



Central University of
Technology, Free State

Faculty of Management Sciences

Learning Guide 2018

Subject:
Accounting IV (Theory)

Code:
ACC2AB

Department:
Administration

Module Code:
ACC2AS

Level: 7

Credits: 10



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1. Welcome

Research is an indispensable tool in understanding and solving various forms of management problems. Thus, it is crucial that students enrolled in the Accounting,

Auditing, Business Administration, Cost and Management Accounting, and FIS programmes understand the fundamentals of research in preparing for careers in their respective fields. For this reason, this course provides learners with introduction to **methods and techniques typically employed in social research**. Specifically, the purpose of this course is to equip learners with knowledge of basic research methods and strategies used in management/business research. It covers the scientific process including problem identification, problem statement, research question and hypothesis formulation, measurement and instrument construction, data collection, research design and in particular, survey research methods, statistical analysis, qualitative research and ethical considerations. It is also intended to develop learners in exemplary academic writing skills and critical analysis. You will also be introduced to the philosophical issue of research paradigms.

2. CUT Graduate attributes

There are ten attributes that define a CUT graduate but relevant to this programme we have only chosen four attributes which are:

Sustainable Development

Graduates should be environmentally sensitive and should recognise their roles as socially responsible citizens who care for the common good of others, their country and environment.

Entrepreneurship

Graduates should be entrepreneurial, industrious and be able to recognise opportunities and turn them into ideas for enterprises. They should have business acumen and display basic business skills.

Innovation and problem solving

Graduates should be innovative, think creatively and critically and apply a range of strategies to solve/ find solutions for real world problems. They should demonstrate ability to apply theoretical knowledge that will lead to development of new ideas, methods, techniques, practices, products and services of contexts (technology, commerce, social systems, economic development and policy development).

Team Work

Graduates should be able to work independently and in teams, to manage their own learning, work and take responsibility for self while contributing to teams such as learning communities.

These attributes inform the above-mentioned programmes in general and the Research Methodology IV course in particular. As a result, the content of this course aims to help students enhance these attributes.

3. COURSE DETAILS

COURSE NAME	Research Methodology IV (Theory)
COURSE CODE	RMT41AB
NQF LEVEL	7
PROGRAMME	B-Tech: Business Administration
CREDITS	10
NOTIONAL HOURS	160
CONTACT HOURS	2.67 hours per week

4. Aim of the course

The overall outcome of the course is to introduce students to the methodological principles of doing research so that they acquire the knowledge and develop the skills needed to conduct research in future.









Specifically, after the course, students should be able to:

- Have developed an understanding of the research process and associated terminology;
- Read, search through, and summarize other research;

- Judge the quality of any research;
- Identify a researchable problem that requires empirical investigation;
- Design research (proposal) that answers a researchable problem;
- Practically carry out an empirical investigation

5. How to use the Learning guide

Each unit consists of subdivisions called learning elements. Each learning element consists of activities indicated by the following **ICONS**:

Materials which you have to study beforehand. These materials are available in the LIC. Complete references are shown on the last page of a unit.	
A case study or project, which you or your group have to complete as, prescribed by your course facilitator.	
Self-Assessment – questions you should be able to answer after completion of the learning element.	
Test	
Continuous Evaluation	
DVD Movie	
Internet	
Holiday	

6. Course Norms and Rules

Every orderly human undertaking has ground rules. The following are some of the most important but not all of the ground rules for the course.

Late submission

Be warned that there is absolutely no room for late submission. As a rule, late submission = no submission = ZERO (0). Due dates are provided in advance sometimes a year in advance so no excuse will be justifiable. Make sure you familiarize yourself with due dates.

Special exam

Except for the mid-year (June) exam where a student may with the permission of the exams department write a sick exam (when you were really sick) or special exam (e.g. work commitment or some mishap), there is no end of year special exam.

Language medium

The official language of communication at CUT is English and in compliance, the language medium for this course is English. Therefore, classes, tests, and exams will be conducted only in English.

Group work

Successful learning requires team work and in preparing you for that, a lot of your work will be group based. Every learner is expected to belong to a group. Groups must consist of not less than five and not more than eight members. In rare cases and only with the permission of your lecturer will any deviation from this norm be allowed? Each group member's participation must be indicated on the declaration form attached. See Annexure attached.

Class attendance and Lectures

The programme is a contact learning program. Therefore, class attendance is compulsory and there will be penalties for non-attendance. All students sign the attendance register.

Lectures will not refer exclusively to textbooks materials since knowledge acquisition in research is not confined to text books. Rather, lectures will cover similar concepts

and approaches to research from the broader research literature. Beyond merely attending class, students are expected to contribute to class discussions as a result of careful preparation of course materials. Overall participation will involve individual as well as group based participation. It is assumed that students have read the assigned readings before class. Some exam questions will be drawn from books that will not be discussed in lecture. Some students are expected to attend each lecture and will be responsible for the material.

Other expectations from the learners

The lecturer expects every learner to:

- **Search** for and get other sources that relate to the course in addition to what is provided. The facilitator will only provide guidelines and assistance in this regard.
- **Maintain** academic integrity (not to engage in any academic dishonesty). Some examples of academic dishonesty are: signing attendance register on behalf of someone else; cheating in exams, assignments, and tests, plagiarism in any form; fabricating information or citations.
- **Accept responsibility** and take ownership of own learning
- **Get exposed** to and become competent in the use of the black board. This requirement is very important because it is the main medium of communication between the lecturer and you, other than in class communication.

