

CHAPTER 1

IMPORTANT INFORMATION ON DOCUMENTS, RULES AND REGULATIONS FOR STUDENTS

1. DEFINITIONS AND ABBREVIATIONS

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

2. PURPOSE OF REGULATIONS

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

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

3. REGULATIONS

- 3.1 All students at CUT are subject to the institutional rules, policies, procedures and regulations as promulgated by the CUT Council, or delegate of Council, or other competent authority, in accordance with the *Higher Education Act (Act 101 of 1997)*, hereinafter referred to “the Act”.
- 3.2 Every student must be familiar with the provisions of the Act, as well as all CUT regulations, rules, policies and procedures, as amended from time to time.
- 3.3 No student may violate any provision of the Act, nor any CUT regulation, rule, policy or procedure, as amended from time to time.
- 3.4 No student may violate the common law or any other law.
- 3.5 Rules, regulations, policies and procedures applicable to students are available from Ms L Venter of the IRC Office (Room 102, ZR Mahabane Building; Tel. 051-5073057) or the CUT intranet.

4. RELATED DOCUMENTS

IRC Governance Portal – Higher Education Act (Act No. 101 of 1997), as amended

CUT Promotion of Access to Information Manual

Enquiries regarding regulatory issues/documents (rules, policies, etc. related to students) can be directed telephonically, in person or in writing (e.g. via e-mail) to Ms L Venter of the IRC Office (Room 102, ZR Mahabane Building; Tel. 051-5073057; E-mail: liventer@cut.ac.za).

5. COMPLIANCE OFFICER

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

6. RESPONSIBLE OFFICER(S)

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

CHAPTER 2

GENERAL ADMINISTRATIVE RULES FOR STUDENTS

1. PURPOSE/SCOPE OF REGULATIONS

1.1 Purpose

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

1.2 Scope

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

2. DIRECTIVES FOR IMPLEMENTING REGULATIONS

2.1 Responsibilities

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

2.2 Regulations

In addition to the General Rules for Students available from Ms L Venter of the Institutional Regulatory Code (IRC) Office (Room 102, ZR Mahabane Building; Tel. 051-5073624) and/or the CUT student website, every student must comply with the following rules:

- (a) The CUT Student Calendar 2013 contains all the official approved dates of all academic activities throughout the year. These dates form part of this Calendar.
- (b) No student is allowed to enrol after 1 February 2013 in the case of year and first-semester students and/or after 19 July 2013 in the case of second-semester students.
- (c) Postgraduate students must apply and register annually until the Assessment and Graduation Unit confirms that the qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year until 31 August, the registration is accepted as being effective as from January of the year in question.

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

- (d) All students including postgraduates, must indicate their intention to continue with their studies every semester for semester programmes and every year for year programmes, no later than 31 October each year, by completing the prescribed application form for continued studies, available from the Assistant Registrar: Academic Structure and Student Enrolment Services at the following address:

Central University of Technology, Free State
Private Bag X20539
BLOEMFONTEIN
93400

The application form can also be accessed online at: <http://www.cut.ac.za>.

- (e) Deadline for change of subjects:

- | | | | |
|------|----------------------------------|---|-----------------|
| (i) | Year and first-semester students | : | 8 February 2013 |
| (ii) | Second-semester students | : | 26 July 2013 |

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

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

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

- | | | | |
|-------|--------------------------|---|--------------|
| (i) | First-semester students | : | 31 March |
| (ii) | Second-semester students | : | 30 September |
| (iii) | Year students | : | 30 September |

- (g) When suspending studies, the prescribed form, signed by the relevant head of department, must be submitted to the Academic Structure and Student Enrolment Services Unit. In the case of a change of residence or the suspension of accommodation in a residence, the prescribed form must be signed by the respective supervisory staff member before being submitted to the Academic Structure and Student Enrolment Services Unit.

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

- (h) During course verification week, which falls between the dates mentioned below, all students must verify that they have been correctly enrolled:

(i) Year students	:	18 to 22 February 2013
(ii) First-semester students	:	18 to 22 February 2013
(iii) Second-semester students	:	05 to 08 August 2013

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

- (i) Senate may demand a satisfactory study record and certificate of conduct before admitting a student from another university or university of technology.
- (j) An applicant who suffers and/or has previously suffered from a contagious disease, or who has been exposed to such a disease, must present a certificate to the Assistant Registrar: Academic Structure and Student Enrolment Services prior to enrolment in his/her learning programme, declaring that he/she may attend CUT without risk to others.
- (k) An applicant who is not a South African citizen must have the following documents in his/her possession before he/she will be allowed to enrol at CUT:
- A valid study permit for the full period of study; and
 - Proof of membership of a South African medical aid fund for the full period of study.
- (l) When applying for admission, every applicant, as well as his/her parent/guardian (if the applicant is a minor), must sign a declaration indemnifying CUT from any claims that may arise, as defined in the official rules for students. An applicant will only be admitted to CUT once the above-mentioned declaration has been correctly completed and signed by both the applicant and his/her parent or guardian (if necessary).
- (m) All students must visibly display and/or be able to show their student cards to a Protection Services officer for identification purposes and/or to the invigilator when writing an assessment, and/or where access control is enforced (e.g. at the CUT library).
- (n) Every student must comply with the Disciplinary Rules of CUT.
- (o) The primary means of communication with students is by mail and sms.

CHAPTER 3

STATEMENT ON INDIVIDUAL RIGHTS

(Please note that this policy is currently under review and is subject to replacement in 2013)

1. PURPOSE / SCOPE OF REGULATIONS

- (a) This statement on individual rights serves to provide guidelines for the formulation, review and adoption of standards of conduct by the Central University of Technology, Free State (CUT) and the office of the Vice-Chancellor and Principal. This statement does not supersede or otherwise affect existing statements of policy issued by the Vice-Chancellor and Principal or enacted by the CUT Council, nor does the adoption thereof bind the Council or the Vice-Chancellor and Principal to the acceptance of prior restraints upon their responsibility for institutional policy.
- (b) This statement is to be interpreted within the context of the institutional rules and regulations for students, which form the framework for student conduct at CUT.

2. DIRECTIVES FOR IMPLEMENTING REGULATIONS

- (a) The Registrar is the appointed compliance officer for these regulations.
- (b) The Deputy Registrar: Student Services is responsible for the implementation and revision of these regulations.
- (c) These regulations or any amendment thereto are to be approved by the CUT Council and the Registrar.

3. REGULATIONS

3.1 Preamble

- (a) CUT endorses the principles of freedom of individuals, as described in the Constitution and other legislation of the Republic of South Africa.
- (b) CUT, its students and employees are committed to:
 - (i) Eradicating prohibited and invidious discrimination in all its forms;
 - (ii) Fostering programmes within the law that will ameliorate or eliminate, where possible, the effects of historic societal discrimination; and
 - (iii) Complying fully, in all institutional activities and programmes, with applicable government laws and CUT statutes relating to non-discrimination and equal opportunities for all.
- (c) A student at CUT is a member of a higher education community in which all members have at least the rights and responsibilities common to all citizens, free from institutional censorship. Any rules or regulations considered necessary to govern the interaction of the members of the CUT community are intended to reflect community values, which must advance education and enhance the educational development of students.

- (d) This enumeration of rights shall not be construed to deny or disparage others retained by these individuals in their capacity as members of the campus community or as citizens of the community at large.

3.2 **In the classroom**

- (a) The lecturer, in the classroom and in conference, is to encourage free discussion, inquiry and expression. Student performance is to be evaluated solely on academic grounds and not on the basis of opinions or conduct in matters unrelated to academic standards.
 - (i) Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgement on matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
 - (ii) Students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
 - (iii) Information on student views, beliefs and political associations that lecturers acquire in the course of their work as instructors, advisers and councillors, is considered confidential.
 - (iv) The lecturer is in charge of the orderly conduct of the class and may exclude a student or a visitor who does not comply with a reasonable request in this regard.

3.3 **Freedom of expression**

- (a) Discussion and expression of all views is permitted within CUT, subject to requirements for the maintenance of order, which are regulated by institutional procedures.
 - (i) Students and student organisations are free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. At the same time, it must be made clear to the academic and broader community that in their public expressions or demonstrations, students or student organisations speak only for themselves.
 - (ii) The right to peaceful protest is recognised within the CUT community. CUT reserves the right to ensure the safety of individuals, the protection of property, and the continuity of the educational process.
 - (iii) Lawful picketing out of doors and other forms of peaceful protest are permitted on CUT premises.
 - (iv) No student protest shall take place unless the Students' Representative Council (SRC) has discussed the reasons for such a protest and a position of deadlock has been reached.

- (v) Notwithstanding the right of every person to meet, demonstrate, or submit petitions in a peaceful manner without carrying weapons, persons who are guilty of the following conduct on CUT premises expose themselves to disciplinary action:
- (1) Using language, missives or behaviour that may incite emotions, which are insulting in nature, or which may give offence to others;
 - (2) Violating CUT property by affixing slogans or writing graffiti on places other than those agreed upon;
 - (3) Visibly displaying or carrying firearms or any other dangerous weapons on CUT property without the written authorisation of the Vice-Chancellor and Principal;
 - (4) Any form of blackmail;
 - (5) Any action that prevents, hinders, disrupts, postpones, delays or offends the orderly academic instruction, administration and normal student activities on any CUT campus, or which causes damage to any property of CUT or property on the CUT campus;
 - (6) Inciting, encouraging, provoking or instigating any action that prevents, hinders, disrupts, postpones, delays or offends the orderly academic instruction, administration and normal student activities on any CUT campus, or which causes damage to any property of CUT or any property on the CUT campus;
 - (7) Being present on a CUT campus or on any other CUT property, except when it is reasonably necessary for the student(s) to undergo academic instruction, to have the necessary personal contact with the administration of CUT, or to participate in normal student activities;
 - (8) Failure to follow the existing prescribed procedures and processes to air any grievances, objections or complaints which the student(s) may have;
 - (9) Molesting an employee, assaulting an employee, or threatening to do an employee harm/injury during a protest action;
 - (10) Propagating and/or encouraging violence;
 - (11) Propagating and/or encouraging hate, based on race, ethnicity, gender or religion, by means of which the infliction of harm is encouraged;
 - (12) Failure to vacate a building that has been declared closed;
 - (13) Obstructing a passage or entrance of a building;
 - (14) Preventing a student(s) from attending a class or writing an assessment or a test, or preventing a lecturer from presenting a lecture;
 - (15) Preventing a student(s) and/or employee(s) from hearing, or giving an audience to, a scheduled speaker;

- (16) Failure to leave a closed meeting when not authorised to attend such a meeting, or interfering in a private interview;
- (17) Failure to vacate a CUT building when instructed to do so by a CUT Protection Services officer who has identified himself as such and who intends to prevent or halt campus disruption.

3.4 **Privacy**

- (a) Members of the CUT community have the same rights to privacy as other citizens and surrender none of those rights by becoming members of the academic community. CUT shall not regulate the social life of students or their organisations, except where such regulations may apply to the use of CUT property, facilities or premises approved for student residences.

3.5 **Freedom of association**

- (a) CUT students are free to organise and join associations to promote their common interests.
 - (i) The membership, policies and actions of a student organisation are usually determined by a vote of only those persons who are *bona fide* members of the CUT community.
 - (ii) Affiliation with an external organisation does not in itself disqualify a student organisation from institutional recognition.
 - (iii) Each organisation is free to choose its own campus adviser, if such an adviser is required, and institutional recognition will not be withheld or withdrawn solely due to the inability of a student organisation to secure an adviser.
 - (iv) Campus organisations, including those affiliated with an external organisation, shall not unfairly discriminate against a member or prospective member.

CHAPTER 4

GENERAL RULES FOR STUDENTS

(Please note that this policy is currently under review and is subject to replacement in 2013)

1. PURPOSE/SCOPE OF REGULATIONS

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

2. DIRECTIVES FOR IMPLEMENTING REGULATIONS

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

3. REGULATIONS

3.1 Legal Enforceability of Rules

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

3.2 Exemption

- (a) CUT undertakes to render the outputs of teaching, research and community service, in accordance with the statutory obligations of CUT and in terms of the procedures that it deems necessary in every case, should a registered student undertake studies or research at CUT in accordance with the institutional rules of CUT.
- (b) The student is expected to be familiar with the rules and institutional procedures of CUT, which are available at the office of the Registrar and which include the respective faculty regulations applicable to the student's field of study.

- (c) The student must be familiar with the course of study for which he/she is to register in each relevant academic year, as specified in the faculty regulations. Any uncertainties must be clarified with the dean of the faculty concerned, in writing and prior to registration.
- (d) CUT reserves the right not to bestow a degree, diploma or other award upon a student, in the event that such student fails to meet the academic standards set by CUT.
- (e) CUT reserves the right to determine the method of instruction and/or research, to appoint a lecturer for a specific subject/course, and also to determine contact hours and the instructional planning for the year or semester, as it deems fit.
- (f) CUT accepts no responsibility for any sporting injuries. Participants take part in sporting activities at their own risk, and all participants are liable for any or all injuries arising from such participation.
- (g) Upon registration, the student grants CUT the right to publish and use for marketing purposes any photographs of the student taken by CUT, whether in an individual capacity or as a member of a group.
- (h) Upon registration as a student at CUT, the student, as well as his/her parent/guardian if the student is a minor, signs a statement that is considered part of CUT's contract with the student and his/her parent/guardian (if necessary), the contents of which constitute part of these rules.
- (i) In terms hereof, the student declares the following:
 - (1) That he/she is familiar with the contents of all rules, regulations, policies and procedures of CUT;
 - (2) That for the duration of his/her studies at CUT, he/she is committed to complying with all rules and regulations as determined by the CUT Council, or delegate, or any other authorised body or person, as well as any additional rules and regulations that the CUT Council or any authorised body or person may promulgate from time to time; and these rules and regulations form part of the student's agreement with CUT;
 - (3) That if the student is a minor, he/she is completing and signing the agreement and the registration form with the knowledge and permission of his/her parent/guardian;
 - (4) That all details furnished to CUT are true and correct, failing which the student's registration will be cancelled with immediate and automatic effect;
 - (5) That the agreement resulting from the signing of the application, notwithstanding the place of signing, is regarded as coming into effect in Bloemfontein;
 - (6) That the student will immediately inform the Assistant Registrar: Academic Structure and Student Enrolment Services in writing of any change of address;

- (7) That the student renounces any possible action against CUT and indemnifies CUT from any possible claim that might result from the following:
- (7.1) Any loss of or damage to property, movable or immovable, including any consequential damage resulting directly from damage caused to such property;
 - (7.2) Any injury, illness or death;
 - (7.3) Any occurrence, incident or accident;
 - (7.4) Any legal costs or reasonable expenses with regard to claims or court cases that might result from any such incident mentioned above;
 - (7.5) Any costs for medical treatment;

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

- (i) The student accepts that he/she participates in the activities mentioned in paragraph 3.2 (i) at his/her own risk and voluntarily accepts the risk associated therewith.
- (ii) The student accepts liability for the prompt payment of all fees due with regard to his/her study, tuition, residence and any other fees that may be levied by CUT, resulting from the student's studies at CUT.
- (iii) The student accepts that no accommodation in a CUT residence shall be permitted before the minimum fees have been paid.
- (iv) The student accepts that no classes of CUT may be attended before all minimum fees have been paid.
- (v) The student accepts liability for the payment of all legal costs of CUT, including attorney and client costs, as well as recovery costs, should he/she fail to comply with any obligations with regard to payments.
- (vi) The student is aware that his/her enrolment is only valid if it complies with the regulations of the programme concerned, notwithstanding acceptance of the application by CUT.
- (vii) During enrolment, the student furthermore declares that he/she is familiar with the contents of the CUT Calendar and all other CUT rules, regulations, policies and procedures, and that he/she will comply with all CUT rules, regulations, policies and procedures; on condition that the formulation, amendment and suspension of such rules, regulations, policies and procedures are CUT's prerogative.

