



UNIVERSITEIT•STELLENBOSCH•UNIVERSITY
jou kennisvenoot • your knowledge partner

General



CALENDAR 2013
PART I



TABLE OF CONTENTS

See p. 283 for alphabetical index.

General Information	5
Chancellor’s Medallists	19
Some Standard Abbreviations Explained	21
Almanac 2013	22
Some Historical Notes: A University in the Making	66
Chancellor	69
Rector’s Management Team	69
Convocation	70
The University Council	71
Committees of Council	73
The Senate	75
Committees of Senate	85
The Institutional Forum	88
Degrees, Diplomas and Certificates	91
Faculty of Arts and Social Sciences	91
Faculty of Science	92
Faculty of Education	93
Faculty of AgriSciences	93
Faculty of Law	94
Faculty of Theology	95
Faculty of Economic and Management Sciences	95
Faculty of Engineering	96
Faculty of Medicine and Health Sciences	97
Faculty of Military Science	98
Admission and Registration	99
1. Admissions Policy	99
2. Undergraduate Admission Requirements: Statutory	100
3. Academic Support Programmes	103

4. Application, Admission and Registration as a Student	105
5. Admission as a Special Student	113
6. Admission of Students at the Start of the Second Semester	113
7. Concurrent Registration at Different Universities	115
8. Concurrent Registration for more than one Programme	116
9. Readmission after Unsuccessful Studies	117
10. Academic Activities during the Day and in the Evenings, Sport Pursuits and Test Times	122
11. Absence from Classes and/or Tests	123
12. Unsatisfactory Work by Students	125
13. Issuing of Documents	126
14. Disclosure of Students' Names and Addresses to Employer Organisations	126
15. Furnishing of Reports on Academic Progress	127
16. Private Students' Organisation (PSO)	127
17. Changing of Programmes	127
18. Conferment of Degrees, Diplomas and Certificates	127
Accommodation	128
1. Residence Placement Policy	128
2. Practical Application of the Placement Policy	130
3. Cancellation of Registration as a Student	134
4. Cancellation of University Accommodation	134
5. Amount Payable on Acceptance (First Instalment)	135
6. General Provisions Governing University Residences	136
7. Accommodation in Private Lodgings	139
8. Standards of Conduct	140
University Examinations	141
1. General Provisions	141
2. Discussing Examination Answers with Members of the Teaching Staff	141
3. Re-evaluation of Examination Scripts	142
4. Registration for Examination Purposes Only	144
5. Recognition of Other Universities' Examinations	144
6. Recognition of Modules: Second Degree	144
7. Rules for Student Conduct at Tests and Examinations	145
8. Provisions Relating to Examinations and Promotions	145

Higher Degrees	164
1. Changing from one Subject/Field of Study to Another	164
2. The Degree of Bachelor Honours	166
3. The Degree of Bachelor of Education Honours (BEdHons)	166
4. The Degree of Bachelor of Laws (LLB)	167
5. The Degree of Master	167
6. The Doctorate (= the Degree of Doctor)	180
7. Code of Conduct Guiding the Relationship between Supervisor and Student	198
8. Continuation of Registration for Postgraduate Programmes	200
9. Maximum Periods of Registration: Diploma and Honours Programmes	201
10. Interruptions of Master's and Doctoral Studies	202
Policy Matters	203
1. Policy on Alcohol and Substance Abuse	203
2. Copyright on the University Campus	208
3. Electronic Communications Policy	208
4. Employment Equity Policy	214
5. SU Policy on Academic Integrity: The Prevention and Handling of Plagiarism	217
6. Religious Worship at the University	222
7. Smoking Policy	223
8. Sexual Harassment	224
9. Students with Special Learning Needs/Disabilities	226
10. Rules with regard to Student Gatherings, Protest Demonstrations and Petitions	232
11. Parking and Registration of Vehicles	237
1. Jurisdiction	238
2. Misconduct	239
3. Roles of Officers who Manage Disciplinary Processes	241
4. Disciplinary Procedures	244
5. Residence and PSO Disciplinary Committee (RDC)	249
6. Intermediate Residence Disciplinary Committee (IRDC)	251
7. Central Disciplinary Committee (CDC)	252
8. Disciplinary Appeal Committee (DAC)	253
9. Penalties	254
10. Rules for University Residences	256

Administrative and Service Divisions	257
1. Campus Health	257
2. Centre for Statistical Consultation	258
3. Community Interaction	259
4. Conservatoire	260
5. Information Technology	261
6. InnovUS Technology Transfer (Pty) Limited	264
7. Institute for Mathematics and Science Teaching (IMSTUS)	265
8. Library and Information Service	267
9. Postgraduate and International Office (PGIO)	269
10. Stellenbosch University Advancement Team	270
11. Student and Academic Support (SAS)	272
12. Telematic Services	280
13. The University Archives	281
14. The University Museum	282

Index283

Staff List (addendum)

GENERAL INFORMATION

1. STANDING INVITATION TO PAST STUDENTS

The Registrar cordially invites all past students of Stellenbosch University (SU) to notify him in writing of any change of address.

The Registrar also welcomes news of distinctions, academic or other, won by our past students, and would appreciate being informed of the titles of any of their publications. The Senior Director: Library and Information Services would be equally happy to receive copies of such publications on behalf of the University Library.

2. SUMMARY: LANGUAGE POLICY AND PLAN

The official Language Policy and Language Plan of Stellenbosch University were approved by the Council of the University in 2002. The following summary is provided in the interests of brevity, but must be read in conjunction with, and is subject to, the full Language Policy and Plan. The full version is available at <http://www.sun.ac.za/taal>.

Language Policy

1. The University is committed to the use and sustained development of Afrikaans as an academic language in a multilingual context. Language is used at the University in a manner that is directed towards its engagement with knowledge in a diverse society.
2. The University acknowledges the special status of Afrikaans as an academic language and accepts the responsibility to promote it. At the same time, it takes account of the status of English as an international language of communication and of isiXhosa as an emerging academic language.
3. The University distinguishes between the use of the three languages in the following manner:
 - Afrikaans is by default the language of learning and teaching at undergraduate level, while English is used to a greater extent at the postgraduate level;
 - isiXhosa is promoted as an emerging academic language. The University creates opportunities for students and staff to acquire communication skills in isiXhosa.
4. The institutional language of the University is, by default, Afrikaans, while English is also used, depending on the circumstances, as an internal

language of communication. All three languages are used, where possible, for external communication.

Language Plan

1. The Language Plan distinguishes between the implementation of the policy in learning and teaching situations and in the support services and management.
2. Choices between various language options may be made in learning and teaching situations, depending on the language abilities of the lecturer and the composition of the students and programme. These language options are arranged in a hierarchy. Reasons must be provided for deviating from the default option (see point 4 for details).

In extraordinary and compelling circumstances the University may deviate from the language specification of a module or programme, on condition that any such deviation must be reviewed at the end of each semester to determine whether its continuation remains justified. The deans manage this process, reporting on it to the Executive Committee (Senate). The Language Committee must be informed of any deviation from the language specification of a module or programme and must be given the opportunity to enquire about such deviation, where necessary.

3. Three general guidelines apply with regard to the language of learning and teaching in class:
 - Modules in which a language is taught are conducted mainly in the language in question (e.g. isiXhosa is taught mainly in isiXhosa, Mandarin in Mandarin) and tasks, tests and examinations are set and answered accordingly.
 - Questions papers in all other modules are set in Afrikaans and English and students may answer in Afrikaans or English.
 - Except in cases where the aim of the module is language acquisition or the study of the language, students may ask questions and expect answers in Afrikaans or English.
4. Departments choose and implement the various language specifications as follows (the above three points apply generally for all options):

A Specification*

Rationale

Applies as the default mode for all undergraduate modules. No reasons need to be given for exercising this option.

Characteristics

- Teaching is mainly in Afrikaans
- Study material such as textbooks, notes, transparencies, electronic learning and teaching material may be in Afrikaans and/or English
- Study framework is in Afrikaans and English.

T Specification* (bilingual classes)

Rationale

Is used for classes where

- students' language competence requires greater use of English
- a programme offered is unique to the University
- multilingualism is important in the context of a specific occupation
- the lecturer does not yet have an adequate command of Afrikaans.

Characteristics

- Teaching is in Afrikaans for at least 50% of the time.
- Textbooks and reading matter are in Afrikaans and/or English.
- Study notes, transparencies and electronic learning and teaching material are fully in Afrikaans and English, or alternately in Afrikaans and English.

E Specification (English as the main medium of instruction)

Rationale

Is used only in highly exceptional circumstances for

- programmes unique in South Africa
- programmes in which students do not have adequate language skills (foreign or English-speaking students)
- modules in which the lecturer does not have a command of Afrikaans
- regional co-operation and strategic aims necessitate English.

Characteristics

- Teaching is primarily in English.
- Textbooks and reading matter are in Afrikaans and/or English.
- Notes are in English with core notes in Afrikaans.
- Transparencies and electronic learning and teaching material are in English.

A & E Specification (separate ‘streams’ in Afrikaans and English)

Rationale

Used only in most exceptional circumstances when academically and financially justified and attainable for

- modules with large numbers of students
- regional co-operation and attaining strategic goals
- programmes offered by satellite technology or interactive telematic education.

Characteristics

The characteristics of the A and E options apply respectively here.

- * For both of these options an academic language competence in Afrikaans and English is essential for successful study.
5. Afrikaans is the default language of communication for the support services and management. All official documents of the University are available in Afrikaans. „Default’ does not, however, mean „exclusively’: important policy documents are available in English and communication with staff is also conducted in English. Guidelines are provided for the language to be used at meetings. Documents relating to the service conditions for staff are available in Afrikaans, English and isiXhosa.
 6. Written communication with students is conducted in Afrikaans and English, and recruitment is conducted, where possible, also in isiXhosa. Oral communication is conducted in Afrikaans or English, according to the language of preference of the student.
 7. The corporate image of the University reflects the Language Policy and Plan.
 8. A Language Committee is appointed by the Council to implement the Language Policy and Plan.
 9. The Language Centre assumes the responsibility for the provision of and/or coordination of the relevant language support required for the effective implementation of the Language Policy and Plan.

Please Note

A further explanation of the language specifications, as well as the language specifications for specific modules, is given in the section Subjects, Modules and Module Content in the faculty Calendar parts.

3. CODE OF CONDUCT FOR LANGUAGE IN THE CLASSROOM

This Code of Conduct has been drawn up in order to provide practical guidelines for understanding and implementing the Language Policy and Language Plan of SU, which were accepted by the University Council in 2002. The Council regards it as important that the Language Policy and Plan of SU should be implemented with integrity. The Code is offered as an aid for dealing constructively with possible difficulties or uncertainties. The core principle governing the day-to-day use of language on the campus is that all staff, students and clients of the University are responsible for language matters and may have the expectation that disputes will be approached and dealt with in a spirit of co-operation in which workable solutions are sought.

A distinction is drawn in the Code of Conduct between the responsibilities and expectations of staff and of students. Complaints on language matters of an academic nature will be dealt with in accordance with standard procedures.

The Language Policy and Plan sets the minimum language requirements for students studying at Stellenbosch University (Language Plan 2002:5):

As a general rule, students taking an A module or a T module require an academic language proficiency in both Afrikaans and English for effective study at the undergraduate level. A higher level of academic language proficiency is required for postgraduate study. Lecturers, especially with regard to their obligations to set and assess assignments, tests and question papers in English and Afrikaans, will be expected within a reasonable time from their appointment to develop sufficient receptive skills (listening and reading) in Afrikaans and English to be able to follow discussions in class, to set assignments and examination question papers in both languages and to be able to understand students' answers in both languages. They should also be capable of judging the equivalence of translations and of fairly assessing answers in Afrikaans and English.

Lecturers' responsibilities

Lecturers bear the responsibility of:

1. implementing the language specifications of the module being taught in accordance with the requirements of the Language Plan (see especially paragraph 3 of the Language Plan).
2. revising and adjusting the language specifications where necessary and according to the circumstances (new text books, other lecturers).

3. informing students briefly at the beginning of the teaching of the module, orally and in the module framework, of the choices and alternative for which the language specifications make provision.
4. ensuring that questions in assignments, tests and examinations have exactly the same content in English and Afrikaans.
5. developing sufficient language proficiency to be able to mark assignments, tests and examinations in Afrikaans and English, or making other satisfactory arrangements that it takes place.
6. ensuring that, in accordance with the guidelines for the T option (see 3.3.1.2 of the Language Plan), students' language proficiency is sufficiently developed, and the necessary measures are in place to ensure subject-specific language proficiency in Afrikaans and English.
7. striving at all times to act courteously and accommodatingly in situations involving language use (e.g. when questions are asked in English in a class where the language specification for the module is A).

Lecturers' expectations

Lecturers can expect students to:

1. take note of the characteristics of the language specification applicable to the specification laid down for the module. (See paragraph 3, Language Plan).
2. inform the lecturer of their needs with regard to academic language skills.
3. respect the spirit of the Language Policy and Plan, especially with regard to the development of skills in a language which is not their language of choice, by deliberately paying attention to it, taking part actively in class and working on their knowledge of subject terminology and subject discourse in both languages. This expectation applies especially to the T specification for modules.

Students' responsibilities

Students bear the responsibility of:

1. ascertaining the language options for each module and noting especially the consequences; e.g. that translations will not be available in some instances.
2. being honest and open-hearted about their language skills and taking the responsibility for early and appropriate action if they should experience difficulties.
3. deliberately developing the receptive skills (listening and reading) in the language not of choice for learning and teaching by active participation in class.

4. buying and using the prescribed material (especially text books) to improve their language skills in the subject.
5. being courteous and accommodating, and acting accordingly, in situations where language use is at issue, e.g. with regard to the difficulties of the minority group in the class.
6. accepting that one or a few students, because of inadequacies in his/their language proficiency, may not exercise or try to exercise a right of veto with regard to the use of Afrikaans or English in the class situation.

Students' expectations

Students can expect that:

1. help with language skills development will be provided should their academic language proficiency in Afrikaans and/or English be inadequate.
2. they can ask questions and conduct discussions in Afrikaans or English (unless the other languages are required, as in language modules), taking into account their own and the lecturer's language proficiency.
3. Afrikaans and English versions of assignments and question papers will be available and will have the same content.
4. there will be sensitivity for language difficulties, so that language errors made under examination conditions will be assessed with discretion.

4. CODE OF CONDUCT FOR LANGUAGE USAGE IN THE SUPPORT FUNCTIONS OF SU

The Language Policy of Stellenbosch University (SU) provides for the following:

“The default institutional language of the University is Afrikaans. English is used alongside Afrikaans as a language of communication for the University, as circumstances may require.... [This means] that Afrikaans is used in all circumstances as the language of internal communication, but that the particular needs of non-Afrikaans-speaking staff and students are catered for with the appropriate sensitivity.” (Language Policy 2002: 4)

The code of conduct for language usage in SU's support services spells out broadly the obligations and the expectations of role-players in the communication process, within the parameters of the Language Policy and Plan.

The code of conduct refers exclusively to the language of internal communication within SU, as the language of external communication (i.e. with the public and SU's other external clients) is the language of preference of the client, where possible (Language Plan par. 5.3(a)).

Obligations of academics

Academics have the following obligations:

1. Supplying documentation for meetings in Afrikaans, but for meetings at which people who cannot understand Afrikaans will be present, documentation must include at least an executive summary in English.
2. Maintaining a courteous and accommodating attitude towards staff and students in situations where language may become an issue.
3. Giving expression to the corporate image of SU in a way that reflects the letter and spirit of the Language Policy.

Expectations of academics

Academics may expect the following:

1. Assistance from the Language Centre and interpretation and translation services in order to assist in the provision of documentation in Afrikaans and (at least executive summaries) in English.
2. Adequate budget to afford interpretation and translation services.
3. Receipt of written and other communication in Afrikaans and/or English, depending on the language of preference of the person concerned.
4. Receipt of agendas* for meetings in Afrikaans and English in cases where all parties involved do not understand Afrikaans.
5. Courteous and accommodating approach by staff and students in situations where language may become an issue.

Obligations of support service staff

Support service staff have the following obligations:

1. Provision of agendas for meetings in Afrikaans with executive summaries in English, or documentation in English and Afrikaans in cases where there are people involved who do not understand Afrikaans.
2. Identifying, in consultation with the chairperson of a meeting, whether people will be present who do not understand Afrikaans.
3. Provision of written communication, such as policy documents and correspondence, in Afrikaans and English, depending on the language of preference of those who receive the communication.
4. Provision of documents on conditions of employment in Afrikaans, English and isiXhosa.
5. Oral communication with academics and students (e.g. responding to questions and enquiries) in Afrikaans and English, depending on the language of preference of the client.

6. Clear guidance to students during recruitment campaigns with respect to the language policy and plan of SU and their implications for students whose mother tongue is not Afrikaans.
7. Maintaining a courteous and accommodating attitude towards staff and students in situations where language may become an issue.
8. Giving expression to the corporate image of SU in a way that reflects the letter and spirit of the Language Policy.
9. Provision of interpretation services for high-level meetings at which persons who cannot understand Afrikaans are present.

Expectations of support service staff

Support service staff may expect the following:

1. Receipt of already translated executive summaries or complete documentation in English for inclusion in agendas.
2. Assistance from the Language Centre and translation services in order to be able to provide translated written communication.
3. Adequate budget to afford interpretation and translation services.
4. Assistance from the Language Centre and translation services in order to be able to provide translated written communication.
5. Adequate budget to afford interpretation and translation services.
6. Assistance (financial and through expertise) from the University in the development of a staff member's language proficiency, i.e. making available time and training opportunities to sharpen an individual's language proficiency.
7. Courteous and accommodating approach by staff and students in situations where language may become an issue.
8. Funding from management to afford effective interpretation services.

Obligations of students

Students have the following obligations:

1. Written communication to support service staff in Afrikaans or English.
2. Oral communication with support service staff in Afrikaans or English.
3. Maintaining a courteous and accommodating attitude towards staff in situations where language may become an issue.

Expectations of students

Students may expect the following:

1. Written communication from support service staff in Afrikaans or English, depending on the language of preference of the student.

2. Assistance from the Language Centre and translation services in order to be able to submit polished written communication.
3. Oral communication from support service staff in Afrikaans or English, depending on the language of preference of the student.
4. Courteous and accommodating approach by staff in situations where language may become an issue.

Language of meetings

The default language of meetings of statutory decision-making bodies is Afrikaans. In cases where people who cannot understand Afrikaans are involved, *either* English becomes the language of the meeting, *or* an interpreter's service must be made available, and agendas and discussion documents with an executive summary in English, or documentation written completely in English and Afrikaans, must be provided.

(* „Agendas’ here refers to the collection of documents for the meeting as well as to the topics listed for discussion at the meeting.)

5. NON-RACISM

Stellenbosch University admits students of any race, colour, nationality or ethnic origin to all rights, privileges, programmes and activities generally accorded or made available to students of the University. The University does not discriminate on the basis of race, colour, nationality or ethnic origin in the implementation of its educational policies, its scholarship and loan programmes, or its sports programmes.

6. OMBUDSMAN

Stellenbosch University makes use of an ombudsman who acts completely independently and is also not on the staff establishment of the University. In this way, the University has created a channel through which appropriate attention can be paid to all problems and complaints raised by its students, the parents of its students or its staff and

- that cannot be dealt with satisfactorily along the normal channels by the existing University structures, or
- for which these structures are inadequate, for whatever reason, as appears from sufficient motivation presented by the complainant or complainants.

The discretion regarding whether or not to deal with such a complaint or problem, as well as the discretion regarding the manner of dealing with it, lies exclusively with the ombudsman, provided -

1. that the ombudsman shall not disclose the identity of any complainants without their permission, unless the further process of dealing with the complaint or problem by the University structures requires disclosure;
2. that, first of all, the ombudsman will refer a complainant to the existing University structures if, in the opinion of the ombudsman, the particular channel through which complaints are processed was not utilised adequately;
3. that, in all respects, the ombudsman may independently obtain further information in relation to the complaint and/or problem, and that, with the permission of the Rector, he may use the University's infrastructure to acquire such information;
4. that student complaints regarding purely academic matters shall not normally be dealt with by the ombudsman;
5. that the ombudsman shall give no final ruling, but report the findings at his exclusive discretion as a recommendation to the Rector; and
6. that under no circumstances may the ombudsman deal with a complaint or problem that already is the subject of a lawsuit.

Please note

1. In this publication any expression signifying one of the genders includes the other gender equally, unless inconsistent with the context.
2. Before making a final choice of modules (subjects), every student should closely consult the relevant timetables. Should it then become apparent that two modules fall in the same time slot on a particular timetable, the University will not allow registration as a student in both of them for the same year/semester since they will be an inadmissible combination.
3. The University reserves the right to amend the Calendar at any time. The Council and the Senate of the University accept no liability for any inaccuracies there may be in the Calendar. Every reasonable care has, however, been taken to ensure that the relevant information to hand at the time of going to press is given fully and accurately in the Calendar.
4. In the event of uncertainty or a dispute regarding information in this Part of the Calendar, the final interpretation will be based on the Afrikaans version.
5. Parts 1, 2 and 3 of the Calendar contain general information applicable to all students. Students are urged to note with special care the content of the Provisions relating to Examinations and Promotions in the „University Examinations’ chapter of Part 1 of the Calendar.

7. CALENDAR CLASSIFICATION

The University Calendar is divided into the following parts:

General	Part 1
Bursaries and Loans	Part 2
Student Fees	Part 3
Arts and Social Sciences	Part 4
Science	Part 5
Education	Part 6
AgriSciences	Part 7
Law	Part 8
Theology	Part 9
Economic and Management Sciences	Part 10
Engineering	Part 11
Medicine and Health Sciences	Part 12
Military Science	Part 13

Afrikaans (Part 1 - 12) or English copies of the individual parts may be obtained from the Registrar on request.

8. COMMUNICATION WITH THE UNIVERSITY

Student number

In dealing with new formal applications for admission, the University assigns a student number to each applicant. This number serves as the unique identification of the person concerned. However, the mere assignment of a student number does not imply that the applicant has been accepted for the proposed programme of study. You will be advised whether or not you have been accepted in a separate letter.

Once you have been informed of your student number you must please quote it in all future correspondence with the University.

Addresses at the Central Administration

Correspondence on academic matters – i.e. study-related matters, bursaries, loans, etc. – should be directed to:

The Registrar
Stellenbosch University
Private Bag X1
MATIELAND
7602

Correspondence on matters relating to finance and services, including services at University residences, should be directed to:

The Executive Director: Operations and Finance
Stellenbosch University
Private Bag X1
MATIELAND
7602

Other official addresses

Centre for Student Affairs
(Non-academic matters)

Neelsie
Private Bag X1
Matieland
7602

Faculty of Medicine and
Health Sciences

PO Box 19063
Tygerberg
7505

Faculty of Military Science

Military Academy
Private Bag X2
Saldanha
7395

Graduate School of Business

Bellville Park Campus
PO Box 610
Bellville
7535

Centre for Teaching and Learning

Private Bag X1
Matieland
7602

School of Public Leadership

Bellville Park Campus
PO Box 610
Bellville
7535

9. USEFUL TELEPHONE AND FAX NUMBERS

For divisions or sections not listed below, please contact the Stellenbosch University Contact Centre on the Stellenbosch Campus at 021 808 9111, with fax number 021 808 3822 and e-mail info@sun.ac.za.

Major entities by campus	Telephone	Fax
Graduate School of Business (Bellville Park)	021 918 4111	021 918 4112
Medicine and Health Sciences, Faculty of (Tygerberg)	021 938 9111	021 931 7810

Library (=JS Gericke) (Stellenbosch)	021 808 4385	021 808 4336
	021 808 4883	
Military Science, Faculty of (Saldanha)	022 702 3999	022 814 3824
School of Public Leadership (Bellville Park)	021 918 4122	021 918 4123
Telematic Services (Stellenbosch)	021 808 3563	021 808 3565

Other units

Bursaries (Postgraduate candidates)	021 808 4208	021 808 2954
Bursaries and Loans (Undergraduate candidates)	021 808 9111	021 808 2739
Centre for Student Communities	021 808 2848	021 808 2847
Centre for Student Counselling and Development	021 808 3894	021 808 4706
Centre for Teaching and Learning (Extended degree programmes)	021 808 3717	021 886 4142
Communication and Liaison	021 808 4977	021 808 3800
Development and Alumni Relations	021 808 4020	021 808 3026
Examinations Section	021 808 9111	021 808 2884
Postgraduate and International Office (PGIO)	021 808 4628	021 808 3799
Research Development	021 808 4914	021 808 4537

Faculty Secretary of:

AgriSciences	021 808 9111	021 808 3822
Arts and Social Sciences	021 808 9111	021 808 3822
Economic and Management Sciences	021 808 9111	021 808 3822
Education	021 808 9111	021 808 3822
Engineering	021 808 9111	021 808 3822
Medicine and Health Sciences: Administration, Stellenbosch	021 808 9111	021 808 3822
Medicine and Health Sciences: Tygerberg Campus	021 938 9204	021 931 7810
Law	021 808 9111	021 808 3822
Military Science	021 808 9111	021 808 3822
Science	021 808 9111	021 808 3822
Theology	021 808 9111	021 808 3822

CHANCELLOR'S MEDALLISTS

The Chancellor's Medal is annually awarded to the year's most deserving student to obtain a degree or postgraduate diploma at Stellenbosch University. Since 1961, the following students have received Chancellor's Medals:

Year	Winner	Degree/Diploma
1961	GFC de Bruyn	BSc (Mathematics/Physics)
1962	AB du Toit	MA (Philosophy)
1963	Miss ML Uys	BScHons (Mathematics)
1964	RP Botha	MA (Afrikaans and Dutch)
1965	JH Gouws	BSc, BEng
1966	GE Burger	MSc (Mathematics)
1967	JD Buys	MSc (Mathematics)
1968	RJ van Reenen	MSc (Physics)
1969	WT Claassen	MA (Semitic Languages)
1970	JM de Villiers	MA (Philosophy)
1971	JM Kirsten	MSc (Mathematics)
1972	JJ Conradie	BScHons (Applied Mathematics)
1973	ML Marais	BSc (Applied Maths/Computer Science)
1974	M Sinclair	MSc (Applied Mathematics)
1975	JT Schoombee	LLB
1976	DJ Smit	BTh
1977	JB Neethling	BEngHons
1978	Miss M van Niekerk	MA (Philosophy)
1979	SJ Steel	MSc (Mathematical Statistics)
1980	AA van Niekerk	MA (Philosophy)
1981	Miss BJ van Heerden	LLB
1982	PJ Naudé	MA (Philosophy)
1983	WJS de Villiers	MB,ChB
1984	Miss AE van Niekerk	HED
1985	Miss RB van Zyl	BScHons (Chemistry)
1986	AF Conradie	MEng (Industrial)
1987	WD Rencken	BEng (Electronic)
1988	P Meyer	MEng (Electronic)

Year	Winner	Degree/Diploma
1989	WF Verwoerd	MA (Philosophy)
1990	SF du Toit	BTh
1991	DJ Odendaal	LLB
1992	TJ van der Walt	PhD (Metallurgical Engineering)
1993	JM Rohwer	MSc (Biochemistry)
1994	Miss JM Swart	BScAgric (Plant Breeding/Agronomy-Pastures)
1995	Miss J Malan	LLB
1996	Miss MT Biberauer	MA (General Linguistics)
1997	Miss CM Steinmann	BScHons (Physics)
1998	Miss JC Badenhorst	MB,ChB
1999	Miss FE Kritzinger	MB,ChB
2000	G Quinot	LLB
2001	CAW Vale	PhD (Electronic Engineering)
2002	W de Vos de Wet	BScHons (Computer Science)
2003	Miss M Schoeman	BEng (Electrical and Electronic Engineering with Computer Science), MScEng (Electronic Engineering with Computer Science)
2004	GP du Rand	BCommHons (Economics)
2005	DJ Conradie	BCommHons (Actuarial Science)
2006	Miss C Barnardo	PhD (Civil Engineering)
2007	DIL de Villiers	PhD (Electronic Engineering)
2008	S Reid	BCommHons (Actuarial Science)
2009	Miss E Kruger	MMus (Solo Singing/Solo Performance)
2010	Miss L Auret	PhD (Metallurgical Engineering)
2011	Miss N Marias	MTh (Systematic Theology) and MDiv (Church Ministry)
2012	Miss MK North	BScAgric

SOME STANDARD ABBREVIATIONS EXPLAINED

Each of the following abbreviations is used throughout the University to denote the stated combination of (i) type of instruction and (ii) length of time:

- L lecture of 50 minutes;
- P practical period of 50 minutes [for instance: „2P’ and „10P’ stand for totals of two practical periods and ten practical periods, respectively];
- 3P a practical of maximally 170 minutes [this maximum is made up of 3 x 50 minutes, plus the two intervals of 10 minutes each];
- S seminar of 50 minutes;
- T tutorial of 50 minutes;
- 2T tutorial of maximally 110 minutes [this maximum is made up of 2 x 50 minutes, plus the interval of 10 minutes].

ALMANAC 2013

JANUARY 2013			General	Meetings	Closing dates for agendas
1	Tu	NEW YEAR'S DAY PUBLIC HOLIDAY			
2	We	<p>University Office reopens (8:00).</p> <p>Start of classes for the following programmes: MB,ChB VI; Postgraduate programmes in Nursing; Social Work 488.</p> <p>Start of e-registration for senior students in Medicine and Health Sciences on the Tygerberg Campus.</p> <p>JS Gericke Library and branch libraries reopen. Vacation hours apply. Consult library webpage (www.sun.ac.za/library) for the full opening times of the various libraries.</p> <p>USBI hours from 3–14 January: Mo to Fr, 08:00–16:30, closed on Saturdays.</p> <p>Temporary balances available at cost points for operational use. (Actual balances available after close of year.)</p> <p>First day for placement of orders.</p>			
3	Th	Start of intensive Beginners' Course in Afrikaans for international students (until 24 January).			
4	Fr				
5	Sa				

6	Su			
7	Mo	<p>Start of classes for MB,ChB II–V, BScDiet IV, BSpeech-Lang and Hearing III and IV.</p> <p>Start of Student Intern Training MTh (Clinical Pastoral Care).</p> <p>Military Science students report for induction programme.</p>		
8	Tu			
9	We			
10	Th			Research Ethics Committee: Human Research (Humaniora) (31/1).
11	Fr	<p>Start of classes for BOccTher III.</p> <p>Last day to load final marks of externally moderated exit-level modules of November 2012 examinations (second round).</p>		Appointments Committee (6/2).
12	Sa	<p>USBI closed.</p> <p>End of Military Academy recess.</p>		
13	Su			
14	Mo	<p>Last day to submit applications for readmission.</p> <p>Orientation and start of first block session for newcomer MPhil (Environmental Management) students.</p> <p>Start of classes for the following programmes: Master's programme in Clinical Psychology and Community Counselling; BScDiet II and III; BOccTher II and IV; MDiv.</p> <p>Start of USBI (Library) semester hours. Consult the library webpage (www.sun.ac.za/library) for the full opening times.</p> <p>Start of extended hours of</p>	Readmission Appeals Committee (08:30).	

		Medicine and Health Sciences Library (until 18:00).		
15	Tu	Start of classes for BScPhysio II–IV.	Readmission Appeals Committee (08:30).	
16	We	Start of first term for MBA programmes.	Readmission Appeals Committee (08:30).	
17	Th	First-generation Student Camp (until 20 January).		
18	Fr	Last day for changes to (prescribed) book lists for the second semester of 2013.	Readmission Appeals Committee (08:30).	Constitutions Committee (4/2).
19	Sa	Medicine and Health Sciences Library closed.		
20	Su			
21	Mo	Start of classes for the following programmes: all programmes in Military Science, Theatre Arts II and III, BDramHons and MDram; BCurHons (NE) I and DN (Clinical and Non-clinical); modular classes in BPhil (Sustainable Development Planning and Management). Mentor training (full day). Start of extended hours of JS Gericke Library (until 20:00).	Readmission Appeals Committee (08:30).	
22	Tu	Mentor training (full day).	Readmission Appeals Committee (08:30). Rector's Management Team (09:00–16:00).	
23	We	Newcomer first-year students report to residences and PSOs wards. Start of welcoming programme for international students.		Faculty Board of Military Science. Subcommittee C (4/2) of the Research Committee.

24	Th	<p>Start of welcoming programme for newcomer first-year students and their parents.</p> <p>10:00–11:00: Joint welcoming of newcomers, their parents, student leaders and staff at the Danie Craven Stadium – including newcomers to Faculty of Military Science and newcomers to Tygerberg Campus and their parents. The latter group leaves for the Tygerberg Campus after the welcoming.</p>	Readmission Appeals Committee (08:30).	
25	Fr	<p>Continuation of welcoming programme for newcomer first-year students.</p> <p>Registration of newcomer first-year students at Faculty of Medicine and Health Sciences according to residences on Tygerberg Campus (09:00–11:00).</p> <p>Registration of BOccTher I and BSpeech-Lang and Hearing I students on the Stellenbosch Campus (only those who could not self-register) (14:00–16:30).</p> <p>Last day for Victoria League bursary applications.</p>	Readmission Appeals Committee (08:30).	Subcommittee A (4/2) of the Research Committee.
26	Sa	<p>Continuation of welcoming programme for newcomer first-year students.</p> <p>Medicine and Health Sciences Library closed.</p>		
27	Su	<p>Continuation of welcoming programme for newcomer first-year students.</p>		
28	Mo	<p>Continuation of welcoming programme for newcomer first-year students.</p> <p>Start of NARGA registration for newcomer first-year students on the Stellenbosch Campus.</p> <p>Finalisation of risk register: Deans and heads of divisions.</p>		Finance Committee (8/2). Subcommittee B (5/2) of the Research Committee.

		Start of extended hours of Medicine and Health Sciences Library (until 19:00). Consult the library webpage (www.sun.ac.za/library) for the full opening times.		
29	Tu	<p>Continuation of welcoming programme for newcomer first-year students.</p> <p>Start of NARGA registration for senior students on the Stellenbosch Campus.</p> <p>Last day for registration of newcomer first-year students on the Stellenbosch Campus.</p>	Rector's Management Team (09:00–16:00).	Exco (S) (5/2).
30	We	<p>Continuation of welcoming programme for newcomer first-year students.</p> <p>Continuation of registration for senior students on the Stellenbosch Campus.</p> <p>Compulsory academic literacy tests for newcomer first-year students on the Tygerberg Campus.</p> <p>Orientation programme for first-year students in BPhil (Sustainable Development Planning and Management).</p> <p>Start of classes for first-year students in Honours programme in Public Management and for modular session for MPA programme (Bellville Park Campus).</p> <p>Finalisation of risk register: Heads of centres of responsibility.</p> <p>Welcoming parade, Military Academy, Saldanha Campus (10:00).</p> <p>Academic Opening, Faculty of Military Science (18:30).</p>	<p>Programme Advisory Committee (expanded) (09:00–13:00).</p> <p>Bursaries and Loans Committee (14:00).</p>	

31	Th	<p>Continuation of welcoming programme for newcomer first-year students.</p> <p>Continuation of registration of senior students on the Stellenbosch Campus.</p> <p>Last day for e-registration and ordinary registration of senior students in Medicine and Health Sciences on the Tygerberg Campus.</p>	<p>Research Ethics Committee: Human Research (Humaniora) (14:00).</p>	<p>Appointments Committee (6/3).</p> <p>Research Committee (13/2).</p>
----	----	---	---	--

FEBRUARY 2013

General		Meetings	Closing dates for agendas	
1	Fr	<p>Continuation of welcoming programme for newcomer first-year students.</p> <p>Last day for registration of all students (excluding Master's and Doctoral students in the Faculty of Medicine and Health Sciences).</p> <p>Last day to submit 2012 research outputs for subsidy purposes.</p>	<p>Institutional Planning Forum (08:00).</p>	<p>Exco (IF).</p> <p>Strategic Fund (21/2).</p> <p>Faculty Board of Arts and Social Sciences. Faculty Board of Theology.</p>
2	Sa	<p>End of official welcoming programme for newcomer first-year students.</p>	<p>Institutional Planning Forum (08:00).</p>	
3	Su	<p>Faculty of Theology: Opening service (19:00).</p>		
4	Mo	<p>GENERAL START OF CLASSES FOR ALL STUDENTS (NEWCOMER FIRST-YEAR AND SENIOR STUDENTS, excluding senior students in the Faculty of Medicine and Health Sciences).</p> <p>Theology Day: Opening of Faculty of Theology in the Attie van Wyk Auditorium, Theological Seminary (09:00).</p>	<p>Agenda discussion Human Resources Committee (7/2) (09:00), Appointments Committee (6/2) (09:30) and Exco (S) (5/2) (10:00).</p> <p>Constitutions Committee (14:00).</p>	<p>Risk Management Committee.</p> <p>Faculty Board of Medicine and Health Sciences.</p> <p>Faculty Board of Education.</p> <p>Faculty Board of AgriSciences.</p>

		Start of semester hours for JS Gericke, Music, Theology, Engineering and Forestry Libraries. Consult the library webpage (www.sun.ac.za/library) for the full opening times of the various libraries.	Subcommittee C of the Research Committee (14:00). Subcommittee A of the Research Committee (14:00).	Faculty Board of Science.
5	Tu		Exco (S) (10:00). Rector's Management Team (12:30–17:00). Subcommittee B of the Research Committee (14:00).	Faculty Board of Law.
6	We	SciMathUS opening function (11:00).	Appointments Committee (09:00).	Faculty Board of Engineering. Senate Research Ethics Committee (20/2).
7	Th		Language Planning and Management Project team (09:00–11:00). Risk Management Committee (11:00). Human Resources Committee (15:00).	Research Ethics Committee: Human Research (Humaniora) (28/2). Exco (C) (19/2).
8	Fr	Last day to apply for reassessment of examination scripts from both rounds of examination in November 2012.	Naming Committee (09:00–10:00). Finance Committee (10:00–13:00).	Academic Planning Committee (20/2). Faculty Board of Economic and Management Sciences.
9	Sa			
10	Su			
11	Mo		Exco (IF) (16:00).	
12	Tu		Rector's Management Team (09:00–16:00).	

13	We		Quality Committee (09:00–13:00). Research Committee (14:00).	
14	Th		Community Interaction Committee (14:00). Committee for Learning and Teaching (14:00–16:30).	
15	Fr	LAST DAY FOR CHANGES TO MODULES/PROGRAMMES BY STUDENTS. LAST DAY FOR LATE REGISTRATION (excluding new Master's and Doctoral students).		
16	Sa			
17	Su			
18	Mo		Agenda discussion Exco (C) (19/2) (09:00). General Managers' Meeting (10:00). Agenda discussion Strategic Fund (21/2) (14:00).	
19	Tu		Faculty Board of Military Science (08:00). Rector's Management Team (09:00–13:00). Exco (C) (14:00).	
20	We		Academic Planning Committee (09:00). Faculty Boards of Arts and Social Sciences (15:00) and AgriSciences (15:00).	

			Senate Research Ethics Committee (14:00). Schools Partnership Forum 1 (15:00–16:00).	
21	Th	Last day to load the final marks of the January examinations, Master’s students and the dean’s concession examinations, as well as module results of Doctoral candidates, for the March graduation ceremonies.	Strategic Fund (10:00). Faculty Board of Medicine and Health Sciences (14:00). Faculty Boards of Theology (14:30) and Science (14:30).	
22	Fr		Faculty Boards of Law (10:30), Engineering (12:00), Education (14:00) and Economic and Management Sciences (14:00).	
23	Sa			
24	Su			
25	Mo	Start of classes for modular Master’s in Management Coaching (MPhil).		
26	Tu		Rector’s Management Team (09:00–16:00).	Finance Committee (8/3). Reports for Senate (15/3). Exco (S) (Faculty Board reports) (5/3).
27	We	Last day for electronic submission of Master’s theses and Doctoral dissertations for the March graduation ceremonies. Start of modular session for Honour’s programme in Public Management (Bellville Park Campus).	Umbrella Employment Equity Forum (15:00).	

28	Th	Last day for applications for admission to 100% thesis Master's and Doctoral programmes, which must include full details of study record, research proposal, reference list, etc.	Research Ethics Committee: Human Research (Humaniora) (14:00). Institutional Forum (16:00).	
----	----	---	---	--

MARCH 2013				
General			Meetings	Closing dates for agendas
1	Fr	Start of electronic applications for admission for 2014.		
2	Sa		Student Wellness Forum (10:00–12:00).	
3	Su			
4	Mo		Agenda discussion Exco (S) (5/3) (09:00), Appointments Committee (6/3) (10:30).	
5	Tu		Exco (S) (Faculty Board reports and approval of results of Doctoral examinations) (10:00). Rector's Management Team (12:30–17:00).	
6	We	Start of modular session for Honours programme in Public Management (Pretoria).	Appointments Committee (09:00).	
7	Th	Confirmation of results of November 2012 examinations (second round), January examinations, dean's concession examinations and Master's candidates by the Vice-Rector (Learning and Teaching).	Welcoming Programme Committee (10:00–12:00). SU Security Forum (14:00–16:00).	Research Ethics Committee: Human Research (Humaniora) (28/3).

8	Fr	Last day for applications for HB Thom bursaries for lecturers.	Finance Committee (10:00).	Appointments Committee (10/4).
9	Sa			
10	Su			
11	Mo	Finalisation of risk register: Deans and heads of divisions. FIRST GRADUATION AND DIPLOMA CEREMONY: Arts and Social Sciences, Law, Theology, Military Science (16:30).	Agenda discussion Senate (15/3) (09:00). Schools Partnership Project discussion: 1 (12:45–14:00)	
12	Tu	SECOND GRADUATION AND DIPLOMA CEREMONY: AgriSciences, Economic and Management Sciences: BPhil (Sustainable Development), BPAHons, MBA, MPA, MDF, MPhil (Management Coaching, Environmental Management, Futures Studies, Sustainable Development), PD Management Coaching, PD Dispute Resolution, PD HIV/Aids Management, BAcc, BAccLLB, BAccHons, MAcc, PhD (Bellville Park Campus) (16:30).	Rector's Management Team (09:00–16:00).	
13	We	THIRD GRADUATION AND DIPLOMA CEREMONY: Education, Economic and Management Sciences: PD Actuarial Science, PD Marketing, PD Financial Management, BComm (including Law), BPhil, BCommHons, MComm, MPhil, PhD (Stellenbosch Campus), DAdmin, DComm (16:30).	Student Housing Committee (09:00–11:00).	
14	Th	FOURTH GRADUATION AND DIPLOMA CEREMONY: Science, Engineering, Medicine and Health Sciences and honorary degrees (16:30).	Facilities Management Advisory Committee (10:00–12:30). ITTL Committee (14:00–16:00).	

15	Fr		SENATE (14:00).	
16	Sa			
17	Su			
18	Mo			
19	Tu		Rector's Management Team (09:00–16:00).	
20	We		Risk Management Committee (10:00).	
21	Th	HUMAN RIGHTS DAY PUBLIC HOLIDAY All libraries closed.		
22	Fr			
23	Sa			
24	Su			
25	Mo	Start of classes for MPA programme.		
26	Tu		Rector's Management Team (09:00–16:00).	Exco (C) (9/4).
27	We			Subcommittee C (15/4) of the Research Committee. Audit and Risk Committee (11/4).
28	Th	END OF CLASSES FOR FIRST TERM (except for MB,ChB II–VI and Dietetics IV). Last day to submit early assessment marks. LAST DAY FOR REGISTRATION OF NEW MASTER'S AND DOCTORAL STUDENTS. Last day for applications by international students for admission in second semester. End of classes and clinical training for BSpeech-Lang and Hearing I–IV and BScDiet II and III.	Research Ethics Committee: Human Research (Humaniora) (14:00).	Subcommittee A (8/4) of the Research Committee.

		<p>End of first term for MBA programmes.</p> <p>JS Gericke Library closes at 17:30.</p> <p>Music, Theology, Engineering, USBI and Medicine and Health Sciences libraries close at 16:30.</p>		
29	Fr	<p>GOOD FRIDAY PUBLIC HOLIDAY</p> <p>UNIVERSITY RECESS FROM 29 MARCH TO 7 APRIL 2013</p> <p>USBI: Semester hours apply during recess.</p> <p>28 March–7 April: Music, Theology, Engineering and Forestry libraries: Vacation hours apply. Consult the library webpage (www.sun.ac.za/library) for the full opening times.</p>		
30	Sa	<p>Medicine and Health Sciences Library closed.</p>		
31	Su			

APRIL 2013				
General			Meetings	Closing dates for agendas
1	Mo	<p>FAMILY DAY/EASTER MONDAY PUBLIC HOLIDAY</p>		
2	Tu			
3	We		<p>Rector's Management Team (09:00–16:00).</p>	<p>Constitutions Committee (25/4).</p>
4	Th			<p>Research Ethics Committee: Human Research (Humaniora) (25/4).</p>

5	Fr	Last day to submit question papers for May/June examinations on Tygerberg Campus.		
6	Sa			
7	Su	SU RECESS ENDS.		
8	Mo	<p>START OF CLASSES FOR SECOND TERM (except for MB,ChB II–VI and Dietetics IV).</p> <p>Start of second term for MBA programmes.</p> <p>Start of classes and clinical training for BSpeech-Lang and Hearing I–IV, as well as second term for BScDiet I–III.</p>	<p>Council (29/4): Agenda planning (09:00). Agenda discussion Exco (C) (9/4) (10:00), Human Resources Committee (11/4) (10:45) and Appointments Committee (10/4) (11:30).</p> <p>Subcommittee A of the Research Committee (14:00).</p>	<p>Subcommittee B (16/4) of the Research Committee.</p> <p>Finance Committee (17/4).</p>
9	Tu		<p>Agenda discussion Audit and Risk Committee (11/4) (09:00).</p> <p>Rector’s Management Team (10:00–13:00).</p> <p>Exco (C) (14:00).</p>	Exco (S) (16/4).
10	We		<p>Appointments Committee (9:00).</p> <p>First-year Academy Committee (14:00–16:00).</p>	
11	Th		<p>Audit and Risk Committee (09:00–13:00).</p> <p>Human Resources Committee (15:00).</p>	
12	Fr		<p>Programme Advisory Committee (expanded) (Calendar changes</p>	<p>Exco (IF).</p> <p>COUNCIL AGENDA.</p>

			for Faculties of Law, Arts and Social Sciences, Education, Economic and Management Sciences, Military Science and Theology) (09:00–14:00).	
13	Sa			
14	Su			
15	Mo		Agenda discussion Exco (S) (16/4) (09:00). Bursaries and Loans Committee (14:00). Subcommittee C of the Research Committee (14:00).	
16	Tu		Exco (S) (10:00). Rector's Management Team (12:30–17:00). Subcommittee B of the Research Committee (14:00).	
17	We		Finance Committee (09:00). Committee for Learning and Teaching (14:00).	
18	Th		Subcommittee A ad hoc committee for consideration of publication outputs (08:30). Board of Trustees: Stellenbosch Trust (10:00).	

19	Fr		Programme Advisory Committee (expanded) (Calendar changes for Faculties of Science, AgriSciences, Engineering and Medicine and Health Sciences) (09:00–14:00).	
20	Sa			
21	Su			
22	Mo			
23	Tu		Subcommittee B ad hoc committee for the consideration of publication outputs (08:30). Rector's Management Team (09:00–16:00). Exco (IF) (16:00).	
24	We			Research Committee (8/5). Senate Research Ethics Committee (15/5).
25	Th		Language Planning and Management Project team (11:00–13:00). Constitutions Committee (14:00). Research Ethics Committee: Human Research (Humaniora) (14:00).	Student Fees Committee (9/5).
26	Fr		Council: Agenda discussion (29/4) (09:00).	Faculty Board of Arts and Social Sciences.

27	Sa	FREEDOM DAY		
28	Su			
29	Mo		UNIVERSITY COUNCIL (14:00).	Faculty Board of Medicine and Health Sciences. Faculty Board of Science. Faculty Board of AgriSciences.
30	Tu	Last day on which students may officially discontinue modules of the first semester at faculty secretaries.	Rector's Management Team (09:00–16:00).	Academic Planning Committee (15/5). Faculty Board of Engineering. Faculty Board of Education. Faculty Board of Military Science.

MAY 2013				
General			Meetings	Closing dates for agendas
1	We	WORKERS' DAY PUBLIC HoLIDAY All libraries closed.		
2	Th	Last day to submit moderated question papers for the first and second rounds of examination in May and June to Examinations Section.		Audit and Risk Committee (16/5).
3	Fr		Library Committee (10:00). Umbrella Employment Equity Forum (15:00).	Appointments Committee (5/6). Faculty Board of Economic and Management Sciences.
4	Sa			
5	Su			

6	Mo	<p>Start of May/June examinations on the Tygerberg Campus.</p> <p>Start of modular session for MPA programme (Bellville Park Campus).</p>	<p>Agenda discussion Honorary Degrees Committee (7/5) (09:00).</p>	
7	Tu		<p>Rector's Management Team (09:00–13:00). Honorary Degrees Committee (14:00).</p>	
8	We		<p>Student Housing Committee (09:00–11:00). Schools Partnership Project discussion: 2 (12:45–14:00). Research Committee (14:00).</p>	
9	Th		<p>Student Fees Committee (09:00). Institutional Forum (16:00).</p>	<p>Readmission Appeals Committee. Research Ethics Committee: Human Research (Humaniora) (30/5).</p>
10	Fr		<p>Quality Committee (09:00–13:00). Naming Committee (09:00–10:00).</p>	<p>Faculty Board of Theology.</p>
11	Sa			
12	Su			
13	Mo		<p>Agenda discussion Audit and Risk Committee (16/5) (09:00). General Managers' Meeting (10:00). Advisory Committee: CSCD, CSA, CSC and Faculty of Medicine</p>	

			and Health Sciences (11:00–12:30). Faculty Board of Medicine and Health Sciences (14:00).	
14	Tu		Rector’s Management Team (09:00–16:00).	Finance Committee (22/5). Faculty Board of Law.
15	We	Last day to make special arrangements for moderated question papers (duplicated by faculties) for the May and June examinations to be submitted to the Examinations Section, after the approval of the Registrar has been obtained.	Academic Planning Committee (09:00). Faculty Boards of Arts and Social Sciences (15:00), AgriSciences (15:00) and Military Science (08:00). Senate Research Ethics Committee (14:00).	
16	Th		Agenda discussion Human Resources Committee (23/5) (10:00). Faculty Boards of Science (14:00) and Theology (14:30). Audit and Risk Committee (14:00–18:00) (optional).	
17	Fr	END OF CLASSES FOR SECOND TERM, except for certain programmes on the Tygerberg Campus. Last day for announcement of class marks for first-semester modules. End of classes and clinical training for BSpeech-Lang and Hearing I and II.	Faculty Boards of Law (10:30), Engineering (12:00), Economic and Management Sciences (14:00) and Education (14:00). ITTL Committee (14:00–16:00).	

18	Sa	Start of examinations for Faculty of Military Science.		
19	Su			
20	Mo	Last day for applications for readmission by students for second semester of 2013.		Faculty Board of Medicine and Health Sciences.
21	Tu	Start of June examinations (first round). Service Learning and Community Interaction Programme Session 1.	Rector's Management Team (09:00–16:00).	Reports for Senate (7/6). Exco (S) (Faculty Board reports) (28/5). Exco (C) (4/6).
22	We		Finance Committee (10:00).	
23	Th		Human Resources Committee (15:00).	
24	Fr	End of classes for BScDiet II and III. Announcement of class marks for BScDiet II and III. Last day of applications for FIRLT.	Readmission Appeals Committee (only applications for readmission from second semester of 2013) (08:30). Student Wellness Forum (10:00–12:00).	
25	Sa			
26	Su			
27	Mo	Start of examinations for BScDiet II and III.	Agenda discussion Exco (S) (28/5) (09:00).	
28	Tu		Exco (S) (Faculty Board reports) (10:00). Rector's Management Team (12:30–17:00).	
29	We			
30	Th		Bursaries and Loans Committee (14:00). Research Ethics Committee: Human Research (Humaniora) (14:00).	

31	Fr	LAST DAY FOR PAYMENT OF 75% OF STUDENT FEES FOR 2013. Last day for applications by prospective students wishing to be considered for undergraduate selection programmes for 2014.		
----	----	---	--	--

JUNE 2013				
General			Meetings	Closing dates for agendas
1	Sa			
2	Su			
3	Mo		<p>Agenda discussion Senate (7/6) (09:00) and Exco (C) (4/6) (09:30).</p> <p>Council (24/6): Agenda planning (10:00).</p> <p>Agenda discussion Appointments Committee (5/6) (11:00).</p> <p>Faculty Board of Medicine and Health Sciences (if necessary) (14:00).</p>	
4	Tu		<p>Rector's Management Team (09:00–13:00).</p> <p>Exco (C) (14:00).</p>	
5	We	Research Orientation Day.	Appointments Committee (09:00).	Constitutions Committee (19/6)
6	Th		<p>Community Interaction Committee (14:00).</p> <p>Committee for Learning and Teaching (14:00–16:30).</p>	Research Ethics Committee: Human Research (Humaniora) (27/6).

7	Fr		SENATE (14:00).	
8	Sa	Start of Military Academy recess.		
9	Su			
10	Mo	End of June examinations (first round). Start of vacation hours for JS Gericke, Music, Theology, Engineering and Forestry Libraries. Consult the library webpage (www.sun.ac.za/library) for the full opening times of the various libraries.		COUNCIL AGENDA. Subcommittee B (18/6) of the Research Committee.
11	Tu	Start of June examinations (second round).	Rector's Management Team (09:00–16:00).	Exco (S) (18/6).
12	We		Student Housing Committee (09:00–11:00).	
13	Th			
14	Fr	Announcement of re-examinations for BScDiet II and III. Start of vacation hours for Medicine and Health Sciences Library. Consult the library webpage (www.sun.ac.za/library) for the full opening times.	Agenda discussion Exco (S) (18/6) (09:00).	Subcommittee A (24/6) of the Research Committee.
15	Sa	Medicine and Health Sciences Library closed.		
16	Su	YOUTH DAY PUBLIC HOLIDAY		
17	Mo	PUBLIC HOLIDAY All libraries closed.		
18	Tu		Exco (S) (10:00). Rector's Management Team (12:30–17:00). Subcommittee B of the Research Committee (14:00).	Finance Committee (26/6).

19	We		Constitutions Committee (14:00).	
20	Th		Council (24/6) Agenda discussion (09:00).	
21	Fr	End of first semester for MB,ChB II and IV. End of classes and clinical training for BSpeech-Lang and Hearing III and IV.		
22	Sa	End of second term for MBA programmes.		
23	Su	End of first semester for MB,ChB III and V.		
24	Mo		UNIVERSITY COUNCIL (14:00). Subcommittee A of the Research Committee (14:00).	
25	Tu	Start of intensive Beginners' Course in Afrikaans for international students (until 17 July).	Rector's Management Team (09:00–16:00).	
26	We		Finance Committee (10:00–13:00).	
27	Th		Research Ethics Committee: Human Research (Humaniora) (14:00).	
28	Fr	End of June examinations (second round). END OF FIRST SEMESTER except for certain programmes on the Tygerberg Campus. Last day for applications by prospective students wishing to be considered for undergraduate programmes in all faculties (except for selection programmes with closing date 31 May) and for residence placement in 2014.		Appointments Committee (31/7). Faculty Board of Arts and Social Sciences.

