

## 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 available from Mr M Ntjana of the IRC and Compliance Unit (Room 107, ZR Mahabane Building; tel.: 051-507 3057; e-mail address: [tntjana@cut.ac.za](mailto:tntjana@cut.ac.za)) and/or the CUT student website, every student must comply with the following rules:

- (a) The CUT Student Calendar 2017 contains all the official approved dates of all academic activities throughout the year. These dates form part of the Calendar 2017.
- (b) No student is allowed to enrol after 24 February 2017, in the case of year and first-semester students, and/or after 11 August 2017, in the case of second-semester students.
- (c) Postgraduate students must apply and register 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 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, including postgraduate students, must indicate their intention to continue with their studies every semester for semester programmes, and every year for year programmes, by no later than 31 August each year, by completing the prescribed application form for continued studies, available from 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 at <http://www.cut.ac.za>.

- (e) Deadline for change of subjects:

- |                                      |   |                  |
|--------------------------------------|---|------------------|
| (i) Year and first-semester students | : | 24 February 2017 |
| (ii) Second-semester students        | : | 11 August 2017   |

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) No suspension of subjects will be recorded on a student's study record later than the under-mentioned dates:

- |                               |   |              |
|-------------------------------|---|--------------|
| (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 before being submitted to Academic Structure and Student Enrolment Services.

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:
- |                                |   |                                |
|--------------------------------|---|--------------------------------|
| (i) Year students              | : | 30 January to 24 February 2017 |
| (ii) First-semester students   | : | 30 January to 24 February 2017 |
| (iii) Second-semester students | : | 24 July to 11 August 2017      |
- 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:
- A valid study permit for the full period of study; and
  - Proof of membership of a South African medical aid fund for the full period of study.
- (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 or 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 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

<b>“Academic staff”</b>	All academic personnel and researchers of CUT
<b>“Bill of Rights”</b>	The Bill of Rights contained in Chapter 2 of the Constitution
<b>“CUT”</b>	Central University of Technology, Free State
<b>“Law”</b>	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.
<b>“SRC”</b>	Students' Representative Council
<b>“The Constitution”</b>	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

#### 2.3.1 Purpose/scope of regulations

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

#### 2.3.2 Directives for implementing regulations

- (a) The formulation and implementation of these rules and the monitoring of compliance therewith is the responsibility of the Registrar.

#### 2.3.3 Regulations

##### 2.3.3.1 Legal enforceability of rules

- (a) The general rules for students have been promulgated by means of a resolution of the CUT Council, in terms of the Higher Education Act.
- (b) Except where explicitly stated in the rules of a faculty, or by necessary implication, the general rules are applicable to all faculties of CUT.
- (c) The CUT Council may arrange with other higher education 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.
- (d) 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 CUT students. Any agreement or consultation between the CUT Council and the SRC is binding on all registered students.
- (e) In any rule, terms that refer to the masculine gender also apply to the feminine gender.

##### 2.3.3.2 Exemption

- (a) CUT undertakes to render the outputs of teaching, research and community service in accordance with the statutory obligations of CUT, and in terms of the procedures that it deems necessary in every case, should a registered student undertake studies or research at CUT in accordance with the institutional rules of CUT.
- (b) The student is expected to be familiar with the rules and institutional procedures of CUT, which are available at the Office of the Registrar, and that include the respective faculty regulations applicable to the student's field of study.
- (c) The student must be familiar with the course for which he is to register in each relevant academic year, as specified in the relevant faculty regulations. Any uncertainties must be clarified with the Dean of the faculty concerned, in writing and prior to registration.

- (d) CUT reserves the right not to bestow a degree, diploma or other award upon a student, in the event that such a student fails to meet the academic standards set by CUT.
- (e) 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.
- (f) 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.
- (g) Upon registration, the student grants CUT the right to publish and use for marketing purposes any photographs of the student taken by CUT, whether in an individual capacity or as a member of a group.
- (h) Upon registration as a student at CUT, the student, as well as his parent/guardian, signs a statement that is considered part of CUT's contract with the student and his parent/guardian, the contents of which constitute part of these rules.
- (i) In terms hereof, the student declares the following:
  - (1) That he is familiar with the contents of all rules, regulations, policies and procedures of CUT;
  - (2) That for the duration of his studies at 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 that these rules and regulations form part of the student's agreement with 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 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 CUT and indemnifies 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 CUT, and/or any accompanying tour/outing/excursion/visit/experiential training or transport that may occur during the student's period of study at CUT, and that could not reasonably have been prevented by CUT.

- (i) 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.
- (ii) 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 CUT, resulting from the student's studies at CUT.
- (iii) The student accepts that no accommodation in a CUT residence will be permitted before the minimum fees have been paid.
- (iv) The student accepts that no classes of CUT may be attended before all minimum fees have been paid.
- (v) The student accepts liability for the payment of all legal costs of CUT, including attorney and client costs, as well as recovery costs, should he fail to comply with any obligations with regard to payments.
- (vi) 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 CUT.
- (vii) 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 CUT.
- (viii) The student furthermore declares that he has completed the prescribed application form of CUT in full and has submitted it, 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.

### **2.3.3.3 Registration**

- (a) A student must be registered for the relevant learning programme for the full duration of his studies, including experiential learning periods.
- (b) 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.

- (c) 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.
- (d) Notwithstanding the stipulations of subparagraphs 2.3.3.3 (a) and (b), 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 Senate, and that 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 CUT is subject to the [admissions policy of the CUT Council](#), as well as any admission procedures and regulations as formulated by the Senate.
- (e) 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.
- (f) No person may participate in any activity of CUT, and/or receive tuition from CUT, unless such a person is enrolled as a student at CUT.
- (g) No person who attends classes and/or participates in a CUT activity, but who is not enrolled as a student, may lay claim to enrolment.
- (h) Certified copies of the minimum admission qualification(s), and of those pages of the identity document on which the photograph and identity number appear, must accompany all first-time registrations.
- (i) It is the responsibility of the applicant to ensure that he complies with the conditions and standards for admission to CUT, as determined by [Section 37 of the Higher Education Act](#), as well as the [admissions policy of the Central University of Technology, Free State Council](#) and the Senate regulations and procedures governing admission.
- (j) Under no circumstances is 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 will be declared null and void.
- (k) A student who has been mistakenly admitted to CUT is not entitled to any refund or remission of tuition fees, residence fees or any other fees that have already been paid, or that are still due, but such a student may request a refund or a remission in writing from the Deputy Vice-Chancellor (DVC): Resources and Operations.
- (l) 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 University policy.
- (m) 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 CUT, and are communicated to students and prospective students.
- (n) Senate has stipulated dates after which no student will be allowed to change his learning programme.



- (o) Registration for year programmes is valid for one calendar year only, and lapses at the end of that year. Registration for a semester programme is valid for one semester only, and lapses at the end of that semester. Students will under no circumstances be registered for shorter periods of time.
- (p) No student will be permitted to register for more than one certificate and/or diploma and/or degree simultaneously, unless with the special consent of Senate.
- (q) No registered student may be simultaneously registered at any other university or university of technology, unless with the special consent of Senate.
- (r) No student will 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.
- (s) A candidate's previous course mark expires when he re-registers for a subject.
- (t) Students who are registered for full-time day classes may be compelled to attend evening classes.
- (u) As the learning programmes of 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.
- (v) 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 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.
- (w) A learning programme will not be offered if the specified minimum number of students has not enrolled for that programme.
- (x) CUT reserves the right not to offer all optional subjects for a specific national learning programme.
- (y) No suspension of subjects will be indicated on a student's study record after the predetermined deadlines.

#### **2.3.3.4 Changes to the agreement with CUT**

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

- (c) Upon suspension of studies, the [prescribed form](#) (available from the Assistant Registrar: Academic Structure and Student Enrolment Services), signed by the HoD concerned, must be delivered to Academic Structure and Student Enrolment Services. 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 Academic Structure and Student Enrolment Services. If the form is not submitted by the deadline, no discount/refund of fees will be allowed.

### **2.3.3.5 General campus rules regulating the conduct of students**

- (a) 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.
- (b) A student may not violate the common law. Examples hereof include theft, fraud, assault, rape, etc.
- (c) Permission must be sought from the Registrar for a tour undertaken by students in the name of CUT.
- (d) CUT accepts no liability for any loss or theft of, or damage to, property arising from a student's attendance at CUT.
- (e) The vehicle, belongings and person of any student on CUT premises may be searched by a member of Protection Services.
- (f) 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.
- (g) Initiation is prohibited at CUT.
- (h) 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*.
- (i) CUT may require a study record and certificate of good conduct before admitting a student to the University.
- (j) A student will at all times and places behave with due decorum and propriety, and in a manner becoming a student of CUT.
- (k) A student will obey legitimate instructions given by a member of the academic or administrative staff.
- (l) Any enrolled student who plays sport must play as a member of a CUT club. Students who participate in sports not offered by CUT must apply in writing to the Manager: Operational Sport for permission to practise their sport elsewhere.
- (m) No student will be allowed to have a cellular phone switched on in class.

- (n) The copyright on a thesis/treatise/dissertation or essay of a CUT student is vested in CUT. An arrangement can be made for the transfer thereof to the author(s), if thus approved by the CUT Council.
- (o) 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 CUT*.
- (p) The *CUT policy on patents and inventions* is applicable to all enrolled students.
- (q) A student will not damage CUT property by a wilful or negligent act.
- (r) A student will not reproduce or distribute copies of CUT lecture notes without the written consent of the staff member concerned.
- (s) A student will not behave in a way that is or could be detrimental to the good name of CUT, the maintenance of order and discipline at CUT, or the proper performance of the work of CUT.
- (t) 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.
- (u) A student may not refuse to submit to the authority or any legitimate decision of Council, Senate or any other authoritative body of CUT, or of a lecturer or any other CUT official.
- (v) 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.
- (w) A student may not behave in an unbecoming, improper or disgraceful way on the CUT campus or elsewhere.
- (x) A student may not bring 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.
- (y) A student may not interfere with the governance and proper administration of CUT.
- (z) A student may not interfere with the conditions necessary for teaching, learning and research.
- (aa) 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.
- (ab) 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.
- (ac) A student may not submit 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.
- (ad) A student may not forge any certificate or diploma or degree of CUT, or submit any forged document to CUT, or make a false statement to CUT.

- (ae) A student may not use violence against a person or threaten any person on any premises of CUT, or on premises controlled by CUT, or during participation in any CUT activity.
- (af) A student who has been suffering from an infectious disease or who has been exposed to such a disease will furnish the Assistant Registrar: Academic Structure and Student Enrolment Services with a medical certificate to the effect that he may resume attendance at CUT without the risk of infection to others.
- (ag) A student may not refuse to obey an order of the Vice-Chancellor and Principal or his representative.
- (ah) 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.
- (ai) A student may not intimidate a person who is a witness or a potential witness during an investigation or a disciplinary hearing.
- (aj) A student may not participate in an unauthorised action that could disrupt the academic or administrative work of CUT.
- (ak) A student may not participate in any action that will prevent any official or staff member of CUT from performing his duties.
- (al) A student may not deliberately damage, deface or remove any property of CUT.
- (am) A student may not use any CUT property without written authorisation, and may not misuse any property of CUT.
- (an) A student may not take possession of, make use of, or be present on any property of which 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.
- (ao) 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 Chief of Protection Services.
- (ap) Students are at all times forbidden to smoke in areas that have been identified as smoke-free areas in terms of the relevant policy.
- (aq) A student may not refuse to state his name, surname and/or address when instructed to do so by a CUT official.
- (ar) A student must be familiar with and adhere to the prescribed rules as published from time to time by the LIS, CUT residences, the SRC and the Principal Sports Committee.
- (as) 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.
- (at) No student may enter into a contract on behalf of CUT.

- (au) 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 noticeboards.
- (av) A student may not possess stolen property on CUT premises.
- (aw) A student may not distribute obscene material on CUT premises.
- (ax) A student may not behave in an abusive, drunk, violent or excessively noisy manner on CUT premises.
- (ay) A student may not pass a worthless cheque or money order to CUT or to a staff member of CUT acting in an official capacity.
- (az) No student may be guilty of irregularities during, or with regard to, the writing of a test or assessment.
- (ba) All rules pertaining to students will apply to, and the term “student” in such rules will 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 CUT.
- (bb) 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.
- (bc) Failure on the part of the student concerned to attend or remain present during the proceedings of any disciplinary investigation will not halt such proceedings, and a hearing may be held in the student’s absence.
- (bd) A student may not damage, misuse or in any way abuse fire-fighting equipment or emergency exits.

#### **2.3.3.6 Possession of weapons on CUT premises**

- a) The carrying of weapons on CUT property, other than by members of Protection Services, is prohibited, as it carries a safety risk for the CUT community.
- (b) A weapon is defined as a firearm or a dangerous object.  
  
