.

16.2 Answering statements (Step 2)

Unless otherwise agreed upon by the members, the answering member(s) shall serve the aggrieved member(s) with an answering statement, responding to the allegations in the statement of dispute, within FIVE days of receipt of the notice of a dispute. They shall also set out a statement of their position in relation to the solution desired, and the proposed arrangements for the dispute meeting.

16.3 Meeting of the members (Step 3)

The members shall meet within FIVE working days after the answering statement has been received by the aggrieved member.

Further meetings of the members may be held, if deemed necessary, and by mutual agreement between the parties to the dispute.

16.4 Further dispute-settlement options (Step 4)

- (a) If, at the aforesaid or any subsequent meeting, the members are unable to resolve the dispute, any party may refer the dispute for either mediation or arbitration, in which case the Registrar shall act as mediator/arbitrator.
- (b) Disputes regarding the interpretation of the SRC Terms of Reference shall be referred to the Registrar. If the dispute is not resolved, the matter will be referred to Mancom. If Mancom is unable to resolve the dispute, the matter will be referred to the Executive Committee of Council.
- (c) Disputes pertaining to matters of policy and principle, as contained in these Terms of Reference, shall be settled by the SRC by means of a majority decision, subject to the approval of the Registrar.
- (d) The Registrar or his/her nominee shall monitor, facilitate and ensure the smooth settlement of any dispute, in accordance with the procedures specified in this paragraph (paragraph 16).

16.5 Composition of the Dispute Resolution Committee

- (a) The SRC Deputy Presidents from both the Bloemfontein and Welkom campuses shall serve as members of the Dispute Resolution Committee of the SRC of each campus, and shall be guided by the SRC's Code of Conduct.
- (b) The Sabbatical/Secretary-Generals from the Bloemfontein and Welkom campuses shall chair the Dispute Resolution Committee.
- (c) The Constitution and Legal Affairs Officers from both campuses shall be members of the Dispute Resolution Committee, and shall be responsible for the initiation of the dispute-resolution proceedings, and the facilitation of the procedures stipulated in this paragraph (paragraph 16).
- (d) The Student Development Officer: Student Governance (Bloemfontein) and Student Development Officer: Student Life (Welkom) shall form part of the Dispute Resolution Committee at the individual campuses.
- (e) In the event that the procedures stipulated in this paragraph are initiated against a member of the Dispute Resolution Committee, then that member shall be replaced by a temporary member, as elected by the Manager: Governance and Student Life (Bloemfontein campus) and/or Deputy Manager: Welkom Campus.

17 DISSOLUTION

Council has the authority to dissolve the SRC.

18 AMENDMENT AND REVIEW OF THE TERMS OF REFERENCE

- 18.1 With due regard to the Act and the CUT Statute, any proposed amendment or addition to, or deletion from, these Terms of Reference must be considered at an SRC meeting.
- 18.2 After consultation with the SRC, the Registrar of CUT refers the Terms of Reference to Council for approval.
- 18.3 The SRC Terms of Reference will be reviewed after every five years, at the consent of the Registrar, or earlier by way of notice to the Registrar, informing him/her of the need for premature review.

19 REGULATIONS, RULES AND PROCEDURES

Regulations, rules and procedures to bring expression to certain clauses in the Terms of Reference could be developed as an addendum to the SRC Terms of Reference.

20 RELATED DOCUMENTS

- 20.1 CUT Statute;
- 20.2 CUT Standard Rules of Order;
- 20.3 CUT Code of Conduct for Committee Members;
- 20.4 CUT language policy;
- 20.5 Schedule A-H; and
- 20.6 Annexure 01-02.

21 COMPLIANCE OFFICER

The Registrar is the Compliance Officer.

22. RESPONSIBLE OFFICER

The Deputy Registrar: Student Services is the Responsible Officer.

SCHEDULE A: CODE OF CONDUCT OF THE SRC

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

1. PURPOSE OF A CODE OF CONDUCT

- 1.1 The purpose of this Code of Conduct is to contribute to the development of high ethical standards within the SRC. Whilst the Code contains rules, its values and principles should underpin the behaviour of SRC members.
- 1.2 An awareness, understanding and adherence to the Code are thus important to enhance professionalism, and help to ensure confidence in the SRC.
- 1.3 The Code is intended to complement and reinforce, rather than replace, the principles of the SRC stated in the Terms of Reference.

2. VALUES AND PRINCIPLES

The terms values, ethics and conduct are often used interchangeably. In order to minimise misunderstanding of the terminology used in this Code, the following definitions will apply:

- Ethics: What ought to be the ideals of what is just, good and proper.
- Values: The commonly held beliefs that guide judgement about what is good and proper, and from which ethical principles derive,
- Code of Conduct: The rules that translate ideals and values into everyday practice.
- Conduct: The actual behaviour and actions of members.

Certain values and principles, such as integrity, impartiality, political consciousness, transformation, discipline, freedom of association and freedom of thought, have always been part of the ethical standards of the student movement. Values reinforce each other, and provide the basis for a stronger ethical culture. Rules also play a role in safeguarding ethical standards, as they will govern aspects of SRC members' behaviour. Rules play a crucial role in guiding one's conduct, and where rules have been put in place, they must be adhered to.

2.1 Responsiveness and impartiality

The SRC exists to, *inter alia*, promote, protect and advance the interests of all students, regardless of, but not limited to, race, class, gender, nationality, sexual orientation, religion, age, political affiliation or ideology, and to give effect to the policies of the SRC. Decisions made, or seen to be made, must be impartial, and must be free from any direct or indirect discrimination and/or prejudice.

2.2 Accountability

Accountability is fundamental to good governance, and is one of the essential elements of ethical administration and conduct. The perception of the student body on the state of the SRC's governance and administration is principally determined by whether the SRC is seen to account for its actions.

2.2.1 SRC members:

- 2.2.1.1 must adhere to laws of the country, and the policies and rules of the SRC, and must not pursue their own interests;
- 2.2.1.2 are accountable for the quality of their dealings; and
- 2.2.1.3 are required to deal equitably, justly and responsibly with all students and student groups.

2.3 Leadership

It is of the utmost importance that a culture of ethical behaviour is manifested in the SRC, and that SRC members exhibit the highest ethical standards in carrying out their duties. In this regard, SRC members must provide leadership in the area of ethics and understanding the Code of Conduct. The SRC should treat all people they interact with fairly, and with courtesy and sensitivity.

2.4 Communication

Effective communication is vital to enable the effective planning, organising and performing of the SRC's activities.

It is important to note that members of the SRC may only communicate with the media if they are authorised to do so in terms of the SRC Terms of Reference and the policies of the institution. A member must thus not release information to the public if she/he does not have the necessary authority to do so.

SRC members who make public comments in their personal capacity must make it clear that they act in their personal capacity. When making such comments, they must avoid using their position as SRC members or using confidential information for personal gain, and as such putting the SRC or CUT in a position of harm and disrepute.

Members of the SRC shall not engage themselves in hate speech, or utter racist, sexist, insulting and disparaging remarks about individuals or organisations. Any member who engages in behaviour referred to above shall be brought before the disciplinary committee.

2.5 Management of misconduct

An ethical culture cannot be developed in an environment where there is no effective mechanism for the detection, investigation and institution of misconduct.

Prompt and decisive disciplinary action should be seen as a means of reinforcing high standards. Action in this regard can demonstrate to the student body and the general public that the SRC is committed to eliminating unethical conduct.

2.6 Confidentiality of official information

A fundamental rule on the use of official information is that members of the SRC must not disclose any official information to any persons unless they are acting:

- i. in the course of their official duties;
- ii. with the authority of the SRC in terms of the SRC Terms of Reference or CUT Statute; or
- iii. for any other lawful purposes.

SRC members should not misuse information gained in their official capacity in seeking to take advantage for personal reasons. They should take care to maintain the highest integrity and secrecy with regards to the official information/documents for which they are responsible.

2.6 Disciplinary code and procedures

The primary purpose of the disciplinary code is to promote mutual respect between members of the SRC, and to avert and correct unacceptable conduct. The disciplinary code applies equally to all SRC members.

3. PRINCIPLES OF DISCIPLINE

The following principles inform the disciplinary code and procedures of the SRC:

- 3.1 discipline is a corrective measure, and not a punitive one;
- 3.2 discipline must be applied in a prompt, fair and consistent manner;
- 3.3 if a member of the SRC commits misconduct that is also a criminal offence, the criminal disciplinary procedure shall continue as separate procedures; and
- 3.4 disciplinary proceedings do not replace or seek to imitate court proceedings.

4. ACTS OF MISCONDUCT

The code recognises one category of misconduct by members of the SRC.

4.1 General offences

An SRC member found guilty of the offences listed below will be guilty of having committed a general offence, and will be subject to a disciplinary enquiry:

- 4.1.1 rowdy and aggressive behaviour;
- 4.1.2 abusive and disrespectful behaviour to other members and/or office bearers;
- 4.1.3 gossiping maliciously to sow disharmony within the SRC;
- 4.1.4 intentionally and maliciously sabotaging the activities of the SRC;
- 4.1.5 deliberately acting on behalf of other organisations, groups or persons to the detriment of the SRC;
- 4.1.6 wilfully and intentionally destroying the organisational infrastructure or capacity of the SRC;
- 4.1.7 wilfully and intentionally creating divisions within the ranks of the SRC;
- 4.1.8 behaving dishonestly in respect of the property of the SRC;
- 4.1.9 wilfully disclosing confidential information of the SRC;

- 4.1.10 behaving in such a way as to provide serious divisions and a breakdown of unity in the SRC;
- 4.1.11 persistently and without cause undermining the respect for, or impeding the functioning of, the structures of the SRC;
- 4.1.12 engaging in organised factional activity that goes outside the recognised norms of free debate in a manner that threatens the unity of the SRC;
- 4.1.13 negligent disregard of SRC and CUT property;
- 4.1.14 interfering and disrupting the orderly functioning of the SRC; and
- 4.1.15 any negligent behaviour that harms or threatens to harm the SRC and/or its members.

5. DISCIPLINARY ENQUIRY

- i. A formal inquiry constituted by the SRC Executive should be held.
- ii. The Sabbatical/ Secretary-General shall be the Chairperson of the disciplinary hearing.
- iii. The SRC Executive must appoint someone to investigate the allegations, and to lead the evidence in a hearing.

5.1 Notice of enquiry

- 5.1.1 An accused member must be given notice of the charges being levelled against him/her at least FIVE working days before the date of the hearing.
- 5.1.2 The member must sign receipt of the notice. If the member refuses to sign receipt of the notice, it must be given to the member in the presence of a fellow member or student who shall sign in confirmation that the notice was conveyed to the member.

5.2 The written notice of the disciplinary hearing must contain the following:

- 5.2.1 a description of the allegations of misconduct, and the main evidence on which the SRC will rely;
- 5.2.2 details of the time, place and venue of the hearing; and
- 5.2.3 information on the rights of the member to be represented by a fellow member or student, and to bring witnesses to the hearing.

6. CONSTITUTING A DISCIPLINARY COMMITTEE

The Disciplinary Committee (DC) shall be convened as follows:

- 6.1 Secretary-General, who shall be the convener and Chairperson of the DC;
- 6.2 Central President, who shall be the Deputy Chairperson of the DC;
- 6.3 two campus Presidents, delegated by the SRC; and
- 6.4 Constitution and Legal Affairs Officer.