		Last day to submit applications for long/study leave and study opportunity in 2014. Start of USBI vacation hours. Consult the library webpage (www.sun.ac.za/library) for the full opening times.		
29	Sa	USBI closed.		
30	Su			

JULY 2013				
General			Meetings	Closing dates for agendas
1	Mo			Research Committee (18/7).
2	Tu		Rector's Management Team (09:00–16:00).	
3	We			
4	Th			Research Ethics Committee: Human Research (Humaniora) (25/7).
5	Fr			
6	Sa	USBI closed.		
7	Su			
8	Mo	Start of classes for second semester for MB,ChB II, III, IV and V.		Exco (IF).
9	Tu		Rector's Management Team (09:00–16:00).	
10	We			Subcommittee C (29/7) of the Research Committee.
11	Th			

12	Fr	Last day for applications for admission from second semester of 2013, excluding applications for readmission (which should have been submitted by 20 May).		
13	Sa	USBI closed. End of Military Academy recess.		
14	Su			
15	Mo	Start of classes for BSpeech-Lang and Hearing III and IV, and MB,ChB I, as well as classes in the Faculty of Military Science. PREDAC. Start of extended hours (until 19:00) of Medicine and Health Sciences Library. Consult the library webpage (www.sun.ac.za/library) for the full opening times.		Faculty Board of Medicine and Health Sciences.
16	Tu	PREDAC.	Rector's Management Team (09:00–16:00).	Finance Committee (24/7). Faculty Board of Military Science.
17	We	Start of welcoming programme for international students. PREDAC.	Student Housing Committee (09:00–11:00).	Senate Research Ethics Committee (31/7).
18	Th	Service Learning and Community Interaction Programme Session 2 PREDAC.	Research Committee (14:00). SU Security Forum (14:00–16:00).	
19	Fr	Start of third term for MBA programmes. Last day for departments to load class marks and internally and externally moderated final marks for all June examinations, as well as progress marks for the first semester.		Quality Committee.
20	Sa			
21	Su			

22	Mo	<p>START OF CLASSES FOR SECOND SEMESTER AND THIRD TERM (except for the Saldanha Campus and certain programmes on the Tygerberg Campus).</p> <p>Start of classes for BScDiet I, II and III and BSpeech-Lang and Hearing I and II.</p> <p>Start of semester hours for JS Gericke Library and branch libraries. Consult the library webpage (www.sun.ac.za/library) for the full opening times.</p>	<p>Language Planning and Management Project Team (09:00–11:00).</p> <p>Exco (IF) (16:00).</p>	<p>Faculty Board of AgriSciences.</p> <p>Faculty Board of Education.</p> <p>Faculty Board of Science.</p>
23	Tu		<p>Rector's Management Team (09:00–16:00).</p>	<p>Exco (S) (30/7).</p> <p>Student Fees Committee (1/8).</p>
24	We		<p>Finance Committee (10:00).</p> <p>Facilities Management Advisory Committee (14:00–16:30).</p>	<p>Academic Planning Committee (7/8).</p> <p>Faculty Board of Engineering.</p>
25	Th		<p>Research Ethics Committee: Human Research (Humaniora) (14:00).</p>	
26	Fr	<p>Last day to submit proposals to the Registrar for the awarding of honorary degrees in December 2013.</p> <p>Last day to apply for reassessment of examination scripts for both June examinations (except for programmes on the Tygerberg Campus).</p> <p>Last day for students to change meal quotas on their student accounts.</p> <p>Last day to submit prescribed book lists for 2014.</p> <p>SU Open Day</p>	<p>Institutional Planning Forum (17:00).</p>	<p>Faculty Board of Economic and Management Sciences.</p>

27	Sa		Institutional Planning Forum (09:00).	
28	Su			
29	Mo		Agenda discussion Exco (S) (30/7) (09:00), Appointments Committee (31/7) (10:00). Schools Partnership Project discussion: 3 (12:45–14:00). Subcommittee C of the Research Committee (14:00).	Faculty Board of Law.
30	Tu		Exco (S) (10:00). Rector's Management Team (12:30–17:00).	
31	We		Appointments Committee (10:00). Senate Research Ethics Committee (14:00).	

AUGUST 2013

General		Meetings	Closing dates for agendas
1	Th	Student Fees Committee (09:00). Faculty Board of Medicine and Health Sciences (14:00). Umbrella Employment Equity Forum (15:00). Institutional Forum (16:00).	Faculty Board of Theology.

2	Fr	LAST DAY FOR CHANGES TO MODULES AND PROGRAMMES AND FOR THE REGISTRATION OF STUDENTS WITH PERMISSION TO RESIDE WITH EFFECT FROM THE SECOND SEMESTER.	Subcommittee re the Central Analytical Facility (14:00).	Strategic Fund (16/8).
3	Sa			
4	Su			
5	Mo	Confirmation of results of June examinations by Vice-Rector (Learning & Teaching).	Agenda discussion Honorary Degrees Committee (6/8) (09:00).	
6	Tu		Faculty Board of Military Science (08:00). Rector's Management Team (09:00–13:00). Honorary Degrees Committee (15:00).	
7	We		Academic Planning Committee (09:00). Faculty Board of Arts and Social Sciences (15:00). Welcoming Programme Committee (10:00–12:00). Women's Day Symposium (12:45–14:00). Faculty Boards of Economic and Management Sciences (14:00), Science (14:30) and Theology (14:30).	

8	Th		Faculty Boards of Law (10:30), Engineering (12:00), Education (14:00) and AgriSciences (14:30).	Appointments Committee (4/9). Subcommittee A (19/8) of the Research Committee. Research Ethics Committee: Human Research (Humaniora) (29/8).
9	Fr	NATIONAL WOMEN'S DAY, PUBLIC HOLIDAY All libraries closed.		
10	Sa	Medicine and Health Sciences Library closed.		
11	Su			
12	Mo	Finalisation of risk register: Deans and heads of divisions.	Agenda discussion Strategic Fund (16/8) (09:00).	Finance Committee (23/8).
13	Tu		Rector's Management Team (09:00–16:00).	Reports for Senate (30/8). Exco (S) (Faculty Board reports) (20/8).
14	We	Academic Anniversary Day, Faculty of Medicine and Health Sciences.	Quality Committee (09:00–13:00). ITTL Committee (14:00–16:00).	
15	Th	Academic Anniversary Day, Faculty of Medicine and Health Sciences.	Naming Committee (09:00–10:00). Community Interaction Committee (14:00).	
16	Fr	Finalisation of risk register: Heads of centres of responsibility.	Strategic Fund (2nd meeting, subject to availability of funds) (09:00).	
17	Sa			
18	Su			

19	Mo		<p>Agenda discussion Exco (S) (20/8) (09:00).</p> <p>Subcommittee A of the Research Committee (14:00).</p> <p>Advisory Committee: CSCD, CSA, CSC and Faculty of Medicine and Health Sciences (14:00–15:30).</p>	Subcommittee B (27/8) of the Research Committee.
20	Tu		<p>Exco (S) (Faculty Board reports) (10:00).</p> <p>Rector's Management Team (12:30–17:00).</p>	Exco (C) (3/9).
21	We			
22	Th			Risk Management Committee (29/8).
23	Fr		Finance Committee (09:00–12:00).	
24	Sa			
25	Su			
26	Mo		<p>Agenda discussion Senate (30/8) (09:00), Exco (C) (3/9) (09:45), Human Resources Committee (29/8) (10:30).</p> <p>General Managers' Meeting (14:00).</p>	
27	Tu		<p>Rector's Management Team (09:00–13:00).</p> <p>Subcommittee B of the Research Committee (14:00).</p>	

28	We		Student Housing Committee (09:00–11:00). Committee for Learning and Teaching (14:00).	
29	Th	Eskom Expo for Young Scientists: Stellenbosch Regional Competition.	Risk Management Committee (11:00). Research Ethics Committee: Human Research (Humaniora) (14:00) Human Resources Committee (15:00).	
30	Fr	Eskom Expo for Young Scientists: Stellenbosch Regional Competition.	SENATE (14:00).	
31	Sa			

SEPTEMBER 2013

General		Meetings	Closing dates for agendas
1	Su		
2	Mo	Council: Agenda planning (30/9) (09:00). Agenda discussion Appointments Committee (4/9) (09:45).	Student Fees Committee (16/9).
3	Tu	Rector's Management Team (09:00–13:00). Exco (C) (14:00).	Exco (S) (10/9).
4	We	Appointments Committee (09:00).	
5	Th	Community Interaction Symposium.	Library Committee (14:00). Research Ethics Committee: Human Research (Humaniora) (26/9).

6	Fr	<p>END OF THIRD TERM (except for certain programmes on the Tygerberg Campus).</p> <p>End of classes for BScDiet I, II and III and BSpeech-Lang and Hearing I–II.</p> <p>Last day to submit question papers for the October and November examinations on the Tygerberg Campus.</p>		Appointments Committee (9/10).
7	Sa	<p>SEPTEMBER RECESS FROM 7 UNTIL 15 SEPTEMBER.</p> <p>7–15 September: Music, Theology, Engineering and Forestry Libraries: Vacation hours apply. Consult the library webpage (www.sun.ac.za/library) for the full opening times.</p> <p>USB: Semester hours apply during the September recess.</p>		
8	Su			
9	Mo		Agenda discussion Exco (S) (10/9) (09:00).	
10	Tu		Exco (S) (10:00). Rector's Management Team (12:30–17:00).	Finance Committee (19/9). Faculty Board of Military Science.
11	We		Student Housing Committee (09:00–11:00).	
12	Th			
13	Fr			
14	Sa			
15	Su	<p>SEPTEMBER RECESS ENDS.</p>		

16	Mo	START OF CLASSES FOR FOURTH TERM (except for certain programmes on the Tygerberg Campus). Start of classes for BOccTher III, BScDiet I, II and III and BSpeech-Lang and Hearing I and II, and MB,ChB I.	Student Fees Committee (09:00).	COUNCIL AGENDA.
17	Tu		Rector's Management Team (09:00–16:00).	
18	We			
19	Th		Finance Committee (10:00).	
20	Fr		Student Wellness Forum (10:00–12:00).	Exco (IF).
21	Sa	End of third term for MBA programmes. Medicine and Health Sciences Library closed.		
22	Su			
23	Mo			
24	Tu	HERITAGE DAY PUBLIC HOLIDAY All libraries closed.		
25	We		Rector's Management Team (09:00–13:00).	Constitutions Committee (16/10). Subcommittee C of the Research Committee (14/10).
26	Th		Schools Partnership Forum 2 (15:00–16:00). Research Ethics Committee: Human Research (Humaniora) (14:00).	

27	Fr	<p>LAST DAY FOR PAYMENT OF OUTSTANDING BALANCES ON TUITION, ACCOMMODATION AND OTHER FEES FOR 2013.</p> <p>End of classes in BSpeech-Lang and Hearing III and IV.</p> <p>Last day for applications by international students for admission in the first semester of 2014.</p>	<p>Agenda discussion Council (30/9) (09:00).</p>	
28	Sa			
29	Su			
30	Mo	<p>Last day for late applications for admission as an undergraduate student for 2014, which will only be considered depending on the availability of places in the programme for which application is being made, including applications for readmission.</p> <p>Last day on which students may officially discontinue second-semester or year modules at the faculty secretaries in Admin A.</p> <p>Last day to submit moderated question papers for both rounds of examinations in November to the Examinations Section, excluding those at the Tygerberg Campus.</p> <p>Start of fourth term for MBA programmes.</p>	<p>Agenda discussion Human Resources Committee (3/10) (09:00).</p> <p>Exco (IF) (16:00).</p> <p>UNIVERSITY COUNCIL (14:00).</p>	<p>Audit and Risk Committee (14/10).</p>

OCTOBER 2013

General		Meetings	Closing dates for agendas
1	Tu	<p>Rector's Management Team (09:00–16:00).</p>	

2	We		Bursaries and Loans Committee (14:00).	Senate Research Ethics Committee (16/10).
3	Th	Start of examinations on the Tygerberg Campus.	First-year Academy Committee (11:00–13:00). Human Resources Committee (15:00).	
4	Fr		Programme Advisory Committee (09:00).	
5	Sa			
6	Su			
7	Mo	Start of classes for BSpeech-Lang and Hearing III and IV.	Agenda discussion Appointments Committee (9/10) (09:45).	
8	Tu		Rector's Management Team (09:00–16:00).	Exco (S) (15/10).
9	We		Appointments Committee (09:00).	
10	Th		Committee for Learning and Teaching (14:00).	Research Ethics Committee: Human Research (Humaniora) (31/10).
11	Fr		Agenda discussion Audit and Risk Committee (14/10) (10:00). Umbrella Employment Equity Forum (15:00).	Appointments Committee (8/11). Subcommittee A (21/10) of the Research Committee.
12	Sa			
13	Su			
14	Mo		Agenda discussion Exco (S) (15/10) (09:00). Audit and Risk Committee (14:00). Subcommittee C of the Research Committee (14:00).	Research Committee (30/10). Finance Committee (23/10).

15	Tu		Exco (S) (10:00). Rector's Management Team (12:30–17:00).	
16	We		General Managers' Meeting (Budget) (10:00). Constitutions Committee (14:00). Senate Research Ethics Committee (14:00).	
17	Th		Community Interaction Committee (14:00). Institutional Forum (16:00).	
18	Fr		Language Planning and Management Project Team (09:00–11:00).	Strategic Fund (13/11). Faculty Board of Arts and Social Sciences. Faculty Board of Military Science.
19	Sa	Schools Partnership Project Symposium.		
20	Su			
21	Mo		Subcommittee A of the Research Committee (14:00).	Faculty Board of AgriSciences. Faculty Board of Education. Faculty Board of Science. Subcommittee B (29/10) of the Research Committee.
22	Tu	Spring Teaching Academy.	Rector's Management Team (09:00–16:00).	Faculty Board of Law.

23	We	Spring Teaching Academy. Last day to make special arrangements for moderated question papers (duplicated by faculties) for the November examinations to be submitted to the Examinations Section, after the approval of the Registrar has been obtained.	Finance Committee (09:00–12:00).	Academic Planning Committee (6/11). Faculty Board of Engineering.
24	Th			Faculty Board of Medicine and Health Sciences.
25	Fr	END OF CLASSES FOR FOURTH TERM, except for certain programmes on the Tygerberg Campus. End of classes and clinical training for BSpeech-Lang and Hearing I–III, as well as BScDiet I–III. Announcement of class marks for BScDiet I–III. Last day for announcement of class marks. Service Learning and Community Interaction Programme Session 3.		Faculty Board of Economic and Management Sciences. Faculty Board of Theology.
26	Sa			
27	Su			
28	Mo	Start of November examinations for BScDiet I–III.	Schools Partnership Project discussion: 4 (12:45–14:00).	Finance Committee (7/11).
29	Tu	Start of November examinations (first round).	Rector’s Management Team (09:00–16:00). Subcommittee B of the Research Committee (14:00).	Exco (C) (12/11).
30	We		Research Committee (14:00).	

31	Th	Last day to apply for admission to Honours and Master's programmes in Public Management.	Research Ethics Committee: Human Research (Humaniora) (14:00). ITTL Committee (14:00–16:00).	
----	----	--	--	--

NOVEMBER 2013				
General			Meetings	Closing dates for agendas
1	Fr		Quality Committee (09:00–13:00).	
2	Sa			
3	Su			
4	Mo		Agenda discussion Appointments Committee (8/11) (09:30), Human Resources Committee (7/11) (10:00).	
5	Tu		Rector's Management Team (09:00–16:00). Faculty Board of Theology (14:30).	
6	We		Academic Planning Committee (09:00). Faculty Boards of Military Science (08:00), Science (09:00), Law (10:30), Education (14:00), Economic and Management Sciences (14:00), Arts and Social Sciences (15:00) and AgriSciences (15:00).	

7	Th		Faculty Board of Medicine and Health Sciences (14:00). Finance Committee (14:00). Human Resources Committee (15:00). CONVOCATION (19:00).	Research Ethics Committee: Human Research (Humaniora) (28/11).
8	Fr	Last day of applications for FIRLT. Service Learning and Community Interaction Programme Session 4.	Naming Committee (09:00–10:00). Appointments Committee (09:00). Student Wellness Forum (10:00–12:00). Faculty Board of Engineering (12:00).	Readmission Appeals Committee.
9	Sa			
10	Su			
11	Mo	African University Day.	Agenda discussion Exco (C) (12/11) (09:00), Strategic Fund (13/11) (09:30).	
12	Tu		Rector's Management Team (09:00–13:00). Exco (C) (14:00).	Reports for Senate (29/11). Exco (S) (Faculty Board reports) (19/11).
13	We	Announcement of re-examinations for BScDiet I–III.	Strategic Fund (14:00).	
14	Th		Faculty Board of Education (second meeting) (08:30). Council (2/12): Agenda planning (09:00).	
15	Fr		Readmission Appeals Committee (08:30).	

16	Sa			
17	Su			
18	Mo		Agenda discussion Exco (S) (19/11) (09:00).	COUNCIL AGENDA.
19	Tu	Start of vacation hours for Medicine and Health Sciences Library. Consult the library webpage (www.sun.ac.za/library) for the full opening times.	Exco (S) (Faculty Board Reports) (10:00). Rector's Management Team (12:30–17:00).	
20	We	End of November examinations (first round). End of examinations for Postgraduate Diploma in Theology in Christian Ministry. Start of vacation hours for JS Gericke, Music, Theology, Engineering and Forestry Libraries. Consult the library webpage (www.sun.ac.za/library) for the full opening times of the various libraries.		
21	Th	Start of November examinations (second round).	Facilities Management Advisory Committee (10:00–12:30).	
22	Fr	Last day for departments to load final marks for Postgraduate Diploma in Theology in Christian Ministry (12:00). Last day to submit foreign banker's drafts for imports. Last day for applications for foreign bankers' drafts (type A), excluding those for imports. Announcement of results of examinations for Postgraduate Diploma in Theology in Christian Ministry. End of classes and clinical training for BSpeech-Lang and Hearing IV.		Subcommittee A (2/12) and Subcommittee B (3/12) of the Research Committee.

23	Sa			
24	Su			
25	Mo		Agenda discussion Senate (29/11) (09:00).	Finance Committee (5/12).
26	Tu	Last day on which departments can load final marks for the first round of examinations in November. Start of vacation hours for USBI. Consult the library webpage (www.sun.ac.za/library) for the full opening times.	Rector's Management Team (09:00–16:00).	Exco (S) (3/12) (only medals).
27	We	Admission of Dutch Reformed Church and Uniting Reformed Church students (19:00).	General Managers' Meeting (10:00).	
28	Th	Last day for electronic submission of theses and dissertations for December graduation ceremonies.	Agenda discussion Council (2/12) (10:00). Research Ethics Committee: Human Research (Humaniora) (14:00).	
29	Fr	Last day to apply for admission as MBA student for 2014.	SENATE (14:00).	
30	Sa	End of fourth term for MBA programmes. USBI closed.		

DECEMBER 2013

General		Meetings	Closing dates for agendas
1	Su		
2	Mo	Last day to apply for admission to postgraduate programmes, excluding 100% thesis Master's and Doctoral programmes, unless indicated otherwise in the relevant section of the Calendar. Agenda discussion Exco (S) (3/12) (09:00). Subcommittee A of the Research Committee (14:00).	

			UNIVERSITY COUNCIL (14:00).	
3	Tu		Exco (S) (Awarding of medals only) (10:00). Subcommittee B of the Research Committee (14:00).	
4	We			
5	Th		Finance Committee (09:00–12:00).	
6	Fr	Announcement of results of November examinations (first round) (14:00). Confirmation of results of November examinations (first round) by the Vice-Rector (Learning and Teaching). USBI closed.		
7	Sa	End of November examinations (second round). USBI closed.		
8	Su			
9	Mo	First Oath-taking Ceremony, Faculty of Medicine and Health Sciences (Allied Health Sciences) (10:30). Second Oath-taking Ceremony, Faculty of Medicine and Health Sciences (MB,ChB) (16:30).		
10	Tu	FIRST GRADUATION CEREMONY: Medicine and Health Sciences (10:00). SECOND GRADUATION CEREMONY: Economic and Management Sciences: PD Actuarial Science, PD Marketing, PD Financial Planning, PD HIV/Aids Management, BComm (including Law), BPhil,		

		<p>BCommHons, MComm, MPhil, PhD (Stellenbosch Campus), DAdmin, DComm (17:30).</p> <p>Award Ceremony, Faculty of Military Science (19:00).</p> <p>Last day for departments to load internally moderated final marks for non-final-year modules of the November examinations (second round) (12:00).</p>		
11	We	<p>THIRD GRADUATION CEREMONY: Arts and Social Sciences (10:00).</p> <p>FOURTH GRADUATION CEREMONY: Science (17:30).</p> <p>Passing-out Parade, Military Academy, Saldanha Campus (10:30).</p>		
12	Th	<p>FIFTH GRADUATION CEREMONY: Education, Theology and Military Science (10:00).</p> <p>SIXTH GRADUATION CEREMONY: Law; Economic and Management Sciences: BPhil (Sustainable Development), BPAHons, MBA, MPA, MDF, MPhil (Management Coaching, Environmental Management, Futures Studies, Sustainable Development), PD Management Coaching, PD Dispute Resolution, PD Project Management, BAcc, BAccLLB, BAccHons, MAcc, PhD (Bellville Park Campus) (17:30).</p>		
13	Fr	<p>SEVENTH GRADUATION CEREMONY: AgriSciences, Engineering and honorary degrees (10:00).</p> <p>Last day to apply for Postgraduate Diploma in Nursing.</p>		

		<p>Last day for withdrawal of supplies from Purchasing and Provision Services.</p> <p>Last day for applications for new cost points.</p> <p>Last day for placement of orders with suppliers.</p> <p>Military Academy closes for recess.</p> <p>END OF SECOND SEMESTER.</p>		
14	Sa			
15	Su			
16	Mo	<p>DAY OF RECONCILIATION PUBLIC HOLIDAY All libraries closed.</p>		
17	Tu			
18	We			
19	Th			
20	Fr			
21	Sa			
22	Su			
23	Mo			
24	Tu	<p>University Office closes at 12:45.</p> <p>All libraries close at 12:45 for Christmas recess.</p>		
25	We	CHRISTMAS DAY		
26	Th	DAY OF GOODWILL		
27	Fr			
28	Sa			
29	Su			
30	Mo			
31	Tu			

SOME HISTORICAL NOTES: A UNIVERSITY IN THE MAKING

Stellenbosch, the country's oldest town, has from very early on had a significant involvement in the history of education in South Africa. As early as 1685, when the Dutch Reformed Church founded its second parish here, a beginning was made with regular school instruction.

By the 1840s the Cape Colony was operating a system of centrally controlled Public Schools, along the lines advocated by Sir John Herschel. (The famous astronomer's advice and active support had been obtained while he was out here on a research visit.) Under this system, Stellenbosch was recognised as a divisional centre for education.

Another of the town's notable older educational institutions was started in November 1859, namely the Theological Seminary of the Dutch Reformed Church. Meeting in the nearby Old Reading Room in December 1863, thirty public-spirited inhabitants of the Stellenbosch district committed themselves to collecting a certain sum for the establishment of a gymnasium within five years. They achieved their objective well ahead of time. In 1866 under the new Education Act the local Public School was reorganised as a First Class Public School, also to be known as *the Stellenbosch Gymnasium*.

In 1873 the then Board of Examiners was replaced by the Examining University of the Cape of Good Hope. This new university set steadily increasing standards, thereby creating a demand for more advanced teaching. To help meet the new demand, the Stellenbosch Gymnasium in 1874, under the Higher Education Act, set up its own professorial division. This, called the Arts Department, may be regarded as the germ of the present Faculties of Arts and Science. Initially it consisted of the Rector (the Rev Charles Anderson) and two professors, namely Prof A MacDonald for the Classics and English Literature and Prof G Gordon for Mathematics and Physical Science. The pupils at the Gymnasium in 1874 totalled 120, with the Third Class Examination (the later matriculation examination) being passed by 9 candidates and the Second Class Examination (the later BA examination), by 4.

In 1879 the town of Stellenbosch celebrated its two-hundredth anniversary; in commemoration it was resolved to erect a large and suitable College building to house the Arts Department. Sir Bartle Frere, visiting Stellenbosch at this time, took a warm interest in the project, which he promised to recommend to the government. The Prime Minister, Sir Gordon Sprigg, supported the proposal, and Parliament voted £3 000 towards the cost of the new building, conditional on a like amount's being raised by public

subscription. The foundation stone of the new building was laid by the Administrator, Sir George Cumin Strachan, on 22 December 1880. In 1881 the Arts Department received its charter as a College, and by a special Act of Parliament the status and the constitution of the Stellenbosch College were conferred upon it. It was provided at the same time that the Gymnasium should remain under the control of the College Council.

The new building was completed and taken occupation of in phases. The formal opening took place on 6 November 1886. In 1887, the jubilee year of Queen Victoria's reign, Her Majesty graciously consented to the College's name being changed to the *Victoria College of Stellenbosch*.

The institution of an agricultural course in connection with the College had been discussed in 1882, and in the new building special provision was made for the study of agricultural chemistry. In 1887 the Agriculture Department began with five students. In 1898, although the number of agriculture students had increased to 31, the Agriculture Department was taken away from the Victoria College and removed to Elsenburg. Twenty years later there was another reversal of policy, a full Faculty of Agriculture being established in the new University of Stellenbosch.

The period from 1897 to 1900 was also important on account of the construction of the Physics Laboratory and the Christian Marais Library, both made possible by the generosity of the brothers JH and CL Marais.

In 1899 the "senior matriculation class", 44 strong, was transferred from the College to the school, leaving the Victoria College with 116 fully matriculated "Arts" students.

About five years later a strong movement began among friends and past students of the College for a further extension of its activity. This resulted in the separation of the chairs of Philosophy and English Literature, and also of Greek and Latin, the establishment of chairs in Zoology, Botany and History and, shortly afterwards, in Applied Mathematics as well.

The question of the training of teachers had been under discussion since 1876. From 1895 onwards the College made special provision for students who followed the ordinary degree course but who intended to qualify afterwards for a teacher's diploma. The fight for a recognised department of Education was carried on for fifteen years, and in 1911 a Professor of Education was at last appointed. A new building, designed specifically to meet the requirements of teacher training, was soon erected. Two years later this was followed by an even larger new building for four of the natural sciences, to the financing of which the Union government contributed handsomely.

When the Union of South Africa was founded, the problem of the reform of higher education came up for discussion once again. Various commissions appointed in this connection proposed different solutions. All the proposals were closely concerned with the substantial endowment offered by Sir Julius Wernher and Mr Otto Beit for the establishment of a teaching university at Groote Schuur.

An act was drafted in terms of which the Victoria College was to be subordinated to the Groote Schuur project. Thanks, however, to the aid of friends and alumni of Stellenbosch this bill never became law. Eventually the government found a solution in greater decentralisation; in place of only one university, it granted charters to three, with their respective centres at Cape Town, Stellenbosch and Pretoria. The creation of a university at Stellenbosch was made possible by Mr Jan Marais of Coetzenburg; to the cause of higher education at Stellenbosch, he had magnanimously bequeathed the sum of £100 000.

The University Act, by which the Victoria College became an independent university, with all its privileges and duties, was passed by the Union Parliament in 1916. The number of registered students at the College in the last year before its promotion to university status was 503. In the same year the teaching staff numbered 40, 22 of whom were professors and 18 lecturers.

The University Act, replacing the Victoria College by the University of Stellenbosch, came into effect on 2 April 1918.

The decades since then have seen its student numbers grow fortyfold and more, from about 500 to some 22 000. The University, for its part, has been setting up new and adapting existing faculties, departments and other academic organs in response to the ongoing shifts and changes in the country's needs for student training. Thousands have studied at Stellenbosch and gone on from here to make a valuable contribution in practical life. Stellenbosch alumni fulfil an important part in numerous areas of society. Without them, South Africa today would be much the poorer.

CHANCELLOR

Dr JP Rupert, DComm hc (Stell), DComm hc (NMMU) (01.12.2009 - 30.11.2014)

RECTOR'S MANAGEMENT TEAM

Rector and Vice-Chancellor

Prof HR Botman, BA, LicTheol, MTh, DTh (UWC) (01.03.2012 - 28.02.2017)

Vice-Rector (Research and Innovation)

Prof Eugene Cloete, MSc (UOFS), DSc (Pret) (1.09.2012 - 31.08.2017)

Vice-Rector (Learning and Teaching)

Prof Arnold Schoonwinkel, PrEng, MEng (Stell), MBA (Cape Town), PhD (Stanford) (1.09.2012 - 31.08.2017)

Vice-Rector (Community Interaction and Personnel)

Prof JF Smith, MA, SED, DLitt (UWC) (1.03.2010 - 28.02.2015)

Executive Director: Operations and Finance

Prof L van Huyssteen, MScAgric, PhD (Agric) (Stell) (1.04.2013 - 31.12.2016)

In a supporting capacity:

Registrar

Mr JA Aspelung, MComm, HED (Stell)

Chief Director: Strategic Initiatives and Human Resources

Prof TJ de Coning, BMil, MBA, PhD (Stell)

Senior Director: Communication and Liaison

Mr M Shaikh, MJourn (Stell)

Dean of Students

Dr LLM MacMaster, BTh (Hon) (UWC), MTh, DTh (Stell) (1.01.2008 - 31.12.2013)

Manager: Projects

Dr B Pool, DPhil (Stell)

CONVOCATION

President

Prof HC Viljoen, OMS, PrEng, BSc, PhD (Eng) (Stell) (1.01.2012 - 31.12.2015)

Vice-President

Adv Jan C Heunis SC, BA (Law), LLB (Stell), LLM, LLD (RAU)
(1.01.2012 - 31.12.2015)

Additional members

J Abels (1.01.2012 - 31.12.2015)

Rev R Nel, BTh, MDiv (Stell) (1.01.2013 - 31.12.2016)

Secretary

Prop N Marais (1.01.2013 - 31.12.2016)

THE UNIVERSITY COUNCIL

The University Council has been constituted in the manner laid down by par. 12(1) (a) - (n) of the University's Institutional Statute.

(a) Rector and Vice-Chancellor

Prof HR Botman (01.03.2012 - 28.02.2017)

(b1) Vice-Rector (Research and Innovation)

Prof Eugene Cloete (01.09.2012 - 31.08.2017)

(b2) Vice-Rector (Learning and Teaching)

Prof Arnold Schoonwinkel (01.09.2012 - 31.08.2017)

(b3) Vice-Rector (Community Interaction and Personnel)

Prof JF Smith (1.03.2010 - 28.02.2015)

(b4) Executive Director: Operations and Finance

Prof L van Huyssteen (1.04.2013 - 31.12.2016)

(c) Elected by Senate

Prof GF Lubbe (1.01.2012 - 31.12.2013)

Prof NN Koopman (1.01.2012 - 31.12.2013)

Prof JH Knoetze (1.12.2012 – 31.12.2013)

(d) Elected by the permanent academic staff (non-Senate members)

Prof SS du Plessis (1.10.2011 - 30.09.2013)

(e) Elected by the permanent non-academic staff

Mr MC de Jongh (6.04.2012 - 5.04.2014)

(f) Elected by the Students' Representative Council

Mr C du Preez (01.09.2012 - 31.08.2013)

Ms Z Stuurman (01.09.2012 - 31.08.2013)

(g) Elected by the Institutional Forum

Vacant

(h) Appointed by the Minister of Education

Vacant

Prof A Keet (1.12.2010 - 31.11.2014)

Vacant

Prof PG Maré (14.06.2010 - 13.06.2014)

(i) Elected by the Convocation

Mr JP Bekker (2.04.2012 - 1.04.2016)

Prof WAM Carstens (2.04.2010 - 1.04.2014)

Prof DP du Plessis (2.04.2012 - 1.04.2016)

Dr GC du Toit (2.04.2010 - 1.04.2014)

Adv JC Heunis (2.04.2010 - 1.04.2014)

Mr PJ le Roux (2.04.2012 - 1.04.2016)

(j) Nominated by the Council of the Municipality of Stellenbosch

Adv WJ Pretorius (2.04.2012 - 1.04.2014)

(k) Appointed by the Premier of the Western Cape Province

Mr AP van der Westhuizen (1.08.2010 - 31.07.2014)

(l) Elected by the Donors

Mr JJ Durand (2.4.2012 - 1.4.2016)

Mr GM Steyn (2.04.2010 - 1.04.2014) (Chairperson since 2.4.2012)

Prof PW van der Walt (2.04.2010 - 1.04.2014)

(m) Appointed by the business community of Stellenbosch District

Vacant

(n) Appointed by representative bodies of civic society

Mrs E le Roux (1.05.2010 - 30.04.2014)

Mr J van der Westhuizen (1.05.2010 - 30.04.2014)

COMMITTEES OF COUNCIL

Committees' term of office: 25.06.2012 – 25.06.2014, following which the composition will be reconsidered owing to the appointment of various new members of Council.

1. Standing committees reporting directly to Council

(a) Executive Committee of Council

The Chair of Council (Chair), the Vice-Chair of Council, the Rector, and four members of Council.

(b) Honorary Degrees Committee

The Rector (Chair), the Chair of Council, the Vice-Rector (Learning and Teaching) (*ex officio*), the Vice-Rector (Community Interaction and Personnel) (*ex officio*), the Vice-Rector (Research and Innovation) (*ex officio*), three additional members of Council, four members of Senate, and a student member.

(c) Audit and Risk Committee

Prof PD du Plessis (Chair), Messrs JP Bester, JJ Durand, Adv WJ Pretorius Prof CJ van Schalkwyk and Mr B Wessels.

(d) Human Resources Committee

The Chair of Council (Chair), the Vice-Chair of Council, the Rector, and two additional members of Council.

(e) Disciplinary Appeal Committee

Composition of this committee is being reconsidered.

2. Committees reporting to Council via the Executive Committee of Council

(a) Investments Committee

The Executive Director: Operations and Finance (Chair), the Rector, Prof DP du Plessis, Messrs JJ Durand, MM du Toit, GT Ferreira, JF Mouton and PG Steyn.

(b) Liaison Committee: University and City Council

The Rector, the Vice-Rector (Community Interaction and Personnel), a member of Council, and three representatives of the City Council.

(c) *Remuneration Committee

The Chair of Council (however not as Chair of the Remuneration Committee); two members of Council who are not Stellenbosch University

employees; the Rector; two *ex officio* members (voteless), namely the Chief Director: Strategic Initiatives and Human Resources; and the Manager: Remuneration and Benefits.

- * The placement of this committee under either category 1 or 2 above had not been finalised at the time of going to press.

THE SENATE

The Senate is constituted in the manner laid down by par. 28A (a) - (k) of the University's Institutional Statute.

1. THE MEMBERS OF SENATE

(a) The Rector and Vice-Chancellor

Prof HR Botman (Chair)

(b) The Vice-Rectors

Prof A Schoonwinkel (Vice-Rector (Learning and Teaching))

Prof JF Smith (Vice-Rector (Community Interaction and Personnel))

Prof L van Huyssteen (Executive Director (Finance and Operations))

Prof TE Cloete (Vice-Rector (Research and Innovation))

(c) The Registrar

Mr JA Aspeling (Secretary)

(d) Two members of Council (term of 2 years)

Dr GC du Toit (01.07.2012 - 30.06.2014)

Prof PW van der Walt (01.07.2012 - 30.06.2014)

(e) The Professors of the University (by date of accession to Senate):

Name	Major Discipline	Date Acceded
Prof GF Lubbe	Private Law	1 Jul 1977
Prof AR Coetzee	Anaesthesiology	1 Feb 1984
Prof T Park	Didactics	1 Jul 1985
Prof HJ Kotzé	Political Science	1 Jan 1986
Prof EvdM Smit	Business Management and Administration	1 Jan 1989
Prof SE van der Merwe	Public Law	1 Jul 1989
Prof AA van Niekerk	Philosophy	1 Jul 1989
Prof HB Geyer	Physics	1 Jan 1990
Prof BW Smit	Economics	1 Jan 1991
Prof HL Bosman	Old Testament	1 Apr 1991
Prof WJ Perold	Electronic Engineering	1 Apr 1991

Name	Major Discipline	Date Acceded
Prof WJ Pienaar	Logistics	1 Jul 1991
Prof S van der Berg	Economics	1 Jul 1991
Prof FJ Mostert	Business Management	1 Oct 1991
Prof MJ de Waal	Private and Roman Law	1 Jan 1992
Prof E Schwella	Public and Development Management	1 Jan 1992
Prof FS Hough	Internal Medicine	1 Oct 1993
Prof HC Reader	Electronic Engineering	1 Jan 1994
Prof CJ Bester	Civil Engineering	1 Jul 1994
Prof J Mouton	Sociology	1 Nov 1994
Prof GA Agenbag	Agronomy-Pastures	1 Jan 1995
Prof CF Heyns	Urology	1 Jan 1995
Prof SW Moore	Surgery	1 Jan 1995
Prof L van Wyk	Mathematics	1 Jan 1995
Prof TJ Britz	Food Science	1 Apr 1995
Prof P Olivier	Accounting	1 Jul 1995
Prof AH Basson	Mechanical Engineering	1 Jan 1996
Prof CD Cilliers	Educational Psychology	1 Jan 1996
Prof DB Davidson	Electrical and Electronic Engineering	1 Jan 1996
Prof AF Doubell	Internal Medicine	1 Jan 1996
Prof WR Gevers	Graduate School of Business	1 Jan 1996
Prof J-HS Hofmeyr	Biochemistry	1 Jan 1996
Prof A Rozendaal	Geology	1 Jan 1996
Prof N Vink	Agricultural Economics	1 Jan 1996
Prof JP du Plessis	Applied Mathematics	1 Apr 1996
Prof A Schoonwinkel	Electrical and Electronic Engineering	1 Jul 1996
Prof TF Kruger	Obstetrics and Gynaecology	1 Sept 1996
Prof T Hauptfleisch	Drama	1 Oct 1996
Prof D Meyer	Ophthalmology	1 Jan 1997
Prof JM Pienaar	Private and Roman Law	1 Jan 1997
Prof VR Smith	Botany	1 Jan 1997
Prof JC Thom	Ancient Studies	1 Jan 1997

Name	Major Discipline	Date Acceded
Prof JU de Villiers	Business Management	1 May 1997
Prof PA Brink	Internal Medicine	1 Jul 1997
Prof AE Carl	Didactics	1 Jul 1997
Prof SJ Steel	Statistics	1 Jul 1997
Prof SA Wadee	Forensic Medicine	1 Oct 1997
Prof EM Bitzer	Didactics	1 Jan 1998
Prof BM Herbst	Applied Mathematics	1 Jan 1998
Prof FG Scholtz	Physics	1 Jan 1998
Prof H Roosenschoon	Music	1 Mar 1998
Prof PD van Helden	Molecular Biology and Human Genetics	1 Mar 1998
Prof CJ van Schalkwyk	Accounting	1 Mar 1998
Prof JH Knoetze	Chemical Engineering	1 Jul 1998
Prof DE Rawlings	Microbiology	1 Jul 1998
Prof C Aldrich	Chemical Engineering	1 Jan 1999
Prof JLM Dillen	Physical Chemistry	1 Jan 1999
Prof RH Gouws	Afrikaans and Dutch	1 Jan 1999
Prof BW Green	Mathematics	1 Jan 1999
Prof P Swart	Biochemistry	1 Jan 1999
Prof L van Huyssteen	Soil and Agricultural Water Science	1 Jan 1999
Prof WH van Zyl	Microbiology	1 Jan 1999
Prof JAC Weideman	Applied Mathematics	1 Jan 1999
Prof I Cornelius	Ancient Studies	1 Jun 1999
Prof GA Schoombee	Economics	1 Jul 1999
Prof L Viljoen	Afrikaans and Dutch	1 Jul 1999
Prof DJ Malan	Human Resources Management (Mil)	1 Sept 1999
Prof TJ Robinson	Zoology	1 Nov 1999
Prof GR Basson	Civil Engineering	1 Jan 2000
Prof HR Botman	Practical Theology and Missiology	1 Jan 2000
Prof T de Wet	Statistics and Actuarial Science	1 Jan 2000
Prof JE du Plessis	Private and Roman Law	1 Jan 2000
Prof AV Naidoo	Psychology	1 Jan 2000
Prof JW Schneider	Anatomical Pathology	1 Jan 2000

Name	Major Discipline	Date Acceded
Prof DJ Smit	Systematic Theology and Church History, and Church Polity	1 Jan 2000
Prof JL Snoep	Biochemistry	1 Jan 2000
Prof JL van Niekerk	Mechanical Engineering	1 Jan 2000
Prof NS Terblanche	Business Management	1 Apr 2000
Prof AJ van der Walt	Public Law	1 Apr 2000
Prof KR Koch	Chemistry	1 May 2000
Prof BB van Heerden	Nuclear Medicine	1 Jul 2000
Prof AM Grundlingh	History	1 Jan 2001
Prof L Rabe	Journalism	1 Jan 2001
Prof WL van der Merwe	Medical Physiology and Biochemistry	1 Jan 2001
Prof LP Swartz	Psychology	1 Feb 2001
Prof GB Theron	Obstetrics and Gynaecology	1 Mar 2001
Prof LMT Dicks	Microbiology	1 Apr 2001
Prof GPAG van Zijl	Civil Engineering	1 Apr 2001
Prof E Calitz	Economics	1 Jul 2001
Prof PvdP du Toit	Political Science	1 Jul 2001
Prof HC Eggers	Physics	1 Jul 2001
Prof A Gouws	Political Science	1 Jul 2001
Prof SL Chown	Zoology	1 Oct 2001
Prof SM Bradshaw	Chemical Engineering	1 Jan 2002
Prof RT Erasmus	Chemical Pathology	1 Jan 2002
Prof DG Nel	Statistics	1 Jan 2002
Prof JF Smith	Drama	1 Jan 2002
Prof WH Steyn	Electrical and Electronic Engineering	1 Jan 2002
Prof BL Warren	Surgery	1 Jan 2002
Prof CS van der Waal	Sociology	1 Apr 2002
Prof Y Waghid	Education Policy Studies	1 Apr 2002
Prof S Green	Social Work	1 Jul 2002
Prof RP Gie	Paediatrics and Child Health	1 Sept 2002
Prof K Theron	Horticultural Science	1 Sept 2002
Prof K Myburgh	Physiological Sciences	1 Sept 2002

Name	Major Discipline	Date Acceded
Prof JP Hattingh	Philosophy	1 Jan 2003
Prof J Hough	Business Management	1 Jan 2003
Prof CS Human	Private and Roman Law	1 Jan 2003
Prof LLL le Grange	Didactics	1 Jan 2003
Prof P Meyer	Electrical and Electronic Engineering	1 Jan 2003
Prof MJ Samways	Entomology and Nematology	1 Jan 2003
Prof M Swilling	Public Management and Planning	1 Jan 2003
Prof PG Slattery	Statistics and Actuarial Science	1 Apr 2003
Prof KJ Jenkins	Civil Engineering	1 May 2003
Prof L Warnich	Genetics	1 May 2003
Prof AJ Burger	Process Engineering	1 Sept 2003
Prof LG de Stadler	Afrikaans and Dutch	1 Jan 2004
Prof MR de Villiers	General Practice and Primary Care	1 Jan 2004
Prof MJ Kamper	Electrical and Electronic Engineering	1 Jan 2004
Prof S Liebenberg	Public Law	1 Jan 2004
Prof AEJ Mouton	Old and New Testament	1 Jan 2004
Prof PJ Sutherland	Mercantile Law	1 Jan 2004
Prof SA Kagee	Psychology	1 Jul 2004
Prof JM Kössmann	Zoology	1 Jul 2004
Prof GF Kirsten	Pediatrics and Child Health	1 Apr 2004
Prof N Beyers	Pediatrics and Child Health	1 Jun 2004
Prof CH von Maltzan	Modern Foreign Languages	1 Jul 2004
Prof RE Swart	Educational Psychology	1 Sept 2004
Prof CA Wright	Anatomical Pathology	1 Sept 2004
Prof G Stevens	Geology	1 Nov 2004
Prof APJ Burger	Public Management and Planning	1 Jan 2005
Prof H Prodingar	Mathematics	1 Jan 2005
Prof DM Richardson	Botany and Zoology	1 Jan 2005
Prof LJ Barbour	Chemistry and Polymer Science	1 Sept 2005
Prof JA Wium	Civil Engineering	1 Nov 2005
Prof CJ Walker	Sociology and Social Anthropology	1 Dec 2005
Prof HC Boshoff	Business Management	1 Feb 2006

Name	Major Discipline	Date Acceded
Prof SA du Plessis	Economics	1 Jan 2006
Prof J Volmink	Community Health	1 Jan 2006
Prof UME Chikte	Community Health	1 Apr 2006
Prof TM Harms	Mechanical Engineering	1 Apr 2006
Prof DW Steyn	Obstetrics and Gynaecology	1 Apr 2006
Prof H Botha	Public Law	1 Jul 2006
Prof A Viljoen	Plant Pathology	1 Dec 2006
Prof FF Bauer	Viticulture and Oenology	1 Dec 2006
Prof MA Vivier	Viticulture and Oenology	1 Dec 2006
Prof LC Hoffman	Animal Sciences	1 Dec 2006
Prof A Groenewald	Mechanical and Mechatronic Engineering	1 Jan 2007
Prof MI Cherry	Botany and Zoology	1 Jan 2007
Prof BL Klumperman	Chemistry and Polymer Science	1 Jan 2007
Prof S Seedat	Psychiatry	1 Jan 2007
Prof JF Schoeman	Paediatrics and Child Health	1 May 2007
Prof JH van Vuuren	Operations Research	1 May 2007
Prof G Walzl	Molecular Biology and Human Genetics	1 May 2007
Prof M van Niekerk	Afrikaans and Dutch	1 Jul 2007
Prof H Schwoerer	Photonics	1 Oct 2007
Prof MF Cotton	Paediatrics and Child Health	1 Sept 2007
Prof HS Schaaf	Paediatrics and Child Health	1 Sept 2007
Prof J Smit	Paediatrics and Child Health	1 Sept 2007
Prof JD Clemens	Geology	1 Oct 2007
Prof M Fourie	Curriculum Studies	1 Oct 2007
Prof EL van Harte	Human Resource Development	1 Oct 2007
Prof WA Lüdemann	Music	1 Oct 2007
Prof JJ Müller	Public Management and Planning	1 Nov 2007
Prof NN Koopman	Systematic Theology and Ecclesiology	1 Jan 2008
Prof SF Mapolie	Chemistry and Polymer Science	1 Jan 2008
Prof H Pasch	Chemistry and Polymer Science	1 Jan 2008
Prof E Terblanche	Sport Science	1 Jan 2008

Name	Major Discipline	Date Acceded
Prof E Irusen	Internal Medicine	1 Mar 2008
Prof G Venter	Mechanical and Mechatronic Engineering	1 Mar 2008
Prof A van Zyl	Civil Engineering	1 Apr 2008
Prof B Rosenkranz	Pharmacology	1 May 2008
Prof A Ellmann	Nuclear Medicine, Medical Imaging and Clinical Oncology	1 Jun 2008
Prof SPJ von Wielligh	Accounting	1 Jul 2008
Prof IS Buick	Geology, Geography and Environmental Studies	15 Aug 2008
Prof KJ Esler	Conservation Ecology and Entomology	1 Sept 2008
Prof WC Preiser	Medical Virology	1 Sept 2008
Prof RM Mash	Family Medicine and Primary Care	1 Oct 2008
Prof JH van der Merwe	Geology, Geography and Environmental Studies	1 Oct 2008
Prof A Deloire	Viticulture and Oenology	15 Oct 2008
Prof E Wassermann	Medical Microbiology	1 Nov 2008
Prof TE Cloete	Microbiology	1 Jan 2009
Prof G Kemp	Public Law	1 Jan 2009
Prof CA Matthee	Botany and Zoology	1 Jan 2009
Prof SL Robins	Sociology and Social Anthropology	1 Jan 2009
Prof AN Roychoudhury	Geology and Environmental Studies	1 Jan 2009
Prof NV Schuman	Music	1 Jan 2009
Prof UL Opara	Horticultural Science	1 Feb 2009
Prof JA du Preez	Electrical and Electronic Engineering	1 Mar 2009
Prof C van der Walt	Curriculum Studies	1 Apr 2009
Prof M Kruger	Paediatrics and Child Health	1 May 2009
Prof PleFN Mouton	Botany and Zoology	1 May 2009
Prof HS Geyer	Geology, Geography and Environmental Studies	1 Jun 2009
Prof QA Louw	Physiotherapy	1 Jun 2009
Prof WR Nasson	History	1 Jun 2009

Name	Major Discipline	Date Acceded
Prof WC Visser	Public Management and Planning	1 Jun 2009
Prof IM Rewitzky	Mathematical Sciences	1 Jun 2009
Prof MA Fataar	Education Policy Studies	1 Jul 2009
Prof G Woods	Public Management and Planning	1 Jul 2009
Prof AC Brent	Renewable and Sustainable Energy Studies	1 Sept 2009
Prof DR Hall	Obstetrics and Gynaecology	1 Sept 2009
Prof AC Hesselning	Paediatrics and Child Health	1 Sept 2009
Prof A-M Botha- Oberholzer	Genetics	1 Dec 2009
Prof DU Bellstedt	Biochemistry	1 Jan 2010
Prof PS Bolton	Public Law	1 Jan 2010
Prof MM McLachlan	Human Nutrition	1 Jan 2010
Prof EG Rohwer	Physics	1 Jan 2010
Prof JH van Wyk	Botany and Zoology	1 Jan 2010
Prof MJ Aziakpono	Development Finance	1 Feb 2010
Prof BL Watson	Information Science	1 Feb 2010
Prof M Manley	Food Science	1 Mar 2010
Prof JA Carr	Internal Medicine	1 Apr 2010
Prof JH Powell	Business Management and Administration	1 May 2010
Prof C Scheffer	Mechatronic Engineering	1 May 2010
Prof WAL van Otterlo	Chemistry and Polymer Science	1 Jun 2010
Prof K Dzama	Animal Sciences	1 Jul 2010
Prof LC Jonker	Old and New Testament	1 Jul 2010
Prof G Quinot	Public Law	1 Jul 2010
Prof L de Kock	English	1 Aug 2010
Prof A Botha	Microbiology	1 Jan 2011
Prof JH Cilliers	Practical Theology and Missiology	1 Jan 2011
Prof S Cornelissen	Political Science	1 Jan 2011
Prof K Dietrich	Visual Arts	1 Jan 2011
Prof MF Essop	Physiological Sciences	1 Jan 2011
Prof AP Greeff	Psychology	1 Jan 2011
Prof RCC Jafta	Economics	1 Jan 2011

Name	Major Discipline	Date Acceded
Prof A Mbembe	Sociology and Social Anthropology	1 Jan 2011
Prof HDT Mouton	Electrical and Electronic Engineering	1 Jan 2011
Prof JM Rohwer	Biochemistry	1 Jan 2011
Prof SJ Nuttal	English	1 Jan 2011
Prof OC Ruppel	Mercantile Law	1 Jan 2011
Prof LA Wallis	Emergency Medicine	1 Feb 2011
Prof M Wild	Mathematical Sciences	1 Jan 2011
Prof JT Burger	Genetics	1 Jul 2011
Prof D Daniëls	Educational Psychology	1 Jul 2011
Prof J Heystek	Educational Policy Studies	1 Jul 2011
Prof J Punt	Old and New Testament	1 Jul 2011
Prof CPS Reddy	Curriculum Studies	1 Jul 2011
Prof SI Ikhide	Graduate School of Business: Development Finance	1 Aug 2011
Prof MK Banda	Mathematical Sciences	1 Jan 2012
Prof BW Bruwer	Accounting	1 Jan 2012
Dr B Sebitosi	Mechanical and Mechatronic Engineering	1 Jan 2012
Prof MR Tomlinson	Psychology	1 Jan 2012
Prof MW Visser	African Languages	1 Jan 2012
Prof Y Yu	Modern Foreign Languages	15 Jan 2012
Prof M Robinson	Curriculum Studies	1 April 2012
Prof O Dean	Intellectual Property Law	1 July 2012
Prof T Jones	Electrical and Electronic Engineering	1 July 2012
Prof JD Krige	Business Management	1 July 2012
Dr S Viviers	Business Management	1 July 2012

- (f) Five associate professors**
- (g) Four members of the Students' Representative Council**
- (h) Two members of the academic staff who are not professors or associate professors**
- (i) Two members of the administrative staff**
- (j) Two members of the technical staff**
- (k) Departmental chairs who are not full professors**
- (l) Two secundus deans in the Faculty of Military Science**
- (m) All vice-deans that are not full professors**
- (n) Additional persons declared to be members of Senate by the Council:**

Name	Capacity	Date Acceded
Chief Director: Strategic Initiatives and Human Resources	Prof TJ de Coning	1 Jan 1996
Chief Director: Facilities Management	Mr CR Munnik	1 Oct 2009
Senior Director: Information Technology	Mr MW Dreyer	1 Jan 2000
Senior Director: Student and Academic Support	Dr HL Botha	1 Oct 2003
Senior Director: Institutional Planning and Quality Assurance	Prof J Botha	1 Oct 2003
Senior Director: Library and Information Services	Ms E Tise	1 Jan 2006
Senior Director: Research	Dr T Theron	1 Jan 2009
Chief Director: Finance	Mr HAJ Lombard	11 Dec 2003
Dean: AgriSciences	Prof ASM Karaan	1 Oct 2008
Dean of Students	Dr LLM MacMaster	1 Jan 2009
Director: Centre for Teaching and Learning	Prof BL Leibowitz	11 Dec 2003
Director: Postgraduate and International Office	Mr RJ Kotzé	3 Mar 2006

2. COMMITTEES OF SENATE

Faculty Boards

Each faculty has its own board, which functions as a committee of Senate. Each faculty board consists of the faculty's professors and other academic staff, and such other persons as may be appointed by Council on the recommendation of Senate. The dean of a faculty is the ex officio chair of its faculty board.

The deans of the ten faculties are as follows for the terms indicated below:

Faculty	Dean	Term
Arts and Social Sciences	Prof JP Hatting	1.01.2013 - 31.12.2017
Science	Prof DE Rawlings (Acting)	1.09.2012 -
Education	Prof M Robinson	1.04.2012 - 31.03.2016
Agrisciences	Prof ASM Karaan	1.10.2008 - 30.09.2013
Law	Prof CS Human	1.08.2012 - 31.07.2016
Theology	Prof NN Koopman	1.04.2010 - 31.03.2015
Economic and Management Sciences	Prof JU de Villiers	1.04.2009 - 31.03.2014
Engineering	Prof JH Knoetze	1.09.2012 - 31.08.2016
Health Sciences	Prof J Volmink	1.01.2011 - 31.12.2015
Military Science	Prof MS Tshehla	1.01.2012 - 31.12.2016

Standing committees of Senate

Committees' term of office: 1 January 2012 to 31 December 2013 unless stated otherwise.

(a) Executive Committee of Senate

The Rector (Chair), the Vice-Rector (Research and Innovation), the Vice-Rector (Learning and Teaching), the Vice-Rector (Community Interaction and Personnel), the Executive Director: Operations and Finance, and the ten deans.

(b) Appointments Committee of Senate

The Rector (Chair), the Vice-Rector (Research and Innovation), the Vice-Rector (Learning and Teaching), the Vice-Rector (Community Interaction and Personnel) and ten members of Senate.

(c) Academic Planning Committee

The Vice-Rector (Learning and Teaching) (Chair), the Vice-Rector (Research and Innovation), the Vice-Rector (Community Interaction and Personnel), the Senior Director: Institutional Planning and Quality Assurance, the Director: Centre for Teaching and Learning, six members of Senate, and a member of the Students' Representative Council nominated by the Students' Representative Council.

(d) Library Committee

The Vice-Rector (Research and Innovation) (Chair), the Vice-Rector (Learning and Teaching), the Dean of Students, the Senior Director: Library Service, the Chair of the Department of Information Science, seven members of Senate, and a member of the Students' Representative Council appointed by the Students' Representative Council.

(e) Honorary Degrees Committee

The Rector (Chair), the Chair of Council, the Vice-Rector (Research and Innovation) (*ex officio*), the Vice-Rector (Learning and Teaching) (*ex officio*), the Vice-Rector (Community Interaction and Personnel) (*ex officio*), four members of Senate, three members of Council, and a student member appointed by the Students' Representative Council.

(f) Readmission Appeals Committee

A dean as Chair, two alternate Chairs from the deans' ranks, all other deans, the Director: Centre for Student Counselling and Development, the Director: Academic Counselling and Career Development.

(g) Act and Statute Interpretation Committee

The Dean: Faculty of Law (Chair), the Registrar, and at least two professors of Law appointed by the Chair.

(h) Research Committee

1. The Vice-Rector (Research and Innovation) (*ex officio*) (Chair).
2. The Vice-Rector (Community Interaction and Personnel) (*ex officio*).
3. The Vice-Rector (Learning and Teaching) (*ex officio*).
4. The Directors: Research (including the Manager: Research Development and Support (Tygerberg)) responsible for the respective subcommittee environments.
5. The Chairs of Subcommittee A, Subcommittee B, Subcommittee C and the Subcommittee for Central Analytical Facility.

6. One member nominated from the ranks of Subcommittees A and B respectively.
7. Three members elected by Senate, provided that one member be elected from each of the three subcommittee environments (A, B and C).

(i) Community Interaction Committee

The Vice-Rector (Community Interaction and Personnel) (*ex officio*), the Vice-Rector (Research and Innovation) (*ex officio*), the Vice-Rector (Learning and Teaching) (*ex officio*), a dean, two representatives with regard to each of the three faculty research groupings (humanities and social sciences, natural sciences, health sciences), a representative of the Division of Communication and Liaison, the head of the Division of Community Interaction, the head of Matie Community Service, a student appointed by the Students' Representative Council.

(j) Learning and Teaching Committee

The Vice-Rector (Learning and Teaching) (Chair), Senior Director: Student and Academic Support, Senior Director: Institutional Planning and Quality Assurance, Director: Centre for Teaching and Learning, Director: Centre for Health Sciences Education, Registrar, four members of Senate, two academic staff (non-Senate members), two additional academic staff (who do not necessarily have to be members of Senate), and a member of the Academic Affairs Council.