A firearm is defined as any gun, machine gun, revolver, gas gun, air gun, toy gun, alarm pistol or the barrel of a gun.
- (c) A dangerous object is defined as a weapon or device that can be used to attack, defend oneself or cause an injury.
- (d) 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.

- (e) 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.
- (f) The supervisory staff member is responsible for the storage and control of firearms stored in such a CUT safe.
- (g) 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 should appear:
    - (1) The name of the student carrying the weapon;
    - (2) The name of the owner of the weapon;
    - (3) The incident book number; and
    - (4) The weapons register number;
  - (iii) Issue an official receipt to the student.
- (h) Before returning a firearm, the supervisory staff member must insist that the student produces proper identification and the weapon licence.
- (i) 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 a firearm. The stipulations mentioned in paragraph 3.6 (h) are valid, where applicable.
- (j) Any irregularities regarding the storage of firearms must be brought to the attention of the Chief of Protection Services.
- (k) 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 will not bring a firearm (including an air rifle or air gun) or dangerous weapon/object onto CUT property without the permission of the Vice-Chancellor and Principal.

### **2.3.3.7 Tuition and boarding fees**

- (a) The Finance Committee of CUT determines the tuition and boarding fees on the basis of and within the time periods concerned.
- (b) Residence fees, as published, may be increased at any stage, if necessitated by circumstances.
- (c) 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.

- (d) Students are responsible for the prompt settlement of their financial obligations towards 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; and
  - (viii) other outstanding financial obligations.
- (e) 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.
- (f) The following fees must accompany the application for admission form:
- (i) application fee; and
  - (ii) boarding deposit (where applicable, and only refundable if the person is not accepted as a student or is not placed in a residence).
- (g) The following fees are payable upon enrolment:
- (i) an acceptance deposit (that is part of the tuition fee). if this fee is not paid, the student may not register;
  - (ii) an enrolment fee, payable upon enrolment; and
  - (iii) a minimum tuition fee payment payable upon enrolment.
- (h) Over and above the fees mentioned in paragraph 2.3.3.7 (g), residence students also pay a minimum residence fee upon enrolment at CUT.
- (i) Interest at prime rate plus 1%, as determined by CUT’s current account bankers, is levied on all outstanding fees.
- (j) 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 CUT.
- (k) 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.
- (l) 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.

- (m) 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 re-register before the account concerned has been paid in full.
- (n) 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.
- (o) A discount of 5% is granted to every individual who pays the full amount in tuition fees in cash or by means of a bank-guaranteed cheque upon enrolment.
- (p) Accounts can be paid by means of credit card, without a cash discount being applicable.
- (q) Only South African cheques, cash, credit cards or postal orders are accepted as methods of payment.
- (r) 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.
- (s) No application fees will be refunded, and application fees are not transferable to another academic term.
- (t) The boarding deposit is refundable in the following cases:
  - (i) If no boarding is available; and
  - (ii) If the student is not selected.
- (u) In cases where students from the same family are simultaneously enrolled at CUT, and they are not financially independent, a discount is granted as determined by the CUT Council or delegated authority.
- (v) The following rules apply in CUT residences:
  - (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.
- (w) Sports bursaries are awarded annually to sportsmen and -women for sport practised at University Sport South Africa (USSA) student level, USSA university level and CUT club level. The closing date for applications is 15 October each year.
- (x) If 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 CUT in this regard. CUT may, however, decide to pay any part of such an amount to the student/lecturer at its discretion.



### 2.3.3.8 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 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 five years with a meaningful reaction after tuberculin testing; (Is this really necessary?)
- (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 four people); and
- (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 Sections 37(1) to 37(3) of the Higher Education Act (Act 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 higher education institution. Council is required to publish the admission policy and make it available upon request. However, a higher education institution's admission policy is expected to advance the objectives of the Higher Education Act, the Higher Education Qualifications Sub-framework (HEQSF), and 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 and Operational Plans. It is the principal means of implementing CUT's educational profile, which cascades the University'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 CUT policy 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 101 of 1997), as amended from time to time.

**APE** refers to Accredited Prior Experience.

**APL** refers to Accredited Prior Learning.

**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, and is approved by Council.

**Bloemfontein campus** refers to the CUT campus in Bloemfontein.

**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.

**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 National Senior Certificate (NSC) examination.

**Higher Education Act** refers to the Higher Education Act (Act 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 which 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.

**SET** refers to Science, Engineering and Technology.

**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.

**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.

**Women in non-traditional studies** are women engaged in a field of study related to Science, Engineering and Technology.

Except where indicated differently in this document, any word has the meaning defined in the Higher Education Act and in 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 educating students of all ages and serving 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 University for all eligible applicants who are residents of South Africa. CUT is therefore committed to equal opportunity, and thus 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, 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, women in non-traditional studies, 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 CUT uses selection criteria 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.
- 4.1.3 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.

- 4.1.4 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.
- 4.1.5 Candidates in possession of TVET qualifications such as N3, N4, N5 or N6 certificates, as well as higher certificates pegged above HEQSF 4, may qualify for admission to the first year of a CUT qualification. However, such candidates must meet the minimum admission requirements, including the language- and programme-specific requirements.
- 4.1.6 Admission and selection criteria for qualifications and subjects offered in partnership with other local or foreign higher education institutions, in respect of international qualifications offered by CUT or any subject offered in partnership with CUT at an associated or affiliated higher education institution, may include additional requirements as agreed upon with the higher education institution concerned.
- 4.1.7 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 University. 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.

## **4.2 Recognition of prior learning**

- 4.2.1 Applicants who do not possess the level of qualification outlined above 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 Placement in extended curriculum and academic support programmes**

- 4.3.1 All first-year students at CUT should write the National Benchmark Test (NBT) 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.

- 4.3.2 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.

#### **4.4 Candidates with special needs**

- 4.4.1 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 Re-admission 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 re-admission 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 must 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**

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:

- admission regulations and procedures, as contained in this document;
- Assessment Manual;
- CUT Calendar;
- CUT language policy;
- Financial Aid Manual for Bursaries;
- Financial Aid Manual for Loans;
- policy on financial aid to undergraduate students at CUT;
- policy on the exclusion of students on financial grounds;
- policy on students with disabilities;
- Form LS 149;
- Form LS 150;
- Form LS 151; and
- Form LS 154.

## **7. COMPLIANCE OFFICER**

The Registrar is the Compliance Officer.

## **8. RESPONSIBLE OFFICER(S)**

The Deputy Registrar: Academic Administration and the Assistant Registrar: Academic Structure and Student Enrolment Services are the Responsible Officers.

## ADMISSION PROCEDURE

### 4.1.3 DEFINITIONS AND ABBREVIATIONS

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

**APE** refers to Accredited Prior Experience.

**APL** refers to Accredited Prior Learning.

**APS** refers to Admission Point Score.

**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, which policy is approved by Council.

**Bloemfontein campus** refers to the Central University of Technology, Free State (CUT) campus in Bloemfontein.

**CHE** refers to the Council on Higher Education.

**CE** refers to conditional exemption.

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

**CUT** refers to the Central University of Technology, Free State, and any reference to CUT in these regulations is considered to be a reference to “Central University of Technology, Free State”.

**DHET** refers to the Department of Higher Education and Training.

**ECP** refers to an extended curriculum programme.

**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 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 101 of 1997), as amended from time to time.

**IRC** refers to the Institutional Regulatory Code.

**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.

**LoLT** refers to the Language of Learning and Teaching.

**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.

**NCV** refers to the National Certificate Vocational.

**NBT** refers to the National Benchmark Test.

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

**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.

**SADC** refers to the Southern African Development Community.

**SAQA** refers to the South African Qualifications Authority.

**School-end certificate** includes the following:

- (i) Senior Certificate/Grade 12 Certificate or National Senior Certificate (NSC), as issued by the Department of Basic Education;
- (ii) 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.

**SET** refers to Science, Engineering and Technology.

**SG** refers to Standard Grade, and refers to a subject passed at this level in the Senior Certificate examination.

**SRC** refers to the Students' Representative Council.

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

**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.

**WIL** refers to Work-integrated Learning.

**Women in non-traditional studies** refer to women engaged in a field of study related to Science, Engineering and Technology.

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

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

#### **4.1.4 ADMISSIONS PROCEDURE**

4.1.4.1 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.

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

4.1.4.3 Late-application fees are payable after the closing dates stipulated in Sections 4.1.4.4, 4.1.4.5 and 4.1.4.6 below.

4.1.4.4 Applications for admission – excluding for Work-integrated Learning (WIL) – received after **30 September** annually are subject to the payment of a non-refundable late-application fee, as stipulated in Sections 4.1.4.6 and 4.1.4.7 below.

**The acceptance of late applications, including walk-in applications, is limited to South African students only.**

**The closing date for applications for admission for undergraduate international applicants is 30 September annually.**

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

4.1.4.5 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 **30 September**, are subject to the payment of a late-application fee.

- 4.1.4.6 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.
- 4.1.4.7 The dates mentioned in these regulations are amended periodically to ensure concurrence with Management decisions and policy.
- 4.1.4.8 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.
- 4.1.4.9 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 relevant Head of Department (HoD) ensures the necessary liaison with the Wellness Centre.
- 4.1.4.10 CUT only considers exemption from part of a learning programme in highly exceptional circumstances, and all applications for such exemption are considered by Senate.
- 4.1.4.11 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 of the specific requirements set by the profession in question.
- 4.1.4.12 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.
- 4.1.4.13 A written request for an application for admission 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>
- 4.1.4.14 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.

- 4.1.4.15 Once the applications have been processed by the Academic Structure and Student Enrolment Services Unit, a selection list is compiled by the Assistant Registrar: Academic Structure and Student Enrolment Services, and submitted to the Deputy Registrar: Academic Administration.
- 4.1.4.16 Upon receipt of the selection lists, the HoDs assign the applicants to one of five categories, namely:
- 4.1.4.16.1 applicants who meet all the CUT programme admission requirements;
  - 4.1.4.16.2 applicants who are conditionally accepted, pending receipt of their matric results;
  - 4.1.4.16.3 applicants to be subjected to the testing of potential;
  - 4.1.4.16.4 applicants to be considered/referred to an extended curriculum programme (ECP);
  - 4.1.4.16.5 applicants to be considered academically unsuccessful; or
  - 4.1.4.16.6 applicants to be considered for RPL-based admission in accordance with Code 122 of the CUT Delegation Register.
- 4.1.4.17 An applicant who falls into the first category (cf. Section 4.1.4.16.1 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 who is selected for admission, is notified in writing by the Academic Structure and Student Enrolment Services Unit within 10 days upon receipt of the application.
- 4.1.4.18 All first-year students at CUT must ensure that the NBT 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](http://www.nbt.ac.za)). Applicants with NBT results will be given preference.
- 4.1.4.19 An unsuccessful applicant falling into the fourth category (cf. section 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.
- 4.1.4.20 An applicant who does not meet all the CUT and programme admission requirements is notified in writing **within 10 days of receiving** the application by the Academic Structure and Student Enrolment Services Unit that his/her application for admission to CUT has been unsuccessful.
- 4.1.4.21 An applicant falling into the third category (cf. section 4.1.4.16.3 above) is notified in writing by the Academic Structure and Student Enrolment Services Unit that he/she is advised to register for the ECP.
- 4.1.4.22 An applicant selected for an ECP is notified in writing by the Academic Structure and Student Enrolment Services Unit **within 5 days of receiving the relevant faculty's decision.**
- 4.1.4.22.1 ECPs were designed to assist in the transition of less-prepared students to university study, and to equip them with additional skills to facilitate their studies.
- 4.1.3.22.2 Applicants should contact the relevant faculty administration, should more information regarding an ECP be required.