7. CONDUCTING THE DISCIPLINARY HEARING

- 7.1 The disciplinary hearing must be held within TEN working days after the notice of enquiry is delivered to the member.
- 7.2 In terms of the Terms of Reference, the Sabbatical/Secretary-General shall chair the disciplinary hearing.
- 7.3 If the member wishes, he/she may be represented in the hearing by a fellow member or student.
- 7.4 In a disciplinary hearing, neither the SRC, nor the member, may be represented by a legal practitioner.
- 7.5 If the member fails to attend the hearing, and the Chairperson concludes that the member did not have a valid reason for such absence, the hearing may continue in the member's absence.
- 7.6 The Chairperson must keep a record of the notice of the disciplinary hearing, and of the proceedings of the meeting.
- 7.7 The Chairperson will read the notice for the record, and will start the hearing.
- 7.8 The designated representative of the SRC will lead evidence on the misconduct leading to the hearing. The accused member or his/her representative may question any witness introduced by the designated representative of the SRC.
- 7.9 The accused member will be given an opportunity to lead evidence. The designated representative of the SRC may question the witnesses.
- 7.10 The Chairperson and members of the DC may ask any witness questions for clarification purposes.
- 7.11 Before deciding on a sanction, the Chairperson and DC must give the member an opportunity to present relevant circumstances in mitigation. The designated representative of the SRC may also present aggravating circumstances.
- 7.12 If the DC finds the member guilty of misconduct, the Chairperson must inform the member of the finding, and of the reasons for it.
- 7.13 The Chairperson must communicate the final outcome of the hearing to the member and the SRC at large within TEN working days after the conclusion of the disciplinary enquiry.

8 Sanctions

A member of the SRC who is guilty of a general offence may be sanctioned by the SRC as follows, depending on the extent of the offence:

- 8.1 corrective counselling;
- 8.2 verbal warning;
- 8.3 written warning;

- 8.4 final written warning;
- 8.5 a minimum fine of R50.00 (FIFTY RAND) and a maximum fine of R200.00 (TWO HUNDRED RAND);
- 8.6 loss of SRC privileges, and exclusion from activities and official functions of the SRC; and
- 8.7 suspension from occupying the SRC's office.

Corrective counselling or reprimand shall be in the presence of fellow members. The objective of a reprimand shall not be to humiliate the person, but to remind him/her and the entire membership of the standards expected of SRC members, and to reinforce a sense of unity and shared values in the SRC.

If the disciplinary hearing finds a member to have committed misconduct by committing a serious or grave offence against the SRC, the case shall be referred to the Registrar, via institutional channels.

9 Appeal

- 9.1 A member who has been found guilty of an offence shall have the right to appeal to the Deputy Registrar: Student Services.
- 9.2 A member must submit an appeal to the Office of the Deputy Registrar: Student Services within TEN working days of receiving the formal decision of the DC.
- 9.3 In the appeal, the member must state the following:
 - 9.3.1 the decision being appealed;
 - 9.3.2 the reasons for the appeal, together with supporting documentation; and
 - 9.3.3 the remedy being sought.
- 9.4 The Office of the Deputy Registrar: Student Services must finalise the appeal of the member within TEN working days of receipt of the appeal.

SCHEDULE B: ELECTORAL REGULATIONS

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

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CHAPTER 1: PURPOSE AND OBJECTIVES

1.1 Purpose

These regulations serve to regulate the activities of students, student organisations, independent candidates, and Independent Electoral Commission (IEC)/private service providers during CUT SRC elections.

1.2 Objectives

These regulations intend to strengthen constitutional democracy and transparency, and to promote democratic electoral processes.

CHAPTER 2: APPOINTMENT AND COMPOSITION OF THE COMMISSION

2.1 Appointment of an Independent Electoral Commission (IEC)

The Vice-Chancellor and Principal or his/her nominee, in consultation with the SRC in office, shall annually procure the services of an independent service provider to administer SRC elections.

2.2 Composition of the independent service provider

The service provider shall be constituted similarly to the internal structure of the IEC of South Africa, in concurrence with CUT.

2.3 Appointment of the Logistical Support Team (LST)

The LST will account to the Manager: Governance and Student Life (Bloemfontein), who shall be responsible for the administration of resources relating to elections.

2.4 Composition of the LST:

2.4.1 SRC President (not standing for elections);

2.4.2 SRC Sabbatical/Secretary-General; and

2.4.3 ONE representative from the Office of the Manager: Governance and Student Life (Bloemfontein).

CHAPTER 3: FUNCTIONS OF THE INDEPENDENT SERVICE PROVIDER

3.1 The duties of the independent service provider include, *inter alia*, to:

3.1.1 facilitate and manage the SRC election process in its entirety, in accordance with these election regulations;

3.1.2 co-opt students not running for election or CUT staff members, as and when it deems it necessary;

3.1.3 determine other election logistics, such as designing ballot papers, ballot boxes and voting compartments; appointing election officials; and educating voters;

- 3.1.4 maintain a voters' roll, as provided by CUT;
- 3.1.5 ensure and promote conditions that are conducive for free and fair elections, and make a declaration at the end of the election process, declaring/announcing whether or not the elections were free and fair;
- 3.1.6 declare the election results within the period specified in these regulations, unless expressly prohibited thereto by a court order from the High Court;
- 3.1.7 develop an SRC Election Programme of Action;
- 3.1.8 compile and maintain a register for parties contesting elections;
- 3.1.9 promote co-operation between students, electorates and student organisations;
- 3.1.10 inform students running for elections that disputes must be submitted in writing; and
- 3.1.11 fairly adjudicate disputes that may arise from or between parties contesting elections expeditiously.

3.2 Duties of the Presiding Officer

- 3.2.1 The Presiding Officer is accountable to the Provincial Head of the IEC of South Africa or his/her nominees, and his/her duties are, *inter alia*, to:
 - 3.2.1.1 co-ordinate and supervise voting at the polling station;
 - 3.2.1.2 represent the IEC Provincial Head/head of the service provider at the polling station;
 - 3.2.1.3 ensure that voting is conducted in a free, fair and orderly manner;
 - 3.2.1.4 ensure a steady movement of voters through the polling stations;
 - 3.2.1.5 record objections by voters, agents and observers;
 - 3.2.1.6 report any disturbance to the Provincial Head/head of the service provider, after consultation with the Registrar;
 - 3.2.1.7 record voter turnout during specified time slots; and
 - 3.2.1.8 perform any other duty as the Provincial Head may determine and allocate.

3.3 Duties of the LST

- 3.3.1 Set up the election office on the CUT campus.
- 3.3.2 Compile a schedule of election activities.
- 3.3.3 Meet with the officials of the IEC/service provider to explain the election process.
- 3.3.4 Facilitate the marketing of the election on campus.

- 3.3.5 Provide support in obtaining and advertising the voters' roll.
- 3.3.6 Distribute nomination forms for candidates on request.
- 3.3.7 Ensure that materials, equipment and resources required for elections are available.
- 3.3.8 Manage the election budget.
- 3.3.9 Perform administrative and logistical tasks.

CHAPTER 4: APPOINTMENT AND DUTIES OF PARTY AGENTS

4.1 Appointment of party agents

- 4.1.1 Students organisations shall be entitled to appoint TWO party agents.
- 4.1.2 The following information must be submitted to the Electoral Commission:
 - 4.1.2.1 full names, surname(s) and student number(s) of the person(s) appointed as party agent(s);
and
 - 4.1.2.2 name of the organisation appointing such a person(s) as party agent(s).

4.2 Eligibility of/criteria for party agents

- 4.2.1 A party agent must have a clean institutional disciplinary track record, i.e. he/she should be a law-abiding citizen without a criminal record or record of institutional misconduct.
- 4.2.2 Only senior registered students will be eligible to serve as party agents.

4.3 Duties of the party agents

- 4.3.1 Party agents are allowed to :
 - 4.3.1.1 observe proceedings concerning results, voting, counting, and determining and declaring results;
 - 4.3.1.2 represent their student organisations and candidates at all meetings of, and interactions with, the Electoral Commission; and
 - 4.3.1.3 encourage credible, free and fair elections.
- 4.3.2. Agents may not interfere with the proceedings.
- 4.3.3. The absence of party agents does not invalidate election proceedings.
- 4.3.4. Party agents must:
 - 4.3.4.1 comply with orders issued by an Electoral Commission;
 - 4.3.1.2 monitor the voting process;

- 4.3.1.3 encourage their members and supporters to display tolerance towards other organisations and candidates;
- 4.3.1.4 support the right of organisations and candidates to campaign freely; and
- 4.3.1.5 refrain from behaving disorderly or in any manner that hinders the smooth running of the election proceedings.

4.4 Sanction(s) for misconduct

- 4.4.1 Automatic removal from the voting station by the Presiding Officer.
- 4.4.2 Depending on the magnitude of the misconduct, the party agent may face institutional disciplinary processes and criminal charges.
- 4.4.3 In the event that the behaviour of the party agent substantially seeks to undermine the election processes, CUT may suspend him/her with immediate effect.
- 4.4.4 The party agent should be afforded an opportunity to give reasons, in writing, why the suspension should not remain in force for the duration of the elections.

CHAPTER 5: SRC MODEL OF ELECTIONS

The system of elections shall be by non-proportional representation (**NPR**); i.e., any student shall be eligible to stand and contest for a position in the SRC as an individual student. Thus, a candidate with the most student votes in an SRC election becomes the incumbent SRC member for the portfolio for which the candidate has contested.

CHAPTER 6: REGISTRATION OF STUDENT POLITICAL ORGANISATIONS

6. Requirements for eligibility to participate in the SRC elections

- 6.1 The student organisations must submit a fully completed registration form, as provided by the independent service provider, for such a purpose.
- 6.2 The student organisations must submit the following details:
 - 6.2.1 The name of the student organisation/independent candidate.
 - 6.2.2 The distinguishing mark or logo of the student organisation, face of student organisation/independent candidate.
 - 6.2.3 The abbreviation of the name of the student organisation/independent candidate.
 - 6.2.4 Proof of national existence of such a student organisation, Terms of Reference and/or any other information required by the independent service provider.
- 6.3 The aforementioned requirements apply equally to the independent candidates.
- 6.4 The SRC elections shall be contested by parties/independent candidates.

CHAPTER 7: NOMINATIONS/WITHDRAWALS AND/OR OBJECTIONS OF CANDIDATES**7.1 Eligibility of nominees**

7.1.1 In order to be eligible for nomination, a candidate must:

7.1.1.1 identify and associate himself/herself with the mission and vision of CUT;

7.1.1.2 be a full-time registered student at CUT;

7.1.1.3 not have been previously found guilty and convicted of an offence by CUT or a court of law;

7.1.1.4 not have been found guilty of a serious misconduct by CUT or any higher education institution;

7.1.1.5 must have been a student for a minimum of THREE semesters;

7.1.1.6 must have passed at least 60% (SIXTY PER CENT) of his/her registered credit-bearing subjects in the previous year (in a case of year course students) or semester (in case of semester students) at CUT, and, once elected, such a member will have to maintain the 60% (SIXTY PERCENT) pass rate for all such subjects obtained during the exam period ending in the academic year following the elections, and such a standard should be maintained for the duration of his/her term in office; and

7.1.1.7 must not be undergoing any practical training exceeding ONE month for any part of the period referred to in terms of paragraph 7.1.1.2.

7.1.2 SRC members who meet the eligibility requirements may be re-elected, and may serve for a total of TWO consecutive terms.

7.1.3 To be eligible to for nomination as a candidate for the Sabbatical/Secretary-General position, the candidate:

7.1.3.1 must be in possession of at least a BTech or any postgraduate qualification; and

7.1.3.2 must not have been previously found guilty and convicted of an offence by CUT or a court of law.

7.1.4 The term of office of the Sabbatical/Secretary-General shall extend from January to December of the applicable year.

7.1.5 The Sabbatical/Secretary-General of the SRC shall suspend his/her studies for the duration of the year in question to occupy the office full time.