(k) Research Ethics Committee of Senate

The Vice-Rector (Research and Innovation), Senior Director: Research, six members of Senate elected by Senate, one member of the Institutional Forum, the chairs of the four research ethics subcommittees.

THE INSTITUTIONAL FORUM

The Institutional Forum (32 members) is constituted in the manner laid down by par. 44 of the University's Institutional Statute. The members are chosen for a term of three years, except the student members (par. 44(2)(iii)), who are chosen for a term of one year, and the Registrar (or representative), who is a permanent member.

- (a) Members of Council elected by Council (25.6.2012 - 30.9.2014)**
Me E le Roux
Mnr PJ le Roux
- (b) Members of Senate elected by Senate (1.10.2011 - 30.09.2014)**
Prof N Beyers
Prof JE du Plessis
Prof JH Knoetze
- (c) Senior Director Community Interaction (1.10.2011 - 30.09.2014)**
Dr JA Slammat
- (d) Nominated to serve on behalf of the Director Employment Equity (1.10.2011 - 30.9.2014)**
Prof JF Smith
- (e) The Registrar (Permanent member)**
Mr JA Aspelng
- (f) Members from own ranks elected by permanent, non-professorial academic staff (1.10.2011 - 30.09.2014)**
Mnr L Burrows (Voorsitter)
Dr HE Prozesky
Dr S Thom
- (g) Members from the academic and administrative support services staff (1.10.2011 - 30.09.2014)**
Mnr WP Davidse
Dr C Nel

- (h) Members from the technical support services staff (1.10.2011 - 30.9.2014)**
Me L Bredekamp (Sekretaris)
Mnr AG Cupido
- (i) Member that qualifies for membership of the employees' association (1.10.2012 - 30.9.2014)**
Mnr AM Petersen
- (j) Members from the Students' Representative Council elected by the Students' Representative Council (1.10.2012 - 30.9.2013)**
Mnr MY Carelse
Mnr S Crous
- (k) Members from the Prim Committee elected by the Prim Committee (1.10.2012 - 30.9.2013)**
Me ME Beck
Mnr CJ Jacobs
- (l) Member nominated by the Societies Council (1.10.2012 - 30.9.2013)**
Mnr TC Jaftha
- (m) Members from the Academic Affairs Council nominated by the Academic Affairs Council (1.10.2012 - 30.9.2013)**
Me A Bekker
Mnr H Klink
- (n) Member from the Student Union appointed by the Students' Representative Council (1.10.2012 - 30.9.2013)**
Me C Hanekom
- (o) Nominated by the President of the Convocation (1.10.2011 - 30.9.2014)**
Prof HC Viljoen
Dr DA Scholtz (1.10.2012 – 30.9.2014) (Ondervoorsitter)

**(p) Nominated by the representative bodies of civil society
(1.10.2011 - 30.9.2014)**

Rev JH Goosen (Council for Church Cooperation)

Mr GG Groenewald (Stellenbosch Taxpayers' Association)

Mr NH Petersen (Stellenbosch Welfare and Development Coordination
Committee)

Mr M Bolton (Stellenbosch Municipality)

Mr JRV Burger (Western Cape Education Department)

Vacant (body in place of the Local Health Network still to be selected)

DEGREES, DIPLOMAS AND CERTIFICATES

The various faculties offer the degrees, diplomas and certificates listed below:

(Please Note: The University is in the process of aligning its qualifications with the Higher Education Qualifications Framework, which may result in interim additions/omissions/amendments to what follows here below.)

Name	Abbreviation	Minimum duration in years
Faculty of Arts and Social Sciences		
Degrees		
Bachelor of Arts	BA	3
Bachelor of Arts in Visual Arts	BA (VA)	4
Bachelor of Arts in Visual Arts (Educationis)	BA (VA) (Ed)	4
Bachelor of Social Work	B Social Work	4
Bachelor of Music	BMus	3
Bachelor of Philosophy	BPhil	1
Bachelor of Arts Honours	BAHons	1
Bachelor of Arts in Visual Arts Honours	BAHons (VA)	1
Master of Philosophy	MPhil	1
Master of Arts	MA	1
Master of Arts in Visual Arts	MA (VA)	1
Master of Social Work	M Social Work	1
Master of Music	MMus	1
Doctor of Philosophy	PhD	2
Certificates and Diplomas		
Higher Certificate in Music	Higher CertMus	1
Diploma in Practical Music	DipPracMus	3
Advanced Diploma in Practical Music	AdvDipPracMus	1
Postgraduate Diploma in Ancient Cultures	PGDip (Ancient Cult)	1
Postgraduate Diploma in Decision-making and Knowledge Dynamics	PGDip (Decision and Knowl)	1

Postgraduate Diploma in Document Analysis and Design	PGDip (Doc Analysis and Design)	1
Postgraduate Diploma in Intercultural Communication	PGDip (IntercultComm)	1
Postgraduate Diploma in Knowledge and Information Systems Management	PGDip (Knowl and InfoSys)	1
Postgraduate Diploma in Monitoring and Evaluation	PGDip (MonEval)	1
Postgraduate Diploma in Music Technology*	PGDip (MusTech)	
Postgraduate Diploma in Public Mental Health	PGDip (Publ Mental Health)	1
Postgraduate Diploma in Social Science Methods	PGDip (SocScMeth)	1
Postgraduate Diploma in Technology for Language Learning	PGDip (Tech for LangLearn)	1
Postgraduate Diploma in Applied Ethics	PGDip (App Ethics)	1
Postgraduate Diploma in Second-Language Study	PGDip (SecLangSt)	1
Postgraduate Diploma in Translation	PGDip (Transl)	1

*Subject to approval by the the Higher Education Qualifications Committee.

Faculty of Science

Degrees

Bachelor of Science	BSc	3
Bachelor of Science Honours	BScHons	1
Master of Philosophy	MPhil	2
Master of Science	MSc	1
Doctor of Philosophy	PhD	2
Doctor of Science	DSc	1

Diploma

Postgraduate Diploma in Science (Mathematical Sciences)	PGDip (Science) (MathScience)	1
---	-------------------------------	---

Faculty of Education

Degrees

Bachelor of Education in General Education	BEd (GenEd)	4
Bachelor of Education Honours	BEdHons	1
Bachelor of Science in Sport Science Honours	BSc Sport ScHons	1
Master of Philosophy	MPhil	1
Master of Education	MEd	1
Master of Education in Educational Psychology	MEdPsych	1
Master of Science in Sport Science	MSc Sport Sc	1
Doctor of Philosophy	PhD	2
Doctor of Philosophy in Sport Science	PhD (Sport Sc)	2
Doctor of Education	DEd	2

Certificates and Diplomas

Postgraduate Certificate in Education	PGCertEd	1
Advanced Certificate in Education	AdvCertEd	1
Postgraduate Diploma in Higher Education Teaching and Learning	PGDip (Higher Ed Teaching and Learning)	

Faculty of AgriSciences

Degrees

Bachelor of Science in Agriculture	BScAgric	4
Bachelor of Science in Forestry and Wood Sciences	BScFor Wood Sc	4
Bachelor of Science in Food Science	BSc Food Sc	4
Bachelor of Science in Conservation Ecology	BScConsEcol	4
Bachelor of Agriculture	BAgric	3
Bachelor of Agricultural Management	BAgricAdmin	3
Bachelor of Science Honours	BScHons	
Bachelor of Science in Agriculture Honours	BScAgricHons	1
Bachelor of Agricultural Management Honours	BAgricAdminHons	1
Master of Philosophy	MPhil	1
Master of Agricultural Management	MAgricAdmin	1
Master of Science	MSc	1

Master of Science in Agriculture	MScAgric	1
Master of Science in Forestry and Natural Resource Sciences	MScForNatRes	1
Master of Science in Wood and Wood Products Sciences	MSc Wood and WoodProdSc	
Master of Science in Conservation Ecology	MScConsEcol	1
Master of Science in Food Science	MSc Food Sc	1
Doctor of Philosophy	PhD	2
Doctor of Science in Agriculture	DScAgric	1
Doctor of Science in Forestry	DScFor	1
Doctor of Science in Food Science	DSc Food Sc	1

Diplomas

Postgraduate Diploma in Aquaculture*	PGDip (Aquacult)	
Postgraduate Diploma in Forestry and Wood Products Sciences*	PGDip (For and WoodProd)	
Postgraduate Diploma in Animal Sciences	PGDip (Animal Sc)	

*Subject to approval by the the Higher Education Qualifications Committee.

Faculty of Law

Degrees

Bachelor of Laws (Undergraduate)	LLB	4
Bachelor of Accounting and Bachelor of Laws	BAccLLB	5
Bachelor of Laws (Postgraduate)	LLB	2 or 3
Master of Laws	LLM	1
Doctor of Laws	LLD	2

Diplomas

Postgraduate Diploma in Tax Law	PGDip (Tax Law)	1
Postgraduate Diploma in Intellectual Property Law	PGDip (Intellectual Property Law)	1

Faculty of Theology

Degrees

Bachelor of Theology	BTh	3
Bachelor of Divinity	BDiv	4
Master of Philosophy	MPhil	1
Master of Divinitatis	MDiv	1
Master of Theology	MTh	1
Doctor of Philosophy	PhD	2

Diploma

Postgraduate Diploma in Theology	PGDip (Theol)	1
Postgraduate Diploma in Theology in Christian Ministry	PGDip (TheolChristMin)	1
Postgraduate Diploma in Theology in Chaplaincy Studies*	PGDip (TheolChapSt)	1

*Subject to approval by the the Higher Education Qualifications Committee.

Faculty of Economic and Management Sciences

Degrees

Bachelor of Accounting	BAcc	3
Bachelor of Accounting and Bachelor of Laws	BAccLLB	5
Bachelor of Commerce	BComm	3
Bachelor of Philosophy	BPhil [Full-time]	1
	[Part-time and Modular]	2
Bachelor of Accounting Honours	BAccHons	1
Bachelor of Commerce Honours	BCommHons	1
Bachelor of Public Administration Honours	BPAHons	1
Master of Accounting	MAcc	1
Master of Business Management and Administration	MBA [Full-time]	1-2
	[Part-time and Modular]	2-4
Master of Commerce	MComm	1
Master of Philosophy	MPhil	1
Master of Public Administration	MPA	1

Doctor of Philosophy	PhD	2
Doctor of Administration	DAdmin	3
Doctor of Commerce	DComm	3

Diplomas

Postgraduate Diploma in Actuarial Science	PGDip (ActSc)	1
Postgraduate Diploma in Development Finance*	PGDip (Dev Finance)	1
Postgraduate Diploma in Dispute Resolution	PGDip (DispRes)	1
Postgraduate Diploma in Environmental Management*	PGDip (EnvironMan)	1
Postgraduate Diploma in Financial Planning	PGDip (FinPlan)	1
Postgraduate Diploma in HIV/Aids Management	PGDip (HIV/Aids Management)	1
Postgraduate Diploma in Leadership Development	PGDip (Leadership Dev)	1
Postgraduate Diploma in Marketing	PGDip (Marketing)	1
Postgraduate Diploma in Project Management	PGDip (ProjMan)	1
Postgraduate Diploma in Future Studies*	PGDip (Future St)	1

*Subject to approval by the the Higher Education Qualifications Committee.

Faculty of Engineering

Degrees

Bachelor of Engineering	BEng	4
Master of Engineering	MEng	1
Doctor of Philosophy	PhD	2
Doctor of Engineering	DEng	1

Diplomas

Postgraduate Diploma in Engineering	PGDip (Engineering)	1
Postgraduate Diploma in Engineering Management	PGDip (Eng Management)	1

Faculty of Medicine and Health Sciences

Degrees

Bachelor of Medicine and Bachelor of Surgery	MB,ChB	6
Bachelor of Occupational Therapy	BOccTher	4
Bachelor of Speech-Language and Hearing Therapy	BSpeech-Lang and Hearing	4
Bachelor of Science in Physiotherapy	BScPhysio	4
Bachelor of Science in Dietetics	BScDiet	4
Bachelor of Science Honours	BScHons	1
Bachelor of Nursing Honours	B Nursing Hons	1
Master of Medicine	MMed	4-5
Master of Nursing	M Nursing	1
Master of Physiotherapy	MPhysio	1
Master of Occupational Therapy	MOccTher	1
Master of Science	MSc	1
Master of Speech-Language Therapy	MSpeech-Lang Therapy	1
Master of Audiology	MAud	1
Master of Pathology	MPath	1
Master of Nutrition	MNutr	1
Master of Human Rehabilitation Studies	M Human RehabSt	
Master of Philosophy	MPhil	1
Doctor of Philosophy	PhD	2
Doctor of Science	DSc	1

Diplomas

Postgraduate Diploma in Occupational Medicine	PGDip (OccMed)	1
Postgraduate Diploma in Pharmaceutical Medicine	PGDip (PharmMed)	1
Postgraduate Diploma in Health Research Ethics	PGDip (Health ResEth)	1
Postgraduate Diploma in Family Medicine	PGDip (FamMed)	1
Postgraduate Diploma in Infection Control	PGDip (InfectContr)	1
Postgraduate Diploma in Nursing	PGDip (Nursing)	1
Postgraduate Diploma in Addiction Care	PGDip (Addiction Care)	1

Faculty of Military Science**Degrees**

Bachelor of Military Science	BMil	3
Bachelor of Military Science Honours	BMilHons	1
Master of Philosophy	MPhil	1
Master of Military Science	MMil	1

Certificate

Higher Certificate in Military Studies	Higher Cert (MilSt)	1
--	---------------------	---

ADMISSION AND REGISTRATION

1. ADMISSIONS POLICY

The Higher Education Act, Act 101 of 1997, read with the provisions of the Promotion of Equality and Prevention of Unfair Discrimination Act, Act 4 of 2000, is fundamental to the admissions policy of Stellenbosch University (SU). Based on the provisions of these Acts, the admissions policy is embedded in the SU's *Strategic Framework for the Turn of the Century and Thereafter*, which commits SU to the establishment of an excellent student corps that is more representative of the demographics of South African society.

In order to meet Council's targets for the size (total number of students) and shape (fields of study and diversity profile) of SU's student population, it is necessary to manage undergraduate enrolments at the University.

The total number of enrolments at SU is managed to fit the available capacity.

SU offers a balanced package of programmes that spans all three main areas of study, namely (a) humanities, (b) economic and management sciences, and (c) the natural sciences, agricultural sciences, health sciences and engineering (SET: Science, Engineering and Technology).

SU is committed to promoting diversity.

At SU enrolment management at the undergraduate level happens within the framework of the national higher education system. We pursue responsible coherence between national and institutional objectives with regard for important principles, such as institutional autonomy, academic freedom and public responsibility. The following are points of departure:

1.1 Extending academic excellence by upholding standards of high academic achievement.

1.2 Maintaining and improving high success rates.

1.3 Honouring SU's commitment to redress, to social responsibility and to contributing to the preparation of future role models from all population groups.

1.4 Broadening access to higher education, especially for students from educationally disadvantaged and economically needy circumstances and who have the academic potential for successful study at SU.

Because of the limited availability of places and our strategic and purposeful enrolment management, not all undergraduate applicants who meet the

minimum admission requirements for a particular programme will necessarily be accepted.

Details about selection procedures and admission requirements are available at www.maties.com.

For admission in 2013 and thereafter, all prospective undergraduate students must take the National Benchmark Test (NBT). Please consult the NBT website (www.nbt.ac.za) or SU's website (www.maties.com) for more information on the National Benchmark Test.

The results of the National Benchmark Test may be used by SU for the following purposes (details available at www.maties.com): supporting decisions about placing students in extended degree programmes, selection and curriculum development.

The statutory admission requirements for undergraduate programmes are given below under paragraph 2 of this chapter and those for postgraduate programmes are given in the chapter on „Higher Degrees“.

A summary of the Language Policy and Language Plan of the University is given at the front of this Part of the Calendar. The language policy of individual faculties, as well as the language specifications of individual modules and programmes, is given in the faculties' parts of the Calendar.

2. UNDERGRADUATE ADMISSION REQUIREMENTS: STATUTORY

Once prospective undergraduate students have passed the school-leaving examinations, they should double-check the notice about admission requirements sent to them with their letters of admissibility to make sure that they do in fact comply with the admission requirements of the programme they propose to take BEFORE finally deciding to present themselves for registration as a student at the University.

The following statutory admission requirements are applicable to undergraduate degree, diploma and higher certificate programmes:

2.1 For the National Senior Certificate (NSC) as of 2009

2.1.1 Degree Programmes

2.1.1.1 A National Senior Certificate (NSC) or IEB (Independent Examinations Board) school-leaving certificate as certified by Umalusi, with admission to Bachelor's degree studies, which requires that a mark of at least 4 (50-59%) be obtained in each of four school subjects from the list of designated university admission subjects (of which at least one must be

Afrikaans or English)* (The first final examination for the NSC was written at the end of 2008.) Where the average percentage obtained for the NSC or IEB is applicable the subjects Life Orientation and Additional Mathematics are not taken into consideration for calculating the average, and neither is the mark obtained for Mathematics Paper 3.

2.1.1.2 Compliance with the faculty-specific, programme-specific and subject-specific admission and selection requirements of the relevant programme for which students want to register, as set out in the Part of the University Calendar for the faculty concerned and/or in the notice about admission requirements sent with the letter of admissibility and/or on www.maties.com, as well as the selection procedures at www.maties.com. Sitting for the National Benchmark Test (NBT) is compulsory and performance on this test may be used at selection (see par. 4.1.13 of this chapter for more information on the NBT). (Provision is also made for discretionary admission by the dean with a view to promoting diversity.) (Also see “Important notes” under par. 2.1.3.2.)

or

2.1.1.3 A certificate of full or provisional exemption from the Matriculation examination, issued by the Matriculation Board to students from foreign countries or with foreign school qualifications, as well as with the stipulations of par 2.1.1.2;

or

2.1.1.4 A certificate of provisional exemption from the Matriculation examination on the grounds of mature age (23 years and older), excluding for admission to BA (Law), BComm (Law), LLB and BAccLLB (this route of admission to university study will in future only be available to candidates with the former Senior Certificate since the minimum requirements to be complied with for the new NSC have not yet been set). Compliance with the stipulations of par. 2.1.1.2 also applies.

2.1.2 Diploma Programmes

2.1.2.1 A National Senior Certificate (NSC), as certified by Umalusi, with admission to diploma studies, which requires that a mark of at least 3 (40-49%) be obtained in each of four school subjects from the list of designated

* Accounting, Agricultural Sciences, Business Studies, Consumer Studies, Dramatic Arts, Economics, Engineering Graphics and Design, Geography, History, Information Technology, Languages (one language of learning and teaching at a higher education institution and two other recognised language subjects), Life Sciences, Mathematics, Music, Physical Sciences, Religion Studies, Visual Arts.

university admission subjects (of which at least one must be Afrikaans or English).

2.1.2.2 Compliance with the faculty-specific, programme-specific and subject-specific admission and selection requirements of the relevant programme for which students want to register, as set out in the Part of the University Calendar for the faculty concerned and/or the notice about admission requirements sent with the letter of admissibility (Among other things, provision is also made for discretionary admission by the dean with a view to promoting diversity.) (Also see “Important notes” under par. 2.1.3.2.)

2.1.3 Higher Certificate Programmes

2.1.3.1 A National Senior Certificate (NSC), as certified by Umalusi, with admission to certificate studies, which requires that a mark of at least 3 (40-49%) be obtained in either Afrikaans or English.

2.1.3.2 Compliance with the faculty-specific, programme-specific and subject-specific admission and selection requirements of the relevant programme for which students want to register, as set out in the part of the University Calendar for the faculty concerned and/or the letter of admissibility and/or the notice about admission requirements sent with the letter of admissibility (Among other things, provision is also made for discretionary admission by the dean with a view to promoting diversity.)

Important notes:

1. Prospective students who do not have full university admission at the time of registration will not be admitted to register for a degree programme. Two groups, however, are exempted from this restriction: candidates who were prevented by illness from attempting the examinations for Matriculation exemption before February/March; and holders of certificates of provisional exemption from the Matriculation examination on the grounds of foreign school qualifications or mature age (23 years and older).
2. For full particulars concerning the selection requirements of a specific programme, consult www.maties.com. The particulars of the admission requirements for individual programmes are to be found in the appropriate faculty's Part of the University Calendar or on www.maties.com. A document specifying the minimum admission requirements for all undergraduate programmes is normally sent to prospective students together with their letter of admissibility.
3. A prospective student who did not come to study at the University immediately after obtaining the NSC may apply to be considered in a

later year for admission on the basis of the admission requirements that were in force at the time when the NSC was obtained.

2.2 For the Senior Certificate up until 2008

The Senior Certificate (that was obtained by full-time candidates until the end of 2007 and will be obtained until March 2014 by part-time candidates who were already busy with Grade 12 subjects in 2007) with full matriculation endorsement or an exemption certificate from the Matriculation Board and an average percentage of at least 50% for the Senior Certificate, unless the degree programme concerned required a higher average percentage at the time, as well as compliance with the programme-specific and subject-specific admission requirements for the programme concerned, which applied for registration in the year following the year in which the Senior Certificate was obtained. Also, the selection criteria currently in force.

3. ACADEMIC SUPPORT PROGRAMMES

Stellenbosch University has developed excellent academic support programmes that will lead to academic success as a student.

3.1 Extended Degree Programmes (EDPs)

Prospective students whose schooling has not prepared them adequately for studying at a university and who have the potential for successful studies may gain admission to the University by way of extended degree programmes (EDPs) and/or make use of other forms of academic support. The EDPs offer alternative academic routes for students to study successfully and are offered in the following faculties: Arts and Social Sciences, Science, AgriSciences, Theology, Economic and Management Sciences, Engineering, and Medicine and Health Sciences.

3.1.1 Admission requirements

Admission requirements for the EDPs differ from faculty to faculty. In most cases, prospective students whose marks do not meet all aspects of the minimum subject-specific criteria in certain programmes will be considered for admission to an EDP. Matriculants who fall within this category often do not pass their first academic year at the University without additional academic support. However, students in this category who join extended degree (EDPs) and/or other academic support programmes usually fare considerably better in their first year.

In some cases, students, who do meet the programme-specific admission requirements but who are not admitted to the mainstream programmes after selection, are considered for admission to an EDP.

Selection for EDPs do not only take academic achievement into consideration, but also certain socio-economic factors that indicate educational disadvantage.

Prospective students are required to have full university admission, except in those cases where faculties provide special discretionary permission. Such permission is based on merit and usually requires the student to follow the EDP programme, if such programme is available in the faculty.

3.1.2 Structure of Extended Degree Programmes

3.1.2.1 The structure of the Extended Degree Programmes (EDPs) varies from faculty to faculty. In some programmes an alternative first-year curriculum that consists of foundation modules is prescribed, while the first academic year is generally spread over two years for other programmes, with a reduced mainstream workload and foundation modules that are added. The degree programme is thus lengthened by one year.

3.1.2.2 Additional or alternative credit-bearing **foundation modules** - in addition to the mainstream modules - are included in the Extended Degree Programmes. These foundation modules, which provide support and preparatory content, will broaden the study base of the student. Further information on the programme content is available in the relevant faculty calendar.

3.1.3 Readmission

For Sliding Scale B in terms of HEMIS credits, which applies to the readmission of students in the Extended Degree Programme, see the section under the heading „Readmission after unsuccessful studies’ in par. 9 further on in this chapter.

3.1.4 Suspension

The attendance of Extended Degree Programme classes is compulsory, and absence from such classes without a valid excuse may lead to the student’s eventual suspension from the Extended Degree Programme. In such an event the student, as a candidate for readmission, will have to satisfy the sliding scale that applies to mainstream students (see „Sliding Scale A’ in the section under the heading „Readmission after unsuccessful studies’ in par. 9 further on in this chapter).

3.1.5 Registration process for EDPs

Students who possibly qualify for an EDP will be notified by the respective faculties and will register through the normal registration procedures. During the official Welcoming Programme prior to registration, EDP students will attend an information and advice session in the relevant faculty. For more

information, contact the relevant faculty secretary on 021 808 9111 or the Centre for Teaching and Learning on 021 808 3717.

4. APPLICATION, ADMISSION AND REGISTRATION AS A STUDENT

4.1 Application and admission as student

4.1.1 All prospective students, including those who intend to stay in private lodgings, shall apply for admission to the University on the prescribed application form, hard copies of which are obtainable from the Registrar on request or which can be completed on the web page at www.sun.ac.za. The completed application form shall be accompanied by an application fee of R100 or, if the web-based application form is used, the payment instructions should be followed.

4.1.2 Prospective undergraduate students shall apply not later than the general closing date for applications, namely 30 June of the preceding year, with the exception of students applying for the programmes in the Faculty of Medicine and Health Sciences, namely MB,ChB, BScPhysio, BOccTher, BScDiet, and BSpeech-Language and Hearing Therapy, for which applications shall be submitted not later than 31 May. The selection policies for the above-mentioned programmes are available on request.

4.1.3 Late applications for admission to undergraduate programmes in a given year close on 30 September of the preceding year, with the proviso that the University reserves the right to close late applications for any programme at any time before 30 September. Ordinarily no late applications are considered for the BEd (Gen Ed) programme and the Law programmes. Applications for admission to Honours, Master's and Doctoral programmes generally close later, except where individual faculties demand earlier closing dates for specific postgraduate programmes (see par. 4.1.5).

4.1.4 Only in exceptional cases shall consideration be given to any application for admission to undergraduate studies received after 30 September or after an early closing date for a particular programme or programmes, as stipulated in terms of par. 4.1.3. Each such application shall be dealt with on its individual merits and special permission for such late application shall be obtained from the Registrar or his proxy. Each such application shall be accompanied by all the documents required for the consideration thereof, and each such application shall be accompanied by the prescribed fee of R200 for late applications, consisting of the application fee of R100 and the late-application surcharge of R100.

4.1.5 The closing date for applications for admission to postgraduate programmes, with the exception of Master's programmes consisting of a

100% thesis and Doctoral programmes, is 30 November of the previous academic year, unless an earlier date is specified in the relevant faculty's Part of the University Calendar. Application for admission to Master's programmes consisting of a 100% thesis and for Doctoral programmes may be submitted until 28 February if the faculty/department concerned is willing to consider it, on condition that such applications are complete; that is to say, a complete academic transcript, a full research proposal/summary, a list of bibliographical references, etc., which may be required by the department or faculty, shall be included with the completed application form. To ensure that his application is indeed complete, every prospective postgraduate candidate is urged to consult the relevant faculty's own Part of the University Calendar for possible additional requirements relating to his proposed programme. The completed application form shall be accompanied by the application fee of R100.

4.1.6 Where students have interrupted their studies for a year or more, they are required to apply for admission to the University again; in the case of undergraduate students, such application shall be received on or before 30 September of the year preceding that in which they propose to resume their studies, and in the case of postgraduate students such application shall be received in accordance with the requirements of par. 4.1.5.

4.1.7 Full particulars regarding accommodation in University residences are provided in the chapter 'Accommodation'.

4.1.8 Any student who makes a change of accommodation and/or postal address in the course of the academic year shall be personally responsible for making the relevant changes of address on the student website (www.mymaties.com) under his personal details.

4.1.9 The University may at any time require a student to submit a certificate from a medical doctor appointed by the University for such purpose, certifying that the student is not suffering from any infectious or contagious disease. The cost of such certificate shall be borne by the student.

4.1.10 The University reserves the right to require a student suffering from any infectious or contagious disease to leave the University temporarily or permanently.

4.1.11 Every applicant for admission to the University shall sign the following:

"If you have reason to suspect that you have any contagious or infectious disease, you shall immediately seek medical aid, withdraw from all University activities, leave the University accommodation, and take all necessary steps to ensure that you do not infect other students. If you do not take these steps, you

will be held liable for any claims brought against the University (in legal terms you shall indemnify the University against any such claims). If legal steps are taken against the University, you shall also pay the legal costs.”

4.1.12 International students shall on arrival at the University produce satisfactory proof that they do not suffer from any contagious or infectious disease.

4.1.13 National Benchmark Test (NBT)

For admission in 2013 and thereafter all prospective undergraduate students must write the National Benchmark Test (NBT).

The results of the National Benchmark Test may be used by the SU for supporting the decision-making process when placing students in extended degree programmes, for selection purposes and for curriculum development.

Advance booking is essential and can be done on the NBT website (www.nbt.ac.za). Information about the dates for testing and all other relevant details are also available here. The amount payable for the NBT must be paid by candidates themselves.

Please consult the NBT website (www.nbt.ac.za) and SU’s website for prospective students (www.maties.com) for more information about the National Benchmark Test.

4.1.14 Language Placement Test

In addition to the NBT referred to in par. 4.1.13 above, all prospective undergraduate students shall write a Language Placement Test on the Stellenbosch Campus, or on the Tygerberg Campus for prospective students in the Faculty of Medicine and Health Sciences, during the Welcoming Programme in January. This Language Placement Test measures abilities in the use of Afrikaans and English. Some faculties make use of the results of this test when considering prescribing language-support modules and/or when placing students in specific class groups.

4.2 Registration as a student

4.2.1 Undergraduate and postgraduate

Every person intending to register as a student, whether undergraduate or postgraduate, shall before the official closing date for registration complete the prescribed registration form and submit the completed form to the University Offices and, at the same time, pay the prescribed amounts, including the registration fee, and shall have been selected for and admitted to a specific degree, diploma or certificate programme at the University

Full information on selection procedures for specific programmes are provided at www.maties.com. Full particulars regarding the programme- and subject-specific admission requirements with which prospective students have to comply once they have been selected for and admitted to a particular degree, diploma or certificate programme and before being permitted to register for such programme are provided in the relevant faculty's Part of the Calendar and, for the most part, included with the letter of admissibility. These particulars are also available at www.maties.com. The admissions policy and basic statutory admission requirements are provided in par. 1 and 2 of this chapter.

At registration, every newcomer student is issued with an electronic photo identity card (student card). This gives access to certain University buildings and can be used to operate certain photocopiers and to participate in the meals quota system. It must also be shown to obtain access to test and examination venues.

Senior students should retain the photo identity card issued to them in their first year and have it handy each time they renew their registration as a student. It is essential for every student to keep possession of his photo identity card. Without this card a person will not be recognised as a student of the University and, consequently, could be refused permission to attend classes at the University and/or write examinations. Lost student cards can be replaced on payment of a required amount at the Student Fees Division in Block A of the Administration buildings.

A student who has failed to register according to the official programme of registration within the period of time laid down shall not be recognised as a student, unless he obtains, or has already obtained, formal permission for late registration and pays the late registration fee of R500. Also see par. 4.2.5 below in this regard.

4.2.2 Documents in proof of admissibility

At registration, every prospective student coming to the University for the first time shall produce documentary proof as requested that he complies with the relevant admission requirements, and each such person shall on or before 30 May submit to the University the respective originals of his National Senior Certificate or other school-leaving certificates as documentary proof of admissibility.

4.2.3 Registration procedure and programme and module changes

4.2.3.1 All prospective students, including Honours candidates, shall formally register as students in accordance with the University's official programme of registration. Prospective undergraduate students are advised to

make use of the web-based self-registration facility as far as possible and if it is available for the programme concerned. All candidates who have written the NSC or IEB school-leaving examination, may make use of the self-registration facility. Alternative arrangements may be made for Master's and Doctoral candidates and the relevant faculty secretary in Block A of the Central Administration Building should be consulted in this regard.

To be registered as a student is not a matter of just giving one's personal, biographical and academic particulars for official recording by the University. It also requires one's payment then and there, to the cashier, of the prescribed fee.

Copies of the complete programme of registration, as well as information on the web-based self-registration facility, are posted to first-year students and senior students. No person, excluding new Master's and Doctoral students, is permitted to register as a student later than three weeks after the start of classes (see the Almanac at the front of this Part of the University Calendar). The late registration levy of R500 has to be paid (see par. 4.2.5 in this regard), except in the case that an application for readmission prevented registration in terms of the official registration programme.

The onus shall rest on every student to ensure that he registers for the correct modules every year, in accordance with the curriculum requirements of a particular programme, as set out in the Part of the Calendar for the faculty concerned. It is of utmost importance for a student to ensure that in his final year of study he registers for all the final modules needed for completing the programme and obtaining that qualification, including any possible modules still outstanding. On receipt of his proof of registration, containing his programme and modules for the year, during the registration process, a student shall verify immediately whether this document correctly reflects the instructional programme and year of study (E = first year, N = non-final year and F = final year) for which he intended to register; whether this document correctly reflects all the modules that he is to take in the current year; that each module is stated on this document correctly (for instance, that a module number is not stated as 122 if it ought to be 112); and that there are no clashes on the class and test timetables between any of the modules registered for. The examinations policy is of such a nature that students who experience clashes on the examinations timetable during the first round of examinations may make use of the second round of examinations for one of the clashing modules as their first and only round of examinations in the module concerned, provided that this option is subject to satisfactory arrangements being made by the student and a department if there should also be clashes on the class and/or test timetables (also see par. 4.2.7 further on in this regard).

If there should be any error on the proof of registration and/or modules with insurmountable clashes on the class and/or test timetables, these shall be reported to the faculty secretary concerned in Block A of the Central Administration, and be rectified, within the first two weeks of class of each semester, or preferably be rectified by the student himself by means of the facility that is available for this purpose on the web page in the Student Portal. If a student wishes to register a change of programme, he shall do so within the first two weeks of class of each semester, provided that there is still space available in the programme concerned and that he is selected and admitted (however, no student in the Faculty of Medicine and Health Sciences shall be allowed to change to another programme in this Faculty at the beginning of the second semester). As regards the failure by any student to do so on time, see par. 4.2.5. below.

In the first semester and the second semester, the last date on which the registration of any change of module/programme is permitted is two weeks after the start of classes for the semester concerned (see the Almanac at the front of this Part of the University Calendar for the specific dates).

4.2.3.2 All undergraduate degree students, special students, certificate students and diploma students who comply with the admission requirements of the University, who are selected and admitted (provided there is still room in the programme concerned) and who are able to start with second-semester programmes that carry no requirements in terms of prerequisite modules, prerequisite pass modules or corequisite modules may be administratively permitted to register at the start of the second semester and must register as students within the first two weeks of class of the second semester. If permitted to do so by the relevant faculty/department, postgraduate students may also register in the second semester (see also par. 6 further on in this chapter).

4.2.4 Special students in Engineering (block courses)

Special students wishing to attend block courses in the Faculty of Engineering shall, if such course is presented in the first semester, apply for admission thereto on or before 28 February of the year concerned and, if admitted, shall register as a student of Stellenbosch University on or before 30 April, provided that they have been permitted to register as special students; and shall, if such course is presented in the second semester, apply for admission thereto on or before 15 July of the year concerned and, if admitted, shall register as a student of the University on or before 30 July, provided that they have been permitted to register as special students.

4.2.5 Surcharge for failure to register on time

4.2.5.1 For the relevant degree/diploma/certificate programme

Where any student has failed to register on time for a particular programme in terms of the official programme of registration, he shall be liable for the payment of a penalty of R500 even if he has obtained permission beforehand for late registration. Any student, however, who has already paid an amount of R200 consisting of the application fee of R100 and the late-application surcharge of R100, shall be exempted from the above-said penalty for late registration for a programme, on condition that the said late registration for a programme takes place within the first two weeks of class of the semester. No late registrations (with the exception of the registrations of special students in Engineering (block courses)) will be accepted after the second week of classes (see par. 4.2.4 above in this regard).

4.2.5.2 For a module

Where the required permission has been granted to a registered student by way of exception, such student may attend a module for which he failed to register before the end of the second week of classes, provided that such student shall pay a surcharge of R100.

4.2.6 Joining a programme late

After the end of the second week of classes, no application for a change of programme or for a new entry into any module or any diploma, certificate or degree programme shall be considered.

4.2.7 Limitations with regard to registration for modules on the basis of timetable clashes

The final timetables for classes, tests and examinations are available separately on the web at the start of a particular year. Before presenting themselves for registration, all prospective students are individually required to scrutinise the class and test timetables for possible clashes of their proposed modules and to limit their choice of modules strictly to the possibilities catered for by these timetables. No student may take modules that clash on any of the timetables. The examinations policy is of such a nature that students who experience clashes on the examination timetable during the first round of examinations may make use of the second round of examinations for one of the clashing modules as their first and only round of examinations in the module concerned, provided that if there are also clashes on the class and/or test timetables, no student will have a right to be accommodated with regard to class and/or test timetable clashes on the basis of the fact that the examinations policy accommodates clashes.

4.2.8 Deviation from approved subject combinations

A student wishing to take a combination of subjects that differs from an approved degree, certificate and diploma programme shall apply in writing to the secretary of the faculty concerned for formal approval of such combination. The offices of the faculty secretaries are in Block A of the Central Administration Building.

4.2.9 Non-graduated students of other universities

4.2.9.1 A non-graduated student from a recognised South African university other than Stellenbosch University may be permitted to register for a degree, certificate or diploma programme here on condition that he is able to produce proof of successful studies in terms of modules passed, meets the admission requirements and is selected and admitted. Such student shall be admitted to the final examinations at Stellenbosch University only if he has been registered at this University for no less than two years and if he has obtained no less than half of the total credits of the proposed programme at Stellenbosch University, including the major subjects.

4.2.9.2 Before a student from a recognised South African university other than Stellenbosch University may be permitted to register as a student in a programme at SU, he shall lodge with the Registrar a complete student record and a satisfactory certificate of conduct issued by such other university.

4.2.10 Registration of Master's and Doctoral students

Current Master's and Doctoral students may register up to 28 February. Regarding failure to register in time, see par. 11 in the chapter „Higher Degrees' further on in this book. Master's and Doctoral candidates registering for the first time may register up to 31 March, on condition of their having been admitted.

4.3 Commencement of the academic year

The classes of 2013 shall commence on Monday 4 February. The commencement dates of programmes that differ from the general date of commencement are given in the Almanac, at the front of this Part of the University Calendar.

4.4 Change of name, surname or marital status

To enable the University to keep its records of its students up to date, every student who has had a change of name(s) and/or surname shall submit certified copies of the appropriate documentary proof(s) of each such change at the Information Desk in Block A of the Central Administration Building. In the event of any change of marital status a certified copy of the marriage certificate or divorce papers shall be submitted.

5. ADMISSION AS A SPECIAL STUDENT

5.1 With the exception of applications for admission as a special student in Engineering (block courses) (see par. 4.2.4 above), the closing date for any application for admission as a special student for a given year shall be 30 September of the preceding year for undergraduate modules and 15 January of the year concerned for postgraduate modules.

5.2 A prospective student who does not wish to attend an approved degree, diploma or certificate programme, or who does not meet the admission requirements for such programme, may be admitted to the University as a special student with a view to attending individual modules, subject to approval by the relevant faculty or faculties, on condition that he:

5.2.1 holds at least the School-leaving Certificate of the Matriculation Board or a Senior Certificate of the Department of Education, or qualifications deemed by the University to be adequate; and

5.2.2 achieved in the School-leaving or Senior Certificate examinations an aggregate of not less than 50%.

5.3 A special student shall register at the University for at least one module and shall, in order to be permitted to continue at the University as a special student, pass at least one of the modules registered for, unless special permission therefore is granted by the Readmission Appeals Committee.

5.4 Subject-specific provisions – such as those which prescribe prerequisite modules, corequisite modules and/or pass prerequisite modules for degree, diploma and certificate purposes – shall apply likewise to any modules taken by special students.

5.5 Where a person holding a degree is admitted as a special student to a module of the first, second, and third year of study in a subject, this shall not imply that his admission to postgraduate studies in such subject is automatically guaranteed.

6. ADMISSION OF STUDENTS AT THE START OF THE SECOND SEMESTER

Candidates may register as students at the start of the second semester subject to the following general requirements:

6.1 Application, selection and admission

They shall, before 15 July, apply for admission as a student on the University's prescribed hard-copy form for such application, meet the minimum requirements for the programme involved and be selected for and

admitted to such programme. Selection and admission to a particular programme are subject to the availability of places for study in the programme.

6.2 Registration

They shall be registered as students within the first two weeks of classes.

Please note that to be registered as a student is not just a matter of giving one's personal, biographical and academic particulars for official recording by the University, but also the immediate payment of the prescribed fees at the cashiers.

6.3 Undergraduate degree students, special students, certificate students and diploma students

Any person who complies with the admission requirements and rules of the University and who is selected and admitted may start with second-semester modules that carry no prescriptions in terms of prerequisite modules, prerequisite pass modules or corequisite modules. These candidates may be administratively permitted to register at the start of the second semester.

6.4 Honours students

6.4.1 A person may so register as an Honours student if he qualifies, if he has applied to the Registrar in writing before 15 July for admission to a particular Honours programme and if he is acceptable to the department and dean concerned.

6.4.2 The Honours programme being registered for shall be one structured in such a way (semesterised) that commencement in the second semester is possible. Candidates who comply with the requirements may be admitted administratively.

6.5 Master's students

A person may so register as a Master's student, on condition that he has been admitted by the department concerned or, where necessary, by Senate on the recommendation of the faculty board concerned. Such admission may then be completed administratively.

6.6 Doctoral students

A person may so register as a Doctoral student, on condition that he has been admitted by Senate on the recommendation of the faculty board concerned.

7. CONCURRENT REGISTRATION AT DIFFERENT UNIVERSITIES

7.1 Concurrent registration at different universities for components of the same degree, certificate or diploma

7.1.1 No undergraduate student still in the process of fulfilling the minimum residence requirements for a particular degree, certificate or diploma shall register for modules or for components of modules at this University and another university concurrently.

7.1.2 After satisfying the minimum residence requirements for the degree, certificate or diploma concerned, an undergraduate non-final-year student of this University who lacks (one or more of the) modules required for the said degree, certificate or diploma may be permitted to take such module(s) at another university, provided that no such module shall be a module of one of his major subjects, and provided further that it shall be the case that he is not in a position to take such module(s) here.

7.1.3 Final-year students of this University may be permitted by the faculty board concerned to obtain up to a maximum of one-half of their final-year credit points at Unisa, on condition:

7.1.3.1 that any such student wishing to register for final-year credits at Unisa with a view to the recognition thereof by Stellenbosch University shall verify beforehand whether the Unisa modules in question will be given such recognition, by submitting the content(s) of the said modules to the Stellenbosch University department concerned via the relevant faculty secretary;

7.1.3.2 that such recognition of final-year credits shall be considered only if there are financial reasons (e.g. student no longer on campus) or other reasons (acceptable to the board of the faculty concerned) why such student is unable to take the credits (modules) through Stellenbosch University;

7.1.3.3 that, if modules have before been passed by such student at another university and been recognised by Stellenbosch University for degree purposes, the proposed making up of final-year credits at Unisa shall not result in his obtaining at Stellenbosch University less than half the total number of credits required by the programme; and

7.1.3.4 that this arrangement shall be limited to the final-year modules of Unisa, but that deserving applications for the recognition of final-year modules of other universities than Unisa shall be considered by the Executive Committee (Senate) on an ad hoc basis.

7.1.4 Postgraduate students of this University may be permitted by Senate, on the recommendation of the faculty board concerned, to take modules or components of modules at another university concurrently with their studies here.

7.2 Concurrent registration at different universities for different degrees or diplomas or as a special student

7.2.1 Students registered at Stellenbosch University for a degree, certificate or diploma programme shall as a rule not be permitted to register concurrently for another degree, diploma or certificate programme at another university.

7.2.2 Exceptions to this rule shall be considered in rare cases only, and then only if the student concerned has already satisfied the minimum residence requirements for at least one of the two qualifications (for example: two degrees, a degree and a diploma or a degree and a certificate) for which he has registered.

7.2.3 Candidates wishing to register as special students at Stellenbosch University and to register as postgraduate students at another university shall obtain prior consent in writing thereto from the SU faculty concerned.

7.2.4 Candidates taking postgraduate programmes at other universities for which they could register at Stellenbosch University shall not be permitted to register as special students at SU simultaneously. If any such non-approved double registration comes to light, the student concerned shall be deregistered forthwith, forfeiting all fees paid.

8. CONCURRENT REGISTRATION FOR MORE THAN ONE PROGRAMME

A student who already holds a Bachelor's degree and is registered for a post-graduate programme may, in highly exceptional cases, be permitted to register for a further degree, certificate or diploma programme in the same or another faculty concurrently, provided:

8.1 that such concurrent registration shall have been approved by Senate on the recommendation of the faculty board(s) concerned;

8.2 that permission shall be considered only for students who obtained an aggregate of not less than approximately 70% in the relevant Bachelor's degree;

8.3 that permission shall be revoked if the student's progress in one or both of the degrees/diplomas/certificates for which he has registered concurrently is not to the satisfaction of Senate; and

8.4 that concurrent residence for two Honours programmes shall not be considered.

9. READMISSION AFTER UNSUCCESSFUL STUDIES

Any student (other than an Engineering student, see par. 9.5) whose academic record does not comply with the requirements for readmission to the University for the following year will be informed accordingly by sms and at their SU e-mail addresses before 24 December of the previous year, and then shall have the opportunity to lodge a typed appeal with the University, accompanied by substantiated documentation, until 15 January in which he explains why the University should consider allowing him to resume his studies. Every application for readmission shall be accompanied by an amount of R270. Irrespective of the decision reached by the Readmission Appeals Committee, the said amount of money shall not be refundable. No late applications for readmission shall be accepted. Although the University informs students who do not meet the requirements for readmission accordingly by sms and e-mail and offers them an opportunity to lodge an appeal against expulsion from the University, the onus shall be on the students to determine for themselves whether or not they fulfil the requirements for readmission, and to do so before the final date for appeal by means of their study records and the rules for readmission, as set out below. Should a student suspect that he does not fulfil the requirements for readmission, but has not received an e-mail regarding expulsion from the University, the secretary of the faculty concerned in Block A of the Administration should be contacted without delay before the final date for re-application.

A fully substantiated application for readmission shall be typed by the candidate himself and be directed electronically or on paper to the Registrar along with supporting documents. By “fully substantiated” is meant that the candidate shall provide all relevant information, showing cause why his studies were not successful and why he hopes to study successfully in future. Such information may be of a personal and very sensitive nature; it is nevertheless required that the student shall take the Readmission Appeals Committee into his confidence completely. Supporting documents that substantiate the reasons adduced for poor performance must be attached to the completed application form. All information presented shall be treated in strict confidence. Every applicant should bear in mind that the Readmission Appeals Committee needs to have full information before it if it is to arrive at a fair decision in the applicant’s own best interest. Where an application has been turned down, no information in further substantiation shall be accepted

afterwards. The decision of the Readmission Appeals Committee shall be final, and no second appeal from the same applicant shall be considered.

For readmission purposes, account is taken of the total number of years that a student has studied at a university, regardless of any change of instructional programme. Where a registered student (i) for the first time in his period of study and of his own choice discontinues his studies on or before 31 July of a given year, or (ii) on the ground of academic considerations is not permitted to proceed to the second semester, or (iii) has been advised by the University not to proceed, he is not debited for such academic year in terms of the readmission rules, provided that a second or further discontinuation on or before 31 July in any subsequent year by the same student will automatically be taken into account for readmission purposes. However, this provision does not apply to cases where in the University's view the discontinuation is the result of circumstances beyond the student's control, for instance because of medical reasons.

In the following paragraphs the rules of readmission are quantified in terms of HEMIS credits. (HEMIS is an acronym for Higher Education Management Information System.)

One HEMIS credit equals the minimum number of module credits required in a particular year of study of a programme.

The modular credits of each year of study – namely first year, second year, third year, etc. – are linked to a specific fraction of the value of one HEMIS credit, which is calculated as follows:

Module credits per year of study converted to HEMIS credits

1 first-year modular credit = 1 divided by the minimum number of module credits required for the first year = the fraction of a HEMIS credit

1 second-year modular credit = 1 divided by the minimum number of module credits required for the second year = the fraction of a HEMIS credit

Example:

Bachelor of Arts in the Humanities

The minimum numbers of modular credits required for the three years of study are assumed to be 126, 128 and 120, respectively. Correspondingly,

1 first-year modular credit = $1/126 = 0,0079$ HEMIS credits

1 second-year modular credit = $1/128 = 0,0078$ HEMIS credits

1 third-year modular credit = $1/120 = 0,0083$ HEMIS credits.

9.1 Undergraduate students

9.1.1 An undergraduate student in a full-time degree, certificate or diploma programme (excluding students in the Faculty of Engineering) who, at the

end of every year of study, has not obtained the number of HEMIS credits required for his degree, certificate or diploma programme in terms of Sliding Scale A and Sliding Scale B respectively (see below), shall not be further admitted as a student with the proviso that all students who have obtained no less than 0,8 HEMIS credits in a particular academic year gain automatic readmission, even though they may not meet the relevant sliding scale requirements.

Please note: Students in the Faculty of Engineering shall moreover be subject to the faculty-specific readmission requirements as set out in par. 9.5 below. The readmission requirements of the Faculty of Medicine and Health Sciences are set out in Part 12 of the Calendar.

9.1.2 Apart from the sliding scale requirements, a person shall be refused further admission as a student unless he has obtained at least 0,33 HEMIS credits at the end of each year of study, with the exception of:

9.1.2.1 students whose full year programme consists of a module or modules the credits of which (expressed as HEMIS credits) happen to total less than 0,33;

9.1.2.2 first-year students in the Faculty of Science, who have to obtain at least 0,5 HEMIS credits at the end of their first year; and

9.1.2.3 students in the Faculty of Arts and Social Sciences, who have to obtain at least 0,5 HEMIS credits every year from their first year of study.

9.1.3 Students in approved extended programmes (excepting fields of study in which other approved readmission requirements are in force) shall be subject to the Sliding Scale B in terms of HEMIS credits. At the end of their historical first year, the academic records of these students shall be assessed with due regard to their instructional programme. Students in the Faculty of Arts and Social Sciences must obtain a minimum of 0,5 HEMIS credits at the end of their first year of study, in addition to further compliance with the sliding scale requirements, and obtain a minimum of 0,5 HEMIS credits at the end of each year of study.

Sliding Scale A in terms of the required HEMIS credits: applicable to mainstream programmes

Historical years	1	2	3	4	5	6	7	8	9
HEMIS credits	0,33	1,23	2,03	2,78	3,53	4,28	5,03	5,78	6,53

Sliding Scale B in terms of the required HEMIS credits: applicable to students taking approved extended programmes

Historical years	1	2	3	4	5	6	7	8	9	10
HEMIS credits	0,33	0,70	1,23	2,03	2,78	3,53	4,28	5,03	5,78	6,53

Please note: Each HEMIS credit total is expressed to the second decimal place only; all such numerical adjustments have been made upwards.

9.2 Interactive telematic students (These provisions shall only apply if an undergraduate programme is presented via this modus in future.)

Any student following a programme via interactive telematic education shall not automatically be further admitted as a student if, after four years, he has not obtained at least half the total number of credits involved in his three-year programme, namely 1,50 HEMIS credits, or if, after eight years, he has not obtained the total number of credits involved in his three-year programme, namely at least 3,00 HEMIS credits.

Any provisions to the contrary notwithstanding, an interactive telematic student is not further admitted as a student unless he has obtained at least 0,15 HEMIS credits for the preceding year of study.

9.3 Appeal for readmission

9.3.1 Where a student, other than an Engineering student (see par. 9.5), fails to qualify for further admission on the grounds referred to above, a written appeal by him (closing date 15 January of the year concerned, and no late applications will be accepted) shall be considered by the Readmission Appeals Committee.

9.3.2 A student has to apply for a specific programme for which readmission is desired. A student who is denied readmission to that programme may not apply for admission to another programme at SU in the same year for which readmission has been denied.

9.3.3 A student who on the grounds referred to above is required to leave the University shall not be permitted to continue his studies here as a special student.

9.3.4 A student who has been refused readmission may apply for readmission as a student for the following year, provided that such application shall be accompanied by a written substantiation and received prior to 30 September of the year preceding that for which readmission is being sought. All such applications shall be considered by the Readmission Appeals Committee. As a rule, the Readmission Appeals Committee shall expect of a student to prove himself academically at another institution, such as Unisa, in the year that readmission has been refused, or thereafter, before a subsequent application for readmission from such student shall be considered.

9.4 Readmission here subsequent to study elsewhere

9.4.1 The admission of a student of another university to Stellenbosch University who by reason of poor academic progress has failed to meet the requirements for continued admission to his field of study there will be dependent on meeting the requirements of Sliding Scale A. Where an applicant does not meet the requirements of Sliding Scale A, the application shall be considered by the Readmission Appeals Committee, regardless of the number of the years studied at the other university(ies).

9.4.2 If a person has studied at one or more other universities and is continuing his studies at Stellenbosch University, his period of residence at such other university or universities shall be taken into account for readmission purposes as in 9.1.1 and 9.1.2 when renewal of his registration as a student is being considered, provided that two years of registration at Unisa will be regarded as equivalent to one year of full-time registration.

9.5 Students in the BEng programme

9.5.1 A person who has been a student in the BEng programme's first year of study for one academic year shall be further admitted to the BEng programme as a student only if, during the said academic year, he has obtained at least 0,6 HEMIS credits in the modules prescribed in the said first year of study, provided that at least 0,2 of the HEMIS credits thus obtained shall be from the modules Applied Mathematics B 124 and 154 and Engineering Mathematics 115 and 145.

9.5.2 In order to be permitted to continue his programme, an Engineering student shall obtain, firstly, after each of the periods indicated below:

- after 1 year: not less than 0,6 HEMIS credits (see also par. 9.5.1 above)
- after 2 years: not less than 1,4 HEMIS credits
- after 3 years: not less than 2,2 HEMIS credits
- after 4 years: not less than 3,0 HEMIS credits
- after 5 years: not less than 3,6 HEMIS credits
- after 6 years: not less than 4,2 HEMIS credits

Secondly, a person is not granted further admission as a student of Engineering unless he has obtained at least 0,4 (0,6 at the end of the first year) HEMIS credits in the preceding year of study.

For students in Engineering who are following the extended degree programme, the following requirements apply:

- (a) All modules of the first year shall be passed at the achievement level set by the Faculty and communicated to the students by the Faculty at the start of the academic year concerned.

- (b) With regard to mainstream HEMIS credits, from the second year of registration an EDP student is required to obtain the following minimum numbers of HEMIS credits after each year (as indicated) with a minimum number of HEMIS credits of 0,4 a year, to be permitted to continue his programme:

after 2 years: not less than 0,6 HEMIS credits

after 3 years: not less than 1,4 HEMIS credits

after 4 years: not less than 2,2 HEMIS credits

after 5 years: not less than 3,0 HEMIS credits

after 6 years: not less than 3,6 HEMIS credits

after 7 years: not less than 4,2 HEMIS credits

Where a student does not qualify for continuation of his studies for the BEng degree after the first year of study, an application for readmission typed by him, along with substantiating documentation, shall be considered by the Readmission Appeals Committee of the University for recommendation to the Executive Committee (Senate), only if such application reaches the Registrar prior to 10 January of the year in which the candidate wishes to continue his studies. The application should include a complete list of reasons, together with substantiating documentation, why the student should be considered for readmission. No late applications for readmission will be accepted.

9.5.3 An Engineering student shall prove himself academically at another institution, such as Unisa, either in the year for which readmission has been refused, or thereafter, before a further application for readmission from him shall be considered.

10. ACADEMIC ACTIVITIES DURING THE DAY AND IN THE EVENINGS, SPORT PURSUITS AND TEST TIMES

No non-academic activities may be arranged for/by students between 08:00 and 17:00 on class days in such a manner that they infringe on the University's academic activities. As well as conducting academic tests and examinations in the evenings, the University may find it necessary to allocate evening time for certain classes/practicals.

Organised sport and recreation take place at the University on weekdays from 17:15. Tests start at 19:30. The only exceptions are in the case of three-hour tests, in which case a department has the right to decide to start the tests at 19:00. In the case of a class in which there are no students who take part in sport and recreational activities, the department may decide, in consultation

with the students, to adjust the starting time of the tests, on condition that the tests normally would not begin before 18:00.

11. ABSENCE FROM CLASSES AND/OR TESTS

A student shall without delay consult the lecturer of a module in which he has been prevented by illness or other causes from attending the classes or taking the class tests or carrying out the class work. Where such absence is due to illness, a written application for leave of absence shall be lodged with the Registrar without delay. This application shall be accompanied by a medical certificate which complies with the following requirements and contains the following information:

- Name of the patient (student);
- Date and time of medical examination;
- An indication that the certificate has been issued after a personal observation (excludes telephonic consultation or communication) of the student by a suitably registered medical practitioner;
- Confirmation that the student will not be able to or was not able to attend class, or take the class test(s) or carry out the class work, due to the illness, and
- Any other information which, in the judgement of the practitioner would be required or relevant.