- (viii) The student furthermore declares that he/she has completed the prescribed application form of CUT in full and has handed it in, and that he/she understands that failure to do so will result in the cancellation of his/her registration with immediate and automatic effect; provided further that a student may only register if he/she is a South African citizen or in possession of a valid study permit, and that failure to have such a permit in his/her possession will result in the cancellation of his/her registration with immediate and automatic effect.

3.3 Registration

- (a) A student must be registered for the relevant learning programme for the full duration of his/her studies, including work-integrated learning periods.
- (b) A person who applies for permission to register for the first time must apply by means of the “application for admission” form, which is used from time to time.
- (c) A student who applies for the continuation of studies must apply by means of the “application for continued studies” form, which is used from time to time.
- (d) Notwithstanding the stipulations of subparagraphs 3.3 (a) and (b), CUT is entitled to enrol in a learning programme any person who has completed and signed the enrolment form and any other documents required by Senate and which are used from time to time, in which case the application forms mentioned in subparagraphs 3.3 (a) and (b) are not required; provided that any admission to CUT is subject to the Admission Policy of the CUT Council, as well as any admission procedures and regulations as formulated by Senate.
- (e) Notwithstanding the stipulations of subparagraph 3.3 (d), an applicant must apply annually in the case of year programmes, or each semester in the case of semester programmes, for permission to register, and the applicant will then enrol upon acceptance as a student.
- (f) No person may participate in any activity of CUT, and/or receive tuition from CUT, unless such person is enrolled as a student at CUT.
- (g) No person who attends classes and/or participates in a CUT activity, but is not enrolled as a student, may lay claim to enrolment.
- (h) Certified copies of the minimum admission qualification, and of those pages of the identity document on which the photograph and identity number appear, must accompany all first-time registrations.
- (i) It is the responsibility of the applicant to ensure that he/she complies with the conditions and standards for admission to CUT as determined by Section 37 of the Higher Education Act, as well as the Admission Policy of the Central University of Technology, Free State Council, and the Senate regulations and procedures governing admission.
- (j) Under no circumstances is CUT compelled to permit any student who has been accepted on the basis of a *bona fide* incorrectly issued certificate or statement of results, to continue his/her studies. Credits acquired by a student admitted on the basis of a *bona fide* incorrectly issued certificate or statement of results shall be declared null and void.

- (k) A student who has been mistakenly admitted to CUT is not entitled to any refund or remission of tuition fees, residence fees or any other fees that have already been paid or which are still due, but such student may request a refund or a remission in writing from the Deputy Vice-Chancellor (DVC): Resources and Operations.
- (l) In order to qualify for enrolment, an applicant must apply for permission to register before or on the prescribed date for a specific academic year or semester. Application fees are doubled in cases of late applications that are accepted in accordance with institutional policy.
- (m) Students must enrol for a specific academic year or semester before or on the prescribed enrolment date. The amounts payable and the deadlines for enrolment are determined annually by CUT and are communicated to students and prospective students.
- (n) Senate has stipulated dates after which no student will be allowed to change his/her learning programme.
- (o) Registration for year programmes is valid for one calendar year only, and lapses at the end of that year. Registration for a semester programme is valid for one semester only, and lapses at the end of that semester. Students will under no circumstances be registered for shorter periods of time.
- (p) No student shall be permitted to register for more than one certificate and/or diploma and/or degree simultaneously, unless with the special consent of Senate.
- (q) No registered student may be simultaneously registered at any other university or university of technology, unless with the special consent of Senate.
- (r) No student shall be registered for a subject unless he/she has passed the preceding level of that particular subject. The following is applicable to a student failing one or more subjects: When the student next enrolls, he/she must first enrol for the failed subjects before enrolling for additional subjects, taking into account all prerequisites for these subjects. The scheduling of lectures in the additional subjects may not conflict with that of lectures in the failed subjects.
- (s) A candidate's previous course mark expires when he/she reregisters for a subject.
- (t) Students who are registered for full-time day classes may be compelled to attend evening classes.
- (u) As the learning programmes of CUT are career oriented, they are regularly adapted to meet the demands of commerce, industry and community. Consequently, the nature, content and duration of learning programmes may be amended without prior notice.
- (v) The student is expected to be familiar with the nature and content of the learning programme he/she intends studying; with the *proviso* that any conscientious objections to the content of the course must be clarified with CUT prior to registration, and provided further that a person is deemed to have no conscientious objections to the nature and content of a learning programme if he/she registers for such a learning programme.

- (w) A learning programme will not be offered if the specified minimum number of students has not enrolled for that programme.
- (x) CUT reserves the right not to offer all optional subjects for a specific learning programme.
- (y) No suspension of subjects will be indicated on a student's study record after the predetermined deadlines.

3.4 **Changes to the agreement with CUT**

- (a) Any change made by the student to the agreement with CUT is valid only if it appears in writing and is approved by the competent authority at CUT, in accordance with the institutional procedures of CUT.
- (b) When a change in learning programme or subject is made, the student must immediately supply the Academic Structure and Student Enrolment Services Unit with the prescribed form (available from the Assistant Registrar: Academic Structure and Student Enrolment Services), completed in duplicate and signed by the relevant head of department, before the predetermined deadline.
- (c) Upon suspension of studies, the prescribed form (available from the Assistant Registrar: Academic Structure and Student Enrolment Services), signed by the relevant head of department, must be delivered to the Academic Structure and Student Enrolment Services Unit. In the case of a change of residence or the cancellation of board and lodging, the prescribed form, signed by the supervisory staff member of the particular residence, must be delivered to the Academic Structure and Student Enrolment Services Unit. If the form is not submitted by the deadline, no discount/refund of fees will be allowed.

3.5 **General campus rules regulating the conduct of students**

- (a) No student may violate any provision of the Higher Education Act, Act 101 of 1997 (as amended) or a CUT regulation, rule, policy or procedure.
- (b) A student may not violate the common law. Examples hereof include theft, fraud, assault, rape, etc.
- (c) Permission must be sought from the Registrar for a tour undertaken by students in the name of CUT.
- (d) CUT accepts no liability for any loss or theft of, or damage to property arising from a student's attendance at CUT.
- (e) The vehicle, belongings and person of any student on CUT premises may be searched by a Protection Services officer.
- (f) A student must display his/her CUT student identity card when writing assessments, and must produce it when instructed to do so by a member of staff.
- (g) Initiation is prohibited at CUT.

- (h) No student will be admitted to a CUT residence unless that particular student has registered and paid the minimum residence fees. Under no circumstances will a student be allowed to occupy a residence prior to the date of enrolment without official permission. Overnight accommodation for students who have not enrolled may only be granted in terms of the Policy on Students Arriving at Residences Prior to the Date of Enrolment.
- (i) CUT may require a study record and certificate of good conduct before admitting an applicant to the institution.
- (j) A student shall at all times and places behave with due decorum and propriety, and in a manner becoming a student of CUT.
- (k) A student shall obey legitimate instructions given by a member of the academic or administrative staff.
- (l) Any enrolled student who plays sport must play as a member of a CUT club. Students who participate in sports not offered by CUT must apply in writing to the Manager: Operational Sport for permission to practice their sport elsewhere.
- (m) No student will be allowed to have a cellular phone switched on in class.
- (n) The copyright on a thesis/treatise/dissertation or essay of a CUT student is vested in CUT. An arrangement can be made for the transfer thereof to the author(s), if thus approved by the CUT Council.
- (o) The reproduction of copyrighted works on the CUT campus may only proceed in accordance with the Copyright Act, as well as the Copyright Policy of CUT.
- (p) The CUT Policy on Patents and Inventions is applicable to all enrolled students.
- (q) A student shall not damage CUT property by a wilful or negligent act.
- (r) A student shall not reproduce or distribute copies of CUT lecture notes without the written consent of the lecturer concerned.
- (s) A student shall not behave in a way that is or could be detrimental to the good name of CUT, the maintenance of order and discipline at CUT, or the proper performance of the work of CUT.
- (t) A student may not persistently fail to attend lectures, fail to complete assignments, fail to write class tests or in any other way fail to fulfil the obligations related to his/her studies.
- (u) A student may not refuse to submit to the authority or any legitimate decision of Council, Senate or any other authoritative body of CUT, or of a lecturer or any other CUT official.
- (v) A student may not encourage a fellow student to commit an offence, or neglect to discourage a fellow student from misconduct, when such discouragement could reasonably be expected of that student.

- (w) A student may not behave in an unbecoming, improper or disgraceful way on the CUT campus or elsewhere.
- (x) A student may not bring CUT or any part of it, or a member of its staff or a student, or any part of its student body, into contempt or disrepute.
- (y) A student may not interfere with the governance and proper administration of CUT.
- (z) A student may not interfere with the conditions necessary for teaching, learning and research.
- (aa) A student may not take into the assessment or test venue, or have in his/her possession whilst in the venue, any books, memoranda or notes, or any paper whatsoever, except such answer-books or other books or papers as have been supplied by the invigilator on duty.
- (ab) A student may not aid or attempt to aid another candidate, or obtain or attempt to seek aid from another candidate, or communicate or attempt to communicate in any way with another candidate during an assessment or test. No student may be guilty of irregularities during, or with regard to, the writing of a test or assessment.
- (ac) A student may not hand in any written assignment for assessment where the essential parts of the assignment have been taken from the work of another person without giving full credit to that person.
- (ad) A student may not forge any certificate or diploma or degree of CUT, or submit any forged document to CUT, or make a false statement to CUT.
- (ae) A student may not use violence against a person or threaten any person on any premises of CUT or on premises controlled by CUT, or during participation in any CUT activity.
- (af) A student who has contracted an infectious disease, or who has been exposed to such a disease, is required to notify the Assistant Registrar: Academic Structure and Student Enrolment Services accordingly and must suspend his/her attendance at CUT until such time as he/she can furnish the Assistant Registrar: Academic Structure and Student Enrolment Services with a medical certificate to the effect that he/she may resume attendance at CUT without the risk of infection to others.
- (ag) A student may not refuse to obey an order of the Vice-Chancellor and Principal or his representative.
- (ah) A student may not fail to attend an investigation in the capacity of a witness, or purposefully submit false evidence during or in connection with such an investigation.
- (ai) A student may not intimidate a person who is a witness or a potential witness during an investigation or a disciplinary hearing.
- (aj) A student may not participate in any unauthorised action that could disrupt the academic or administrative work of CUT.
- (ak) A student may not participate in any action that will prevent any CUT official or member of staff from performing his/her duties.

- (al) A student may not deliberately damage, deface or remove any property of CUT.
- (am) A student may not use any CUT property without written authorisation, and may not misuse any property of CUT.
- (an) A student may not take possession of, make use of or be present on any property of which CUT is the rightful owner or tenant, after having been instructed by a member of the academic or administrative staff to refrain from such an act.
- (ao) A student may not, in accordance with policy, possess, consume or sell liquor on CUT premises without written authorisation (given by means of the prescribed form) from the Deputy Director: Protection Services.
- (ap) Students are at all times forbidden to smoke in areas that have been identified as smoke-free areas in terms of the relevant policy.
- (aq) A student may not refuse to give his/her name, surname and/or address when instructed to do so by a CUT official.
- (ar) A student must be familiar with and adhere to the prescribed rules as published from time to time by Library and Information Services, the residences, the SRC and the Principal Sport Committee.
- (as) A student must be familiar with and adhere to the rules pertaining to assessment, as well as the CUT rules pertaining to specific learning programmes.
- (at) No student may enter into a contract on behalf of CUT.
- (au) In cases where a student has failed to achieve a course mark, he/she must, if applicable, vacate the CUT residence in which he/she is residing within 24 hours of notification thereof, or within 24 hours of the posting of the course marks on the notice-boards.
- (av) A student may not possess stolen property on CUT premises.
- (aw) A student may not distribute obscene material on CUT premises.
- (ax) A student may not behave in an abusive, drunk, violent or excessively noisy manner on CUT premises.
- (ay) A student may not pass a worthless cheque or money order to CUT or to a staff member of CUT acting in an official capacity.
- (az) No student may be guilty of irregularities during, or with regard to, the writing of a test or assessment.
- (ba) All rules pertaining to students shall apply to – and the term “student” in such rules shall include – any person who was a student at the time of the alleged misconduct, and any person who became a registered student after having allegedly committed a breach of discipline or good order, as well as a person who has consented in writing to be subject to the rules and regulations of CUT.