7.1.6 The SRC President: Bloemfontein campus and SRC President: Welkom campus shall both serve as Council members until the end of December of the applicable year.

7.2 **Determining the election timetable**

- 7.2.1 The dates on which all the different elements of the election process will take place, including the day on which the voting will take place, will be determined and approved by the Office of the Manager: Governance and Student Life, in consultation with the SRC. The timetable for the election is necessary to inform students and interested parties of the most important steps and procedures that must be followed on specific dates leading up to the day on which voting will take place.
- 7.2.2 The SRC shall notify all associations, governance structures and residence committees of the approved election timetable.
- 7.2.3 The proposed election timetable shall contain specific dates for, at least, the following items:
- 7.2.3.1 opening and closing dates and times of nominations;
 - 7.2.3.2 announcement of nominations;
 - 7.2.3.3 commencement and duration of campaigning period by nominated candidates;
 - 7.2.3.4 date of SRC elections; and
 - 7.2.3.5 proposed commencement date of the new SRC term.
- 7.2.4 All SRC election procedures must strictly follow the approved election timetable. Amendments to the proposed election timetable by the Electoral Commission may only be done in exceptional circumstances, and with prior consultation with the SRC, and the SRC shall notify all associations, governance structures, residence committees and duly nominated candidates of the amended election timetable.

7.3 **Nomination procedure**

- 7.3.1 Nomination forms will be obtainable at a central point on campus, and will be submitted to the Chairperson of the independent service provider, who will issue confirmation of receipt to the party concerned.
- 7.3.2 Nomination forms should be hand-delivered by the Chairperson or Secretary of the organisation contesting elections.
- 7.3.3 Calls for nominations should be placed on noticeboards after TWO days of the posting of the voters' roll.
- 7.3.4 FOUR days will be set aside for the submission of nominations.
- 7.3.5 No changes will be allowed after the closing date published by the Electoral Commission.
- 7.3.6 No nomination forms will be accepted after the final submission date and time set by the election timetable.

- 7.3.7 The following must be submitted in order to qualify for nomination:
- 7.3.7.1 TWO colour ID-sized photos of the candidate;
 - 7.3.7.2 nomination form, signed by the nominee and nominator (Chairperson/Secretary);
 - 7.3.7.3 TEN signatures of student seconders; and
 - 7.3.7.4 proof of academic record.
- 7.3.8 The Election Commission shall verify the validity of all nominations for elections, and it shall make a decision.
- 7.3.9 The Electoral Commission shall decline to accept a nomination if a nomination fails to meet the requirements for registration of elections.
- 7.3.10 All nomination lists must contain details of all candidates contesting such elections, where such a list will indicate the portfolios contested per election period.
- 7.3.11 A list of candidates should be placed on the noticeboards for student public consumption.

7.4 **Withdrawals and/or cancellations**

- 7.4.1 Any notification or intention to withdraw from nomination must be in writing, and must be signed by the Chairperson, Secretary and at least two members of the Executive of the organisation.

7.5 **Objections to nominations**

- 7.5.1 Objections to nominations must be in writing, stating the reasons for objection, and must be signed by the structure objecting.
- 7.5.2 Objections must be submitted to the office specified in the notice calling for nominations.
- 7.5.3 The independent service provider, in concurrence with the Office of the Registrar, will afford the objectors an opportunity to present their objections, and will then consider the validity of the objections before the voting dates.
- 7.5.4 Where the independent service provider, after having received a nomination prior to the closing date for nominations, determines that the nomination submitted by a candidate does not meet all of the nomination requirements, the independent service provider must notify the nominator and nominee of the said default in writing, and must allow for the default to be rectified within 72 hours after the closing date of the nominations.
- 7.5.5 The independent service provider shall accept the corrected nomination submitted by the candidate up until the expiry of the 72-hour period after the closing time for nominations, despite being submitted after the closing time for nominations, and such corrected nomination submission shall be deemed to have been validly submitted.

7.5.6 If a nomination is declared invalid, and is not rectified within 72 hours, the nominee will be disqualified as a candidate, and will be notified accordingly in writing.

7.6 Unopposed nominations

7.6.1 If only one candidate is nominated in a particular portfolio, she/he shall be automatically elected in that particular portfolio.

7.6.2 If no candidate has been nominated in a particular portfolio, then a by-election will be held at a later stage.

7.7 Campaigning

7.7.1 Following the close of nominations, nominated candidates shall follow a structured programme of campaigning in accordance with the election timetable.

7.7.2 Campaigning shall close on the last day prior to the SRC elections, after which no candidate may be involved in any formal or informal campaigning for votes.

7.7.3 External organisations, external persons and third parties, including political leaders, are expressly prohibited from assisting in campaigns or attempting to influence the outcome of an election, irrespective of any provision in any CUT policy or statute to the contrary.

7.7.4 Student groups or organisations and candidates may not ask for assistance from external organisations, external persons or third parties, and must take reasonable steps to prevent external organisations, external persons or third parties from campaigning on their behalf, or from otherwise influencing the outcome of an election.

7.7.5 Student organisations, groups or candidates may not host events with external organisations, external persons or third parties during campaigning.

CHAPTER 8: VOTING AND COUNTING PROCEDURES

8.1 Voting and counting

The system of elections shall be by non-proportional representation (**NPR**); i.e., any student shall be eligible to stand and contest for a position in the SRC as an individual student. Thus, a candidate with the most student votes in an SRC election becomes the incumbent SRC member for the portfolio for which the candidate has contested.

8.2 Voting procedure

8.2.1 Voting will take place in ONE day, unless otherwise ordered by the independent service provider.

8.2.2 Voting will take place between 09:00 and 21:00.

8.2.3 Prior to the opening of votes, the delegated staff of the independent service provider must show party agents that the ballot boxes are empty, after which they must seal the ballot boxes.

- 8.2.4 Voters must produce a valid student card and proof of registration when voting, and they should appear on the voters' roll.
- 8.2.5 Where a student's name does not appear on the voters' roll, but valid proof of registration is provided, the student's name may be added to the roll, together with an accompanying note, explaining that proof of registration was produced.
- 8.2.6 Voting must be by secret ballot.
- 8.2.7 Candidates and voters may not canvass votes in the vicinity of the voting stations. Strict measures should be put in place in the vicinity of the voting booths to ensure that elections are free and fair.
- 8.2.8 Within the boundaries of a venue/voting station, no party agent or candidate may:
 - 8.2.9 display or distribute any names, pamphlets or posters on election day; or
 - 8.2.10 attempt to induce, influence or persuade any voting delegate to vote for, or not to vote for, any particular candidate.
- 8.2.11 Each voter must be given one ballot paper.
- 8.2.12 Each voter must have ONE vote for each portfolio.
- 8.2.13 A line must be drawn through the name of the voter on the voters' roll.
- 8.2.14 The fingers of both hands of the voter must be inspected to ensure that the voter has not voted already.
- 8.2.15 Election contestation shall be based on a principle of first pass the post. (One vote to one candidate in each portfolio.)
- 8.2.16 Voting shall be through a cross or identifiable mark within a specified column, where the voter's intention would be easily determinable.
- 8.2.17 In the future, an electronic voting system could be utilised upon the implementation of the system by CUT in this regard.

8.3 Voting stations

- 8.3.1 The independent service provider must establish an appropriate location(s) for the voting station(s) within the campus.
- 8.3.2 The location and number of voting stations must take into consideration the need for free, fair and orderly conduct of the elections.
- 8.3.3 Student numbers and the need to avoid congestion at voting stations must also be taken into account.

- 8.3.4 The following factors should be taken into consideration when considering a voting station:
- 8.3.4.1 Whether such a location has suitable and efficient entry and exit points.
 - 8.3.4.2 Heavily populated areas, e.g. the Student Centre, faculties and residences, should be avoided.
 - 8.3.5 A voter may only vote once in an election.

8.4 Spoilt papers (under counting)

- 8.4.1 A ballot paper will be deemed spoilt, and will thus be rejected, if:
- 8.4.1.1 a voter has voted more than once; or
 - 8.4.1.2 if the stamp does not appear on the ballot paper.
- 8.4.2. Where the voter's intention is not clearly detectable, due to the lack of visibility of the mark or for any other reason that may be determined and agreed upon by the parties.

8.5 Closing of polling station

- 8.5.1 The polling station shall close at 21:00. In the event that there is a person in the queue at 21:00, such a person will be permitted to vote before the close of the polling station.
- 8.5.2 The Presiding Officer shall seal the top slot of the ballot box, and shall record the serial number of the seal.
- 8.5.3 Party agents may affix their own seals to the ballot box. This shall be recorded in the elections diary.
- 8.5.4 Election officers shall then transport the ballot papers to the counting station.
- 8.5.5 Party agents may ask the Presiding Officer for the following information:
- 8.5.5.1 an indication of how many students voted for the day; and
 - 8.5.5.2 the number of papers issued.

8.6 Counting

- 8.6.1 The voting station shall be converted into a counting station immediately after voting.
- 8.6.2 Only the independent service provider will be responsible for counting the ballots. The party agents will merely observe, and not interfere with, the counting processes.
- 8.6.3 Disputed and rejected ballot papers will not be counted, and will be kept separate.
- 8.6.4 The ballot papers shall be counted manually.
- 8.6.5 Once this process is completed, the result for each organisation is finally recorded.

8.7 Objections to voting or counting

- 8.7.1 Any party agent may register an objection, in writing, in respect of voting at a particular voting station or counting, with a Presiding Officer.
- 8.7.2 Party agents may object to any alleged irregularities or inaccuracy in the verification process.
- 8.7.3 Objections to voting must be dealt with during the voting process, and counting during the counting process, if possible.

8.8 Election declaration

- 8.8.1 The results of the elections shall be announced by the Provincial Head/head of the independent service provider.
- 8.8.2 Announcement of election results by the IEC Provincial Head/head of the independent service provider shall be done immediately after the counting process has been completed.
- 8.8.3 The announcement of the results will be kept confidential until the results are announced in accordance with paragraphs 8.8.1 and 8.8.2 above. In the event that this clause is not adhered to, the person guilty of disclosing the election results will be subjected to the normal CUT disciplinary procedures.

9 ELECTION APPEALS COMMITTEE

- 9.1.1 The Registrar, as a custodian of institutional policies, or his/her nominee shall be responsible for constituting the *ad hoc* Election Appeals Committee.
- 9.1.2 The Election Appeals Committee is an independent and impartial body that must adjudicate appeals against decisions of the Electoral Commission.
- 9.1.3 The Election Appeals Committee must be established at the same time as the Electoral Commission is constituted.
- 9.1.4 The Election Appeals Committee consists of a:
 - 9.1.4.1 Chairperson;
 - 9.1.4.2 member; and
 - 9.1.4.3 member.
- 9.1.5 No member of the Election Appeals Committee may be a member of the Electoral Commission, stand for election, or assist in the campaigning of a student standing for election.
- 9.1.6 The Election Appeals Committee must:
 - 9.1.6.1 act in a lawful, reasonable and procedurally fair manner; and
 - 9.1.6.2 receive, consider and determine any appeal against a decision of the Electoral Commission.

- 9.1.7 The Election Appeals Committee may summon any person to make written submissions, or appear before it to give evidence.
- 9.1.8 Appeals must proceed in the following manner:
- 9.1.8.1 Appeals must be submitted to the Election Appeals Committee in writing within 24 hours of the publication of an Electoral Commission's decision.
 - 9.1.8.2 The Committee must acknowledge all appeals within 48 hours.
 - 9.1.8.3 The appellant should submit all supporting evidence with the appeal.
 - 9.1.8.4 Parties to the appeal will be given the opportunity to respond.
 - 9.1.8.5 The Committee must adjudicate the appeal within FIVE days.
 - 9.1.8.6 The Committee must inform all interested parties of its decision, and must publish its decision within TWO days.