The University reserves the right to request the prognosis and further information of the practitioner and it accepts in good faith that the student will not unreasonably deny permission in this regard.

In cases of absence due to other reasons, the University reserves the right to request corroborating proof at its own discretion.

The University reserves the right to allow lecturers or the Registrar to deny applications for leave of absence where such applications are not lodged in good time, or where such applications are not practically feasible.

The following guidelines for the consideration of applications by students for leave of absence have been approved by the University's Senate:

11.1 Category A leave

When leave in this category is granted to a student by the University, lecturers are compelled to accommodate such student (as far as is practically feasible) if he has missed lectures, practicals, seminar work and/or tests as a result of such absence.

Grounds for consideration

- 11.1.1 Proven illness of a student, supported by a medical certificate;
- 11.1.2 A death in the close family of a student, viz. the death of parents, brothers, sisters, grandmothers and grandfathers;
- 11.1.3 Compulsory attendance, e.g. as a witness in court;
- 11.1.4 Absence as a result of sport activities in the following circumstances:
 - 11.1.4.1 Absence with regard to trials/national championships for putting together a national (representative) team;
 - 11.1.4.2 Absence with regard to participation as a member of a national team against another country locally;
 - 11.1.4.3 Absence with regard to participation as a member of a national team internationally (tour);
 - 11.1.4.4 Absence with regard to preparation for participation at an international level, as in the case of a rugby test where the team gathers on a Wednesday before the Saturday;
 - 11.1.4.5 Absence with regard to representation of and preparation for participation for another country (e.g. Namibia).

In the case of par. 11.1.4.1 - 11.1.4.5, it should be academically feasible, in the estimation of the dean (after consultation with the head of department concerned) for the student to complete the missed work. When considering leave for longer periods, the academic justifiability of such a concession should be investigated. Problems are usually experienced with regard to practicals, as these are not easy to repeat. Interruption of study (if possible) or termination of study should be considered in particular for leave as a result of longer tours.

11.2 Category B leave

Leave in this category will be granted a student on condition that he is able to make prior satisfactory arrangements with the lecturers concerned regarding the work (including lectures, practicals, seminar work, tests) in which he might become in arrears during the period under discussion.

Grounds for consideration

- 11.2.1 Absence with regard to individual participation in international events by invitation;
- 11.2.2 Absence with regard to participation in representative sport at provincial level;
- 11.2.3 Absence with regard to representative participation in sport at first league or comparable level, but only in highly exceptional cases, such as

when league stipulations are changed as a result of decisions taken by provincial and national sport governing bodies;

11.2.4 Absence with regard to representation of SU at national and international level;

11.3 Category C: Refusal of leave

Students who are not granted leave of absence shall receive a Category C letter in which the following warning appears among others:

“If it should happen that you were in fact absent during the period in question, you should expect no concession from the University in connection with the work (including lectures, practicals, seminar work, tests or examinations) in which you are arrears as a consequence of your absence and this could lead to no class mark(s) being awarded in the module(s) in question.”

Participation in events such as University residence league matches falls under Category C.

11.4 Administrative handling of leave of absence (sport) of students

11.4.1 Each application for leave as a result of sport activities should be accompanied by a recommendation from the sport manager concerned and, in the case of applications for Category A leave, also from the Director: Sport and from the Dean of Students, with a clear identification of the category of leave being requested, e.g. A11.1.2 or B11.2.1.

11.4.2 In order to process an application in good time, it should reach the office of the Registrar at the latest one week before the period of absence.

11.4.3 The names of students and the modules being taken by them, as well as details of all academic obligations and appointments during the proposed absence should be included in the application.

11.4.4 Applications for leave of absence of students are usually considered and granted by the Registrar. If there should be any uncertainty, he consults the Vice-Rector (Learning and Teaching) and borderline cases are referred to the Executive Committee of Senate. Urgent borderline cases are finalised by the Registrar in consultation with the dean.

12. UNSATISFACTORY WORK BY STUDENTS

If, in the course of the academic year, lecturers find that a student's work is unsatisfactory or that he does not attend classes, they may refer the matter, if such student has been called in and warned but fails to respond, to the dean concerned or to his delegate and leave it at their discretion to decide whether

the parents or guardians of such student are to be notified (see also “General Provisions” of the chapter on “University Examinations”).

13. ISSUING OF DOCUMENTS

13.1 Levy: issuing of academic transcripts and duplicate certificates

At the appropriate graduation ceremony, the University by way of standard procedure non-recurrently issues to each qualifying candidate, together with an English copy and an Afrikaans copy of degree, certificate or diploma, a free copy of the complete academic transcript in English and in Afrikaans.

Any person currently or previously registered at the University as a student may apply on the prescribed form for a copy of his academic transcript and/or for duplicate certificates. The fees noted below shall be payable for the issuing of the respective documents:

<i>Type of document</i>	<i>Amount payable</i>
Academic transcript	R50,00
Duplicate certificate	R75,00

13.2 Procedure for the issuing of academic transcript and/or duplicate certificate

An academic transcript and/or duplicate certificate may be requested via the University’s website (www.sun.ac.za). If the website is used, the instructions regarding the electronic payment of the account should be followed. If access to the internet is not possible, a fax should be sent to 021 808 3822. If the document is requested by fax, the amount payable should first be paid into the University’s bank account and the deposit slip sent with the request to the above-mentioned fax number. Documents will only be posted once payment has been received.

The relevant documents may also be obtained in person from Block A of the Central Administration. In this case, the relevant amount, as shown in par. 13.1 above, should first be paid to the cashiers, after which the receipt should be produced at the Information Desk in Block A of the Central Administration.

14. DISCLOSURE OF STUDENTS’ NAMES AND ADDRESSES TO EMPLOYER ORGANISATIONS

The University is approached from time to time by outside organisations that wish to contact final-year students about job opportunities. Council’s policy

in this regard is that the University may disclose names and study addresses of final-year students only to bona fide employer organisations – except where any individual final-year students have in writing expressly requested the Registrar not so to disclose their names.

15. FURNISHING OF REPORTS ON ACADEMIC PROGRESS

When accepting financial support from an organisation, a student shall be expected to give written consent for such organisation from time to time to request a report on such student's academic progress, which the University may then provide to the organisation.

16. PRIVATE STUDENTS' ORGANISATION (PSO)

In terms of a resolution by the Council of the University, all students in private lodgings are required to join the Private Students' Organisation (PSO).

17. CHANGING OF PROGRAMMES

Senate and Council reserve the right at any time to change or abolish an announced programme, and at any time to introduce a new programme.

18. CONFERMENT OF DEGREES, DIPLOMAS AND CERTIFICATES

18.1 A student shall not be entitled to the privileges attaching to a degree, certificate or diploma until such time as the said degree, certificate or diploma has been conferred upon him.

18.2 Degrees, certificates and diplomas shall be conferred at congregations of the University held at Stellenbosch twice a year, namely in December and in March. Particulars of each such ceremony shall be sent by post to all final-year students and shall be announced on the University's website.

18.3 The wearing of academic dress shall be obligatory at any graduation, certificate and diploma ceremony. Students shall rent the academic gowns, hoods and sashes required to be worn at such events, from the private supplier identified by the University for such purpose.

18.4 If, for whatever reason, a final-year student makes use of the second round of examinations in a module of the November examinations in November or December, and passes, such student shall obtain his qualification at the March graduation ceremonies of the following year.

ACCOMMODATION

Please note

The chapter on Accommodation, and more specifically the residence placement policy, is currently under revision and was not available in time for publication in Part 1 of the Calendar of the University for 2013. The new policy (and supporting addenda A and B) will be available on the University's website (www.sun.ac.za) as soon as it has been approved by Council in the first semester. The new policy will be applicable to all lodging and accommodation matters with regard to the University as of June 2013 – this includes the guiding out of senior students from residences to create space for newcomers (during and towards the end of 2013), as well as the placement of newcomer first-year students during 2013 for intake 2014.

1. RESIDENCE PLACEMENT POLICY

1.1 Points of departure

1.1.1 Residence accommodation should be managed as a strategic asset to help ensure successful study.

1.1.2 A first requirement for achieving this is the establishment of a positive learning environment in the residences.

1.1.3 It should be ensured that those students whose chances of successful study may be improved meaningfully by residence accommodation receive preference in the allocation of places in residences (the “preference” category(ies)).

1.1.4 Excellence and Diversity, which are not mutually exclusive, should enjoy equal importance in the allocation of places in residences.

1.1.5 According to the principle of equal opportunity, every applicant who meets the University's admission requirements should have a chance to obtain residence accommodation.

1.2 Strategies

1.2.1 Preference category(ies): identify categories of students exposed to greater academic and social risks and give these students preference in the allocation and retention of residence accommodation.

1.2.2 Create or retain categories of places in residences which are of strategic advantage to the University.

1.2.3 Manage the gradual growth of the preference category(ies) in the light of demand and the success that is achieved with it.

1.3 Mechanisms

1.3.1 Overarching: The greatest risks are attached to newcomer students in their first and second years of study. The proportion of places in residences allocated to newcomer students (currently 39%) will eventually be increased to 45% of the total. Initially, a minimum of 40% of places in residences across the campus as a whole is reserved for newcomer students. (This implies that there must be some kind of discharge mechanism for a larger number of senior students to make the places available for first-year students.) As a guideline, it is suggested that a minimum of 30% and a maximum of 50% of the students in every residence should be first-year students.

1.3.2 Regarding first-year students who meet the requirements of the programme for which they intend to register: create a preference category of 30% of the places for applicants with the following characteristics (in order of priority/importance): disability; coloured, black and Indian.

1.3.3 The remaining 70% of the places for first-year students is allocated as follows:

- 35% according to superiority of academic achievement (to be determined in future by the University's new access policy)
- 12% for allocation by the management of the residence, according to approved guidelines
- 8% for discretionary allocation by the Vice-Rector (Learning and Teaching) (according to approved guidelines submitted inter alia by Maties Sport and the Stellenbosch Foundation)
- 15% for random drawing by a computer

1.3.4 Senior students wishing to live in residences or to retain their places (subject to the maximum periods of residence accommodation: the maximum for undergraduate students is the minimum number of years of the student's programme or, where applicable, extended programme plus one year; the maximum period of accommodation for postgraduate students, including those who were in a residence as undergraduate students, is the minimum duration of the postgraduate programme) must meet the following requirement:

1.3.4.1 Postgraduate students: must have admission to a higher (postgraduate) qualification.

2. PRACTICAL APPLICATION OF THE PLACEMENT POLICY

2.1 New users of University accommodation

2.1.1 The prescribed form for applying for University accommodation, obtainable from the Admissions and Accommodation Section, shall be completed by the student or, in the case of such person not yet of age, by his parent or guardian acting on his behalf.

2.1.2 The final closing date for such applications for admission to University accommodation shall be 30 June of the preceding year. Late applications shall be considered on merit, however, if vacancies arise.

2.1.3 Any such application for a place in University accommodation shall be considered only after the University has granted the applicant conditional admission to some programme of study.

2.1.4 Selection for accommodation in University residences is made in consideration of scholastic and/or academic performance and in terms of the provisions of the Residence Placement Policy, as set out above in par. 1 of this chapter.

2.1.5 In selecting applicants for accommodation, the University shall give preference to those who intend to take a full degree or diploma programme. Special students are not entitled to accommodation in University residences.

2.1.6 If notified by the University in writing that a place in a University residence has been allocated to him, an applicant shall immediately signify his acceptance by completing the form supplied for the purpose and returning it with the prescribed amount.

2.1.7 A welcoming programme for new students is presented before the start of the academic year and makes provision, among others, for an introduction and adjustment to residence, PSO ward and other general student activities.

2.1.8 First-year students who apply for University accommodation may be placed in any of the various University residences, where they shall be under the supervision of the resident warden concerned, who in turn shall be assisted by a number of senior students acting as advisers.

2.2 Current students

2.2.1 A student currently accommodated in a University residence or in private lodgings and desiring readmission or admission to a University residence for the next year shall apply on the prescribed form prior to the end of July of the present year.

2.2.2 An application for such readmission or admission shall be considered, subject to the provisions of the Residence Placement Policy in par. 1, only if

the applicant's academic performance has been to the University's satisfaction and if there is an appropriate vacancy.

2.2.3 Like all new users of University accommodation (cf. par. 2.1.6), any current student admitted to such accommodation for the first time shall pay the prescribed amount.

2.3 Readmission requirements for intake into University residences

Please note: The readmission requirements for residences are only a provisional indication and can be adjusted upwards to comply with the targets set out in par. 1.3.1.

2.3.1 Any student's readmission to a University residence for a particular calendar year shall be decided on the basis of his performance in the June, November and December examinations of the preceding calendar year and the January examinations of the current calendar year. The University reserves the right to refuse a place in University accommodation to any reapplicant, or to grant a place in University accommodation to any reapplicant conditionally, on the basis of the June examination results and academic records of the preceding year or years. Readmission to University accommodation shall be refused to a student if he fails to meet the academic requirements for such readmission. In order to achieve the goals of the Residence Placement Policy, students currently accommodated in a University residence shall not be readmitted out of hand to a residence, even if they meet the minimum academic requirements for readmission to University accommodation. Because the minimum academic requirement for readmission to University accommodation may change annually depending on the need for places for newcomer first-year students, students currently accommodated in a University residence are advised to ensure that their academic performance does not place them at the bottom of the academic ranking list.

2.3.2 The following academic requirements apply for intake into a residence:

2.3.2.1 At least one-third (0,33) of the modules of the year concerned must be completed successfully.

2.3.2.2 A student who qualifies for academic readmission to the University shall not thereby necessarily meet the minimum academic requirement for readmission/first admission to a University residence.

2.3.2.3 The following scales are applicable here:

Please note: The readmission requirements for residences are only a provisional indication and can be adjusted upwards to comply with the targets set out in par. 1.3.1.

Sliding Scale A in terms of the required HEMIS credits

Historical year	1	2	3	4	5	6
HEMIS credits	0,45	1,45	2,45	3,00	4,00	5,00

Sliding Scale B in terms of the required HEMIS credits: applicable to students taking approved extended programmes

Historical year	1	2	3	4	5	6
HEMIS credits	0,45	1,00	1,45	2,00	3,00	4,00

Please note: Each HEMIS credit total is expressed to the second decimal place only; all such numerical adjustments have been made upwards.

Remarks

2.3.2.3.1 For the normal duration of a student's curriculum, the credits obtained by him are calculated in terms of the HEMIS credit system for readmission to the University.

2.3.2.3.2 One HEMIS credit is equivalent to the total number of modular credits prescribed for a particular year of study within a particular programme. For example, one HEMIS credit is equivalent to 126 modular credits in the first year for BA in the Humanities; to 133 modular credits in a non-final year for BSc, and to 144 modular credits in the case of BComm (non-final year).

2.3.2.3.3 Particulars of the ways in which calculations are done on the basis of the HEMIS scale are also given in „Readmission after unsuccessful studies' (par. 9 of the previous chapter.

2.3.3 A student's eligibility for readmission to a University residence shall be appraised for the first time subsequent to the June examinations on the basis of his final marks, class marks and examination marks. If the progress mark in a given module is 48% in June, the module shall be counted in his favour for only one-half of its credits.

2.3.3.1 For second-semester modules and year modules in which a final mark is not available at the end of the year, or where a student's final mark is 48% and the second examination has not yet been written, a final mark FM = 48 or a class mark CM = 50 is accepted as sufficient for (conditional) admission to a University residence for the next year.

2.3.4 A student's academic performance as appraised in accordance with these rules after the June examinations shall determine whether

2.3.4.1 he is granted (conditional) readmission to a University residence; or

2.3.4.2 he is not granted readmission at that stage.

2.3.5 In order to qualify provisionally in the June examinations for a place in a University residence for the following year, students are required to have obtained the minimum numbers of HEMIS credit points shown in the table below:

Please note: The readmission requirements for residences are only a provisional indication and can be adjusted upwards to comply with the targets set out in par. 1.3.1.

Sliding Scale A in terms of the required HEMIS credits

Historical years	0,5	1,5	2,5	3,5	4,5	5,5
HEMIS credits	0,3375	1,16	2,0825	2,70	3,60	4,00

Sliding Scale B in terms of the required HEMIS credits: applicable to students taking approved extended programmes

Historical years	0,5	1,5	2,5	3,5	4,5	5,5
HEMIS credits	0,337	0,80	1,232	1,80	2,70	3,60

Please note

1. Where a student does not make use of the June round of examinations, HEMIS credit points are calculated on the basis of his class mark. To carry weight in terms of credits, the class mark must be 48% or higher. In the case of year modules, such a student's HEMIS credit points depend on his progress mark. Where his progress mark is 48% or higher, half of the module's credits are reckoned in his favour.
2. Quite apart from the requirements reflected in the table above, 0,20 HEMIS credits are required in respect of any first semester.

2.3.6 Special students shall not be entitled to University accommodation, except in cases where there is no one on the waiting list. A student who indicates that he intends to register for a postgraduate degree, obtains University accommodation and then registers as a special student shall be required to leave the accommodation immediately. Such a student shall be financially liable in full unless a suitable replacement can be found.

2.4 Placement and transfer of students

2.4.1 All accommodation in University residences or houses shall be allocated for a full academic year, subject to the provisions of 6.3.1 and 6.3.2.

2.4.2 A request by a student for his transfer from one University residence to another shall not as a rule be granted but may be granted in circumstances deemed by the University to be exceptional.

2.4.3 The University reserves the right to transfer a student from one University residence/house to another should it deem such transfer necessary.

2.4.4 Because of the great demand for the limited number of places in University residences, a student shall not necessarily be placed in the particular University residence applied for.

2.4.5 The University reserves the right, without giving reasons for its decision -

2.4.5.1 to refuse a student any accommodation in a University residence; and

2.4.5.2 to cancel a student's accommodation in a University residence by giving him one week's notice.

3. CANCELLATION OF REGISTRATION AS A STUDENT

3.1 Any person intending to discontinue his studies shall notify the University Office in writing of his decision to cancel his registration as a student. In the absence of such written notice, no rebate on fees shall be considered. Where such written notice does not state a date of cancellation, the date of its receipt by the University Office shall count as the date of cancellation for all purposes, including the purpose of calculating the fees due and payable.

3.2 If the date of cancellation is later than the last date for the registration of subject/module changes, the student shall be liable for the relevant tuition fees for the full semester. On liability for accommodation fees, see „Cancellation of University accommodation' below.

3.3 A registered student who for the first time in his student career cancels his registration on or before 31 July of a given year, whether the person does so (i) of his own accord or (ii) because he is precluded for academic reasons from proceeding to the second semester or (iii) because he is advised by the University not to proceed, shall not be debited with such year for the purpose of the rules governing readmission, provided that, if the person makes a second or further cancellation on or before 31 July of a subsequent year, each such subsequent year shall automatically be debited to him under the said rules.

4. CANCELLATION OF UNIVERSITY ACCOMMODATION

4.1 Any person wishing to cancel his accommodation in a University residence shall notify the office of the Centre for Student Communities accordingly in writing at info@sun.ac.za or on 021 808 9111, and in the case of a person not yet of age such written notice shall be signed by the parent or guardian. In the absence of such written notice, no rebate on fees shall be

considered. Where such written notice does not state a date of cancellation, the date of its receipt by the University Office shall count as the date of cancellation for all purposes, including the purpose of calculating the fees due and payable.

4.2 To avoid liability for accommodation fees, a prospective student, if allocated accommodation for a particular year, is required to cancel this on or before 5 January of that year, and a current student, if allocated accommodation for the next year, is required to cancel this on or before 30 September of the current year. (See Student Fees in Calendar Part 3, par 43.)

4.3 If accommodation is cancelled after the relevant date referred to above and no suitable substitute is available to take his place, the prospective or current student shall be held liable for full accommodation fees for the rest of the year.

4.4 The balance of the accommodation fees shall be payable as follows: 75% not later than 15 May, and the final balance not later than 31 August.

4.5 Exceptions to the preceding rules of this section 4 may be allowed on the grounds of illness.

5. AMOUNT PAYABLE ON ACCEPTANCE (FIRST INSTALMENT)

5.1 On being notified in writing by the University that he has been allocated a place in a University residence, a prospective student shall immediately signify his acceptance by completing the form supplied for that purpose and returning it to the University together with the prescribed amount.

5.2 If a prospective student fails to pay the above-said first instalment of the accommodation fee by the date specified in the letter of notification, his accommodation shall be cancelled forthwith.

5.3 The full first instalment of the accommodation fee shall be refunded if the accommodation allocated to a prospective student for a particular year is cancelled by him before 31 October of the preceding year.

5.4 Where a prospective student either fails to be selected for the programme of study of his choice, or is prevented by circumstances beyond his control from taking up his already accepted place in a University residence, the University may in its discretion refund the first instalment of the accommodation fee deposit on an ad hoc basis.

6. GENERAL PROVISIONS GOVERNING UNIVERSITY RESIDENCES

Please note

1. Students are required to familiarise themselves with the rules for University residences, which form Chapter 3 of ‘The Rules for Students of Stellenbosch University’.
2. All information relating to accommodation fees is contained in Part 3 of the University Calendar.

6.1 Accommodation fees: General

6.1.1 In the year 2010, the accommodation fees shall cover the period from 18 January to 10 December (excluding the University vacations). Students wishing to study on campus before the start of the academic year shall make their own arrangements for accommodation until 17 January. Accommodation in University residences will be available from the morning of 18 January.

6.1.2 Except by permission of Council, a student in residence whose accommodation fees are in arrears for one semester shall not be permitted to remain in a University residence.

6.1.3 Council reserves the right to adjust without prior notice the amounts of the accommodation fees payable to the University (see also Part 3 of the University Calendar).

6.1.4 A student in residence shall be liable for all damage caused by him in a University residence, and all monies owing for repairs arising from such damage shall be debited against his student account.

6.2 Observance of rules

6.2.1 The responsibility for the observance of the Rules for Students is vested in the first instance in the resident or visiting warden of each University residence, in the head student and in the house committee, and individual students are expected to support them in the discharge of this responsibility.

6.2.2 Immediately upon their election, a list of the names of all office-bearers elect shall be submitted by the warden to the Manager: Student Housing for approval, as well as the residence rules and any changes to them. In considering the office-bearers elect for approval, the said Manager: Student Housing shall take account both of their academic records and of their personal conduct.

6.2.3 The members of a house committee shall be responsible for the observance of (i) the various sets of rules of the Council and of (ii) the house rules of the University residence concerned.

6.3 Rooms and appliances/equipment

6.3.1 Accommodation in a University residence shall include the following:

6.3.1.1 Occupation of the allocated room during the year, excluding all vacations; and

6.3.1.2 Meals, during university terms only.

6.3.2 The University reserves the right to use the rooms of University residences for the accommodation of other persons during all vacations.

6.3.3 No stranger shall sleep in a University residence without the warden's permission.

6.3.4 Students in residence shall be held financially liable for all damage caused by them in University residences and all monies owing for repairs arising from such damage shall be debited against their student accounts. They shall be responsible for the condition of the rooms they occupy and of the furniture and appliances contained therein, and shall be liable for any damage caused by them or by others or by any appliances used by themselves or by others.

6.3.5 No structural alterations shall be made to furniture or University property under any circumstances.

6.3.6 There shall be strictly no altering or exchanging of door locks. All rooms shall be accessible to residence staff, who shall at all times have duplicate keys to all rooms.

6.3.7 When a student vacates the room where he has been in residence, he shall obtain a certificate to the effect that the room with the equipment and/or appliances therein is in good order.

6.3.8 No food shall be prepared in rooms, on balconies or on patios, porches, stoeps, verandas or the like.

6.3.9 Only single power plugs or multiplug adapters having SABS-approved trip switches shall be permitted in 15-amp wall plugs. All other forms of power distribution, such as double adapters, temporary wiring, etc., are strictly forbidden. Only one appliance, with a proper three-wire flex, shall be permitted per power plug in a multiplug adapter of the type that can be bought from the University.

6.3.10 There shall be no tampering with switchboards, with trip switches, or with permanent electrical wiring.

6.3.11 No heaters with exposed elements, no immersion heaters, no electric blankets and no microwave ovens shall be permitted in rooms.

6.3.12 Only one refrigerator shall be permitted per room.

6.3.13 Whether alienated or used or non-alienated, strictly no items such as flower tubs, furniture, garbage drums, name-plates, road signs, signboards, supermarket trolleys, etc. shall be permitted in any place within a University residence or on the premises of any University residence.

6.3.14 No furniture or equipment shall be removed from a bedroom or any other room of a University residence without the warden's permission.

6.3.15 Council shall not be liable for the loss of or damage to the property of students in residence, and the necessary insurance cover shall be arranged by each student personally.

6.3.16 Fire extinguishers shall be removed in the sole event of fire, and shall at all other times be left in their predesignated positions.

6.3.17 Emergency equipment such as fire extinguishers, fire hoses and the contents of emergency plan kits shall not be abused or tampered with under any circumstances.

6.3.18 There shall be strictly no obstruction either of corridors or of passageways, whether by bicycles, motor scooters or any other object.

6.3.19 There shall be no unauthorised dumping of waste paper or cartons in any area in a University residence.

6.3.20 In the interests of safety, students in residence shall remove all their possessions from their rooms and leave their cupboards open at the end of the year and at the start of any other vacation for which the rooms are required by the University. Wherever practicable (excluding the December/January vacation), the warden concerned shall in consultation with the house committee designate a suitable room for the storage of students' possessions. Provision for such storage shall be restricted to items suitably packed and properly marked for identification.

6.3.21 Accommodation during short vacations

Students, both men and women, who are required to clear their rooms in terms of paragraph 5.3.20 and who are remaining at Stellenbosch during a short vacation may apply for accommodation in one of the University residences designated by the University for such purpose.

6.4 Laundry

6.4.1 Students in residence shall provide their own blankets, pillowcases, sheets and towels.

6.4.2 Washing machines and tumble-dryers are available in University residences for students who wish to do their own laundry.

6.5 Meals

6.5.1 Guests of staff members or of students shall be supplied with meals only after due notice and on payment. The necessary control in this regard shall be exercised by the warden.

6.5.2 Meals shall be supplied to students only on production of their student cards. In every case the meal shall be booked by computer not less than two days in advance. A student who has not so booked may be permitted to take a meal at double the normal charge, provided food is available after all pre-booked meals have been served.

6.5.3 When registering at the beginning of the year, every student in residence shall select a meals quota of his own choice.

6.5.4 Parties and special functions shall be permitted only at the personal expense of the individuals concerned. The necessary control in this regard shall be exercised by the warden.

6.5.5 Alcoholic beverages shall not be permitted in University residences, except at approved venues during such functions as have been approved by the house committee in consultation with the resident/visiting warden.

6.5.6 The times for meals shall be as arranged by the warden in consultation with the house committee.

6.5.7 Since food is prepared in bulk in University residences, no student shall be entitled to a special diet.

7. ACCOMMODATION IN PRIVATE LODGINGS

7.1 The University is prepared to pass on to (prospective) students whatever addresses of private lodgings it has been furnished with by the owners involved, but any arrangements about accommodation shall be made with each owner direct.

7.2 In terms of a resolution by Council of the University, every student in private lodgings shall become a member of the Private Students' Organisation and pay the membership fee. At present the Private Students' Organisation consists of seven wards. They are Aristeia, Aurora, Huis Neethling, Libertas, Oude Molen, Pieke and PSO-Tygerberg. Which of these wards a student falls under depends on where his lodgings are situated.

7.3 Students who reside in Academia are viewed as being members of the ward concerned and the fees that are levied will accordingly be paid into the house fund of Academia.

7.4 All students in private lodgings shall be subject to the rules of the University and to the rules of the private students' ward of which they are members.

8. STANDARDS OF CONDUCT

8.1 Students shall at all times conduct themselves in such a way as to uphold the dignity and the good name of the University and of their University residence, and shall avoid all behaviour that could cause offence.

8.2 The University Council reserves the right to amend or repeal existing provisions at any time and to promulgate new provisions at any time. (See also Chapters 1 and 2 of the „Rules for Students of Stellenbosch University’.)

UNIVERSITY EXAMINATIONS

1. GENERAL PROVISIONS

The duration and the scope of the programmes and examinations for the various degrees, certificates and diplomas shall be as prescribed by Council in consultation with Senate. Also see par. 8.2.1 further on in this chapter for the duration of examination questions.

A student registered for a degree, certificate or diploma programme shall not be admitted to the examinations in any particular module of such programme unless he has attended the curriculum prescribed for such module and has during the semester/year satisfactorily performed the work prescribed in such module (see also the chapter on ‚Admission and Registration’, par. 12).

On completion of a curriculum prescribed for a degree or diploma, a student shall, except where there are formal provisions to the contrary, take examinations in all modules of such curriculum.

Examinations for a higher degree in a subject may include questions on the work of the preceding degree.

Honours and Master’s examinations in second-semester and year modules are normally written during the November examinations, but a department is permitted to conduct an examination at the start of the following year, provided that these examinations are completed before the end of January.

Please note: In all tests and examinations, any answer required to be given in writing shall be written in ink.

2. DISCUSSING EXAMINATION ANSWERS WITH MEMBERS OF THE TEACHING STAFF

If a student wishes to learn from his mistakes, he shall be at liberty to discuss his examination answers with the lecturer(s) concerned, provided that:

2.1 A student shall not view his corrected examination script(s) other than in the presence of the lecturer(s) concerned.

2.2 The discussion of such examination script(s) shall take place after the last day that has been set for the submission of final marks and with due allowance for any further arrangements which the department concerned may have made with the approval of the relevant faculty board.

2.3 Students in the Faculty of Medicine and Health Sciences, if they are subject to reassessment, shall complete their reassessment before such discussion can take place.

2.4 Any request for such discussion shall be made within one month after the official confirmation of the examination results in question by the Vice-Rector (Learning and Teaching).

2.5 The opportunity to discuss examination results with the lecturer(s) concerned is not intended as an opportunity for the re-evaluation of the examination mark received.

2.6 Also see par. 8.2.8 further on in this chapter for information on the discussion of the first examination.

3. RE-EVALUATION OF EXAMINATION SCRIPTS

Students are strongly advised first to work through their scripts with the lecturer(s) before applying for re-evaluation. A student who fails an examination in a module may, upon payment of a deposit of R600, make written application to the Registrar for a re-evaluation of the examination script concerned, subject to the provisions outlined below.

3.1 General provisions

3.1.1 Applications, accompanied by the above-mentioned deposit, shall reach the Registrar by Friday of the first week of classes in the second semester with regard to the June examinations, and by Friday of the first week of classes in the first semester with regard to the November examinations. However, these dates do not apply to the Faculty of Medicine and Health Sciences, which faculty's students shall receive programme-specific deadlines each year.

3.1.2 No application shall be considered for the re-evaluation of practical subjects or any modules that have been subject to external examiners or moderators.

3.1.3 In the case of modules that are evaluated by means of continuous assessment or flexible assessment, no re-evaluation of test scripts and other assignments for assessment shall be considered. See par. 8.4.11.2 later in this chapter for the recalculation of the final mark.

3.1.4 Students who write and fail a dean's concession examination shall not be entitled to the re-evaluation of the examination script.

3.2 Internal re-evaluation

3.2.1 Firstly, the re-evaluation is undertaken by the internal examiner.

3.2.2 The relevant departmental/divisional/module chair shall arrange for the re-evaluation with the internal examiner concerned, after such chair has made certain that no calculation errors had been made in determining the mark allocated to the examination script.

3.2.3 The department must provide the written result of the re-evaluation to the Office of the Registrar, normally within one week of receiving the request for re-evaluation.

3.3 External re-evaluation

3.3.1 Should the internal examiner stand by the initial examination result (i.e. if the student still fails following internal re-evaluation), the examination script(s) shall be re-evaluated by one competent external examiner.

3.3.2 Should a student's examination script(s) qualify for external re-evaluation in terms of 3.3.1 above, the Registrar shall obtain the name of one available external examiner for the relevant module, in consultation with the programme coordinator or departmental chair concerned.

3.3.3 The Registrar shall provide the external examiner with the relevant examination script(s), the examination paper and, where possible, the memorandum/scoring schedule, as well as a copy of these provisions. With the necessary security measures in place, these documents could be sent in hard copy or electronic format. In an accompanying letter, the Registrar shall request the following from the external examiner:

3.3.3.1 That he re-evaluates the script(s) and allocates a mark in accordance with the memorandum.

3.3.3.2 That, should the external examiner's mark differ from the initial mark, he clearly outlines in writing the method used to obtain the new mark, explaining where and why he differs with the internal examiners.

3.3.4 The external examiner shall be requested to inform the Registrar in writing of the result of the re-evaluation within a reasonable period.

3.3.5 No external re-evaluation of an examination script shall be permitted with a view to admission to the second round of examinations/re-examination.

3.4 Dispute resolution

3.4.1 In case of a significant difference of opinion between the examiners concerned (to such an extent that it remains unresolved whether the student has passed or failed), the programme coordinator or departmental chair shall call an extraordinary meeting with the dean and a senior academic staff member appointed by the dean, as well as the relevant examination committee in the case of the Faculty of Medicine and Health Sciences. This ad hoc committee, chaired by the dean, shall take a final and binding decision.

3.5 Condonation of final mark

3.5.1 Save for the scenarios described in 3.4 above, the final mark achieved by the student (including condonation of the mark) shall be determined and confirmed by the dean, in consultation with the relevant programme coordinator or departmental chair.

3.6 Notification of the lecturer(s) concerned

3.6.1 The relevant departmental chair or programme coordinator shall inform the lecturer(s) concerned of the final result of the re-evaluation process.

4. REGISTRATION FOR EXAMINATION PURPOSES ONLY

4.1 Undergraduate students may register for examination purposes solely if they have not registered for any SU modules and have been permitted to follow a module(s) of another university for the purpose of obtaining a qualification at SU.

4.2 Postgraduate students shall not be allowed to register for examination purposes solely. They shall register as full students, provided, however, that they may be granted exemption from tuition fees under certain circumstances.

5. RECOGNITION OF OTHER UNIVERSITIES' EXAMINATIONS

Modules passed by a student at another university may be recognised by the University subject to certain conditions as determined by individual faculties. Every application for such recognition shall be considered on its own merits. Subject to the foregoing provisions, any candidate for a degree, diploma or certificate of this University shall be allowed to have obtained at another university at most half of the credit points prescribed for such proposed qualification, provided that all final-year modules shall be passed at this University (see par. 7.1.3 in the chapter on Admission and Registration for an exception to this rule).

6. RECOGNITION OF MODULES: SECOND DEGREE

A student who has previously obtained a degree at Stellenbosch University and now wishes to register for a second undergraduate degree may apply for recognition of the modules of the first degree in place of those of the second degree, provided that not less than one-half of the credit points of the second degree, including the credit points of a complete new component of major subjects/final-year subjects, shall be taken and passed at SU.

7. RULES FOR STUDENT CONDUCT AT TESTS AND EXAMINATIONS

7.1 Candidates are not permitted to communicate with each other in test or examination rooms.

7.2 Examination aids (including blank paper, books, written material and electronic apparatus, excluding cell phones, which must be switched off) are not permitted in test or examination rooms, except where the use of specific items is expressly permitted or prescribed.

7.3 Candidates are not permitted to read or copy any answer or part of any answer that another candidate has written in his examination answer book or on his question paper.

7.4 The removal of parts of examination answer books is not permitted.

7.5 The front page of every examination answer book used shall be completed in full and all the instructions on the back of the answer book shall be properly read.

7.6 If more than one answer book is used, the second and subsequent books shall be placed inside the first book when handing it in.

7.7 Every answer book issued to a candidate shall be handed to an invigilator by that candidate before leaving the examination room.

7.8 No extra time shall be granted to a candidate who arrives late.

7.9 Candidates are not permitted to leave the examination room during the first 45 minutes of a test or examination session. Candidates who arrive more than 45 minutes after the start of the test or examination will not be allowed to enter the test or examination room.

7.10 Read the instructions on your question paper.

7.11 All written test and examination answers must be written in ink.

7.12 Each student must show his photo identity card (student card), or identity document or driver's licence if the student card is temporarily not available, on entry into the venue.

8. PROVISIONS RELATING TO EXAMINATIONS AND PROMOTION

In addition to the requirements set out below, certain programmes are subject to additional requirements. Such further requirements are as set out in the relevant faculty's Part of the Calendar.

8.1 Definitions

8.1.1 Subject

A subject is a discrete discipline or field of learning, e.g. Anatomy, Applied Mathematics, Economics, General Linguistics, Microbiology, Philosophy or Zoology.

8.1.2 Module

A module is a set of lectures, seminars, practicals, etc. covering a particular area within a subject and constituting a unit for performance and credit purposes.

8.1.3 Degree, certificate or diploma programme

A degree, certificate or diploma programme is the combination of modules (curriculum) prescribed for some specific degree, diploma or certificate.

8.1.4 Semester module

A semester module is a module that constitutes a unit and that extends over one semester, irrespective of its lecture load or credit value.

8.1.5 Year module

A year module is a module that constitutes a unit and that extends over two semesters in one academic year, irrespective of its lecture load or credit value.

8.1.6 Extended module

An extended module is a module that constitutes a unit and extends over more than one academic year, irrespective of its lecture load or credit value.

8.1.7 Attendance module

An attendance module is a module where the sole requirement is satisfactory attendance of classes/lectures.

8.1.8 Class mark

In modules in which an examination is required, a class mark is allocated. In the determination of a student's class mark in any module, account shall be taken of his class attendance and class work, tests, tasks, assignments and practical work (where appropriate) done by him in such module. The manner in which class marks are determined shall be made known to the students at the start of the respective semester or year by means of the module framework.

In modules in which the class mark also counts as the final mark, the rules for the determination of such mark shall be the same as for the class mark above.

8.1.9 Examination mark

A student's performance in an examination is represented by an examination mark. In exceptional cases an assessment that was done prior to the examination, for instance an assessment of a test conducted in a computer users' area, may be incorporated in the examination mark. Where any such assessment is thus to be reckoned in, the weighting thereof relative to the mark obtained in the examination shall be made known to the students at the start of the respective semester or year by means of the module framework.

8.1.10 Final mark

A student's overall, final performance in a module is represented by a final mark (Afrikaans: „prestasiepunt”). In the determination of any final mark, account is taken of the class mark and examination mark in accordance with a fixed formula. The formula used for a particular module shall be subject to the rules laid down in par. 8.3.3 further on in this chapter and shall be made known to the students at the start of the respective semester or year by means of the module framework. Only the final mark will be used to determine whether a student passes a module (with or without distinction), fails a module, obtains bursaries, etc.

See par. 8.1.8 above for modules in which the class mark also counts as the final mark.

8.1.11 Progress mark

A progress mark is the mark allocated in a year module at the end of the first semester on the basis of the student's performance in tests, tasks and other assignments up to June of the year concerned.

8.1.12 Dean's concession examination

If, subsequent to his/her last examination, a final-year student is less than 33 credits short for a degree/diploma/certificate, and he has obtained a final mark in the relevant module(s) during the academic year (unless other rules in this regard have been approved for a particular faculty), a dean could request the department(s) concerned to grant the relevant student (a) special examination(s) (dean's concession examination). (Also see par. 3.1.4 under "Re-evaluation of examination scripts").

Subject to the rules stated above, every faculty shall have the right to make faculty-specific rules with regard to dean's concession examinations, and these are usually explained in the faculty calendar concerned.

An amount of R660 is payable when a dean's concession examination is granted. The amount must be paid at the cashiers in Block A of the Central Administration Building as soon as possible. The named amount is also

payable should a department grant a postgraduate student a special exam in a postgraduate submodule.

8.1.13 *Prerequisite pass module*

A prerequisite pass module is a module in which a candidate has to obtain a pass mark before he is permitted to proceed to the module(s) for which this module is prescribed.

8.1.14 *Prerequisite module*

A prerequisite module is a module in which a candidate has to attain a class mark of not less than 40 before he is permitted to proceed to the module(s) for which it is prescribed, except in modules examined by continuous assessment, for which a final mark of 40 is a prerequisite. Without a pass in such prerequisite module, the candidate does not qualify for the award of the degree, certificate or diploma concerned.

If a candidate has once obtained a mark which meets the minimum prescribed as a prerequisite for another module, his compliance with the prerequisite rule shall continue to remain valid.

8.1.15 *Corequisite module*

A corequisite module is a module which a candidate has to take in an earlier semester than, or in the same semester as, the module for which it is prescribed. Without a pass in such corequisite module, the candidate does not qualify for the award of the degree, certificate or diploma concerned.

8.1.16 *A module in arrears*

A module in arrears is a module that forms part of a student's approved, compulsory degree, diploma or certificate curriculum that has not yet been passed.

8.1.17 *Extra module*

An extra module is a module which does not form a prescribed part of a student's degree, certificate or diploma programme, nor is it a corequisite module for prescribed modules or a prerequisite pass module or prerequisite module for continuing with prescribed modules in the next semester or year of study of such degree, diploma or certificate programme.

Any module prescribed for a degree, certificate or diploma that is being taken as an extra module is subject to exactly the same provisions as those for prescribed modules taken for the purpose of obtaining a degree, certificate or diploma.

See also par. 8.3.9 and 8.3.10 later in this chapter.

8.1.18 Continuous assessment

The continuous assessment of students is a process by which their lecturers arrive at the students' final marks for the semester module or year module concerned. Each student's work is systematically assessed on successive occasions during the semester or year. Students are allocated their (definitive) final marks for the module without having to take a formal University examination at the end of the module.

See also par. 8.4 later in this chapter.

8.1.19 Flexible assessment

Flexible assessment (in terms of the determination of a final mark) is a process by which a student's work in a semester- or year-module is systematically assessed and weighed through consecutive opportunities during the course of the semester/year using a variety of assessment methods e.g. assignments, tests, portfolios, orals, laboratory investigations, seminars, tutorials, project reports etc. (depending on the specific requirements and outcomes of the module). A final mark is awarded without concluding the study period with a formal university examination. Also see par 8.5 further on in this chapter.

8.2 Examinations

NB: Specific provisions for Honours and Master's examinations are presented in par. 8.2.18 below.

8.2.1 The University makes provision for only two examinations of equal value with a duration of 1 to 3 hours per examination, or longer if so approved by Senate upon sufficient motivation, on completion of each module for which an examination is required.

8.2.2 The two examinations in first-semester modules are scheduled for the end of the first semester and are known as the first examination in June and the second examination in June. The first examination in June will usually start before the end of May and will be followed immediately by the second examination in June (see Almanac near the front of this Calendar for the dates).

8.2.3 The two examinations in second-semester and year modules will be scheduled for the end of the second semester and are known as the first examination in November and the second examination in November. The first examination in November will usually start before the end of October and will be followed immediately by the second examination in November, which will end early in December (see Almanac near the front of this Calendar for the dates).

Please note: **Final-year students** who utilise and pass the re-examination in November for whichever reason will receive the relevant qualification during the graduation ceremonies in March of the following year.

8.2.4 All students who obtain admission to the examination (see par. 8.2.7 for examination admission) in a module are free to choose whether they want to write the first or the second examination in a module, provided that the decision to write the first examination is irreversible once the student has reported for the first examination. A student who becomes ill while writing the first examination in a module shall complete the examination session. It therefore is advisable that, if a student is ill before the first examination in a module, he should strongly consider rather writing the second examination in the module.

8.2.5 No further rounds of examination in a module, with the exception of a dean's concession examination (see par. 8.1.12 further on in this chapter), will be granted after the second examination, no matter what the reason why the examination could not be written.

8.2.6 In cases in which the examination in a module consists of more than one examination paper, all papers should be written during the same round of examinations. If one question paper for a module, in cases in which the examination consists of more than one question paper, could not be written during the examinations for whatever reason, and the student concerned does not pass the module according to the normal formula for the calculation of the final mark, the examination mark(s) for the examination paper(s) that could be written shall lapse and all question papers of the particular module must be written during the second examination. In this case, admission to the second examination will only be granted if an (average) examination mark of at least 50% was obtained in the question paper(s) that was(were) in fact completed during the first examination.

8.2.7 No student shall be admitted to either of the two examinations in a module unless he has obtained a class mark of at least 40. This rule is subject to the provision that a class mark in any module shall be obtained before the examination in such module, and further that no student shall be refused admission to an examination in a module for which his class mark has been determined on the basis of a single testing.

8.2.8 A student who does not pass a module in the first examination, but who obtains a calculated final mark of at least 40 - as calculated as in par. 8.3.3.2 and before the application of par. 8.3.3.7 to 8.3.3.9 - shall be permitted to write the second examination in the module also. (Before the second round of examinations in a module, such students shall be allowed to discuss their first examination - but not the examination paper - with the lecturer in order to learn from their mistakes.)

8.2.9 Students who experience clashes on examination timetables during the second examination are accommodated by the Examinations Section in that arrangements will be made for the clashing examinations to be written one immediately after the other during the second examination and under supervision as arranged by the Examinations Section.

8.2.10 The fact that the examinations system allows clashing modules to be taken does not grant any student the right to be accommodated with regard to clashes on the class and/or test timetables.

8.2.11 The notices to candidates - who failed (a) module(s) in the examination with (a) final mark(s) of at least 40 - granting admission to the second examination take place in the department by way of a written notice on a specified notice board and electronically (for example on Webstudies), on condition that:

8.2.11.1 The notice is placed as soon as possible during the first examinations in June and November respectively, but at least five examination days (Monday to Saturday could as examination days) before the second examination day for the module concerned, unless motivated permission has been obtained from the dean concerned for a shorter notice period. This deviation shall be communicated to the student concerned in the first two weeks after the start of a module. The best way of communicate to students the results of the first examination – and to thus communicate which students gain admission to the second examination – is to complete the list of final marks for a particular module on the University's central computer system. This way students have immediate access to exam results.

Please note: All final marks for the first examination in November shall, however, be submitted on the Tuesday as stipulated in the Almanac near the front of this Calendar for the execution of the further processes with a view to the graduation ceremonies in December. (This provision therefore overrides the rule with regard to five examination days mentioned above in relation to the second round of examinations that are scheduled for after the Tuesday concerned.)

8.2.11.2 The notice is only placed on normal work days (Monday to Friday).

8.2.11.3 If there are no candidates in a module who have obtained admission to the second examination in terms of par. 8.2.8, a notice to this effect should also be posted.

8.2.12 Internally and externally moderated final marks for the two examinations in June must be submitted no later than the last Friday before the start of classes for the second semester (see Almanac near the front of this book).

8.2.13 Internally and externally moderated final marks for the first examination in November must be submitted no later than on the Tuesday concerned of November, as stipulated in the Almanac near the front of this book, with a view to the graduation ceremonies in December.

8.2.14 Internally moderated final marks for non-final-year modules of the second examination in November must be submitted no later than on the first Tuesday after the conclusion of the examination period (see Almanac near the front of this book).

8.2.15 Externally moderated final marks for exit-level modules of the second examination in November must be submitted no later than on the second Friday in January of the following year.

8.2.16 The above-mentioned examinations policy is not applicable to the Faculty of Medicine and Health Sciences in all instances. Consult the University Calendar Part 12 (Faculty of Medicine and Health Sciences) for more details in this regard.

8.2.17 For students who follow programmes via interactive telematic education, the first examination in a module will be a compulsory examination and the second examination will be a re-examination. Furthermore, the re-examinations of the June examination will take place after the first examination in November (in August for Nursing), and the re-examinations of the November examination will take place in January of the following year. The dates for the submission of the moderated final marks will be arranged with the relevant departments by the division for Interactive Telematic Services in consultation with the Student Information System Support Section.

8.2.18 Honours and Master's examinations in second-semester and year modules are normally written during the November examinations, but a department is permitted to conduct an examination at the start of the following year, provided that it is completed before the end of January.

8.3 General rules and rules for promotion for examinations in undergraduate programmes

8.3.1 Records of class marks, examination marks and final marks

A full record of class marks, examination marks and final marks for each module presented by it shall be kept in every academic department. The students' class marks are made known to them by every department before the start of the examinations. All class marks and final marks shall be entered into the central computer system of the University, with the exception of marks for modules in which the class mark also counts as the final mark, in

which case only the final mark will be entered into the central computer system. A student's final mark shall be the sole basis for determining whether he has passed a module (with or without distinction) or has failed it, is granted any bursaries, etc. The class mark may be used for admission to the examination, in connection with prerequisites and in certain cases also for admission to University residences.

8.3.2 Admission to the examinations

8.3.2.1 Except in the case of modules for which no class mark is required, no student shall be admitted to either of the two examinations in a module unless he has obtained a class mark of at least 40. This rule is subject to the provision that a class mark in any module shall be obtained before the first examination in such module, and further that no student shall be refused admission to an examination in a module for which his class mark has been determined on the basis of a single testing.

8.3.2.2 A student who writes the first examination for a module, and fails, but who obtains a calculated final mark of at least 40 (calculated as in par. 8.3.3.2 and before the application of par. 8.3.3.7 - 8.3.3.9), shall be permitted to write the second round of examinations as well.

8.3.2.3 If the first examination in a module could not be written because of illness or for any other reason, the second examination in the module may be used without the need to obtain permission, but then as the first and only further round of examinations in the module.

8.3.3 Allocation of final marks

Except in any module taught by continuous assessment or flexible assessment, and except in cases where only a final mark applies, a student's final mark for a module (0-100) shall be calculated on the joint basis of the class mark (0-100), which shall be based upon assessment done during the term of such module, and the examination mark (0-100), which shall represent the student's performance in the first examination and/or, where appropriate, the second examination for such module, subject to the following provisions:

8.3.3.1 In a module for which no final examination is prescribed, in other words in which continuous assessment or flexible assessment is used, as well as in a module for which the class mark counts as final mark, only a final mark shall be required.

8.3.3.2 In the calculation of a student's final mark, his class mark and his examination mark shall normally be combined in the ratio of 40 to 60 for semester modules and 50 to 50 for year modules and extended modules. The ratio between the class mark and the examination mark in the calculation of the

final mark may be adjusted by a faculty, subject to the approval of the faculty board and subject to the restriction that neither of the two component marks is to make up less than 40% of the final mark, provided that the department concerned shall make such ratio known to the students at the start of the respective semester or year by means of the module framework.

8.3.3.3 A final mark of lower than 50 may not be awarded if the examination mark in the first examination or the second examination is 50 or higher.

8.3.3.4 Where a student has written only the first examination, his examination mark shall be the mark obtained in the examination in question.

8.3.3.5 Where a student has written both the first examination and the second examination for a module, the examination mark shall be the mark obtained in the second examination. Subject to par. 8.3.3.3, the final mark allocated after the second examination shall not, however, be less than the final mark allocated after the first examination. It may also not be higher than 50. For a student who wrote only the second exam, the terms of paragraphs 8.3.3.2 and 8.3.3.3 apply for calculating the final mark.

8.3.3.6 Where a student is entitled after the first examination to write the second examination also, but does not present himself therefore, the final mark allocated to him after the first examination shall count as the final mark for the module.

8.3.3.7 Final marks shall be allocated in terms of an integer. Final marks between 35 and 50 shall be allocated in multiples of five. Departments are at liberty to allocate final marks below 35 or over 50 in multiples of five at their discretion. Also note the important provision in par. 8.3.2.2 above.

8.3.3.8 A final mark of less than 50 shall be allocated if a student, in the examination, obtains an examination mark of less than 40. Also note the important provision in par. 8.3.2.2 above.

8.3.3.9 A final mark of less than 40 shall be allocated if a student obtains an examination mark of less than 30 in the examination. Also note the important provision in par. 8.3.2.2 above.

8.3.3.10 Departments shall exercise particular care in determining the final mark in any instance that involves the borderline between a pass and a pass with distinction.

8.3.3.11 If there is any doubt whether a student shall pass a module with distinction or not, the department concerned may offer the student an opportunity to undergo an ancillary oral examination in the module in question. The oral examination shall be conducted only after the student has completed all his examinations of the round of examinations concerned. In accordance with University regulations, the above-mentioned oral

examination shall be conducted without exception by not less than two examiners.

8.3.4 Passing a module

In order to pass a module, a student shall obtain in such module a final mark of not less than 50.

8.3.5 Passing a module with distinction

In order to pass a module with distinction, a student shall obtain in such module a final mark of 75 or more.

8.3.6 Modules in which the class mark also counts as final mark

In the case of a module (including a continuation module in the Faculty of Medicine and Health Sciences) where the class mark also counts as final mark, a student shall obtain a class mark of 50 or more to pass the module, and the class mark shall count as the final mark.

8.3.7 Improvement of class mark which counts as final mark

8.3.7.1 For modules where the class mark also counts as the final mark, such final marks shall be submitted together with the final marks of examination modules.

8.3.7.2 In the case of any module where the class mark also counts as the final mark, a student shall be allowed until the end of January to improve his class mark, which therefore shall result in the consequent improvement of his final mark.

8.3.7.3 On similar modules in the Faculty of Engineering, please see Part 11 (Faculty of Engineering) of the University Calendar.

8.3.8 Repeating a module

8.3.8.1 Where a student:

8.3.8.1.1 does not qualify for admission to an examination or presents himself for neither of the examinations, his class mark shall fall away and he shall be allocated a final mark of zero for the module concerned; or

8.3.8.1.2 passes a module in neither of the examinations, his class mark shall fall away.

8.3.8.2 In either of the above-said events, the student shall be required to repeat the attendance of all lectures and practicals of the module concerned as if attending it for the first time, provided that a department shall be at liberty to grant exemption from any attendance or other requirements. When exercising such liberty, a department shall communicate to the student in writing the concession(s) being made to him.

Please note: Such exemption from attendance or other requirements of a module does not in any way exempt the candidate from the requirement of registering for the module as a full-time student.

8.3.9 Examinations in extra modules

Examinations in extra modules shall be written during the normal examination periods.

8.3.10 Restrictions on the registration for prescribed programme modules

In the best interests of the academic success of undergraduate students, no student shall be permitted to register for a credit load of more than 1,5 HEMIS credits in a given academic year. Expressed as module credits, this means that no undergraduate student shall be permitted to register for more than the equivalent of 1,5 years of the module credits for his study programme in a specific year.

8.3.11 Restrictions on the registration for extra modules

The following restrictive provisions shall apply to the taking of extra modules (in the sense of „extra modules’ defined in paragraph 8.1.17 above):

8.3.11.1 Where a student has a full credit load in terms of the degree, certificate or diploma programme for which he registers, he may be permitted to register for extra modules with a view to obtaining additional credits, provided that, if the programme so registered for is a structured programme, for instance in the Faculties of Education, Medicine and Health Sciences, Law or Theology, or is the final year of study of the programme for either the BA or the BComm (Law) and BAccLLB degree, such student shall by application in writing to the appropriate faculty board obtain permission to take the extra module(s) proposed.

8.3.11.2 Where a student registers for fewer credits than the normal year credit load for his degree, certificate or diploma programme, he may register for extra modules up to an overall number of credits not exceeding the said normal number of year credits for his degree, certificate or diploma programme, subject to the provisions of par. 8.3.11.1 above.

8.3.11.3 Where a student registers for more credits than the normal year credit load for the relevant year of study of his degree, diploma or certificate programme on account of being in arrears with one or more modules, he shall not be permitted to take any extra modules.

8.3.12 Taking more than one year of study in a subject concurrently

8.3.12.1 Undergraduate students

Undergraduate students shall be permitted to take more than one year of study concurrently, provided that -

8.3.12.1.1 all prerequisite pass, prerequisite and corequisite requirements for the module(s) concerned are met;

8.3.12.1.2 the class and test timetables allow the modules concerned to be taken concurrently; and

8.3.12.1.3 the minimum residence requirements for the programme concerned are met.

8.3.12.2 Special students

Special students may take more than one year of study of an undergraduate subject concurrently, provided that the rules of the faculty board concerned are adhered to and the department concerned approves. See also par. 5.5 in the chapter “Admission and Registration”.

8.3.12.3 Postgraduate students

Postgraduate students may take more than one year of study of an undergraduate subject concurrently, provided that the rules of the faculty board concerned are adhered to and the department or programme committee concerned approves.

8.3.13 Obtaining a degree, certificate or diploma

For the purpose of determining whether a student is to be awarded a degree, certificate or diploma, the student must comply with the residential and class attendance requirements and pass all the modules that form part of the curriculum of the relevant degree, certificate or diploma programme.

8.3.14 Obtaining a degree, certificate or diploma with distinction

8.3.14.1 For the purpose of determining whether a student is to be awarded a degree, certificate or diploma with distinction (cum laude), the student’s aggregate (P) over the normal duration of the programme shall be calculated in accordance with the following formula:

$$P = [A(1) + A(2) + \dots + A(n)]/n$$

where n represents the number of years of study prescribed as the normal duration of the instructional programme concerned and the series $A(1)$, $A(2)$... $A(n)$ represents the respective weighted averages (the calculations being done with the credit values of modules) of the various sets of final marks of

all the prescribed modules obtained by the candidate for the first, second and *n*th such year of study.