7. Learning Assumed to be in place

(A) A formal qualification on NQF level 6 (old) or 7 (New);

(B) Computer literacy – ability to: use Microsoft word, PowerPoint, excel and search for information on the internet; and

(C) Basic numeric literacy – ability to: construct frequency tables and calculate mean, mode, and median.

8. Learning Outcomes

After completion of this module, learners must be able to do the following:

- To demonstrate a clear understanding of how to conduct basic research in order to address relevant needs in the fields of Business Administration, Finance, and Accounting.
- To acquire a relatively in-depth perspective of the quantitative research methodology and how to apply the different designs of quantitative research in conducting basic research in the management sciences.
- To gain insight into the fundamental elements of the qualitative research methodology and how to apply the different designs of qualitative research in conducting basic research in the management sciences.
- To comply with the technical requirements for compiling a research proposal for quantitative and qualitative research topics related to Accounting, Business Administration and Finance.
- To have an in-depth understanding of issues pertaining to research approaches in the management sciences.

9. Assessment

Assessment will be conducted according to any assessment method as approved by the department and the obtained marks may form part of the final mark. Assessment results will be made up of tests, assignments and practical. Evaluation criteria for assignments will be given to the learner in class

The learner is required to study all the work as set out in the learning guide as well as additional material.

i. Tests

Preliminary test dates and venues have been stated in the learning guide, but they are subject to change. Please pay attention in class to all the information that will be provided with regard to changes.

Should the learner miss a test it is his/her responsibility to inform the facilitator and bring a valid reason in writing within one week of writing the test. Please note the date for sick test as no extension will be granted.

No excuse will be accepted for a class evaluation that was missed due to poor class attendance unless the learner can present a valid written reason within one week.

ii. Assignments

Assignments must be submitted on time, on the due date, at the arranged venue, unless the facilitator makes other arrangements.

The facilitator accepts no responsibility for lost assignments. The learner must always keep a copy of every assignment that is submitted.

iii. Class activities and homework

Class activities will be done during class times and the facilitator may take in the activity or part of the activity at the end of the session, for marking.

Homework will be given to students and the facilitator may take in the homework at the beginning of the class session.

The above is done to monitor the learner's progress.

iv. Assessment Guidelines

Evaluation tests and assignments will be set on a regular basis. Most assignments are done in **Group Context**: it is vital that you also focus on the assignments. Past experience has shown that well-functioning groups achieve all round success, as they encourage and support the individual.

v. Assessment Terminology

Assessment will take two forms (a) Formative and (b) Summative.

Formative assessment

Formative assessment will be achieved as follows:

- Regular graded group assignments
- Class discussion and feedback on particular relevant topics
- Case studies

Summative assessment

- Quarterly tests, covering the work done to date – see the work schedule for test dates and requirements
- Semester evaluation covering all the work for the semester.

A diagram of how to calculate your mark is as follows:

Semester 1			
Tests	Group Assignment	Practical/Individual Assignments	Examination
50%	50%	NONE	Yes
50%			50%

Note 1: The percentage division between Tests and Assignments and Practical, may differ somewhat from the above, taking into cognisance some input/feedback from the learners, and interaction with the facilitator. A course of this nature should also be dynamic in its outcomes, presentation and business relevance

Note 2: A learner must achieve a minimum of 50% in order to successfully complete the course.

10. Statement of Academic Integrity

Academic dishonesty is a serious offence at CUT. The following examples are not exhaustive but describe CUTs policies for what constitutes academic dishonesty and penalties thereof (It is your responsibility to know what constitutes a violation of academic integrity). Academic dishonesty includes, but is not limited to: signing an attendance sheet using somebody else's name, cheating, on exams, plagiarizing, handing in papers that were downloaded from the web, fabricating information or citations, facilitating acts of academic dishonesty by others, etc. The usual punishment for academic dishonesty ranges from deduction of marks to total expulsion from CUT.

11. Text books

Main / Prescribed Textbooks

1. Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, 4th Edition by John W. Creswell – ISBN: 9781452226101, Sage Publications.
2. Business Mathematics and Statistics, 7th Edition by Andre Francis & Ben Mousley – ISBN: 9781408083154, Cengage Learning.

Supplementary / Additional Text Books

1. Research Methodology: A Step-by-Step Guide for Beginners, 4th Edition by Ranjit Kumar – ISBN: 9781446269978, Sage Publications.
2. Business Statistics Using Excel, 2nd Edition by Glyn Davis & Branko Pecar – ISBN: 9780199659517.
3. Research Education at the Central University of Technology, E.M Bitzer, ISBN: 9780620780353 Sun Media Publications:

13. Important Dates and Activities

To be amended by different programs as it may suit their schedules.