- (bb) The registration period of a student extends from the date of enrolment up until the last date on which students may enrol for the subsequent study period. This applies if the student's registration is not cancelled or suspended at an earlier date. In the case of a person who is a final-year student, the period of registration extends from the date of registration in the final year up until the date of publication of the student's results for that year, unless the registration is cancelled or suspended at an earlier date.
- (bc) Failure on the part of the student concerned to attend or remain present during the proceedings of any disciplinary investigation shall not halt such proceedings, and a hearing may be held in the student's absence.
- (bd) A student may not damage, misuse or in any way abuse fire-fighting equipment or emergency exits.

3.6 Possession of weapons on CUT premises

- (a) The carrying of weapons on CUT property, other than by Protection Services officers, is prohibited, as it carries a safety risk for the CUT community.
- (b) A weapon is defined as a firearm or any dangerous object.

A firearm is defined as any gun, machine-gun, revolver, gas-gun, airgun, toy gun, alarm pistol, or the barrel of a gun.
- (c) A dangerous object is defined as a weapon or device that can be used to attack, defend oneself or cause an injury.
- (d) Weapons are only allowed on CUT premises in exceptional circumstances, and only if prior written permission has been obtained from the Vice-Chancellor and Principal.
- (e) Any weapon in the possession of a student residing in a CUT residence must be handed over to the supervisory staff member of that residence for safekeeping in a CUT safe for the duration of such student's accommodation in that residence.
- (f) The supervisory staff member is responsible for the storage and control of weapons stored in such a CUT safe.
- (g) Upon receipt of a firearm, the supervisory staff member must:
 - (i) Complete and sign the incident book and the weapons register;
 - (ii) Attach a tag to the weapon, on which the following information appears:
 - (1) The name of the student carrying the weapon
 - (2) The name of the owner of the weapon
 - (3) The incident book number
 - (4) The weapons register number
 - (iii) Issue an official receipt to the student.

- (h) Before returning a weapon, the supervisory staff member must insist that the student produces proper identification and the weapon licence.
- (i) Weapons in the possession of students not residing in a residence must be handed in by the individual(s) concerned to the officer on duty in the radio control room, who will see to the storage thereof in a CUT safe and who will be responsible for the safekeeping and control of such weapon. The stipulations mentioned in paragraph 3.6 (h) are valid where applicable.
- (j) Any irregularities regarding the storage of weapons must be brought to the attention of the Deputy Director: Protection Services.
- (k) CUT reserves the right to refuse any person access to the campus, or to remove any person from the campus, should such a person be in possession of a weapon. No student may bring a weapon or firearm or other dangerous object (including an air-rifle or airgun) onto CUT property without the permission of the Vice-Chancellor and Principal.

3.7 Tuition and boarding fees

- (a) The Finance Committee of CUT determines the tuition and boarding fees on the basis of and within the time periods concerned.
- (b) Residence fees as published may be increased at any stage, if necessitated by circumstances.
- (c) The application fee and boarding deposit (where applicable and only refundable if the applicant is not accepted as a student or fails to be awarded a place in a residence) must accompany the application for admission.
- (d) Students are responsible for the prompt settlement of their financial obligations towards CUT. These obligations may include:
 - (i) Residence fees
 - (ii) Tuition fees
 - (iii) Parking fines
 - (iv) Residence breakage fees
 - (v) Library fines
 - (vi) Personal cheques or credit card payments dishonoured by the bank
 - (vii) Equipment or materials not returned
 - (viii) Other outstanding financial obligations
- (e) A student failing to meet his/her financial obligations is at risk of having a “hold” placed on his/her student record. This “hold” restricts the student from registering for a subsequent semester. It may also lead to adjustment of the programme schedule and will prevent the student from receiving a degree/diploma.
- (f) The following fees must accompany the application for admission form:
 - (i) Application fee; and
 - (ii) Boarding deposit (where applicable and only refundable if the applicant is not accepted as a student or is not placed in a residence).

- (g) The following fees are payable upon enrolment:
- (i) Acceptance deposit (which is part of the tuition fee) – If this fee is not paid, the applicant may not register
 - (ii) Enrolment fee;
 - (iii) Minimum tuition fee.
- (h) Over and above the fees mentioned in paragraph 3.7 (g), residence students also pay a minimum residence fee upon enrolment at CUT.
- (i) Interest at prime rate plus 1%, as determined by CUT's current account bankers, is levied on all outstanding fees.
- (j) In cases where a bursary covering the full tuition and/or boarding fees has already been awarded to a prospective student, the letter in which the student is informed thereof must be attached to the enrolment form. Over and above any other provisions, a student will not be exempted from accepting responsibility for any payments owed to CUT.
- (k) In cases where a student's employer has already indicated willingness to take responsibility for payment of that student's full tuition and/or boarding fees, the student must include the letter giving notice thereof, with the enrolment documents. This letter must specify the date(s) on which such payment(s) will be made.
- (l) CUT reserves the right to refuse a student admission to a CUT assessment if the financial obligations for the study year concerned have not been paid in full. In cases where a student is in arrears with payments but is mistakenly allowed to write the assessment, the assessment results are withheld.
- (m) In cases where a student has not paid the full account with regard to a previous year of study, such student will not be allowed to reregister before the account concerned has been paid in full.
- (n) The CUT Council or delegated authority determines the dates for payment of the outstanding balance in tuition fees, and these dates are communicated to the students.
- (o) A discount of 5% is granted to every individual who pays the full amount in tuition fees in cash or by means of bank-guaranteed cheque (upon enrolment).
- (p) Accounts can be paid by means of credit card, without a cash discount being applicable.
- (q) Only South African cheques, cash, credit cards and postal orders are accepted as methods of payment.
- (r) A certain percentage, as determined by the CUT Council or delegated authority, is refundable should a student officially discontinue his/her studies before or on the dates as determined by the CUT Council or delegated authority; provided that such discontinuation of studies occurs by means of a written notice on the prescribed form.
- (s) No application fees will be refunded, and application fees are not transferable to another academic term.

- (t) The boarding deposit is refundable in the following cases:
 - (i) If no boarding is available; or
 - (ii) If the student is not selected.
- (u) In cases where students from the same family are simultaneously enrolled at CUT, and they are not financially independent, a discount is granted as determined by the CUT Council or delegated authority.
- (v) In the CUT residences, the following rules apply:
 - (i) Two-thirds of the fee (boarding) are payable, irrespective of the time of year a student leaves the residence.
 - (ii) One-third of the fee (meals) is payable *pro rata* on a monthly basis, on the assumption that a student who has resided in the residence on the first day or any subsequent day of the month in question, is regarded as having resided in the residence for the entire month.
- (w) Sport bursaries are awarded annually to sportsmen and -women for sport practiced at SASSU student level, SASSU university level and CUT club level. The closing date for applications is 15 October each year.
- (x) If CUT should receive compensation for any work(s) such as engravings, panels, sketches, paintings or sculptures produced by a student/lecturer, either individually or in group context, as a class or similar project as part of the student's training programme, the student/lecturer will have no claim for compensation against CUT in this regard. CUT may, however, decide to pay any part of such amount to the student/lecturer at its discretion.

3.8 Reportable diseases

- (a) In terms of section 45 of the Health Act, 1977 (Act No. 63 of 1977) the following medical conditions have been declared reportable, and students must report such medical conditions to CUT in writing and without delay:
 - (i) Acute flaccid paralysis
 - (ii) Acute rheumatic fever
 - (iii) Anthrax
 - (iv) Brucellosis
 - (v) Cholera
 - (vi) Diphtheria
 - (vii) Yellow fever
 - (viii) Haemophilus influenzae type B

- (ix) Haemorrhagic fevers from Africa (Dengue fever, Ebola fever, Congo fever, Lassa fever, Marburg fever, Rift Valley fever)
- (x) Rabies/Hydrophobia (specify whether the individual has contracted the disease or has only been in contact with the disease)
- (xi) Whooping cough
- (xii) Congenital syphilis
- (xiii) Legionellosis (Legionnaires' disease)
- (xiv) Leprosy
- (xv) Lead-poisoning
- (xvi) Malaria
- (xvii) German measles (rubella)
- (xviii) Measles (morbilli)
- (xix) Meningococcal infection
- (xx) Paratyphoid fever
- (xxi) Plague
- (xxii) Variola and similar diseases, excluding chicken-pox
- (xxiii) Poliomyelitis
- (xxiv) Tetanus
- (xxv) Tetanus neonatorum
- (xxvi) Typhoid fever
- (xxvii) Typhus fever (epidemic lice-borne typhus fever, endemic flea-borne typhus fever)
- (xxviii) Trachoma
- (xxix) Tuberculosis:
 - (1) Pulmonary and other forms, except cases diagnosed on the grounds of clinical signs and symptoms only;
 - (2) In the case of a child younger than five years, with a meaningful reaction after tuberculin testing;

- (xxx) Poisoning due to any agricultural or stock remedy registered in terms of the Fertilisers, Stock Feed, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947);
- (xxxi) Food poisoning (outbreaks among more than four people);
- (xxxii) Virus hepatitis A, B, non-A, non-B, undifferentiated and total.

CHAPTER 5

ADMISSION POLICY AND PROCEDURES OF CUT

1. POLICY STATEMENT

- 1.1 This policy is an expression of the academic plans and priorities outlined in the CUT Strategic and Operational Plan. It is the principal means of implementing CUT's educational profile, which cascades the institution's corporate and academic plans. The policy defines a targeted set of actions and expected outcomes that will ensure that CUT achieves a planned mix of enrolments consistent with the agreements reached with the Department of Higher Education and Training (DHET) and other agencies.
- 1.2 It is the policy of CUT that all applicants who meet the minimum requirements and who file an application during the appropriate application period should be considered for admission to CUT.
- 1.3 The policy aims to promote and broaden equity of access and fair chances of success to all who seek to realise their potential through higher education, while simultaneously eradicating all forms of discrimination and advancing redress for past inequalities.

2. DEFINITIONS AND ABBREVIATIONS

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

“**Bloemfontein Campus**” refers to the CUT campus in Bloemfontein.

“**Welkom Campus**” refers to the CUT campus in Welkom.

“**New Park Campus**” refers to the CUT learning site at the National Institute of Higher Education: Northern Cape (NIHE: NC) in Kimberley.

“**Higher Education Act**” means the Higher Education Act (Act 101 of 1997), as amended from time to time.

“**Law**” means the common law and any applicable constitution, statute, by-law, proclamation, regulation, rule, notice, treaty, directive, code of practice, charter, judgment or order having force of law in South Africa, and any interpretation thereof by any court or forum of law.

“**Minimum Admission Requirements**” means the minimum admission requirements applicable to the different qualifications offered at CUT.

“**Mature Student**” means a student who is 23 years of age or older, and/or any postgraduate student.

“**Person/Student/Applicant/Candidate with Special Needs**” defines a person in relation to the work or study environment, and not on the basis of diagnosis of the impairment. Only a person who satisfies the criteria of physical and/or mental impairment, which is long term or

recurring and which substantially limits educational progress, is identified as a person with special needs.

“**SADC**” means the Southern African Development Community.

“**DHET**” means the Department of Higher Education and Training.

“**CHE**” means the Council on Higher Education.

“**HEQF**” means the Higher Education Qualifications Framework.

“**SAQA**” means the South African Qualifications Authority.

“**FET**” means Further Education and Training.

“**APE**” means Accredited Prior Experience.

“**APL**” means Accredited Prior Learning.

“**RPL**” means Recognition of Prior Learning.

“**APS**” means Admission Point Score.

“**ECP**” means Extended Curriculum Programme.

“**SET**” means Science, Engineering and Technology.

“**WIL**” means Work-Integrated Learning.

“**GSAT**” means General Scholastic Aptitude Test.

“**LOLT**” means Language of Learning and Teaching.

“**IRC**” means Institutional Regulatory Code.

“**SRC**” means Students’ Representative Council.

“**Women in Non-Traditional Studies**” refers to women engaged in a field of study related to science, engineering and technology.

“**School-end Certificate**” includes the following:

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

“**NSC**” means National Senior Certificate.

“**NCV**” means National Certificate Vocational.

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

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

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

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

3. PRINCIPLES

- 3.1 The admission of any applicant to CUT is based on the reasonable expectation that such an applicant will be able to fulfil the objectives of the programme in question and achieve the standard of competency or skill required for the particular academic award(s) to which the programme leads.
- 3.2 CUT welcomes undergraduate applications from all candidates with the potential to succeed in higher education. CUT is committed to equal opportunity, and therefore admission is open to eligible applicants regardless of race, colour, creed, national origin, gender, age, religion or disability; provided that preference may be given to an eligible South African applicant over an applicant from a foreign country.
- 3.3 If the number of applicants exceeds the number of places available at a particular campus or in a particular programme, CUT may select students according to criteria that exceed the minimum requirements. Meeting the minimum requirements is therefore not necessarily a guarantee of admission to a particular programme or campus. Achievement or predicted achievement of the grades indicated also does not guarantee an offer of a place within a programme. CUT receives many more applications than it has places available, and the admission process is therefore competitive.
- 3.4 Where there are more eligible applicants than places available, CUT may, in accordance with procedures as approved by the Senate, select students on the basis of academic achievement, as well as their potential to contribute to the educational environment and intellectual vitality of the institution. Programme selectors consider applicants on their own merit and in competition with others, and may take into account examinations already passed, predicted grades in forthcoming examinations, personal statements and academic references.
- 3.5 CUT uses selection methods as prescribed by the Senate, which may include consideration of School-end Certificate results, English proficiency tests, general scholastic aptitude tests, results achieved in foundation courses, and/or recognition of transferred academic credit. In this respect, CUT’s general admission requirements stipulate that all students must display a minimum level of competency in the English language according to a standard test of CUT’s choice and in applicable science and technology subjects. Normally, applicants must have completed a broad-based programme of study offering passes in a range of subjects from a variety of disciplines. For example, candidates offering School-end Certificate qualifications are normally expected to have passed six or more subjects. Applicants who do not possess the level of qualification outlined above may nevertheless apply for Recognition of Prior Learning (RPL) in the prescribed format.