SCHEDULE C: FUNCTIONS AND RESPONSIBILITIES OF OFFICE BEARERS

In the event of an inconsistency between the provisions of this Schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

1. PRESIDENT

The SRC President shall:

- 1.1 preside at all SRC meetings, mass meetings and at SRC Executive committee meetings;
- 1.2 be responsible for the overall co-ordination of the duties and functions of SRC members;
- 1.3 represent students in Council, Senate, Institutional Forum (IF) and institutional meetings;
- 1.4 represent the SRC and the student community at the highest level in decision-making with CUT Management;
- 1.5 be responsible for issuing guidance in the formulation of policies and principles of the SRC;
- 1.6 together with the Finance Officer and the Sabbatical/Secretary-General, be responsible for the preparation of the costing for the SRC programme of action (PoA), and shall be responsible for submission of same to the Student Development Officer.

2 DEPUTY PRESIDENT

The Deputy President shall:

- 2.1 preside at all SRC meetings, mass meetings and SRC Executive Committee meetings in the absence of the President;
- 2.2 co-ordinate the constitutional and policy development process for the SRC;
- 2.3 lobby relevant stakeholders for the establishment of exchange programmes for CUT; and
- 2.4 administer and manage the operational functions of the SRC.

3 SABBATICAL/SECRETARY-GENERAL

The Sabbatical/Secretary-General shall:

- 3.1 be responsible for the day-to-day running of the SRC;
- 3.2 be responsible for circulating all important information, notices and agendas of all meetings;
- 3.3 keep records of all proceedings of the meetings of the SRC, and ensure that the minutes of the meetings are circulated to the Office of the Registrar for safekeeping;
- 3.4 liaise between the administrative section of all departments and both campuses of the SRC;
- 3.5 be the convener of, and circulate notices and agendas of the Student Parliament;

- 3.6 compile SRC progress reports;
- 3.7 represent the SRC in Council, IF and Senate meetings; and
- 3.8 together with the Finance Officer and the President, be responsible for the preparation of the costing for the SRC PoA, and shall be responsible for submission of same to the Student Development Officer.

4 FINANCE OFFICER

The Finance Officer shall:

- 4.1 be responsible and accountable for the finances of the SRC;
- 4.2 keep record of all financial transactions;
- 4.3 co-ordinate the compilation and submission of budgets of all CUT student organisations and associations to the Student Development Officer;
- 4.4 together with the President and the Sabbatical/Secretary-General, ensure that all financial transactions of the SRC, organisations and associations conform to the financial rules, policies and procedures of CUT;
- 4.5 be responsible for raising funds for the general activities and special projects of the SRC, in line with CUT policies;
- 4.6 together with the Finance Officer and the President, be responsible for the preparation of the costing for the SRC PoA, and shall be responsible for submission of same to the Student Development Officer; and
- 4.7 present a financial report to the Student Parliament, Council and the SRC, whenever required, provided that he/she is given at least SEVEN working days to do so.

5 ACADEMIC AND TRANSFORMATION OFFICER

The Academic and Transformation Officer (Welkom campus) and the Academic Officer (Bloemfontein campus) shall:

- 5.1 be a representative of the student body and the SRC at Senate;
- 5.2 co-ordinate all transformation-related matters/issues;
- 5.3 participate in curriculum development and quality assurance activities at CUT in order to ensure that the appropriate curriculum matters are addressed to the benefit of the student body;
- 5.4 ensure prevalence of quality platforms for teaching and learning;
- 5.5 submit a quarterly report to the SRC; and
- 5.6 attend meetings of Senate, the IF and all other related structures.

6 CONSTITUTION AND LEGAL AFFAIRS OFFICER

The Constitution and Legal Affairs Officer shall:

- 6.1 co-ordinate institutional workshops on CUT policies and statutes;
- 6.2 have a seat in Senate and IF meetings;
- 6.3 be the legal advisor to the SRC, Local Students' Representative Council (LSRC) and the student populace at large;
- 6.4 together with the incumbent of the other campus, form a panel of arbitration that resolves all internal SRC and LSRC disputes, and shall chair the proceedings thereof;
- 6.5 together with the campuses' Deputy Presidents, organise the institutional Student Parliament and the Constitutional Summit;
- 6.6 have a seat at disciplinary proceedings taken against any student;
- 6.7 promote the SRC Terms of Reference, and the values and principles underlying it, to the student body; and
- 6.8 promote the Code of Conduct of the SRC, as provided for in “**Schedule A**”, amongst SRC members.

7 SPORTS AND CULTURE OFFICER

The Sports and Culture Officer shall:

- 7.1 liaise with relevant stakeholders;
- 7.2 be responsible for the promotion and development of sports and culture;
- 7.3 organise programmes aimed at uniting students through sports and culture;
- 7.4 organise recreational events and activities of CUT; and
- 7.5 prepare and submit monthly reports to the Sabbatical/Secretary-General.

8 PUBLIC RELATIONS OFFICER

The Public Relations Officer shall:

- 8.1 be responsible for the public relations of the SRC, ensuring that the SRC cultivates and projects a positive image;
- 8.2 co-ordinate the production of all SRC publications and notices, in any form of communication, with the approval of the Student Development Officer;
- 8.3 create awareness within CUT about any campaigns; and
- 8.4 prepare and submit monthly reports to the Sabbatical/Secretary-General.

9 RESIDENCE AND ACCOMMODATION OFFICER

The Residence and Accommodation Officer shall:

- 9.1 ensure efficient communication with the Residence and Accommodation Forum in respect of matters relating to residences and accommodation;
- 9.2 ensure that the Terms of Reference of the Student Residence and Accommodation Forum, as provided for in “**Schedule F**”, is adhered to; and
- 9.3 prepare and submit monthly reports to the Sabbatical/Secretary-General.

10 HEALTH AND WELFARE OFFICER

The Health and Welfare Officer shall:

- 10.1 promote the health and welfare of the students;
- 10.2 investigate and attend to matters that relate to the health and welfare of the student community;
- 10.3 represent the SRC in all matters relating to safety, security and accessibility of buildings to physically challenged students; and
- 10.4 prepare and submit monthly reports to the Sabbatical/Secretary-General.

11 PROJECT AND CAMPAIGNS OFFICER

The Project and Campaigns Officer shall:

- 11.1 co-ordinate all projects of the SRC;
- 11.2 create awareness within the student community about SRC campaigns on campus;
- 11.3 identify community projects to be initiated and supported by the SRC;
- 11.4 in conjunction with the Finance Officer, raise funds for projects of the SRC;
- 11.5 co-ordinate projects that are aimed at building capacity and developing students; and
- 11.6 prepare and submit monthly reports to the Sabbatical/Secretary-General.

12 STUDENT AFFAIRS OFFICER

The Student Affairs Officer shall:

- 12.1 inform students about membership to registered student associations (i.e. cultural, academic, sports etc.);
- 12.2 receive registered student associations’ annual applications for affiliation to the SRC;

- 12.3 establish a Chairpersons' Committee of all registered student associations;
- 12.4 keep record of all relevant information concerning all registered student associations, societies and organisations affiliated to the SRC;
- 12.5 co-ordinate the affiliation to the SRC of any newly registered student association, society or organisation on campus, according to SRC policy; and
- 12.6 organise leadership training for registered student associations, organisations and structures.

13 EQUITY AND DIVERSITY OFFICER

The Equity and Diversity officer shall:

- 13.1 ensure non-discriminatory practices in the SRC, its committees and societies, and on campus in general;
- 13.2 play a transformational role within CUT;
- 13.3 organise seminars and conferences to educate students on equity/diversity-related matters; and
- 13.4 liaise with gender organisations locally, provincially and nationally.

SCHEDULE D: TERMS OF REFERENCE OF THE STUDENT PARLIAMENT

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

STUDENT PARLIAMENT

1 PREAMBLE

- 1.1 The disregard and contempt for human rights have resulted in barbarous acts, which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech, belief, conscience and freedom from fear, and want has been proclaimed as the highest aspiration of the common people.
- 1.2 Recalling that the Constitution of the Republic of South Africa asserts the principle of non-discrimination based on gender, disability and race.
- 1.3 In honour and respect of the stalwarts who fought for the liberation of this country, to the demise of the unjust Apartheid system, we therefore uphold and maintain the democratic norms and values that underpin an open and democratic society based on freedom, equality and humanity dignity.
- 1.4 We, as the Student Parliament of CUT, are committed to the attainment of the aforementioned ideals, and maintain the democratic norms and values that underpin an open and democratic society based on freedom, equity and human dignity.

2 PURPOSE OF THE STUDENT PARLIAMENT

- 2.1 The Student Parliament shall:
 - 2.1.1 function as a subsidiary body to the SRC, where such functions are reconcilable with the SRC Terms of Reference;
 - 2.1.2 advise on policy matters, and assist in the implementation of such policies through the SRC;
 - 2.1.3 be the body to which affiliated student organisations/clubs/societies and House Committees report quarterly;
 - 2.1.4 disseminate information from students to Management, and from Management to students;
 - 2.1.5 establish standing committees and commissions for investigation and enquiries that directly reside under the SRC, and submit annual and final reports in this regard;
 - 2.1.6 be the body that determines students' needs, and gives direction to student life on campus, through the SRC; and
 - 2.1.7 debate recommendations made by the SRC to the Student Services Council (SSC).

3 COMPOSITION AND ELECTION OF THE STUDENT PARLIAMENT

3.1 The Student Parliament shall consist of:

3.1.1 Speaker;

3.1.2 Deputy Speaker;

3.1.3 Convener;

3.1.4 Deputy Convener;

3.1.5 Sabbatical/Secretary-General at the host campus;

3.1.6 ONE representative from the Residence and Accommodation Forum;

3.1.7 student organisation (ONE per affiliate);

3.1.8 SRC; and

3.1.9 ONE representative of the Alumni Association.

3.2 The election of the Speaker, Deputy Speaker, Convener and Deputy Convener shall take place at the first sitting, where the SRC will determine and facilitate the procedure for the said elections.

4 DUTIES/RESPONSIBILITY AND POWERS OF CABINET

4.1 The cabinet shall:

4.1.1 ensure the implementation of the resolutions taken in the Student Parliament, through the SRC President and Sabbatical/Secretary-General;

4.1.2 through the SRC, make representation to the Student Services Council;

4.1.3 scrutinise and discuss the registered student associations, societies and organisations, as well as the proposed budget, before being forwarded to the SRC; and

4.1.4 be an advisory structure to the SRC Executive, for purposes of developing a Parliament Programme.

5 DUTIES OF STUDENT PARLIAMENT OFFICE BEARERS

5.1 **The Speaker shall:**

5.1.1 preside and chair the Parliament meeting and the Cabinet;

5.1.2 convene special sittings of the parliament in consultation with the convener, the Cabinet and the SRC;

5.1.3 be responsible for ensuring that Cabinet is accountable to Parliament;

- 5.1.4 account to the Cabinet;
- 5.1.5 have the discretionary powers to decide whether the motion passed should form part of the agenda in sitting; and
- 5.1.6 in consultation with the Deputy President, be able to convene the meeting.

5.2 The Deputy Speaker shall:

- 5.2.1 preside over Parliament and Cabinet meetings in the absence of the Speaker;
- 5.2.2 enforce discipline; and
- 5.2.3 oversee the operations and functionality of standing committees.

5.3 The Convener shall:

- 5.3.1 communicate with all affiliates;
- 5.3.2 convene the Student Parliament, as directed by Cabinet; and
- 5.3.3 inform the Deputy Speaker of ill-disciplined behaviour with regard to affiliates.