- 4.1.3.22.3 Applicants confirm acceptance of this offer by letter or e-mail within ten days of receipt of this offer.
- 4.1.3.22.4 An applicant is notified in writing by the Academic Structure and Student Enrolment Services Unit that his/her application for admission into an ECP at CUT was successful.
- 4.1.4.23 An applicant who falls into the second category (cf. Section 4.1.4.16.2 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.
- 4.1.4.24 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 relevant faculty's decision.**
- 4.1.4.25 The testing of potential, as referred to in paragraph 4.1.4.21 above, proceeds as follows:
- 4.1.4.25.1 Applicants report for the test on the date and at the time and place indicated in the letter, as mentioned in paragraph 4.1.4.21 above.
- 4.1.4.25.2 The test, as described in the admission regulations of CUT, is administered by the Wellness Centre.
- 4.1.4.25.3 The Wellness Centre makes the test results available to the various faculties, after which the relevant HoDs make the final selection of applicants for each particular learning programme.
- 4.1.4.26 A candidate who has successfully completed the selection process as referred to in Section 4.1.4.25.3 above is notified in writing by the Academic Structure and Student Enrolment Services Unit of his/her admission to CUT, provided that applicants who fall into the first category receive preference with regard to placement in learning programmes, except where Senate determines otherwise.
- 4.1.4.27 The names of candidates who have completed the test to determine potential, but who have not been granted admission, are placed on a waiting list, for reconsideration during a subsequent evaluation opportunity. Such candidates will receive a letter from the Academic Structure and Student Enrolment Services Unit, informing them whether their application for admission was successful or unsuccessful, following final placement in the various learning programmes.
- 4.1.4.28 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 4.1.4.22.1 to 4.1.4.22.3 above, the applicants will undergo one or more of the following procedures before final selection and acceptance can proceed:
- 4.1.4.27.1 psychometric testing/assessment;
- 4.1.4.27.2 submission of a portfolio;
- 4.1.4.27.3 interview;
- 4.1.4.27.4 completion of a questionnaire;
- 4.1.4.27.5 assessment of practical skills; and/or
- 4.1.4.27.6 any other process as approved by Senate.

4.1.4.29 Applicants who fall into the fifth category (cf. Section 4.1.4.16.5 above) are subject to the following procedure, the details of which are provided with the relevant application form, which form is available from the Assessment and Graduations Unit:

4.1.4.29.1 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.

4.1.4.29.2 Responsibilities

It is CUT policy that aspirant students who seek admission to CUT through RPL must present credible evidence of prior learning achievements. CUT only assumes responsibility for encouraging and supporting such applications.

4.1.4.29.3 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:

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

4.1.4.29.4 Regional collaboration

Furthermore, CUT aims to regionally collaborate with other higher education institutions in administering and facilitating access to public higher education.

## **APPLICATION PROCESS FOR RECOGNITION OF PRIOR LEARNING**

### **4.1.5.1 Information on recognition of prior learning (RPL)**

4.1.5.1.1 RPL process and procedures are available from:

- (1) Assistant Registrar: Assessment and Graduations; and
- (2) Heads of Department.

4.1.5.1.2 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 Manual.

#### **4.1.5.2 Staged application and assessment procedure**

##### **4.1.5.2.1 Formulation and submission of an application**

Based on the information provided in Section 4.1.5.1 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 department in question.

##### **4.1.5.2.2 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.

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

##### **4.1.5.2.4 Institutional validation of the substantive assessment report**

- (1) Based on the faculty's assessment report, the relevant Faculty Dean, after consultation with the Registrar, may request the Assessment and Graduations Unit to arrange for the applicant to undergo formal extraordinary re-assessment, 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 re-assessment referred to in (1) is then assessed by the appropriate examiners/assessors.
- (6) If the applicant underperforms in the re-assessment, the examiner/assessor will take this into consideration, in view of modifying the substantive assessment results downward.

##### **4.1.5.2.5 Record of assessment**

4.1.5.2.5.1 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.

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

#### 4.1.5.2.6 Appeal

4.1.5.2.6.1 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.

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

4.1.5.2.6.3 If the independent assessor arrives at a different outcome to the original assessment, then the re-assessed 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.

4.1.5.2.6.4 Subordinate procedures designed to facilitate the execution of the standard admission procedure may be announced by Senate.

4.1.5.2.6.5 Standard administrative procedures and forms are used in the event of changes to the agreement concluded with CUT upon registration.

4.1.5.2.6.6 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 LS 149 form (available from the Academic Structure and Student Enrolment Services Unit), of any change of address or contact number.

4.1.5.2.6.7 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 LS 151 form (available from the Academic Structure and Student Enrolment Services Unit), completed in triplicate, and signed by the relevant HoD, prior to the predetermined deadline.

4.1.5.2.6.8 In the event of the suspension of studies, the prescribed LS 150 form (available from the Academic Structure and Student Enrolment Services Unit), signed by the student and the relevant HoD, 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 LS 150 form, signed by the supervisory staff member of the residence concerned, must be delivered to the Academic Structure and Student Enrolment Services Unit. If the LS 150 form is not submitted prior to the deadline, no discount/refund of fees will be granted.

#### **4.1.5.3 General admission regulations for candidates who matriculated in 2007 or before**

4.1.5.3.1 A candidate for a university of technology degree, diploma or certificate must be in possession of at least a Grade 12 certificate, or an equivalent certificate approved by Senate.

4.1.5.3.2 A candidate for a CUT degree, excluding the Baccalaureus Technologiae (BTech) degree and higher qualifications, must be in possession of a Matriculation Exemption Certificate or Conditional Exemption Certificate.

- 4.1.5.3.3 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.
- 4.1.5.3.4 In the cases specified in Section 4.1.5.3.3, 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.
- 4.1.5.3.5 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 an RPL assessment may be lodged with the Assessment and Graduations Unit.
- 4.1.5.3.6 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:
- 4.1.5.3.6.1 there must be a place available for the candidate in the particular learning programme; and
- 4.1.5.3.6.2 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).
- 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.
- 4.1.5.3.7 Candidates must meet the necessary subject requirements for the various learning programmes.
- 4.1.5.3.8 The following measuring instruments are used to test potential:
- 4.1.5.3.8.1 assessment of the prior experience of mature learners;
- 4.1.5.3.8.2 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;
- 4.1.5.3.8.3 Grade 12 results; and
- 4.1.5.3.8.4 any other measuring instrument determined by Senate or Council.
- 4.1.5.3.9 The results of the above-mentioned measuring instruments are used in accordance with the following guidelines:
- 4.1.5.3.9.1 the results are arranged in sequence of achievement;
- 4.1.5.3.9.2 the best candidates are accepted in accordance with the needs and vacancies in the specific learning programme; and
- 4.1.5.3.9.3 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.

4.1.5.3.10 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.

4.1.5.3.11 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)
<b>A</b>	8	6
<b>B</b>	7	5
<b>C</b>	6	4
<b>D</b>	5	3
<b>E</b>	4	2

#### **4.1.5.4 General admission regulations for candidates who completed the National Senior Certificate (NSC) in 2008 and thereafter**

4.1.5.4.1 A candidate for a university of technology degree, diploma or certificate must be in possession of at least the NSC, or an equivalent certificate approved by Senate.

4.1.5.4.2 A candidate for a university of technology degree, diploma or certificate must be in possession of at least the NSC, NCV4 or equivalent Council on Higher Education (CHE)- or uMalusi-accredited HEQSF 4 qualification.

4.1.5.4.3 A candidate must score at least 27 or more points on the CUT scoring scale for the NSC examination in order to obtain admission to CUT. (See the CUT scoring scale in Section 4.1.5.4.6.4 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 4.1.5.8 below for the regulations pertaining to learning programmes).

4.1.5.4.4 Life Orientation forms part of the final score, with a maximum value of one point.

4.1.5.4.5 A candidate is expected to possess a minimum level of proficiency in English, as 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, see Section 4.1.5.4.6.3.4 below and the general language policy of CUT.

4.1.5.4.6 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:

4.1.5.4.6.1 there must be a place available for the candidate in the particular learning programme; and

4.1.5.4.6.2 the candidate may be subject to selection in the case of learning programmes where this is a requirement (see Section 4.1.5.4.8 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 4.1.5.4.7 below.

#### 4.1.5.4.7 Regulations pertaining to the testing of potential:

4.1.5.4.7.1 The candidate must meet the necessary subject requirements for the learning programme in question.

4.1.5.4.7.2 The following measuring instruments are used to test the potential of a candidate:

4.1.5.4.7.2.1 RPL, with admission to be approved before a candidate may register;

4.1.5.4.7.2.2 assessment of the prior experience of mature learners;

4.1.5.4.7.2.3 GSAT and English Proficiency Test results;

4.1.5.4.7.2.4 NSC results; and

4.1.5.4.7.2.5 any other measuring instrument determined by Senate or Council.

4.1.5.4.8.3 The results of the above-mentioned measuring instruments are used in accordance with the following guidelines:

4.1.5.4.8.3.1 the results are arranged in sequence of achievement;

4.1.5.4.8.3.2 the best candidates are accepted in accordance with the need and vacancies in the specific learning programme;

4.1.5.4.8.3.3 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;

4.1.5.4.8.3.4 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.

4.1.5.4.8.4 For candidates who completed the NSC in 2008 and thereafter, 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 who scores 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% – 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.

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 he/she improves his/her results by obtaining a TVET certificate/qualification.

4.1.5.4.8.5 A candidate is expected to possess a minimum level of proficiency in English, as 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, see Section 4.1.5.4.8.3.4 above and the general language policy of CUT.

4.1.5.4.8.6 A candidate may be expected to attend an interview, undergo a selection test, and/or make a written presentation to the relevant HoD. 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 made in writing, and will be mailed to the candidate.

#### 4.1.5.5 General admission regulations for candidates who completed the N-qualification at a TVET college

4.1.5.5.1 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 a programme similar to that of a TVET college.
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 that the candidate applies for a similar or equivalent qualification to that completed at a TVET college. Furthermore, candidates with N5 to N6 certificates or equivalent NQF-level qualifications may be admitted, provided that they have applied for, and were granted the recognition of similar or equivalent of the seven best subjects to the CUT qualification offering, whilst candidates with TVET college diplomas or equivalent qualifications may be admitted to the higher qualification, higher level, similar or equivalent diploma qualification, provided that they have applied for, and were granted, RPL according to CUT's criterion for RPL and admission policy.

4.1.5.5.1.2 A candidate is expected to possess a minimum level of proficiency in English, as 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, see Section 4.1.5.4.6.3.4 above and the general language policy of CUT.

- 4.1.5.5.1.3 A candidate with an N3 or N4 certificate **does not qualify for** subject recognition, as their subjects are considered in the selection of the 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 qualification serves as the pure matric/NSC complementary subjects for the CUT scoring scale. 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 qualification may apply for the bachelor's degree for the same N-diploma qualification with full recognition, given the same qualification credits and NQF levels.
- 4.1.5.5.1.4 Subject recognition may be granted to TVET students who have successfully completed their TVET N5 to N6 certificates. Such subject recognition will only be considered for first-year CUT certificate and/or diploma subjects, and will only be based on 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.
- 4.1.5.5.1.5 A candidate who has failed some subjects in the NSC (HEQSF level 3) may be enrolled at a 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.
- 4.1.5.5.1.6 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.

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

- 4.1.5.6.1 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

- 4.1.5.6.1.1 A candidate in possession of an 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.
- 4.1.5.6.1.2 NC(V) 4 candidates must score the minimum admission points on the scoring scale for admission, as prescribed in the CUT admission policy. As 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 only be considered for the National Diploma: Tourism Management, 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.

4.1.5.6.1.3 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.

4.1.5.6.1.4 Life Orientation forms part of the final score, with a maximum value of one.

4.1.5.6.1.5 A candidate is expected to possess a minimum level of proficiency in English, as 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, see Section 4.1.5.4.6.3.4 above and the general language policy of CUT.