8.3.14.2 Except in the instances mentioned hereafter, a student shall obtain a degree, certificate or diploma with distinction if:

8.3.14.2.1 the value of P is not less than 75 and

8.3.14.2.2 the value of A(n) is not less than 75.

8.3.14.3 A student in the Faculty of AgriSciences shall obtain a degree with distinction if:

8.3.14.3.1 the value of P is not less than 75 and

8.3.14.3.2 the average of the various final marks for the respective major subjects, regardless of the year of study in which they have been taken, is not less than 75.

8.3.14.4 For the postgraduate LLB degree, only the marks for those modules that are prescribed for LLB II and LLB III shall be taken into account in the calculation of a pass with distinction, and the weighted minimum average required shall be 75%.

8.3.14.5 A weighted average for the year of between 74,5% and 75% is automatically rounded up to 75% (although not by the computer), provided that such cases will always be dealt with in consultation with the dean concerned.

8.3.14.6 In the case of degrees of Bachelor Honours and of Master's degrees (excepting MMed and MFamMed), a student shall be awarded the degree with distinction if he obtains a final mark of not less than 75 for the core/anchor/programme module.

8.3.14.7 In the case of the MMed degree, a student shall pass with distinction if he obtains a final mark of not less than 75 in his major subject.

8.3.14.8 In the case of the BEdHons degree, a student shall pass with distinction if he obtains a weighted average final mark of not less than 75 and a final mark of not less than 75 in at least four of the seven modules.

8.3.14.9 In the case of the Postgraduate Certificate in Education (PGCE), the following modular weights shall be used in the calculation of passes with distinction:

8.3.14.9.1

Curriculum Studies 774(12)	0,08
Learning and Learning Support 774(12)	0,08
Philosophy of Education 774(12)	0,08
Education Management, Leadership and Management 774(12)	0,08
Teaching and Learning 775(26)	0,19

Diversity and Inclusivity 774(12)	0,08
Curriculum Studies (field of specialisation 1) 774(12)	0,08
Curriculum Studies (field of specialisation 2) 774(12)	0,08
Introduction to Education Research 772(8)	0,07
Afrikaans Medium 772(6) plus	0,06
English Medium 772(6) or	0,06
Multilingual Teaching 774(12) (instead of Afr and Eng above)	0,12
Computer Use (Ed) 774(6)	0,06
Total	1,00

8.3.14.9.2 In the case of the Postgraduate Certificate in Education (PGCE), a student shall pass with distinction if, in addition to complying with all the prescribed requirements, he has obtained a final mark of not less than 70 in Teaching Practice 775(26).

8.3.14.10 Attendance modules shall not be taken into account in the calculation of passes with distinction.

8.3.14.11 A Doctorate (the degree of Doctor) shall not be awarded with distinction.

8.4 Rules relating to continuous assessment of modules

The provisions of paragraphs 8.3.4 and 8.3.5 above are applicable to all modules that are subject to continuous assessment.

In addition, the following provisions relate to continuous assessment as a process of determining a student's final mark for a module:

8.4.1 No formal class mark shall be awarded. On the prescribed date for the submission of final marks, a final mark alone shall be entered into the central computer system of the University.

8.4.2 The final mark shall be based on the following: assessment of a student's work on various occasions, spread throughout the semester(s), by means of, for example, assignments, tests, laboratory investigations, seminars and tutorials, depending on the requirements specific to the module. A final mark of less than 50 may be awarded to a student who does not complete a predetermined number of tests/assignments for a module that is subject to continuous assessment.

8.4.3 All opportunities for assessment shall be subject to the following rules:

Contribution of single opportunity for assessment to final mark:

Semester modules: no more than 25%, or no more than 50% in the case of a semester module of which the classes are concluded within a term, as defined in par. 8.4.9.

Year modules: no more than 12%, except for the final assessment, which may contribute a maximum of 25%.

These rules imply that there should be at least 4 (four) assessments for semester modules, or at least 2 (two) assessments per term in cases where the provisions of par. 8.4.9 apply, and at least 8 (eight) assessment for year modules.

8.4.4 Each student shall be kept regularly informed about his progress.

8.4.5 Students shall receive the result of the first assessment within 5 (five) weeks after the start of the module.

8.4.6 Any department wishing to make use of a system of continuous assessment shall, by means of a report via its faculty board, fully apprise Senate of the basis on which such department proposes to calculate the final mark(s) concerned. (The Executive Committee of Senate may refer the said report back to the department if in its opinion the proposed basis of calculation is inadequate.)

8.4.7 The method of calculating their final marks shall be communicated to students in writing at the start of the semester by means of the module framework.

8.4.8 The official first examination period shall, subject to par. 8.4.9 below, always be used for an assessment.

8.4.9 Where the classes for a semester module that is examined by continuous assessment are concluded in the first of the two terms of the semester concerned, the final assessment may be scheduled to take place shortly after the conclusion of such classes. This rule is subject to the provisions of the relevant mid-semester test programme. The existing system of test and examination timetables shall remain in operation, provided that supplementary tests for the purpose of continuous assessment shall be conducted during formal contact occasions only.

8.4.10 The lectures in undergraduate modules taught by continuous assessment shall cease on the same date as the University's formal lectures.

8.4.11 In modules taught by continuous assessment, there shall be:

8.4.11.1 no assessments during the second examinations in June and November/December; and

8.4.11.2 no external re-marks. Students who believe that their final mark has been calculated incorrectly shall be allowed, on payment of a deposit of R40, to apply to the Registrar in writing for a thorough recalculation of their final mark in the relevant module by the department concerned. Applications accompanied by the above-mentioned deposit shall reach the Registrar no

later than the Friday of the first week of classes of the semester following the particular examination period.

8.5 Rules with respect to flexible assessment of modules

At the start of 2012, Stellenbosch University launched a pilot project, in which certain modules make use of flexible assessment. As this is a pilot project, flexible assessment is not yet indicated in all the faculty Calendar parts as assessment option. Flexible assessment may therefore be used in some modules in contrast to what is indicated in the faculty Calendar parts concerned. In all such cases, the faculty concerned shall obtain permission beforehand, the assessment method, including how the final mark is to be calculated, shall be indicated in the module framework or study guide of the module concerned, and the rules with respect to flexible assessment as set out below shall be followed.

The stipulations of paragraphs 8.3.4 and 8.3.5 above apply to modules that use flexible assessment. In addition, the following rules for flexible assessment in modules apply for the purposes of determining a final mark:

8.5.1 No formal class mark is obtained. Only a final mark is entered into the University's central computer systems on the prescribed submission date for final marks.

8.5.2 The final mark is based on assessment of students' work during various assessment opportunities, distributed over the semester(s) of the module, and by means of more than one assessment method, for example an assignment, test, portfolio, oral, laboratory investigation, seminar, tutorial, project report, etc., depending on the requirements specific to the module.

8.5.3 A final mark of below 50 may be awarded to students who have not participated in the predetermined number of assessment opportunities.

8.5.4 A final mark of below 50 may be awarded to students who have failed to meet other requirements as contained in the module framework or study guide, including performance below the minimum level, for certain assessment opportunities.

8.5.5 The ratio or weight of the mark awarded for each of the different assessment opportunities shall be determined beforehand, and students shall be informed of this in the module framework or study guide.

8.5.6 Students should receive regular feedback on their progress.

8.5.7 Students shall receive the results of the first assessment opportunity within five weeks after commencement of the module.

8.5.8 The official first examination period shall always be used for an assessment opportunity.

8.5.9 In terms of the Rules for Internal and External Moderation, assessment tasks and assessment products representing at least 50% of the performance mark shall be moderated.

8.5.10 In modules in which flexible assessment is used there is no external re-evaluation of marks. Students who are of the opinion that their performance marks have been calculated incorrectly can, however, upon payment of a R50 deposit, apply in writing to the Registrar to have their performance mark in the specific module carefully recalculated by the department in question. Applications accompanied by the above-mentioned deposit shall reach the Registrar by no later than the Friday of the first week of classes in the semester following the exam period in question.

8.5.11 To change the method of assessment in a module, application shall be made to the Centre for Teaching and Learning.

8.6 Rules for the reassessment of modules

Certain modules in the Faculty of Medicine and Health Sciences are subject to a system of reassessment. Consult Part 12 of the University Calendar (Faculty of Medicine and Health Sciences) in this regard.

8.7 General rules for Honours and Master's programmes

8.7.1 In the case of Honours and Master's programmes, only a single, weighted final mark, rounded off to an integer, as calculated and awarded by the academic department concerned, shall be entered into the central computer system of the University to determine whether the student fails the programme, passes the programme or passes the programme with distinction, with particular care being exercised in any borderline instances that involve a pass or a pass with distinction. The final marks for all postgraduate modules are entered by the departments into the central computer system of the University and contribute proportionally, in terms of the credit weighting, to the single, weighted final mark for the programme. In order to obtain an overall pass mark for a postgraduate programme, all submodules of the programme concerned must be passed, i.e. a final mark of at least 50 must be achieved in each.

8.7.2 Honours and Master's examinations in modules of the second semester and in year modules shall as a rule be conducted during the November examinations, but departments shall be at liberty to conduct an examination at the start of the next year, provided that such examination shall be complete before the end of January.

8.8 Extra time for writing tests and examinations

Applications from individual students to be allowed extra time to write tests and examinations should be submitted well in advance to the Centre for Student Counselling and Development, preferably as early as during the first year of study of the student, although in all cases, with a view to the examinations, before 1 May for the June examinations and before 1 October for the November examinations. The requirement is that substantiating documentation accompany the application.

8.9 Scheduling of tests

Normally, no centrally scheduled test dates will be allocated to undergraduate modules in the final two weeks of a semester, with the exception of cases where it unavoidably becomes necessary because of (i) the number of undergraduate modules in a faculty, (ii) the placement of public holidays in the calendar of a specific year, (iii) the method of presentation of a specific module, or (iv) other unforeseen circumstances. An effort will be made in these cases, as far as is possible, to at least prevent any centrally scheduled test dates from being allocated to the final week of a semester, unless the method of presentation of a specific module justifies an assessment opportunity being scheduled for the final week and it is feasible.

8.10 Deregistration of modules after early assessment

If a student does not write the early-assessment test in a specific module or makes the necessary arrangements to write such test later, the student's registration for the module will be cancelled by the faculty secretary concerned, on the recommendation of the department concerned. This entails that the module concerned will be removed from the student's student record and that the student will be informed by e-mail only of the deregistration.

HIGHER DEGREES

1. CHANGING FROM ONE SUBJECT/FIELD OF STUDY TO ANOTHER

1.1 General

In the absence of clear provisions or directives in the University Calendar, the following provisions shall apply:

1.1.1 A student who has obtained an Honours degree in a particular subject/field of study may be admitted to a Master's programme in another subject/field of study, provided that he shall for obtaining his first Bachelor's degree have taken such other subject/field of study as a major subject, and provided further that the subject/field of study of the proposed Master's programme shall, in the opinion of the faculty board concerned, be sufficiently closely related to the subject/field of study taken for the said Honours degree. In the case of any change from one field of study to another, due account shall be taken of the presumption that (on the thesis approach) a candidate's studies at the Master's level are to entail greater depth and/or breadth relative to his previous training.

1.1.2 In the case of the Doctorate (the degree of Doctor), the acceptability or otherwise of a change in registration from one subject/field of study to another shall be judged by Senate on an ad hoc basis, provided that it shall be borne in mind to what extent the designation of the degree eventually conferred may be misleading from an employer's point of view, and that every possible effort shall be made to ensure that any Doctorate is awarded to a student in that subject/field of study in which he obtained prior postgraduate degrees.

1.1.3 That, in cases where Master's and doctoral students wish to register for qualifications in a different faculty than that in which they undertook their undergraduate studies, it would be permissible to deviate from the historical convention at the University, namely that students should register for advanced degrees in the faculty in which their earlier qualification(s) was(were) obtained, and that postgraduate students henceforth may register in the faculty of the department that will supervise the study for the advanced degree. Under exceptional circumstances, if motivated and recommended by a faculty board, a student may in fact be permitted by Senate to register for (an) advanced degree(s) in the faculty in which the student's earlier qualification(s) was(were) obtained.

1.2 Conversion from Master's to Doctorate

The following rules shall be applicable to the conversion of a student's registration for a Master's degree to a Doctorate:

That, in deserving cases, and with due regard to the best interests of the student concerned, the conversion of a registration for the degree of Master requiring a thesis into a registration for the Doctorate may be considered and recommended by the board of the relevant faculty, provided that:

1.2.1 the student shall have shown exceptional progress with his research (registration for the Doctorate after not less than one year's registration for the Master's study) and shall have applied for the conversion not later than during the third year of registration for the Master's study;

1.2.2 in the course of the work done for the Master's study concerned there shall have emerged new and original insights which warrant further inquiry at the Doctoral level;

1.2.3 the work done for the Master's study concerned shall have been such that it exceeds the conventional Master's study in scope and justifies further investigation at the Doctoral level;

1.2.4 the results of the work done for the Master's study concerned shall preferably already have been accepted for publication in a learned journal of high quality, although this is not a prerequisite;

1.2.5 the proposal for such conversion shall be initiated by the supervisor, who shall make a request to the departmental chairperson. If the chairperson supports the request, he shall direct the request to the dean. (Where the supervisor is himself the departmental chair, he shall make the request to the dean direct.) The dean shall appoint a committee of three or four members whose subject expertise equips them to judge the request. One of the members shall preferably not be a member of the Stellenbosch University staff. The student, after consultation with the supervisor, shall compile a brief report containing (i) a report of the progress made with the Master's study and (ii) a submission on the proposed Doctoral study, consisting of, among others, a detailed protocol containing full information on the hypothesis(es), literature review, material for and technique of the study, viability and ethical implications of the study. The committee shall consider the report and make a recommendation for consideration by the faculty board;

1.2.6 before the Doctorate may be awarded to the student, he shall have been registered for the degrees of Master and Doctor jointly for a total of not less than three years where the Master's is taken directly after an Honours or a four-year career-oriented Bachelor's, and for a total of not less than four years where the Master's is taken directly after a Bachelor's (while there may still be students registered for such two-year degrees of Master's that are

being phased out), including, in both instances, not less than one year for the Doctorate;

1.2.7 in cases where written examinations are required for the Master's study in question, all such examinations shall have been taken and passed by the student before the Doctorate may be awarded to him;

1.2.8 the conversion shall always only take place at the start of a new academic year, that is to say in February; and

1.2.9 the student's tuition fees shall not be retrospectively adjusted after the conversion.

2. THE DEGREE OF BACHELOR HONOURS

2.1 Statutory requirements

The University may confer a degree of Bachelor Honours upon a student if he has been registered as a student of the University for not less than one year since the primary degree of Bachelor as approved by Senate for such purpose was awarded to him.

2.2 Admission

Every prospective student for the degree of Bachelor Honours shall make application in writing for admission to the required study.

2.3 Further requirements

See the respective faculties' parts of the University Calendar.

3. THE DEGREE OF BACHELOR OF EDUCATION HONOURS (BEdHons)

3.1 Statutory requirements

The University may confer the degree of Bachelor of Education Honours upon a student if, subsequent to his first registration as a matriculated student of the University, such student has completed for such degree a period of attendance of not less than five years, provided that such student shall in addition satisfy one of the requirements stated below:

3.1.1 The degree of Bachelor of Arts or of Science or some other degree accepted by Senate as equivalent thereto, and also an approved diploma or certificate of Education, shall have been awarded to such student not less than one year prior to the aforesaid period of attendance; or

3.1.2 Recognised four-year post-secondary training, including a professional teaching qualification, and the successful completion of supplementary study

in Education, if deemed necessary, provided that candidates shall moreover be subject to selection prior to admission.

3.2 Further requirements

Consult the Calendar part of the Faculty of Education (Part 6 of the University Calendar).

4. THE DEGREE OF BACHELOR OF LAWS (LLB)

4.1 Statutory requirements

The University may confer the degree of Bachelor of Laws upon a student if, subsequent to his first registration as a matriculated student of the University, he has completed for such degree a period of attendance of not less than four years.

4.2 Admission

Every prospective student for the degree of Bachelor of Laws shall make application in writing for admission to the prescribed study. Each such application shall be considered on its merits based on a selection process.

4.3 Further requirements

Consult the Calendar of the Faculty of Law (Part 8 of the University Calendar).

5. THE DEGREE OF MASTER

5.1 Statutory requirements

(Please note: These requirements are based on the new Higher Education Qualifications Framework. However, for some Master's programmes it may be necessary to apply earlier rules for a certain period of time as a bridging measure.)

5.1.1 The University may confer the degree of Master upon a student if he has been registered as a student of the University for the degree concerned for not less than one year since the conferment upon him of a four-year Bachelor's degree at NQF level 8, or of a Bachelor's degree honours, or of a postgraduate diploma, approved by Senate for such purpose; or since his having in some other manner attained a standard of competence in his particular field of study deemed by Senate to be adequate for such purpose, and has met the requirements for a pass for such degree; with the following two exceptions:

5.1.1.1 In the Faculty of Economic and Management Sciences the degree Master of Business Management and Administration may be conferred upon

a student if he has been registered as a student of the University for the degree concerned for not less than two years since conferment upon him of a Bachelor's degree approved by Senate for this purpose; or since having in some other manner attained a standard of competence, in his particular field of study deemed by Senate to be adequate for such purpose, and has met the requirements for a pass for said degree.

5.1.1.2 In the Faculty of Medicine and Health Sciences, the University may confer the degree of Master of Medicine upon a student if -

a period of not less than four or five years (depending upon his major subject) has elapsed since his first registration for the said degree, provided that such first registration shall have taken place -

after a period of not less than two years or one year (depending upon his major subject) had elapsed since the conferment upon him by the University of the degree of Bachelor of Medicine and of Bachelor of Surgery, or since his having obtained some other degree or qualification deemed by Senate to be of an adequate standard; and

after he has registered with the Health Professions Council of South Africa as a medical practitioner;

5.1.2 Complete admission requirements for all Master's programmes are given in the Calendar Part for each faculty.

5.2 Admission

5.2.1 General

Prospective candidates for the degree of Master shall apply in writing for admission to the proposed study.

The University accepts that each prospective student who is in the employ of an organisation other than the University shall, prior to admission to a programme of study for the degree of Master, obtain his employer's permission to register for the said programme of study for the degree of Master.

5.2.2 Publication of theses and research assignments

All registered candidates for the degree of Master are subject to the University's regulations concerning the publication of theses and research assignments (see also 5.10 below).

5.2.3 Consent as to information from external sources

Any person who in his programme of study for the degree of Master intends to make use of information from sources outside the University's control shall, prior to admission to such programme, submit - if the University so

requires - a written statement of the conditions on which the organisation concerned is prepared to permit him to use the said information.

5.2.4 Code of conduct guiding the relationship between supervisor and Master's student conducting research

See par. 7 of this chapter.

5.3 Annual reporting

5.3.1 Candidate's obligation

Any student for the degree of Master shall have an obligation to keep his supervisor informed of how his research is progressing.

5.3.2 Written reports

In cases where the supervisor may deem it necessary (as where sustained contact with the student is not possible), he shall have the right to require one or more written reports, as may be necessary, from the student.

5.3.3 Departmental reports

Departments shall report to the faculty annually on the progress of students engaged in research for degree purposes.

5.3.4 Reminder by the dean

Where a department's annual report shows that a student is not making satisfactory progress, or has failed to report on his progress or lack thereof, the dean shall in a formal letter remind such student of his above-said obligation.

5.4 General provisions for Master's research assignments and Master's theses

The following general rules and requirements apply to Master's research assignments and Master's theses:

5.4.1 The only recognised terminology for thesis/research assignment

The terms „thesis' and „research assignment' shall be the only officially recognised terms for referring to the product of research for Master's studies. In cases where study is prescribed in addition to a treatise and the treatise (including the oral presentation thereon) contributes a weight of 50% or more of the final mark, the treatise shall be referred to as a „thesis' and shall be dealt with as such; in contrast, a treatise shall be referred to as a „research assignment' if it (including the oral presentation thereon) contributes less than 50% of the final mark. The research assignment may not be weighted

less than one third of the Master's studies, and consequently of the final mark.

All these are required to be submitted electronically for forwarding to the JS Gericke Library once they have been examined and before graduation (see par. 5.6 and 5.7 below).

5.4.2 Faculty-specific provisions

Besides the provisions made and the requirements laid down in this Part of the University Calendar, a faculty may have specific provisions and requirements of its own for Master's research assignments and Master's theses. Such further faculty-specific provisions and requirements, if any, are set out in the appropriate faculty's Part of the University Calendar and/or its manual "Guidelines for Postgraduate Training", should a faculty have such a document. Consult the various faculty secretaries in Block A of the Central Administration Building in this regard.

5.4.3 Master's degree subsequent to Honours

The Master's degree subsequent to the Honours degree or postgraduate diploma, of which the minimum period of residence is one year, may be awarded on the basis of a thesis or a research assignment, plus postgraduate modules and, if necessary, such additional study as a particular department may prescribe. See par. 5.6.7 for information on the oral presentation.

5.4.3.1 Master's degree by thesis

In cases where only a thesis is required, and no additional postgraduate submodules, the final mark for the Master's degree shall be determined on the basis of the thesis and of an oral presentation.

5.4.3.2 Master's degree on the basis of additional study and a thesis

In cases where additional study in the form of postgraduate modules and, depending on the situation, possibly also undergraduate modules and/or additional reading/assignments and a thesis are prescribed, the thesis (including the oral presentation thereon) shall amount to a weight of not less than 50% of the final mark.

5.4.3.3 Master's degree on the basis of additional study and an assignment

In cases where additional study in the form of postgraduate modules and, depending on the situation, possibly also undergraduate modules and/or additional reading/assignments and a research assignment are prescribed, the assignment (including the oral presentation thereon) shall amount to a weight of less than 50% of the final mark but to no less than one third of the final mark.

5.5 Supervisor/co-supervisor(s), examiners and moderators

5.5.1 Definitions

5.5.1.1 Internal and external

A person is internal if he is an employee of Stellenbosch University. A person is external if he is not an employee of Stellenbosch University, provided that professors extraordinary and honorary professors of the University do not qualify to be nominated as external examiners, but may be appointed as internal examiners and remunerated as such.

5.5.1.2 Unattached

A person is unattached if he has not been involved in the elaboration of the thesis in question.

5.5.1.3 Examiners and moderators

The examiners are the unattached persons who are involved in the examination of a Master's programme where a thesis (see par. 5.4.1 for the definition of a thesis) is required. (See also par. 5.5.3 in this regard.)

In the case of a Master's programme for which theoretical modules and a research assignment(s) is/are required, the term 'moderators' is used instead of 'examiners', and the nomination of moderators and the assessment of modules and research assignments is done according to the "Rules for Internal and External Moderation", which are available on the website of the Institutional Research and Planning Division. In the case of a Master's programme where theory modules and a thesis are required, the theory modules are assessed by a moderator or moderators and the thesis by examiners.

5.5.1.4 Supervisor's report

The supervisor, and where applicable also the co-supervisor(s), compiles a report in order to provide the assessment panel that has to assess the examiners' reports (see par. 5.6.6) with insight into the course of the process that culminated in the production of the thesis. The following aspects could be included in the report:

- The context in which the study was undertaken;
- The methodological setup according to which the study was undertaken and within which the study should be assessed;
- To what extent the student worked independently;
- Problems experienced by the student with regard to the collection of information;

- Any other aspect that could have implications for the final assessment of and allocation of a mark for the thesis, particularly if a pass with distinction is a possibility.

5.5.2 Supervisor(s) and co-supervisor(s)

When a student is admitted to a Master's programme, the department concerned must appoint a supervisor for the student. The supervisor for a Master's thesis need not be a member of the University's staff, provided that, if he is not, there shall be a co-supervisor who is a member of the University's staff. If the supervisor is a member of the University's staff, either another such member or an external person may be appointed co-supervisor, if a co-supervisor is required for the study.

The supervisor/co-supervisor(s) do not act as examiners of a Master's thesis. They do, however, submit a supervisor's report (see par. 5.5.1.4) and participate in an elucidatory capacity in the discussions of the assessment panel (see par. 5.6.6) and during the oral presentation (see par. 5.6.7).

5.5.3 Examiners

There shall be at least two examiners for a Master's thesis. The examiners shall consist of an unattached internal examiner and an unattached external examiner, or alternatively of two unattached external examiners, if the faculty board finds the latter option acceptable.

The examiners shall be appointed by the faculty board on the recommendation of the department concerned. The names of the examiners shall be submitted, simultaneously and well ahead of time, via the departmental chair in consultation with the internal supervisor or, in the case of an external supervisor, with the internal co-supervisor, to the relevant faculty board for approval. The faculty board reports the appointments to Senate by means of the Communicative Reports, which shall include the name(s) of the supervisor and of the co-supervisor(s), where applicable.

Each examiner submits a report on the thesis as specified in the relevant faculty-specific guidelines for the examiners of Master's theses.

Candidates for the degree of Master shall under no circumstances communicate with the unattached examiners about their theses.

5.6 Examination (excluding MMed)

5.6.1 Number of copies for examination

When candidates present themselves for examination, they shall lodge with their faculty one loose-leaf copy and/or electronic copy, depending on what the individual supervisor(s)/examiners concerned prefer, of their thesis for each of the supervisor/co-supervisor(s) and examiners concerned. If the

external examiner(s) prefer a hard copy(ies), the copy(ies) for the external examiner(s) shall be sent at the candidate's expense.

5.6.2 Technical requirements for copies

Both the typing and the title page of the above-said copies for examination shall comply with the requirements set forth in par. 5.7 below.

5.6.3 Illustrations

If a thesis contains illustrations (maps, drawings, etc.), the supervisor and examiners may require one copy with original illustrations to be submitted.

5.6.4 Faculty-specific procedures

Every candidate should acquaint himself with the faculty-specific procedures for the submission of a research assignment or thesis for examination. Such procedures are set out in the faculty's Part of the University Calendar and/or in the faculty's manual „Guidelines for Postgraduate Training', where the faculty has such a document. Consult the relevant faculty secretary in Block A of the Central Administration Building in this regard.

5.6.5 Closing dates for submission for examination

In order to enable the examination process to be completed on time, the requisite number of copies of a research assignment or thesis shall, subject to faculty-specific provisions (see par. 5.6.4 above), be submitted for examination as follows:

5.6.5.1 with a view to the December graduation ceremonies, prior to 1 September; and

5.6.5.2 with a view to the March graduation ceremonies, prior to 1 November.

5.6.6 Dealing with the reports of the examiners

The reports of the examiners and the report of the supervisor/co-supervisor(s) (see par. 5.5.1.4) for the definition of a supervisor's report) are dealt with by an assessment panel, which is appointed, and by means of a procedure, as determined by the board of each faculty. The supervisor, and/or co-supervisor(s) where applicable, is/are normally involved in an elucidatory capacity, but is/are not members of the assessment panel, and the final decision is reached in the absence of the supervisor(s). The supervisor's report is only made available after the examiners have submitted their own reports, including recommendations regarding the final mark to be allocated.

5.6.7 Oral presentation

Every Master's candidate shall deliver an oral presentation, with the exception where a department, with the approval of the faculty board concerned, or its delegate, views an oral presentation as unnecessary.

The oral presentation may deal with the thesis or research assignment, or with the candidate's knowledge of the subject in general, or with both of these topics.

The oral presentation shall normally be attended by at least the members of the assessment panel, the available examiners/moderators, the supervisor, and the co-supervisor(s) where applicable.

5.6.8 Determining the final mark for a thesis/Master's programme

When the assessment panel determines the final mark for a thesis/Master's programme of a candidate, account shall be taken of the following marks: the marks allocated for the thesis by the internal and external examiners; the oral presentation, if applicable; and the marks allocated for theoretical modules, where applicable. Account shall also be taken of the supervisor's report.

The dean should ensure that the examiners and supervisor(s) receive written feedback on the result.

Each faculty board determines its own mechanism for dealing with possible disputes.

5.7 Provisions as to the format, final submission, duplication and binding of Master's theses (excluding MMed)

AFRICAN SUN MEDIA

Facilities for the duplication and binding of theses are available on the campus. Full information about these may be had from AFRICAN SUN MeDIA in Block A (ABA 1081) of the Central Administration Building, as well as from www.africansunmedia.co.za.

5.7.1 Product to be submitted

Every Master's thesis shall be required to be submitted electronically for forwarding to the JS Gericke Library. (See par. 5.4.1 earlier in this chapter for the definition of a Master's thesis.)

A candidate whose thesis is awarded at least a pass mark on examination must thereafter ensure that the text complies with all the applicable requirement as contained in this section (5.7). Only then may the supervisor/co-supervisor certify the text to be final. A text that complies with the requirements and has been certified as such is known as "the master copy for submission".

5.7.2 Alterations compulsory in master copy/copies

Before the supervisor can give final approval of a thesis for electronic submission to the JS Gericke Library, the candidate shall, in the master copy/master copies, make or cause to be made, to the supervisor's satisfaction, all alterations considered by the supervisor/co-supervisor(s) and examiners to be necessary.

5.7.3 Abstracts compulsory

All assignments or theses which are to be lodged electronically with the University Library shall be required to contain an abstract (summary) of not more than 500 words each in English and in Afrikaans, placed on the page immediately following the title page and the author's declaration.

5.7.4 Requirements for typewriting

Every Master's thesis shall be typed as follows:

5.7.4.1 in letters of not less than 10 font and not more than 12 font,

5.7.4.2 with spacing between lines of either double spacing or one-and-one-half spacing or single spacing, and

5.7.4.3 with a blank border of not less than 2 cm in width around the whole of the typewritten portion.

5.7.5 Compulsory information on the first four pages of the thesis

The title (first) page of the thesis shall be presented as set out in par. 5.7.5.1 to 5.7.5.3, and the second page as set out in par. 5.7.5.4 to 5.7.5.5. These pages are followed by the English and Afrikaans abstracts of not more than 500 words each on pages three and four.

5.7.5.1 In the top third of the first page

the title of the thesis and, directly below this, the author's full names and surname;

5.7.5.2 Below the author's name and surname on the first page

a suitably completed version of the thesis wording indicated below:

English set wordings:

“Thesis presented in partial (please note: the term „partial’ is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) fulfilment of the requirements for the degree of Master of (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University”

Afrikaans set wordings:

“Tesis ingelewer ter gedeeltelike (please note: the term „gedeeltelike’ is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) voldoening aan die vereistes vir die graad Magister in (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch”

5.7.5.3 At the bottom of the first page

the name(s) of the supervisor/co-supervisor(s) and the proposed date of award of the degree (month and year), e.g. either December or March.

Please note: The University logo may not be placed by the candidate on the title page or any other page of the thesis. The University’s crest will be placed by the library as a watermark on the title page of the thesis during the process of converting it to a PDF document so as to establish the institution’s intellectual property.

5.7.5.4 Declaration on the second page

In the upper half of the second page of his thesis, the candidate shall place the following (please note that the candidate must not place his signature underneath the declaration, as a signature in the public domain may be abused):

English set wording:

“DECLARATION

By submitting this thesis electronically, I declare that the entirety of the work contained therein is my own, original work, that I am the sole author thereof (save to the extent explicitly otherwise stated), that reproduction and publication thereof by Stellenbosch University will not infringe any third party rights and that I have not previously in its entirety or in part submitted it for obtaining any qualification.

Date:.....”

Afrikaans set wording:

“VERKLARING

Deur hierdie tesis elektronies in te lewer, verklaar ek dat die geheel van die werk hierin vervat, my eie, oorspronklike werk is, dat ek die alleenouteur daarvan is (behalwe in die mate uitdruklik anders aangedui), dat reproduksie en publikasie daarvan deur die Universiteit Stellenbosch nie derdepartyregte sal skend nie en dat

ek dit nie vantevore, in die geheel of gedeeltelik, ter verkryging van enige kwalifikasie aangebied het nie.

Datum:.....”

5.7.5.5 Copyright

The candidate shall include the note below (changed to reflect the year of electronic submission) on the lower half of the second page:

In English theses:

Copyright © 2013 Stellenbosch University
All rights reserved

In Afrikaans theses:

Kopiereg © 2013 Universiteit Stellenbosch
Alle regte voorbehou

5.7.5.6 English and Afrikaans abstracts on pages three and four

The English and Afrikaans abstracts of not more than 500 words each must be placed on pages three and four.

5.7.6 Responsibilities of the candidate and supervisor/co-supervisor with regard to the provisions of par. 5.7.5

The candidate shall be responsible for ensuring that the first four pages of the thesis comply with the provisions of par. 5.7.5 and the supervisor/co-supervisor shall be responsible for checking that this is done before final approval is granted for electronic submission. (See par. 5.7.8 regarding electronic submission.)

5.7.7 Wording on the spine

On the spine of the bound thesis (for the candidate's personal possession and/or if the supervisor/co-supervisor requests a bound copy) must be printed the author's initials and surname and the assignment/thesis title. If the title is too long, however, there may be printed on the spine either an abridged title (maximum of 55 letters, inclusive of spaces) or the month (that is to say, March or December) and year of award of the degree. If AFRICAN SUN MeDIA is to be used as the provider of the bound copies, this information must be provided in full when the master copy of the thesis is furnished electronically.

5.7.8 Furnishing in electronic format

Every candidate is also required to furnish the JS Gericke Library with the master copy of the thesis in PDF format electronically. During this submission process, the supervisor shall be given the option of holding the thesis back from being released on the open web page for a period of no

longer than six months in order to provide an opportunity for publication. Full particulars regarding the PDF format, as well as the process to be followed, are provided on the web page at <http://library.sun.ac.za/English/howdoi/Pages/Submit-my-thesis-online.aspx>.

5.7.9 Copies for supervisors/co-supervisors

Every candidate shall hand one copy of the master copy of the thesis to (each of) his supervisor/co-supervisor(s), if they request a copy. He/they could request an electronic copy instead of a bound copy. The candidate is responsible for the production, cost and furnishing of the bound copy to the supervisor/co-supervisor(s), should a bound copy be requested.

5.7.10 Texts duplicated and/or bound elsewhere

For quality assurance purposes, the University prefers that the facilities of AFRICAN SUN MeDIA are used for the duplication and binding of copies of theses for the candidate and when bound copies are required by the supervisor/co-supervisor(s). Should a Master's candidate not make use of the duplication and binding facilities of AFRICAN SUN MeDIA, the candidate will be responsible for ensuring that quality and correctness are maintained.

5.7.11 Dates for submission

The final dates for the electronic furnishing of the master copies of theses with a view to the December and March graduation ceremonies are provided annually in the University's Almanac.

5.8 Fees payable

Every candidate shall be liable for the cost involved in the duplication and binding of the bound copies of the thesis for the candidate himself and for the supervisor/co-supervisor(s), should the latter require bound copies.

5.9 Procedure for sensitive Master's research assignments and theses

On this, please consult par. 6.12 below, „Sensitive dissertations, theses and research assignments’.

5.10 Publication of Master's research assignments and Master's theses

The current policy relating to the ownership of any intellectual property (e.g. copyright), which is created within the normal course and scope of their studies at the University shall apply likewise to students for the degree of Master.

Each candidate for a Master's degree shall complete a research assignment or a thesis, and if the research assignment or thesis is not otherwise published

within three years after the candidate's qualifying for the degree, the University shall have the right to publish such research assignment or thesis (or part thereof) without financial reward to the candidate. For a classified research assignment or thesis, the start of the above-said period of three years is calculated from the date of declassification.

Permission for publication

Permission for publication shall be obtained from the dean concerned or his alternate, acting on the recommendation of the departmental chairperson and the supervisor. The foregoing rule applies within the context of the University's policy of encouraging its Master's candidates to publish their research results and/or otherwise make these results known before or after submission of their research assignments or theses.

Departmental chairpersons should request authors and co-authors to publish journal articles under the address of the University as far as possible.

Published assignment or thesis

When a Master's research assignment or Master's thesis, as approved by the University, is published, the following two (2) items shall appear on the title page:

Item 1:

The „Research assignment' wording or the „Thesis' wording shown below, whichever may be appropriate, represented in a suitably completed version:

English set wordings:

“Thesis/Research assignment presented in partial (please note: the term „partial' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) fulfilment of the requirements for the degree of Master of (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University”;

or

Afrikaans set wordings:

“Navorsingswerkstuk/Tesis ingelewer ter gedeeltelike (please note: the term „gedeelte' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) voldoening aan die vereistes vir die graad Magister in (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch.”; and

Item 2:

both the year and the month of submission.

Mention in preface

Where a thesis/research assignment, as published, in the opinion of the department concerned has been materially altered, the aforesaid wording on the title page shall be replaced by a suitable mention in the preface.

6. THE DOCTORATE (= THE DEGREE OF DOCTOR)

Please note: These stipulations are based on the new Higher Education Qualifications Framework, but are still subject to possible interim changes, including the deletion of qualifications.

6.1 Basic faculty-specific provisions

The University may -

6.1.1 confer a degree of Doctor of Philosophy (PhD) upon a student in the Faculty of Arts and Social Sciences, Science, Education, AgriSciences, Theology and Economic and Management Science if he has been registered with the University as a student for a degree of Doctor of Philosophy for not less than two years since the conferment upon him of a degree of Master approved by Senate for such purpose, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be adequate for such purpose;

6.1.2 confer the degree of Doctor of Education (DEd) (this is the advanced Doctorate) upon a student in the Faculty of Education if he has been registered with the University as a student for the degree of Doctor of Philosophy for not less than one year since the conferment upon him of a degree of Doctor of Philosophy in the Faculty of Education of the University, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be adequate for such purpose, and at least five years have passed since the conferment upon him of the aforementioned degree of Doctor of Philosophy, or another degree or qualification deemed by Senate to be of a sufficient standard;

6.1.3 confer the degree of Doctor of Science (DSc) (this is the advanced Doctorate) upon a student, if -

6.1.3.1 he has been registered with the University as a student for a degree of Doctor for not less than three years since the conferment upon him by the University of the degree of Master of Science, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than seven years has elapsed since the conferment upon him of the said degree of Master of Science or of some other degree or qualification deemed by Senate to be of an adequate standard; or

6.1.3.2 he has been registered with the University as a student for the degree of Doctor for not less than one year since the conferment upon him by the University of the degree of Doctor of Philosophy in the Faculty of Science, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than five years has elapsed since the conferment upon him of the said degree of Doctor of Philosophy, or of some other degree or qualification deemed by Senate to be of an adequate standard;

6.1.4 confer the degree of Doctor of Science in Agriculture (DScAgric) (this is the advanced Doctorate) upon a student in the Faculty of AgriSciences, if

6.1.4.1 he has been registered with the University as a student for a degree of Doctor for not less than one year since the conferment upon him of the degree of Master of Science in Agriculture, or the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard; and

6.1.4.2 a period of not less than seven years has elapsed since the conferment upon him by the University of the degree of Master of Science in Agriculture, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, provided that not more than five years shall need to have elapsed since the conferment upon him by the University of the degree of Doctor of Philosophy and in the Faculty of AgriSciences, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard;

6.1.5 confer the degree of Doctor of Science in Food Science (DSc Food Sc) (this is the advanced Doctorate) upon a student in the Faculty of AgriSciences, if -

6.1.5.1 he has been registered with the University as a student for a degree of Doctor for not less than one year since the conferment upon him of the degree of Master of Science in Food Science, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard; and

6.1.5.2 a period of not less than seven years has elapsed since the conferment upon him by the University of the degree of Master of Science in Food Science, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, provided that not more than five years shall need to have elapsed since the conferment upon him by the University of the degree of Doctor of Philosophy in the Faculty of AgriSciences, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard;

6.1.6 confer the degree of Doctor of Science in Forestry (DScFor) (this is the advanced Doctorate) upon a student in the Faculty of AgriSciences, if -

6.1.6.1 he has been registered with the University as a student for a degree of Doctor for not less than one year since the conferment upon him by the University of the degree of Master of Science in Forestry, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard; and

6.1.6.2 a period of not less than seven years has elapsed since the conferment upon him by the University of the degree of Master of Science in Forestry, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, provided that not more than five years shall need to have elapsed since the conferment upon him by the University of the degree of Doctor of Philosophy in the Faculty of AgriSciences or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard;

6.1.7 confer the degree of Doctor of Laws upon a student in the Faculty of Law, if he has been registered with the University as a student for a degree of Doctor for not less than two years since the conferment upon him of a degree of Bachelor of Laws approved by Senate for such purpose, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard;

6.1.8 confer the degree of Doctor of Commerce (DComm) (this is the advanced Doctorate) or the degree of Doctor of Administration (DAdmin) (this is the advanced Doctorate) upon a student in the Faculty of Economic and Management Science, if -

6.1.8.1 he has been registered with the University as a student for the degree of Doctor for not less than three years since the conferment upon him of a degree of Master approved by Senate for such purpose, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than seven years has elapsed since the conferment upon him of the said degree of Master, or of some other degree or qualification deemed by Senate to be of an adequate standard; or

6.1.8.2 he has been registered with the University as a student for the degree of Doctor for not less than one year since the conferment upon him by the University of the degree of Doctor of Philosophy in the Faculty of Economic and Management Sciences, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than five years has elapsed since the conferment upon him of the said degree of Doctor of Philosophy, or of some other degree or qualification deemed by Senate to be of an adequate standard;

6.1.9 confer the degree of Doctor of Philosophy upon a student in the Faculty of Engineering, if he has been registered with the University as a student for the degree of Doctor of Philosophy -

6.1.9.1 for not less than two years since the conferment upon him of the degree of Master of Engineering, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be adequate for such purpose;

6.1.9.2 for not less than three years since the conferment upon him of the degree of Bachelor of Engineering, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be adequate for such purpose;

6.1.10 confer the degree of Doctor of Engineering (DEng) (this is the advanced Doctorate) upon a student in the Faculty of Engineering, if he has been registered with the University as a student for the degree of Doctor of Engineering for not less than one year and –

6.1.10.1 a period of not less than two years has elapsed since the conferment upon him by the University of the degree of Doctor of Philosophy in the Faculty of Engineering, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be of an adequate standard; or

6.1.10.2 a period of not less than five years has elapsed since the conferment upon him by the University of the degree of Master of Engineering, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be of an adequate standard; or

6.1.10.3 a period of not less than nine years has elapsed since the conferment upon him by the University of the degree of Bachelor of Engineering, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be of an adequate standard;

6.1.11 confer the degree of Doctor of Philosophy upon a student in the Faculty of Medicine and Health Sciences, if -

6.1.11.1 a period of not less than four years has elapsed since the conferment upon him by the University of the degree of Bachelor of Medicine and of Bachelor of Surgery, or since the conferment upon him of some other qualification deemed by Senate to be of an adequate standard; or

6.1.11.2 a period of not less than two years has elapsed since the conferment upon him by the University of the degree of Master of Science, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard; or

6.1.11.3 a period of not less than two years has elapsed since the conferment upon him of an appropriate degree of Bachelor of Science Honours in Medical Sciences directly subsequent to his obtaining at some university the degree of Bachelor of Medicine and of Bachelor of Surgery;

6.1.12. confer the degree of Doctor of Science (DSc) (this is the advanced Doctorate) upon a student in the Faculty of Medicine and Health Sciences, if -

6.1.12.1 he has been registered with the University as a student for the degree of Doctor for not less than three years since the conferment upon him by the University of the degree of Master of Science or the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and a period of not less than ten years has elapsed since the conferment upon him of the said degree of Master or other degree or qualification; or

6.1.12.2 he has been registered with the University as a student for the degree of Doctor for not less than one year since the conferment upon him by the University of the degree of Doctor of Philosophy in the Faculty of Medicine and Health Sciences, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and a period of not less than five years has elapsed since the conferment upon him of the said degree of Doctor of Philosophy or other degree or qualification.

6.2 Admission

Prospective students for the degree of Doctor shall apply in writing for admission to the required study. Each such application shall, on the recommendation of the board of the relevant faculty, be considered by Senate.

The University accepts that each prospective student who is in the employ of an organisation other than the University shall, prior to admission to a programme of study for the degree of Doctor, obtain his employer's permission to register for said programme of study for the degree of Doctor.

A student who in his programme of study for the degree of Doctor intends to make use of information from sources outside the University's control shall, prior to admission to such programme, submit - if the University so requires - a written statement of the conditions on which the organisation concerned is prepared to permit him to use said information.

Further specific details of admission in relation to Doctorates are set out in each faculty's Part of the Calendar.

Also see the code of conduct guiding the relationship between the supervisor and the Doctoral student in par. 7 later in this chapter.

6.3 Attendance (residence)

The prescribed requirements regarding attendance (residence) shall be as set forth in 6.1 above, provided that any candidates who carry out research for the degree of Doctor at some other place -

6.3.1 shall in good time discuss their proposed study and research with the supervisor, in order that their competence and the scope of their proposed research may be determined;

6.3.2 shall undertake to discuss their research with their supervisor from time to time to the supervisor's satisfaction; and

6.3.3 shall, if the promotor so requires, conduct part of their research at Stellenbosch.

6.4 Annual reporting

The requirements regarding annual reporting that are applicable to Master's students, as set out in par. 5.3 above, are also applicable *mutatis mutandis* to Doctoral students.

6.5 Supervisor/co-supervisor(s)

When a student is admitted to Doctoral study, the department concerned must appoint a supervisor for the student. If necessary, (a) co-supervisor(s) may also be appointed. The supervisor and, where necessary, co-supervisor(s) of a Doctoral candidate are appointed by Senate on the recommendation of a faculty board.

The supervisor need not be a member of the University's staff. If he is not, there shall however be appointed a co-supervisor who is a member of the University's staff. If the supervisor is a member of the University's staff, either another lecturer at the University or a person external to the University may be appointed co-supervisor.

The supervisor, and co-supervisor(s) where relevant, do not act as examiners of the dissertation and do not submit reports on the dissertation. He/they do(es), however, participate in the oral examination.

6.6 Examiners

6.6.1 There shall be at least three examiners of any dissertation, and they shall be appointed by Senate on the recommendation of a faculty board. Such panel of examiners shall consist of three unattached examiners, of which at least two should be external examiners. A person is external if he is not an employee of the University. For the purposes of examination, professors

extraordinary and honorary professors of the University do not qualify as external examiners, but may be appointed as internal examiners and remunerated as such.

If the supervisor is a lecturer at the University, he shall well in advance of time submit the names of the other examiners to the relevant faculty board via the chair of the department concerned; otherwise the internal co-supervisor shall do so. The faculty board recommends the panel of examiners to Senate for confirmation, including the name(s) of the supervisor and of the co-supervisor(s), where applicable.

6.6.2 Each of the examiners (both external and internal) shall submit a written, signed report on the dissertation as specified in the relevant faculty-specific guidelines for the examiners of Doctoral dissertations. The reports are taken under review by an unattached panel, which is appointed in terms of a procedure determined by each faculty board and which shall include the available examiners, with a view to the submission of a recommendation to the relevant faculty board. Such board considers the recommendation for the purpose of making a submission of a final report to Senate.

The supervisor and co-supervisor(s), where applicable, are not decision-making members of the above-mentioned unattached panel, but may be called in for elucidation.

6.6.3 No candidate for the degree of Doctor shall in any circumstances communicate with his unattached examiners in connection with his dissertation.

6.7 Dissertation requirements

The regulations in Section 6.7 are applicable to all dissertations in all the faculties of the University. Further faculty-specific regulations – that may not clash with these general regulations – are contained in the faculties' parts of the Calendar.

6.7.1 Every candidate for the degree of Doctor shall be required to produce a dissertation.

6.7.2 A dissertation is the report on research done under supervision on one central and coherent research problem.

6.7.3 A dissertation as a whole is examined as a single work.

6.7.4 Only work that has been done by the candidate himself shall be included in a dissertation, provided that

6.7.4.1 a general declaration shall be included at the front of the dissertation that confirms this (see par. 6.9.5.4 further on for placement and wording of the declaration), and

6.7.4.2 if articles are included in a dissertation (regardless of whether or not they have already been published, been accepted for publication or have been finalised with a view to submission for publication), a statement with regard to each article shall be included in the dissertation in which the contribution of the candidate is indicated. Such statements shall be in the attached format, as specified in par. 6.7.15.

6.7.5 Dissertations may be submitted in one of the following formats:

6.7.5.1 An introduction, followed by a number of chapters, followed by a summary of the research results that indicates the scientific contribution of the study.

6.7.5.2 An introduction, followed by either (i) a number of published and/or unpublished articles or (ii) a combination of chapters and published and/or unpublished articles, followed by a summary of the research results that indicates the scientific contribution of the study, provided that only articles that originated after the student registered for the Doctoral study may be used, or, if a Master's study is converted to a Doctoral study, only articles that originated after the student registered for that particular Master's degree.

6.7.5.3 An introduction, followed by either (i) a number of chapters, or (ii) a combination of chapters and published and/or unpublished articles, of which one or more of the sub-parts of the integrated and cohesive whole may take the form of a creative output, followed by a summary of the research results that indicate the scientific contribution of the study, provided that only articles and creative outputs that originated after the student registered for the Doctoral study may be used, or, if a Master's study is converted to a Doctoral study, only articles that originated after the student registered for that particular Master's degree.

6.7.5.4 In the case of advanced (senior) Doctorates, an introduction, followed by a number of published articles, followed by a summary of the research results that indicate the scientific contribution of the study, provided that, in the case of senior Doctorates, articles and other research outputs may also be used that originated before the student registered for the Doctoral study.

6.7.6 When published material is used as part of the dissertation, candidates are responsible for ensuring that it is used in a lawful manner, taking into consideration the candidate's own as well as any third party's/parties' copyright. If a candidate therefore wishes to publish certain material in the course of his Doctoral research, it is essential that the candidate shall ensure that it does not infringe upon his right to use it in the dissertation and to publish the completed dissertation via the University's *SunScholar*.

The University shall be under no obligation to institute any legal steps on behalf of the candidate, or of any third party(ies), should intellectual property

rights, or any other right, be infringed with respect to the submitted or published dissertation.

6.7.7 Candidates shall remain in constant touch with their supervisor, and shall at a frequency of not less than once in every six months report to him the amount of progress they have made with their research, otherwise the approval of the topic for the dissertation and of the study for the degree of Doctor may be suspended.

6.7.8 The dissertation shall reflect original research by candidates into one central and cohesive problem. Candidates shall have submitted the said research previously to any university for the purpose of obtaining a degree.

6.7.9 On receipt of a recommendation from the faculty board, the topic of the dissertation shall be subject to approval by Senate, provided that a candidate may be registered for one year without an approved dissertation topic for the doctoral programme concerned, on the condition that a dissertation topic shall be submitted to the faculty board for a recommendation to Senate no later than the end of the first full year of registration for the doctoral programme concerned. A candidate who does not comply with this regulation will be denied any further registration for the programme.

6.7.10 Candidates shall not submit their dissertation for examination until they have been granted written, or if preferred by the supervisor, oral permission to do so from the supervisor. Written or oral permission shall not necessarily imply that the supervisor approves the dissertation.

6.7.11 Candidates may submit their dissertation for examination at any time during the academic year, subject to permission being obtained from the supervisor.

6.7.12 The dissertation shall be assessed by the approved examiners and for this purpose, when any candidate for the degree of Doctor presents himself for examination, one loose-leaf hard copy and/or one electronic copy, depending on the preference of the examiner concerned, of his dissertation in final form for each of the examiners shall be submitted to his faculty, provided that, subject to such provisions as may be specific to any one faculty (the relevant faculty secretary should be consulted in this regard), such copies shall be so deposited before 1 September if the candidate wishes to graduate in December, and before 1 November if he wishes to graduate in March. The said copies shall be despatched at the candidate's expense in the case of examiners who prefer a bound hard copy. (See also 6.7.14 with regard to submitting dissertations for examination.)

6.7.13 Both the style and formatting of the title page of said copies for examination shall comply with the requirements set out in par. 6.9 below. A candidate whose examination results for his Doctorate have been approved

shall then have to ensure that the text of the dissertation meets all the requirements set out in par. 6.9 below. Only then may the supervisor certify the text as final. A text that complies with the requirements shall be known as the „master copy for submission’.

6.7.14 In instances where a dissertation contains illustrations (maps, drawings, etc.), the supervisor/co-supervisor(s) and examiners may require one copy with original illustrations to be submitted.

6.7.15 Declaration with regard to parts of the dissertation in which, in addition to the candidate, other authors were involved (see also 6.7.4.2 for an explanation for this declaration):

Declaration by the candidate:

With regard to [*specify chapter or part of a chapter and page numbers in the dissertation*], the nature and scope of my contribution were as follows:

Nature of contribution	Extent of contribution (%)

The following co-authors have contributed to [*specify chapter or part of a chapter and page numbers in the dissertation*]:

Name	e-mail address	Nature of contribution	Extent of contribution (%)
[name 1]			
[name 2]			
[name 3]			

Signature of candidate:

Date:

Declaration by co-authors:

The undersigned hereby confirm that

1. the declaration above accurately reflects the nature and extent of the contributions of the candidate and the co-authors to [*specify chapter or part of a chapter and page numbers in the dissertation*],
2. no other authors contributed to [*specify chapter and page numbers in the dissertation*] besides those specified above, and
3. potential conflicts of interest have been revealed to all interested parties and that the necessary arrangements have been made to use the material in [*specify chapter or part of a chapter and page numbers in the dissertation*] of this dissertation.

Signature	Institutional affiliation	Date
[signature 1]		
[signature 2]		
[signature 3]		

6.8 Oral examination

6.8.1 An oral examination shall in general be required for the degree of Doctor in all faculties (with the exception of advanced Doctorates, referred to in par. 6.8.2 below), but in special cases exemption from such examination may, with Senate's approval, be granted on the strength of sufficient substantiation.

6.8.2 For advanced Doctorates requiring the candidate to submit one or more learned works that have been already published and that are of a high standard, making a contribution of substance and of high quality to the enrichment of the knowledge in the particular field of study, an oral examination shall not be required.

6.8.3 Where an oral examination is conducted, it may bear upon the dissertation, and upon such dissertation-related areas as have been agreed upon beforehand.

6.8.4 Such oral examination shall be conducted by at least two of the three examiners. If the external examiner cannot be present, he may conduct a supplementary oral examination. External examiners may be brought to Stellenbosch, at the University's expense, from within the borders of South Africa for the purpose of the oral examination, but are not transported to Stellenbosch at University expense from beyond South Africa's borders.

6.9 Provisions as to the format, final submission, duplication and binding of Doctoral dissertations

AFRICAN SUN MEDIA

Facilities for the duplication and binding of theses are available on the campus. Full information about these may be had from AFRICAN SUN MeDIA in Block A (ABA 1081) of the Central Administration Building, or from www.africansunmedia.co.za.

6.9.1 Product to be submitted

Every dissertation shall be required to be submitted electronically for forwarding to the JS Gericke Library.

A candidate whose Doctoral examination results have been approved must thereafter ensure that the dissertation complies with all the applicable requirements as contained in this section (6.9). Only then may the

supervisor/co-supervisor certify the text to be final. A text that complies with the requirements and has been certified as such is known as “the master copy for submission”.

6.9.2 Alterations compulsory in master copy/copies

Before the supervisor/co-supervisor supervisor can give final approval of a dissertation for electronic submission to the JS Gericke Library, the candidate shall, in the master copy/master copies, make or cause to be made, to the supervisor’s satisfaction, all alterations considered by the supervisor/co-supervisor(s) and examiners to be necessary.

6.9.3 Abstracts compulsory

All dissertations should contain an abstract of not more than 500 words each in English and in Afrikaans, placed on the page immediately following the second page of the dissertation.

6.9.4 Requirements for typewriting

Every dissertation shall be typed as follows:

6.9.4.1 in letters of not less than 10 font and not more than 12 font,

6.9.4.2 with spacing between lines of either double spacing or one-and-one-half spacing or single spacing, and

6.9.4.3 with a blank border of not less than 2 cm in width around the whole of the typewritten portion.

6.9.5 Compulsory information on the first four pages of the dissertation

The title page shall be presented as set out in par. 6.9.5.1 to 6.9.5.3, and the second page as set out in par. 6.9.5.4 to 6.9.5.5:

6.9.5.1 In the top third of the first page

the title of the dissertation and, directly below this, the author’s full names and surname;

6.9.5.2 Below the author’s name and surname on the first page the set wording as indicated below:

English set wording:

“Dissertation presented for the degree of Doctor of (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University”; or

Afrikaans set wording:

“Proefskrif ingelewer vir die graad Doktor in (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch.”; and

6.9.5.3 At the bottom of the first page

the name(s) of the supervisor/co-supervisor(s) and the year and month in which the degree will be awarded, e.g. either December or March.