5.4 The Deputy Convener shall:

- 5.4.1 take over the role and responsibilities of the Convener in the absence of the Convener.

5.5 The Secretary shall:

- 5.5.1 act as the administrative head of the Parliament;
- 5.5.2 be responsible for circulating all important information, notices and agendas of all meetings;
- 5.5.3 keep records of all proceedings of the meetings of the SRC, and ensure that the minutes of the meetings are circulated to the Office of the Registrar for safekeeping;
- 5.5.4 be the convener, and circulate notices and agendas of Student Parliament;
- 5.5.5 compile SRC progress reports; and
- 5.5.6 represent the SRC in Council, Institutional Forum (IF) and Senate meetings.

6 DUTIES/RESPONSIBILITIES OF STUDENT PARLIAMENT

The Student Parliament shall:

- 6.1 give general guidance to the SRC;
- 6.2 contribute to the formulation of student policies and the SRC;

- 6.3 protect the rights of students, and expose any form of student exploitation;
- 6.4 encourage the interests, awareness and participation of CUT in community development, social upliftment, research and projects;
- 6.5 promote the democratic participation of students in CUT governance structures;
- 6.6 promote the accountability of the student leadership to students and to the broader community; and
- 6.7 provide a forum for exchange of information and ideas in order to promote unity and solidarity amongst students, and achieve this by facilitating communication and co-operation, liaison and good relations amongst affiliates.

7 MEETING PROCEDURES

- 7.1 The Student Parliament should hold a sitting at least once per semester, unless there are pressing matters that may require the SRC to seek advice from Parliament, which should be approved by the Registrar.
- 7.2 If after 30 minutes of the set time for the start of the meeting, a quorum is not met, the meeting will be postponed.
- 7.3 If there is a need for a special sitting, the Secretary of the Student Parliament, together with the SRC Sabbatical/Secretary-General, must issue notices SEVEN days before the said date and time of the meeting.
- 7.4 Any member in good standing of the Student Parliament may call an extraordinary meeting, provided that one-third of the Student Parliament members have consented to the requested meeting by signing the request form.
- 7.5 The request for such a meeting must be in writing, stating the items to be discussed, and the date and time of the meeting.
- 7.6 The SRC Sabbatical/Secretary-General will issue a notice 14 days prior a normal sitting of the Student Parliament.
- 7.7 The meetings must be consistent with the Standing Rules of Order.

8 MINUTES

All the minutes of Student Parliament sittings should be made available within 14 days after the date of the sitting.

9 QUORUMS

A quorum of Student Parliament shall be 50% (FIFTY PER CENT) + ONE of the recognised student organisations for the relevant academic year.

10 TERMS OF OFFICE

The term of office of Student Parliament members shall be ONE academic year.

11 TERMINATION OF MEMBERSHIP OF STUDENT PARLIAMENT

- 11.1 When a student organisation ceases to exist, or is not legitimately affiliated and/or recognised by the SRC, and confirmed by CUT.
- 11.2 When an individual voluntarily terminates his/her membership.
- 11.3 When a student organisation recalls the member from the Student Parliament.
- 11.4 Subject to disciplinary decision in the case of misconduct within such a student organisation, or the internal process of disciplinary measures by CUT.

12 LINE OF REPORTING

The SRC and the Cabinet shall provide the Student Parliament with a quarterly report on all their activities.

13 ELECTIONS

- 13.1 The Cabinet shall be elected by a TWO-THIRDS/67% (SIXTY-SEVEN PER CENT) majority of Student Parliament sitting amongst its members.
- 13.2 The Cabinet shall be elected by the show of hands at the first sitting of the Student Parliament.
- 13.3 The President of the SRC shall preside over the election of the Cabinet.

14 FUNDING

The activities of the Student Parliament will be funded from the budget of the SRC.

15 AMENDMENTS TO THE TERMS OF REFERENCE

- 15.1 After consultation with the Student Parliament, the Registrar of CUT refers the Terms of Reference to the CUT Council for approval.
- 15.2 The Student Parliament Terms of Reference will be reviewed after every FIVE years, at the consent of the Registrar of CUT, or earlier by way of notice to the Registrar, informing him/her of the need for premature review.

SCHEDULE E: CODE OF CONDUCT FOR STUDENT PARLIAMENT

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

STANDING ORDERS FOR MEETINGS OF THE CUT STUDENT PARLIAMENT

1. INTERPRETATION

It is the intention of CUT that all gatherings that involve CUT stakeholders are managed effectively, efficiently and orderly. The adoption of the Standing Orders is to ensure that there is free, open and equal debate, and that such is to be interpreted in that spirit.

2 CONDUCT

A Parliamentarian shall always address the Speaker or his/her deputy of the Parliament, who will act as the Chairperson of the Parliament sessions, and who shall remain objective and impartial.

- 2.1 Subject only to a challenge, as provided in the CUT Standing Orders, rigorous engagement shall be encouraged. However, based on time limitations and objective reality, the Speaker's ruling on any question shall be final.
- 2.2 The Speaker shall facilitate and ensure that the meeting is in order, and that remarks are relevant to the question under debate.
- 2.3 If any member of the Parliament causes a disturbance, the Speaker may record the offender's name in the minutes. If that member persists, he/she shall be expelled from that sitting, and may not return until an apology to the satisfaction of the Parliament has been given in writing.

3 MEETINGS AND PROCEDURES AT MEETINGS

- 3.1 At least TWO meetings per year in total should be convened, where ONE will be held at each campus (Bloemfontein and Welkom).
- 3.2 Decisions are taken on a consensus basis. If a 100% (ONE HUNDRED PER CENT) consensus cannot be obtained after the matter has been referred to specific commission, a TWO-THIRDS/67% (SIXTY-SEVEN PER CENT) consensus of those representatives present will be sufficient.
- 3.3 Caucus is allowed for a maximum of 15 minutes per request.
- 3.4 The Parliament can postpone a discussion on a specific matter, or refer points of conflict or disputes to a Portfolio Committee, rather than allow a debate to go on for too long.
- 3.5 Personal and unfounded statements against a member are prohibited.
- 3.6 The duty of the Speaker is to ensure that Parliamentarians are protected from personal attacks and verbal abuse by other representatives.
- 3.7 Agendas should be circulated at least FIVE working days before a meeting.

- 3.8 Items on the agenda may be supported by documents explaining the matters.
- 3.9 Draft minutes of the Parliament meetings shall be made available to all participants as soon as possible, for them to report back to their constituencies.
- 3.10 Normal meeting procedures must be adhered to, namely:
- 3.10.1 opening and welcome;
 - 3.10.2 attendance;
 - 3.10.3 determining of the agenda;
 - 3.10.4 minutes of the previous session;
 - 3.10.5 matters arising from the minutes;
 - 3.10.6 new business;
 - 3.10.7 report by the SRC President, if any;
 - 3.10.8 reports from portfolio committees, if any; and
 - 3.10.9 closure.
- 3.11 The agenda of the Parliament shall be closed SEVEN days prior to the date of the meeting, and memorandums may be handed in to the Speaker, whenever necessary.

4 MOTIONS AND AMENDMENTS

- 4.1 A motion shall be ruled out of order if it:
- 4.1.1 seeks to rescind any policy adopted by the higher body;
 - 4.1.2 seeks to commit the SRC or Student Parliament, CUT Management and its staff to commit an illegal act, or seeks to commit the SRC or CUT resources to an illegal act; or
 - 4.1.3 seeks to amend the Terms of Reference, or is in contravention of the terms of the Terms of Reference, unless it is a Constitutional amendment submitted in accordance with the Standing Orders.
- 4.2 An amendment shall be ruled out of order if it:
- 4.2.1 seeks to discuss a motion or amendment already decided on in that meeting, unless the matter agreed upon lacked additional information; or
 - 4.2.2 is not on the same subject as the motion it seeks to amend.
- 4.3 The proposer may withdraw a motion or amendment, but it shall then be open to the seconder or other member to propose that motion, provided that it is done immediately after such withdrawal.

- 4.4 The following time is allowed per speech on ordinary motions:
- 4.4.1 original motion proposer eligible to speak for FOUR minutes;
 - 4.4.2 first speaker in opposition eligible to speak for FOUR minutes;
 - 4.4.3 seconder eligible to speak for THREE minutes;
 - 4.4.4 second speaker in opposition eligible to speak for THREE minutes; and
 - 4.4.5 no organisation will be afforded more than THREE speaking turns per tabled motion.
- 4.5 The Speaker may, at his/her discretion, allow another round of discussion, until such time that a decision or ruling is made.
- 4.6 No item shall be discussed for more than ONE hour.
- 4.7 If an amendment is accepted by the proposer of the original motion, it shall be included in the original motion, and a further round of discussion against the motion shall be heard.
- 4.8 If an amendment is not accepted by the proposer of the original motion, the order and maximum duration of speeches on the amendment shall be as for the original motion.
- 4.9 No amendment shall be discussed for more than ONE hour, and if no compromise is reached, the matter will then be referred to the relevant portfolio committee for further discussion.
- 4.10 If no decision is reached after recommendations from the relevant portfolio committee(s) have been discussed, the matter will be put to vote.

5 VOTING

- 5.1 Each member shall have ONE vote.
- 5.2 Members shall exercise the right to vote in person only.
- 5.3 If there are an equal number of votes both for and against a motion, the Speaker shall exercise the casting role. The Speaker shall otherwise not vote.

6 PROCEDURAL VOTING

- 6.1 Except during voting, a member may raise a point of order by raising a hand and calling order. The Speaker shall immediately hear the point of order and rule on it. Points of order may be raised on the following topics (not in order of precedence):
- 6.1.1 call of quorum;
 - 6.1.2 challenge of the Speaker's ruling;
 - 6.1.3 assertion that the matter under question contravenes the Terms of Reference;
 - 6.1.4 clarification from or through the Speaker; and

- 6.1.5 procedural motions.
- 6.2 A challenge to the Speaker's ruling shall be raised only on the grounds that it contravenes the Terms of Reference.
- 6.3 When a challenge to the Speaker's ruling(s) is made, the Speaker shall relinquish the chair, and the Deputy Speaker shall take over. The proposer of the challenge and the Speaker shall briefly state their cases, and the procedural motion shall then be put to the vote. It shall require a simple majority to be passed.
- 6.4 Unless the Speaker considers it an infringement of reasonable debate, a member may move a procedural motion as a point of order. Should there be any objection, the proposer and the objector shall briefly state their cases, and the procedural motion shall then be put to the vote. It shall require a simple majority to be passed.
- 6.5 Procedural motions may be proposed on the following topics (not in order of precedence), and it may be raised that:
- 6.5.1 the question be taken in parts;
 - 6.5.2 the question now be put;
 - 6.5.3 the number and duration of speeches be reduced;
 - 6.5.4 the question be held over to a later meeting;
 - 6.5.5 the question be referred to a committee for an examination and report;
 - 6.5.6 the question be referred back to a committee for re-examination;
 - 6.5.7 the question not be put; or
 - 6.5.8 the meeting be adjourned temporarily.
- 6.6 If the meeting resolves that the question now be put, the proposer shall sum up, and the question shall immediately be put to the vote.

SCHEDULE F: TERMS OF REFERENCE OF THE CUT FACULTY STUDENT REPRESENTATIVE STRUCTURES AND FORUM

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

DEFINITIONS

- “Class Representative”:** A registered CUT student who has been duly elected by his/her respective class to act as their representative liaison with the respective department and the SRC.
- “Faculty Representative”:** A registered CUT student who has been duly elected by his/her fellow Class Representatives to act as their representative and liaison with their respective faculty and the SRC.
- “Forum”:** Student Representative Forum.
- “Faculty Forum member”:** A registered CUT student who has been duly elected to act as students’ representative with relevant CUT academic structures and the SRC.