Due dates	Assessment type	Form of assessment	Mark allocation	
			course mark	final mark
23/04/2018	Test 1	Test (Units 1-6)	20%	50%
09/05/2018	Test 2	Group Assignment	20%	50%
09/05/2018	Sick test (All Units)	Test (Units 1-9)	20%	50%
EXAMINATIONS			exam mark	final mark
May/June 2018	1 st semester exam	A formal 3 hour examination	50%	50%
FOR BLOEMFONTEIN CAMPUS ONLY!! Lecture venue.....V111 Lecture times..... 20h00-21h25 Lecture days.....Wednesdays				

THE SYLLABUS

Unit 1: Introduction to Research

Unit 2: Focusing the Research

Unit 3: Literature Review

Unit 4: Research Design

Unit 5: Data Gathering

Unit 6: Data Analysis

Unit 8: Preparing the Research Report

12. Learning Units

UNIT 1: Introduction- What is Research?

Introducing the student to the bottom line of what research is all about, highlighting what specifically it is and what it is not, then focusing on the distinctive characteristics and concepts for understanding research.

1.1 Introduction

- Is Research Always Problem Solving?

1.2 What Makes Good Research?

1.2.1 Introduction/Background

1.2.2 Problem Statement

1.2.3 Research Questions and Hypotheses

1.2.4 Purpose/Aim

1.2.5 Objectives

1.2.6 Justification/Rationale

1.2.7 Literature Review

1.2.8 Methodology

1.2.9 Findings/Results

1.2.10 Conclusions and Recommendations

1.2.11 Ethical Issues

1.3 Types of Research

1.4 Research Paradigms(Philosophies) /Ontology and Epistemology

1.5 Research Concepts and Definitions (Theory in Research)

Activity



UNIT 2: Focusing the Research /Philosophies

2.1 Introduction

2.2 Positivism and Post-Positivism

2.3 Interpretivism (Anti-Positivism)

2.4 Activity 

UNIT 3: Literature Review

Understanding what literature review is, explaining its purpose, identification of key sources and issues in scientific writing.

3.1 What is Literature Review?

3.2 Purpose and Benefits of Literature Review

3.3 Approaches to Conducting the Literature Review

3.3.1 Integrating what others have done and said

3.3.2 Criticizing Previous Scholarly Works


3.3.3 Building Bridges between Related Topics

3.3.4 Identifying the Central Issues in a Field

3.4 Types of Information Sources

3.5 Plagiarism

3.6 Referencing

3.7 Activity 

UNIT 4: The Research Approach- An overview

Understanding of the different research approaches in research, explaining how the research approach is linked to the research paradigm, purposes and techniques within which research is done.

4.1 The Definition of Research Approach

4.2 The Functions of a Research Approach

4.3 Making Research Approach Decisions

4.4 Activity 

UNIT 5: Research Design: Quantitative Research Design

Explaining quantitative research design and its associated threats in terms of validity, as well as differentiating between experimental and non-experimental research designs

5.1 Definition of Quantitative Research

5.2 Experimental Research Design

5.3 Non-Experimental Research Design

5.4 Reliability and Validity in Quantitative Research

5.5 Activity 

UNIT 6: Research Design: Qualitative Research

Explaining qualitative research design and its associated threats in terms of validity and reliability as well as differentiating between different qualitative research designs.

6.1 Definition of Qualitative Research

6.2 The Nature of Qualitative Research

6.3 Types of Qualitative Research Designs

6.3.1 Narrative Research

6.3.2 Phenomenology

6.3.3 Grounded Theory

6.3.4 Ethnography

6.3.5 Case Study

6.4 Triangulation in Research

6.5 Reliability and Validity in Qualitative Research

6.5.1 Different types of criteria of trustworthiness (Guba and Lincoln, 1994; Bryman and Bell, 2007):

- Credibility (internal validity)
- Transferability (external validity)
- Dependability (reliability)
- Confirmability (objectivity)

6.6 Activity



UNIT 7: Research Design: Data Collection Methods

Distinguishing between different data collection sources (primary vs secondary) methods (interactive vs non-interactive; communication *and* observational) as well as knowing advantages and disadvantages of each.

7.1 Introduction

7.2 Data Sources

7.2.1 Primary Data Sources

7.2.1.1 Censuses

7.2.1.2 Samples

7.2.2 Secondary Data Sources

7.2.2.1 Official publications

7.2.2.1.1 Internal secondary data sources

7.2.2.1.2 External secondary data sources

7.3 Advantages and Disadvantages in Types of Sources

7.3.1 Advantages and Disadvantages in Use of Primary Sources

7.3.2 Advantages and Disadvantages in Use of Secondary Sources

7.4 Quantitative: Data Collection in Experimental Design

7.5 Quantitative: Data Collection in Non-Experimental Design

7.5.1 Questionnaire-Based Methods

7.5.1.1 Individual (personal) interview

7.5.1.2 Postal questionnaire

7.5.1.3 Telephone interview

7.5.1.4 Online surveys

7.5.2 Direct Observation

7.6 Qualitative: Data Collection for Qualitative Design

7.6.1 Individual (Personal) Interview

7.6.1.1 Interview protocol

7.6.2 Focus Group Discussion

7.6.3 Street (Informal) Interview

7.6.4 Inspection of Documents

7.6.5 Audio and Visual Materials

7.6.6 Direct Observation

7.6.5.1 Observational protocol

7.7 Activity



UNIT 8: Sampling and Sample

Discussion of the various ways of selecting participants for your research and the importance of the selection process to the research outcomes.