Please note: The University logo may not be placed by the candidate on the title page or any other page of the thesis. The University’s crest will be placed by the library as a watermark on the title page of the thesis during the process of converting it to a PDF document so as to establish the institution’s intellectual property.

6.9.5.4 Declaration on the second page

In the top half of the second page of the dissertation, the candidate shall place an author’s declaration as indicated below (please note that the candidate must not place his signature underneath the declaration, as a signature in the public domain may be abused):

English set wording:

“DECLARATION

By submitting this dissertation electronically, I declare that the entirety of the work contained therein is my own, original work, that I am the sole author thereof (save to the extent explicitly otherwise stated), that reproduction and publication thereof by Stellenbosch University will not infringe any third party rights and that I have not previously in its entirety or in part submitted it for obtaining any qualification.

Date:

Please note: In the case of dissertations in format stipulated in par. 6.7.5.2 to 6.7.5.4, the following general declaration should be added as a second paragraph, in addition to the above declaration:

“This dissertation includes [*insert number*] original papers published in peer-reviewed journals or books and [*insert number*] unpublished publications. The development and writing of the papers (published and unpublished) were the principal responsibility of myself and, for each of the cases where this is not the case, a declaration is included in the dissertation indicating the nature and extent of the contributions of co-authors.”

or

Afrikaans set wording:

“VERKLARING

Deur hierdie proefskrif elektronies in te lewer, verklaar ek dat die geheel van die werk hierin vervat, my eie, oorspronklike werk is, dat ek die alleenouteur daarvan is (behalwe in die mate uitdruklik anders aangedui), dat reproduksie en publikasie daarvan deur die Universiteit Stellenbosch nie derdepartyregte sal skend nie en dat ek dit nie vantevore, in die geheel of gedeeltelik, ter verkryging van enige kwalifikasie aangebied het nie.

Datum:

Please note: In the case of dissertations in format stipulated in par. 6.7.5.2 to 6.7.5.4, the following general declaration should be added as a second paragraph, in addition to the above declaration:

“Hierdie proefskrif sluit [*spesifiseer die getal*] oorspronklike artikels gepubliseer in eweknie-beoordeelde vakwetenskaplike tydskrifte of boeke en [*spesifiseer die getal*] ongepubliseerde werke in. Die ontwikkeling en skryf van die artikels/hoofstukke (gepubliseerd en ongepubliseerd) was hoofsaaklik my eie werk en vir elkeen van die artikels/hoofstukke waar dit nie die geval is nie, is ’n verklaring in die proefskrif ingesluit wat die aard en omvang van mede-outeurs se bydrae aandui.”

6.9.5.5 Copyright on second page

The candidate shall include the note below (changed to reflect the year of electronic submission) on the lower half of the second page:

In English dissertations:

Copyright © 2013 Stellenbosch University
All rights reserved

In Afrikaans dissertations:

Kopiereg © 2013 Universiteit Stellenbosch
Alle regte voorbehou

6.9.5.6 English and Afrikaans abstracts on pages three and four

The English and Afrikaans abstracts of not more than 500 words each must be placed on pages three and four.

6.9.6 Responsibilities of the candidate and supervisor/co-supervisor with regard to the provisions of par. 6.9.5

The candidate shall be responsible for ensuring that the first four pages of the dissertation comply with the provisions of par. 6.9.5 and the supervisor/co-supervisor shall be responsible for checking that this is done before final approval is granted for electronic submission. (See par. 6.9.8 regarding electronic submission.)

6.9.7 Wording on the spine

On the spine of the bound dissertation (for the candidate's personal possession and/or if the supervisor/co-supervisor requests a bound copy) must be printed the author's initials and surname and the dissertation title. If the title is too long, however, there may be printed on the spine either an abridged title (maximum of 55 letters, inclusive of spaces) or the month (that is to say, December or March) and year of award of the degree. If AFRICAN SUN MeDIA is to be used as the provider of the bound copies, this information must be provided in full when the master copy of the thesis is furnished electronically.

6.9.8 Furnishing in electronic format

Every candidate is also required to furnish the JS Gericke Library with one copy in PDF format electronically. During this submission process, the supervisor shall be given the option of holding the dissertation back from being released on the open web page for a period of no longer than six months in order to provide an opportunity for publication. Full particulars regarding the PDF format, as well as the process to be followed, are provided on the web page at <http://library.sun.ac.za/English/howdoi/Pages/Submit-my-thesis-online.aspx>.

6.9.9 Copies for supervisor/co-supervisor(s) and examiners

Every candidate shall hand one copy of the master copy of the dissertation to (each of) his supervisor/co-supervisor(s) and internal examiner, if they request a copy. He/they could request an electronic copy instead of a bound copy.

Every candidate shall also hand in one bound copy of the master copy of the dissertation at the department concerned for each of the external examiners, should they request a bound copy. The posting of a bound copy of the dissertation to each of the external examiners, should they request a bound copy, will be undertaken by the department concerned at the expense of the University. The examiners could request that they are furnished with an electronic copy instead of a bound copy.

The candidate is responsible for the production, cost and furnishing of the bound copy to the individuals/department referred to above, should a bound copy be requested.

6.9.10 Texts duplicated and/or bound elsewhere

For quality assurance purposes, the University prefers that the facilities of AFRICAN SUN MeDIA are used for the duplication and binding of copies of dissertations for the candidate and when bound copies are required by the supervisor/co-supervisor(s)/examiners. Should a Doctoral candidate not make use of the duplication and binding facilities of AFRICAN SUN MeDIA for the printing of these copies, the candidate will be responsible for ensuring that quality and correctness are maintained.

6.9.11 Dates for submission

The final dates for the electronic furnishing of the master copies of dissertations with a view to the December and March graduation ceremonies are provided annually in the University's Almanac.

6.10 Fees payable

Every candidate shall be liable for the cost involved in the duplication and binding of the bound copies of his dissertation for the candidate himself and for the supervisor/co-supervisor(s)/examiners, should the latter require bound copies.

6.11 Publication of dissertations

6.11.1 All registered doctoral candidates shall be subject to the University's rules concerning the publication of dissertations or parts thereof.

6.11.2 The current policy relating to the ownership of any intellectual property (e.g. copyright) that is created within the normal course and scope of their studies at the University shall apply likewise to students for the degree of Doctor.

6.11.3 Every candidate shall be encouraged to publish research results, and/or other wise make them known, prior or subsequent to the submission of his dissertation. Permission to publish shall be obtained from the dean concerned or such dean's alternate, acting on the recommendation of the departmental chairperson and the supervisor concerned. Departmental chairpersons shall ask authors and co-authors to publish journal articles under the address of the University as far as possible.

6.11.4 The University reserves the right to publish such dissertation (or parts thereof) as the candidate may complete in order to qualify for the Doctorate, without financial reward to the candidate, if the said dissertation (or parts thereof) is not otherwise published within the three years following the

conferment of the said degree, provided that, for a classified dissertation, such three-year period shall be calculated from the date of declassification.

6.11.5 When a dissertation, as approved by the University, is published, the title page shall bear the appropriate one of the set wordings indicated below:

“Dissertation approved for the Degree of Doctor of (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University. Supervisor:...”;

or

“Proefskrif goedgekeur vir die graad Doktor in (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch. Supervisor:...”.

The title page shall also show the year and date of submission. If, in the opinion of the supervisor a dissertation, as published, has been substantially altered, the above-mentioned set wording for the title page shall be replaced by a suitable mention in the preface.

6.12 Sensitive dissertations and theses

6.12.1 General

The University takes the view that, in the interest of the advancement of learning, any research results submitted for the purpose of obtaining an academic degree must in general be made known, but that exceptional cases do arise in which the research results involved cannot be made known in the usual manner. The University takes this view on the clear understanding, however, that the number of such exceptional cases and also the period of classification to which they are subject are both to be restricted to a minimum. In line with the view expressed above, chairpersons of departments and supervisors/supervisors shall in the application phase:

6.12.1.1 endeavour to establish definitively whether the thesis or dissertation in question is at all likely to involve any classification/secretcy, particularly in the case of Master’s degrees, which - unlike Doctorates - normally do not follow the route of faculty committees or special committees;

6.12.1.2 consider with great care to what extent it will be possible to deal with the dissertation or thesis in such a manner that it can be accommodated without the identification of sources of information and thus without the need for classification/secretcy.

6.12.2 Procedure with regard to sensitive dissertations/theses

6.12.2.1 In the case of classified dissertations and theses that involve commercial confidentiality, the following shall apply:

6.12.2.1.1 Where it bears on information which is available by courtesy of some organisation, but which is being treated as confidential, a dissertation or thesis shall be examined and approved according to the normal procedure.

6.12.2.1.2 As to the making available for general access and dissemination of such dissertation or thesis, it shall be submitted to the JS Gericke Library in the standard electronic format, and the number of bound copies that may be required shall be produced, but shall not be made available or distributed for general access immediately.

6.12.2.1.3 Unless the dissertation or thesis is declassified earlier by the institution involved, the said electronic product and bound copies shall be stored in the Security Department of the Library for a maximum period of three years, whereafter they shall be declassified and made available for general access, with the permission of all parties involved.

6.12.2.2 In the case of classified dissertations and theses that are of security interest, the following shall apply:

6.12.2.2. The dean of the relevant faculty, acting at the request of the supervisor/co-supervisor/supervisor/co-supervisor via the departmental chairperson concerned, shall, prior to the meeting at which the faculty board is to consider the Doctoral candidate's admission to the proposed study, or during the admission of a Master's candidate to a particular programme, specify in a submission to the Executive Committee (Senate) what the limited access required in regard to such dissertation or thesis involves in terms of the nature, degree and duration, thus providing the Executive Committee (Senate) with a basis on which to decide whether such dissertation or thesis is to be dealt with in accordance with the following guidelines:

6.12.2.2.1.1 No sensitive aspects of the topic of such dissertation or thesis shall be mentioned in the documents of the relevant faculty or of Senate or be made known in any other manner.

6.12.2.2.1.2 If the research being conducted is local to this University, the procedure described below shall be followed for the examination and storage of copies:

6.12.2.2.1.2.1 All duplication and binding for examination purposes shall be under strict supervision.

6.12.2.2.1.2.2 The electronic master copy/copies for the JS Gericke Library shall be submitted in the standard fashion, and shall be stored in the Security Department of the Library, i.e. it/they shall not be made available for general access.

6.12.2.2.1.2.3 The University and the interested external party shall jointly determine whether the bound copies required in the normal course of events are or are not to be made at the time of the candidate's qualifying for the degree.

6.12.2.2.1.2.4 If it is agreed that the above-mentioned duplication is permissible, the bound copies together with the electronic master copy shall be stored in the Security Department of the Library until such time as permission for declassification has been obtained and normal provision and distribution become possible, provided that only persons with the appropriate authorisation shall have access to and control over the Security Department of the Library.

6.12.2.2.1.3 In instances in which the research is not being conducted locally, the dean concerned shall submit to the Executive Committee (Senate) particulars of the duplication, of the place of examination, and of the storage of copies and of the master copy/copies.

6.12.2.3 The conditions approved by the Executive Committee (Senate) for the handling of each instance of the aforesaid nature shall for record purposes be put into writing by the Registrar for safekeeping, without any report to Senate concerning such conditions.

6.12.2.4 Dissertation topics, the names of supervisor/co-supervisor(s) and examiners, as well as examination results, shall be submitted in accordance with the normal procedure.

7. CODE OF CONDUCT GUIDING THE RELATIONSHIP BETWEEN THE SUPERVISOR AND STUDENT

The following set of guidelines is presented as a code of conduct to ensure that the relationship between a supervisor and a postgraduate student, engaged in research for a degree, is conducive to successful studies at the University:

1. The candidate undertakes to stay informed of the infrastructure and the accompanying rules of the department concerned (with the requisite inputs from the supervisor).
2. The University undertakes not to select a candidate for a specific project without confirming beforehand in writing with the faculty concerned that the project may be undertaken. Specifics regarding the responsibility for the required funds and relevant infrastructure shall be indicated.

3. The candidate shall acquaint himself with the guidelines for recording research, as is generally accepted within the discipline concerned, with the aid of the supervisor.
4. The candidate shall confirm that he possesses, or will acquire, the computer skills to complete the project in a satisfactory manner.
5. Pre-study work, as required by the University, shall be completed in an agreed period of time.
6. A work schedule for each candidate has to be drawn up within a reasonable time (as a rule within 60 days) in consultation with the supervisor. The schedule shall include target dates for, among others, the submission of a project protocol, the completion of a literature survey, the completion of specific chapters and the submission of progress reports. Times of absence (study leave, university holidays, etc.) shall also be included.
7. During the academic year, regular meetings on fixed dates shall be scheduled between the candidate and the supervisor.
8. The supervisor shall report annually in writing to the departmental chair/postgraduate coordinator/dean concerned on the candidate's progress.
9. All submitted work shall be returned to the candidate by the supervisor within a reasonable time, but not exceeding 60 days for a complete thesis.
10. When a project is near completion, the candidate shall make the necessary submissions in accordance with the requirements for graduation within the discipline concerned. (Refer specifically to the University Almanac as set out in this Part of the University Calendar, to ensure that theses/dissertations are finalised and examined in time for the various graduation ceremonies in December and March.
11. The candidate undertakes to produce suitable outputs (such as publications, patents, reports), as arranged with the supervisor. The candidate shall acquaint himself with the customs in the discipline concerned regarding authorship.
12. Where applicable, the candidate and the supervisor shall acquaint themselves with the requirements regarding intellectual property in the environment concerned.

Responsibilities of the supervisor

1. To familiarise himself with procedures and regulations
2. To establish a stimulating research environment
3. To establish a relationship with the student
4. To give advice about project choice and planning

5. To discuss intellectual property and publications
6. To ensure that facilities, where relevant, are available
7. To provide research training
8. To consult with the student, to monitor progress continually and to provide structured feedback
9. To be aware of the student's situation and needs
10. To arrange for study guidance during periods of absence

Responsibilities of the student

1. To familiarise himself with the University regulations regarding postgraduate studies and to abide by these regulations
2. To undertake research with dedication
3. To develop initiative and independence
4. To keep complete records of research results
5. To establish a relationship with the supervisor
6. To gain feedback by means of reports and seminars and to act on it
7. To do a literature survey and to keep abreast of new literature
8. To benefit from the research environment
9. To inform the supervisor of non-academic problems
10. To prepare and write the thesis or the dissertation
11. To prepare and write publications, patents and reports

8. CONTINUATION OF REGISTRATION FOR POSTGRADUATE PROGRAMMES

8.1 Any student for the degree of Bachelor Honours, of Master or of Doctor and likewise any student for a postgraduate certificate or diploma shall, for the full duration of his studies until awarded the degree, certificate or diploma concerned, each year register as a student, subject to par. 9 below. If, prior to the conferment upon him of the degree, certificate or diploma concerned, any such student fails to register as a student for the current year before the prescribed date, his registration for the programme concerned, and in the case of a student for the degree of Master or of Doctor, also the topic of his thesis or dissertation shall lapse. Any such student wishing to be readmitted to the degree, certificate or diploma programme concerned shall be required to apply in writing for readmission, to register anew for the programme concerned and to pay anew the required tuition fees. However, only in the case of Master's and Doctoral programmes, if the years of non-registration is not financially detrimental for the student (compared to registering anew for the programme concerned) and if permission is in fact granted for the continuation of registration, shall normal continuation of registration for the

programme be possible; provided that programme fees for the year(s) for which the student did not register have been paid in full. However, in such cases, the student concerned is not registered retroactively for the year(s) of non-registration for which the programme fees have been paid in full.

8.2 The annual registration of any student for the degree of Master shall be administratively effected not more than twice and that of any student for the degree of Doctor not more than three times. Any further registration shall take place only if the supervisor concerned, in consultation with the departmental chairperson, grants permission for the student to continue his studies.

8.3 A postgraduate degree/diploma/certificate may not be conferred upon a student at the December graduation ceremony, or the March graduation ceremony of the next year, if he was not registered before June of the year of the December graduation ceremony concerned. Such a student may, however, obtain from the University a statement to the effect that he has complied with all the requirements for the qualification in question and that the said qualification will be conferred in December of the next year, provided that the student shall have been registered on time in respect of the year in which such qualification is to be conferred and shall have paid tuition fees for such year.

9. MAXIMUM PERIODS OF REGISTRATION: DIPLOMA AND HONOURS PROGRAMMES

Any student for a postgraduate diploma and any student for the degree of Bachelor Honours who take longer than the maximum permissible period (as set out below) to complete his programme of study, shall be required to register anew for the programme

concerned and shall again be liable for the payment of the full tuition fees applicable to such programme:

Programme	Maximum permissible period of registration
<i>Postgraduate Diplomas</i>	
Full time (i.e. 1 year)	2
Part-time or by telematic education (over 2 years) (Subject to the regulations of the Faculty of Medicine and Health Sciences, where appropriate)	4 years
<i>Honours Degrees</i>	
Full-time (= over 1 year)	2 years
Part-time or by telematic education (= over 2 years)	4 years

10. INTERRUPTIONS OF MASTER'S AND DOCTORAL STUDIES

10.1 Acceptable reasons for interruptions of studies

Where an application for consent to an interruption of Master's or Doctoral studies is being considered, the indications below of possible reasons shall serve as the guidelines in judging the acceptability of the reasons given in support of such application. Each such application shall be substantiated by means of appropriate supporting documents, such as letter of appointment, text of academic assignment, medical certificate(s), financial statement(s), affidavit, etc.:

10.1.1 Situation at work

10.1.2 Medical reasons

10.1.3 Financial reasons

10.1.4 Highly special personal circumstances, if thoroughly and convincingly substantiated.

10.2 Procedure for applications for consent to an interruption of studies

10.2.1 Any application for consent to an interruption of studies shall reach the appropriate faculty secretary on or before 30 April of the year concerned. No application for consent to an interruption of studies shall be considered after 30 April of the academic year concerned.

10.2.2 Consent to an interruption of studies shall be considered on the recommendation of the supervisor and the chairperson of the department concerned.

10.2.3 Where any such application has been granted, it shall be entered in the next recommendatory report of the faculty board concerned.

10.2.4 Consent to an interruption of studies shall be granted for a period of not less than one year.

10.2.5 Consent to an interruption of his studies for the degree of Master shall in the normal course of events be granted to any student once only and for a period of one year.

10.2.6 Consent to an interruption of his studies for the degree of Doctor shall in the normal course of events be granted to any one student either twice at the most, namely for a period of one year in each instance, or once only, namely for a period of two years.

POLICY MATTERS

1. POLICY ON ALCOHOL AND SUBSTANCE ABUSE

1.1 Policy

1.1.1 Points of departure

The Stellenbosch University policy on alcohol and other substance abuse supports and supplements existing applicable legislation and University directives, namely the Disciplinary Code for Students and the Rules for University Residences.

In pursuance of Stellenbosch University's vision to be an institution of academic excellence, the policy attempts to maintain a campus culture that preserves the integrity of the University as an educational institution of distinction.

Stellenbosch University (SU) notes the damage that alcohol and other substance abuse inflicts on South African society, and in this regard also wishes to make a contribution by actively encouraging students to make responsible and life-enhancing choices regarding the use of alcohol and other substances.

The Policy on Alcohol and Substance Abuse reflects the ideal of personal responsibility and mutual respect within the diverse community of students and staff at SU.

The University recognises the right of every individual to a voluntary and informed choice to consume alcoholic beverages, in accordance with applicable national, provincial and local legislation, and existing University directives. However, the University is also committed to the promotion of the responsible use of alcohol and the prevention of alcohol abuse.

The provision of alcoholic beverages to and their consumption by persons under the age of 18 years are expressly forbidden.

In accordance with existing legislation and University directives, the possession, transportation, sale or use of any illegal substance on campus is forbidden.

1.1.2 Aims

The Policy on Alcohol and Substance Abuse aims to promote the responsible use of alcohol and to prevent the abuse of alcohol and other substances.

The policy further aims to prevent the following conduct:

- Rowdiness and disturbance of the peace
- Vandalism and other destructive conduct towards others and self

- The impairment of the human dignity of any person
- Offensive language or any other form of public obscenity
- Intimidating conduct or physical violence
- Any form of sexual harassment or related crimes
- Any other conduct that may compromise the safety or wellbeing of the individual concerned or of others
- The driving of any vehicle under the influence of alcohol
- The refusal to accede to reasonable requests from the University's Risk and Protection Services (USBSD), any other authorised official of SU or any other legal authority
- Any conduct that may bring the good name of SU into disrepute

In pursuance of these aims, various provisions have been included in the - Disciplinary Code for Students and the Rules for University Residences. The University reserves the right to take any acceptable action to make it possible to implement this policy effectively.

The excessive use of alcohol or the use of any illegal substances will not be regarded as extenuating circumstances in cases where it leads to the contravention of SU directives.

Plan of action

1.2.1 Responsibility of Environments

Although the Policy on Alcohol and Substance Abuse applies to all staff of SU, the following environments are instructed to compile and make known plans of action for executing this policy:

- Centre for Student Affairs
- Centre for Student Communities (responsible for the Rules for University Residences)
- Substance Abuse Committee
- Substance Abuse Community Forum
- Centre for Student Counselling and Development
- Stellenbosch University Risk and Protection Services
- Maties Sport
- Campus Health Services
- HIV Coordinating Committee
- Manager: Student Discipline
- Students' Representative Council
- Committee of Head Students (of residences and PSO's)

- Societies Council
- Academic Affairs Council
- *Die Matie*

1.2.2 Disciplinary Code for Students

The Disciplinary Code for Students of Stellenbosch University contains various provisions regarding the use and abuse of alcohol and other substances by students of the University.

1.2.3 Residence Rules

The Stellenbosch University Rules for University Residences contain various provisions that regulate the use and abuse of alcohol by students in University residences.

1.2.4 Substance Abuse Committee

The Substance Abuse Committee consists of representatives of the various environments who are responsible for the execution of the plans of action regarding the abuse of alcohol and other substances.

The committee:

- meets at least each term or more often when necessary;
- gathers information on the patterns of substance abuse on campus;
- sensitises role players to the dangers of substance and alcohol abuse and dependency;
- makes policy proposals to the various role players;
- co-ordinates the review and execution of the substance abuse plan of action; and
- reports annually to the Dean of Students.

1.2.5 Substance Abuse Community Forum

The Substance Abuse Community Forum consists of representatives of the Stellenbosch University Substance Abuse Committee, as well as other role players from the Stellenbosch community at large who have an interest in substance abuse in the student community. These include the South African Police Services, Stellenbosch Traffic, Stellenbosch Municipality, community organisations, representatives of schools in the vicinity, and representatives of health and social services.

The Forum meets every semester and discusses substance abuse among students in the context of the broader Stellenbosch community. In this way, important inputs are obtained on the handling of substance abuse in other sectors of the community. The Stellenbosch University policy and the plans of action on alcohol and substance abuse are also communicated to other

representatives in this way, so that actions in the community may take place in a co-ordinated manner.

1.2.6 Centre for Student Counselling and Development (CSCD)

The Centre for Student Counselling and Development contributes to the implementation of the Stellenbosch University Policy on Alcohol and Substance Abuse in the following ways:

1.2.6.1 Gathering of information and making it available

- Staff of the CSCD serve on the Substance Abuse Committee.
- The CSCD is responsible for gathering accurate information on the patterns of substance abuse on campus.
- The CSCD also gathers information on the strategies and programmes used on other university campuses to address alcohol and substance abuse.
- The CSCD maintains a substance abuse resource centre, which provides relevant information to other role players in the planning and execution of actions regarding alcohol and substance abuse.

1.2.6.2 Therapeutic programmes

- Confidential and professional treatment programmes are provided to students on campus by the CSCD (Division for Therapy and Personal Development).
- Should the necessary services not be available on campus, the students concerned will be referred to suitable treatment and rehabilitation centres.
- The CSCD maintains a network of appropriate aftercare programmes to which students can be referred after the initial period of treatment (e.g. the AA, NA).

1.2.6.3 Preventative and educational programmes

- In co-operation with the other role players on the Substance Abuse Committee, the CSCD will provide specific programmes for implementing the educational plan of action on alcohol and substance abuse across the campus.
- Students who contravene the alcohol/substance policy and the provisions of the Rules for Student Rules in this regard will be compelled by the disciplinary committees concerned to participate in counselling programmes on alcohol/substance abuse presented by the CSCD, or to receive other appropriate psychological help.

1.2.6.4 The aims, efficacy and cost effectiveness of all the above-mentioned programmes are evaluated by the CSCD continuously in order to keep abreast of current needs and developments.

1.2.7 Stellenbosch University Risk and Protection Services

1.2.7.1 Preventative actions

The University's Risk and Protection Services (USBD) takes proactive steps by carefully updating statistics on alcohol-related incidents on campus and communicating these statistics to the University community on a continuous basis. This takes place by means of security newsletters and notices to students, the crime barometer in *Die Matie*, and monthly reports on statistics provided to the Advisory Committee for Student Security (ACSS).

Talks at residences are also being planned, in co-operation with the ABBA Network.

The Monitoring and Advisory Committee on Crime (MACC), a sub-committee of the Rector-Mayor Forum, meet on a monthly basis to share statistics and discuss focal points and crime prevention methods. The USBD acts as liaison with the SAPS in following up cases dealt with by the SAPS.

1.2.7.2 Interventions

A list of aid organisations, rehabilitation centres and outpatient clinics is updated at the USBD offices on a continuous basis, should students and staff require referral. Where students are involved, serious cases are referred to the CSCD.

1.2.7.3 Reactive action

USBD assists with the identification and reporting of individuals who contravene the Alcohol Policy, escorting individuals who are unable to ensure their own safety and assisting in the identification of individuals who require counselling and help.

1.2.8 Maties Sport

Maties Sport and the different sport codes affiliated to it have certain regulations and directives concerning the abuse of alcohol and other illegal substances (by spectators and participants), and concerning the use of illegal performance-enhancing substances (by participants).

1.2.9 The Students' Representative Council

Different projects that are planned and executed by the holders of portfolios of the Students' Representative Council (Student Wellness, Current Social Issues, Critical engagement, Safety, Leadership development, Societies, Publications, e.g. *Die Matie*) contribute to the prevention of alcohol and substance abuse. Planning must take place in consultation with the Substance Abuse Committee so that actions on campus can take place in a co-ordinated manner.

1.2.10 The Head Students' Committee

The managements of residences are responsible for the implementation of the Rules for University Residences and other provisions of the Policy on Alcohol and Substance Abuse in the student accommodation environment.

Contact person:

Dr Llewellyn LM MacMaster (Dean of Students)

Tel.: 021-808 2222

E-mail: lmacmast@sun.ac.za

2. COPYRIGHT ON THE UNIVERSITY CAMPUS

Copyright and other intellectual property rights of third parties must be respected by the students and staff of the University. Your attention is drawn to the fact that, every year, the University pays large amounts in licensing fees in order to gain legal access to material for academic use, that such legal access may be subject to specific conditions and that the University will act strictly against any infringement of such conditions or your violation of intellectual property rights in general (also refer to the University's Electronic Communications Policy in this regard).

You are therefore warned to familiarise yourself with the conditions that may be applicable to your use of material that is made available to you (including audiovisual material such as films and sound recordings and other material such as electronic databases, presentations and class notes). Such conditions usually entail that you may use the information only for your own private studies and research at the University and for no other purposes whatsoever. Other uses, and particularly uses for commercial purposes, are usually strictly prohibited.

If you are unsure about your user rights, you may contact the University's copyright officer on +27 21 808 2992. Should you require further information about copyright and intellectual property, you may follow this link: <http://www.innovus.co.za/pages/english/intellectual-property/copyright.php>

3. ELECTRONIC COMMUNICATIONS POLICY

3.1 The importance of an electronic communications policy

3.1.1 The use of the University's electronic communication facilities is subject to its official Electronic Communications Policy (hereinafter referred to also as „ECP’) as set out hereunder, and any other relevant policy provisions and procedures, as may be applicable from time to time. If a User does not agree with terms and conditions, he has no right to the use of these

electronic communication facilities, not even in cases where students are obliged to use these facilities for academic purposes.

3.1.2 By signing this agreement, a User expressly signifies that he –

3.1.2.1 understands the contents of the ECP and agrees to be bound by the provisions thereof;

3.1.2.2 agrees that the electronic communication facilities which at the time of his studies at the University are made available by the University are for the purpose of assisting the University in the performance of its academic, administrative and related functions;

3.1.2.3 is familiar with the provisions of Section 14(d) of the Constitution of the Republic of South Africa, Act 108 of 1996, which protects the constitutional right to privacy, and that he fully understands these important provisions (the text of Section 14(d) is reproduced in full in Addendum B); and

3.1.2.4 therefore in terms of the above-said Section 14(d) consents to the privacy of such communication being infringed solely to such extent as may be necessitated by the provisions of this ECP.

3.1.3 The policy provisions on electronic communication as contained in this agreement, and as amended from time to time, are by reference incorporated in the set of „Rules for Students of the University’.

3.2 The electronic communications policy and the right to privacy

3.2.1 The University shall respect the User’s right to privacy as that right is guaranteed by the Constitution. Yet in the context of the University’s electronic communication facilities, which are provided for the purpose of the University’s operational needs, restrictions on the User’s rights in certain defined circumstances, as herein contained, are nevertheless unavoidable.

3.2.2 All electronic communication facilities owned or controlled by the University shall in principle be accessible to the University at all times for -

3.2.2.1 maintenance;

3.2.2.2 upgrades;

3.2.2.3 system-driven monitoring actions aimed at countering or minimising the loss of personal data; and

3.2.2.4 any other lawful operational or related purposes.

3.2.3 Although the University respects the User’s right to privacy as set out in clause 2.1 above, any personal communication sent, stored or received via the University’s network may without further notice to the User be monitored, intercepted, refused or inspected by the University in the exercise

of its responsibility for the operation of electronic communication facilities. The typical reasons for such action may include the following (the list below is not, however, presented as exhaustive):

3.2.3.1 to ensure that the University's communications facilities are not being used to receive or transmit content which is of a discriminatory or offensive nature or can be related to the alleged violation of a law or infringement of any other person's rights;

3.2.3.2 to determine the presence of illegal material or unlicensed software;

3.2.3.3 to implement system-driven antivirus software;

3.2.3.4 to counteract crime;

3.2.3.5 to ensure that communications facilities are not being used for inappropriate purposes;

3.2.3.6 to respond to legal proceedings that call for producing electronically stored evidence; and

3.2.3.7 to conduct an investigation in connection with alleged misconduct or in terms of other empowering provisions.

3.2.4 The User understands that in certain defined circumstances he shall have no claim to the effect that information transmitted or stored on the University's electronic communication facilities is to be or remain confidential, even if such information is being used for personal communication. All electronic communication facilities (and other computer security tools) create an audit log detailing every request for access or transaction in either direction. This information shall be at the University's disposal in cases such as those set out in paragraph 2.3.

3.2.5 The User's use of the electronic communication facilities shall be tantamount to his express consent to the University, solely in certain defined circumstances, as contained in 2.3 and 3, to monitor all electronic communications and to access all records created, stored or transmitted by means of the said electronic communication facilities. Such consent shall include but not be limited to hard copies of electronic communications.

3.2.6 All monitoring in connection with any alleged violation of (i) a law or policy, (ii) the University's set of Rules for Students or (iii) a provision of this agreement shall be subject to prior review and written authorisation by the Head: Legal Services or his nominee.

3.2.7 Any monitoring of the User's electronic records in connection with the performance by the Division for Information Technology of its duty to ensure the effective functioning of the University's IT infrastructure shall be subject to prior review and written authorisation by the duly delegated official designated for this purpose from time to time.

3.3 Acceptable and unacceptable use

3.3.1 The University shall permit reasonable and limited personal use of all these electronic communication facilities, provided that the University expressly reserves the right (for the purpose of its operational needs or as required by a law) -

3.3.1.1 to review and, where necessary, restrict or suspend the User's use of the electronic communication facilities by reason of the non-observance of the provisions of the ECP; and

3.3.1.2 to recover from the User the costs incurred during personal use.

3.3.2 The User shall not use the communication facilities –

3.3.2.1 for the purpose of creating, sending or storing messages which may be seen to be insulting, disruptive, offensive to other users, or could lead to a breach of confidentiality;

3.3.2.2 in any manner which infringes upon another person's natural or legal intellectual property rights (e.g. copyright);

3.3.2.3 in any manner which, in the sole discretion of the IT Representative or his authorised delegates, places an unjustified burden on the electronic communication facilities, including but not limited to connecting personal hardware to the University's electronic communication facilities without prior consent;

3.3.2.4 for the purpose of violating the terms of any applicable telecommunications licence or any laws governing cross-border data flow (e.g. legislation relating to data protection, privacy, confidentiality and security);

3.3.2.5 for the purpose of unlawfully penetrating or attempting to unlawfully penetrate the computer network or network security of any University system or of any other such system, or of gaining or attempting to gain unauthorised access to any person's computer, e-mail or voicemail facilities or equipment;

3.3.2.6 for the purpose of violating or attempting to violate of any other law, prescription or provision; or

3.3.2.7 for the purpose of carrying or storing any defamatory or discriminatory material.

3.4 User's responsibilities

3.4.1 General

3.4.1.1 To safeguard passwords and other sensitive information about any computer that has access to the University's network, whether permanently linked to that network or not;

3.4.1.2 to take reasonable precautions, including personal password maintenance and file protection measures, to prevent the unauthorised use of personal computers or data in such computers by other users;

3.4.1.3 to use the electronic communication facilities only for the purpose for which the User has been authorised and only for activities relating to the User's work (subject to 3.1 above);

3.4.1.4 to respect the privacy of electronic communications by, inter alia, not obtaining or attempting to obtain any electronic communication or information that is not intended for the User; in particular, the User shall not attempt to intercept or inspect information on the University network, nor use the University network to attempt to intercept or inspect information en route through or connected to the University network; and

3.4.1.5 not to attempt any unauthorised alteration of the hardware and network configurations of the University network.

3.4.2 Reporting security incidents or network vulnerabilities

It may happen that the User may become aware of a breach or suspected breach of security with regard to the University's electronic communications facilities. The User undertakes in every instance of this nature to report such violation forthwith to one of the persons or organisations mentioned below:

3.4.2.1 the manager of the Computer Users' Area concerned;

3.4.2.2 the system administrator concerned; and

3.4.2.3 the University's Risk and Protection Services.

3.4.3 Passwords

3.4.3.1 The User's password shall remain confidential; including the transmission of his password or username through any medium (except through the particular University network to which the password has given access) and including but not limited to e-mail, and Internet-related chat.

3.4.3.2 The User shall not at any time or for any reason use a password or username belonging to another person, not even with express permission.

3.4.3.3 The User undertakes, should any person or entity attempt to obtain his password, to report such incident to the IT Representative forthwith.

3.4.3.4 The User shall be responsible for terminating open sessions and logging out of electronic communications facilities when any such systems are left unattended. If the User fails to comply with the aforesaid responsibility, he shall be held responsible for any activities that may take place as a result of such failure. This additional responsibility shall include, without limitation, any account or damage that may arise from the said activities.

3.5 Consequences of violation

Violation of any of the provisions of this policy may result in one or more of the measures mentioned below:

3.5.1 the restriction or termination of the User's access to the electronic communication facilities, including the summary suspension of his access or rights pending further disciplinary action;

3.5.2 the institution of legal proceedings by the University, including but not limited to criminal prosecution under appropriate laws that may prevail in South Africa from time to time; and

3.5.3 the taking of disciplinary steps against the User which may lead, inter alia, to expulsion.

3.6 Costs

The University provides certain electronic communication facilities at prescribed rates, which rates are payable by the User. By entering into this agreement, (i) the User expressly authorises the University to recover from the User all monies payable by him in this regard, and (ii) the User undertakes to pay on demand the amount owing. In the event of failure to pay on demand any amount thus owing, the User authorises the University to debit such amount to his student account.

It is the User's personal responsibility to remain constantly aware of the costs of the use of the electronic communication facilities, which costs may be adjusted from time to time without further notice to the User.

3.7 Indemnity

By accepting this policy, the User indemnifies the University and its employees, agents or independent contractors, as the case may be, and holds them harmless in respect of any loss or damage suffered by him, including but not limited to the loss of data or damage to hardware or software, irrespective of the manner in which such loss or damage may have arisen or been caused.

ADDENDUM A: DEFINITIONS

In this agreement, unless inconsistent with or expressly otherwise indicated by the context, the following definitions shall apply:

1. „Electronic communication facilities’ means, without limitation, telephones (landline telephones, mobile phones and voicemail facilities); electronic mail facilities; facsimile machines and modems; computers and servers; and network tools (including Internet access facilities and Web browsers).

2. „User’ means any person having authorisation in terms of the ECP to use the electronic communication facilities of Stellenbosch University.
3. „IT Representative’ means the Senior Director: Information Technology, Stellenbosch University, or his nominee.
4. „Legal Advisor’ means the Head: Legal Services, Stellenbosch University, or his nominee.
5. „Written authorisation’ includes authorisation which is issued electronically.
6. „University’ means Stellenbosch University.

ADDENDUM B: SECTION 14(D) OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, ACT 108 OF 1996

“Everyone has the right to privacy, which includes the right not to have -

- (a)
- (d) the privacy of their communications infringed...”

4. EMPLOYMENT EQUITY POLICY

4.1 Point of departure

Stellenbosch University hereby declares that employment equity is a strategic priority, and that it must be fundamental to the actions of the University as an academic institution. These actions include addressing the inequalities of the past, as well as positioning the University for the future.

Employment equity is integrated into the University’s strategic direction as embodied in the Institutional Plan, the University’s character as an academic institution, and in particular the way in which staff are managed. It takes place within the framework of sensitivity for the needs of the broader community.

The University is of the opinion that current and future challenges can only be met and opportunities be utilised with well-trained and motivated staff. Within the framework of employment equity and in accordance with the values of fairness, participation, transparency, commitment to service, tolerance and mutual respect, dedication, scholarship, responsibility and academic freedom, the University strives to respect the dignity of staff, maintain fair labour practices, communicate openly and honestly, respect the freedom of association of staff, create development opportunities for staff, and provide a safe working environment.

Employment equity has the following specific focus areas:

- the elimination of direct and indirect unfair discrimination;

- the application of affirmative action;
- the creation of equal opportunities; and
- the utilisation and management of diversity.

4.2 Policy statement for each focus area

4.2.1 Elimination of unfair discrimination

4.2.1.1 Stellenbosch University is committed to the elimination of all forms of unfair discrimination, be it direct or indirect, in policies, management practices, conditions of employment and labour practices, to establish a working environment where opportunities, dealings with people and expectations are based on practices not related to race, religion, gender, convictions or any arbitrary reasons.

4.2.1.2 Where discrimination does take place, it may only be related to inherent requirements of the position, the implementation of the employment equity plan or other legally permissible justifiable reasons.

4.2.2 Affirmative action

4.2.2.1 Affirmative action is not an objective per se, but a planned process to establish employment equity in the working environment. It is considered to be a temporary measure with clear objectives, aims and time frames with the main objective of establishing equal opportunities and a fair representation of the designated groups in the workplace.

4.2.2.2 Affirmative action requires the implementation of measures to ensure adequate representation of the designated groups in the staff composition. It thus requires the implementation of initiatives such as the staff diversification policy, and training and development programmes, to promote accelerated employment, promotion, and the training and development of suitable people from these groups.

4.2.2.3 A fair representation of the designated groups at all post levels and in all categories will be obtained through the setting of specific, realistic targets.

4.2.2.4 Targets are determined, as far as possible, with reference to the availability of suitable people in those sections of the labour market used by the University to recruit staff, subject to factors which include the availability of posts and the University's operational and academic needs.

4.2.3 Equal opportunities

4.2.3.1 The removal of unfair, discriminatory practices and the implementation of affirmative action measures will establish a working environment where equal access to work opportunities will be afforded to the applicants and to current staff. It will enable staff to realise their full potential in accordance with the University's operational needs.

4.2.3.2 A broad realisation of potential, and economic empowerment, are aspired to within the framework of equal access to employment, promotion, training, and development.

4.2.4 Utilisation and management of diversity

4.2.4.1 The University strives towards the development of a working environment and culture that is perceived as non-discriminatory and one that welcomes diversity. The objective is to establish a relationship of mutual trust, co-operation, and self-confidence.

4.2.4.2 The aim is to integrate diversity within the university setting with the functions of the University in a manner that will benefit the University.

4.3 General

4.3.1 Responsibilities and roles

4.3.1.1 The Council of the University confirms the strategic value of the employment equity policy.

4.3.1.2 Deans, heads of environments, faculty boards, and environments are jointly responsible for the establishment and implementation of the policy and for support programmes in their respective faculties and environments. Within the University's normal decision-making system and within their areas of responsibility, deans and heads of environments accept responsibility for the implementation of employment equity.

4.3.1.3 Chairpersons of departments and heads of departments are directly responsible for the implementation of action plans, which take into account their unique circumstances, to support the plan of the faculty or environment in accordance with this framework.

4.3.1.4 Staff members are responsible for their own development through continued study and the utilisation of training opportunities to continuously improve their own skills. Deans and heads of environments will, wherever possible, provide their support through the provision of time and the use of facilities.

4.3.1.5 The Rector acts as guardian of the employment equity process, while the direct responsibility for the management of the process and the development and implementation of an employment equity plan rests with the Vice-Rector (Community Interaction and Personnel).

4.3.1.6 The Director: Employment Equity and the Promotion of Diversity is responsible for the day-to-day management of employment equity in co-operation with the Chief Director: Strategic Initiatives and Human Resources and the Vice-Rector (Community Interaction and Personnel).

4.3.1.7 The Human Resources Division supports the Director: Employment Equity and the Promotion of Diversity and the Vice-Rector (Community Interaction and Personnel) by assisting with the sensitising of management and the monitoring of external trends such as legislation, the designing of programmes and the provision of management information. The Human Resources Division also provides career counselling and it attends to new appointments.

4.3.1.8 Representative committees must be formed as part of the employment equity process for consultations on the employment equity plan and related issues.

4.3.2 Expectations

4.3.2.1 The University will not terminate the services of any person unilaterally and involuntarily in its attempt to meet its affirmative action objectives.

4.3.2.2 The opportunities and expectations resulting from the implementation of this policy may not be interpreted as an enforceable right of any person or group.

4.3.2.3 In striving for employment equity, the University will not deviate from its environment, and mission to promote excellence in practicing science. The University will create an environment, and maintain it, in which knowledge can be discovered, shared and employed to the benefit of the community.

5. SU POLICY ON ACADEMIC INTEGRITY: THE PREVENTION AND HANDLING OF PLAGIARISM

5.1 Background

The academic work done at a university means that academics and students are exposed to the ideas, written material and various intellectual and creative products of fellow students and colleagues. The intention of academic work is precisely that the ideas of the lecturer/researcher and student are shaped and honed by these ideas and material of others. At the same time, a process of critical evaluation is required to make new or original inputs or syntheses in order to make it applicable to contemporary international and local questions. Herein lies the particular satisfaction of academic work at university level.

Naturally, the original contribution by a person can only be evaluated if it can be distinguished clearly from the contributions of other people. This is done by way of acknowledged systems of acknowledgement and referencing. By not following these conventions and giving the necessary acknowledgement,

the basis of the academic work at a university is undermined. Taking over this work (words, ideas, creations) of other people and passing it off as the writer's own is to commit plagiarism.

The University wishes to ensure that the mechanisms are in place that will enable staff and students to promote academic integrity and eliminate plagiarism. At the same time it is important that the effort to deal with cases that are related to plagiarism are dealt with in a consistent and fair manner. It therefore is essential that the University has a policy in place to intercept these aspects and create a framework within which it is possible to function.

The following policy is thus proposed and has to be read together with the framework policy for the assurance and promotion of ethically accountable research at Stellenbosch University, the disciplinary code for students of SU, the disciplinary code for staff of SU, as well as any other University policies and guidelines that may be applicable from time to time.

5.2 Plagiarism: Definition and broad categories

5.2.1 Definition:

Plagiarism is the theft and use of the ideas, material and other intellectual property of others that are passed off as one's own.

The intellectual property contained herein is, among others:

5.2.1.1 *Literary works*, which include articles, books, dissertations, theses, newspapers, notes, course material, the assignments of fellow students, e-mail messages, data, computer code, internet sources and *spoken text*, which includes speeches, cassette recordings, lectures, interviews, etc.

5.2.1.2 *Artistic works*, which include images and graphic art, photographs, etc.

5.2.1.3 *Multimedia products*, which include websites, video productions, films, CDs, design projects, etc.

5.2.1.4 *Musical works*, which include compositions, lyrics, CDs, DVDs, music or sound bites on the internet, etc.

5.2.2 Categories:

All cases of plagiarism amount to a serious offence, which can have dire consequences for the person concerned, including suspension or expulsion (in the case of a student) or dismissal (in the case of a member of staff) from the University, besides possible criminal or civil action.

In terms of the University's handling of cases of plagiarism, the offences are divided into three broad categories:

Category 1: Minor offences that can be regarded as resulting from ignorance, negligence or inaccuracy in working with and acknowledging sources, but that can still be regarded as plagiarism.

Category 2: Less serious cases, in which sources/work/material has/have been handled injudiciously, but that by nature still constitute plagiarism. Category 1 and 2 offences are usually dealt with by the department concerned in the case of students. Repeated category 2 offences can be referred to the Central Disciplinary Committee (CDC) in the case of students, and in the case of staff they will be dealt with in terms of the Disciplinary Code for Staff (refers to less serious cases).

Category 3: Blatant cases, i.e. where the work/material of another person has been taken over and used intentionally and deliberately. In the case of students, such cases will normally be referred to the Central Disciplinary Committee (CDC), and in the case of staff will be dealt with in terms of the Disciplinary Code for Staff (refers to serious cases).

5.3 The University's approach

The University's policy approach is based on a developmental or awareness-creating dimension, particularly in the case of students and with due observance of the University's Policy on Learning and Teaching. This does not mean that the University is lenient in its handling of plagiarism; on the contrary, it creates a basis for the firm, consistent and tenable handling of cases of plagiarism. Through this dimension, the University creates an opportunity for offences relating to plagiarism to be handled in a decentralised manner and for certain cases to be dealt with at the departmental level and for others to be addressed by way of disciplinary processes, as set out in 5.3.1 and 5.3.2 of this document.

5.3.1 Alleged offence(s) by a member of staff

5.3.1.1 The departmental chairperson will only respond to written complaints that plagiarism has allegedly been committed, together with the necessary documentary evidence. Such complaint may be made anonymously.

5.3.1.2 In cases where it is suspected that a member of staff has committed plagiarism, the case will be facilitated by the chairperson of the department. If the member of staff who pointed out the plagiarism is also the departmental chairperson, another member of staff in the department concerned has to be involved in the process.

5.3.1.3 The departmental chairperson will make enquiries at the Legal Services Division to determine whether any previous offence with regard to plagiarism has been reported. This information is taken into account in the further handling of the case.

5.3.1.4 Action against a member of staff is subject to the provisions of the Disciplinary Code for Staff. A first offence, if of a less serious nature, is handled by the dean of the faculty. All complaints of alleged serious (second or further) offences by a member of staff will be dealt with in terms of the provisions for serious offences in the Disciplinary Code for Staff.

5.3.2 Alleged offence(s) by students

5.3.2.1 Where it is suspected that a student has committed a form of plagiarism, the matter will be handled further by the chairperson of the department and the lecturer concerned. If the lecturer who pointed out the plagiarism is also the departmental chairperson, another lecturer in the department concerned should be involved in the process.

5.3.2.2 The student shall be informed in writing that he/she has allegedly committed an offence and that, in terms of the rules of the University, the case can be referred directly to the CDC at the sole request of the student, that the process before the CDC is formal and that, among others, the student has “a right to legal representation” (in terms of the Disciplinary Code for Students). The student’s attention should also be drawn to the possible sanctions that can be imposed by the CDC.

5.3.2.3 The departmental chairperson will make enquiries at the Legal Services Division to determine whether any previous offence with regard to plagiarism by the student concerned has been reported. This information is taken into account in the further handling of the case. (See (5.3.2.4) and (5.3.2.5) below).

5.3.2.4 In the case of a Category 1 or 2 offence:

5.3.2.4.1 Category 1 cases are handled in the department and repeated cases of Category 2 offences are referred to the Central Disciplinary Committee for students (CDC).

5.3.2.4.2 A first Category 2 offence can be dealt with at the departmental level. However, the student has to make an informed decision on the possibility of the case being handled internally, in which case there can be specific sanctions (e.g. that a mark of nil is allocated, that the assignment has to be redone, etc.). In the case of action at the departmental level, the student’s “right to legal representation” falls away, as does the right to have a process conducted before the CDC. The decision taken by the student must be put in writing, on the prescribed form that can be obtained from the Legal Services Division.

5.3.2.4.3 The minimum sanction by a department is a verbal warning.

5.3.2.5 In the case of a Category 3 offence:

5.3.2.5.1 The departmental chairperson must refer the case to the Manager: Student Discipline, who will handle the case in terms of the CDC protocol.

5.3.2.5.2 The decision of the Central Disciplinary Committee (CDC) on action against the student is put in writing.

5.3.2.5.3 The Legal Services Division is informed of the case in writing on the prescribed form that can be obtained from Legal Services.

5.3.3 Record keeping in order to ensure the consistent handling of plagiarism

5.3.3.1 Departmental chairpersons must report all cases of alleged plagiarism to the Legal Services Division. This is also done for cases where the person concerned was found not guilty, for the record.

5.3.3.2 The following information should accompany all reports:

5.3.3.2.1 Plagiarism: Departmental handling (form can be obtained from the Legal Services Division)

5.3.3.2.2 Written complaint that was submitted

5.3.3.2.3 Alleged documentary evidence that was submitted

5.3.3.2.4 Names of people who were involved in the investigation/hearing

5.3.3.2.5 Proof that the alleged offender, in the case of students, exercised his/her choice regarding whether or not the case should be referred directly to the CDC.

5.3.3.2.6 Verdict, with the sanction, where applicable.

5.3.3.2.7 Proof that the alleged offender has been informed of the decision.

5.3.3.3 The Legal Services Division must standardise all cases on an annual basis – the reason being to ensure consistent action at the institutional level and to determine a median punishment. In cases where it is clear that a particular department is imposing penalties beyond the median, the department concerned should be informed accordingly and be provided with a copy of the latest guidelines.

5.3.3.4 Appeals are dealt with according to the existing protocols and procedures.

5.3.3.5 All cases should be dealt with in the strictest confidence.

5.4 Implementation

5.4.1 It is the responsibility of departments to ensure that all students and staff are aware of the policy and to make sure that the processes contained therein are implemented consistently.

5.4.2 It is compulsory for all students to sign the Plagiarism Declaration (obtainable from the Legal Service Division) and to attach it to any relevant

study assignments, as prescribed by the department concerned. Furthermore, it is essential that members of staff are aware that they are also subject to this declaration as employees of the University.

5.4.3 The University has a development instrument (Turnitin software) that is available for students to check their documents as part of the learning process. Lecturers are also encouraged to make use of it. The Centre for Teaching and Learning can assist you with training where required. The University's Library and Information Service also provides information literacy sessions that address plagiarism.

5.4.4 In the case where a thesis/dissertation/mini-dissertation is examined for plagiarism, the item must be withdrawn from SUNScholar for the duration of the investigation, as should any other online forms of the document (e.g. on departmental websites). If no form of plagiarism can be found, the document may once again be made available.

5.4.5 Departments should endeavour to ensure the greatest possible measure of consistency in the implementation of the policy with regard to the handling of plagiarism, in order to ensure fairness for all staff and students.

5.4.6 This policy takes preference over all other arrangements that faculties and departments might make with regard to dealing with plagiarism, and the necessary adjustments should be made to such faculty and departmental arrangements to ensure that they are in line with this policy.

5.4.7 The responsibility for supporting those involved in dealing with plagiarism is assigned to the Division for Research Development, which support will be provided in consultation with other appropriate support service divisions, such as the Legal Services Division and the SU Library and Information Service.

5.4.8 The Legal Services Division keeps a record of all instances of plagiarism that are reported by the department concerned or by the relevant disciplinary committees.

6. RELIGIOUS WORSHIP AT THE UNIVERSITY

The following rules, imposed by the Council of the University, shall be subject to the final proviso laid down in the relevant subsection of the Constitutional Act of 1996:

6.1 Since the substantial majority of the University community at SU is of the Christian faith, it is deemed fair that further references in these rules to "religious worship" be taken as references to religious worship of a Christian nature.

6.2 Religious worship may be engaged in at official meetings of the University's central and faculty organs, that is to say Council, Senate, Convocation and the Boards of Faculties.

6.3 Religious worship may be engaged in at public ceremonies which are arranged at the central, the faculty or the divisional level, for instance graduation ceremonies, the official opening of the University, public lectures, etc.

6.4 Religious worship may be engaged in University residences, as may from time to time be resolved by the house committee concerned.

6.5 Religious worship may be engaged in at official meetings of the Students' Representative Council and of recognised student societies and sports clubs, as may from time to time be resolved by the Students' Representative Council or by the management of the student society or sports club concerned.

6.6 These rules signify no imposition of any restriction whatever upon non-Christian religious worship at the University.

7. SMOKING POLICY

7.1 In adopting a policy on smoking, Stellenbosch University

7.1.1 wishes to ensure that it acts within the framework of the Control of Tobacco Products Act, 1993 (Act 83 of 1993);

7.1.2 trusts that courtesy, consideration and respect for one another's preferences and needs will greatly contribute to the moderation of such interpersonal differences as may arise as a result of smoking in the workplace and, thereby, to the promotion of harmony and productivity.

7.2 For reasons of safety, health and convenience, smoking is prohibited at all times in -

7.2.1 libraries;

7.2.2 laboratories;

7.2.3 kitchens/food preparation areas;

7.2.4 eating places/restaurants;

7.2.5 staff rooms/tea rooms;

7.2.6 lecture rooms/halls;

7.2.7 places of gathering, such as auditoriums (e.g. the Endler Hall and the Thom Theatre);

7.2.8 committee rooms, conference rooms/halls and seminar rooms;

7.2.9 lifts/elevators;

7.2.10 University vehicles;

7.2.11 toilets;

7.2.12 offices/rooms;

7.2.13 other enclosed spaces where persons could find themselves in a „captive’ situation;

7.2.14 any specific area which the University in its discretion has formally designated a no-smoking zone.

8. SEXUAL HARASSMENT

8.1 Objective

8.1.1 Stellenbosch University is committed to the creation of an environment that is free of sexual harassment. Wherever sexual harassment occurs, it threatens the basic human rights of the individual and undermines the values enshrined in the South African Constitution, as well as the integrity of the University.

8.1.2 The principal objective of the University’s policy on sexual harassment is to prevent sexual harassment from occurring. The University expects all of its students, employees and management staff to refrain from sexual harassment.

8.2 Definition

The expression “sexual harassment” refers to behaviour, typically experienced as insulting in its nature, through which unwanted sexual approaches are made in the context of a relationship of equal/unequal power or authority. It may be experienced as an expression of power, authority and control of a sexual nature. It creates a hostile environment, which interferes with the individual’s capacity to learn and/or work.

8.3 Different forms of sexual harassment

Divergent perceptions exist as to what sexual harassment involves. These perceptions range from unwelcome sexual attention, through sexist or suggestive remarks and bribery/blackmail (e.g. positive rewards/sanctions for sexual favours) to aggressive behaviour, such as rape attempts or actual rape. “Sexual harassment” thus covers a wide range of undesirable behaviour that includes the following forms among others:

8.3.1 Verbal forms, such as unwelcome enquiries about a person’s sex life, telephone calls with sexual undertones, persistent rude or sexist jokes/

remarks, unwelcome requests for dates, comments about an individual's figure, etc.

8.3.2 Non-verbal forms, such as gestures with a sexual significance, leering, persistent unwelcome flirting, etc.

8.3.3 Visual forms, such as the displaying of pornographic photographs, cartoons, objects, etc., that create a hostile environment.

8.3.4 Physical forms, such as unwelcome touching (patting, pinching, fondling and kissing), pawing, touching, molesting and rape.

8.3.5 Quid pro quo forms, such as sexual bribery (a promise of e.g. promotion in return for favours of a sexual kind) and sexual blackmail (the withholding of e.g. promotion unless favours of a sexual kind are granted).

8.4 Manner of dealing with allegations of sexual harassment

If a student experiences harassment or becomes aware of harassment, he must in cases where the incident is a minor or isolated one confront the harasser in person and/or in writing if at all possible and inform the harasser that the behaviour is inappropriate, unwelcome and not amusing. Keep a written record of the incident or events by making a note of particulars such as the incident(s), time or times, name or names and evidence or any other relevant information.