1. PREAMBLE

- 1.1 CUT is committed to the principle of transparency and full participation of its students in the management and decision-making processes of the institution.
- 1.2 In order to uphold the mission and objectives of CUT, a Student Academic Affairs Working Group has been established, which enables students to participate in the management and decision-making processes that govern the academic process.
- 1.3 It is envisaged that faculty academic representative structures will serve to promote and encourage student participation at the levels of programmes, departments and faculties. It shall remain political at all times, and its link will be with academic structures.

2. OBJECTIVES

- 2.1 The objectives of the Terms of Reference is to ensure that:
- 2.1.1 the faculty and class representative structures are clearly and unambiguously defined;
- 2.1.2 the roles, duties and functions of the Faculty and Class Representatives are defined in a practical and unambiguous manner; and
- 2.1.3 the Faculty and Class Representatives are aware of the academic rights that are held by all students.

3. CLASS REPRESENTATIVES STRUCTURE

- 3.1 Every class shall elect a minimum of ONE Class Representative.
- 3.2 A Class Representative is to be elected within the first TWO weeks after the commencement of the course.
- 3.3 The electoral process is to be conducted by the Faculty Administrator or Faculty Officer or his/her nominee.
- 3.4 The electoral process shall run as follows:
- 3.4.1 the floor shall be opened for nominations;
- 3.4.2 a nominee shall either accept or decline the nomination;
- 3.4.3 the nominees shall be afforded the opportunity to present a short motivational speech to the class; and
- 3.4.4 the nominees are to leave the room while the class casts their votes by a show of hands.
- 3.5 The SRC Academic Officer/Education and Transformation Officer/Education and Transformation Officer shall allow students a period of ONE week after the elections in which to lodge any complaints with regards to any procedural irregularities pertaining to the elections.
- 3.6 In the event of a vacancy of a Class Representative, the candidate who secured the second-highest number of votes during the election process will be appointed to fill the vacancy, provided that such a candidate accepts the appointment.
- 3.7 In the event that the candidate who secured the second-highest number of votes is, for whatever reason, unable to occupy such a position, the person who secured the third-highest number of votes will be appointed to fill the vacancy, provided that he/she accepts the appointment.
- 3.8 In the event that no candidate, as stated in paragraphs 3.6 and 3.7 above, is available to fill the vacancy, the electoral process in paragraph 3.4 above shall apply.
- 3.9 First-year students must obtain a 60% (SIXTY PER CENT) pass rate in the June main assessment for the subjects for which they are enrolled in order to retain their status as Class Representative. Senior students are to be assessed on their results of the previous academic year or semester.
- 3.10 **Roles, powers and duties of a Class Representative**
- 3.10.1 A Class Representative must be afforded the respect that comes from being a democratically elected representative.
- 3.10.2 Class Representatives must:
- 3.10.2.1 facilitate the efficient communication of their respective class' concerns to the lecturer, or the Faculty Administrator or Faculty Officer;
- 3.10.2.2 actively participate in dispute resolutions between their class and the relevant department;

- 3.10.2.3 effectively communicate to their class any information from the SRC, as directed by the SRC Academic Officer/Education and Transformation Officer;
 - 3.10.2.4 meet with their current lecturer regularly to maintain lines of communication, and to convey any class-related matters or concerns;
 - 3.10.2.5 patiently and equitably listen to any complaints or concerns relayed to them by their class;
 - 3.10.2.6 serve as a first-class role model for their fellow classmates, and thus must uphold the highest level of studiousness and behaviour; and
 - 3.10.2.7 follow all reasonable directives promulgated by the SRC Academic Officer/Education and Transformation Officer.
- 3.10.3 Class Representatives may:
- 3.10.3.1 put forward suggestions as to the conduct and structure of their lectures and courses;
 - 3.10.3.2 submit class objections, complaints and suggestions regarding academic resource material;
 - 3.10.3.3 call a meeting of their classmates to facilitate discussion regarding class, course or academic matters; and
 - 3.10.3.4 collaborate with lecturers and support staff to ensure a conducive learning environment, maximum tranquillity, cleanliness and discipline in their faculty buildings through their colleagues.

3.11 **Term of office**

A Class Representative's tenure is for the period of an academic year.

3.12 **Meetings**

- 3.12.1 The SRC Academic Officer/Education and Transformation Officer shall facilitate a general meeting of the Class Representatives once per semester.
- 3.12.2 The SRC Academic Officer/Education and Transformation Officer may call a meeting of Class Representatives whenever necessary.
- 3.12.3 A quorum for a general or special meeting shall be 50% (FIFTY PER CENT) plus ONE.
- 3.12.4 All general and special meetings shall have an agenda. All records of the agendas shall be kept, and copies of these records are to be furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.
- 3.12.5 Minutes of all general and special meetings are to be taken by an elected member of the meeting, and copies of these records herein are also to be kept and furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.

4. FACULTY REPRESENTATIVE STRUCTURE

- 4.1 TWO Faculty Representatives for each faculty shall be elected from amongst the Class Representatives.
- 4.1.1 The Faculty Representatives are to be elected at the first meeting of the Class Representatives.
- 4.1.2 The electoral process is to be conducted by the SRC Academic Officer/Education and Transformation Officer (ex officio), in conjunction with the SRC Sabbatical/Secretary-General, in the presence of the relevant Head of Department (HoD) or anyone delegated by the HoD to carry out the task in his/her absence.
- 4.1.3 Any Class Representative is eligible to run for the position of Faculty Representative for their respective faculty.
- 4.1.4 The electoral process shall run as follows:
- 4.1.4.1 the floor shall be opened for nominations;
- 4.1.4.2 a nominee shall either accept or decline the nomination;
- 4.1.4.3 the nominees shall be afforded the opportunity to present a short motivational speech to the class; and
- 4.1.4.4 the nominees are to leave the room while the Class Representatives cast their votes by a show of hands.
- 4.1.5 The SRC Academic Officer/Education and Transformation Officer shall allow Class Representatives a period of ONE week after the elections in which to lodge any complaints with regards to any procedural irregularities pertaining to the elections.
- 4.2 In the event of a vacancy of a Faculty Representative, the candidate who secured the second-highest number of votes during the election process will be appointed to fill the vacancy, provided that such a candidate accepts the appointment.
- 4.3 In the event that the candidate who secured the second-highest number of votes is, for whatever reason, unable to occupy such a position, the person who secured the third-highest number of votes will be appointed to fill the vacancy, provided that he/she accepts the appointment.
- 4.4 In the event that no candidate, as stated in paragraphs 4.2 and 4.3 above, is available to fill the vacancy, the electoral process in paragraph 4.1.4 above shall apply.
- 4.5 **Roles, powers and duties of a Faculty Representative**
- 4.5.1 A Faculty Representative must be afforded the respect and value that comes from being a democratically elected student representative.
- 4.5.2 Faculty Representatives must:
- 4.5.2.1 conduct themselves in accordance with the Code of Conduct for Students;
- 4.5.2.2 facilitate a meeting of the Class Representatives in their respective faculties once a term

- 4.5.2.3 patiently and equitably listen to any complaints or concerns relayed to them by the Class Representatives;
 - 4.5.2.4 effectively communicate any concerns, complaints and suggestions from the Class Representatives to the relevant faculty; and
 - 4.5.2.5 facilitate efficient communication of their respective class concerns to HoDs and the relevant Faculty Dean.
- 4.5.3 A Faculty Representative shall be a full sitting member of the Faculty Board of the respective faculty.

4.6 **Term of office**

A Faculty Representative's tenure is to be for a period of ONE academic year.

4.7 **Meetings**

- 4.7.1 The SRC Academic Officer/Education and Transformation Officer shall facilitate a general meeting of the Faculty Representatives once a month.
- 4.7.2 The SRC Academic Officer/Education and Transformation Officer may call a meeting of Faculty Representatives whenever necessary.
- 4.7.3 A quorum for a general or special meeting shall be 50% (FIFTY PER CENT) plus ONE.
- 4.7.4 All general and special meetings shall have an agenda. All records of the agendas shall be kept, and copies of these records are to be furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.
- 4.7.5 Minutes of all general and special meetings are to be taken by an elected member of the meeting, and copies of these records herein are also to be kept and furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.

5. **Faculty Student Representative Forum**

- 5.1 The Forum shall consist of ONE representative per faculty, elected from amongst Faculty Representatives.
 - 5.1.1 Within TWO weeks of the announcement of the SRC election results, the Academic Officer of the SRC shall convene the Faculty Representatives meeting to declare the Faculty Student Representative Forum duly constituted.
 - 5.1.2 At its first duly constituted meeting, the Forum shall elect a Chairperson from amongst its members, which Chairperson will become the SRC Academic Officer (in the case of the Bloemfontein campus) or the SRC Education and Transformation Officer (in the case of the Welkom campus).

5.2 **Roles, powers and functions of the Faculty Student Representative Forum**

- 5.2.1 The Forum shall be responsible for effective and efficient handling of academically related student faculty affairs, and as such shall be regarded as competent.

- 5.2.2 The Forum shall discuss specific teaching and learning matters that have a bearing on students' academic performance, and general faculty affairs.
- 5.2.3 Initiate such activities throughout each year as deemed necessary and feasible to create a conducive teaching and learning environment throughout faculties.
- 5.2.4 In consultation with the SRC, submit recommendations to the Student Academic Affairs Working Group and/or any other relevant CUT body for consideration.

6. TERM OF OFFICE

The term of office of Forum members shall be ONE academic year.

7. MEETINGS

- 7.1 The SRC Academic Officer/Education and Transformation Officer shall convene general meetings of the Forum.
- 7.2 The SRC Academic Officer/Education and Transformation Officer shall convene a special Forum meeting whenever necessary.
- 7.8 A quorum for a general or special meeting shall be 50% (FIFTY PER CENT) plus ONE.
- 7.9 All general and special meetings shall have an agenda. All records of the agendas shall be kept, and copies of these records are to be furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.
- 7.10 Minutes of all general and special meetings are to be taken by an elected member of the meeting, and copies of these records herein are also to be kept and furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.

8. AMENDMENT OF THE TERMS OF REFERENCE

An amendment or addition to the Terms of Reference must be accepted by at least a TWO-THIRDS/67% (SIXTY-SEVEN PER CENT) majority of the members present at a general meeting.

9. ACCOUNTABILITY

The Faculty Student Representative Forum and structures are accountable to the SRC through the Office of the SRC Academic Officer.

10. RELATED DOCUMENTS

- 10.1 SRC Terms of Reference;
- 10.2 Code of Conduct for Students (Chapter 11 of the CUT Calendar, as amended from time to time); and
- 10.3 Terms of Reference of the Student Academic Affairs Working Group.

SCHEDULE G: TERMS OF REFERENCE OF THE CUT STUDENT RESIDENCES AND ACCOMMODATION FORUM

In the event of an inconsistency between the provisions of this Schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

DEFINITIONS

“Residences and Accommodation Forum”: The Student Residences and Accommodation Forum of CUT.

“Forum”: The Student Residences and Accommodation Forum of CUT.

“Student Residences and Accommodation Forum member”: A registered CUT student who has been duly elected by his/her respective residence to act as their representative in the Forum to represent the residence’s mandate.

“SRC Residences and Accommodation Officer”: A registered CUT student who has been duly elected by his/her fellow Housing Members to act as their representative and liaison with the SRC.

“AMR”: Assistant Manager: Residences at CUT.