- 3.6 In addition to the general admission requirements as prescribed by the Senate, an applicant must also meet the relevant faculty or departmental requirements for a particular programme. These additional requirements are also approved by the Senate and are outlined in the CUT Calendar.
- 3.7 In exceptional circumstances, candidates may be considered for exemption from part of a programme on the basis of previous studies. Certain departments may refuse to consider any applicants for such exemption.
- 3.8 A student whose performance does not meet the academic standard set by the Senate will be excluded academically from any further studies at CUT. Once a student has been excluded on academic grounds, any application for readmission to CUT will only be processed in accordance with the regulations and procedures approved by the Senate.
- 3.9 The admission and selection criteria, including the faculty and programme requirements and the number of admissions per programme and/or qualification, as proclaimed by the Senate, may vary from year to year, from campus to campus, and from programme to programme, depending on the number of applicants and their qualifications, as well the CUT enrolment plan for that period.
- 3.10 Applications by students with special needs are considered on the same academic grounds as all others, but candidates are asked to discuss their likely additional requirements with CUT in advance. CUT, via the Wellness Centre, will then advise the applicant on the suitability of the campus and the learning programme, as well as the equipment and/or support available. In certain cases, CUT may ask candidates who have indicated a recent, recurring or serious health problem to permit CUT to request a medical report on their condition. Such reports do not form part of the academic selection process and are not made available to any person other than the CUT Medical Officer. The Registrar is ultimately responsible for ensuring that CUT is able to make adequate provision for students with disabilities and for keeping records of the exceptional circumstances in which an applicant might be refused admission on the grounds of disability.
- 3.11 Some departments within the faculties may interview certain candidates as part of the selection process. An indication of which applicants will be interviewed is given in the respective departments' admission requirements, as published in the CUT Calendar. Mature applicants or those applying for admission status can expect to be interviewed if the department in question is considering making an offer. A portfolio may also be required.
- 3.12 It should be noted that in exceptional circumstances the CUT Council, in concurrence with the Senate, may give the Vice-Chancellor and Principal the power to refuse any person admission to CUT.
- 3.13 CUT reserves the right to make changes to admission policies and procedures at any time in order to maintain compliance with the law, with policy, or with CUT's educational profile.
- 3.14 In the event that information of a relevant non-academic nature leads a selector to believe that *prima facie* evidence exists that an applicant's admission presents a clear and immediate danger of infraction of the law, the selector must recommend the rejection of the application and keep record of such rejection.

- 3.15 The recruitment strategies are focused on achieving the targets of CUT's enrolment plan, set in accordance with the enrolment management plan approved by the DHET, or on the basis of other DHET advisement.
- 3.16 Enrolments at CUT are also regulated by the student types as specified from time to time by the DHET, and as contained in the CUT enrolment plan, namely mature students, women in non-traditional studies, and students with special needs.
- 3.17 Non-traditional studies for women are considered to be courses in Science, Engineering and Technology (SET).
- 3.18 Learners who do not qualify for mainstream programme offerings are encouraged to enter the appropriate Extended Curriculum Programme (ECP) where available.
- 3.19 Learners who do not qualify for admission to CUT are supported through counselling and development and may be referred to an ECP.
- 3.20 Section 37(1) to (3) of the Higher Education Act stipulates that the council of a public higher education institution, after consulting with the senate, determines the admission policy of that institution. The council must publish the admission policy and make it available on request. The admission policy of a public higher education institution must provide appropriate measures for the redress of past inequalities and may not unfairly discriminate in any way.
- 3.21 In accordance with section 4.1.2(e) of the CUT Statute, Council determines the student admission policy of CUT, in consultation with the Senate and after consultation with the Students' Representative Council (SRC).
- 3.22 Every person registering as a student at CUT must sign the official registration form, which binds him/her to such conditions and rules as the Council may determine.
- 3.23 A person registered as a student at CUT is registered for the academic year or semester or for such shorter period as may be determined by the Council in consultation with the Senate – either generally or in any particular case.
- 3.24 No person will be enrolled for a learning programme towards any degree, diploma or certificate unless he/she has met all the prerequisites stipulated in the applicable rules.
- 3.25 In accordance with Code 97 of the CUT Delegation Register (approved by Council on 2009-09-18), the Council has delegated to the Senate the authority with regard to admission regulations.
- 3.26 In accordance with Code 95 of the CUT Delegation Register, the conditions and rules for registration have been delegated to the Senate.
- 3.27 According to section 4.1.2(f) of the Statute, Council determines, with the approval of Senate and after consultation with the SRC, the admission requirements in respect of particular CUT programmes, the number of students that may be admitted to a particular CUT programme and the manner of their selection, as well as the minimum requirements for readmission to study at CUT.

- 3.28 In accordance with Code 109 of the CUT Delegation Register, the authority to approve new academic programmes – which includes (a) the phasing out of learning programmes, (b) the implementation of new learning programmes, and (c) the revision of existing learning programmes – has been delegated to the Senate.
- 3.29 With regard to the recognition of equivalent status and exemption from assessments, Code 121 of the CUT Delegation Register determines that the Council approves the process for the recognition of equivalent status and the granting of exemption from an assessment already passed by a CUT student at any other higher education institution, for the purpose of allowing such student to earn a degree, diploma or certificate at CUT.
- 3.30 Code 12 of the CUT Delegation Register determines that the deans are responsible for the implementation of such approvals or their equivalent.
- 3.31 In accordance with section 5.1.2(e) of the Statute, the Senate may make recommendations to the Council regarding the faculty to which each academic department or other structure belongs.
- 3.32 In line with Council's approval of the CUT Delegation Register on 2009-09-18, the faculty and teaching rules (Code 111) and the faculty and assessment rules (Code 96) have been delegated to the Senate.
- 3.33 The following delegations of authority to the deans are contained in the CUT Delegation Register, which was approved by Council on 2009-09-18:
- 3.33.1 Code 121 – Recognition of equal status and exemption from assessments;
 - 3.33.2 Code 122 – Recognition of prior learning (RPL); and
 - 3.33.3 Code 124 – Exclusion of students on academic grounds.
- 3.34 In accordance with Code 88 of the CUT Delegation Register, the management of the approved student equity goals and the approved student equity strategies has been delegated to the Registrar.
- 3.35 Subject to the provisions of the Statute and the Higher Education Act, the Senate will:
- 3.35.1 Determine the requirements for admission to CUT or any particular subject or programme of supervised research operated by CUT, and will formulate rules in that regard;
 - 3.35.2 Determine the selection procedures with regard to courses of study or programmes of supervised research or other work pursued in order to qualify for a CUT academic award or other distinction;
 - 3.35.3 Ensure that no religious, racial or political test is imposed on any person as a condition of admission to CUT or as a condition of the awarding of any degree, diploma, certificate or other academic award or distinction by CUT;
 - 3.35.4 Ensure adherence to the structures and requirements of the Higher Education Qualifications Framework (HEQF) and the South African Qualifications Authority (SAQA), as well as any similar bodies that may have jurisdiction over higher education in South Africa; and

- 3.35.5 Ensure that foreign applicants are subject to the same admission requirements as South African applicants or their equivalent.
- 3.36 RPL is an important policy goal, which is signalled in the Education White Paper and reaffirmed by the Council on Higher Education (CHE), and which suggests that RPL initiatives be promoted to improve the intake of adult learners as an important avenue of redress.
- 3.37 The selection of information, communication, technology, engineering and other specialised sciences as CUT's main strategic development areas is fully justified by national and regional needs. Niche considerations may expose this institution to serious student supply problems, given the shortage of school leavers and mature students with adequate mathematics and science preparation. Addressing this problem is likely to require considerable investment in academic development, and CUT is fully committed to supporting such development.
- 3.38 Mindful of its mission as a public technological higher education institution with international perspectives, CUT has a public commitment to provide a place within the institution for all eligible applicants who are residents of South Africa. CUT is furthermore committed to establishing a student body that not only meets CUT's high academic standards, but also encompasses the cultural, racial, geographic, economic and social diversity of South Africa.
- 3.39 CUT's admission requirements aim to provide educational opportunities to the maximum sustainable extent of its resource capacity for providing high-quality teaching and research. In this regard, particular attention is paid to the engineering, biomedical, health, economic and social wellbeing of the regional environment, with emphasis on encouraging the support of enterprise in the application of frontier knowledge.
- 3.40 Recognition of credit for prior learning is the process whereby CUT makes a judgment about the extent to which accredited prior learning (APL) or accredited prior experience (APE) – both certificated and non-certificated – may be accepted in partial fulfilment of CUT's requirements for a given academic award.
- 3.41 Admission and selection criteria for qualifications and subjects offered in partnership with other local or foreign institutions, in respect of international qualifications offered by CUT or any subject offered in partnership with CUT at an associated or affiliated institution, may include additional requirements as agreed upon with the institution concerned. Applications of foreign candidates are considered in accordance with the same regulations as those applicable to other candidates; provided that the foreign qualifications of such candidates are considered equivalent by SAQA. Foreign candidates must complete and submit the application form for international students, and must also meet any and all requirements that may be set for higher education studies in South Africa.
- 3.42 With academic quality being the foremost consideration, the major principles underlying CUT's admission policy are:
- 3.42.1 The quality of applicants;
 - 3.42.2 The demand for and availability of student places;
 - 3.42.3 The maintenance of an appropriate balance of disciplines;
 - 3.42.4 The capacity to accommodate the number of enrolments; and

- 3.42.5 Equity and redress through the support and development of applicants not admitted to CUT, in partnership with the Further Education and Training (FET) sector and other stakeholders.
- 3.43 CUT has inherited a proud reputation for the quality of its service provision and the rigour of its academic standards. CUT therefore seeks to sustain and improve public confidence and esteem in the quality of its courses, research and scholarship, and in the standard of its academic awards and other distinctions. To that end, and in support of transparency, the criteria and procedures for admission are documented to allow for the periodic internal, comparative and external review of the quality assurance mechanisms.
- 3.44 The period of partnership and renewal within the new single co-ordinated higher education system is one of unprecedented growth, diversification and innovation in higher education. CUT has inherited traditions that provide a sound foundation for its future development as a technological university within such a single co-ordinated system, and those traditions are embedded in CUT's admission policy.
- 3.45 The committed practice of total quality management principles within CUT also ensures that all efforts concerning student admission are principally focused on satisfying customer expectations through the constant improvement of admission operations, management processes, and quality control.
- 3.46 CUT's admission policy is guided by its commitment to educating students of all ages and serving the people of South Africa and the world.
- 3.47 If an insufficient number of students should enrol for a specific subject/qualification in a particular year, the Senate, taking into account the staff position and after deliberating with the department in question, may decide not to offer that particular subject/qualification in that year.

4. PROCEDURES

- 4.1 Prospective students apply for admission to CUT in accordance with the application procedures contained in this policy document and published on the CUT website under the "Prospective Students" section. Application forms in this regard can be sourced online from the aforementioned website, as well as from the Academic Structure and Student Enrolment Services Unit.
- 4.2 A non-refundable application fee must accompany all applications. For more details on this amount, refer to the current CUT Fees Calendar.
- 4.3 Prospective students must register for a subject (semester/year) prior to the commencement of such.
- 4.4 Late-application fees are payable after the closing dates stipulated in sections 4.5, 4.6 and 4.7 below.
- 4.5 Applications for enrolment – excluding Work-Integrated Learning (WIL) – received after 31 October annually are subject to the payment of a non-refundable late-application fee, as stipulated in sections 4.6 and 4.7 below.

- 4.6 Applicants for the first semester of the subsequent year (with the exception of Master's Degree and Doctoral Degree candidates), whose application fees are deposited into CUT's bank account after 31 October, are subject to the payment of a late-application fee.
- 4.7 Applicants for the second semester of the same year (with the exception of Master's Degree and Doctoral Degree candidates), whose application fees are deposited into CUT's bank account after 31 May, are subject to the payment of a late-application fee.
- 4.8 The dates and amounts mentioned in these regulations are amended periodically by the financial decision-making structures of CUT to ensure concurrence with management decisions and policy.
- 4.9 Except in cases where the candidate has received an unconditional offer of admission to CUT from the Academic Structure and Student Enrolment Services Unit, the final decision regarding the admission of a candidate to a certificate / higher certificate / diploma / degree is taken when the results of the School-end Certificate or acceptable equivalent qualification are published.
- 4.10 If a candidate complies with the admission requirements as described in these regulations, the Academic Structure and Student Enrolment Services Unit will confirm the candidate's admission in writing. In the case of a candidate who is subject to the testing of potential, the relevant head of department ensures the necessary liaison with the Wellness Centre.
- 4.11 CUT only considers exemption from part of a learning programme in highly exceptional circumstances, and all applications for such exemption are considered by the Senate.
- 4.12 CUT considers applications from candidates with special needs on similar academic grounds as those applicable to other candidates, provided that it is essential that CUT takes cognisance of the qualification requirements and the nature of the special needs in question prior to making a decision, in order to advise the candidate well in advance regarding the facilities available at CUT, as well as the specific requirements set by the profession in question.
- 4.13 Although CUT makes an effort to determine whether sufficient facilities are available to accommodate a candidate with special needs, it remains the candidate's responsibility to ensure the existence and suitability of those facilities before registering for a learning programme.
- 4.14 A written request for an admission application form may be directed to the Assistant Registrar: Academic Structure and Student Enrolment Services at the following address:

Central University of Technology, Free State
Private Bag X20539
BLOEMFONTEIN
9300

The application form can also be accessed online, on the CUT website: <http://www.cut.ac.za>

- 4.15 Prospective students must provide the Assistant Registrar: Academic Structure and Student Enrolment Services with their completed application forms as early as possible in the preceding academic year or semester. A non-refundable application fee is payable with each application for admission.