8.1 Introduction

8.2 Sampling Terminology

8.3 Why Sample?

8.4 What is a Good Sample?

8.5 Factors Affecting Inferences from a Sample

8.6 Sampling Procedures

8.6.1 Sampling Frames

8.6.1 Random Sampling Numbers

8.7 Sampling Techniques

8.7.1 Random Sampling

8.7.1.1 Simple random sampling

8.7.1.2 Stratified random sampling

8.7.2 Quasi Random Sampling

8.7.2.1 Systematic random sampling

8.7.2.2 Multi-stage sampling

8.7.3 Non-Random Sampling

8.7.3.1 Cluster sampling

8.7.3.2 Quota sampling

8.8 Determination of Sample Size

8.8.1 Money and Time Available

8.8.2 Aim and Objectives of the Study

8.8.3. Degree of Precision Required

8.8.4 Number of Sub-Samples Required

8.9 Sampling in Quantitative versus Qualitative Research

8.9 Activity



UNIT 9: Measurement in Research

Understanding the different levels of measurement and distinguish between reliability and validity and the different types thereof.

9.1 Introduction

9.2 Principles of Measurement

9.3 Error Sources in Measurement

9.3.1 Selection Bias

9.3.2 Structure and Wording Bias

9.3.3 Interviewer Bias

9.3.4 Recording Bias

9.4 Characteristics of Good Measurement

9.4.1 Reliability

9.4.2 Validity

9.5 Activity



UNIT 10: Data Analysis – Qualitative Research

Identification of the different methods of qualitative data analysis.

10.1 Introduction

10.2 Coding Qualitative Data

10.3 Methods of Analysing Qualitative Data

- Thematic analysis
- Thematic Content Analysis
- Framework analysis (Richie and Spencer, 1994)
- Content analysis
- Discourse Analysis
- Critical Discourse Analysis
- Cyber Ethnography (also a collection tool)

10.4 Activity



UNIT 11: Data Analysis: Quantitative Research

Understanding quantitative data analysis tools for describing characteristics of a sample and population as well as how to infer from a sample to a population.

11.1 Introduction

11.2 Basic Concepts in Statistical Analysis

11.2.1 Sample Statistics

11.2.2 Population Parameters

11.2.3 Descriptive Statistics

11.2.4 Inferential Statistics

11.2.5 Precision in Data Measurement

11.2.5.1 Discrete data

11.2.5.2 Continuous data

11.2.6 Levels/Scales of Measurement

11.2.6.1 Nominal scale

11.2.6.2 Ordinal scale

11.2.6.3 Interval scale

11.2.6.4 Ratio scale

11.3 Frequency Distributions

11.3.1 Raw Statistical Data

11.3.2 Data Arrays

11.3.3 Simple Frequency Distributions

11.3.4 Grouped Frequency Distributions

11.3.4.1 Rules for compiling grouped frequency distributions

11.3.4.2 Formation of grouped frequency distributions

11.4 Charts and Graphs

11.4.1 Pie Charts

11.4.2 Bar Charts

11.4.3 Histograms

11.4.4 Frequency Polygons and Curves

11.4.5 Cumulative Frequency Polygons and Curves (Ogives)

11.6 Measures of Central Tendency (Averages)

11.6.1 Mode

11.6.2 Median

11.6.3 Arithmetic Mean

11.6.7 Weighted Mean

11.7 Measures of Dispersion

11.7.1 Range

11.7.2 Mean Deviation

11.7.3 Variance

11.7.4 Standard Deviation

11.7.5 Coefficient of Variation

11.8 Normal Distribution

11.8.1 Properties of Normal Distribution

11.8.2 Normal Distribution Probabilities

11.8.3 Standardized Normal Distribution (Z-Scores)

11.8.4 Standardized Normal Distribution Tables

11.8.5 Confidence Limit for a Mean

11.8.6 Confidence Interval for a Mean

11.9 Choice and Type of Tests to Use in Inferential Statistics

11.9.1 Parametric Tests

11.9.2 Non-Parametric Tests

11.10 Hypotheses Testing

11.10.1 Hypothesis Testing Rationale

11.10.2 Hypothesis Statements H_0 and H_1

11.10.3 Directional and Non-Directional Hypothesis Statements (H_1)

11.10.4 Parametric Hypothesis Testing

11.10.4.1 Choosing an appropriate statistical test

11.10.4.2 Significance level

11.10.4.3 Sampling distributions

11.10.4.4 One and two tail tests

11.10.4.5 Check t- test model assumptions

11.10.4.6 Types of error

11.10.4.7 P-values

11.10.4.8 Critical test statistic

11.10.4.9 One sample z-test for the population mean

11.10.4.9 One sample t-test for the population mean

11.11 Measures of Association

11.11.1 Linear Correlation Analysis

11.11.1.1 Scatter plots

11.11.1.2 Covariance

11.11.1.3 Pearson's correlation coefficient, r

11.11.1.4 Significance testing of Pearson r

11.11.1.5 Spearman's rank correlation coefficient (ρ)

11.11.1.6 Significance testing of Spearman's coefficient (ρ)

11.12.2 Chi-Square Tests (Non-Parametric Hypothesis Testing)

11.12.2.1 Chi-square test of association

11.12.2.2 Chi-square test for independent samples

11.12.2.3 Chi-square test of goodness-of-fit

ND OF SEMESTER: Philippians 3:14

ANNEXURES

DECLARATION FORM FOR ASSIGNMENTS

The following declarations must be inserted in the inside cover of every assignment