1. INTRODUCTION

CUT is committed to the principle of transparency and full participation of its students in the management and decision-making processes of the institution.

In order to uphold the mission and objectives of CUT, a Student Services Council is established through which students may participate in the management and decision-making processes that promote good governance in the residences.

It is envisaged that the Residences and Accommodation Forum will serve to promote and encourage student participation at the levels of general residence matters. The Forum shall remain apolitical at all times, and shall be accountable to the SRC.

2 OBJECTIVES

The objectives of the Terms of Reference are to ensure that:

- 2.1 the Residences and Accommodation Forum structure is clearly and unambiguously defined;
- 2.2 the roles, duties and functions of the Residences and Accommodation Forum members are defined in a practical and unambiguous manner; and
- 2.3 the Residences and Accommodation Forum members are aware of the rights that are to be enjoyed by all residence students.

3 COMPOSITION OF STUDENT RESIDENCES AND ACCOMMODATION FORUM

Every residence shall elect TWO Student Residences and Accommodation Housing Forum members as follows:

- 3.1 Huis Technikon shall have TWO members;
- 3.2 Eendrag shall have TWO members;
- 3.3 Gymnos shall have TWO members;
- 3.4 Loggies shall have TWO members;
- 3.5 Welgemoed shall have TWO members;
- 3.6 Mannheim Men shall have TWO members;
- 3.7 Mannheim Ladies shall have TWO members; and
- 3.8 TWO members from each private student residence recognised by CUT.

4 ELECTIONS OF MEMBERS

- 4.1 Residences and Accommodation Forum members are to be elected within the first two weeks after the reopening of the residences for the first quarter.
- 4.2 The electoral process is to be conducted by the Assistant Manager: Residences (AMR) or his/her nominee, in accordance with the provisions of these Terms of Reference.
- 4.3 The electoral process shall run as follows:
 - 4.3.1 the floor shall be opened for nominations;
 - 4.3.2 a nominee shall either accept or decline the nomination; and
 - 4.3.3 the nominees are to leave the room while the residents cast their votes by a show of hands.
- 4.4 The AMR shall allow students a period of one week after the elections in which to lodge any complaints with regards to any procedural irregularities pertaining to the elections.
- 4.5 In the event of a vacancy of a member, the candidate who secured the second-highest number of votes during the election process will be appointed to fill the vacancy, provided that such a candidate accepts the appointment.
- 4.6 In the event that the candidate who secured the second-highest number of votes is unable to occupy such a position, for whatever reason, the person who secured the third-highest number of votes will be appointed to fill the vacancy, provided that he/she accepts the appointment.
- 4.7 In the event that no candidate, as stated in paragraphs 4.2 and 4.3 above, is available to fill the vacancy, the electoral process in paragraph 4.3 above shall apply.

- 4.8 CUT Residences and Accommodation Forum members will eventually elect the Chairperson from within their rank, who will represent the residences in the SRC as Residences and Accommodation Officer.

5 POWERS AND RESPONSIBILITIES

- 5.1 Residences and Accommodation Forum members must be afforded the respect and value that comes from being a democratically elected representative.
- 5.2 Residences and Accommodation Forum members must:
- 5.2.1 facilitate the efficient communication of their respective residences' concerns to the SRC Residences and Accommodation Officer;
 - 5.2.2 effectively communicate to their residents any information from the SRC as directed by the SRC Residences and Accommodation Officer;
 - 5.2.3 patiently and equitably listen to any complaints or concerns relayed to them by their residents;
 - 5.2.4 serve as a first-class role model for their fellow residence members, and thus must uphold the highest level of studiousness and behaviour; and
 - 5.2.5 follow all reasonable directives promulgated by the SRC Residences and Accommodation Office.

6 ADMINISTRATIVE FUNCTIONS

The Student Residences and Accommodation Forum is charged with the effective and equitable administration of residence affairs, and is therefore competent to:

- 6.1 discuss student residence and accommodation matters; and
- 6.2 in consultation with the SRC, submit recommendations to the Student Services Council for consideration.

7. TERM OF OFFICE

- 7.1 The term of office members of the Residences and Accommodation Forum shall ordinarily be a calendar year, beginning in January, and ending in December.
- 7.2 The Chairperson Elect of the incoming Student Residences and Accommodation Forum of CUT shall, within TWO weeks of the constituting of the newly elected Student Residences and Accommodation Forum, meet with the presiding Chairperson to arrange the process by which the handing over of the Student Housing Forum shall take place.

8 MEETINGS

- 8.1 Ordinary meetings of the Student Residences and Accommodation Forum shall be held at least once per term. All members shall attend such meetings.
- 8.2 The Chairperson shall give at least FIVE days' written notice of the date, time and venue of such a meeting, together with an accompanying provisional agenda.

- 8.3 Members shall be granted a reasonable opportunity to put matters on the agenda of the meeting for a period of not less than THREE days before the said meeting.
- 8.4 The Chairperson shall act as Chairperson of the Student Housing Forum meetings, and shall have an ordinary and a casting vote.
- 8.5 The generally accepted rules pertaining to meetings of the SRC shall apply at all Student Residences and Accommodation Forum meetings.
- 8.6 A special meeting shall be held if:
- 8.6.1 the Chairperson calls such meetings; and
- 8.6.2 at least FOUR members submit a written request to the Chairperson for such a meeting, accompanied by a written motivation for consideration at the meeting.
- 8.7 All general and special meetings shall have an agenda.
- 8.8 Notice of the date, time and venue of a special meeting, together with disclosure of the agenda, shall be given at least 24 hours before such a meeting.
- 8.9 A quorum shall be SEVEN members.
- 8.10 In the event of a quorum not being formed, the meetings shall be postponed by the Chairperson to a day within the next FIVE days, and the members then present shall be deemed to be a quorum.
- 8.11 In the event of such a postponement, notice of the date, time and venue of the next meeting shall be given to members at least 24 hours prior to the meeting.
- 8.12 The Student Residences and Accommodation Forum shall ensure that a designated person keep minutes of the proceedings of each meeting of the Forum.
- 8.13 The minutes of a Student Residences and Accommodation Forum meeting shall be submitted to the following ordinary meeting of the Forum, and an attendance register and the supporting documents shall be made available at the reasonable request of any interested party.
- 8.14 Resolutions may only be adopted in respect of matters disclosed on the agenda, provided that other matters may be added to the agenda if there are no objections thereto by any member present.
- 8.15 A resolution shall be adopted by an ordinary majority of votes of the members present.
- 8.16 A resolution adopted at a Residences and Accommodation Forum meeting shall, in consultation with the SRC, be submitted to the Student Services Council for consideration.

9 TERMINATION OF MEMBERSHIP

- 9.1 A person shall cease to be member of the Student Residences and Accommodation Forum if:
- 9.1.1 written notification from the particular residence to that effect has been noted by the forum at its gathering;

- 9.1.2 a person is absent, without a valid excuse, from 3 (THREE) consecutive meetings of the Forum; and
- 9.1.3 a person's Student Accommodation and Residences Forum membership is terminated as a result of disciplinary action taken by a disciplinary committee of CUT.
- 9.2 In the event that the Chairperson's membership is terminated, the remaining members of the Forum shall elect a Chairperson from its own ranks by an ordinary majority of votes in a secret ballot, and the President of the SRC shall preside over the election.

10 AMENDMENT OF THE TERMS OF REFERENCE

The SRC is accountable for the amendment of the Terms of Reference.

11 ACCOUNTABILITY

The Student Residences and Accommodation Forum is accountable to the SRC, through the Office of the SRC Residence Officer.

12 RELATED DOCUMENTS

- 12.1 SRC Terms of Reference;
- 12.2 Code of Conduct for Students; and
- 12.3 Residence Rules.

SCHEDULE H: TERMS OF REFERENCE OF THE CUT SPORTS COUNCIL

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

1. PREAMBLE

Sport plays an important role in student life at CUT. Although it is an accepted fact that not all students have an interest in, or ability to do, sport, they do have the right to expect a service and environment that will allow them to develop their skills and capabilities to their full potential.

It is, however, necessary that an administrative sport structure that represents the various sport environments on campus be formed. This structure will be the consultative and advisory voice of participants, administrators, technical officials and other stakeholders attached to sport at CUT.

The sport representative bodies will, *inter alia*, assist and support the Directorate: Sport and Recreation to achieve its vision and mission, as contained in the Strategic Plan of CUT.

2. VISION

To establish a body that can administer and facilitate all aspects relating to recreational and operational sport at CUT, whilst promoting the accessibility for all CUT students to participate in all forms of sport.

3. MISSION

The mission of the CUT Sports Council shall be in line with that of CUT, as it seeks to recognise, acknowledge, nurture, develop and enhance the wealth of sporting talent resident in CUT students. The CUT Sports Council hopes to represent the interests and aspirations of students participating in both recreational and operational sport at CUT.

4. NAME AND STATUS

- 4.1. The name of the organisation shall be the Central University of Technology, Free State Sports Council (the SC).
- 4.2. The SC shall operate in accordance with these Terms of Reference, the CUT Statute and/or any other rules or policies of CUT.

5. AIMS AND OBJECTIVES

The aims and objectives of the SC are to:

- 5.1. promote maximum representation, transparency and accountability of all sporting codes;
- 5.2. promote academic excellence through sport;
- 5.3. enhance the spirit of healthy competition;
- 5.4. maximise students' participation in sport;
- 5.5. ensure broad participation of students in sport;

- 5.6. foster good relations between CUT and other higher education institutions through sport;
- 5.7. initiate and promote the development of sport within CUT and the surrounding communities;
- 5.8. pursue programmes that are aimed at uplifting sport;
- 5.9. promote a sense of unity and pride amongst members of the CUT community;
- 5.10. market and promote CUT through sport;
- 5.11. utilise sport as a contributing factor in the creation of a CUT culture;
- 5.12. utilise sport as a means to unite students as representatives of CUT, and to develop a sense of belonging amongst the CUT community;
- 5.13. bridge various cultures through sport;
- 5.14. assess the needs of students and the need for sporting codes on a continuous basis;
- 5.15. create opportunities and projects that will enable sportspersons to achieve and fulfil their personal ambitions;
- 5.16. create opportunities for sport participation and performance at local, provincial, national and international level;
- 5.17. assist all eligible CUT students in sport to attend the Universities Sport South Africa (USSA) Week;
- 5.18. advise on all matters pertaining to participation in, and awarding of, colours for representative individuals and/or teams;
- 5.19. assist in determining the criteria for awards in the field of sport;
- 5.20. debate matters of general sport policy that will affect all sportspersons and registered student associations;
- 5.21. provide a wider base for distribution of information about sport within CUT; and
- 5.22. tend to all matters pertaining to the acquisition of sporting facilities at CUT.

6. SPORTS COUNCIL

6.1. COMPOSITION

- 6.1.1. The SC shall be composed as follows:
- 6.1.2. ONE CUT Student Services Council representative;
- 6.1.3. ONE Sports Officer;
- 6.1.4. CUT Sport Manager;

- 6.1.5. THREE CUT Deputy Sport Managers;
- 6.1.6. SRC Sabbatical/Secretary-General; and
- 6.1.7. general Chairpersons of the various recognised sporting codes.

6.2. **OFFICE BEARERS**

- 6.2.1 The SC shall elect individuals from amongst its members to serve as office bearers.
- 6.2.2 The role of the Chairperson shall be served by the CUT Sport Manager.
- 6.2.3 The office bearers elected by the SC shall serve in their respective offices for a term of THREE years.
- 6.2.4 Should there be a vacancy in the SC due to the death, illness, resignation or removal of an office bearer, the SC shall elect another individual from amongst its members to fill the vacant position.