- 4.16 Once the applications have been processed by the Academic Structure and Student Enrolment Services Unit, a selection list is drawn up and forwarded to the respective faculties.
- 4.17 Upon receipt of the selection lists, the heads of department assign the applicants to one of four categories, namely:
- 4.17.1 Applicants who meet all the admission requirements;
 - 4.17.2 Applicants to be subject to the testing of potential;
 - 4.17.3 Applicants to be considered academically unsuccessful; or
 - 4.17.4 Applicants to be considered for RPL-based admission in accordance with Code 122 of the CUT Delegation Register.
- 4.18 An applicant falling into the first category (cf. section 4.17.1 above) is notified in writing by the Academic Structure and Student Enrolment Services Unit that his/her application for admission to CUT has been successful.
- 4.19 An unsuccessful applicant falling into the third category (cf. section 4.17.3 above) is notified in writing by the Academic Structure and Student Enrolment Services Unit that his/her application for admission to CUT has been unsuccessful.
- 4.20 An applicant falling into the second category (cf. section 4.17.2 above) is notified in writing by the Academic Structure and Student Enrolment Services Unit that his/her application for admission to CUT is subject to the testing of potential. The date, time and place of such testing will be clearly indicated.
- 4.21 The testing of potential, as referred to in paragraph 4.20 above, proceeds as follows:
- 4.21.1 Applicants report for the test on the date and at the time and place indicated in the letter, as mentioned in paragraph 4.20 above.
 - 4.21.2 The test, as described in the admission regulations of CUT, is administered by the Wellness Centre.
 - 4.21.3 The Wellness Centre makes the test results available to the various faculties, after which the relevant heads of department make the final selection of applicants for each particular learning programme.
- 4.22 A candidate who has successfully completed the selection process as referred to in section 4.21.3 above is notified in writing by the Academic Structure and Student Enrolment Services Unit of his/her admission to CUT; provided that applicants falling into the first category receive preference with regard to placement in learning programmes, except where the Senate determines otherwise.
- 4.23 The names of candidates who have completed the test to determine potential, but have not been granted admission, are placed on a waiting-list to be reconsidered during a subsequent evaluation opportunity. Such candidates will receive a letter from the Academic Structure and Student Enrolment Services Unit, informing them that their application for admission was unsuccessful/ successful following final placement in the various learning programmes.

- 4.24 In the case of candidates applying for admission to the learning programmes Art and Design, Tourism Management, Language Practice, Management Practice, Education, Somatology, Radiography, Hospitality Management, Biomedical and Clinical Technology, Sport Management, Environmental Health, Dental Assisting, Emergency Medical Care, Project Management or Marketing, it is expected that, in addition to the procedure described in sections 4.21.1 to 4.21.3 above, the applicants will undergo one or more of the following procedures before final selection and acceptance can proceed:
- 4.21.1 Psychometric testing/assessment;
 - 4.21.2 Submission of a portfolio;
 - 4.21.3 Interview;
 - 4.21.4 Completion of a questionnaire;
 - 4.21.5 Assessment of practical skills; and/or
 - 4.21.6 Any other process as approved by the Senate.
- 4.25 Applicants falling into the fourth category (cf. section 4.17.4 above) are subject to the following procedure, details of which are provided with the relevant application form, available from the Assessment and Graduation Unit:
- 4.25.1 Facilitating access
- It is CUT policy to facilitate access to public higher education, especially for persons who were previously disadvantaged in terms of such access, by recognising prior learning achievements of individuals irrespective of how such learning achievements were acquired. In making this commitment, CUT states that the aim of its policy is not to accredit prior learning achievements, but rather to give due recognition to such in determining access.
- 4.25.2 Responsibilities
- It is CUT policy that aspirant students seeking admission to CUT through RPL must present credible evidence of prior learning achievements. CUT only assumes responsibility for encouraging and supporting such applications.
- 4.25.3 Credibility of assessment
- CUT also aims to ensure that both the process and the outcomes of RPL, as an assessment procedure, are guided by the salient aspects of quality assurance. Critical prerequisites for maintaining acceptable procedures would be the following:
- 4.25.3.1 The assessment of prior learning against the clearly formulated learning outcomes of each qualification and the modules prescribed by the curriculum for such qualification;
 - 4.25.3.2 A credible and transparent assessment process that is inherently fair to other students; and
 - 4.25.3.3 Support of the institutional principle of “student access with success”.
- 4.25.4 Regional collaboration
- It is also CUT’s aim to regionally collaborate with other institutions in administering and facilitating access to public higher education.

5. APPLICATION AND ASSESSMENT PROCEDURES

5.1 Information on RPL

5.1.1 Information on the RPL process and procedures is available from:

- (1) Assistant Registrar: Assessment and Graduation
- (2) Heads of department

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

- (1) Depending on the particular circumstances, admission to an undergraduate curriculum or course of study can only come into effect in January/February for the first semester, or in June/July for the second semester.
- (2) Admission to a postgraduate curriculum is guided by the provisions of section 2.8.1 of the assessment manual.

5.2 Staged application and assessment procedure

5.2.1 Formulation and submission of an application

Based on the information provided in section 5.1 above, the applicant drafts a written application, which he/she then submits to the Assessment and Graduation Unit. When formulating the application, applicants are advised to seek the assistance of the academic unit in question.

5.2.2 Initial screening of an application for RPL

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

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

5.2.4 Institutional validation of the substantive assessment report

- (1) Based on the faculty's assessment report, the Dean of that faculty, after consulting with the Registrar, may request the Assessment and Graduation Unit to arrange for the applicant to undergo formal extraordinary reassessment, the schedule of which will be communicated to the applicant by the Assessment and Graduation Unit.
- (2) The assessment is conducted in a special venue, and the question papers used for (1) are the same as those to be used during the next ordinary reassessment.

- (3) The duration of the assessment referred to in (1) is 75 minutes for each hour of the standard assessment.
- (4) Unless otherwise approved by the Dean, all rules pertaining to student conduct shall apply to the assessment referred to in (1).
- (5) The reassessment referred to in (1) is then assessed by the appropriate examiners/assessors.
- (6) If the applicant underperforms in the reassessment, the examiner/assessor will take this into consideration in view of modifying the substantive assessment results downward.

5.2.5 Record of assessment

- 5.2.5.1 The validated and/or adjusted substantive screening results will be placed on record as the admission credentials of the applicant when registering, and the applicant will be informed of this accordingly.
- 5.2.5.2 This record must accompany the application for registration (at the time of the applicant's initial registration).

5.2.6 Appeal

- 5.2.6.1 An applicant who is dissatisfied with the outcome of the RPL assessment may lodge a written appeal with the Assessment and Graduation Unit, outlining his/her motivation for disputing the outcome and accompanied by proof of payment of the prescribed fee for this service.
- 5.2.6.2 On receipt of an applicant's appeal and proof of payment, the Registrar will appoint an independent assessor to reassess the evidence in respect of learning achievement and will compile a report on the validity or otherwise of the assessment outcome.
- 5.2.6.3 If the independent assessor arrives at a different outcome to the original assessment, then the reassessed outcome will, in terms of section 5.2.6.2, be confirmed as the official and final outcome, and the fee will be reimbursed to the applicant. Otherwise, the outcome of the original RPL assessment stands and the applicant forfeits the deposit.
- 5.2.6.4 Subordinate procedures designed to facilitate the execution of the standard admission procedure may be announced by the Senate.
- 5.2.6.5 Standard administrative procedures and forms are used in the event of changes to the agreement concluded with CUT upon registration.
- 5.2.6.6 Upon registration at CUT, the student signs a statement in terms of the exemption stipulations contained in the general rules for students, declaring that he/she will immediately notify the Assistant Registrar: Academic Structure and Student Enrolment Services in writing, on the prescribed form LS 149 (available from the Academic Structure and Student Enrolment Services Unit), of any change of address or contact number.

- 5.2.6.7 Should any change in a learning programme or subject be made, the student must supply the Academic Structure and Student Enrolment Services Unit with the prescribed form LS 151 (available from the Academic Structure and Student Enrolment Services Unit), completed in triplicate and signed by the head of department concerned, prior to the predetermined deadline.
- 5.2.6.8 In the event of the suspension of studies, the prescribed form LS 150 (available from the Academic Structure and Student Enrolment Services Unit), signed by the student and the head of department concerned, must be delivered to the Academic Structure and Student Enrolment Services Unit. In the event of a change of residence or the cancellation of board and lodging, the prescribed form LS 150, signed by the supervisory staff member of the residence concerned, must be delivered to the Academic Structure and Student Enrolment Services Unit. If form LS 150 is not submitted prior to the deadline, no discount/refund of fees will be granted.
- 5.2.6.9 Students at the New Park Campus in Kimberley must complete the prescribed form LS 154 (available from the Academic Structure and Student Enrolment Services Unit) to apply for a student card, and must forward this form, together with a recent identity photograph, to CUT.
- 5.2.6.10 If a student should lose/misplace his/her student card, he/she must reapply for a new card immediately by means of the prescribed form LS 154 (available from the Academic Structure and Student Enrolment Services Unit), since positive identification is necessary for access to all facilities on all campuses.

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

- 5.3.1 A candidate for a university of technology degree, diploma or certificate must be in possession of at least a Grade 12 Certificate or equivalent certificate approved by the Senate.
- 5.3.2 A candidate for a CUT degree, excluding the Baccalaureus Technologiae degree and the higher qualification, must be in possession of a Matriculation Exemption Certificate or Conditional Exemption Certificate.
- 5.3.3 Prospective / aspirant students already in possession of a Grade 12 Certificate or equivalent may apply for admission to a degree, diploma or certificate. In this case, the application is assessed using the assessment criteria published on the applicant's Grade 12 Certificate or equivalent results.
- 5.3.4 In the cases specified in section 5.3.3, the general minimum score qualifying the candidate for acceptance as a student are as published for that year. The admission criteria applicable to each programme of study are as specified in the CUT Calendar.
- 5.3.5 Only a person holding a Grade 12 Certificate or equivalent may be admitted as a student for a post-secondary qualification. However, CUT may exempt a person from this criterion on the basis of the outcome of an individual RPL assessment. Applications for such RPL assessment may be lodged with the Assessment and Graduation Unit.
- 5.3.6 If a candidate meets the minimum subject requirements for a degree, diploma or certificate, but scores fewer than the minimum points on the CUT scoring scale for the July Grade 12

examination or the final Grade 11 examination or a subsequent examination, CUT will consider the following aspects:

- 5.3.6.1 There must be a place available for the candidate in the particular learning programme.
- 5.3.6.2 The candidate may be subject to selection in the case of a learning programme where this is a requirement (see the chapter pertaining to the relevant faculty in the CUT Calendar).

If an applicant fails to qualify for admission to CUT in terms of these regulations, he/she may be subject to the testing of potential in terms of section 5.3.6 above.

- 5.3.7 Candidates must meet the necessary subject requirements for the various learning programmes.

- 5.3.8 The following measuring instruments are used to test potential:

- 5.3.8.1 Assessment of the prior experience of mature learners.
- 5.3.8.2 Results achieved in the General Scholastic Aptitude Test (GSAT), which determines the potential of a candidate, as well as the English Proficiency Test, which measures a candidate's understanding of and proficiency in English.
- 5.3.8.3 Grade 12 results.
- 5.3.8.4 Any other measuring instrument as determined by the Senate or Council.

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

- 5.3.9.1 The results are arranged in sequence of achievement.
- 5.3.9.2 The best candidates are accepted in accordance with the needs and vacancies in the specific learning programme.
- 5.3.9.3 A candidate who is not selected may be reconsidered at a subsequent selection opportunity where the same procedures as those described above will be followed.
- 5.3.10 The candidate must deliver proof that he/she is able to express himself/herself in English, both verbally and in writing, so that he/she can benefit fully from the learning programme of his/her choice; provided that some departments set higher requirements with regard to language proficiency. A candidate will be offered a place in a postgraduate programme on condition that he/she possesses a minimum level of proficiency in English.
- 5.3.11 For candidates who matriculated in 2007 or before, CUT awards academic weights for achievement according to the following scoring scale:

Symbol achieved in subject in Grade 11 or 12	Grade of subject in Grade 12	
	Higher Grade (HG)	Standard Grade (SG)
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	0	1

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

- 5.4.1 A candidate for a university of technology degree, diploma or certificate must be in possession of at least the NSC or equivalent certificate approved by the Senate.
- 5.4.2 A candidate must score at least 27 or more points on the CUT scoring scale for the NSC examination for admission to CUT. (See the CUT scoring scale in section 5.4.6.4 below for the appropriate weights according to which the above-mentioned totals are calculated.) However, admission to a particular programme is subject to the requirements of that programme (see section 5.8 below for the regulations pertaining to learning programmes).
- 5.4.3 Life Orientation forms part of the final score, with a maximum value of one.
- 5.4.4 A candidate is expected to possess a minimum level of proficiency in English, since this is the language of learning and teaching (LOLT) at CUT. A mark of 50% for English as Home Language (Vernacular) or First Additional Language is therefore considered to be sufficient, although any proof of proficiency in the English language will also be taken into consideration. In this regard, see section 5.4.6.3.4 below and the general language policy of CUT.
- 5.4.5 If a candidate meets the minimum subject requirements for the certificate, diploma or degree but scores fewer than the minimum points on the CUT scoring scale for the NSC examination, CUT will consider the following aspects:
- 5.4.5.1 There must be a place available for the candidate in the particular learning programme.
- 5.4.5.2 The candidate may be subject to selection in the case of learning programmes where this is a requirement (see section 5.8 below for the specific requirements of each programme).
- If an applicant fails to qualify for admission to CUT in terms of these regulations, he/she may be subject to the testing of potential in terms of section 5.4.6 below.
- 5.4.6 **Regulations pertaining to the testing of potential**
- 5.4.6.1 The candidate must meet the necessary subject requirements for the learning programme in question.
- 5.4.6.2 The following measuring instruments are used to test the potential of a candidate:
- 5.4.6.2.1 RPL, with admission to be approved before a candidate may register
- 5.4.6.2.2 Assessment of the prior experience of mature learners;
- 5.4.6.2.3 GSAT and English Proficiency Test results;
- 5.4.6.2.4 NSC results; and
- 5.4.6.2.5 Any other measuring instrument as determined by the Senate or Council.
- 5.4.6.3 The results of the above-mentioned measuring instruments are used in accordance with the

following guidelines:

- 5.4.6.3.1 The results are arranged in sequence of achievement.
- 5.4.6.3.2 The best candidates are accepted in accordance with the need and vacancies in the specific learning programme.
- 5.4.6.3.3 A candidate who is not selected may be reconsidered at a subsequent selection opportunity, where the same procedures as those described above will be followed.
- 5.4.6.3.4 The candidate must deliver proof that he/she is able to express himself/herself well in English, both verbally and in writing, so that he/she can benefit fully from the learning programme of his/her choice. Some departments, however, set higher requirements with regard to language proficiency. A candidate will be offered a place in a postgraduate programme on condition that he/she possesses a minimum level of proficiency in English.
- 5.4.6.4 For candidates who completed the NSC in 2008 and after, CUT awards academic weights for achievement according to the following scoring scale:

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

Please note: A candidate scoring 20 points or less on CUT's scoring scale will not be admitted. A candidate scoring 21 – 26 points on CUT's scoring scale must undergo a selection test. A candidate must obtain an achievement level of at least 4 (50 – 59%) in Life Orientation in the NSC. Even if a higher mark is achieved in Life Orientation, the value will still only be awarded as one on the CUT scoring scale.