4.1.5.6.1.6 Programme-specific requirements for NC(V) applicants:

CUT QUALIFICATION	SUBJECT REQUIREMENTS	NC(V) 4 PROGRAMME
<b>Civil Engineering and Building Construction</b>		
National Diploma: Civil Engineering	In addition to the general admission requirements, a minimum mark of 50% in both Mathematics and Physical Sciences 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
National Diploma: Building	In addition to the general admission requirements, a minimum mark of 50% in Mathematics or 70% in Mathematical Literacy is required for applicants seeking to pursue their studies in Building. Physical Science is recommended. Every applicant must write an access assessment test.	Architectural Graphics and Technology Civil and Structural Steel Work Mechanical Draughting and Technology Drawing Office Procedures and Techniques
<b>Education and Development</b>		
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 and Science of Teaching Human and 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 Sciences is required. Every applicant must write an access assessment test.	Electrical Principles and Practice
		Electronic Control and Digital Electronics
		Electrical Workmanship
		Electrical Systems and Construction
		Physical Sciences
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 Sciences is required. Every applicant must write an access assessment test.	Applied Engineering Technology
		Engineering Processes
		Professional Engineering Practice
		Automotive Repair and Maintenance
		Engineering Fabrication – Boiler-making
		Engineering Fabrication – Sheet-metal Worker
		Fitting and Turning
		Physical Sciences
		Refrigeration and Air-conditioning Processes
Welding		
Finance, Economics and Accounting		
National Higher Certificate: Accounting	In addition to the general admission requirements, a minimum mark of 50% in Accounting is required.	Applied Accounting
		Economic Environment
		Financial Management
		New Venture Creation
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 and 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 and Networking
		Systems Analysis and Design
		Multimedia Service (implementation in 2013)

<b>Management</b>		
National Higher Certificate: Financial Information Systems	In addition to the general admission requirements, a minimum mark of 50% in Accounting is required.	Financial Management Management Practice
National Diploma: Public Management	A candidate must score at least 27 or more points on the CUT scoring scale.	Operations Management
National Diploma: Human Resources Management		Project Management
<b>Marketing</b>		
National Diploma: Marketing	A candidate must score at least 27 or more points on the CUT scoring scale.	Advertising and Promotions Marketing Marketing Communication Consumer Behaviour Contact Centre Operations
<b>Office Administration</b>		
National Diploma: 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
<b>Primary Agriculture</b>		
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 Sciences	Animal Production Advanced Plant Production Farm Planning and Mechanisation Agri-business
<b>Process Instrumentation</b>		
National Diploma: Electrical Engineering	In addition to the general admission requirements, a minimum mark of 50% in both Mathematics and Physical Sciences is required for candidates wishing to pursue their studies in Civil Engineering. Every applicant must write an access assessment test.	Electronics Control and Digital Electronics Engineering Processes Physical Science Instrumentation Technology

Tourism		
National Diploma: Tourism Management	Candidates with 28 or more points on the CUT scoring scale will be automatically admitted to this programme, subject to any other conditions that may apply. Candidates with a score below 28 will be subject to a selection test and interview. Due to the relatively high demand for places in this programme, no applicants with a score lower than 24 on the CUT scoring scale will be considered for selection (RPL cases excluded.)	Client Services and Human Relations
		Science of Tourism
		Sustainable Tourism in South Africa and International Travel
		Tourism Operations

#### **4.1.5.7 General admission regulations for candidates with conditional exemption by virtue of mature age**

- 4.1.5.7.1 A student who has reached the age of 23 years or older; who is in possession of an NSC; and who has been granted a certificate of conditional exemption by Universities South Africa (USAf) (formerly known as the South African Universities Association, or Higher Education South Africa) on the grounds of mature age may be admitted to CUT. The applicant must have met the following requirements:
- 4.1.5.7.1.1 reached the age of 23 years before or during the year in which the applicant wishes to register at the University;
- 4.1.5.7.1.2 passed, before 31 March of the year for which a certificate of conditional exemption is required, 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 Higher Grade, provided further that:
- 4.1.5.7.1.2.1 an official second language subject shall be recognised as a subject if at least 40% is obtained; and
- 4.1.5.7.1.2.2 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 of Universities South Africa.
- 4.1.5.7.2 The University may, at its discretion, admit a student irrespective of educational qualification, who has been granted a certificate of conditional exemption by Universities South Africa on the grounds of having attained the age of 45 years on or before the year in which he/she intends to register for a diploma.
- 4.1.5.7.3 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 the University. The certificate may be renewed on application.

#### 4.1.5.8 General admission regulations for candidates who completed a higher certificate

4.1.5.8.1 The admission requirement to register for a higher certificate is Matric/NSC 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 opt to enrol for a higher certificate.

4.1.5.8.2 The qualification has a minimum of 120 credits at NQF level 5, and focuses on different specialisation areas, such as Information Technology (IT), Marketing, Office Administration, etc. Graduates of higher certificate qualifications 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's degree
Advanced certificate	6	120	Cognate diploma or bachelor's degree
Diploma (A)	6	240	120-credit advanced diploma
Diploma (B)	6	360	480-credit bachelor's degree
Advanced diploma	7	120	Postgraduate diploma
Postgraduate Certificate in Education	7	120	Bachelor of 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	Master's degree
Specialised Bachelor (e.g. BProc)	7	360	LLB
Bachelor honours degree	8	120	Master's degree
Advanced bachelor e.g. LLB with research capacity	8	240	Master's degree
Postgraduate diploma	8	180	Master's degree
Master's degree	9	180	Doctoral degree
Doctoral degree	10	360	
Master's Degree in Health Sciences, e.g. MDent, MMed, MMedVet	9	180	
Professional Bachelor's Degree in Health Sciences e.g. MBChB, BcHd and BVSc			Longer duration and special credit consideration.

#### **4.1.5.8 Regulations pertaining to re-admission**

- 4.1.5.8.1 In the implementation of the CUT admission policy, the regulations pertaining to re-admission are applicable to all academically unsuccessful students.
- 4.1.5.8.2 A student is considered to be “academically unsuccessful” when:
- a first-year student has failed all his/her subjects; or
  - a senior student has failed 50% of the credits for his/her subjects in two consecutive attempts, and/or has cancelled some or all courses/modules after registration control day.

### **THE APPEALS PROCESS**

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

### **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 academic exclusion is:

- at most two years, if a student is registered for a year programme; or
- at most two semesters, if a student is registered for a semester programme.

### **CONDITIONS PERTAINING TO 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 under the “Admission information” section 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 relevant Faculty Dean, 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 via the Assessment and Graduations Unit.

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

### **4.1.5.9 Regulations pertaining to learning programmes**

In addition to the basic entry requirements outlined in the admission policy, general admissions requirements for all qualifications are indicated below.

#### **4.1.5.9.1 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 relevant faculty for specific requirements that are applicable.

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

#### **4.1.5.9.2 National higher certificates**

A National Senior Certificate or equivalent qualification is required for admission.

Applicants in possession of the NC(V) 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.

#### **4.1.5.9.3 Higher certificates**

A National Senior Certificate or equivalent qualification is required for admission.

Applicants in possession of the NC(V) will be selected according to the selection requirements approved by Senate.

Candidates with a CUT score lower than 27 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.

#### 4.1.5.9.4 National diplomas

A National Senior Certificate or equivalent qualification is required for admission.

Applicants in possession of the NC(V) will be selected according to the selection requirements approved by Senate.

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

#### 4.1.5.9.5 Diplomas

A National Senior Certificate or equivalent qualification is required for admission.

Applicants in possession of the NC(V) will be selected according to the selection requirements approved by Senate.

Refer to CUT Calendar for faculty-specific requirements.

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

#### 4.1.5.9.6 Advanced diplomas

An appropriate diploma or bachelor's degree.

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

#### 4.1.5.9.7 Baccalaureus Technologiae (BTech) degrees

A student who has been awarded a national diploma or equivalent qualification may apply for admission to the BTech that follows the national diploma. All admissions to the BTech will be subjected to the approval of the relevant HoDs. In the event of such admission, the 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.

#### 4.1.5.10 Advanced Certificate in Education

No person will be considered for registration in the Advanced Certificate in Education: Computer Applications Technology (CAT) 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; or

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.

#### **4.1.5.11 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 purpose. The 360-credit diploma teaching subjects must be within the list of Department of Higher Education and Training (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.

#### **4.1.5.12 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.

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/diploma and a recognised professional teaching qualification; or
- a three-year professional teaching qualification and an Advanced Certificate in Education (only CUT pipeline students).

The candidate must have obtained:

- 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.

#### **4.1.5.13 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 notation 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 the NCS 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 NC(V) will be selected according to the selection requirements approved by Senate.

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

**4.1.5.14 Master's degrees****4.1.5.14.1 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 a postgraduate diploma, as approved by Senate, provided that Senate considers the standard of study to be sufficient.

No person may register for the Magister Technologiae (MTech) unless he/she is in possession of the Baccalaureus Technologiae (BTech) 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 whilst also holding a position at a place of work in terms of the Labour Relations Act (Act 66 of 1995) is considered to be a part-time student, whilst 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 LS 262 forms are not approved within six months (for full-time master's degree students) or one year (for part-time master's degree students), respectively.

International postgraduate applicants must have all their previous post-school qualifications evaluated by the South African Qualifications Authority (SAQA) before applying for admission to postgraduate studies at CUT.

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

#### **4.1.5.14.2 Regulations pertaining to selection**

##### **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 Master of Education Degree programme, as long as it meets the HEQSF research requirement of at least 30 credits.
2. Candidates must have obtained an average pass rate of 60% in the BEd Honours degree, and a minimum mark of 60% for the Research Methodology module.

#### **4.1.5.15 Doctoral degrees**

##### **4.1.5.15.1 Regulations pertaining to selection**

For all students, admission to a doctoral degree will be subject to the approval by 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, whilst also holding a position at a place of work in terms of the Labour Relations Act (Act 66 of 1995), is considered to be a part-time student, whilst 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 LS 262 form are not approved within six months (for full-time doctoral degree students) or one year (for 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.

#### **4.1.5.16 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 by the South African Qualifications Authority (SAQA) for **postgraduate studies** ([sqaqinfo@sqaq.org.za](mailto:sqaqinfo@sqaq.org.za)/[www.sqaq.org.za](http://www.sqaq.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.

##### **4.1.5.16.1 Documents required from international students before registration**

In terms of the Immigration Amendment Act (Act 19 of May 2014, No. 37679) any prospective international student planning to study at a South African higher education institution 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 131 of 1998).

###### **4.1.5.16.1.1 Passport**

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

###### **4.1.5.16.1.2 Study visa**

In May 2014, the Department of Home Affairs (DHA) amended the Immigration Act. **The study visa/study permit** was one the categories that were 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, High Commission or Consulate in your home country. A study visa should be valid for the period of your studies. Please visit the following website: <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 without being 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.

#### **4.1.5.16.1.3 Medical aid**

CUT requires proof of medical aid cover with a South African-based medical aid scheme, which covers at least 12 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.**

#### **4.1.5.16.2 Exchange students**

Exchange students are acknowledged based on the existing agreements between CUT and 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 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 copy of foreign qualifications;
3. certified copy of the passports; and
4. proof of payment of CUT's application fee.

### **4.1.6 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.

**4.1.7 COMPLIANCE OFFICER**

The Registrar is the Compliance Officer.

**4.1.8 RESPONSIBLE OFFICER(S)**

The Deputy Registrar: Academic Administration and the Assistant Registrar: Academic Structure and Student Enrolment Services are the Responsible Officers.

## **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)**

- 4.1 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:

<b>“Academic language”:</b>	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.
<b>“Accommodating multilingualism”:</b>	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.
<b>“Cost-effectiveness”:</b>	Cost-effectiveness refers to what CUT can afford financially, as a university of technology, and within the sphere of its limited resources.
<b>“CUT”:</b>	The Central University of Technology, Free State.
<b>“Disability”:</b>	The presence of a limitation in the ability to pursue studies in the usual way because of a physical or mental impairment.
<b>“Feasibility”:</b>	Feasibility refers to what is achievable for CUT in terms of its size and shape, and within its mandate as a university of technology.
<b>“Impairment”:</b>	Change in body function.
<b>“Institutional transaction(s)”:</b>	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.
<b>“Instructional employees”:</b>	Employees who spend at least 50% of their time engaged in teaching and/or research activities.
<b>“Justifiability”:</b>	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: 2017

Please note the following regulations pertaining to assessment at the Central University of Technology, Free State (CUT) for the year 2017.

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.