6.3 **POWERS AND DUTIES OF THE SPORTS COUNCIL**

The SC shall have the authority to:

- 6.3.1 raise funds, through legitimate means, subject to CUT's policies, rules and procedures;
- 6.3.2 act as an advisory structure to the Office of the Vice-Chancellor and Principal on matters relating to CUT sport and other related activities;
- 6.3.3 take final decisions on matters falling within its jurisdiction;
- 6.3.4 contribute towards sport publications;
- 6.3.5 serve as an umbrella body for the different CUT sporting codes;
- 6.3.6 promote and implement all provisions contained in these Terms of Reference, the SRC Terms of Reference, the CUT Statute and all other CUT rules and procedures;
- 6.3.7 represent and promote students' participation in sporting activities, and be accountable to students at all times;
- 6.3.8 serve as a channel of formal communication between the different sporting codes and CUT;
- 6.3.9 individually and collectively make itself available to attend to the needs and problems of the sporting codes;
- 6.3.10 draft regulations for the promotion and efficient administration of sport at CUT;
- 6.3.11 monitor administration of the funds allocated to sports administration, and draft regulations for the proper governance of funds that are made available to the SC, or to registered student associations recognised by the SC;

6.3.12 do all such other things that as are consistent with the aims and objectives of these Terms of Reference, subject to all CUT policies; and

6.3.13 have disciplinary powers in respect of any person, registered student association, committee or any other body falling within the ambit of these Terms of Reference or the regulations of the SC.

6.4 **GENERAL MEETINGS AND ANNUAL GENERAL MEETING**

6.4.1 **GENERAL MEETINGS**

6.4.1.1 The meetings of the SC shall be convened at least FOUR times per annum.

6.4.1.2 The meetings shall be attended by members of the SC or any such person invited by the Chairperson.

6.4.1.3 Accurate minutes of all meetings must be kept and provided to members of the SC/Manager of Sport, and, on request, to sporting codes.

6.4.1.4 The minutes of the SC meetings are public documents, and any student or interested party has the right, subject to fair procedural arrangements made by the Chairperson of the SC, to inspect the ratified minutes of all previous meetings of the SC.

6.4.1.5 The quorum for any meetings of the SC shall be 50% (FIFTY PER CENT) plus ONE. If the required quorum is not present at the beginning of a meeting, the Chairperson shall adjourn the meeting for not more than 30 minutes. In the event that the quorum is still not present at the reconvening time, the meeting shall proceed, provided that ONE-THIRD of its members are present at the meeting.

6.4.1.6 Once a meeting has been declared quorated, it remains quorated, even if representatives leave during the course of the meeting.

6.4.1.7 All decisions of the SC shall be taken in duly constituted meetings of the SC through consensus, or 50% (FIFTY PER CENT) plus ONE of the members present and voting in the meeting.

6.4.1.8 Voting shall be by show of hands, unless a simple majority of members present in the meetings decide that the voting on all or certain matters should be by secret ballot.

6.4.1.9 The number of votes cast for, against and/or abstentions with respect to a resolution shall be recorded in the minutes.

6.5 **ANNUAL GENERAL MEETING**

6.5.1 The Chairperson of the SC shall convene an Annual General Meeting (**AGM**), by way of notice, and in writing, to all members of the SC at least 30 before the SRC elections.

6.5.2 The SC shall provide each delegate to the AGM with the agenda and the content of the AGM.

- 6.5.3 The Chairpersons of the different sporting codes shall provide the Secretary of the SC with their respective reports, for purposes of the inclusion thereof in the content of the AGM, at least 14 days before the AGM.
- 6.5.4 The AGM shall review and decide on the recommendations made by the SC, sporting codes and individual members of the student community, especially on the policy and direction of CUT sport.

7 FINANCIAL MATTERS

- 7.3 The SC shall under no circumstances whatsoever allow funds to be made available for private use or purchase.
- 7.4 The SC shall not be responsible for debts that clubs incur in respect of sports equipment, outfits or other items, unless the transactions are supported by duly authorised SC order forms.
- 7.5 The Treasurer and Assistant Treasurer will manage club accounts in accordance with the SC and CUT finance regulations.

8 DISCIPLINE

- 8.3 Should any club ignore the provisions of these Terms of Reference or the SC regulations, or act prejudicially to the interests of the SC and other clubs, the SC shall constitute a committee (the “Disciplinary Committee”) within 14 days of receiving written notification thereof, and shall ensure that the affected party is given at least 14 days’ notice of the intended hearing to take place.
- 8.4 In reaching its decision and formulation of its recommendation, the SC may, on recommendation of its Disciplinary Committee, which shall have adhered to the rules and regulations contained in the CUT Calendar, as amended from time to time, withhold funds from a club, withdraw recognition, or suspend such a club from operating during any year, or part thereof.
- 8.5 Any club aggrieved by a decision of the SC in terms of this clause (clause 8) shall have the right to appeal to the Office of the Deputy Registrar: Student Services of CUT, whose decision shall be final.

9 AMENDMENTS TO THE TERMS OF REFERENCE

- 9.3 A notice of motion to amend the Terms of Reference shall be submitted to the Chairperson of the SC in writing, and in sufficient time to enable the Deputy Chairperson to circulate it to all members of the SC at least 14 days before the meeting at which the amendment will be discussed.
- 9.4 Any amendment to these Terms of Reference will come into force when approved by the SC AGM, with the support of at least TWO-THIRDS of its members present and voting.
- 9.5 Notwithstanding the provisions in these Terms of Reference, CUT Council may alter, repeal or suspend any clause of these Terms of Reference.

CHAPTER 18

ACADEMIC DRESS

17.5.1 Purpose/scope of regulations

- (a) The purpose of these rules is to regulate academic dress at the Central University of Technology, Free State (CUT).
- (b) These rules are applicable to office bearers of CUT, as well as academic staff members and persons receiving degrees and diplomas.

17.5.2 Directives for implementing regulations

- a) The Registrar is responsible for the contents and implementation of these rules, as well as the revision of the contents thereof, as appropriate.
- b) These rules, or any amendment or addition thereto, are to be approved by Senate.

17.5.3 Regulations

17.5.3.1 Academic dress of office bearers of CUT

a) Chancellor

An academic gown of black cashmere, with trimming along the edge of each lapel and a square collar of black velvet, edged with a 50mm-wide gold braid. The sleeves are in SC style, while each sleeve has three cross-bands of gold braid, each 50mm wide and positioned against a slightly wider background of black velvet. This gown is worn with a cap in the Utrecht pattern, made of black velvet and decorated with a gold button and gold cords.

b) Vice-Chancellor and Principal

An academic gown of black cashmere, with trimming along the edge of each lapel and a square collar of black velvet, edged with 50mm-wide gold braid. The sleeves are in SC style, while each sleeve has two cross-bands of gold braid, each 50mm wide and positioned against a slightly wider background of black velvet. This gown is worn with a cap in the Utrecht pattern, made of black velvet and decorated with a gold button and gold cords.

c) Deputy Vice-Chancellors

An academic gown of black cashmere, with trimming along the edge of each lapel and a square collar of black velvet, edged with 50mm-wide silver braid. The sleeves are lined with black satin and are gathered in front in a silver cord and button, while each sleeve has one cross-band of silver braid, 50mm wide and positioned against a slightly larger background of black velvet. This gown is worn with a cap in the Utrecht pattern, made of black velvet and decorated with a silver button and silver cords.

d) Executive Directors

A similar academic gown than that worn by the Deputy Vice-Chancellors, but with the trimming along the edge of each lapel in silver and the collar edged with silver braid 10mm wide, while each sleeve is decorated with a silver cord and button. A black velvet cap, undecorated and made according to the Utrecht pattern, accompanies the gown. To be worn at the official opening of CUT and special functions, as deemed necessary.

e) Chairperson of Council

An academic gown of black cashmere, with trimming along the edge of each lapel and a square collar of royal blue, edged with gold braid. The sleeves are lined with blue satin and are gathered in front in a gold cord and button. To be worn at the official opening of CUT and special functions, as deemed necessary.

f) Vice-Chairperson of Council

An academic gown of black cashmere, with trimming along the edge of each lapel and a square collar of royal blue, edged with silver braid. The sleeves are unlined and are gathered in front in a silver cord and button. To be worn at the official opening of CUT and special functions, as deemed necessary.

g) Chairperson of the Convocation

An academic gown of black cashmere, with trimming of royal blue along each side, and edged with 12mm-wide silver braid. The sleeves, which are unlined, are gathered in front in a silver cord and button. To be worn at the official opening of CUT and special functions, as deemed necessary.

h) Councillors

An academic gown of black filling, with 50mm-wide trimming of royal blue along each lapel. The edge of the yoke is trimmed with silver cord, and the sleeves reach the wrists. To be worn at the official opening of CUT and special functions, as deemed necessary.

i) Faculty Deans

An academic gown of black cashmere, with trimming along the edge of each lapel, and a square collar in the distinctive colour of the specific faculty. The sleeves, which are lined in the colour of the faculty, are gathered in front in a silver cord and button.

In the centre of the crown of the cap (Utrecht style) is a flat button in the distinctive colour of the wearer's faculty.

j) Deans

An academic gown of black cashmere, similar to those worn by Faculty Deans; however, the trimming along the edge of each lapel is royal blue, as is the button of the cap (Utrecht style). The sleeves, which are unlined, are gathered in front in a silver cord and button.

k) Registrar

An academic gown of black cashmere, with trimming along the edge of each lapel, and a square collar of blue velvet. The sleeves, which are lined, are gathered in front in a silver cord and button. A black velvet cap, in the style as worn by the Deans and with a blue tassel matching the colour of the gown, is worn.

17.5.3.2 Academic dress of academic staff of CUT

Staff members are responsible for their own academic dress, as prescribed by the institution from which they graduated.

17.5.3.3 Academic dress of those receiving degrees and diplomas

a) Academic gowns

- (i) For those receiving doctorates, an academic gown of polyester cashmere in Union Jack red, with 4-inch facings. This traditional red doctoral gown has long, pointed sleeves, gathered with cords and a button in the faculty colour
- (ii) For those receiving master's degrees, honours baccalaureate and baccalaureate degrees, an academic gown of black filling, with the sleeves gathered in front in a loop with a silver cord and a blue button.
- (iii) For those receiving diplomas, the academic gown is manufactured from black filling material, according to the diplomate style, with flared sleeves.

a) Academic hoods

- (i) For those receiving doctorates, the hood, which is made according to the Oxford doctoral (full-shape) pattern, is of blue cashmere, lined in the distinctive colour of the faculty bestowing the degree. The lining is folded over at all open edges, so that a 12mm-wide facing can be seen on the outside of the hood.

Those receiving doctorates also wear a black mortarboard with a black velvet top, filled crown, and a tassel of mixed silver and blue threads.

- (ii) For those receiving master's degrees, honours baccalaureate degrees, baccalaureate degrees and diplomas, the hood is made according to the Oxford plain pattern.
- (iii) The hoods of those receiving diplomas, baccalaureus and Magister Technologiae degrees have the following appearance:

Diploma: Black with a front inset of 30mm in the faculty colour around the neckband.

Baccalaureus Technologiae: Black, lined in the faculty colour, with a facing of 15mm.

Magister Technologiae: Black, lined in the faculty colour, with a facing of 15mm and a second trimming of 15mm-wide ribbon.

c) Mortar boards

All graduates should wear mortar boards during graduation ceremonies. The tassel of the black mortar boards should be in the colour of the applicable faculty.

d) Faculty colours

Health and Environmental Sciences	Malachite green
Management Sciences	Peony red
Engineering and Information Technology	Smalt blue
Humanities	Yellow

e) CUT colour

Royal blue