“We the undersigned students declare that the work we are submitting is our own work. It has never been submitted for any other purpose. We are aware of the consequences if this declaration is found to be false”

	Student Number	Surname	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				

NB:

- 1. If you do not insert this declaration, your work will not be marked and you will be awarded zero.*
- 2. A student who fails to sign the declaration shall be deemed NOT to have participated in doing the assignment and shall accordingly be awarded zero.*

THE CUT LEADERSHIP CHARTER

Excellent, quality and inspirational leadership is the cornerstone of any successful organisation. This value-based leadership charter sets out areas in which managers should lead by example and demonstrate appropriate behaviour to the rest of the CUT community. At all times, it is expected of all managers to live by institutional and progressive societal values and exhibit the expected behaviours when discharging their duties.

I shall:

- provide vision and direction;
- manage the unit or division I am responsible for;
- develop my unit or division;
- manage performance of my subordinates;
- develop people and subordinates;
- develop students;
- engage with our internal and external communities;
- communicate regularly and effectively.

This leadership charter should be read and practiced in conjunction with CUT's motto, vision and mission and its core values as reflected below.

MOTTO

THINKING BEYOND captivates the aspirations of a new university of technology prepared to boldly shape its own future in dynamic and innovative ways.

VISION

The vision of CUT is to be a globally connected African university of technology that focuses on the needs of Southern Africa and supports graduates for citizenship with skills and competencies in appropriate technologies.

MISSION

In aspiring to fulfil its vision, CUT:

- Delivers high-quality appropriate Science, Engineering and Technology (SET) academic programmes supported by applied

research.

- Engages with the community for mutually beneficial development.
- Promotes access with success in attracting high- quality students and supports them to become employable graduates.
- Attracts and retains expert staff and supports their development and well-being.
- Forges strategic partnerships.

SYSTEMIC CORE VALUES

A primary core value of any University is academic freedom, which is enshrined in the Bill of Rights of the Constitution of the Republic of South Africa. This core value must be buttressed by institutional autonomy, but within an environment where public accountability is seen as a virtue. Principles and behaviours defined in the Charter must accord with these and the institutional core values below.

INSTITUTIONAL CORE VALUES

- Customer service
- Integrity
- Diversity
- Innovation
- Excellence

DISCIPLINARY ISSUES AT CUT

INSTITUTIONAL REGULATORY CODE

INSTITUTIONAL

POLICY		REGULATIONS/RULES / GUIDELINES	X
MANUAL / PROCEDURE		CONSTITUTION	

TITLE: Student Disciplinary Rules

COMPLIANCE OFFICER: Registrar

IMPLEMENTATION DATE: DD/MM/YYYY

Reference Number: _____

Replaced Number: _____

Section Reference (Please Tick Below):

Academic & Research		Registrar	
Resources & Operations		Vice-Chancellor's Office	

Approved By (Please Tick Below):

MANCOM		FINANCE COMMITTEE	
---------------	--	--------------------------	--

Resolution: _____ Approval Date: _____		Resolution: _____ Approval Date: _____	
Human Resources Committee Resolution: _____ Approval Date: _____		Institutional Forum Resolution: _____ Approval Date: _____	
Audit and Risk Committee Resolution: _____ Approval Date: _____		Investment Committee Resolution: _____ Approval Date: _____	
Senate Resolution: _____ Approval Date: _____		Exco of Senate Resolution: _____ Approval Date: _____	
Council Resolution: _____ Approval Date: _____		Exco of Council Resolution: _____ Approval Date: _____	

6.1.1 Disciplinary authority

6.1.1.1 The Central University of Technology, Free State (CUT) Council is the highest disciplinary authority at the 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 include the maintenance of discipline and order within the CUT. Thus, all bodies and officials with powers of adjudication shall be appointed and nominated by the Vice-Chancellor and Principal, and shall 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* (motion of his/her own free will)

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 of the Wellness Centre or comes to their knowledge, such registered psychologists shall 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 shall be reported to the Senate by a person nominated by the Vice-Chancellor and Principal.

6.1.1.6 The general rules of the 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 the CUT. In such cases, the name of the student, as well as the particulars of the suspension, shall be reported to all other tertiary institutions on request.

6.1.1.7 Any violation of the general rules shall immediately be reported to the Registrar (with regard to general student misconduct) and to the Dean of the faculty concerned (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 the 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
 - (ii) Student Services Disciplinary Committee
- (b) A disciplinary committee, as referred to in paragraph 6.1.2.1 (a), shall be constituted by the Vice-Chancellor and Principal or his nominee.
 - (c) The Vice-Chancellor and Principal or his nominee shall 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 shall recommend a suitable penalty to the Vice-Chancellor and Principal or a person nominated by him.
 - (f) The prosecutor shall 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 shall comprise:
 - The relevant Assistant Dean of the faculty, as chairperson;
 - The Head of the relevant department;
 - Faculty Administrator
 - An SRC representative on invitation by students.
 - An option to co-opt external person as advisor (in extreme technical cases as need be)
- (b) In the absence of the Assistant Dean, the Head of Department shall act as chairperson.
- (c) The functions of the Academic Disciplinary Committee shall 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 shall 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 the Senate.