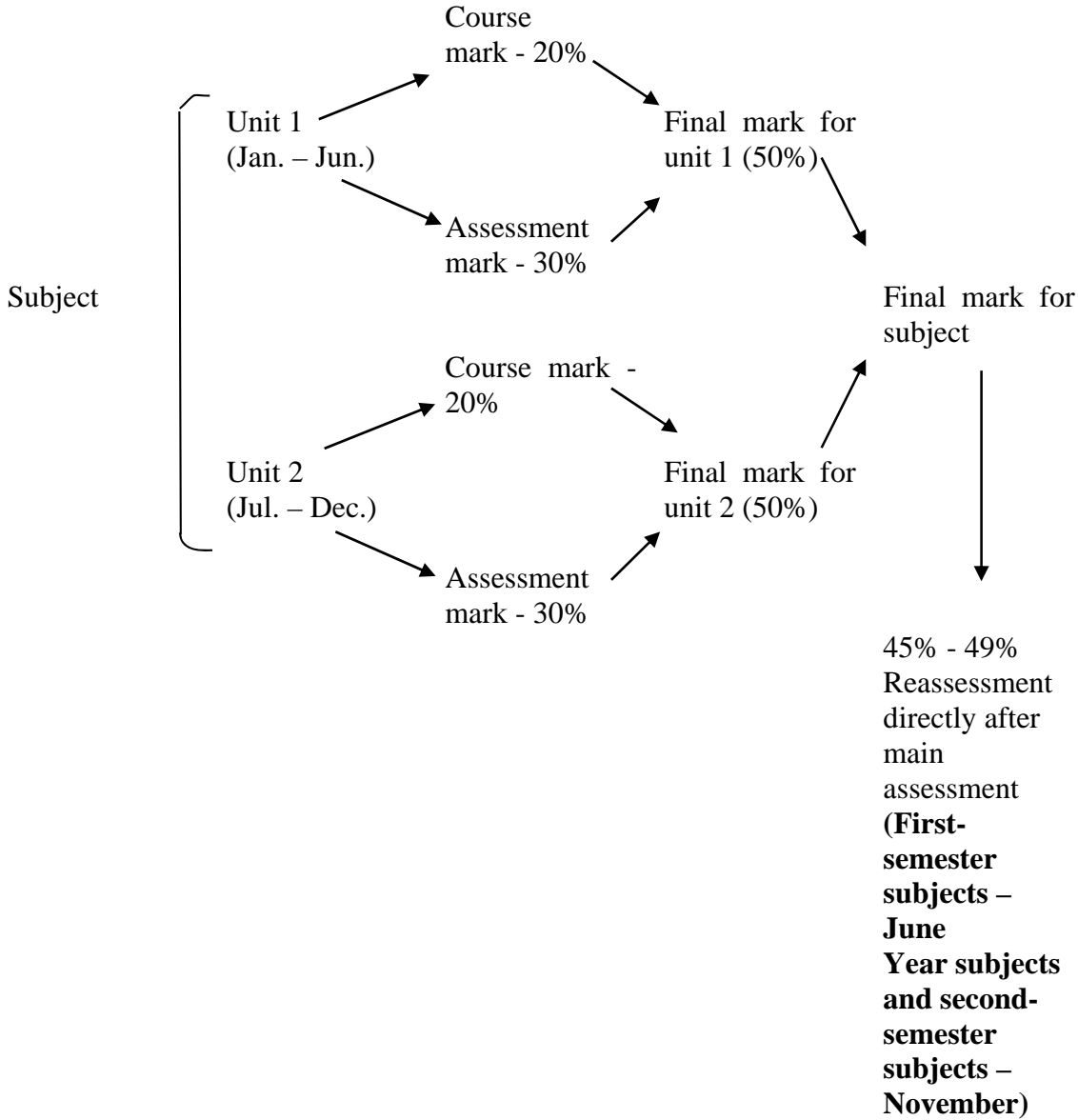
**1.7 Statement of results:** A summary of the final marks over all courses/modules already completed. It is subject to the payment of all CUT fees, and is supplied to students upon completion of the June and November summative assessments.

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

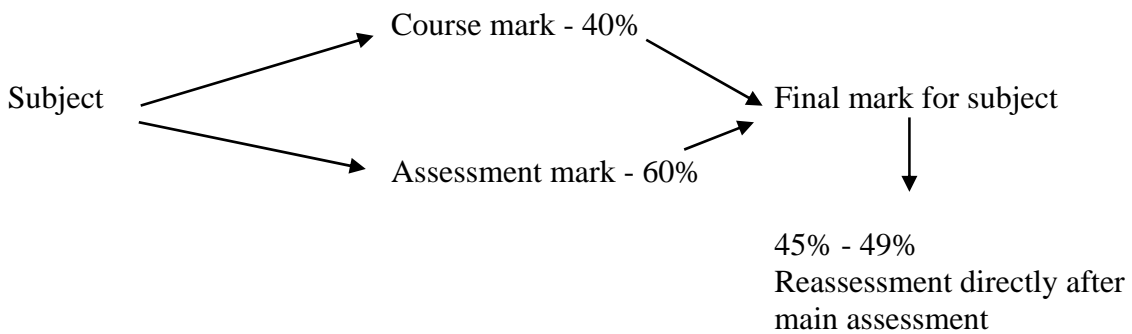
**2. ASSESSMENT MODEL FOR ALL PROGRAMMES: 2017**

**Unless otherwise determined by a resolution of Senate:**

**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 2017 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:

<b>Progress notation</b>	<b>Meaning</b>	<b>Notional percentage (%)</b>
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 2017: 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:

<b>Offence</b>	<b>Fine</b>
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

- 6.1.1.1 The Central University of Technology, Free State (CUT) Council is the highest disciplinary authority at CUT.
- 6.1.1.2 The general supervision and control of student discipline is the responsibility of the Vice-Chancellor and Principal, by virtue of the Higher Education Act, Act No. 101 of 1997 (as amended).
- 6.1.1.3 By virtue of the powers vested in the Vice-Chancellor and Principal, he may request any personnel member to assist him in the execution of his duties, which includes the maintenance of discipline and order within CUT. Thus, all bodies and officials with powers of adjudication will be appointed and nominated by the Vice-Chancellor and Principal, and will be directly accountable to the Vice-Chancellor and Principal 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*.
- 6.1.1.4 In all cases where information concerning a student's ailment, condition or problem, which should not be made generally known, is in fact made known to the registered psychologists at the Centre for Counselling and Social Services, 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 Service Professions Act, 1974 (Act No. 56 of 1974).
- 6.1.1.5 All disciplinary action taken in accordance with paragraph 6.1.1.3 will be reported to Senate by a person nominated by the Vice-Chancellor and Principal.
- 6.1.1.6 The general rules of CUT are prescribed by the CUT Council in terms of the Higher Education Act. 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 CUT. 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.
- 6.1.1.7 Any violation of the general rules will immediately be reported to the Registrar (with regard to general student misconduct) and to the relevant Faculty Dean (with regard to academic misconduct).
- 6.1.1.8 Misconduct by students (depending on the nature and seriousness of the violation) 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 of CUT).

## **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 enquiries:
  - (i) Academic Disciplinary Committee; or
  - (ii) 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 nominee.
- (c) The Vice-Chancellor and Principal or his 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 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 a person nominated by him.
- (f) The prosecutor will inform the student in writing of the penalty, the date of implementation, his/her right to appeal, etc.

### **6.1.2.2 Composition of the Academic Disciplinary Committee**

- (a) The Academic Disciplinary Committee will comprise:
  - the relevant Faculty Dean, as Chairperson;
  - the relevant HoD;
  - an SRC representative, by invitation from the student(s); and
  - an institutional equity representative.
- (b) In the absence of the Dean, the HoD will act as Chairperson.
- (b) The functions of the Academic Disciplinary Committee will be as follows:
  - to give a hearing to all disciplinary cases of alleged misconduct during normal academic activities;
  - to give a hearing to all disciplinary cases of alleged misconduct in academic matters related to the classroom in which students may be involved; and
  - to give a hearing to all disciplinary cases that indicate misconduct in academic matters related to the examination or test venue.
- (d) It will be the duty of the prosecutor to keep a record of all the disciplinary measures taken by the committee, and to report the disciplinary measures to the Vice-Chancellor and Principal and Senate.

### 6.1.2.3 Composition of the Student Services Disciplinary Committee

- (a) The Student Services Disciplinary Committee will comprise:
- the Deputy Registrar: Student Services, as Chairperson;
  - a representative of Student Services; and
  - an institutional equity representative.
- (b) The functions of the Student Services Disciplinary Committee are the following:
- to give a hearing to all disciplinary cases of alleged misconduct by a student, where such misconduct does not fall within the jurisdiction of the Academic Disciplinary Committee;
  - to give a hearing to all disciplinary cases of 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;
  - to give a hearing to all disciplinary cases of alleged misconduct, or attempts to perpetrate misconduct by CUT students, in which the property of CUT, or any personnel of CUT, or any visitor to CUT, or any other property or persons may be involved;
  - to give a hearing to all disciplinary cases of alleged misconduct by residence dwellers in connection with the control, management and/or use of residence facilities;
  - to give a hearing to all disciplinary cases of alleged misconduct, or attempts to perpetrate misconduct related to the violation of the rules and regulations of any residence; and
  - to give a hearing to 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 duty of the prosecutor 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, at the discretion of the appointed prosecutor, the nature and seriousness of an offence do not justify a disciplinary hearing, a disciplinary counselling discussion may be conducted with the student(s) concerned, in accordance with the institutional policy and procedures of CUT.

### 6.1.3 Disciplinary measures

6.1.3.1 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, which will be valid as measures for disciplinary penalties, and that do not comprise a *numerus clausus*:

- (i) the student may be permanently suspended from CUT;
- (ii) the student may be suspended from CUT for a specified period;
- (iii) a subject credit may be withheld from the student where it can be proved that such credit was attained in an improper manner;
- (iv) a qualification may be withheld from the student where it can be proved that such qualification was attained in an improper manner;
- (v) the student may be expected to forfeit examination or semester marks or any other marks attained;

- (vi) the student may be banned from the CUT premises;
- (vii) the student may be excluded from lectures in any or all subjects and/or from any or all tests and/or examinations of CUT;
- (viii) the student may be excluded from all or certain CUT activities on a permanent basis or for a specified period;
- (ix) the student may be dismissed from any post or capacity to which he/she has been appointed;
- (x) the student may be reprimanded and warned;
- (xi) the student may be forbidden to keep or drive any type of motor vehicle on the CUT premises;
- (xii) the student may be punished in any other suitable educational and justifiable manner;
- (xiii) a letter may be sent to the employer and/or parent(s) and/or guardian(s) of the student concerned;
- (xiv) 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; and
- (xv) the student may be deprived of the right or privilege of registering for a specific subject.

6.1.3.2 CUT may suspend any imposed penalty for a period not exceeding 365 days, on condition of good behaviour as determined by CUT, as well as on condition that a similar offence is not committed during that period.

6.1.3.3 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 has been caused or the execution of some or other action, the student concerned may be banned from CUT by the Vice-Chancellor and Principal of the CUT until the payment has been made or the required action has been carried out.

6.1.3.4 If any action must be taken or any deed must be performed within a certain period according to policy and procedure, 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.

6.1.3.5 The income from any fine or payment for repairs or damages caused, imposed in accordance with these rules, will be paid into the general funds of CUT.

#### **6.1.4 Disciplinary pre-hearing procedures**

6.1.4.1 Any charge of misconduct, excluding academic misconduct, must be conveyed in writing to the Senior Manager in charge of Student 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, 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. In cases of alleged misconduct at a distance education campus, the charge must be lodged with the local co-ordinator, who will inform the Senior Manager in charge of Student Services.

6.1.4.2 The Assistant Registrar: Academic Structure and Enrolment Services will report incidents of academic misconduct in writing to the Senior Manager in charge of Student Services within three working days, or within a period that is reasonable under the circumstances.

6.1.4.3 The Vice-Chancellor and Principal or his nominee may introduce any charge *suo motu*.

- 6.1.4.4 The Vice-Chancellor and Principal or his nominee will appoint a prosecutor for the investigation and processing of student misconduct, in general or in a specific case.
- 6.1.4.5 It will be the responsibility of the prosecutor to investigate the nature and seriousness of the case (or to see to the investigation of these aspects), and to make a recommendation concerning the method of dealing with the misconduct. Where a disciplinary hearing is suitable for dealing with the particular form of misconduct, it will be the responsibility of the prosecutor to convene the specific disciplinary committee.
- 6.1.4.6 It will be the responsibility of the prosecutor to inform all parties concerned of the disciplinary hearing.
- 6.1.4.7 It will be the responsibility of the prosecutor to state the alleged offence and to conduct evidence on behalf of CUT.
- 6.1.4.8 The relevant disciplinary committee will institute a thorough and comprehensive investigation into the alleged misconduct, which will take place within such period as may be reasonable under the circumstances, after the appointment of the prosecutor.
- 6.1.4.9 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 nominee.
- 6.1.4.10 The prosecutor will serve a notice (in which the charges of alleged misconduct are included) on the student concerned by having it delivered, or by 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.
- 6.1.4.11 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.
- 6.1.4.12 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.
- 6.1.4.13 A report of the prosecutor, which indicates that notice was given to the student concerned, will serve as *prima facie* evidence of the student's receipt of such notice.
- 6.1.4.14 If the student is a minor, his/her parent(s) or legal guardian must be informed of the charge against the student, if possible.
- 6.1.4.15 A student against whom a charge has been laid will have the right to be supported during the disciplinary hearing by his/her parents or legal guardian, or any fellow student, or legal representative whose presence has been approved in accordance with the *Policy regarding legal representation in tribunal hearings*.
- 6.1.4.16 The prosecutor may hold discussions with the student to obtain the student's reaction to the alleged misconduct, and to determine whether there is merit to the allegations of misconduct.



- 6.1.4.17 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 on request for a reasonable period. If the charges are amended after the disciplinary hearing has commenced, the Chairperson for the disciplinary hearing may defer the hearing for a reasonable period of time.
- 6.1.4.18 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 noticeboards of CUT according to the discretion of the disciplinary panel.
- 6.1.4.19 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 person, and the proceedings may then continue in the person's absence.
- 6.1.4.20 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.
- 6.1.4.21 An accused person may, at any time or during any procedure of a disciplinary committee, acknowledge his/her guilt with regard to specific matters mentioned in the charge, and such admission of guilt will serve as proof of the allegations that appear on the charge sheet.
- 4.1.4.22 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.
- 4.1.4.23 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 plus a casting vote.
- 4.1.4.24 The disciplinary committee will base its finding of guilty or not guilty on a balance of probability.
- 4.1.4.25 The fact that a student has been criminally charged, or 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.
- 4.1.4.26 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**

- 6.1.5.1 At the beginning of the disciplinary hearing, the accused will be requested to enter his/her plea in respect of the charge.
- 6.1.5.2 If the accused refuses to enter a plea, a plea of not guilty will be noted.