If the harassment continues, if it is of a serious nature, or if the complainant chooses not to confront the harasser in person, the matter may be taken further through the Advisory Forum on Sexual Harassment, a forum of eleven expert members constituted by the Rector for a fixed term of three years. Depending on the degree of seriousness and if mediation by the Advisory Forum proves not to be successful, the matter will be referred further to the Central Disciplinary Committee in terms of the Rules for Students.

8.5 Jurisdiction

The jurisdiction of the Advisory Forum is determined by the nature of the relationship between the alleged harasser(s) and the complainant(s). If the harassment occurs in the context of a University-based relationship, the Advisory Forum will have jurisdiction over the matter. Particularly in cases where the relationship is such that the harasser(s) is in a position of authority towards the complainant(s), there cannot be any doubt as to jurisdiction, even if the alleged harassment occurred outside the geographical boundaries of the University. In principle, however, the same applies in the case of equals.

9. POLICY ON STUDENTS WITH SPECIAL LEARNING NEEDS/DISABILITIES*

9.1 Background and the current state of affairs

In 1994, Stellenbosch University appointed an ad hoc committee to investigate the accommodation of persons with disabilities on campus (Rossouw, 2005). This process, up to the establishment of the Advice Forum for Students with Disabilities in 1997, is explained in full by Rossouw (2005).

As of 1 January 2006, the services for students with special learning needs/disabilities has resided under the Centre for Student Counselling and Development (CSCD).

Up to now the official policy regarding students with special learning needs/disabilities (SU, 1997) has directed the advisory role of the Advice Forum and basic service delivery to such students. The definition of disability, in terms of the previous policy, was based on the obsolete medical model of diagnostic entities. (See Brand (2005) for an explanation of the different approaches to defining the concept “disability”). The main limitation in the previous process of service delivery to students with special learning needs/disabilities at the University was therefore the result of its decentralised nature.

9.2 Legislation and the National Plan for Higher Education

Chapter 2 of the South African Constitution of 1996, the Bill of Rights, guarantees fundamental rights for all South African citizens. This includes an equity clause, as well as the right to freedom from discrimination, based on a number of social criteria. Discrimination based on disability is one of these criteria. Thus, the Bill of Rights explicitly states that an individual may neither directly nor indirectly be discriminated against on grounds of a disability.

The Higher Education Act, 1997, requires that more effective measures be put in place to address the needs of students with special learning needs/disabilities and that specific changes to the system be considered, such as changes to the curricula and teaching, in order to accommodate a more diverse student body. The Higher Education Act, 1997, is also based on values that promote tolerance and an appreciation of diversity.

* The terms ‘special learning needs’ and ‘disabilities’ are used interchangeably in this document.

The *National Plan for Higher Education* of 2001 also clearly states that higher education establishments should better provide for the needs of students who experience barriers to learning and development, specifically those barriers that are intrinsic to disability. Therefore, these institutions have to indicate the steps and strategies, and the relevant timeframe, in their respective institutional plans for the optimal accommodation of such students. Higher education establishments are also expected to ensure, where possible, that students with physical disabilities can easily access physical facilities.

9.3 The position of Stellenbosch University

The University's vision as set out in *A Strategic Framework for the Turn of the Century and Beyond* (2000) describes a campus culture that welcomes diversity of people and ideas. Students with special learning needs/disabilities enrich any environment with their unique knowledge, skills and characteristics, adding value to such an environment. The principle of fairness/equity in *A Strategic Framework* (2000) means that the University is committed to welcoming a student body that is more representative of South African society as a whole. This implies that more disabled prospective students should be encouraged to study at tertiary level. The principle of tolerance in the vision can be understood as a willingness to accommodate, as far as is possible, disabled students' diverse (and often complex) academic needs. *A Strategic Framework* (2000) sets out unequivocally that the University will "continue to give attention to accessibility for people with disabilities" (p. 20), and is viewed as the basis for this policy regarding students with disabilities. The University's vision and strategic priorities are therefore taken into account in this way.

The University is committed to the promotion of equal opportunities for all. The University protects, within reason, the rights of individuals with special learning needs/disabilities, including their participation in higher-education activities. In addition, the University wishes to foster a positive and non-prejudicial attitude among staff and students toward persons with disabilities, and will, as far as is financially viable, provide for the needs of persons with disabilities.

With this policy on students with special learning needs/disabilities, the University wishes to serve the broadest possible spectrum of the South African society, within the framework of its goals and with due consideration of the viability of providing such a service on all the different levels, by:

9.3.1 accepting students with special learning needs/disabilities, and who meet the necessary academic requirements, into the student community as fully integrated members;

9.3.2 providing for the needs of such students where necessary, where doing so is practicable, and without impinging on the rights of other students; and

9.3.3 maintaining a central office and employing a specific person or persons to coordinate and promote academic accessibility and support for students with special learning needs/disabilities.

9.4 Definition

For the purposes of this policy, the term ‚disability’ is used to refer to a person with (a) verifiable physical, non-visible, and/or psychological limitation/s that negatively affect(s) the person’s daily activities in a specific way.

This definition is implemented in accordance with the social model of disability, in which the focus is placed on the environment as a potentially limiting factor in terms of participation and engagement in activities, rather than on the diagnostic entities regarding disability as such.

9.5 Rights of students with special learning needs/disabilities

This policy aims to provide for the needs of students with special learning needs/disabilities, within the limits of what is viable, and taking financial constraints into consideration, by:

9.5.1 facilitating access to modules, programmes, academic adjustments and/or aid;

9.5.2 keeping up to date with changes in the accommodation needs and other needs of the students with disabilities;

9.5.3 ensuring that all confidential information concerning the disability is only disclosed with the written consent of the student involved; and

9.5.4 promoting communication between staff members and students with special learning needs/disabilities, among other things by obtaining academic and other information in an appropriate format.

9.6 Admission and registration

Admission to the University will not be refused on grounds of the prospective student having a disability, as long as the applicant meets the set academic requirements (which might in fact exclude persons with specific types of disabilities).

9.6.1 It is the applicant’s responsibility to provide information concerning his disability in the application. In cases where applicants did not disclose their disability beforehand, the University is in no way obliged to provide support to any such student during his studies at the University.

9.6.2 Upon receiving the application/information, the Admissions Division will submit it to the Office for Students with Special Learning Needs (Disabilities) (OSSLN), which will identify the applicant's unique needs and the implications thereof by means of a questionnaire that the applicant will be required to complete.

9.6.3 After the evaluation by the OSSLN, faculties will be advised on the implications for support, including financial support, should the student be accepted. Faculties can then decide themselves what forms of support they can offer the student.

9.6.4 After admission, the student will be considered for the field of study of his choice. The Registrar's Division, the relevant academic department/s, other professionals and the OSSLN (in consultation with the applicant) will jointly consider recommendations for admission. If necessary, and with cogent motivation, certain measures will be taken to make teaching accessible for the disabled student concerned. Other adjustments (such as the use of special equipment by a lecturer and/or the student) may also be made, provided that such adjustments do not undermine the integrity of the graduate programme or make unrealistic demands on the lecturers. The student will be expected to provide a list of modules being followed, as well as the student's contact details to all the lecturers concerned, as well as to the OSSLN.

9.7 Accommodation

The existing accommodation/admission requirements and regulations, as they relate to placement in university housing, also apply to students with disabilities. Applications for admission to university housing will be considered and dealt with on an individual basis.

9.7.1 Special concessions will be made in the consideration of students with special learning needs/disabilities for admission to residence in university housing, as far as is practically and financially viable. Should a prospective student be dependent on the aid of an assistant, the accommodation of such a student together with the assistant will be considered, provided the housing units developed especially for this purpose are not already occupied.

9.7.2 Should a student with a special learning need/disability be accepted into a residence or university house, the housing already equipped with such facilities will enjoy preference. The OSSLN may be asked to provide guidance to the management of the residence/house concerned in respect of the student.

9.8 Physical facilities

The University aims, where possible and financially viable, to improve accessibility to specific buildings and other facilities for students with special learning needs/disabilities.

9.8.1 In cases where a specific problem with access to an existing building is identified, either for a registered or prospective student, the University will attempt to rectify the problem as soon as possible. Such rectification may include a cost estimate or the consideration of other options (such as moving lectures to a more accessible venue). Academic and housing needs will enjoy preference.

9.8.2 Accessibility to students with disabilities will be taken into account as priority in the planning of new buildings and other physical facilities (for teaching, research, housing, sport, recreation, etc.) This also applies in the upgrading of existing facilities.

9.8.3 A representative of the OSSLN will maintain close contact with Facilities Management, in order to ensure that building project teams take the needs of persons with disabilities into account.

9.9 Support services

In consultation with the OSSLN, attention will be given to the specific needs of persons with disabilities, while taking practical and financial viability into account.

The following divisions or sections are involved in supporting these students:

9.9.1 The Division Student and Academic Support, and more specifically the OSSLN (point of service of the CSCD), coordinates all such activities aimed at supporting these students.

9.9.2 The CSCD facilitates, among other things, personal therapy and development, extended time allowed for examinations and career development.

9.9.3 HUMARGA provides a variety of software packages, Braille facilities and other specialised tools.

9.9.4 The Department of Sport Science/Maties Sport provides for participation in sport, wherever possible.

9.9.5 If individual tutors are needed by students with special learning needs (even after their first academic year), the faculties concerned should, in conjunction with the OSSLN, perform a needs assessment for the following year and budget for tutor funding for those students. This informs the budgets for subsequent years. Should additional funds be required, the faculty may approach the OSSLN for support.

9.9.6 The student committee, Dis-Maties, is responsible for awareness drives, support and the promotion of the overall institutional climate with regard to students with special learning needs/disabilities. Dis-Maties receives organisational support from the OSSLN, but is a registered society like other student societies on campus.

9.9.7 Housing arrangements are finalised by the Centre for Student Communities with input from the OSSLN where necessary (see also point 7 in this regard).

9.10 University clubs and societies

When a person applies for membership of a University society and/or club, membership will not be refused solely because of the person's disability, but practical considerations and viability are significant.

9.11 Grievance procedure

In the case of academic grievances, the academic grievance procedure has to be followed through the Academic Affairs Council and the Dean's Office concerned if personal discussions between the student and the lecturer and/or departmental chair do not solve the problem.

Academic grievances are grievances regarding:

- the content and/or presentation of modules/graduate programmes;
- the learning environment and/or supportive aids; and
- the evaluation of graduate programmes.

Administrative grievances concern matters pertaining to, among others, registration, subject choice and study fees, and should be discussed with the administrative official involved, the faculty secretary, or, if necessary, the Registrar.

If the problem cannot be solved within the immediate environment, a written complaint should be filed with the Division Student and Academic Support, specifically the OSSLN. If a solution is still not found, the Director of the CSCD will then follow the official grievance procedure, in consultation with the Academic Affairs Council of the Students' Representative Council. As a last resort, the case should be reported to the ombudsman.

All other complaints (such as those of a physical or practical nature) can be reported to the relevant divisions or sections (such as Risk and Protection Services, Student and Academic Support, and more specifically the Centre for Student Affairs and the OSSLN).

10. RULES WITH REGARD TO STUDENT GATHERINGS, PROTEST DEMONSTRATIONS AND PETITIONS

10.1 In par. 10, the following expressions carry the meanings indicated below:

10.1.1 Gatherings: Includes all meetings, protests, demonstrations, exhibitions, poster displays, erection of tables or notice boards, or anything similar.

10.1.2 Public gatherings: Gatherings to which persons other than students or academic staff of the University have access, or at which persons other than students or academic staff of the University act as speakers.

10.1.3 Academic portion of Stellenbosch campus: The University area bounded by Andringa Street, Merriman Avenue, Bosman Street and Victoria Street, as well as the sites on which the Conservatoire and the Theology, Engineering, Forestry, Food Science, Lombardi and JC Smuts buildings have been erected.

10.1.4 Academic portion of Tygerberg campus: The sites on which the Education block, the Fisan building, the Clinical building and the Student Centre have been erected.

10.1.5 Academic portion of Bellville Park campus: The sites on which the building of the Postgraduate School of Business has been erected.

10.1.6 48 hours: Excluding Saturdays, Sundays and public holidays.

10.1.7 Petition: Includes any manner of collecting students' or non-students' signatures in the pursuit of a common goal, but excluding a petition to hold a referendum in terms of the constitution of the student union on a matter that falls within the jurisdiction of the Students' Representative Council.

10.2 Outdoor student gatherings

10.2.1 No student or student society may arrange or hold outdoor gatherings on the site of the University without permission. All gatherings must therefore be arranged and held inside venues in University buildings, except where the competent office bearer of the University grants explicit permission for an outdoor gathering. (Gatherings in the amphitheatre at the JS Gericke Library are regarded as outdoor gatherings.) To stage protests, the procedure outlined in par. 10.6 later on in this chapter must be followed.

10.2.2 In the case of outdoor gatherings on the academic portion of Stellenbosch campus, Tygerberg campus or Bellville Park campus, permission must be obtained from the Dean of Students. Applications for

permission to hold an outdoor gathering must comply *mutatis mutandis* with the requirements in paragraphs 10.3.2 and 10.3.3 below.

10.2.3 The Dean of Students will not grant permission for musical performances of any kind, or the use of speakers or other broadcasting or sound systems in the open air or on the academic portion of the Stellenbosch, Tygerberg or Bellville Park campus, except between the hours of 12:50 and 13:50 from Monday to Friday, however still subject to the explicit permission of the Dean of Students.

10.2.4 In the case of outdoor gatherings elsewhere on the University's campuses, permission must be obtained from the person or institution (e.g. Maties Sport or residence authority) in charge of the premises in question. Information on those in charge of particular premises can be obtained from the Dean of Students.

10.3 Venue use and booking by students

10.3.1 Apart from academic users, only student societies that are officially recognised by the Students' Representative Council as well as residences may use University venues for gatherings, upon payment of the current tariffs.

10.3.2 All applications to book venues must be made in writing, and must reach the responsible person in charge of the particular venue in the department/division within at least 48 hours of the planned use of the venue. The applicant must provide the information outlined in par. 10.3.3. (A list of such responsible persons are available from the Office of the Students' Representative Council.)

10.3.3 In each case, the responsible person must keep a booking register, containing full information with regard to the booked venue, date and time; the organisation making the booking; whether non-students shall attend the event; the theme or subject of the gathering; the name (and address and contact number) as well as position of the person making the booking, and the signature of the responsible person who grants the booking.

10.3.4 The responsible person may refuse to book a venue, not only due to its non-availability, but also when the meeting or gathering in question could, in the opinion of the responsible person, harm the reputation of, or cause disruption at, the University. In such a case, the final decision with regard to the booking rests with the Dean of Students.

10.4 Holding of public gatherings by student societies

10.4.1 Student societies may arrange and hold public gatherings only with the Students' Representative Council's permission. Such permission must be applied for in writing to the Office of the Students' Representative Council at

least 48 hours before the envisaged gathering, stipulating the same information required for the booking of a venue in terms of par. 10.3.3 above, and accompanied by a copy of the poster or notice announcing the gathering. The Students' Representative Council may request any further information that it deems necessary.

10.4.2 Notwithstanding any provision in the constitution of the student union, permission to hold a gathering may be refused should such gathering be deemed not to be in the best interest of the University. Should there be any doubt on the part of the Students' Representative Council as to the desirability of a gathering, the Dean of Students shall take a final decision.

10.4.3 Permission to hold a gathering may be subject to conditions, including conditions pertaining to the attendance of such gathering by persons other than students of this University, as well as with regard to the speakers at such event.

10.5 Distribution of petitions by students

No petition may be distributed or circulated by students on the University's campuses without the written permission of the Dean of Students. When considering an application for such permission, the Dean of Students may request an applicant to furnish such details that he deems necessary, and may further impose such conditions as he deems necessary. Besides the permission of the Dean of Students, the circulation of a petition in a particular residence is also subject to the permission of that residence's house committee in terms of paragraph 10.2 and 10.3.

10.6 Procedure for arranging gatherings

10.6.1 Definitions

„Gathering' means any formal or informal meeting, including protest actions or demonstrations, occurring on University or University-owned premises or public roads and in spaces surrounding or linking University premises. Furthermore, such gathering is not necessarily part of or related to the formal structures that exist for the planning or execution of the University's primary functions.

„Protest action or protest march' means any action or conduct through which grievances or prevalent dissatisfaction are brought to the University's attention in an organised manner.

„Formal structures' means the University structures as determined by applicable legislation, statutes and regulations, and includes structures established by way of an agreement in terms of a resolution of Senate and the University Council.

„Primary function’ means the formal teaching, research, community interaction, sport and cultural activities of the University.

10.6.2 General

Gatherings as defined herein may only occur if prior approval has been obtained.

10.6.3 Applications for permission

Applications to hold a gathering must reach the Rector, or his duly delegated official, at least five work days prior to the day on which the envisaged gathering shall take place.

Applications must be made in writing, and must clearly outline the following:

- Full details of the applicant
- The date, time and venue of the gathering
- The nature, subject and objectives of the gathering
- Full details of the speaker(s)/organisers

Should the gathering take the form of a protest action or protest march, such application should also include the following:

- The reasons for the protest action or march
- Whether the prescribed procedures have been followed for the handling of grievances or dissatisfaction, as well as an indication of the specific procedures followed
- The routes of the protest action/march and, where applicable, the University buildings and facilities that will be entered
- The extent and estimated duration of the protest action/march

Students shall apply via the Students’ Representative Council and the Dean of Students, who shall advise the Rector or his duly delegated official on the application.

Staff members shall apply to the Vice-Rector (Community Interaction and Personnel), and persons from outside the University shall apply directly to the Rector.

10.6.4 Undertaking

In the application, the applicant(s) shall provide a written undertaking to:

- comply with the conditions of approval to hold the gathering;
- indemnify the University against any damage that may arise from the holding of the gathering, and to compensate the University for any additional or unforeseen expenditure that may arise from the holding of the gathering;

- ensure that, in the case of a protest action/march, it takes place peacefully and that adequate arrangements are made.

10.6.5 General conditions

Unless explicitly stated otherwise, permission to hold a gathering is subject to the following:

- Where the applicable statutory provisions require permission from the central/provincial government or relevant local authority, it shall be applicants' responsibility to obtain it.
- The arranging and holding of the gathering may not interfere with the primary activities of the University.
- The applicant(s) shall accept full responsibility for arranging the gathering, the conduct of the participants, as well as all other consequences that the gathering may have. In this regard, the Director: Physical Facilities should be consulted on all relevant matters.
- No other University premises, buildings or facilities may be entered or used, or routes followed, or actions taken, apart from those explicitly agreed upon beforehand.
- Apart from spaces specifically provided for this purpose, no posters, banners, flags or slogans shall be applied to or displayed on University property.
- Apart from publications that have been officially approved, no publications or pamphlets may be distributed on campus without the prior approval of the Rector or his duly delegated official.
- Where the carrying and display of posters, flags, banners and slogans, and the utterance of slogans and song are permissible, it may not be negatively aimed at any specific grouping.
- Admission to gatherings is generally restricted to staff and students of the University. In cases where outside groupings are expected to join the gathering, it shall be explicitly stated in the application.
- The carrying of any kind of weapon and any other dangerous object is not permissible.
- Without infringing upon the Rector's authority to grant or refuse permission to hold a particular gathering, no application to hold a gathering shall be considered if all the elements contained in this procedure are not complied with.

10.6.6 Non-compliance

- A person or organisation is guilty of misconduct if:
- he participates in a gathering for which the prescribed permission has not been granted beforehand;

- such gathering is arranged or participated in in contravention of the conditions determined for the holding of a gathering, or if persons or organisations are encouraged, incited or intimidated to participate in the gathering; and/or
- any person or organisation is intimidated to participate in such gathering, regardless of whether permission has been granted to hold such gathering.

11. PARKING AND REGISTRATION OF VEHICLES

11.1 Students or staff wishing to park private motor vehicles on University grounds must register these vehicles electronically at the relevant University division.

11.2 Registration of a motor vehicle is a prerequisite for parking on University grounds but does not guarantee a parking bay.

11.3 Consult the web (web address at point 7 below) for the following: various types of parking available, the application and allocation procedures, associated costs and payment mechanisms.

11.4 Registration is done electronically on the web.

11.5 It is recommended that motorbikes and bicycles be registered at the relevant University division. Currently there is no cost involved in such registration. Bicycle registration, however, provides the relevant student with access to the University's safe bicycle sheds.

11.6 A vehicle registration disc (hereafter called "disc") is only issued for motor vehicles and not for motorbikes, scooters or bicycles. The disc must be displayed on the motor vehicle's front windscreen at all times.

11.7 See the webpage at <http://www.sun.ac.za/mobility-parking> for full information on transport, parking, instructions and dealing with transgressions, or contact the University's contact centre at info@sun.ac.za or 021 808 9111.

DISCIPLINARY CODE FOR STUDENTS OF STELLENBOSCH UNIVERSITY

In this code, any expression signifying the male gender includes the female equally, and vice versa, unless the context signifies otherwise.

1. JURISDICTION

1.1 Provisions of the Statute of Stellenbosch University

Paragraph 69 of the Statute of Stellenbosch University (SU) reads:

“(1) If a student contravenes the Rules prescribed by the Council or if his or her conduct in or outside the buildings, or on or off the premises of the University, is detrimental to, or could be detrimental to, the good name of the University, or to the maintenance of order and discipline at the University, or to the proper performance of the work of the University, the Council may deprive the student of the rights and privileges he or she enjoys as a student of the University, refuse him further admission as a student of the University, whether temporarily or permanently, make his or her further admission dependent upon the payment of a pecuniary fine not exceeding a maximum amount such as the Council, after consultation with Senate and the SRC, may from time to time determine, or impose any other penalty allowed under the Rules prescribed by the Council; provided that no such disciplinary action be taken against the student until he has had the opportunity to advance reasons why disciplinary actions should not be taken against him.

(2) Disciplinary measures and procedures shall be prescribed by the Council, after consultation with the Senate and the SRC, and are stipulated in the Disciplinary Code of the University of Stellenbosch.

(3) The student forfeits all claims to repayment, rebate or remission of fees paid or payable to the University if the Council deprives a student temporarily or permanently of the rights and privileges he enjoys as a student, or refuses him further admission as a student, whether temporarily or permanently.”

1.2 Student

By „student”, the University means any person:

1.2.1 who is registered as a student at the University;*

1.2.2 who has already taken his place in University accommodation or has taken part in any activities that are related to the welcoming and integration of newcomer students before his registration as a student at SU, but with the intention to register;

1.2.3 who has started or participated in any academic activities before his registration as a student at SU, but with the intention to register;

1.2.4 who was previously registered as a student at SU, returns to any campus of SU, and plans to register as a student again that year;

1.2.5 who represents the University on or away from campus in academic, sport, cultural or other official activities after registration at SU; or

1.2.6 has already completed his studies at SU but has committed some misconduct before obtaining his degree.

1.2.7 who takes part in the SciMathUS programme.

In signing the application form of the University, a student agrees to acquaint himself with all the rules, regulations, policy and other provisions of the University, and ignorance of any such provision cannot be offered as defence against a charge of contravening such provision.

2. MISCONDUCT

Without any derogation from the general provisions of paragraph 69 of the Statute of the University, a student will be guilty of misconduct if he:

2.1 wrongfully infringes on the fundamental rights of another person as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996, or acts in a way that breaches any other laws of the land and the rules, regulations and provisions of the University;

2.2 acts in a manner that is contrary to the University’s policy on alcohol and substance abuse;

2.3 acts in a manner that is contrary to the University’s policy on electronic communications;

* SU students who study within the context of a partnership agreement (for example at the Military Academy at Saldanha, the Cape Institute for Agricultural Training: Elsenburg, or the Huguenot College in Wellington) are subject to the University’s disciplinary code for students, unless alternative arrangements have been made with regard to those students in the official agreements between SU and the partner institution concerned.

- 2.4 acts in a manner that is contrary to the University's religious worship;
- 2.5 acts in a manner that is contrary to the University's policy on plagiarism;
- 2.6 acts in a manner that is contrary to the University's policy on a weapon free campus;
- 2.7 acts in a manner that is contrary to the University's policy on sexual harassment;
- 2.8 acts in a manner that is contrary to the University's policy on student gatherings, protests marches and petitions;
- 2.9 acts in a manner that is contrary to the University's policy on traffic and keeping vehicles;
- 2.10 acts in a manner that is contrary to the University's policy on student conduct at and during tests and examinations;
- 2.11 acts in a violent, indecent or improper manner on or in the vicinity of the campus or at a function organised by the University;
- 2.12 acts in an insulting, indecent or improper way towards another student, a University personnel member or functionary, or a member of the public in a University-related setup;
- 2.13 mentally harms or humiliates, or assails the dignity or person of a University personnel member or functionary;
- 2.14 makes himself guilty of hate speech;
- 2.15 misrepresents himself, through his behaviour or action, to any personnel member or functionary of the University, knowing full well that it is a misrepresentation;
- 2.16 acts in such a way that his conduct results in, or could reasonably be expected to result in, prejudice to or endangerment of the normal pursuit of teaching, research and/or study at the University, or to the general activities at the University;
- 2.17 acts in such a way that his conduct results in, or could reasonably be expected to result in, prejudice to or endangerment of the maintenance of order, discipline or safety at the University;
- 2.18 acts in such a way that his conduct results in, or could reasonably be expected to result in, prejudice to the good name of the University;
- 2.19 infringes on another person's patent right, right to a design or copyright;
- 2.20 ignores or acts in conflict with any lawful written or oral instruction or request of any governing body, personnel member or functionary of the University;

- 2.21 impedes the freedom of movement of another student or of a personnel member or functionary of the University;
- 2.22 impedes the orderly course of an investigation into alleged misconduct, or the course of disciplinary procedures;
- 2.23 removes or uses without permission, damages or destroys any property of the University, or property for which the University is accountable, the property of a fellow student, or that of a personnel member or functionary of the University;
- 2.24 removes or uses without permission, damages or destroys any property of the University, or any property for which the University is accountable, which could give rise to a claim for compensation;
- 2.25 uses emergency equipment for purposes other than an emergency situation;
- 2.26 enters, uses or occupies any property of the University without permission, or uses the property in a manner other than that for which it was intended;
- 2.27 introduces a dangerous weapon, explosive or habit-forming substance onto any University campus without permission;
- 2.28 holds a leadership position and metes out punishment that falls outside the framework for disciplinary action as prescribed in this code;
- 2.29 holds a leadership position and refrains from laying a charge against a fellow student with the intention of preventing the institution of disciplinary action by a disciplinary committee of the University;
- 2.30 refrains from, or contributes to refraining from, keeping record of disciplinary action in the prescribed manner;
- 2.31 participates in practices for the initiation of newcomer students;
- 2.32 deviates from an approved programme for the welcoming of newcomer students; and
- 2.33 assists or encourages another student to commit misconduct.

3. ROLE OF OFFICERS WHO MANAGE DISCIPLINARY PROCESSES

The Stellenbosch University Council has transferred its powers in relation to disciplinary action against students to various officers, functionaries and disciplinary committees, for which provision is made in the following sections of this disciplinary code.

3.1 Investigating Officer (IO)

3.1.1 The University shall appoint a full-time investigating officer (IO) to investigate the alleged misconduct of students.

3.1.2 The IO shall be based in the Division for Legal Services (and report to the Director: Legal Services).

3.1.3 If he deems it fit, the Director: Legal Services may appoint a special IO to investigate a specific ad hoc case.

The IO:

3.1.4 may provisionally investigate a case of alleged misconduct by a student that is reported to him or of which he becomes aware;

3.1.5 may decline to start an investigation before he has not received a complete written statement that has been signed and submitted by the complainant;

3.1.6 may, during the investigation, consult with any person and obtain information from any person, including the student against whom the allegation of misconduct has been made;

3.1.7 shall introduce himself to the student concerned, and shall provide him with a thorough explanation of the reason for and purpose of the investigation;

3.1.8 shall provide the student being questioned with information that has already been acquired, at his own discretion;

3.1.9 shall impress upon the student his rights, which include the right to remain silent, before any statements are taken, and will then request the student to sign a statement that he has been informed of his rights;

3.1.10 shall explain to the student that a written statement may be used in further disciplinary procedures;

3.1.11 shall explain to the student which procedures will be followed on completion of the investigation and which disciplinary measures may be instituted by the University;

3.1.12 shall ensure that all written statements contain the name, student number, ID number and contact number of the deponent, and that they are signed and dated;

3.1.13 shall, on completion of the investigation, submit a report containing a recommendation, all statements that were taken, and any other relevant information or evidence to the Manager: Student Discipline; and

3.1.14 may be requested, after the submission of said report, to provide any further information that is required for the disciplinary procedures and/or to give evidence at a disciplinary hearing.

3.2 Manager: Student Discipline (MSD)

3.2.1 SU shall appoint a Manager: Student Discipline (MSD) to see to the management of disciplinary procedures on the respective campuses.

3.2.2 The MSD bears the overarching administrative responsibility for all disciplinary procedures, from when the complaint lays the charge until the final procedures have been completed.

3.2.3 The MSD takes the final decision regarding the allocation of cases to a disciplinary committee.

3.2.4 The MSD is based in the Division for Legal Services (and reports to the Director: Legal Services).

The MSD:

3.2.5 shall decide whether to lay a formal charge against a student to appear before the Central Disciplinary Committee (CDC), or whether to follow any other suitable procedure (see section 4);

3.2.6 may inform the student about the course of a disciplinary hearing and answer questions with regard to the proceedings;

3.2.7 may speak to the student's parents or legal representative in relation to the disciplinary processes and convey arrangements and relevant information on the processes to them;

3.2.8 may inform line functionaries, including the IO of SU, on suitable action against and the handling of misconduct by students;

3.2.9 may refer cases of alleged misconduct by students to the IO, and make enquiries on the state of the investigation;

3.2.10 shall inform the accused student about whether the University will make use of the services of an external or internal prosecutor, and announce who the particular person is;

3.2.11 administers and facilitates the activities of the CDC before, during and after each hearing;

3.2.12 administers and facilitates other appropriate disciplinary procedures, including summary procedures;

3.2.13 carries out the decisions of the CDC, and manages and monitors the outcomes; and

3.2.14 keeps an electronic database containing the information of students who have made themselves guilty of misconduct, and preserves and archives all paper documentation.

3.3 Director: Legal Services

3.3.1 The Director: Legal Services ensures that disciplinary matters are managed correctly, provides legal advice where necessary, and is responsible for the compilation, checking and approval of legal documents.

3.3.2 The Director: Legal Services may appoint a legal representative in private practice as pro forma prosecutor to act in a CDC case if the services of an internal prosecutor are not used.

3.3.3 The Director: Legal Services may, in consultation with the Rector or his delegate, provisionally expel a student who has been arrested by the South African Police Services (SAPS) for alleged misconduct, or who is facing charges in a court, from his SU accommodation and/or from the University, pending the outcome of the proceedings.

4. DISCIPLINARY PROCEDURES

The MSD decides which of the respective appropriate procedures shall be followed. In the case of residences or Private Students' Organisation (PSO) wards, the residence/PSO has the power to impose summary penalties; the resident or visiting warden has the power to provisionally expel a student or relieve a member of a house committee of his duties, and residences and PSO wards may manage their own disciplinary committees.

4.1 No action

If no further action is to be followed in terms of this code, the people concerned should be informed of this and the information is accordingly recorded in the student information system and the documentation is placed on record.

4.2 Referral to residence, Centre for Student Counselling and Development, faculty, Dean of Students

If the MSD is of the opinion that the matter should be handled further by:

- the resident warden of a residence in the case of non-punishable behaviour;
- the Centre for Student Counselling and Development in the case of sexual harassment cases for which therapy might be necessary; or
- the Dean of Students in cases in which mediation or the improvement of relationships may be required;
- the documentation, together with the necessary elucidation, shall be referred to the relevant body or person.

4.3 Provisional expulsion

4.3.1 Where a charge of misconduct is being considered against a student, and where there is a reasonable possibility that the student may commit further misconduct, or where provisional expulsion is in the interests of the investigation, the MSD, in consultation with the Director: Legal Services and the appropriate Vice Rector / Dean, may provisionally suspend such student for a period determined by the MSD. The student is thus forbidden from entering any residence or premises or any part of the University, and is stripped of any position, right or privilege arising from his enrolment as a student.

4.3.2 Should there be allegations of misconduct against a member of a house committee, he may be relieved provisionally of his office by the resident warden of a residence or the visiting warden of a PSO ward, pending the investigation.

4.3.3 Should there be allegations of misconduct against a resident of a residence, the resident warden may compel such resident to provisionally leave the residence, pending the investigation.

4.3.4 The period of provisional expulsion may extend until the point when a disciplinary committee either finds the student not guilty, or finds him guilty and punishes him.

4.3.5 Such provisional expulsion may be withdrawn at any time by the MSD in consultation with the Director: Legal Services. Steps relating to the charge of misconduct may be continued despite the withdrawal.

4.3.6 Within two working days after he has been informed of such expulsion, the expelled student may make complete written representations about the provisional expulsion to the Director: Legal Services, who may set aside the provisional expulsion.

4.4 Summary procedure

4.4.1 If the secretary of a disciplinary committee, or the resident warden (visiting warden), or the member of the residence committee in consultation with the resident warden (visiting warden), or the secretary of the disciplinary committee of a residence is of the opinion that the student concerned should be granted an opportunity to admit his guilt before the charge against him is heard by the disciplinary committee, the student concerned shall be informed accordingly in writing, including mention of the penalty that will be imposed should the student admit guilt.

4.4.2 The penalty shall be determined on the basis of the nature of the infringement. The penalties for which the summary procedure makes provision are the following:

4.4.2.1 The imposition of a reasonable punitive assignment, including community service or a written warning. This penalty shall not be reflected on the student's academic record, but shall still be recorded on the student record system.

4.4.2.2 The payment of such amount as constitutes adequate compensation for any damage, loss or costs caused by the student.

4.4.2.3 The payment of a cash fine.

4.4.2.4 A written warning.

4.4.2.5 The publication on appropriate notice boards on the campus of particulars of the offence and penalty, including the name of the student.

4.4.2.6 Notice in writing of the nature of the offence and penalty to the parents of the student or any other person or entity.

4.4.2.7 Any combination of the penalties given in points 4.4.2.1 to 4.4.2.6 above.

4.4.3 The written notice envisaged in paragraph 4.4.1 above shall also contain the following information:

4.4.3.1 That, if the student does not wish to appear before the disciplinary committee, he can make an admission of guilt within two working days after delivery of mentioned notice.

4.4.3.2 That he is under no obligation whatever to make such admission of guilt.

4.4.3.3 The penalty that will be imposed should he admit guilt.

4.4.4 Should the student not admit guilt within the period indicated in the notice, the charge against the student shall be heard by the disciplinary committee concerned.

4.4.5 Such summary disciplinary power may only be exercised with regard to an offence that falls within the power of a disciplinary committee in terms of this disciplinary code.

4.5 Referral to a disciplinary committee

If the MSD decides that the matter should be heard by a disciplinary committee, it may be dealt with by one of the committees as set out in sections 5 to 7 below:

Section 5 **Residence and PSO disciplinary committee (RDC)**

Section 6 **Intermediate Residence Disciplinary Committee (IRDC)**

Section 7 **Central Disciplinary Committee (CDC)**

The following provisions are applicable to the above-mentioned disciplinary committees in general:

4.5.1 All the University's disciplinary committees are administrative tribunals with the objective of education and rehabilitation.

4.5.2 Apart from the provisions of this disciplinary code, and the principles of administrative justice, the rules determine the procedure that shall be followed before the hearing and, in so far as the rules are silent thereon, the disciplinary committee concerned determines the procedure to be followed in the hearing.

4.5.3 The person who wishes to have an alleged offence investigated by a disciplinary committee shall report the matter to the secretary of the disciplinary committee, the IO or the MSD of the University.

4.5.4 The person reporting the alleged offence should be prepared to provide evidence before the disciplinary committee in person should the committee require him to do so.

4.5.5 Unless the complainant has submitted a written statement signed by himself that includes the full particulars of the complaint to the committee secretary or the IO, the committee secretary or the IO, in consultation with the MSD, may refuse to have an alleged offence investigated or have it investigated further.

4.5.6 The secretary of the relevant committee must familiarise himself with whether the disciplinary committee has the power to hear the matter. This is done, among others, by consulting either the MSD or the chairperson of the IRDC, depending on the particular case.

4.5.7 If a formal complaint is laid against a student, the student may firstly be informed about it orally, and then in writing (either on paper or electronically).

4.5.8 When a student who is being accused of an offence has to appear in front of a disciplinary committee, he shall receive written notice thereof at least five working days before the hearing.

4.5.9 The written notice shall include the following information:

- The date, time and place of the hearing
- The full charge and particulars of the alleged misconduct
- The student's right to assistance, and his right to attend the hearing
- A warning that should he refrain from attending the hearing, the hearing could continue in his absence
- The name and particulars of the prosecutor in the matter

4.5.10 This notice shall be delivered to the student in person at least five working days before the date of the hearing, or by hand by an officer of the Stellenbosch University Protection Services (USPS) to the student's address as reflected on the student record. For the purposes of this paragraph, a copy

of the notice that is sent by e-mail or fax and of which receipt is acknowledged is also viewed as being delivered personally.

4.5.11 If a student fails to attend the hearing and if he has not prior to the hearing furnished sufficient reason for such failure to the secretary of the disciplinary hearing, the hearing may proceed in the student's absence.

4.5.12 A student who appears before the RDC or IRDC as an accused is entitled to be represented by a fellow student. The disciplinary committee shall be informed in writing before the hearing whether the accused is planning to make use of this right and, if so, who will represent the accused.

4.5.13 A student who appears in front of the CDC as an accused shall be entitled to be represented by a fellow student, an employee of the University, the University's Legal Aid Clinic, or a legal representative from outside the University. The disciplinary committee shall be informed in writing prior to the hearing whether the accused is planning to make use of this right and, if so, who will represent the accused.

4.5.14 Representation is limited to one representative per matter.

4.5.15 The costs for any representative will be borne by the student.

4.5.16 The student who is accused of an offence shall be fully informed of the case against him and be given a fair chance to test that case, to present his own case and to call witnesses.

4.5.17 If a student has been found guilty, he shall be given an opportunity to make representations to the disciplinary committee for mitigation of penalty before a penalty is imposed.

4.5.18 Unless the disciplinary committee directs otherwise, the hearing shall be conducted in camera.

4.5.19 Any committee member with an interest in the case or in the student appearing before the committee shall withdraw himself from the committee.

4.5.20 An accused student shall be found guilty on the basis of a balance of probability.

4.5.21 If a disciplinary committee is unable to reach a unanimous decision on any matter, such matter shall be decided by a majority of votes. If there is an equality of votes, the chairperson shall have a casting vote.

4.5.22 A disciplinary committee shall ensure that any punitive measure that it imposes is fair and in proportion to the misconduct of which the student has been found to be guilty.

4.5.23 A disciplinary committee may suspend any punitive measure it imposes for a specific period of time, subject to such conditions as it thinks fit.

4.5.24 The verdict of the disciplinary committee, and also any penalty that may be imposed, shall be confirmed in writing to the student concerned as soon as possible. The student's right to appeal must be mentioned in the letter, including the number of days within which the appeal must be lodged.

4.5.25 Unless the disciplinary committee rules otherwise, the outcome of the proceedings shall also be sent to the student's parents in writing.

4.5.26 Where a student intends to appeal against the verdict of guilty against him or the penalty imposed upon him, he shall give the secretary of the committee that heard the case notice of his intention to appeal within five working days after the date of the notice referred to in paragraph 4.5.24. If the student does not give notice of his intention within the prescribed time, the chairperson shall not compile the report as envisaged in paragraph 4.5.27 below.

4.5.27 As soon as possible after the notice mentioned in paragraph 4.5.26 above has been delivered, the chairperson of the disciplinary committee shall prepare a report giving particulars of the charge, the plea and material findings as to fact, including any mitigating or aggravating circumstances, the verdict, the penalty imposed and the reasons for the imposition of such penalty.

4.5.28 Where a student intends to appeal against the verdict of guilty against him or the penalty imposed upon him by the disciplinary committee, he shall provide the secretary of that committee with a written appeal within ten working days after delivery of the notice mentioned in paragraph 4.5.27. The written appeal should set out fully the nature of the appeal and the grounds thereof. The student forfeits his right of appeal if he does not submit his appeal within the prescribed time.

5. RESIDENCE AND PSO DISCIPLINARY COMMITTEE (RDC)

5.1 The RDC functions with a member of the house committee as standing chairperson, and no less than four and at the most seven additional members. The additional members are appointed in terms of the constitution of the residence/PSO concerned. The resident or visiting warden or his nominee may attend an RDC sitting as a non-voting member.

5.2 One of the members of the committee shall act as secretary of the residence disciplinary committee.

5.3 Every University residence and PSO ward compiles its own disciplinary code, which will form part of the constitution of the residence/PSO ward. Such disciplinary code should comply with the provisions of this umbrella disciplinary code.

5.4 Any provision that is contained in an own disciplinary code to which reference is made in paragraph 5.3 but that is incompatible with a provision in this umbrella disciplinary code shall be invalid.

5.5 If an own disciplinary code to which reference is made in paragraph 5.3 is silent on a matter covered by this umbrella disciplinary code, the provisions of the umbrella disciplinary code shall apply.

5.6 The disciplinary committee of a University residence or PSO ward may only act against a member of that residence or ward in a matter that has relevance to that residence or ward.

5.7 The University residence or PSO ward shall not have power of its own accord to take disciplinary steps in regard to or conduct an investigation into the following offences:

5.7.1 An offence that, in the opinion of the resident warden of the University residence concerned or the visiting warden of the PSO ward concerned, is of a more serious nature.

5.7.2 Matters that, in the opinion of the MSD, should rather be heard by the IRDC or the CDC.

5.7.3 Any alleged infringement that concerns the handling or spending of money, the incurrence of debt, or the destruction or spending of the income of the residence, PSO or University.

5.7.4 An action or omission that could possibly constitute initiation or a deviation from the approved welcoming programme.

5.7.5 Cases of improper use of emergency equipment.

5.7.6 Vandalism or damage to property, where the damage exceeds R1 000 (one thousand rand).

5.7.7 Incidents in which non-residents of the residence are involved as co-offenders or accomplices.

5.7.8 Any incident in which a member of the house committee is involved.

5.8 The chairperson of the RDC must report on the hearing on the prescribed form as soon as possible after the hearing and submit the form to the chairperson of the IRDC.

5.9 The student has a right of appeal if he is not satisfied with the verdict or penalty of the RDC. This appeal shall be heard by the CDC as a last resort.

5.10 A student who wishes to appeal against the verdict of guilty against him or the penalty imposed on him shall give written notice of appeal to the MSD within ten working days after delivery of the written confirmation of the verdict and penalty from the RDC. The notice should set out fully the nature

of the appeal and the grounds thereof. The student forfeits his right of appeal if he does not submit his appeal within the prescribed time.

6. INTERMEDIATE RESIDENCE DISCIPLINARY COMMITTEE (IRDC)

6.1 The IRDC comprises a chairperson and seven members. The chairperson shall be a law student who is or was a member of the house committee and is appointed by the prim committee for a specific period of time. The individual ResEd groups each also nominate a member for a specific period. The IRDC may co-opt additional members as non-voting advisers.

6.2 The chairperson of the IRDC shall be responsible for record-keeping of disciplinary action in residences/PSO wards as well as by the IRDC. Regarding this duty he is a functionary in the line of the MSD, and he will report to the MSD in a manner determined by the MSD. This functionary shall inform residences and PSOs about their record-keeping duties. The responsible student shall then be guilty of an offence should he deviate from this procedure.

6.3 The IRDC shall hear a case once it has been referred to this committee by a residence or PSO or MSD. The jurisdiction of the IRDC excludes the jurisdiction of the residences' and PSO's own disciplinary committees.

6.4 The power of the IRDC is similar to that of the RDC, with the difference that the IRDC hears cases that are not suitable to be heard by the RDC concerned, or that should preferably not be heard by the CDC. These include the following cases:

6.4.1 Where there would be a clash of interests and it would not be desirable for an RDC to hear the case within the same residence group.

6.4.2 Where students from two or more residences and PSOs were involved in the incident as co-offenders or accomplices.

6.4.3 Where the appropriate penalty should there be a guilty verdict would exceed the punitive jurisdiction of the RDC.

6.4.4 Where the case involves an infringement that concerns the handling or spending of money, the incurrence of debt, or the destruction or spending of the income of the residence, PSO or University.

6.4.5 Where the case cannot be investigated by an RDC, although in such cases the MSD may refer the case to the CDC.

6.5 The student has the right to appeal if he is not satisfied with the verdict of or penalty imposed by the IRDC. The appeal shall be heard by the CDC as a last resort.

6.6 A student who wishes to appeal against the verdict of guilty against him or the penalty imposed on him shall give written notice of appeal to the MSD within ten working days after delivery of the written confirmation of the verdict and penalty from the IRDC. The notice should set out fully the nature of the appeal and the grounds thereof. The student forfeits his right of appeal if he does not submit his appeal within the prescribed time.

7. CENTRAL DISCIPLINARY COMMITTEE (CDC)

7.1 The CDC comprises a chairperson, two academic or non-academic members of staff, and two student members. The chairperson shall at least be a senior lecturer in the Faculty of Law nominated by the Dean, or a retired person from the Faculty on at least the job level of a senior lecturer. One of the student members shall be nominated by the SRC. The other members of the CDC are appointed for a specific time by the Head: Legal Services, provided that the other student member should be at least an LLM or at least a final-year postgraduate LLB student. The CDC may co-opt additional members as non-voting advisers.

7.2 The MSD acts as secretary of the University's CDC.

7.3 The CDC may act against any student of the University, and may hear cases that cannot be heard by the RDC or the IRDC, other incidents on and off campus, as well as academic matters. The exercise of original jurisdiction by the CDC excludes the jurisdiction of any of the other disciplinary committees.

7.4 The CDC serves as appeal committee that may hear appeals against the findings of or imposition of penalty by the RDC and IRDC.

7.5 A ruling on appeal by the CDC shall be final and shall not be subject to a further right of appeal.

7.6 The proceedings at a CDC hearing shall be kept on record by way of an electronic recording.

7.7 Where a student is found by the CDC to be not guilty and he convinces the committee that he has had to incur reasonable subsistence and travelling costs in order to attend the hearing, the committee may recommend that the University should make a contribution to such expenditure.

7.8 Where a student intends to appeal against the verdict of guilty against him or the penalty imposed on him, he shall give the secretary of the CDC written notice of his intention to appeal within five working days after the date of the notice as mentioned in paragraph 4.5.24. If the student does not give notice of his intention within the prescribed time, the chairperson shall not compile the report as envisaged in paragraph 7.9 below.

7.9 As soon as possible after the notice mentioned in paragraph 7.8 above has been delivered, the chairperson of the disciplinary committee shall prepare a report giving particulars of the charge, the plea and material findings as to fact, including any mitigating or aggravating circumstances, the verdict, the penalty imposed and the reasons for the imposition of such penalty.

7.10 Where a student intends to appeal against the verdict of guilty against him or the penalty imposed upon him by the disciplinary committee, he shall provide the secretary of that committee with a written appeal within ten working days after delivery of the notice mentioned in paragraph 7.9. The written appeal should set out fully the nature of the appeal and the grounds thereof. The student forfeits his right to appeal if he does not submit his appeal within the prescribed time.

8. DISCIPLINARY APPEAL COMMITTEE (DAC)

8.1 The DAC comprises a chairperson, one academic member from the Faculty of Law, and a student member. The chairperson shall be the Dean of the Faculty of Law or his nominee, who shall be a professor in the Faculty. The student member shall be an LLM student. The members of the DAC are appointed by the Director: Legal Services for each particular case. The DAC may co-opt additional members as non-voting advisers.

8.2 Where a member of the DAC is not available, the Director: Legal Services shall appoint a person with the same qualifications to act in the place of such member.

8.3 The DAC serves as final appeal body should a student wish to appeal against the verdict of guilty against him and/or the penalty imposed on him by the CDC.

8.4 Where a student intends to appeal against the verdict of guilty against him or the penalty imposed upon him by the CDC, he shall give the secretary of the disciplinary committee written notice of his intention to appeal within five working days after the date of the notice from the CDC confirming the verdict and the penalty.

8.5 As soon as possible after the notice mentioned above has been delivered, the chairperson of the CDC shall prepare a report giving particulars of the charge, the plea and the material findings as to fact, including any mitigating or aggravating circumstances, the verdict, the penalty imposed and the reasons for imposition of such penalty.

8.6 A student who has already lodged notice of his intention to appeal is entitled to a copy of the report prepared in terms of paragraph 8.5 above.

8.7 A student who wishes to appeal against the verdict of guilty against him or the penalty imposed on him shall give written notice of appeal to the

secretary of the committee concerned within ten working days after delivery of the report referred to in paragraph 8.5 above. Such written appeal should set out fully the nature of the appeal and the grounds thereof. The student forfeits his right to appeal if he does not submit his appeal within the prescribed time.

8.8 Subject to the provisions of this disciplinary code and to the principles of administrative justice, the procedure to be followed during the hearing of an appeal shall be decided by the DAC concerned in such a manner as it may deem expedient. In exercising its discretion, the DAC may decide to deal with the appeal solely on the strength of documents.

8.9 After considering the report of the CDC, the DAC may request the committee to furnish a report in amplification. In such event a copy of the report in amplification shall be supplied to the appellants.

8.10 The student shall receive written notice of the procedure to be followed for dealing with the appeal. If a hearing is to take place, the student shall receive not less than ten working days' written notice thereof.

8.11 The DAC may confirm, set aside or vary the verdict of or penalty imposed by the CDC wholly or in part and impose any such of the prescribed penalties as it may deem fit.

8.12 A student who takes a disciplinary case to the DAC on appeal shall be entitled to be assisted or represented by a fellow student or a member of staff. The student may also request legal representation from outside the University. The cost of any representation will be at the student's own expense.

9. PENALTIES

9.1 The RDC may impose the following penalties:

9.1.1 A fine not exceeding R750.

9.1.2 A final written warning.

9.1.3 The submission of an apology in writing to a particular person or body.

9.1.4 The payment of compensation for any damage, loss or costs caused by the student to the University or to any other person as a result of the offence.

9.1.5 The imposition of a reasonable punitive assignment, including community service of not more than 50 hours, to be carried out in the residence or PSO ward.

9.1.6 The deprivation of such position of leadership as the student may occupy in the University residence or PSO ward concerned.

9.1.7 The suspension of certain privileges enjoyed by the student as a member of the University residence or PSO ward concerned, excluding expulsion or suspension from the residence or ward concerned or from the University.

9.1.8 Notice in writing of the nature of the offence and the penalty to the parents of the guilty party.

9.1.9 Any combination of the penalties in points 9.1.1 to 9.1.8 above.

9.2 The IRDC may impose the following penalties:

9.2.1 A fine not exceeding R1 500.

9.2.2 A final written warning.

9.2.3 The submission of an apology in writing to a particular person or body.

9.2.4 The payment of compensation for any damage, loss or costs caused by the student to the University or to any other person as a result of the offence.

9.2.5 The imposition of a reasonable punitive assignment, including community service of not more than 100 hours in a residence or PSO ward, on campus, or at an appropriate organisation or body.

9.2.6 The deprivation of such position of leadership as the student may occupy in the University residence or PSO ward concerned or in the student union.

9.2.7 The suspension of certain privileges enjoyed by the student as a member of the University residence or PSO ward concerned or as a student of the University, excluding expulsion or suspension from the residence or ward concerned.

9.2.8 Notice in writing of the nature of the offence and the penalty to the parents of the guilty party.

9.2.9 Any combination of the penalties in points 9.2.1 to 9.2.8 above.

9.3 The CDC and the DAC may impose the following penalties:

9.3.1 A fine to the maximum amount as determined in paragraph 72 of the Statute of the Stellenbosch University.

9.3.2 A final written warning.

9.3.3 The submission of an apology in writing to a particular person or body.

9.3.4 The payment of compensation for any damage, loss or costs caused by the student to the University or to any other person as a result of the offence.

9.3.5 The imposition of a reasonable punitive assignment, including community service of not more than 150 hours at an appropriate organisation or body.

9.3.6 The deprivation, suspension or withholding of any student privileges, such as participation as a member, organiser or office-bearer of any student organisation, or participation in campus activities.

9.3.7 Notice in writing of the nature of the offence and the penalty to a professional body or any other person or body that may have an interest therein.

9.3.8 The publication on campus of the particulars of the offence and penalty, including the student's name.

9.3.9 Notice in writing of the nature of the offence and the penalty to the dean of the faculty in which the student studies.

9.3.10 The forfeiture of examination results, final marks, class marks and other forms of credit obtained in examinations, tests or otherwise.

9.3.11 The forfeiture of a bursary or loan granted or administered by the University.

9.3.12 Cancellation of a degree or diploma improperly obtained.

9.3.13 Expulsion from the University or a University residence for a stated period of time.

9.3.14 Expulsion from the University or a University residence.

9.3.15 Any combination of the penalties in points 9.3.1 to 9.3.14 above.

9.4 A disciplinary committee shall ensure that any penalty that it imposes is fair and in proportion to the misconduct of which the student has been found to be guilty.

9.5 A disciplinary committee may defer the imposition of a penalty for a particular period of time, or suspend a penalty or any part thereof for a particular period of time, subject to such conditions as the said disciplinary committee may think fit.

9.6 Where a disciplinary committee has imposed a penalty, it shall be competent for such committee to suspend the operation of such penalty, pending the outcome of an appeal.

10. RULES FOR UNIVERSITY RESIDENCES

10.1 Full sets of rules for University residences are available for perusal at the Manager: Student Accommodation, the resident wardens and the house committees of the various residences and PSOs.

10.2 Rules for residences are updated via the prim committee and in consultation with the Director: Student Communities.

10.3 Amendments to residence rules shall be approved by the Vice-Rector (Learning and Teaching).

ADMINISTRATIVE AND SERVICE DIVISIONS

1. Campus Health Service

The Stellenbosch University Campus Health Service (CHS) offers an integrated and accessible health service for students and staff. Services are provided in four focus areas (Family Medicine, Health Promotion and Preventative Medicine, Sport and Exercise Medicine, and Occupational Medicine) by experienced and qualified medical and nurse practitioners. CHS is also licenced to dispense medicine and has a well-equipped pharmacy for this purpose. The service supports the wellness initiative for students and personnel. CHS services are provided on the Stellenbosch and Tygerberg campuses.

1.1 Family Medicine

The main focus of this area includes (but is not limited to) diagnosing and treating everyday illnesses, sexual and gender health (including gynaecological examinations), mental health (including stress), and substance abuse.

1.2 Health Promotion and Preventative Medicine

This focus area provides screening, follow-up examinations and interventions for wellness, lifestyle diseases (diabetes, hypertension, etc.). Exercise prescriptions as supporting treatment for general health forms part of the treatment programme. Continuous follow-ups seek to limit the long-term complications of chronic diseases. Preventative programmes include adult immunisations and a comprehensive travel medicine service (including yellow fever immunisations). Disease outbreaks (e.g. meningitis, measles, etc.) are also monitored and managed.

1.3 Occupational Medicine

The focus in this area ensures a safe and healthy work environment for students and personnel and aims to ensure that SU complies with the Occupational Health and Safety Act of SA, Act 85 of 1993. A wide spectrum of health-related issues in the workplace is monitored, especially with regard to the management of injury on duty, medical surveillance of employees, biological monitoring, hearing tests and other health risk assessments in the workplace.

1.4 Sport and Exercise Medicine

The focus is on sport medicine and exercise in general. Injury programmes provide medical care for players in University teams and clubs. The Concussion Programme provides full assessment, treatment and safe return to sport, according to the latest international guidelines. Assessments of sports and exercise-related issues as well as medical screenings are also done for students and personnel of all fitness levels. This unit also assists in planning, coordinating and supplying emergency medical support at sport and other events (such as graduation ceremonies).

Appointments can be made between 08:00 and 17:00. Walk-in patients for nurses are seen until 16:30.

For more information, phone 021 808 3496/3494, or visit CHS at 7 Claassen Street, Stellenbosch (between Heemstede and Metonoia residences) or our Tygerberg clinic at 021 938 9590 (Tygerberg Students' Centre, 3rd floor). Our Website address is www.sun.ac.za/campushealth.

A health service is also provided on the Tygerberg Campus and is located in the Tygerberg Students' Centre. The contact number for the Tygerberg Health Service is 021 938 9053.

2. Centre for Statistical Consultation

The mission of the Centre for Statistical Consultation is the maximal promotion of the quality of research at the University.

To this end the Centre offers a statistical consultation service for researchers, staff and postgraduate students. To ensure that researchers obtain optimal output in their research, they may make use of the following services of the Centre:

- Providing assistance with the planning of statistical experiments and surveys.
- Advising researchers with the construction of questionnaires and the associated data capturing.
- Extracting data from large data sets (data mining).
- Performing appropriate data analyses and interpreting the results thus obtained.
- Conducting research covering technical statistical problems which arise from, for instance, consultation work.