A candidate who scores fewer than 21 points on the CUT scoring scale in the July or subsequent NSC examination is considered to be a candidate who does not possess the necessary skills to successfully pursue a course of study at CUT under the prevailing circumstances. Such a candidate will **not be admitted** to CUT.

- 5.4.6.5 A candidate is expected to possess a minimum level of proficiency in English, since this is the LOLT at CUT. A mark of 50% for English as Home Language (Vernacular) or First Additional Language is therefore considered to be sufficient, although any sufficient proof of proficiency in the English language will also be taken into consideration. In this regard, see section 5.4.6.3.4 above and the general language policy of CUT.
- 5.4.6.6 A candidate may be expected to attend an interview, undergo a selection test, and/or make a written presentation to the relevant head of department. Candidates who have not recently been engaged in study and who apply for admission to postgraduate studies are normally invited for such an interview or are requested to undergo a selection test and/or make a written presentation. No offer of admission to CUT will be made during such an interview or selection opportunity. Any offer of admission to CUT will be in writing and mailed to the candidate.
- 5.4.6.7 Applications of foreign candidates are considered in accordance with the same regulations as those applicable to other candidates; provided that the foreign qualifications of such

candidates are considered equivalent by SAQA. Foreign candidates must complete and submit the application form for international students, and must also meet any and all requirements that may be set for higher education studies in South Africa.

5.5 General admission regulations for candidates who completed the N qualification at an FET college

N3 Subjects	Symbol achieved	N3	
		Higher Grade (HG)	Standard Grade (SG)
Subject 1	B		5
Subject 2	B		5
Subject 3	D		3
Subject 4	D		3
Language 1	C	6	
Language 2	E	4	
N4 / N5 Subjects	Symbol achieved	N4 / N5	
		Higher Grade (HG)	Standard Grade (SG)
Subject 1	A	8	
Subject 2	B	7	
Subject 3	B	7	
Subject 4	D	5	
Language 1	C	6	
Language 2	E	4	

5.6 General admission regulations for candidates who completed the National Certificate Vocational (NCV) level 4

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

5.7 Regulations pertaining to readmission

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

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

- When a first-year student has failed all his/her subjects
- When a senior student has failed 50% of the credits for his/her subjects in two consecutive attempts and/or has cancelled some or all courses/modules after registration control day

5.7.3 The duration of such academic exclusion will be as follows:

- For at most two years if registered for a year programme
- For at most two semesters if registered for a semester programme

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

- 5.7.4 If a student should fail one or more subjects he/she, when re-enrolling, may enrol only for the same number of subjects passed during the preceding study period. This rule is to be read in conjunction with the relevant regulation pertaining to registration, contained in the general rules for students (published in chapter 4 of the CUT Calendar and in section E of the Institutional Regulatory Code (IRC), as well as on the admissions information webpage on the CUT website), which stipulates that no student may register for a subject unless he/she has passed the preceding level of that particular subject, and that when re-enrolling, he/she must first enrol for the subjects failed and thereafter for additional subjects, taking into account all prerequisites applicable to those particular subjects. The scheduling of the lecture periods for these additional subjects may not be in conflict with the scheduling of the lecture periods for the failed subjects.
- 5.7.5 A student who is considered to be academically unsuccessful in terms of subjects for which he/she must register in each academic year, as specified in the regulations pertaining to the faculty in question (see the section on exemption, as contained in the general rules for students), will not be accepted into any other faculty at CUT.
- 5.7.6 A student who is failing tests and/or subjects is expected to seek assistance as soon as possible in an effort to resolve his/her academic problems. CUT provides such assistance in the form of a student counselling service through the Wellness Centre.
- 5.7.7 Except with the special permission of the Senate, a candidate will be refused readmission to a master's degree or doctoral degree if, in the opinion of the supervisor(s) and the Dean of the faculty concerned, he/she has not succeeded in making the minimum progress in his/her studies and/or project(s).

5.8 Regulations pertaining to learning programmes

In addition to the above-mentioned basic entry requirements, the following faculty- and programme-specific requirements also apply:

5.8.1 National Certificates / Certificates / Advanced Certificates

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

The minimum requirements for enrolment are a School-end Certificate with at least the minimum number of points on the CUT scoring scale (refer to section 5.4.6.4 above.) In addition, the following requirements apply:

FACULTY OF HEALTH AND ENVIRONMENTAL SCIENCES		
QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
National Certificate: Dental Assisting SAQA credits: 141	In addition to the general admission requirements, a minimum mark of 50% in Life Sciences is required.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG Grade in Biology/Physiology is required.</i>

5.8.2 National Higher Certificates

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

FACULTY OF MANAGEMENT SCIENCES		
QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
National Higher Certificate: Accounting SAQA credits: 264	In addition to the general admission requirements, a minimum mark of 50% in Accounting is required.	<i>In addition to the general admission requirements, a minimum mark of 60% on SG or 50% on HG in Accounting is required.</i>
National Higher Certificate: Financial Information Systems SAQA credits: 240	In addition to the general admission requirements, a minimum mark of 60% in Accounting is required.	<i>In addition to the general admission requirements, a minimum mark of 60% on SG or 50% on HG in Accounting is required.</i>

5.8.3 National Diplomas

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

FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY		
QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
National Diploma: Building SAQA credits: 360	In addition to the general admission requirements, a minimum mark of 50% in Mathematics or 60% in Mathematical Literacy is required. Physical Sciences is recommended.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG in Mathematics is required. Physical Sciences is recommended.</i>
National Diploma: Civil Engineering SAQA credits: 360	In addition to the general admission requirements, a minimum mark of 50% in both Mathematics and Physical Sciences is required.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG in both Mathematics and Physical Sciences is required.</i>
National Diploma: Computer Systems Engineering SAQA credits: 360	In addition to the general admission requirements, a minimum mark of 50% in both Mathematics and Physical Sciences is required.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG in both Mathematics and Physical Sciences is required.</i>
National Diploma: Electrical Engineering SAQA credits: 360	In addition to the general admission requirements, a minimum mark of 50% in both Mathematics and Physical Sciences is required.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG in both Mathematics and Physical Sciences is required.</i>

QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
National Diploma: Information Technology SAQA credits: 360	In addition to the general admission requirements, a minimum mark of 60% in Mathematical Literacy or 40% in either Mathematics or Information Technology is required.	<i>In addition to the general admission requirements, a minimum mark of 60% on SG or 40% on HG in either Mathematics or Computer Studies is required.</i>
National Diploma: Mechanical Engineering SAQA credits: 360	In addition to the general admission requirements, a minimum mark of 50% in both Mathematics and Physical Sciences is required.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG in both Mathematics and Physical Sciences is required.</i>

FACULTY OF HEALTH AND ENVIRONMENTAL SCIENCES

QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
National Diploma: Agricultural Management SAQA credits: 360	In addition to the general admission requirements, a minimum mark of 40% in one of the following subjects, as well as a minimum mark of 50% in another, is required: Agricultural Sciences, Mathematics, Mathematical Literacy, Life Sciences, Economics, Accounting, or Physical Sciences.	<i>In addition to the general admission requirements, a pass in Agricultural Science is recommended.</i>
National Diploma: Biomedical Technology SAQA credits: 361	In addition to the general admission requirements, a minimum mark of 50% in both Life Sciences and Physical Sciences, as well as a minimum mark of 40% in both Mathematics and English, is required.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG in all three of the following subjects is required: Biology/Physiology, Physical Sciences, and Mathematics.</i>
National Diploma: Clinical Technology SAQA credits: 360	In addition to the general admission requirements, a minimum mark of 50% in both Life Sciences and Physical Sciences, as well as a minimum mark of 40% in both Mathematics and English, is required.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG in all three of the following subjects is required: Biology/Physiology, Physical Sciences, and Mathematics.</i>

QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
National Diploma: Emergency Medical Care SAQA credits: 381	In addition to the general admission requirements, a minimum mark of 50% in two of the following subjects is required: Life Sciences, Physical Sciences, and/or Mathematics. Candidates must also successfully complete the selection process – which includes a fitness test, medical check-up and psychological assessment – for admission to the programme.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG in at least two of the following subjects is required: Mathematics, Physical Sciences, and/or Biology/Physiology. Candidates must also successfully complete the selection process – which includes a fitness test, medical check-up and psychological assessment – for admission to the programme.</i>
National Diploma: Environmental Health SAQA credits: 360	In addition to the general admission requirements, a minimum mark of 50% in both Life Sciences and Physical Sciences, as well as a minimum mark of either 40% in Mathematics or 50% in Mathematical Literacy, is required.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG in any two of the following subjects is required: Biology, Physical Sciences, and/or Mathematics. Geography and/or Physiology are recommended.</i>
National Diploma: Fire Technology SAQA credits: 360	In addition to the general admission requirements, the candidate must have at least three years' appropriate working experience. The employer's recommendation is required.	<i>In addition to the general admission requirements, the candidate must have at least three years' appropriate working experience. The employer's recommendation is required.</i>
National Diploma: Radiography SAQA credits: 363	In addition to the general admission requirements, a minimum mark of 50% in both Life Sciences and Physical Sciences, as well as a minimum mark of 40% in Mathematics, is required.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG in all three of the following subjects is required: Biology/Physiology, Physical Sciences, and Mathematics.</i>
National Diploma: Somatology SAQA credits: 375	In addition to the general admission requirements, a minimum mark of 50% in either Life Sciences or Physical Sciences is required.	<i>In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG in either Physical Sciences or Biology or Physiology is required. Mathematics is recommended.</i>

FACULTY OF MANAGEMENT SCIENCES		
QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)
National Diploma: Cost and Management Accounting SAQA credits: 120	National Higher Certificate in Accounting	<i>National Higher Certificate in Accounting</i>
National Diploma: Financial Information Systems SAQA credits: 132	National Higher Certificate in Financial Information Systems	<i>National Higher Certificate in Financial Information Systems</i>
National Diploma: Hospitality Management SAQA credits: 360	In addition to the general admission requirements, the candidate will also be subject to a selection test and an interview. Consumer Science, Hospitality Studies, Accounting or Business Studies is recommended. Candidates with 32 points or more on the CUT scoring scale will be automatically admitted to the programme, subject to any other conditions that may apply. [Due to the relatively high demand for places in this programme, no applicants with a score lower than 24 on the CUT scoring scale will be considered for selection (RPL cases excluded).	<i>In addition to the general admission requirements, a minimum mark of 40% in one of the following subjects is recommended: Accounting, Mathematics, Business Economics, Economics, Mercantile Law, Hotel-keeping and Catering, or Home Economics. Candidates with 32 points or more on the CUT scoring scale will be automatically admitted to this programme. [Due to the relatively high demand for places in this programme, no applicants with a score lower than 24 on the CUT scoring scale will be considered for selection (RPL cases excluded).</i>
National Diploma: Human Resources Management SAQA credits: 360	In addition to the general admission requirements, a selection test will apply to candidates with 27 or more points on the CUT scoring scale. A minimum mark of 50% in English at Grade 12 level is required.	<i>No additional requirements</i>
National Diploma: Internal Auditing SAQA credits: 120	National Higher Certificate in Accounting	<i>National Higher Certificate in Accounting</i>
National Diploma: Marketing SAQA credits: 360	In addition to the general admission requirements, the subjects Mathematics, Accounting and Business are highly recommended.	<i>No additional requirements</i>
National Diploma: Office Management and Technology SAQA credits: 360	No additional requirements	<i>No additional requirements</i>

QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)
National Diploma: Public Management SAQA credits: 360	No additional requirements	<i>No additional requirements</i>
National Diploma: Sport Management SAQA credits: 360	In addition to the general admission requirements, a minimum mark of 40% in either Physical Sciences or Life Sciences or Mathematics or any commercial subject is recommended. Candidates with 32 or more points on the CUT scoring scale will be automatically admitted to this programme, subject to any other conditions that may apply.	<i>In addition to the general admission requirements, a minimum mark of 40% in Physical Sciences or Mathematics or any commercial subject is recommended. Candidates with 32 or more points on the CUT scoring scale will be automatically admitted to this programme, subject to any other conditions that may apply.</i>
National Diploma: Tourism Management SAQA credits: 360	Candidates with 32 or more points on the CUT scoring scale will be automatically admitted to this programme, subject to any other conditions that may apply. Due to the relatively high demand for places in this programme, no applicants with a score lower than 24 on the CUT scoring scale will be considered for selection (RPL cases excluded.)	<i>Candidates with 32 or more points on the CUT scoring scale will be automatically admitted to this programme, subject to any other conditions that may apply. Due to the relatively high demand for places in this programme, no applicants with a score lower than 24 on the CUT scoring scale will be considered for selection (RPL cases excluded).</i>

FACULTY OF HUMANITIES

QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)
National Diploma: Clothing SAQA credits: 360		
National Diploma: Fashion SAQA credits: 360	In addition to the general admission requirements, the candidate must submit a portfolio of his/her work. Consumer Studies and/or Fine Art are recommended.	<i>In addition to the general admission requirements, the candidate must submit a portfolio of his/her work. Consumer Studies and/or Fine Art are recommended.</i>
National Diploma: Fine Art SAQA credits: 360	In addition to the general admission requirements, the candidate must submit a portfolio of his/her work. Visual Art is recommended.	<i>In addition to the general admission requirements, the candidate must submit a portfolio of his/her work. Visual Art is recommended.</i>

QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
National Diploma: Graphic Design SAQA credits: 360	In addition to the general admission requirements, the candidate must submit a portfolio of his/her work, and an additional applicable assessment may be required. Design is recommended.	<i>In addition to the general admission requirements, the candidate must submit a portfolio of his/her work, and an additional applicable assessment may be required. Design is recommended.</i>
National Diploma: Jewellery Design and Manufacturing SAQA credits: 360	In addition to the general admission requirements, the candidate must also have a keen interest in jewellery design and show competency in fine motor skills. Design is recommended.	
National Diploma: Language Practice SAQA credits: 360	In addition to the general admission requirements, a minimum mark of 60% in any two official regional languages is required.	In addition to the general admission requirements, a minimum mark of 70% on SG or 60% on HG in any two official regional languages is required.
National Diploma: Photography SAQA credits: 360	In addition to the general admission requirements, the candidate must submit a portfolio of his/her work and also attend an interview.	<i>In addition to the general admission requirements, the candidate must submit a portfolio of his/her work, and an additional applicable assessment may be required.</i>

5.8.4 Baccalaureus Technologiae Degrees

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

5.8.4.1 Regulations pertaining to selection

A student who has been awarded a National Diploma or equivalent qualification may apply for admission to the Baccalaureus Technologiae, which follows on the National Diploma. All admissions to the Baccalaureus Technologiae will be subject to the approval of the head of department. In the event of such, the Baccalaureus Technologiae may be completed within the minimum period of one year of full-time study or two years of part-time study.