- 6.1.5.3 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 institute suitable disciplinary measures.
- 6.1.5.4 A guilty plea 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.
- 6.1.5.5 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.
- 6.1.5.6 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.
- 6.1.5.7 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.
- 6.1.5.8 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 must be 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*.
- 6.1.5.9 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.
- 6.1.5.10 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, and/or to impose a fine not exceeding R100, payable at a time and place as determined by the Chairperson of the disciplinary panel.
- 6.1.5.11 Any student under disciplinary suspension must distance him-/herself from CUT, except for appointments made in order to finalise CUT matters, and which matters have been approved beforehand by the Registrar.

## **6.1.6 Documentation**

- 6.1.6.1 The mechanical record of the proceedings of the disciplinary committee will be kept by the appointed prosecutor.
- 6.1.6.2 The record will be deemed to be a true reflection of the proceedings of the disciplinary committee.
- 6.1.6.3 Details of the charge, the parties concerned, the witnesses who gave evidence, the finding, the disciplinary action taken and the date of implementation will be filed in a register kept by the Senior Manager in charge of Student Services for this exclusive purpose.

## 6.1.7 Student rights

6.1.7.1 The alleged offender will have the following rights in respect of the charges that have been laid against him/her:

- (i) the right to be informed of the nature of the alleged offence;
- (ii) the right to summon witnesses and to cross-examine them;
- (iii) the right to examine any document submitted as evidence;
- (iv) the right to receive a hearing as soon as possible;
- (v) the right to 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 must be in the service of CUT and must be available to interpret on the date of the scheduled disciplinary hearing;
- (vi) the right to 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);
- (vii) the right to receive at least 48 hours' notice of the disciplinary hearing;
- (viii) the right to cite a case in his/her defence;
- (ix) the right to a finding;
- (x) the right to deferment of the consideration of any previous disciplinary record until after he/she has been found guilty;
- (xi) the right to advance extenuating circumstances;
- (xii) the right to lodge an appeal; and
- (xiii) the right to be protected against victimisation as a result of any statements and/or allegations and/or actions made or carried out during a disciplinary hearing, or on the grounds of membership of any organisation.

## 6.1.8 Announcement of finding

6.1.8.1 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.

6.1.8.2 The penalty will be conveyed in writing to the student concerned or 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.

6.1.8.3 The conviction and the sentence will be noted on the student's study record for a period not exceeding one calendar year.

6.1.8.4 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

6.1.9.1 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.

- 6.1.9.2 The Disciplinary Appeal Committee will comprise:
- (i) a Chairperson, who will be the Registrar, the DVC: Academic and Research, the DVC: Resources and Operations or a similar figure of authority; and
  - (ii) any other assessor(s) appointed by the Vice-Chancellor and Principal or his nominee.
- 6.1.9.3 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.
- 6.1.9.4 The notice of appeal must be presented to the prosecutor no later than 14 days after a finding has been pronounced by a disciplinary committee.
- 6.1.9.5 The Disciplinary Appeal Committee will be appointed by the Vice-Chancellor and Principal or his nominee in accordance with these rules.
- 6.1.9.6 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 disciplinary committee.
- 6.1.9.7 In the notice of appeal, the appellant must provide written reasons that state the basis of the appeal.
- 6.1.9.8 The other party (respondent) must be informed of the notice of appeal, and must be afforded the opportunity to respond in writing to the notice of appeal.
- 6.1.9.9 The Disciplinary Appeal Committee must act objectively, and will not comprise the same people who served on the disciplinary committee.
- 6.1.9.10 During the hearing of the appeal, the Disciplinary Appeal Committee may follow any procedure it deems fit, since 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, but must:
- (i) act justly; and
  - (ii) ensure that all documents that will be used by a party in the meeting are made available to the other party.
- 6.1.9.11 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:
- (i) the members of the Disciplinary Appeal Committee;
  - (ii) the appellant; and
  - (iii) the respondent
- no less than 14 days before the hearing of the appeal.
- 6.1.9.12 During the disciplinary hearing of the appeal, the appellant will be granted the opportunity to argue and discuss with the committee the basis of his/her appeal.

- 6.1.9.13 After the 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 Disciplinary Appeal Committee must submit to the Vice-Chancellor and Principal or his 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 Committee for further investigation.
- 6.1.9.14 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 Principal/Vice-Chancellor**
- 6.1.10.1 I If the Vice-Chancellor and Principal is of the opinion that a student may be guilty of misconduct as defined in these rules, he will have the competence, should he deem this to be in the best interests 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 (not longer than the time needed for the finalisation of any disciplinary proceedings that may be brought against such student in terms of these rules):
- (a) to refrain from attending lectures and classes on any premises occupied by CUT or held by CUT at any locality;
  - (b) to refrain from participating in any activity of CUT;
  - (c) to refrain from entering any space belonging to CUT or any place under its control, or any part of such a space or place;
  - (d) to vacate any CUT residence or any part of any structure under the control of CUT;
  - (e) to refrain from entering any CUT residence or any part of any structure under the control of CUT;
  - (f) to refrain 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
  - (g) to refrain from committing any act specified by the Vice-Chancellor and Principal, and that is related to the nature of the charge.
- 6.1.10.2 The Vice-Chancellor and Principal will not issue an order as specified in paragraph 6.1.10.1 unless he is convinced that there is sufficient evidence to corroborate the charges against the student.
- 6.1.10.3 A provisional suspension will be issued, which will be valid and will come into immediate effect.
- 6.1.10.4 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.
- 6.1.10.5 The decision of the Vice-Chancellor and Principal will be final and binding.
- 6.1.10.6 Any order in terms of paragraph 6.1.10.1 will expire if disciplinary proceedings have not commenced in terms of these rules within 45 days after the order was issued.

### **6.1.11 Powers of suspension of the Registrar**

6.1.11.1 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 interests of CUT, to order the student to carry out one, more than one, or all of the following actions:

- (i) to vacate a residence;
- (ii) to refrain from entering a residence; and
- (iii) to refrain from interfering with or communicating with any residence student.

6.1.11.2 The Registrar will:

- a) inform the Vice-Chancellor and Principal of any order that has been issued in terms of rule 11.1 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 6.1.10.1 within seven days after receipt of such notice, any order issued in terms of rule 6.1.11.1 of these rules will consequently fall away. An order of the Vice-Chancellor and Principal in terms of rule 6.1.10.1 will replace the order that was issued in terms of this rule;
- b) Not give an order as envisaged in rule 6.1.11.1, unless he/she:
  - (i) 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 6.1.11.1, as well as his/her reason(s) for intending to issue such an order, notification of which will be delivered to the Chairperson or Secretary of the House Committee concerned.
  - (ii) has 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 intends issuing in terms of rule 6.1.11.1, as well as his reason(s) for intending to issue said order;
  - (iii) has given the student a fair opportunity to challenge the reason(s) in person or through the submission of written representations to the Registrar; and
  - (iv) has 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, before such an order is issued, to provide such information or to offer such an opportunity to the student if the student, in spite of all efforts by the Registrar to determine his/her place of residence, cannot be found, in which case the order will be issued by means of being mailed to an address furnished by the student to CUT.

### **6.1.12 Enforcement of certain penalties**

6.1.12.1 Whether the penalty imposed on a student in terms of these rules comprises the payment of a fine, or 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 carried out.

### 6.1.13 Non-cancellation of fees

- 6.1.13.1 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 the CUT's right to discipline students in accordance with the disciplinary policy and procedures of CUT (to be finalised), the fining system in question will be applicable to the offences, as specified hereunder in paragraph 6.1.14.6:

- 6.1.14.1 A fine will be imposed at the scene of the offence;
- 6.1.14.2 A fine may only be imposed by senior personnel members of Protection Services;
- 6.1.14.3 Fines must be paid at the cashiers of CUT within 30 days of being imposed;
- 6.1.14.4 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; and
- 6.1.14.5 If an accused person fails to pay a fine or to direct a representation, the amount will be recovered from his/her student account.
- 6.1.14.6 The following offences will be immediately punishable with a fine in accordance with the fining system:
- |                                                                              |      |
|------------------------------------------------------------------------------|------|
| • 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 personnel                    | R300 |
| • Drunkenness                                                                | R400 |
| • Disturbing the peace                                                       | R300 |
| • Furnishing false information                                               | R200 |
| • Lending/borrowing of personnel/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 |

## 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

### CONSTITUTION OF THE STUDENTS' REPRESENTATIVE COUNCIL (SRC)

#### 3.1.1 DEFINITIONS AND ABBREVIATIONS

3.1.1.1 In this Constitution, any word or expression to which a meaning has been assigned by the Higher Education Act, Act No. 101 of 1997, as amended, will have the same meaning as in the Act; and unless the context indicates otherwise.

- i) **“Act”** means the Higher Education Act, Act No. 101 of 1997, as amended.
- ii) **“Appoint”** means to assign or designate to someone an office or function.
- iii) **“Code of Conduct for Committee Members”** means the Code of Conduct for members of the Central University of Technology, Free State Council, standing committees of Council, Senate, standing committees of the Senate, the Management Committee (Mancom) and any other official committees of the Central University Technology, Free State (CUT), which Code of Conduct will be applicable to the SRC, unless this is inconsistent with the context.
- iv) **“Council”** means the Council of CUT, which is the highest governing body of CUT.
- v) **“CUT”** means the Central University of Technology, Free State.
- vi) **“Days”** means calendar days.
- vii) **“Employee”** means either an academic or a support services employee, excluding an independent contractor, employed full-time or part-time in a permanent or temporary capacity at CUT, and who receives, or is entitled to receive, any remuneration, provided that a House Committee member, SRC member or external Council member is not an employee;
- viii) **“Executive Committee”** means the Executive Committee of the SRC, composed and elected in terms of this Constitution.
- ix) **“Majority”** means 50% (FIFTY PERCENT) plus 1 (ONE) of the SRC members.
- x) **“Mancom”** means the Management Committee of CUT.
- xi) **“Mass meeting”** means a meeting of students of CUT, organised and conducted by the SRC in accordance with this Constitution.
- xii) **“Months”** means calendar months.
- xiii) **“Nominate”** means the action of submitting names for election in accordance with this Constitution.

- xiv) **“Organisational report”** means how the SRC performed as a structure governing and managing student issues.
- xv) **“Political report”** means the state of institutional politics regarding student matters; an overview of current affairs directly or indirectly affecting the youth, students and potential students in respect of higher education.
- xvi) **“Principal”** means the Chief Executive Officer (CEO) and Accounting Officer of CUT and the person who is responsible for the management and administration of CUT, and includes the Vice-Chancellor Principal.
- xvii) **“Revision”** vs. **“amendment”** of the Constitution: Revision entails an entire overhaul or review of every clause, including the underlying principles, while amendments are made to one or two clauses only.
- xviii) **“Rules”** means the institutional rules of CUT, formulated in terms of Section 32 of the Act.
- xix) **“Standard Rules of Order for Committee Members”** means the Standard Rules of Order as approved by Council that are applicable to the SRC, unless inconsistent with the context.
- xx) **“Sabbatical”** means 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; whose term of office extends from January to December of the applicable year; who must be registered as a full-time year student; who is already in possession of an academic qualification; and who complies with all the requirements.
- xxi) **“Semester”** means one half of a calendar year, approved by Council on the recommendation of Senate, for the academic activities of CUT.
- xxii) **“Simple majority”** means more than half of the votes cast, excluding abstentions.
- xxiii) **“SRC”** means the Students’ Representative Council of CUT, as democratically elected by students in terms of this Constitution.
- xxiv) **“SRC Code of Conduct”** means the Code of Conduct of CUT’s SRC, as approved by CUT.
- xxv) **“SRC meeting”** means a meeting of the SRC, as scheduled in the Year Programme of CUT, or any urgent meeting scheduled in accordance with this Constitution.
- xxvi) **“Statute”** means the institutional Statute of CUT.
- xxvii) **“Student”** means a person registered for a course/module or qualification at CUT.
- xxviii) **“Student activities”** means all academic activities and extracurricular activities of CUT.
- xxix) **“Valid student card”** means the latest endorsed student card that is acceptable to CUT.