6.1.2.3 Composition of the Student Services Disciplinary Committee

- (a) The Student Services Disciplinary Committee shall comprise:
- The Deputy Registrar: Student Services as chairperson;
 - Manager: Governance and Student Life
 - An SRC Representative. (on invitation by student)
 - Enrolment Officer
 - Option to co-opt external member as advisor (in extreme technical cases as need be.)
- (b) The functions of the Student Services Disciplinary Committee shall be as follows:-
- 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 the CUT, or any other case of alleged misconduct in which the name of the 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 the CUT, or any personnel of the CUT, or any visitor to the 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;
 - 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 shall 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 the Senate.
- (d) If the nature and seriousness of an offence do not, at the discretion of the appointed prosecutor, justify a disciplinary hearing, a disciplinary counselling discussion may

be conducted with the student(s) concerned in accordance with the institutional policy and procedures of the 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 shall be valid as measures for disciplinary penalties and which do not comprise a *numerus clausus*:

- (i) The student may be expelled from the CUT.
- (ii) The student may be suspended from the 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 a qualification was attained in an improper manner.
- (v) The student could forfeit examination and/ or semester marks or any other marks attained.
- (vi) The student may be prohibited 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 the CUT.
- (viii) The student may be excluded from all or certain CUT activities (both academic and recreation) on a permanent basis or for a specified period.
- (ix) The student may be dismissed from any post or capacity against which he/she has been appointed.
- (x) The student may be reprimanded and warned depending on the seriousness of the offence.
- (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 will be sent to the employer and/or parent(s) and/or guardian(s) of the student concerned.
- (xiv) A fine not exceeding R1 000.00 may be imposed on the student, which amount shall be payable in a manner determined by the CUT, and which amount may be charged to the account of the student.

- (xv) The student may be deprived of the right or privilege of registering for a specific module.
- 6.1.3.2 The CUT may suspend any imposed penalty for a period not exceeding 365 days, on condition of good behaviour as determined by the 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 the 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, such a period shall 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, shall be paid into the general funds of the CUT.
- 6.1.3.6 A table that constitutes Guidelines for Penalty is an annexure to this rules and it shall be used for the purpose of classifying the types of academic misconduct by students and ratings in terms of their gravity
- 6.1.4 Disciplinary pre-hearing procedures**
- 6.1.4.1 Any charge of misconduct, excluding academic misconduct, must be conveyed in writing to Protection Services within seven (7) days, or within a period which is reasonable under the circumstances, as from the date of the alleged misconduct or within three (3) 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.
- 6.1.4.2 The Assistant Registrar: Academic Structure and Enrolment Service shall report incidents of academic misconduct in writing to the relevant faculty within three (3) working days, or within a period which is reasonable under the circumstances.
- 6.1.4.3 The Vice-Chancellor and Principal or his nominee may introduce any charge *suo motu*. (on his/her own motion)
- 6.1.4.4 The Vice-Chancellor and Principal or his nominee shall appoint a prosecutor for the investigation and processing of student misconduct, in general or in a specific case.
- 6.1.4.5 It shall 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 shall be the responsibility of the prosecutor to convene the specific disciplinary committee.

- 6.1.4.6 It shall be the responsibility of the prosecutor to inform all parties concerned of the disciplinary hearing.
- 6.1.4.7 It shall be the responsibility of the prosecutor to state the alleged offence and to conduct evidence on behalf of the CUT.
- 6.1.4.8 The relevant disciplinary committee shall institute a thorough and comprehensive investigation into the alleged misconduct, which shall 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 shall be suspended and the facts of the matter shall be reported to the Vice-Chancellor and Principal or his nominee.
- 6.1.4.10 The prosecutor shall 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 (2) days after the notice has been issued.
- 6.1.4.11 The relevant student shall 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 shall be recorded and shall be accepted as sufficient proof thereof.
- 6.1.4.12 The relevant student shall receive notice to attend the sitting of the disciplinary committee at least two (2) 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, shall 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, shall 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 shall 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 shall 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 notice-boards of the 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 shall 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 shall 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 shall be the finding of the majority of the members of the disciplinary committee. The chairperson shall have an ordinary plus a casting vote.
- 4.1.4.24 The disciplinary committee shall 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, shall not prevent the 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 the CUT is terminated, the termination shall 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 shall 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 shall 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 plea of guilty may also be submitted to the disciplinary committee in the form of a written declaration in which the accused admits guilt in respect of all charges as stated.
- 6.1.5.5 If the accused enters a plea of not guilty, the accused shall make a declaration in which the facts of the charge that he/she is contesting are indicated, and he/she shall announce the basis of his/her defence to the committee.
- 6.1.5.6 The chairperson shall 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 shall 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 shall be deferred or (in cases where the panel must be reconstituted) shall 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 shall be entitled to warn the person and/or to have him/her removed.
- 6.1.5.11 Any student under disciplinary suspension must distance himself/herself from the CUT, except for appointments made in order to finalise CUT matters and which 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 shall be kept by the appointed prosecutor.
- 6.1.6.2 The record shall 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, shall be filed in a register kept by the Assistant Registrar: Legal Services? for this exclusive purpose.