5.8.4.2 Minimum requirements and recommended subjects

FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY		
QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
Baccalaureus Technologiae: Civil Engineering SAQA credits: 120	National Diploma: Civil Engineering, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>Appropriate M+3 qualification</i>
Baccalaureus Technologiae: Construction Management SAQA credits: 120	National Diploma: Building, with the specific prescribed subjects as stipulated in the CUT Calendar, or equivalent.	<i>National Diploma: Building, with the specific prescribed subjects as stipulated in the CUT Calendar, or equivalent.</i>
Baccalaureus Technologiae: Electrical Engineering SAQA credits: 120	National Diploma: Electrical Engineering, with the specific prescribed subjects as stipulated in the CUT Calendar	<i>Appropriate M+3 qualification</i>
Baccalaureus Technologiae: Information Technology SAQA credits: 120	National Diploma: Information Technology with an average of 60%, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>Appropriate M+3 qualification with an average of 60%</i>
Baccalaureus Technologiae: Mechanical Engineering SAQA credits: 120	National Diploma: Mechanical Engineering, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>Appropriate M+3 qualification</i>
Baccalaureus Technologiae: Quantity Surveying SAQA credits: 120	National Diploma: Building, with the specific prescribed subjects as stipulated in the CUT Calendar, or equivalent.	<i>National Diploma: Building, with the specific prescribed subjects as stipulated in the CUT Calendar, or equivalent.</i>
FACULTY OF HEALTH AND ENVIRONMENTAL SCIENCES		
QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
Baccalaureus Technologiae: Agricultural Management SAQA credits: 120	National Diploma: Agricultural Management or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Agricultural Management or equivalent qualification.</i>
Baccalaureus Technologiae: Biomedical Technology SAQA credits: 120	National Diploma: Biomedical Technology or equivalent qualification.	<i>National Diploma: Biomedical Technology or equivalent qualification.</i>

QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)
Baccalaureus Technologiae: Clinical Technology SAQA credits: 120	National Diploma: Clinical Technology or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Clinical Technology or equivalent qualification.</i>
Baccalaureus Technologiae: Environmental Health SAQA credits: 120	National Diploma: Environmental Health or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Environmental Health or equivalent qualification, with a minimum average mark of 55% overall.</i>
Baccalaureus Technologiae: Radiography SAQA credits: 120	National Diploma: Radiography or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Radiography or equivalent qualification.</i>
Baccalaureus Technologiae: Somatology SAQA credits: 120	National Diploma: Somatology or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Somatology or equivalent qualification.</i>
FACULTY OF MANAGEMENT SCIENCES		
QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)
Baccalaureus Technologiae: Business Administration SAQA credits: 130	National Diploma: Business Administration, with a minimum mark of 50% in Accounting Skills, or Accounting for Marketers, or Accounting for Personnel Practitioners, or Financial Accounting I. Industry experience of at least six months is recommended. All instructional offerings are compulsory, and subject recognition will be considered ONLY for subjects completed at BTech level or equivalent.	<i>Appropriate M+3 qualification, with a minimum mark of 50% in one of the following subjects:</i> <ul style="list-style-type: none"> • <i>Accounting Skills;</i> • <i>Accounting for Marketers;</i> • <i>Accounting for Personnel Practitioners; or</i> • <i>Financial Accounting I.</i> <i>Industry experience of at least six months is recommended. All instructional offerings are compulsory, and subject recognition will be considered ONLY for subjects completed at BTech level or equivalent.</i>
Baccalaureus Technologiae: Cost and Management Accounting SAQA credits: 132	National Diploma: Cost and Management Accounting or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Cost and Management Accounting.</i>
Baccalaureus Technologiae: Financial Information Systems SAQA credits: 132	National Diploma: Financial Information Systems or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Financial Information Systems.</i>

QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)
Baccalaureus Technologiae: Hospitality Management SAQA credits: 120	National Diploma: Hospitality Management or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Hospitality Management or equivalent qualification.</i>
Baccalaureus Technologiae: Human Resources Management SAQA credits: 120	National Diploma: Human Resources Management or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar. A minimum average mark of 60% in all major subjects for the National Diploma in Human Resources Management is required.	<i>Appropriate M+3 qualification with at least:</i> <ul style="list-style-type: none"> • <i>Industrial Relations and Management of Training at second-year level; and</i> • <i>Human Resources Management and Business Management at third-year level.</i>
Baccalaureus Technologiae: Internal Auditing SAQA credits: 132	National Diploma: Internal Auditing or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Internal Auditing.</i>
Baccalaureus Technologiae: Marketing SAQA credits: 120	National Diploma: Marketing or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Marketing or equivalent M+3 qualification.</i>
Baccalaureus Technologiae: Office Management and Technology SAQA credits: 120	National Diploma: Office Management and Technology or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Office Management and Technology or equivalent M+3 qualification.</i>
Baccalaureus Technologiae: Project Management SAQA credits: 132	Appropriate M+3 qualification or RPL (only for admission to the programme). Computer literacy, particularly in MS Word and MS Excel. Industry experience of at least two years is recommended.	<i>Appropriate M+3 qualification or RPL (only for admission to the programme). Computer literacy, particularly in MS Word and MS Excel. Industry experience of at least two years is recommended.</i>
Baccalaureus Technologiae: Public Management SAQA credits: 120	National Diploma: Public Management or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Public Management or equivalent M+3 qualification.</i>
Baccalaureus Technologiae: Sport Management SAQA credits: 120	National Diploma: Sport Management or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Sport Management or equivalent qualification.</i>

QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)
Baccalaureus Technologiae: Tourism Management SAQA credits: 120	National Diploma: Tourism Management or equivalent qualification, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>National Diploma: Tourism Management or equivalent qualification.</i>
FACULTY OF HUMANITIES		
QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)
Baccalaureus Technologiae: Ceramic Design SAQA credits: 120	National Diploma: Ceramic Design, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>Appropriate M+3 qualification.</i>
Baccalaureus Educationis: (FET): Specialisation: Technology SAQA credits: 480	In addition to the general admission requirements, the candidate must be in possession of the NSC with endorsement for admission to a bachelor's degree. A candidate selecting Mathematics as a major subject must have passed either Mathematics with a minimum mark of 50%, or Mathematical Literacy with a minimum mark of 70%. Engineering Graphics and Design is recommended.	<i>Senior Certificate with matriculation exemption.</i> <i>If Mathematics is selected, Mathematics at NQF level 4 with a C symbol on SG or a D symbol on HG is required.</i>
Baccalaureus Educationis: (FET): Specialisation: Computer Sciences SAQA credits: 480	In addition to the general admission requirements, the candidate must be in possession of the NSC with endorsement for admission to a bachelor's degree. A candidate selecting Mathematics as a major subject must have passed either Mathematics with a minimum mark of 50%, or Mathematical Literacy with a minimum mark of 70%. A pass in Information Technology is recommended.	<i>Senior Certificate with matriculation exemption.</i> <i>If Mathematics is selected, Mathematics at NQF level 4 with a C symbol on SG or a D symbol on HG is required.</i>

QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)
Baccalaureus Educationis: (FET): Specialisation: Economic and Management Sciences SAQA credits: 480	In addition to the general admission requirements, the candidate must be in possession of the NSC with endorsement for admission to a bachelor's degree. A candidate selecting Mathematics as a major subject must have passed either Mathematics with a minimum mark of 50%, or Mathematical Literacy with a minimum mark of 70%. A minimum mark of 50% in Accounting is required, irrespective of whether or not the candidate continues with Accounting after year one.	<i>Senior Certificate with matriculation exemption.</i> <i>Grade 12 Accounting is a prerequisite.</i> <i>Mathematics at NQF level 4, with at least a D symbol on SG, is also required.</i>
Baccalaureus Educationis: (FET): Specialisation: Natural Sciences SAQA credits: 480	In addition to the general admission requirements, the candidate must be in possession of the NSC with endorsement for admission to a bachelor's degree. A candidate selecting Physics and/or Chemistry as major subject(s) must have passed Physical Sciences with a minimum mark of 50%. A candidate selecting Mathematics as a major subject must have passed either Mathematics with a minimum mark of 50%, or Mathematical Literacy with a minimum mark of 70%.	<i>Senior Certificate with matriculation exemption.</i> <i>Mathematics, Biology, Chemistry and Physics at NQF level 4 are prerequisites. Mathematics with a C symbol on SG or an E symbol on HG is required.</i>
Baccalaureus Educationis: (FET): Specialisation: Languages SAQA credits: 480	In addition to the general admission requirements, the candidate must be in possession of the NSC with endorsement for admission to a bachelor's degree. A minimum mark of 50% in English is required. A minimum mark of 50% in Sesotho or Afrikaans or Setswana or isiXhosa is also required.	<i>Senior Certificate with matriculation exemption.</i> <i>In addition to the general admission requirements, a minimum mark of 50% in English is required.</i> <i>A minimum mark of 50% in Sesotho or Afrikaans or Setswana or isiXhosa is also required.</i>

QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
Baccalaureus Technologiae: Fine Art SAQA credits: 120	National Diploma: Fine Art, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>Appropriate M+3 qualification.</i>
Baccalaureus Technologiae: Graphic Design SAQA credits: 120	National Diploma: Graphic Design, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>Appropriate M+3 qualification.</i>
Baccalaureus Technologiae: Language Practice SAQA credits: 120	National Diploma: Language Practice, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>Appropriate M+3 qualification.</i>
Baccalaureus Technologiae: Photography SAQA credits: 120	National Diploma: Photography, with the specific prescribed subjects as stipulated in the CUT Calendar.	<i>Appropriate M+3 qualification.</i>

5.9 Advanced Certificates in Education

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

5.9.1 Regulations pertaining to selection

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

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

5.9.2 Minimum requirements and recommended subjects

FACULTY OF HUMANITIES		
QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
Advanced Certificate in Education: (FET): Computer Applications Technology SAQA credits: 120	Recognised teaching qualification at NQF level 5 (360 credits) in Education and Training, or RPL equivalent.	<i>Recognised teaching qualification at NQF level 5 (360 credits) in Education and Training, or RPL equivalent.</i>
Advanced Certificate in Education: (FET): Mathematical Literacy SAQA credits: 120	Recognised teaching qualification at NQF level 5 (360 credits) in Education and Training, or RPL equivalent	<i>Recognised teaching qualification at NQF level 5 (360 credits) in Education and Training, or RPL equivalent</i>

5.10 Postgraduate Certificate in Education (PGCE)

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

5.10.1 Regulations pertaining to selection

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

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

5.10.2 Minimum requirements and recommended subjects

FACULTY OF HUMANITIES		
QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
Postgraduate Certificate in Education SAQA credits: 144	Recognised three-year qualification linked to two specialist areas, evaluated at NQF level 6 (360 credits).	<i>Recognised three-year qualification linked to two specialist areas, evaluated at NQF level 6 (360 credits).</i>

5.11 Bachelor of Education (Hons): Educational Management

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

5.11.1 Regulations pertaining to selection

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

5.11.2 Minimum requirements and recommended subjects

FACULTY OF HUMANITIES		
QUALIFICATION	Additional Requirements for Applicants with NSC (2008 and after)	<i>Additional Requirements for Applicants with Senior Certificate/Matric (2007 and before)</i>
Bachelor of Education (Hons): Educational Management SAQA credits: 120	National or Senior Certificate and an applicable qualification evaluated as an REQV 14 Certificate, recognised as equivalent by the DHET, or an applicable M+4 qualification.	<i>Senior Certificate and an applicable qualification evaluated as an REQV 14 Certificate, recognised as equivalent by the DHET, or an applicable M+4 qualification.</i>

5.12 Master's Degrees

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

5.12.1 Regulations pertaining to selection

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

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

Registration for a master's degree is subject to the provisions of the student assessment manual.

The minimum duration of the learning programme for a master's degree is one year of full-time study or two consecutive years of part-time study. Any person enrolled as a student at CUT, while also holding a position at a place of work in terms of the Labour Relations Act (Act 66 of 1995), is considered to be a part-time student, while any other student is considered to be full-time. The student registers annually until the Assessment and Graduation Unit confirms that the qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year, the registration is accepted as being effective as from January of the year in question. A student

registered for longer than the required minimum duration of study is required to pay an extension fee upon registration, as determined annually by CUT.

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

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

5.13 Doctoral Degrees

The medium of instruction in all programmes is English.

5.13.1 Regulations pertaining to selection

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

Registration for a doctoral degree is subject to the provisions of the student assessment manual.

The minimum duration of the learning programme for a doctoral degree is two consecutive years of full-time study or three consecutive years of part-time study. Any person enrolled as a student at CUT, while also holding a position at a place of work in terms of the Labour Relations Act (Act 66 of 1995), is considered to be a part-time student, while any other student is considered to be full-time. The student registers annually until the Assessment and Graduation Unit confirms that the qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year, the registration is accepted as being effective as from January of the year in question. A student registered for longer than the required minimum duration of study is required to pay an extension fee upon registration, as determined annually by CUT.