- Offering short courses or workshops of a statistical nature for specific groups of students and teachers.
- Offering consultation on a commercial basis to private and public organisations outside the University.

The Faculty of Medicine and Health Sciences is one of the main users of the services of the Centre, and this Faculty has provided the Centre with an office (Room 5009B) at Research Development and Support on the fifth floor of the Teaching Block, to assist Tygerberg researchers in a statistics capacity.

The Centre is managed by the director, chief statistician and partly assisted by a consultant. In Stellenbosch, the Centre is located in the Van der Ster building, Rooms 2006, 2008 and 2011.

Enquiries:

The Director, Prof Martin Kidd: Tel. 021 808 2561, or

The Chief Statistician, Mr Justin Harvey: Tel. 021 808 9082, or

Part-time consultant, Prof Daan Nel: Tel. 021 8083240, or

Tygerberg Campus: Tel. 021 938 9181

The Secretary of the Department of Statistics and Actuarial Science: Tel. 021 808 3244

E-mail: mkidd@sun.ac.za, jharvey@sun.ac.za, dgnel@sun.ac.za

Feel free to visit our website at http://academic.sun.ac.za/statis_consult

3. Community Interaction

Role and functions of the Division for Community Interaction

3.1 Role

The Division functions as a support service for the University's Community Interaction (CI) core function and fulfils a supporting, co-coordinating, facilitating and empowering role. The Division itself does not implement community projects.

3.2 Functions

The main functions of the Division are:

- Policy development and the overall management and development of CI within the institution.
- The management of partnerships on different levels (local, regional, national and international).
- The management of schools partnerships as a specific and important type of partnership.

- The promotion of an integrated scholarship by means of all forms of experiential learning (e.g. service-learning, practicals, internships, etc.) and community-based research.
- The maintenance and development of a CI Technology Network.
- The promotion, marketing and profiling of individual CI-initiatives and of CI as a core function at SU.
- The conservation, expansion and development of local cultural history.

4. Conservatoire

The Conservatoire is the hub of musical activity, not only for the campus and town, but also for the wider Stellenbosch region. It boasts a rich musical history spanning one century and is the oldest institution of its kind for tertiary music training in South Africa. The modern building houses not only the Department of Music, but also the Music Library, which has a remarkable collection of early music editions and sound recordings. The recently established Documentation Centre for Music (DOMUS) houses the most important collection of material in the country about South African composers and institutions of music-historical interest. Besides halls such as the Fisser (a rehearsal and concert hall) and the Jannasch (a lecture hall), there is the Endler Concert Hall with its outstanding acoustics, which is the venue for a very full concert series each year, in which many local and international artists perform. The Endler Hall houses a mechanical organ with slider chests with tracker action built by the Danish firm Marcussen, while the artist Larry Scully's *Music Murals* adorn the Behrens Foyer.

The building houses several lecture halls, a chamber music studio, a church music studio and a fully equipped recording/electronic studio with computer-controlled sound modules and the latest software and digital apparatus. The new computer laboratory supports training in music technology and, like most of the lecture halls, it is equipped with a data projector. The soundproof practice facilities occupy three storeys, with 57 practice rooms, six of them fitted with practice organs.

Undergraduate and postgraduate programmes are offered, as set out in Part 4 of the University Calendar. The Music Department also offers certificate programmes that require no previous training in music.

The Conservatoire annually presents an international chamber music festival during which visiting students and professional musicians from various parts of the world take part in concerts and workshops. Besides being used for music festivals and symposia, the building and its facilities are also regularly used for conferences and seminars.

The Conservatoire also offers opportunity for part-time instrumental and singing tuition and/or involvement in the Stellenbosch University Choir, the SU Symphony Orchestra and the Stellenbosch Symphonic Wind Ensemble, all of which contribute to the rich cultural life of Stellenbosch through their numerous concert performances.

Enquiries:

The Chairperson

Tel.: 021 808 2335/6, E-mail: music@sun.ac.za

5. Information Technology

5.1 About us

The Information Technology (IT) Division comprises of more than 120 staff members, from support technicians, system administrators, engineers and software developers to business analysts. The division plans, provides and maintains cyber-infrastructure (such as networks, central servers, identity management, e-mail and telecommunications systems, among others) and various applications, information systems and services that are essential to the University's core academic and administrative functions, and it supports users in the effective use of information and communications technology (ICT). Uniquely among South African institutions, it also maintains a significant internal systems and software development capability.

The Senior Director: Information Technology Division is responsible for the overall effective employment of information technology and systems in support of teaching and learning, research, community outreach and management functions at the University.

The Director: Services and Operations is responsible for supporting all users in the application and use of information technology; planning, implementing and operating institutional computer and network infrastructure; procuring and managing campus software licencing agreements and planning and implementing and operating various core systems such as institutional e-mail.

The Director: Information Systems is responsible for the operation and maintenance of central information systems and applications that support the University's core academic processes of teaching, learning and research; administration and management; and community interaction. The role also entails maintaining and nurturing relationships with institutional process and system owners.

The Information Technology Division established a new function within the *Development Section* called the *IT Project Programme Office*. The newly established office must, as its primary function, ensure that all the efforts of sections within the Information Technology Division are focused on projects

that are in every aspect aligned with the strategic goals of the University. The *Director: Development* is responsible for the IT Division's portfolio of new projects, the analysis of information system needs, architecture, the design and development of solutions, project management, information security and the management of change as new solutions are implemented. The IT Project Programme Office needs to ensure that projects are completed on time, within budget and according to specifications. This includes coordinating and prioritising resources across projects, the management of connections between projects and the overall costs and risks of the programme. Thus, we want to ensure that the selected programmes, also consisting of individual projects, fall within the scope of the University's strategic objectives and the Division's capabilities.

5.2 Our focus

Traditionally the IT Division has concentrated on user support, providing cyber-infrastructure and administrative systems for finances, human resources and student and curriculum administration, with a particular emphasis on technology.

However, the IT Division is committed to meeting the ever-growing information needs of the University by increasingly focusing on:

- becoming a *strategic partner* for functional entities within the institution, especially academic faculties and departments;
- providing information services and systems that *support the core academic functions of learning and teaching, research and community outreach*;
- understanding and analysing *academic and institutional processes* with a view to providing appropriate information solutions;
- *aligning* its offerings with the strategic objectives of the institution.

Simultaneously, the division is aware of and is tracking the rapidly-changing cyber-landscape where ubiquitous, always online, high-speed information networks, mobility, social media and the advent of cloud computing, are presenting new challenges and transformational opportunities.

The IT Division recognises that it has to become more responsive to the institution's needs, but also realises that ICT's essential role in knowledge production and sharing requires its services to be reliable, resilient, secure and transparent.

5.3 Chief components of the IT services, systems and infrastructure

- The SUNET campus network
- Personal computers and printers

- Personal computer software
- Central administrative computer facilities
- Central administrative information systems and associated databases and development software, including management, student, financial, human resources, alumni and donor relations, research management, community interaction information systems, among others
- e-Learning and interactive telematic education systems and technology
- Knowledge, information and document management
- Internet
- E-mail services
- Web and portal infrastructure
- Telephone systems
- Card facilities management system for photocopies, residence meals, laser printers and access control
- Support services – Service Desk
- Student support services
- Training for users in the application of IT systems
- Central security monitoring systems (video and camera)

5.4 Information Technology Policies

Please consult the Electronic Communications Policy at <http://blogs.sun.ac.za/it/policies-regulations>.

5.5 Fees for users of the IT system

Information technology is partly funded by way of the University's central budget and partly from registration levies or user fees. Staff members and students of the University must register as IT users before they gain access to its IT infrastructure. Where applicable, registration fees are charged, for example for network access and access to the computer users' areas for students. *(For details of registrations and fees, please visit the Information Technology wiki at <http://www.sun.ac.za/ithelp>).*

5.6 Authorised and unauthorised use

Please consult the Electronic Communications Policy at <http://www.sun.ac.za/university/Policies/ecp/Index.htm>.

5.7 Enquiries, reporting of errors and problems

In order to enable the Information Technology Division to build a comprehensive record of faults, users should report all faults to the IT Service Desk at 021 808 4367 or help@sun.ac.za.

6. InnovUS Technology Transfer (Pty) Limited

InnovUS, Stellenbosch University's technology transfer company, is the innovation and commercialisation support infrastructure of the University, as well as of the Short Courses Division. InnovUS is the holding company of a number of University-associated spin-off companies that have as their aim to harness commercial opportunities to the benefit of the University, its staff and its students.

The primary goals of InnovUS are:

- to protect the rightful interests of the University and of its staff members, students and outside partners in regard to their intellectual property; and
- to place the products of intellectual property of the University and its staff at the service of the community, inter alia by technology transfer and by processes of commercialisation.

The concept of 'intellectual property' encompasses inventions, patents, models, copyright, trademarks, trade names, plant breeder's rights and the expertise of the University's staff and students.

InnovUS' activities are in accordance with Stellenbosch University's mission to create and sustain an environment within which knowledge can be discovered, shared and applied to the benefit of society, whilst remaining committed to the academic ideal of excellent scholarly and scientific practice.

6.1 Ownership of intellectual property (IP)

The University holds the ownership rights in all intellectual property created by any employee of the University in the normal course and within the normal ambit of his work, or created by any student in the normal course of his studies. This claim applies equally to researchers, staff members and students visiting the University from elsewhere, and to staff members and students of the University who are visiting elsewhere, unless an agreement in writing to the contrary has been entered into with the hosting university beforehand. The University assures employees and students of a rightful claim to the net yield arising from the commercialisation of such intellectual property, and will distribute the profits therefrom in terms of the University's Policy in Respect of the Commercial Exploitation of Intellectual Property, guaranteeing the employee/inventor a fair benefit.

6.2 Copyright

All intellectual property to which the University has a claim under the Copyright Act, Act 98 of 1978 must be identified as follows:

Copyright © XXXX Stellenbosch University
All rights reserved

In this declaration, XXXX is the year in which the work was published for the first time. As a rule the University does not lay claim to income derived from copyright in publications. However, in the case of multimedia products, an income agreement may be negotiated in line with the policy on intellectual property, provided that the University contributed in a significant way to the creation of the product.

6.3 Patents and innovative business ideas

InnovUS is responsible for the feasibility due diligence into and the eventual protection and commercialisation of inventions and business ideas of University employees and students that have been made in the normal course and within the normal ambit of their work and/or studies at the University. The services of InnovUS include, among others, a technological investigation into the originality/uniqueness of the invention, an estimate of its commercial potential, an investigation into exploitation possibilities, the provisional and possible final patenting thereof, both locally and (where needed) internationally, the resulting process of commercialisation, formal training courses in entrepreneurship, providing mentors with proven business background, and aid with setting up business plans for potential spin-off companies.

6.4 Trademarks

The designations “Matie”, “Unistel”, “Matieland”, “Coetzenburg” and various logos have been registered as trademarks. Permission for any use thereof must be applied for in writing to InnovUS.

Enquiries

InnovUS

Tel.: 021 808 3079/3826

PO Box 3135

Fax: 021 808 3913

MATIELAND 7602

E-mail: ajnel@sun.ac.za

15 De Beer Street

Stellenbosch

7600

More detailed information on matters relating to intellectual property is available on the InnovUS home page at <http://www.innovus.co.za>.

7. Institute for Mathematics and Science Teaching (IMSTUS)

The Institute came into being on 26 July 1977, its brief being to provide in-service training for under-qualified Biology, Mathematics and Physical Science teachers of the Cape Education Department. Since 1978, one-year and two-year certificate programmes in Botany, Chemistry, Physics, Zoology and Mathematics and the corresponding subject didactics were presented

annually for selected Mathematics and Science teachers of the Cape Education Department. This was done partly through contact instruction and partly through distance learning. The goal of this in-service training was to provide teachers with opportunities not only to brush up on and update their knowledge and skills concerning their subject, but also to develop their teaching abilities in that subject.

From 1983 to 1992, this work was extended through the FITMAST project (Formal In-service Training of Mathematics and Science Teachers). Stellenbosch University and the University of the Western Cape, by means of IMSTUS and the Goldfields Resource Centre, respectively, presented similar in-service training for Mathematics and Science teachers who were under the authority of the then Council of Representatives. At the end of 1992, the co-operation with the then education departments were suspended following a change in prevailing needs and conditions.

From 1995 to 2003, IMSTUS has operated in collaboration with the Division for Academic Development Programmes. Since 2004, the Institute forms part of the Department of Curriculum Studies in the Faculty of Education. The major focus of its work is in-service training of and providing support for teachers from educationally disadvantaged communities. Aspects of the work done by the Institute include the following:

1. The Advanced Certificate in Education (ACE), with Physical Sciences, Mathematical Sciences, Life Sciences and Information Technology as fields of study (see the Calendar, Part 6). The academic component of the ACE falls under the Faculty of Education. IMSTUS is responsible for the management, marketing and co-ordination of the presentation of these fields of study. This two-year programme affords teachers the opportunity to continue in full-time service, while being equipped with subject expertise and didactic skills through contact tuition and distance learning. Teachers are awarded an accredited Advanced Certificate in Education on successful completion of the programme.
2. IMSTUS runs various projects with a view to the enrichment and renewal of teaching in (mainly) historically disadvantaged schools. The funding for these projects comes from contributions by the private sector and contracts with the Department of Education. Upgrading of teachers' subject knowledge, enhancement of their instructional skills, and the fostering of a teaching and learning culture in schools are among the chief goals being pursued in these projects. Teaching material to be used in the classroom is introduced to teachers during workshops. The purpose of this material is to supplement existing textbooks and to link topics to the everyday situation of the learners. Schools are visited regularly by

- facilitators, who advise and support the teachers and monitor renewal of the classroom culture.
3. The SciMathUS Bridging Programme is offered to learners from educationally disadvantaged circumstances who have completed matric and have the necessary potential, but do not meet the admission requirements for University programmes because of poor education. The programme runs for one year and focuses on Mathematics and Physical Sciences or Mathematics and Accounting/Economics. In Mathematics and Physical Sciences, the National Senior Certificate examinations are repeated at the end of the year, while an internal examination is written in Accounting and Economics. In addition, support is also offered in Language and Communication Skills and Computer Literacy.
 4. IMSTUS organises the annual Stellenbosch Regional Exhibition of the Eskom Expo for Young Scientists. This organisation, which has international links, aims to promote Science and Technology among school-going youth. Critically important skills, the most important being problem-solving, are developed during the execution of research projects. IMSTUS also attempts to use the Expo to raise interest in Mathematics, Science and Technology at school level, to enter into new partnerships and to help develop a new generation with technical and research skills.
 5. Research to monitor and enhance the effectiveness and quality of interventions in Mathematics and Science education is continuously undertaken.

IMSTUS believes that the services offered to Mathematics and Science teachers benefit learners from all South African communities.

8. Library and Information Service

The University's Library and Information Service is committed to providing an outstanding, dynamic information service to clients in its role as academic support facility.

The Library and Information Service comprises the JS Gericke Library and five branch libraries (for Medicine and Health Sciences, Music, Theology, Management Sciences and a combined library for Engineering and Forestry). SU students and staff members are automatically members of all these libraries.

The library collection is extensive and diverse and consists, among others, of about 739 876 books, 1 079 current paper-based journal titles and 40 676 other types of material. Regarding information sources, greater emphasis is placed on access to information than on ownership of information and the stock is therefore rather supplemented by means of interlibrary loans and

other national and international agreements. Access to electronic sources currently entails more than 60 919 electronic journal titles and 117 databases. Electronic access to these sources is available all the time, from both on and off campus, through the library website.

The library catalogue and electronic databases and journals are accessible from the library's website at library.sun.ac.za. Access to these sources is also available through the student portal (www.mymaties.com).

During the semester, the JS Gericke Library is open 72 hours a week. The hours are: Monday - Thursday 08:00-22:00, Friday 08:00-17:30 and Saturday 10:00-16:30. The hours of the respective branch libraries are to be found on the library's website.

The Library and Information Service offers a variety of lending and information services that are regularly adapted in accordance with the changing needs of our clients. Services are increasingly being provided electronically to promote the self-sufficiency of the clients.

The information service that is provided to the students and staff of the University comprises the core capacity of the SU Library and Information Service. Particular emphasis is placed on information literacy as one of the critical outcomes for undergraduate learners at the University. The library also offers general and subject-specific programmes in the development of information literacy skills.

All the libraries employ specialised faculty librarians to assist students and academic staff. One of the services provided by the librarians is training in the use of the library and its facilities. Dedicated library services are also provided to students studying via Interactive Telematic Education and other students studying through distance learning.

The Library and Information Service also has a number of specialised collections:

An Africana collection, a manuscripts centre, a rare books collection, a documentation centre for music (DOMUS), and a collection of government publications.

The libraries of the Library and Information Service have study areas, computers with Internet access, network connections for laptop computers and wireless network access, while there is a reading area providing daily newspapers in the JS Gericke Library and computers for visually impaired students in some libraries.

Specialised spaces in the JS Gericke Library have been furnished for learning and research respectively. The Learning Centre, on the upper level, is an exciting, contemporary space that contains more than one hundred computers, discussion rooms, a help desk and an electronic classroom. This

Centre is aimed at supporting the learning process of the students, offering assistance for knowledge acquisition and encouraging mutual co-operation.

The research centre on the lower level is also a highly contemporary space that is aimed at offering conducive circumstances for the research process. It offers dozens of computer workstations, discussion rooms, areas to relax in and full-time staff providing an information service.

Members of the public are allowed access to all the libraries and may also obtain individual membership of the library at a fixed tariff.

Specialised spaces in the JS Gericke Library have been furnished for learning and research respectively. The Learning Centre, on the upper level, is an exciting, contemporary space that contains more than one hundred computers, discussion rooms, a help desk and an electronic classroom. This Centre is aimed at supporting the learning process of the students, offering assistance for knowledge acquisition and encouraging mutual co-operation.

The research centre on the lower level is also a highly contemporary space that is aimed at offering conducive circumstances for the research process. It offers dozens of computer workstations, discussion rooms, areas to relax in and full-time staff providing an information service.

Members of the public are allowed access to all the libraries and may also obtain individual membership of the library at a fixed tariff.

9. Postgraduate and International Office (PGIO)

The purpose of the Postgraduate and International Office is:

- to create a focused support services platform for promoting postgraduate studies and the success of postgraduate students; and
- to support and promote the incoming and outgoing international academic mobility of staff and students,

by way of policy and systems development, service delivery and effective coordination and support of existing related initiatives/activities.

Institutionally, the Division aims to:

9.2 contribute to achieving *institutional strategic objectives* with regard to

9.2.1 broadening the knowledge base

- increasing the percentage of postgraduate students from 32% to 37% (aiming for 40%)
- increasing postgraduate qualifications to 1,5 per SLE

9.2.2 diversity

- increasing the percentage of coloured, black and Indian students from 24% to 33%

- increasing the attractiveness of the University as the first choice both for studies and for employment, via the impact of the Hope Project

9.2.3 *student success*

- shortening the time taken by Master's and Doctoral students for completing their studies by 15%

9.2.4 *systemic sustainability*

- following a completely integrated approach in planning and budgeting

9.3 contribute to the diversification and rejuvenation of the research community within the strategic plan for the environment of the VR(R);

9.4 support *all the faculties* where the *primary* academic activity of every postgraduate is seated, i.e. within the relevant academic environment and subject to the processes in that particular faculty. By supplying a platform for support services to postgraduate students, the PGIO will coordinate services and processes in order for the University to foster postgraduate students in a more efficient manner;

9.5 support the outcome of the *Hope projects*, where needed and applicable, through programmes and activities for postgraduate students and international visitors (including international students); and

9.6 support *internationalisation* at the University with regard to initiatives in Africa, South-South interaction, and establishing strong strategic international university networks.

Enquiries:

Robert Kotzé

Senior Director: Postgraduate and International Office

E-mail: rk@sun.ac.za

10. Stellenbosch University Advancement Team

The Communication and Liaison Division, the Stellenbosch Foundation and the Alumni Office have been functioning as one division since 2010. The Stellenbosch University Advancement Team falls under the leadership of Prof Tobie de Coning, the Chief Director: Strategic Initiatives and Human Resources.

10.1 Communication and Liaison

The Communication and Liaison Division is responsible for the image of Stellenbosch University and for communicating with different interest groups about corporate issues. The Division manages the University's corporate publications (printed and electronic versions), media liaising, publicity and advertising, University functions and receptions and campus visits for

management's guests, and is responsible for the management and maintenance of the University's corporate identity.

Internal communication about administrative and academic issues takes place on a weekly basis through the *Boschtelegram. Kampusnuus*, the University's staff newspaper, appears once a month. The Division also publishes *Matieland* (both for alumni and donors), the annual report, and the undergraduate and postgraduate prospectuses.

The media office manages proactive and reactive interaction with the media. All media enquiries must be directed to the media office at media@sun.ac.za.

The University's electronic communication, which includes the corporate website, the web portals for students, staff and alumni, and communication via a large variety of social networks, is also managed by the Division.

Corporate website:	www.sun.ac.za
Prospective students:	www.maties.com
Current students:	www.mymaties.com
Alumni:	www.matiesalumni.net
Hope Project:	www.thehopeproject.co.za

The University's emblems (the logo, the crest and the Maties logo) may only be used in accordance with the approved guidelines as given in the corporate identity guide available at www.sun.ac.za/ciguuidelines. Requests for the use of emblems on promotional items must be directed to the Communication and Liaison Division: svdmerwe@sun.ac.za.

Enquiries

Senior Director: Communication and Liaison - Mr Mohamed Shaikh

Tel.: 021 808 4636

E-mail: shaikh@sun.ac.za

10.2 Development

This office develops relationships with friends and donors of the University to cultivate their involvement and investment in SU. It facilitates and administers the University's national and international philanthropic fundraising activities, with the focus on donations from corporate funders, foundations and trusts, individuals (alumni and other friends of the University) and bequests.

The fundraising process involves close co-operation with academic and support services staff. All fundraising activities are aligned with the University's strategic priorities, and special attention is given to building good relationships with potential and existing donors.

Enquiries

The Director: Development - Ms Annamia van den Heever

Tel.: 021 808 4895

Fax: 021 808 3026

E-mail: avdheever@sun.ac.za

10.3 Alumni Relations

The Alumni Relations Office focuses on the creation and development of the University's relations with its alumni. The endeavour is to cultivate and maintain lasting ties with alumni in a manner that treasures their affinity with and loyalty to their alma mater and to involve them in the activities of the University in a meaningful manner.

Enquiries

The Director: Alumni Relations - Ms Bev Witten

Tel.: 021 808 9263

Fax: 0862 114 189

E-mail: bevwitten@sun.ac.za

11. Student and Academic Support (SAS)

The Division Student and Academic Support falls under the Vice-Rector (Learning and Teaching) and, acting in close consultation with the faculties, bears the overall responsibility for academic support to and the development of both students and staff at the University. SAS consists of the following centres and subdivisions:

- the Senior Director: SAS office;
- the Centre for Teaching and Learning (CTL);
- the Centre for Student Communities (CSC);
- the Centre for Student Affairs (CSA);
- the Centre for Student Counselling and Development (CSCD);
- the Centre for Prospective Students (CPS);
- the Language Centre (LC); and
- the Tracking Unit (TU).

Student and Academic Support is responsible for the functions outlined below:

1. The identification of specific needs in relation to academic support services and development opportunities by means of liaison with all relevant entities and persons at the University, including teaching staff and students.
2. The coordination of existing support services and development initiatives in order to ensure coherent and effective support.

3. Close liaison with other tertiary institutions in South Africa and abroad in order to keep in touch with the latest developments in all areas that fall within the ambit of the Division for Student and Academic Support.
4. Responsibility for and involvement in initiatives such as access to the University in general, the First-year Academy, staff development, student leadership development, the development of listening, living and learning communities for students, and the Welcoming Programme for newcomer students.

11.1 Senior Director: Student and Academic Support

The Senior Director: Student and Academic Support is responsible for the overarching management and co-ordination of the whole SAS Division.

Enquiries

Dr HL Botha, Tel.: 021 808 4585

11.2 Centre for Teaching and Learning (CTL)

The Centre for Teaching and Learning provides professional support to the University in order to promote teaching and learning quality, and to maximise the potential for student success. We do this via the following activities:

- Provision of opportunities for the continuous professional development of lecturers.
- Advice on programme design and instructional design.
- Administration of grants and fellowships promoting excellence in teaching and learning.
- Dissemination of good practice with regard to teaching and learning.
- Administration of the University's student feedback system.
- Support for the University's electronic learning management system, WebStudies.
- Coordination of the First-year Academy – a University-wide initiative that aims to promote the academic success of all first-year students.
- Coordination and support for the University's Extended Degree Programmes.
- Support for tutorial programmes.
- Needs-based research on teaching and learning.
- Interpretation of national and institutional policy with regard to teaching and learning.

More information about our services is available on the Centre for Teaching and Learning's website, www.sun.ac.za/ctl.

Enquiries

Prof B Leibowitz, Tel.: 021 808 3717

11.3 The Centre for Student Communities (CSC)

The aim of the CSC is to establish listening, living and learning communities; to promote the integration of residence and PSO students through the establishment of the cluster initiative; to renew the student culture in residence and PSO wards; to improve the experience that students have at the University; to create space for student leadership in the residences, PSO wards and clusters; and to align the within-class and outside-class experience.

The CSC develops students to have the necessary knowledge, skills, experience and self-confidence to help form and support healthy communities. (This mission assumes that academic success (knowledge and skills) forms an inseparable part of the healthy communities.)

Parents, students, staff and the public may consult the Centre for Student Communities on the following specific matters:

- The Head Students' Committee
- Matters concerning residences and the Private Students' Organisation (PSO)
- Clusters
- Placement in residences
- Listening, living and learning houses

Enquiries

Mr PW Kloppers, Tel.: 021 808 2848

11.4 The Centre for Student Affairs (CSA)

The Centre for Student Affairs endeavours to make the total learning experience of every student at Stellenbosch University a rich and satisfying one. CSA does this through the various subdivisions and units within the immediate environment. Furthermore, CSA works purposefully with academics and other student development and support services to ensure that the living and learning experience of students at SU is optimal and serves the holistic development of the students. As such, the development of students is addressed on different levels and the students thereby are equipped to be balanced and well-rounded South African citizens who can be of service in a global world.

CSA is committed to playing an integrating role in the creation and development of a safe, healthy and balanced environment in which all Maties

can realise themselves. Parents, students, members of staff and the public are welcome to consult CSA on matters relating to the following:

- the Students' Representative Council (SRC)
- the Tygerberg Students' Representative Council (TSRC)
- the Military Academy Students' Committee (MASK)
- the Academic Affairs Council (AAC)
- all student societies
- student leadership development
- the Welcoming Programme for newcomer students
- social services
- workstudy programme
- Matie Community Service (MCS)
- *Die Matie* (the student newspaper)
- the Study Centre
- alcohol and substance abuse
- sexual harassment
- matters relating to diversity
- all student affairs that fall outside the ambit of the faculties

The CSA is situated at 9 Bosman Street, Stellenbosch.

Enquiries

Dr LLM MacMaster, Tel.: 021 808 2222

11.5 Centre for Student Counselling and Development (CSCD)

The Centre for Student Counselling and Development (CSCD) was established on 1 September 1997 through an amalgamation of three previously independent units, namely the Unit for Clinical Psychology, the Unit for Student Counselling, and the Unit for Counselling Psychology. In 1997, the Careers Office was established as yet another partner within this integral team and on 7 September 1999 official approval was given for the current name. An Office for Students with Special Learning Needs (Disabilities) was established at the Centre in 2006. Intern psychologists from all the registration categories can join the Centre as part of its multidisciplinary team.

11.5.1 Vision statement

The Centre endeavours to run a psychological and counselling service at Stellenbosch University that is aimed at the total university community (with the primary focus on students), that is relevant and excellent in the African context and that, as such, is at the forefront both nationally and internationally.

11.5.2 Broad service functions

Broadly speaking, the functions of the Centre can be grouped into six services:

- Academic counselling, career guidance and development services;
- Individual and/or group psychotherapy services;
- A 24-hour crisis service;
- Contemporary developmental workshops;
- Consultation services;
- Training and supervision of intern psychologists.

Overall, the CSCD adheres to the internationally recognised wellness approach. The “ALFA” programme is focused primarily on first-year students. (In fact, what sparked the Afrikaans acronym “ALFA” in the first place was the idea of ‘academic adjustment thanks to guidance and facilitation’.) The “OMEGA” programme helps students, mainly seniors, to round out their time of study by preparing them optimally for the realities, demands and challenges of the world of work. (Here, the idea behind the Afrikaans acronym is ‘effective degree completion thanks to the right development mechanisms’.)

11.5.3 Reception desks

Central reception for the Stellenbosch Campus is at 37 Victoria Street. For Tygerberg Campus, reception is on the second floor of the Student Centre. A 24-hour crisis service is also available.

11.5.4 General

All services are free of charge for registered students. However, a consultation fee is payable by prospective students (in collaboration with the CPS).

All services are provided by individuals who are registered with the Health Professions Council of South Africa. Strict confidentiality is therefore guaranteed.

Enquiries

Prof CD Cilliers, Tel.: 021 808 4971

11.6 Centre for Prospective Students (CPS)

The Centre for Prospective Students helps by answering the questions posed by prospective students, their parents and the broader community by visiting schools to address the learners on possible careers, teaching programmes and the unique opportunities offered by Stellenbosch University.

11.6.1 Exhibitions, parent evenings and information sessions

The CPS annually makes contact with prospective students and their parents in a variety of ways. This contact takes place primarily by way of career exhibitions, parent evenings, information sessions at schools and campus visits.

11.6.2 Recruitment bursary project

The University offers recruitment bursaries to coloured, black and Indian students who show academic potential and would like to study at the University. The project is run strategically by the CPS in collaboration with the Bursaries and Loans Division. Learners do not have to apply for this bursary, as all applicants are considered automatically for an offer as soon as they apply for admission.

11.6.3 Open Day

Every year, the Centre for Prospective Students holds an Open Day where nearly 5 000 students visit information stalls representing the University (each faculty and all the support divisions). The Open Day offers an ideal opportunity for learners to experience the programme offering of the University in an interactive manner. In the light of the important role played by student life at the University in the choice of first-year students to study here, the Open Day offers an important opportunity to experience a day in the life of a Matie student. This year the Open Day will be held on Friday 26 July 2013. Feel free to contact the Centre for Prospective Students for more information.

11.6.4 Career counselling for prospective students

The Centre for Prospective Students, in collaboration with registered psychologists, offers professional counselling services in order to empower learners to make informed subject and career choices. These services include:

Grade 9 subject choice counselling

Psychometric assessment of personality, aptitude and interest with individual feedback to learners and parents, as well as a written report in order to integrate the learner's self-knowledge with the school's subject choice options. This service can also be offered at schools upon request.

Grade 11 and 12 career counselling

Psychometric assessment of personality, aptitude and interest, with individual feedback to learners and parents, as well as a written report. The purpose of the aforementioned is to empower prospective students to undertake informed career research and to obtain career certainty. This service can also be offered at schools upon request.

Please feel free to contact 021 808 4709/2923 for enquiries and/or to make a booking.

Grade 11 career counselling at historically disadvantaged schools

A free service is offered to a limited number of historically disadvantaged schools at which the top academic learners receive free career counselling. The aim is to help these learners to make well-informed choices and to prepare them for possible study at Stellenbosch University.

Enquiries

Mr L van den Heever, Tel.: 021 808 4709

11.7 Language Centre (LC)

The Language Centre of Stellenbosch University is responsible for teaching, academic support and research in the field of language and text design skills. For this purpose, it consists of five units, namely the Unit for Afrikaans and English, the Unit for isiXhosa, the Writing Laboratory, the Unit for Document Design and the Language Service Unit. These units provide a variety of services for students, staff and outside clients. These services include:

11.7.1 Writing skills development

The focus is on personal consultation for students needing support with their writing assignments. The Writing Laboratory also offers group consultations and workshops on academic writing skills.

11.7.2 Language development and/or language acquisition for second- or additional-language speakers of Afrikaans, English and isiXhosa

In the various language development and/or language acquisition courses for students, provision is made for the needs of students at different levels of proficiency (from beginner to advanced level). Attention is given to the integrated development of the four language skills (speaking, listening, writing and reading), which form the focus of the respective courses. Aspects such as grammar, flow/fluency, pronunciation, spelling, vocabulary and written discourse also receive attention. An interactive and holistic method of teaching is used.

11.7.3 Academic literacy

In these courses we focus more broadly on the development of students' strategic writing and reading skills speaking and listening skills also receive attention, although to a lesser extent. Aspects such as the influence of reader schemata on the understanding of a text, the reading process and the development of a reading strategy are addressed. As far as writing is

concerned, aspects such as cohesion, coherence, reference techniques and writing as a process (planning, writing, editing, rewriting) are dealt with. The academic literacy modules are presented interactively and the students usually work in groups on a variety of activities. The contents of these modules are compiled in co-operation with the respective faculties and therefore are subject specific as far as is possible.

11.7.4 Professional language skills

The Centre offers a wide range of workshops and other courses on the production and quality of business texts.

11.7.5 Support for lecturers

The Language Centre offers language acquisition and language development workshops for lecturers on an ad hoc basis. Other forms of support are also available, including advice and/or workshops on a wide range of topics (language acquisition, reading and writing development, communication, image formation, translation and editing of class notes, interpreting, language planning, multilingualism, etc.)

11.7.6 Services in the e-learning environment

Supplementary teaching and learning material in the field of academic literacy development already forms part of the e-learning offering. Furthermore, the University's e-teaching system (WebStudies) has already been used as an integral part of at least the credit-bearing offering. Advisory material is also available on the Centre's website.

11.7.7 A language service

This is a service offering translation, editing and interpreting services to students, staff and outside clients.

More information is available at the Centre's website at <http://www.sun.ac.za/taalsentrum/>.

11.7.8 Language testing

The Language Centre is responsible for the academic literacy testing of all prospective students every year. These tests are used diagnostically and assist in the placement of students in appropriate language courses.

Enquiries:

Prof LG de Stadler, Tel.: 021 808-2155

11.8 Tracking Unit (TU)

The Tracking Unit is concerned with collecting, updating, processing and interpreting data regarding academic support to students and lecturers. It provides information to students, lecturers and management to act

proactively, to give academic support in good time and, in this way, to aid in ensuring success.

Enquiries:

Dr SA du Plessis, Tel.: 021 808 2598

12. Telematic Services

The functioning of the Division for Telematic Services is led by the outwards-focused institutional vision of the University. The Division enhances the virtual mobility of geographically dispersed students to broaden their participation in the academic offering of Stellenbosch University.

A key aspect of Stellenbosch University's vision is to provide greater access to prospective students – especially those who want to combine a professional career with further postgraduate studies to maximise their potential. To support students to become part of a critical mass of intellectuals, technology-enhanced alternative access routes to the University have been put in place.

The enhancement of the students' virtual mobility blurs the customary divide between face-to-face and off-campus educational opportunities, while the barriers often set by location and time are reduced.

This flexible learning strategy relies on a unique technology platform that integrates satellite, mobile, web-based and video conference technologies. This creates a continuum of learning opportunities, ranging from synchronous to asynchronous education. In fact, numerous postgraduate and short courses at Stellenbosch already utilise this integrated platform with great success to create virtual learning spaces as part of a blended learning approach.

The Division works closely with various academic support services to enable academic departments to provide students with academic support in a virtual environment, particularly with regard to postgraduate programmes and continued education, as part of the total multimode teaching learning strategy of the University.

The Division's services, some in collaboration with other service departments, provide support to academic activities in all the core performance areas of the University, e.g.:

1. Support of research on virtual learning spaces
2. A well-equipped studio for interactive telematic broadcasts
3. Use of more than 20 learning centres for student participation
4. Utilisation of web-based teaching and learning technologies
5. Integration of multimedia applications

6. Use of video conference facilities
7. Production of video clips for integration with live broadcasts
8. Mobile camera unit for off-site recordings
9. Distribution of learning material

Private companies and welfare organisations are increasingly depending on the University's telematic platform to establish cost-effective and appropriate communication networks in their respective environments. In this regard, the Division is becoming an active role player in the development of the emerging new South African society.

13. The University Archives

The University Archives, which came into being in 1996, house some of the oldest documents relating to the history of the University. Reflected in these documents are all the stages of institutional growth - from the Stellenbosch Boys' High School (Paul Roos Gymnasium), through Stellenbosch College and Victoria College, to the present University of Stellenbosch, which was established in 1918.

The University's archival materials consist mainly of written documents originating with the Council and Senate, and other administrative and academic components of the University. These documents include Council and Senate minutes and non-active staff records. The oldest of the documents, a set of minutes, dates back to 1864. Our collection of minutes of the governing bodies of the Boys' High School, Stellenbosch College and Victoria College is virtually complete, ranging from 1876 to the present. These documents are supplemented by financial records and registers dating from the late nineteenth century.

As well as preserving written documents and sources, the Archives house the very extensive Watson-Lockley and Edrich collections of glass negatives and photographs, which can be purchased via the University's e-shop. A large number of documents, including Council and Senate minutes dating to the establishment of the University, have been converted to digital format in order to facilitate better access to the archival material. Other materials are also being digitised to facilitate better access to archival materials.

The University Archives resorts under the Registrar and work very closely with the Post and Filing Section, where documents are stored pending their transfer to the Archives. The Archives also welcome donations of documents and photographs that have a bearing on the history of the University and its community life from former students and personnel.

Alumni and others who would like to have more information are cordially invited to write to the Archivist, University Archives, Wilcocks Building, Private Bag XI, Matieland 7602 or contact the Archives at tel. 021 808 2314, or by e-mail to breedtk@sun.ac.za.

14. The University Museum

The University Museum comprises the *Sasol Art Museum* in the Eben Dönges Centre (in Ryneveld Street) and the US Art Gallery (cnr Dorp and Bird Streets). Both these buildings are national monuments.

The primary focus of this division is community interaction, which is achieved in a professional manner by applying the museum functions of collecting, preserving and disclosing. The different collections are built up and maintained in climatologically controlled rooms in the Sasol Art Gallery and researched so as to present them in exhibitions and a variety of educational programmes.

The museum hours are as follows: Mondays 10:00 - 16:30; Tuesdays to Saturdays 09:00 - 16:30.

The US Art Gallery specifically creates a platform for exhibitions of work by teaching staff and students, and also by well-known artists from all over the country. The exhibitions are presented in conjunction with guided tours or workshops by the artists.

The visiting hours are: Mondays to Fridays, 09:00 - 17:00; Saturdays, 09:00 - 13:00.

Enquiries

Enquiries on any aspect of the division's activities are most welcome, and should be directed to:

The Director
University Museum
Stellenbosch University
Private Bag X1
MATIELAND 7602
Tel.: 021 808 3691/5, Fax: 021 808 3669

INDEX

Although far from exhaustive, this index is presented in the hope that all those interested in Stellenbosch University, and in particular our new students, will find it a useful key to Part 1 of our Calendar. It should of course be consulted along with the Table of Contents (pp. 1-4).

A

Absence from classes and/or tests	123
Academic admission.	<i>See Admission as a student.</i>
Academic dress at graduation ceremonies [18.3]	127
Academic progress, Reports on	127
Academic Support Programmes (<i>See also</i> Extended Degree Programmes.)	103
Academic transcripts/duplicate certificates, issuing of	126
Accommodation in University residences	
Accommodation fees: General	136
- Particulars of accommodation fees <i>See</i> Calendar Part 3 (Student fees).	
Alcoholic beverages [p. 202 – 6.5.5]	139
Amount payable on acceptance of accommodation (First instalment)	135
Avoiding liability for fees after cancellation of accommodation [4.2]	135
Cancellation of University accommodation	134
Laundry	138
Liability for damage [6.1.4]	136
Meals	139
Observance of Rules for Students	136
Placement and transfer of students	133
Practical application of the Placement Policy	130
Residence Placement Policy	128
Rooms and appliances/equipment	137
Rules for students in University accommodation	136
Special diets [6.5.7]	139
Addresses for communicating with the University (<i>See also</i> Telephone numbers, useful.)	16
Admission as a student (= Academic admission)	
Admission as a special student	113
Admission as a special student in Engineering (block courses)	110
Admission as a student	99, 105
Admission of students at the start of the second semester	113
Admission requirements for Extended Degree Programmes	103
Admission requirements for undergraduate degree programmes	100
Admissions policy	99
Application, admission and registration as a student	105

National Senior Certificate (NSC)	100
Student number	16
Admission to examinations	153
Admission to University residences	
For current students	130
For new first-year students	130
Almanac	22
Alumni Relations Office	272
Appeal for readmission	120
Application as a student	105
Application for admission to a University Residence	
Current students [2.2.1 and 2.2.2]	130
New first-year students [2.1.1-2.1.3]	130
Application for readmission as a student	117
Archives, The University	281
Attendance module: DEFINITION	146
Attendance of classes, Unsatisfactory [12.]	125
Award of degrees, diplomas and certificates (Conferment of)	127

B

Bachelor Honours, the degree of	166
Block courses (for special students in Engineering)	110
Boards of faculties	85

C

Cancellation of registration as a student	134
Cancellation of University accommodation	134
Career counselling for prospective students	277
Cell phones in examination rooms [7.2]	145
Central Disciplinary Committee (CDC)	252
Centre for Prospective Students	276
Centre for Statistical Consultation	258
Centre for Student Affairs	274
Centre for Student Communities	274
Centre for Student Counselling and Development	18, 275
Reception desks	276
Centre for Teaching and Learning	273
Chancellor's medallists	19
Change by student of programme or module(s) [4.2.3.1]	110
Change of address [4.1.8]	106
Change of name, surname or marital status	112
Changing from one field of study to another (higher degrees)	164
Changing of programmes by Senate and Council	127
Class attendance, unsatisfactory [12.]	125
Class mark: DEFINITION	146

Closing date for applications for postgraduate studies	105
Closing dates for applications for undergraduate studies	105
Code of conduct for language in the classroom	9
Code of conduct for language usage in the support functions of the University	11
Code of conduct guiding the relationship between supervisor/promoter and student	198
Commencement of the academic year (general date of commencement)	112
Communication and Liaison	270
Concurrent registration	
At different universities	115
For more than one programme at Stellenbosch University	116
Conduct, Standards of	140
Rules for students in University accommodation	136
Conferment of degrees, diplomas and certificates	127
Consequences of violation (Electronic Communications Policy)	213
Conservatoire	260
Contagious or infectious diseases [4.1.9 – 4.1.12]	106
International students [4.1.12]	107
Statement by all applicants [4.1.11]	106
Continuation of registration for postgraduate programmes	200
Continuous assessment: DEFINITION	149
Rules relating to	159
Conversion from Master's to Doctorate	165
Copyright at the University (<i>See also InnovUS and Plagiarism.</i>)	208
Corequisite module: DEFINITION	148
Correspondence with the University: Specific addresses	16
<i>Cum laude</i>	<i>See With distinction.</i>

D

Deans of Faculties	85
Definitions	
Attendance module	146
Class mark	146
Continuous assessment	149
Corequisite module	148
Degree, certificate or diploma programme	146
Examination mark	147
Extended module	146
Extra module	148
Final mark	147
Flexible assessment	149
Module	146
Module in arrears	148
prerequisite module	148
Prerequisite pass module	148

Progress mark	147
Semester module	146
Subject	146
Year module	146
Degree, certificate or diploma programme: DEFINITION	146
Degrees, diplomas and certificates offered by the University	91
Deregistration of modules after early assessment	163
Designated university admission subjects	100
Development and Alumni Relations	18
Deviation from existing programmes	112
Disciplinary Appeal Committee (DAC)	253
Disciplinary code for students of Stellenbosch University	238
Disciplinary procedures	244
Discipline at University residences	136
Discontinuation of studies	134
Discussing examination answers with teaching staff	141
Diseases.	<i>See</i> Contagious or infectious diseases.
Dissertations	
Abstracts compulsory	191
Abstracts in Afrikaans and English [6.9.5.6]	193
Alterations in mastercopy [6.9.2]	191
Assessment [6.7.7]	188
Author's declaration, the prescribed [6.9.5.4]	192
Bound copies for promotors [6.9.9]	194
Copyright on second page [6.9.5.5]	193
Electronic copy for the JS Gericke Library [6.9.8]	194
Examiners	185
Examiners' reports [6.6.2]	186
Fees payable [6.10]	195
Illustrations [6.7.9]	189
Oral examination	190
Originality of the candidate's research [6.7.3, 6.9.5.4]	188, 192
Product to be submitted [6.9.1]	190
Publication of dissertations	195
Set wordings if publishing [6.11.5]	196
Set wordings when presenting [6.9.5.1 – 6.9.5.5]	191
Spine, Wording on	194
Title page and second page	191
Typewriting requirements [6.9.4]	191
Distinction, With	
Obtaining a degree, certificate or diploma with distinction	157
Doctor, The degree of.	<i>See</i> Doctorate.
Doctorate	
Admission	184
Annual registration [8.2]	201
Annual reporting	185
Attendance	185

Basic faculty-specific provisions	180
Distinction, With [8.3.14.11]	159
Doctoral dissertation	<i>See Dissertations.</i>
Promoters/co-promoter(s)	185
Duplication and binding by AFRICAN SUN MeDIA	
Doctoral dissertations (<i>See under</i> AFRICAN SUN MeDIA.)	190
Master’s research assignments and theses (<i>See under</i> AFRICAN SUN MeDIA.)	174
Duration of lectures, seminars, practicals and tutorials	21

E

ECP (Electronic Communication Policy)	208
Electronic Communication Policy (ECP)	208
Employment Equity Policy	214
Examination mark: DEFINITION	147
Examinations	149
Admission to	153
General provisions	141
Rules for student conduct at examinations (and tests)	145
Examinations and promotion, Provisions relating to	145
Examinations, Specific provisions for Honours and Master’s	152
Extended degree programmes	103
Admission requirements	103
Readmission	104
Registration process	104
Structure	104
Suspension	104
Extended module: DEFINITION	146
Extra module	
DEFINITION	148
Examination in extra modules	156
Restrictions on registration for extra modules	156
Extra writing time for tests and examinations	163

F

Faculty boards	85
Failure to register for postgraduate programmes	200
Failure to register on time [4.2.5]	111
Final mark	
DEFINITION	147
General rules relating to final marks	152
Final marks, Allocation of	153
First-year students, programme	
for the welcoming of [2.1.7]	130
Flexible assessment of modules	

DEFINITION	149
Rules with respect to	161
Foundation modules [3.1.2.2]	104

G

Gender (See point 1 under PLEASE NOTE)	15
General provisions governing University residences	136
Graduation ceremonies [18.2 – 18.4]	127
Gymnasium (established in 1866), The Stellenbosch	66, 281

H

Harassment, Sexual	224
HEMIS credits	
Description	118
Sliding Scale A	119, 132, 133
Sliding Scale B	119, 132, 133
Higher degrees (Chapter on...)	164
Historical Notes, Some: A university in the making	66
Honours degrees: Statutory requirements, further requirements and admission	166
Honours examination provisions	152, 162
Honours programmes, Maximum periods of registration for	201

I

Identity card	<i>See under</i> Photo identity card.
Improvement of class mark which counts as final mark	155
IMSTUS	265
InnovUS Technology Transfer (Pty) Limited	264
Copyright clearance of third-party content	208
Institute for Mathematics and Science Teaching (IMSTUS)	265
Institutional Forum, Members of the	88
Intermediate Residence Disciplinary Committee (IRDC)	251
Interruption of undergraduate and postgraduate studies [4.1.6]	106
Interruptions of Master's and Doctoral studies	202
Issuing of documents (academic transcripts and duplicate certificates)	126

J

Joining a programme late	111
JS Gericke Library	18, 267

K

Keeping of vehicles	237
---------------------	-----

L

Language Centre	278
Language in the classroom, Code of conduct for	9
Language Placement Test	107
Language Policy and Plan	5
Language usage in the support functions, Code of conduct for	11
Late applications	
Postgraduate [4.1.3, 4.1.5]	105
Surcharge	105
Undergraduate [4.1.3 – 4.1.4]	105
Late registration	
Surcharge for failure to register on time	111
Undergraduate and postgraduate	108
Leave of absence	
Administrative handling of leave of absence for sport activities [11.4]	125
Category A leave	123
Category B leave	124
Category C: Refusal of leave	125
Library and Information Service	267
Limitations on modules due to timetable clashes [4.2.7]	111

M

Manager: Student Housing [p.200 – 6.2.2]	136
Master, the degree of	
Admission	168
Annual registration [8.2]	201
Annual reporting	169
Determining the final mark	174
Final mark [5.4.3.1 – 5.4.3.3]	170
Master's theses and research assignments: General provisions	169
Statutory requirements	167
Subsequent to Honours (one-year programme)	170
Supervisor/co-supervisor(s) and examiners	171
Master's degrees	<i>See Master, the degree of.</i>
Master's examination provisions	152, 162
Master's research assignments (25% or more of the final mark)	174
Master's theses	
Abstracts (also for Master's research assignments) [5.7.3]	175
Alterations required (also for Master's research assignments) [5.7.2]	175
Author's declaration (also for Master's research assignments) [5.7.5.4]	176

Bound copies for supervisors (also for Master's research assignments) [5.7.9]	178
Closing dates for submission for examination (also for Master's research assignments)	173
Dates for submission with a view to the graduation ceremonies [5.7.11]	178
Determining the final mark	174
Electronic copy for the JS Gericke Library [5.7.8]	177
Examination, Number of copies for [5.6.1]	172
Examiners [5.5.1.3, 5.5.3]	171, 172
Faculty-specific procedures (also for Master's research assignments) [5.6.4]	173
Faculty-specific provisions (also for Master's research assignments) [5.4.2]	170
Fees payable (also for Master's research assignments) [5.8]	178
General provisions (also for Master's research assignments)	169
Illustrations (also for Master's research assignments) [5.6.3]	173
Oral presentation (also for Master's research assignments)	174
Originality of the candidate's research (also for Master's research assignments) [5.7.5.4]	176
Publication (also for Master's research assignments) [5.10]	178
Set wording on title page and second page (also for Master's research assignments) [5.7.5]	175
Spine, Wording (also for Master's research assignments) [5.7.7]	177
Supervisor's report [p. 223 – 5.5.1.4, p. 224 – 5.6.6]	171, 173
Supervisors and co-supervisors [5.5.2]	172
Title page (also for Master's research assignments)	175
Typewriting requirements (also for Master's research assignments) [5.7.4]	175
Maximum periods of registration for diploma and Honours programmes	201
Meals at University residences	139
Photo identity card a requirement to participate in meal quota system [4.2.1]	108
Special diet [6.5.7]	139
Membership of Private Students' Organisation (PSO) [p. 202 – 7.2]	127, 139
Merit bursaries	277
Misconduct by students	239
Mobile phones	<i>See</i> Cell phones in examination rooms.
Moderators (<i>See second paragraph under 5.5.1.3.</i>)	171
Modular credits, Calculating HEMIS credit values of , 188-190, 197-198	
Module definitions	
Attendance module: DEFINITION	146
Corequisite module: DEFINITION	148
Extended module: DEFINITION	146
Extra module: DEFINITION	148
Flexible assessment: DEFINITION	149
Module in arrears: DEFINITION	148
Module: DEFINITION	146

Prerequisite module: DEFINITION	148
Prerequisite pass module: DEFINITION	148
Semester module: DEFINITION	146
Year module: DEFINITION	146
Museum, The University	282

N

National Benchmark Test	100, 101, 107
National Senior Certificate	100
New users of University accommodation	130
Newcomer first-year students, Programme for the welcoming of [2.1.7]	130
Non-graduating students of other universities	112
Notice of cancellation of registration as a student [3.1]	134
Notice of cancellation of University accommodation [4.1]	134
NSC (National Senior Certificate)	100

O

Obtaining a degree, certificate or diploma	157
Obtaining a degree, certificate or diploma with distinction	157
Official addresses of the University	17
Official programme of registration of the University [4.2.3.1]	108
Open day of the University	277
Organised sport and recreation times	122
Outdoor student gatherings	232

P

Parking and registration of vehicles	237
Penalties that may be imposed on students	254
Petitions by students [p. 260 – 10.1.7]	232, 234
PGIO (Postgraduate and International Office)	18, 269
Photo identity card [4.2.1]	108
Plagiarism	217
Postgraduate and International Office (PGIO)	18, 269
Postgraduate diploma programmes, Maximum periods of registration for	201
Prerequisite module: DEFINITION	148
Prerequisite pass module: DEFINITION	148
Private Students' Organisation (PSO)	127, 139
Programme of registration of the University, Official [4.2.3.1]	108
Programme of study (Instructional programme)	
Degree, certificate or diploma programme: DEFINITION	146
Senate and Council's right to change programmes	127
Progress mark: DEFINITION	147
Prospective Students, Centre for	276

Protest demonstrations	232
Public gatherings	232

Q

Qualifications (degrees, diplomas, certificates) offered by the University	91
--	----

R

Readmission after unsuccessful studies	117
Readmission requirements for intake into University residences	131
Readmission, Appeal for	120
Recognition of modules for a second degree	144
Recognition of other universities' examinations	144
Records of students' class marks, examination marks and final marks	152
Registration as a student	107
For the second semester [4.2.3.2]	110
Prescribed registration form [4.2.1]	107
Timetable for registration [4.2.3.1]	108
Verifying one's proof of registration [4.2.3.1 – <i>See fourth paragraph</i>]	109
Registration as a student in the Extended Degree Programme [3.1.5]	104
Registration for examination purposes only	144
Registration for postgraduate programmes, Maximum periods of	
Master's and doctoral [8.2]	201
Postgraduate diplomas and honours	201
Registration of Master's and Doctoral Students	112
Registration of students	<i>See Registration as a student.</i>
Religious worship at the University	222
Repeating a module	155
Reports on academic progress	127
Residence and PSO Disciplinary Committee (RDC)	249
Residence Placement Policy	128
Practical application	130
Restrictions on the registration for extra modules	156
Rules for–	
Student conduct at and during tests and examinations	145
Students in private lodgings	139
Students in University residences	136
Rules for students of Stellenbosch University (Chapter on...)	238

S

Scheduling of tests	163
Semester module: DEFINITION	146
Senate	
Committees of Senate	85

Members of Senate	75
Senior Certificate (up until 2008)	103
Sensitive dissertations, theses and research assignments	196
Sexual harassment	224
Special student, Admission as a	113
Standard abbreviations denoting type of instruction and duration	21
Standards of conduct	140
Stellenbosch Foundation	271
Stellenbosch University Advancement Team	270
Stellenbosch University Contact Centre	17
Student Affairs, Centre for	274
Student and Academic Support	272
Student Communities, Centre for	274
Student conduct (See also Rules for students of Stellenbosch University.)	
At and during tests and examinations	145
Student Counselling and Development, Centre for	18, 275
Reception desks	276
Student gatherings	232
Student number	16
Student Records Section (for academic transcripts and duplicate certificates)	
	126
Student web portal (www.mymaties.com)	268
Subject: DEFINITION	146

T

Teaching and Learning, Centre for	273
Telematic Services	18, 280
Telephone and fax numbers, Useful	17
Tests and examinations, Extra writing time for	163
Tests and examinations, Rules for student conduct at and during	145
Tests starting times	122
Tests, Scheduling of	163
Timetable clashes [4.2.7]	111
Timetable for registration of students (Official programme of registration)	
[4.2.3.1]	108
Tracking System (Student and Academic Support Division)	279
Transcripts, Academic	
Fee payable	126
Procedure for issuing	126
Transfer of students between University residences [2.4.2, 2.4.3]	133
Typewriting requirements	
For doctoral dissertations [6.9.4]	191
For Master's theses and research assignments [5.7.4]	175

U

University accommodation	<i>See</i> Accommodation in University residences.	
University Archives, The		281
University Calendar (Parts of)		16
University Council		
Members of Council		71
University examinations (Chapter on...)		141
University Museum, The		282
University officers who manage disciplinary processes		241
University Policy on–		
Copyright		208
Electronic Communications		208
Employment Equity		214
Religious Worship		222
Sexual Harassment		224
Smoking		223
Student Gatherings, Protest Demonstrations and Petitions		232
The Prevention and Handling of Plagiarism		217
Unsatisfactory work or class attendance by students		125

V

Vehicles, parking and registration of		237
Vehicles, the keeping of		237
Venue use and booking by students		233
Victoria College of Stellenbosch (1887-1918)		67
Victoria College of Stellenbosch (1887-1918)		281

W

Welcoming of newcomer students, Programme for the [2.1.7]		130
With distinction, Obtaining a degree, certificate or diploma		157

Y

Year module: DEFINITION		146
-------------------------	--	-----