6.1.7 Student rights

- 6.1.7.1 The alleged offender shall have the following rights in respect of the charges that have been laid against him/her. The right to:
- (i) be informed of the nature of the alleged offence;
 - (ii) summon witnesses and to cross-examine them;
 - (iii) examine any document submitted as evidence;
 - (iv) receive a hearing as soon as possible;
 - (v) 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 the CUT and must be available to interpret on the date of the scheduled disciplinary hearing;
 - (vi) be represented by any fellow student of the 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) receive at least 48 hours' notice of the disciplinary hearing;
 - (viii) cite a case in his/her defence;
 - (ix) a finding;
 - (x) deferment of the consideration of any previous disciplinary record until after he/she has been found guilty;
 - (xi) advance extenuating circumstances;
 - (xii) lodge an appeal;
 - (xiii) 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 shall arrive at a finding of guilty or not guilty. In the case of a conviction, extenuating and aggravating circumstances shall receive a hearing, after which the proceedings shall be adjourned for the assessment of the facts.
- 6.1.8.2 The penalty shall 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 shall acknowledge receipt thereof.

- 6.1.8.3 The conviction and the sentence shall be noted on the student's study record for a period not exceeding one (1) calendar year.
- 6.1.8.4 The 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 shall have the right to appeal to the Disciplinary Appeal Committee against such findings and/or sanctions.
- 6.1.9.2 The Disciplinary Appeal Committee shall comprise:
- (i) A chairperson, who shall be the Registrar, the Deputy Vice-Chancellor (DVC): Academic or the DVC: Resources and Operations or a similar figure of authority;
 - (ii) Any other assessor(s) appointed by the Vice-Chancellor and Principal or his nominee.
- 6.1.9.3 The Disciplinary Appeal Committee shall 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 fourteen (14) days after a finding has been pronounced by the Disciplinary Committee.
- 6.1.9.5 The Disciplinary Appeal Committee shall be appointed by the Vice-Chancellor and Principal or his nominee in accordance with these rules.
- 6.1.9.6 The Disciplinary Appeal Committee shall be convened by the appointed prosecutor within forty (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 shall not comprise the same people who served on the Disciplinary Committee.
- 6.1.9.10 During the hearing of the appeal, the 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;
- (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, shall be made available to:

- (i) The members of the Disciplinary Appeal Committee
- (ii) The appellant
- (iii) The respondent

No less than fourteen (14) days before the hearing of the appeal.

6.1.9.12 During the disciplinary hearing of the appeal, the appellant shall 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 shall be final, and shall be communicated in writing to the relevant persons.

6.1.10 Powers of suspension of the Principal/Vice-Chancellor

6.1.10.1 If the Vice-Chancellor and Principal is of the opinion that a student may be guilty of misconduct as defined in these rules, he shall have the competence, should he deem this to be in the best interests of the 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 the CUT or held by the CUT at any locality;
- (b) To refrain from participating in any activity of the CUT;
- (c) To refrain from entering any space belonging to the 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 the CUT;
- (e) To refrain from entering any CUT residence or any part of any structure under the control of the CUT;

- (f) To refrain from bringing any motor vehicle, motorcycle or any other mode of transport onto the premises of the CUT or any other place that may be under the control of the CUT; and/or
- (g) To refrain from committing any act specified by the Vice-Chancellor and Principal and which is related to the nature of the charge.

6.1.10.2 The Vice-Chancellor and Principal shall 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 shall be issued, which shall be valid and shall come into immediate effect.

6.1.10.4 The order must be conveyed to the student, and within three (3) days after the order has been conveyed, the student must provide written reasons to the Principal/Vice-Chancellor as to why the order should not be final.

6.1.10.5 The decision of the Principal/Vice-Chancellor shall be final and binding.

6.1.10.6 Any order in terms of paragraph 6.1.10.1 shall expire if disciplinary proceedings have not commenced in terms of these Rules within forty-five (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 shall have the competence, should he deem this to be in the best interests of the 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/or
- (iii) To refrain from interfering with or communicating with any residence student.

6.1.11.2 The Registrar shall:

- a) Inform the Vice-Chancellor and Principal of any order that has been issued in terms of Rule 11.1, no later than seventy-two (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 (7) days after receipt of such notice, any order issued in terms of Rule 6.1.11.1 of these rules shall consequently fall away. An order of the Vice-Chancellor and Principal in terms of Rule 6.1.10.1 shall 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 –

- (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 intends issuing in terms of Rule 6.1.11.1, as well as his reason(s) for intending to issue such an order, notification of which shall 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 the 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 shall 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 shall be issued by means of being mailed to an address furnished by the student to the 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 the 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 shall normally not be granted any reimbursement or cancellation of academic, residence or other fees that have been paid or are payable to the 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 the CUT (to be finalised), the fining system in question shall be applicable to the offences as specified hereunder in paragraph 6.1.14.6:

6.1.14.1 A fine shall be imposed at the scene of the offence.

6.1.14.2 A fine may only be imposed by senior personnel members of the Protection Services Department.

6.1.14.3 Fines must be paid at the cashiers of the CUT within thirty (30) days of being imposed.

6.1.14.4 The accused shall have the opportunity of direct a representation to the Director: Protection Services within eight (8) days after the imposition of the fine. If such representation is unsuccessful, a disciplinary inquiry may be instituted at the request of the accused.