- 3.1.1.2 Unless otherwise indicated in this Constitution, if a quorum or required majority of votes is expressed as a mathematical fraction, and it so happens that the consequent quorum or majority is not an integral number, the next greater integral number will constitute the quorum or majority of votes.
- 3.1.1.3 In this Constitution, unless there is something in the context that repudiates such construction, words denoting the masculine gender or singular number will be construed to include the feminine and plural respectively, and *vice versa*.
- 3.1.1.4 Interpretation: The correct interpretation of this Constitution is vested with the Registrar.

### **3.1.2 PURPOSE**

- 3.1.2.1 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.
- 3.1.2.2 The Constitution of the SRC serves the purpose of outlining the details and the procedural implementation of aspects of the Higher Education Act, Act No. 101 of 1997, as amended, and the Statute of CUT with regard to the establishment and composition, manner of election, term of office, functions and privileges of the SRC.

### **3.1.3 COMPOSITION**

- 3.1.3.1 The SRC will consist of not more than 25 and not fewer than 12 members.
- 3.1.3.2 The Sabbatical of the SRC will act as Secretary at the meetings of the SRC.
- 3.1.3.3 The SRC comprises the following:

#### **Institutional SRC**

President;  
Deputy President;  
Sabbatical/Secretary-General; and  
Finance Officer.

#### **Bloemfontein campus**

- (i) Campus President;
- (ii) Vice-President;
- (iii) Sabbatical/Secretary-General;
- (iv) Finance Officer;
- (v) Academic Officer;
- (vi) Constitution and Legal Affairs Officer;
- (vii) Sports Officer;
- (viii) Public Relations Officer;
- (iv) Residence and Accommodation Officer;
- (x) Health and Welfare Officer;
- (xi) Projects and Campaign Officer;
- (xii) Student Affairs Officer;
- (xiii) Equity Officer; and
- (xiv) Transformation Officer.

**Welkom campus**

- (i) Campus President;
- (ii) Vice-President;
- (iii) Sabbatical/Secretary-General;
- (iv) Finance Officer;
- (v) Education and Transformation Officer;
- (vi) Sports and Culture Officer;
- (vii) Public Relations Officer;
- (viii) Health and Welfare Officer;
- (ix) Constitution and Legal Officer;
- (x) Projects and Campaigns Officer; and
- (xi) Residence and Accommodation Officer.

The administrative positions listed above will only be considered for inclusion in the SRC if they have been duly established by the institution.

**3.1.4 FUNCTIONS**

- 3.1.4.1 The functions of the SRC, in accordance with Section 8 of the Statute, are listed below.
- 3.1.4.2 The SRC is the highest body of authority among students, and agreements between the SRC and the CUT Council will be binding on all students.
- 3.1.4.3 The SRC acts on behalf of CUT only with prior approval of the Vice-Chancellor and Principal.
- 3.1.4.4 The SRC represents, co-ordinates and promotes student interests, and will be accountable at all times to the student mass.
- 3.1.4.5 The SRC must uphold the pursuit of academic freedom, which includes the following:
  - (i) preserving and promoting the best interests of CUT and the student community in particular;
  - (ii) performing all duties and responsibilities as agreed upon in meetings of the SRC, within the rules, policies, codes of conduct and procedures of CUT;
  - (iii) respecting and upholding the Constitution and the Code of Conduct for Students and the SRC;
  - (iv) protecting and promoting the good image of the SRC at all times;
  - (v) enhancing unity and co-operation among students;
  - (vi) managing societal and organisational life on campus and rendering assistance, where necessary;
  - (vii) convening all student general meetings on campus; and
  - (viii) at all times remaining subject to the final authority of Council.
- 3.1.4.6 The SRC will promote an environment conducive to the holistic development of CUT students, in accordance with the policies, rules, codes of conduct and procedures of CUT.
- 3.1.4.7 The SRC will represent students when involved in discussions with CUT, when serving on any CUT committee, and during public appearances.

- 3.1.4.8 The SRC will establish such 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 will report to the SRC only, and will have no official CUT status, and 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. The SRC will further allocate the budget for all student structures in consultation with the Registrar or his/her nominee.
- 3.1.4.9 The SRC will operate on a non-discriminatory basis, and facilitate a culture of tolerance, peace and reconciliation amongst students.
- 3.1.4.10 The SRC will adhere to, and ensure the implementation of, the approved language policy of CUT in all documents and activities of the SRC.
- 3.1.4.11 The SRC will promote the transformation of CUT in accordance with the vision of CUT as a university of technology, and assist where possible in the effective implementation of all resolutions of the CUT Council and official authoritative managerial structures, committees, bodies, etc., where such resolutions are applicable to students.
- 3.1.4.12 As the SRC is not a legal entity, and with due regard to the Statute, the SRC will 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 Statute, any agreement between the SRC and CUT will be legally enforceable.
- 3.1.4.13 The budget of the SRC will be administered by CUT, as part of the 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 will be submitted to the Registrar before being consulted with the SRC Finance Officer, the SRC President and the SRC Sabbatical/Secretary-General.
- 3.1.4.14 The outgoing SRC member(s) will be held individually and collectively accountable for all financial irregularities during their term of office.
- 3.1.4.15 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.
- 3.1.4.16 The SRC will present recommendations with regard to the SRC budget for the next financial year to the Registrar on a date and at a time as indicated by the Registrar.
- 3.1.4.17 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 will be dealt with in accordance with the policies, procedures, rules, regulations, etc. of the university. No such funds or income will be paid out to any member of the SRC or a student organisation.
- 3.1.4.18 A financial statement, which must be a true reflection of the state of the SRC's financial affairs, will be submitted by the SRC to the Registrar at the end of the SRC's term of office.

- 3.1.4.19 At every scheduled SRC meeting, a report must be submitted regarding the SRC's use of funds from the SRC budget, and such report will be available at any time for inspection by any student, as well as the Registrar.
- 3.1.4.20 SRC members will receive an honorarium as determined by CUT from time to time, and such honorarium may be withheld by CUT if the SRC or a particular SRC member has failed to act in accordance with this Constitution and the Code of Conduct, provided that the provision of such honorarium does not imply that the SRC or any member of the SRC is a CUT employee.
- 3.1.4.21 For purposes of the implementation of the Statute, the SRC may arrange, facilitate and co-ordinate student affairs on campus, as authorised in writing by the Registrar.
- 3.1.4.22 Members of the SRC are committed, collectively and individually, to:
- (i) protecting, promoting and maintaining the honour of CUT and its students;
  - (ii) acting at all times with due regard to the principles of fairness, justice, respectability, unity, dignity and equity;
  - (iii) assisting in the protection of the basic human rights of all students;
  - (iv) executing resolutions of the SRC, and being accountable to the SRC and the student mass;
  - (v) striving for co-operation and communication between the students and other CUT constituencies, and assisting in the co-ordination of activities that are of common interest to CUT and the students; and
  - (vi) performing the duties and functions allocated to them by the SRC.
- 3.1.4.23 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 SRC, provided that all media statements are made with due regard to the policies, procedures, rules and regulations of CUT.
- 3.1.4.24 The Institutional President of the SRC and the Deputy President of the SRC will represent the students on the CUT Council, and the Institutional President will also represent the SRC externally.

### **3.1.5 MEETINGS**

- 3.1.5.1 The Standard Rules of Order and the Code of Conduct for Committee Members are applicable to the SRC, unless inconsistent with the context and/or unless otherwise stipulated in this Constitution.
- 3.1.5.2 Except during official CUT holidays, the SRC will convene a meeting at least once every 21 days, including Saturdays, Sundays and public holidays. The meetings will be scheduled in advance by the Sabbatical/Secretary-General in the official Year Programme of CUT, which will be provided by the Sabbatical/Secretary-General to every SRC member at the beginning of his/her term of office. Members will be notified by the Sabbatical/Secretary-General of the date, time, venue and agenda of every meeting, in the form of a letter, at least 48 hours prior to such a meeting.

- 3.1.5.3 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 will 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.
- 3.1.5.4 The agenda of an SRC meeting will be compiled in consultation with members of the SRC, and documents and matters referred by the Registrar of CUT to the SRC for comments or action must be placed on the agenda of the next SRC meeting.
- 3.1.5.5 50% + 1 (FIFTY PER CENT PLUS ONE) of the SRC members in office will constitute a quorum. If a quorum is not constituted, the meeting will be postponed and rescheduled.
- 3.1.5.6 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 or his/her nominee.
- 3.1.5.7 Decisions of the SRC will be taken by means of a simple majority of votes.
- 3.1.5.8 All decisions taken at SRC meetings must be executed before the subsequent meeting.
- 3.1.5.9 The Sabbatical/Secretary-General of the SRC will ensure that minutes of the proceedings of each SRC meeting are kept, and that they are made available to the SRC members and the Registrar within seven days after the conclusion of the meeting.
- 3.1.5.10 The minutes of an SRC meeting will 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 will be made available at the reasonable request of any interested party within five days after approval thereof, in terms hereof.
- 3.1.5.11 A student who is not an SRC member may attend a meeting of the SRC after submitting a formal letter containing such request to attend a meeting, and once approval has been granted by the SRC. He/she will only have such speaking rights as decided upon by the SRC.

### **3.1.6 MASS MEETINGS**

- 3.1.6.1 The SRC may convene a mass meeting in compliance with the policies, procedures, rules and regulations of CUT.
- 3.1.6.2 Notice of the date, time and venue of a mass meeting, as well as the proposed agenda, will be given to the Registrar and 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, in his/her opinion, valid grounds exist for such.
- 3.1.6.3 The SRC will hold at least one mass meeting per semester during their term of office.
- 3.1.6.4 The SRC President will deliver a political report; the SRC Sabbatical/Secretary-General will deliver an organisational report; and the SRC Finance Officer will deliver a financial report at the Annual General Meeting of the SRC.

- 3.1.6.5 The SRC President, or in his/her absence a person appointed by the SRC by a majority vote, will chair a mass meeting. The Sabbatical/Secretary-General of the SRC will act as Secretary at a mass meeting.
- 3.1.6.6 Unless inconsistent with the context, CUT's Standard Rules of Order and Code of Conduct will apply at all mass meetings.
- 3.1.6.7 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 and in compliance with the policies, procedures, rules, regulations, etc. of CUT, convene a mass meeting, provided that only the issue that necessitated the meeting will be discussed at such a mass meeting, and provided further that disciplinary measures may be taken against the students who requested such meeting, if such students should fail to attend the subsequent mass meeting.
- 3.1.6.8 An attendance of 5% of all CUT students will constitute a quorum at a mass meeting.
- 3.1.6.9 If a quorum is not constituted at the mass meeting, the President will postpone and reschedule the mass meeting.
- 3.1.6.10 A resolution will be adopted by a simple majority of votes of the students present, except in the case of motions of no confidence, which will be passed by a two-thirds majority of the votes of the members present at the mass meeting.
- 3.1.6.11 Since a mass meeting has decision-making powers, resolutions passed at a mass meeting will be regarded as a mandate to the SRC.
- 3.1.6.12 At the subsequent SRC meeting, the resolutions of the mass meeting will be discussed by the SRC, and the issue will be dealt with in accordance with the functions of the SRC.
- 3.1.6.13 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 within seven days after the mass meeting. The notice must also indicate the particulars of the next SRC meeting.
- 3.1.6.14 Minutes of the mass meeting will be confirmed as the first item on the agenda at the subsequent SRC meeting. Students who were present at the particular mass meeting will be entitled to speaking and voting rights during the approval of the minutes of the mass meeting, after which such students will be excused from the SRC meeting.
- 3.1.6.15 The minutes of a mass meeting during which a motion of no confidence was tabled will be submitted to the subsequent meeting of the student masses for approval, and thereafter be signed by the Chairperson. Students who were present at the general meeting in question will be entitled to speaking and voting rights during the approval of such minutes. The minutes thus approved and signed will be the only official account of the proceedings of the relevant meeting, and will be available at the reasonable request of any interested party within seven days after the approval of the minutes.
- 3.1.6.16 The Sabbatical/Secretary-General of the SRC will 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, will be available at the reasonable request of any interested party.



### **3.1.7 RIGHT TO VOTE**

- 3.17.1 A student, as defined in this Constitution and the CUT Statute, may vote during mass meetings and SRC elections, if and as long as the student is registered as a year or semester student for a CUT course and is in possession of a valid student card.
- 3.1.7.2 There will be no right to vote by proxy.
- 3.1.7.3 The President of the SRC will have an ordinary and deciding/casting vote at SRC meetings only.

### **3.1.8 ELECTIONS**

3.1.8.1 In accordance with Section 8 of the Statute:

- (i) nominations must be signed by eight students with the right to vote, and must be countersigned by the nominee;
- (ii) a student will 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 if he/she is undergoing practical training, and has paid the minimum required fees;
- (iii) the system of election of the SRC will be that of non-proportional representation (“NPR”), and therefore any student will be eligible to stand and contest for a position in the SRC as an individual student;
- (iv) any election of the SRC will be conducted by secret ballot; and
- (v) the Vice-Chancellor and Principal or his 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, regulations, etc., to determine the outcome of such an election.

#### **3.1.8.2 Eligibility**

To qualify for nomination as an SRC candidate, a student must be a registered CUT student and:

- (i) he/she must identify and associate him-/herself with the mission of CUT;
- (ii) he/she must be a full-time student, registered for at least the second year, if a year student, or for the third semester, if a semester student;
- (iii) he/she may not practise a career on a full-time basis;
- (iv) he/she must not be undergoing practical training exceeding one month for any part of the period referred to in subparagraph (b) herein above;
- (v) he/she must have passed at least 60% of his/her registered subjects in the previous year or semester at CUT; and
- (vi) in the case of the Sabbatical/Secretary-General, is in possession of at least a three-year higher education diploma obtained from CUT.

### **3.1.8.3 Procedure for the election of members of the SRC**

- 3.1.8.3.1 SRC candidates should be nominated, where possible, in the portfolios of their choice.
- 3.1.8.3.2 The letter of nomination should contain the following information:
- (i) the full name of the nominee;
  - (ii) the signature and student number of the nominator;
  - (iii) the signatures and student numbers of the persons seconding the nomination;
  - (iv) the signature and student number of the nominee; and
  - (v) a recent identity-sized photograph of the nominee.
- 3.1.8.3.3 Nominations for all SRC candidates and the Sabbatical/Secretary-General must be compiled properly in writing by a nominator, and must be seconded by eight students for each nominee, provided that those seconding must be students with a right to vote in terms of the SRC Constitution. If the letter of nomination is defective, the nominator will be informed immediately, and unless the nominator and his/her seconders rectify the defect within 24 hours after the closing of the nomination, the nomination will not be accepted.
- 3.1.8.3.4 The Presiding Officer or nominee(s) will place ballot boxes at central venues on campus. The Presiding Officer will seal each ballot box, and this seal may only be broken by him/her when the votes are counted. Full ballot boxes will remain at the voting station on campus under secure protection, and will be sealed in the presence of such trustworthy delegates, elected by the candidates, in terms of the agreed procedures.
- 3.1.8.3.5 The ballot papers will include photographs of the faces of all the candidates, if possible.
- 3.1.8.3.6 Immediately before opening the elections for voting, the campus' Presiding Officer must show the student agents that the ballot boxes are empty, and must thereafter seal the ballot boxes.
- 3.1.8.3.7 The outgoing SRC and CUT will draft an operational plan that will guide the proceedings of the SRC elections.
- 3.1.8.3.8 The counting of votes will begin as soon as possible after the voting polls have closed on campus, in the presence of such individuals as agreed upon between the SRC and CUT in the operational plan referred to in paragraph 3.1.8.3.7 above.
- 3.1.8.3.9 The student agents are allowed to observe the proceedings in respect of the voting, the counting of votes, and the declaration of results.
- 3.1.8.3.10 At the Bloemfontein campus, a voter may vote for one person in Section A of the ballot paper; for one person in Section B of the ballot paper; and for 12 persons in Section C of the ballot paper at the Bloemfontein campus. At the Welkom campus, a voter may vote for one person in Section A of the ballot paper; for one person in Section B of the ballot paper; and for six persons in Section C of the ballot paper.
- (i) Section A of the ballot paper is for the SRC President; Section B of the ballot paper is for the Sabbatical/Secretary-General; and Section C of the ballot paper is for the ordinary SRC members.

- 3.1.8.3.11 Candidates and voters may not canvass votes in the vicinity of the voting station. Strict measures should be put in place in the vicinity of the voting booths to ensure that the elections are free and fair.
- 3.1.8.3.12 Within the boundaries of a venue/voting station, no agent or candidate may:
- (i) display or distribute any names, pamphlets or posters on election day; and/or
  - (ii) attempt to induce, influence or persuade any voting delegate to vote or not to vote for any particular candidate.
- 3.1.8.3.13 After the votes have been cast, the Presiding Officer or nominee(s) will count them.
- 3.1.8.3.14 The ballot papers and the document of results will be signed by the Presiding Officer, and will be sealed and held in safekeeping for a period of at least 48 hours, for possible revision of the results.
- 3.1.8.3.15 If an equal number of votes is drawn by each of the candidates in the final election, the Presiding Officer must make the results known as such. Another election should then be held according to the prescribed procedure, and if there is a tie of votes, the Presiding Officer will cast a deciding vote.
- 3.1.8.3.16 The Presiding Officer will announce to the meeting the names of the candidates who have been legally nominated, as described above, and will thereafter publicly announce the results of the election.

#### **3.1.8.4 Election of the Institutional President and Deputy President**

- 3.1.8.4.1 The Institutional President of the SRC will be elected directly by all students across the two CUT campuses, with the candidates who qualify in terms of this Constitution and the Statute coming from both the Bloemfontein and Welkom campuses of CUT.
- 3.1.8.4.2 The candidate with the highest number of votes will be elected as the Institutional President of the SRC, and automatically the President of his/her campus. The Deputy Institutional President will be from the alternative campus.
- 3.1.8.4.3 The CUT President is determined by the total number of votes from both the Bloemfontein and Welkom campuses. In the same way, the Deputy President of the Institutional SRC is determined by the total number of votes from both the Bloemfontein and Welkom campuses.
- 3.1.8.4.4 Other ordinary SRC members will be democratically elected at their respective campuses, in terms of the procedures as specified above.
- 3.1.8.4.5 Nominations for the SRC members will be seconded by at least three members of the newly elected SRC.

### **3.1.8.5 Vacancies**

- 3.1.8.5.1 When a vacancy arises in the SRC, the person who secured the highest number of votes during the election will be appointed to the SRC. The vacant portfolio will be democratically contested by all interested SRC members. In the event that the newly elected SRC member loses the election contest, he or she will automatically fill the vacancy created by the SRC member who won the contest.
- 3.1.8.5.2 The Registrar or his/her nominee will officiate as the electoral officer. The name of the newly elected SRC member will be published at both the Bloemfontein and Welkom campuses.
- 3.1.8.5.3 When the vacancy of Sabbatical/Secretary-General arises, the person who secured the highest number of votes under section B of the ballot paper in the course of the election will be appointed to the vacancy.

### **3.1.9 TERM OF OFFICE OF MEMBERS**

- 3.1.9.1 The term of office of the Sabbatical/Secretary-General will extend from January to December of the applicable year. The Institutional President and the Deputy President will serve as Council members until the end of December of the applicable year. SRC members may only serve two consecutive terms.
- 3.1.9.2 The Sabbatical/Secretary-General of the SRC may serve only one term of office as the SRC Sabbatical/Secretary-General.
- 3.1.9.3 The Sabbatical/Secretary-General of the SRC will suspend his/her studies for the duration of the year in question and occupy the office full time.

### **3.1.10 SUSPENSION OF MEMBERSHIP**

- 3.1.10.1 The membership of any member of the SRC will be automatically terminated if:
- (i) the member is no longer a CUT student;
  - (ii) the member submits a written resignation to the Registrar;
  - (iii) the member 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;
  - (iv) the member's term of office expires;
  - (v) the member has been found guilty of a criminal offence, with no option of a fine, in a criminal court;
  - (vi) the member does not complete his or her year of study successfully, and is not promoted to his or her subsequent year of study; or
  - (vii) a disciplinary committee of CUT imposes a penalty to the effect that the member is expelled from the SRC.

- 3.1.10.2 The Registrar will inform the SRC and the Council in writing of the date of and reasons for the automatic suspension of the services of an SRC member, in accordance with paragraph 3.1.10.1.
- 3.1.10.3 If a member of the SRC is found guilty of misconduct by a CUT disciplinary committee, such a student's membership of the SRC may be suspended permanently or temporarily, 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 CUT disciplinary rules, policies and procedures.
- 3.1.10.4 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. The SRC may, thereafter, 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 from the SRC.
- 3.1.10.5 Any alleged violation of the Standard Rules of Order for Committee Members must be dealt with in accordance with the stipulations of the Standard 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 from the SRC.

### **3.1.11 DELEGATIONS**

- 3.1.11.1 The SRC may not delegate any accountability with regard to the functions and responsibilities of the SRC, as stipulated in this Constitution.
- 3.1.11.2 The SRC may delegate responsibility for the execution of any function of the SRC, as stipulated in this Constitution, to any one or more SRC members, on the conditions as decided upon by the SRC at an SRC meeting. Full reports on such delegated responsibilities must be put before the next SRC meeting.
- 3.1.11.3 The Executive Committee of the SRC will 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:
- (i) to effectively and efficiently exercise those powers delegated to it by the SRC;
  - (ii) to establish and select standing or portfolio committees, which will be chaired by non-executive members of the SRC, in terms of the Constitution;
  - (iii) to attend to the day-to-day administration of the SRC in representing student matters and interests;
  - (iv) to report regularly to the SRC and the Registrar with regard to its activities, and to promptly provide the SRC and the Registrar with the minutes of all meetings;
  - (v) to promote effective communication within its own ranks, as well as with the SRC, established committees and subcommittees;
  - (vi) to administer all funds received, in accordance with the policies, procedures, rules and regulations of CUT;
  - (vii) to prepare and present quarterly and annual reports on all the activities performed during its term of office;

- (viii) to keep comprehensive minutes of all its meetings. and to submit these, as official minutes, to the SRC;
- (ix) 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;
- (x) to convene an ordinary meeting or a mass meeting at the request of the SRC and the students. 5 % of the student population must be present at such a mass meeting in order to constitute a quorum;
- (xi) 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 the Registrar; and
- (xii) the Executive Committee may reorganise the portfolios of the SRC for reasons it deems fit. The Sabbatical/Secretary-General will inform the Registrar in writing of the reasons of such a reorganisation within seven days.

3.1.11.4 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/workgroup), such member will represent the SRC on such committee with full delegated powers, provided that the person's appointment has been executed and performed in accordance with procedures stipulated in the 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 such committee at every SRC meeting.

### **3.1.12 PORTFOLIO RESPONSIBILITIES**

3.1.12.1 The SRC members will be collectively and individually responsible for the proper implementation of and adherence to this Constitution. To this end, the SRC must divide tasks and responsibilities among its members in a manner compatible with this Constitution, and resolutions in this regard will always be passed by way of a majority vote.

3.1.12.2 The Sabbatical/Secretary-General of the SRC will keep and update an index of the tasks and responsibilities of each SRC member, as listed in accordance with paragraph 3.1.12.1, and must make this list available to every member of the SRC and the Registrar.

### **3.1.13 INTERNAL DISPUTE RESOLUTION**

3.1.13.1 In the event of any dispute arising between SRC members in connection with the functions of the SRC as described in this Constitution, the members will comply with the provisions of this dispute settlement procedure:

#### **(i) Step 1: Declaration of dispute**

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

**(ii) Step 2: Answering statements**

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

**(iii) Step 3: Meeting of the members**

The members will meet within five working days after the answering statement has been received by the aggrieved members.

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

**(iv) Step 4: Further dispute settlement options**

- a) If, at the aforesaid meeting 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 will act as mediator/arbitrator.
- b) Disputes regarding the interpretation of the SRC Constitution will be referred by the SRC 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 this Constitution, will be settled by the SRC by means of a majority decision.
- d) The Registrar, or his/her nominee, will monitor, facilitate and ensure the smooth settlement of any dispute in accordance with the procedures specified in paragraph 13.1 above.
- e) The Institutional SRC will also serve as the Disciplinary Committee of the SRC, and will be guided by the SRC's Code of Conduct.
- f) The Institutional Sabbatical will chair the Disciplinary Committee.

**3.1.14 DISSOLUTION**

- 3.1.14.1 Council has the authority to dissolve the SRC.

**3.1.15 AMENDMENT OF THE CONSTITUTION**

- 3.1.15.1 With due regard to the Higher Education Act (Act 101 of 1997) and the CUT Statute, any proposed amendment or addition to, or deletion from, this Constitution must be considered at an SRC meeting.

3.1.15.2 After consultation with the SRC, the Registrar refers the Constitution to Council for approval.

**3.1.16 REGULATIONS, RULES AND PROCEDURES**

Regulations, rules and procedures to bring expression to certain clauses in the Constitution could be developed as addenda to the Constitution.

**3.1.17 RELATED DOCUMENTS**

CUT Statute;  
CUT Standard Rules of Order;  
CUT Code of Conduct for Committee Members; and  
CUT Language Policy.



## 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.

**b) 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