6.1.14.5 If an accused person fails to pay a fine or to direct a representation, the amount shall be recovered from his/her student account.

6.1.14.6 The following offences shall be immediately punishable with a fine in accordance with the fining system:

OFFENCE FINE

- | | |
|--|------|
| • Squatting in residence (person whose room is involved) | R400 |
| • Hampering a Protection Services officer in the execution of his/her duties | R300 |
| • Swearing at, or insulting Protection Services 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

Related Policies/Documents

Section E, item 4.5 – Student code of conduct;

Section E, item 7.2 – Grievance resolution procedure for student related grievances;

Section E, item 2.3 – General student rules;

Section E, item 10.1 – Residence rules

Compliance Officer

Registrar

Responsible Officer

Deputy Registrar: Student Services

7. SIGNATURE(S) OF APPROVAL

REGISTRAR

DATE

CHAIRPERSON OF MANCOM

DATE

TABLE ON PENALTY GUIDELINES

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

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

Types of misconduct and proposed ratings

Type of misconduct	Proposed rating
Academic dishonesty	
Plagiarism	1
Possession of unauthorized notes in test or assessment	2
Use of unauthorized notes or copying in test or assessment	2
Submitting a test or assessment under false name	2
Changing a test or assessment paper after it has been marked	2

Fraud	
False medical certificate	1
False proof of an academic qualification	1
Alcohol and prohibited substances	
Possession of prohibited substances on University property	1
Illegal selling of alcohol on University property	1
Selling of prohibited substances on University property	1
Other types of misconduct	
Guilty of conduct on CUT property as outlined under Section 4.5.1.2 of Code of Conduct for Student (Chapter 11)	3 and 4

RECORDING AND COMMUNICATING OF SANCTIONS

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

1.6.2.5. Sanction inscription on a student's record

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

CUT GRADUATE ATTRIBUTES

There are ten attributes that define a CUT graduate but relevant to this module I have only chosen four attributes which are:

Sustainable Development

Graduates should be environmentally sensitive and should recognize their roles as socially responsible citizens who care for the common good of others, their country and environment.

Entrepreneurship

Graduates should be entrepreneurial, industrious and be able to recognize opportunities and turn them into ideas for enterprises. They should have a business acumen and display basic business skills- the purpose of this module.

Innovation and problem solving

Graduates should be innovative, think creatively and critically and apply a range of strategies to solve/find solutions for real world problems. They should demonstrate ability to apply theoretical knowledge that will lead to development of new ideas, methods, techniques, practices, products and services of contexts (technology, commerce, social systems, economic development and policy development).

Team Work

Graduates should be able to work independently and in teams, to manage their own learning, work and take responsibility for self while contributing to teams such as learning communities. Please note the importance of a group project and your respective responsibility towards team members.

WORK SCHEDULE FOR 2018

Formative assessment

This entails a combination of assessments throughout the semester with the purpose of determining whether the learner's progress is up to standard and satisfactory. These assessments form the course mark.

NB: You will note that there are numerous activities throughout each learning unit that will be addressed either through class discussions, group discussions, presentation or assignments. It is the responsibility of the student to determine that his correct test marks, which are the basis of the course mark (accounting to 50% of the final mark), are entered by the lecturer.

Summative assessment (examination) at the end of each semester:

A formal 3 hour examination (that counts 50% of the final mark) addressing the critical outcome areas as identified in the study guide will be written during May/June 2018.

It is the responsibility of the student to find out when and where the evaluations will take place. It is the responsibility of the student to find out whether he/she will be writing a supplementary evaluation, when and where the supplementary evaluations will take place.

Final Mark

A final mark is the combination of the course mark and exam mark and will be calculated at the end of the semester after all evaluations in a subject are completed. This mark will determine whether the student will pass or fail.

ASSESSMENT PLAN

Due dates	Assessment type	Form of assessment	Mark allocation	
			course mark	final mark
23/04/2018	Test 1	Test (Units 1-6)	20%	50%
09/05/2018	Test 2	Group Assignment	20%	50%
09/05/2018	Sick test (All Units)	Test (Units 1-9)	20%	50%
EXAMINATIONS			exam mark	final mark
May/June 2018	1 st semester exam	A formal 3 hour examination	50%	50%
<p style="text-align: center;">FOR BLOEMFONTEIN CAMPUS ONLY!! Lecture venue.....V111 Lecture times..... 20h00-21h25 Lecture days.....Wednesdays</p>				

ACADEMICS WEEKS

	Classes start	Classes end
1st Quarter	2018/02/05	2018/03/28
2nd quarter	2018/04/09	2018/05/25
3rd quarter	2018/07/16	2018/09/28
4th quarter	2018/10/08	2018/10/19

Month	Academic Weeks	
	Semester subjects (normal)	Year subjects (normal)
January	0	0
February	4	4
March	4	4
April	4	4
May	3	3
June	0	0

Total for 1st semester	15	15
July	3	3
August	4	4
September	4	4
October	2	2
November	0	0
December	0	0
Total for 2nd semester	13	13
Total for year	28	28

MAY THE LORD BLESS YOU! MAY HE HAVE MERCY ON YOU AND YOUR FAMILY!!