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

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

6. **RELATED DOCUMENTS**

IRC, section E, item 2.3: General Rules for Students
Particular attention is to be paid to the contents of the following:

- CUT Calendar
- Admission Regulations and Procedures, as contained in this document
- Policy on Financial Aid to Undergraduate Students at CUT

- Financial Aid Manual for Bursaries
- Financial Aid Manual for Loans
- CUT Language Policy
- Policy on the Exclusion of Students on Financial Grounds
- Form LS 149
- Form LS 150
- Form LS 151
- Form LS 154

POLICY ON THE EXCLUSION OF STUDENTS ON FINANCIAL GROUNDS

1. POLICY PRINCIPLES

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

1.1 Objectives

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

1.2 Definitions/abbreviations/acronyms

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

1.3 Scope

This policy applies to all students and staff of CUT.

1.4 Policy

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

2. DIRECTIVES FOR IMPLEMENTING THE POLICY

The Deputy Director: Student Accounts, Bursaries and Loans is responsible for implementing this policy.

2.1 Monitoring and review of the policy

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

3. POLICY ADMINISTRATIVE PROCEDURES

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

CHAPTER 6

CO-OPERATIVE EDUCATION AND WORK-INTEGRATED LEARNING

(Please note that this policy is currently under review and is subject to replacement in 2013)

1. CO-OPERATIVE EDUCATION

- 1.1 Co-operative education is a method of education or learning that combines on-campus studies with experience gained off campus. Co-operative education programmes consist of periods of formal study at the Central University of Technology, Free State (CUT) and periods of work-integrated learning in a practical situation in commerce and industry.
- 1.2 Co-operative education is based on the job requirements or post specifications of certain vocations. To effectively train a person for a particular career or vocation requires not only theoretical knowledge, but also the practical application thereof. In addition, it requires professional development, as well as integration and identification with the organisational structure and nature of the enterprise.

2. WORK-INTEGRATED LEARNING

- 2.1 A number of CUT programmes consist of periods of formal instruction offered by CUT, and periods of work-integrated learning in the work situation offered by employers.
- 2.2 Work-integrated learning forms part of the requirements of a number of CUT qualifications and is thus an integral part of these programmes.
- 2.3 Work-integrated learning is planned according to job descriptions and career requirements and is integrated with CUT courses.
- 2.4 Participating companies/organisations provide work-integrated learning facilities and arrange for training/supervisory staff to assist students with their work-integrated learning. The exact nature of this work-integrated learning is based on collaboration between the organisation and CUT, and it takes place in accordance with the requirements of the specific learning programme.
- 2.5 The duration of formal instruction and work-integrated learning may differ from one learning programme to another. Details of work-integrated learning requirements for each course may be found in the relevant programme information encompassed in the CUT Calendar.
- 2.6 Formal instruction offered in the lecture halls is supplemented by experimental work in the CUT laboratories. The student undertakes work-integrated learning in the work situation in commerce, industry and the public sector. It can also be completed on the CUT campus at suitable workstations.
- 2.7 During work-integrated learning, students are required to submit reports to their employers and CUT as part of their assessment. Further details are available from the relevant CUT department and faculty.
- 2.8 Students are required to meet the academic and work-integrated learning requirements specified for the awarding of a qualification where such learning is prescribed for a course.

3. WORK-INTEGRATED LEARNING POSITIONS

- 3.1 The Centre for Work-Integrated Learning endeavours to assist students in securing placements for work-integrated learning, but cannot guarantee such placements.

Students must also accept responsibility for finding suitable positions where they can undertake the necessary work-integrated learning.

- 3.2 Information regarding work-integrated learning positions is made available to students during information sessions, via the heads of department, as well as by means of notice-boards.
- 3.3 When a student applies for an advertised position, his/her curriculum vitae with a covering letter in accordance with the requirements of the company/organisation concerned must be submitted. The covering letter may be handwritten or typed.
- 3.4 Certain companies/organisations prefer that all applications should be channelled via the Centre for Work-Integrated Learning. This preference is always specified in the advertisements for work-integrated learning positions.
- 3.5 The placement of students must be done in close collaboration with academic staff and the Centre for Work-Integrated Learning.
- 3.6 It is the responsibility of the student, in consultation with CUT, to ensure that he/she is receiving the prescribed work-integrated learning.
- 3.7 It is not possible to accommodate all work-integrated learning students in Bloemfontein, and therefore students may be required to undertake their work-integrated learning at a company/organisation outside Bloemfontein.
- 3.8 Since work-integrated learning is a pre-diploma requirement, students cannot reasonably expect to receive remuneration during this phase of their training. However, some companies/organisations do offer some form of allowance or wages.

4. REGISTRATION

- 4.1 Students must register at CUT for each session of work-integrated learning.

5. RECORD OF TRAINING (LOGBOOK)

- 5.1 In most programmes, CUT provides the student with a record-of-training book. This record of training, or report, must be completed as prescribed.

6. INDEMNITY

- 6.1 CUT and its employees accept no responsibility or liability arising from the following:

- (a) Any loss of or damage to property, movable or immovable, including any consequential damage arising directly or indirectly from any loss of or damage to such property;

- (b) Any injury, illness or death;
- (c) Any legal costs or expenses related to claims or court cases arising from an incident as mentioned above;
- (d) Any costs for medical treatment or other costs related to any loss, damage, illness, injury or death arising from any work-integrated learning undertaken by a student.

CHAPTER 7

RULES FOR BURSARIES AND LOANS (FINANCIAL SUPPORT)

1. PURPOSE/SCOPE OF REGULATIONS

1.1 Purpose

The purpose of these rules is to regulate financial support with regard to bursaries and loans to registered students at the Central University of Technology, Free State (CUT).

1.2 Scope

These regulations are applicable to registered students at CUT and staff members in the Student Accounts, Bursaries and Loans Unit who are involved in the administration of financial support to students.

2. DIRECTIVES FOR IMPLEMENTING REGULATIONS

- (a) The Deputy Vice-Chancellor (DVC): Resources and Operations is accountable for the content and implementation of these regulations. As the appointed compliance officer for these regulations, the DVC: Resources and Operations is responsible for monitoring compliance with these regulations.
- (b) The Manager: Bursaries and Loans is responsible for implementing these regulations.
- (c) These regulations or any amendment to these regulations must, in accordance with Code 75 of the CUT Delegation Register, be approved by the DVC: Resources and Operations.

3. REGULATIONS

3.1 Student Fees Calendar

The Student Fees Calendar is available on request from the office of the Deputy Director: Student Accounts, Bursaries and Loans and is also available in the CUT library.

3.2 Rules: Bursaries/loans (financial support)

- (a) All applications for financial support are to be submitted to the Student Accounts, Bursaries and Loans Unit.
- (b) All applications for financial support are to reach the Student Accounts, Bursaries and Loans Unit before the closing date, as determined by this Unit.
- (c) Application forms received after the closing date will only be considered if adequate funds are available.
- (d) Applications for financial support must be completed in full.

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

CHAPTER 8

LANGUAGE POLICY

1. POLICY STATEMENT

- 1.1 CUT is committed to promoting accessibility for students, practitioners, scholars, academics, support staff and the public, as well as to learning material and media/communication at the institution.
- 1.2 CUT shall, in all its endeavours, accommodate multilingualism within the regional, national and international contexts within which CUT operates, and within the limits of its mandate as a university of technology.
- 1.3 The CUT Language Policy, which determines the academic language and the language of all forms of institutional transaction, is based on mutual tolerance and respect amongst all cultural groups, and should be free from political influences. A university is an institution with an identity that is universal; therefore all commitments and practices shall align with this universality.
- 1.4 In the main, and subject to relevant clauses below, the academic language and the language of all forms of institutional transaction shall be English.
- 1.5 Within its budgetary and feasibility constraints, CUT shall continue in its endeavours to empower its students and staff in English proficiency.

2. PRINCIPLES

This policy is guided by the vision, mission and core values of CUT, as well as developments in the National Higher Education language policy framework and in South Africa's transformation agenda and legal framework, with elements of these as detailed below:

- 2.1 Adherence to the tenets of the Constitution of the Republic of South Africa;
- 2.2 Taking cognisance of diversity, equity and reconciliation imperatives;
- 2.3 Creating a balance between regional, national and international needs;
- 2.4 Feasibility, cost-effectiveness and justifiability in the injunctions and the implementation of our Language Policy;
- 2.5 Affording all, especially students, ease of accessibility to instruction and to educational material in a manner applicable to all;
- 2.6 Accommodating multilingualism and diversity;
- 2.7 Ensuring consistency with the image and vision of the institution in the usage and implementation of the Language Policy.

3. DEFINITIONS AND ABBREVIATIONS

The terminology used in the policy can be defined as follows:

“Academic language”: This denotes the language to be used in academic transactions. South African English will be used as the academic language in all teaching and learning endeavours of CUT, including facilitation, assessment, study guides, curricula, syllabi, class notes, research, scholarly work, publications and consultation hours. If a particular language is a subject, it should be taught according to the scholarly prescriptions of that language.

“Accommodating multilingualism”: Meaning that other languages will be *accommodated* at CUT, but English will be the primary language.

“Cost-effectiveness”: Cost-effectiveness refers to what CUT can afford financially as a university of technology, within its limited resources.

“CUT”: Means the Central University of Technology, Free State.

“Feasibility”: Refers to what is achievable for CUT in terms of its size and shape, and within its mandate as a university of technology.

“Institutional transactions”: Denotes all forms of interaction and communication – written or otherwise – among the members of the CUT community and between CUT and the public.

“Justifiability”: Refers to the evidence that the CUT Language Policy is achievable in terms of its size, shape and mandate as a university of technology.

“Language of all forms of institutional transaction”: Denotes the language to be used in non-academic transactions.

4. HIGH-LEVEL PARAMETERS AND PROCEDURES

Although this is a policy document, some high-level parameters and related procedures for the policy are stipulated below and serve to give further guidance.

4.1 Teaching and Learning:

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

4.1.2 Teaching and learning facilitation at CUT in all learning environments, such as classrooms, laboratories, etc., shall be conducted in English. Where facilitators of students identify a need for further facilitation in another language, such a need could be accommodated in consultation sessions outside of the learning environment, within the limits of CUT’s resources.

4.1.3 Paragraph 4.1.2 above notwithstanding, such accommodation during individual consultations shall not lead to dual or parallel sessions for groups of students.

- 4.1.4 The Language Policy does not prescribe the language of communication between the instructional employee and the student in this setting, but assumes that the choice of language is determined by mutual agreement. Where a student's competency in the English language constitutes a serious communication barrier that could possibly be mediated by using the student's home language, use of the home language is recommended. This discretion rests with the instructional employee. Where the employee does not have instructional competency in the student's home language, the employee is advised to approach an available and capable colleague or senior student to provide interpreting services.
- 4.1.5 The stipulation reflected in paragraph 4.1.4 above shall not be construed as a legal obligation on the part of CUT in the event of no academic employee or senior student being available to converse in or interpret into a language other than English.
- 4.1.6 Bilingual/multilingual lexicons of concepts and terminology: Some instructional employees have invested time and effort to create a summary of the most important English concepts and terminology used during their modules and the Afrikaans equivalents of these. This is a laudable practice that should continue.
- (a) Within feasibility constraints, this form of student support shall continue and be extended to Sesotho first-language speakers.
 - (b) Faculties shall encourage academic staff members to continue to develop such lexicons and terminology.
 - (c) Faculties shall organise annual plenary sessions of senior students who have excelled in particular disciplines to facilitate the ongoing development of such lexicons and terminology.
- 4.2 Language of correspondence: At CUT, English will be the language of official correspondence in official documents, memoranda, letters, and any documents or e-mails pertaining to CUT business. However, multilingualism shall be accommodated by allowing CUT staff members to correspond informally with one another on personal matters in their language of preference.
- 4.3 Language of general communication: English will be used as language of general communication in CUT endeavours such as meetings, workshops, seminars, training sessions, publications, invitations, magazines, notices, and written announcements.
- 4.4 Language of institutional transactions: English will be used as the language of internal and external transactions such as telephone responses and face-to-face enquiries. However, another language could be accommodated, on mutual agreement amongst staff members, students and/or others, provided that no other party or third person is excluded from such a transaction.
- 4.5 Language of record: English will be used as the language of record in agendas, minutes, policies, procedures, manuals, and all records of CUT.

5. REVISION OF THE POLICY

The CUT Language Policy shall be revised every five years, keeping in mind the developments in the National Higher Education language policy framework. Such revisions shall not exclude intermittent amendments during this period should they be demanded by a changing policy framework.

6. RELATED DOCUMENTS

Higher Education Act, Act 101 of 1997 (as amended) – Section 27(2) refers

National Higher Education Language Policy Framework (November 2002)

Policy on the Naming of Facilities of the Central University of Technology, Free State

Policy on the Affixing of Posters and Notices on notice-boards at the Central University of Technology, Free State

7. COMPLIANCE OFFICER

The Registrar is accountable for this policy.

8. RESPONSIBLE OFFICER

The Registrar is responsible for the implementation of this policy and should be contacted in connection with any enquiries pertaining to the interpretation and practical implications thereof.

CHAPTER 9

SUMMARY OF ASSESSMENT RULES AND REGULATIONS: 2013

Please note the following regulations pertaining to assessment at the Central University of Technology, Free State for the year 2013.

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

1. DEFINITIONS

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

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

1.2 **“Supplementary assessment”**: An assessor may summon a candidate for assessment as an extension of the original summative assessment and this may take the form of an oral, a project or portfolio, or a practical work assessment. The learning aims and achievements covered in such a supplementary assessment are the same as in the preceding summative assessment. The following administrative provisions govern supplementary assessments:

- (i) All students who have achieved a final assessment mark of between 48% and 49% at the end of a module or unit are summoned by the assessor for a supplementary assessment to confirm the assessment result.
- (ii) A notice with the particulars of candidates summoned for a supplementary assessment is published on the departmental notice-boards within four (4) working days after the conclusion of the summative assessment in question.
- (iii) It is the responsibility of the student to be acquainted with a summons to attend a supplementary assessment, in particular the date, time and venue of assessment. CUT accepts no responsibility/liability in this regard.

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

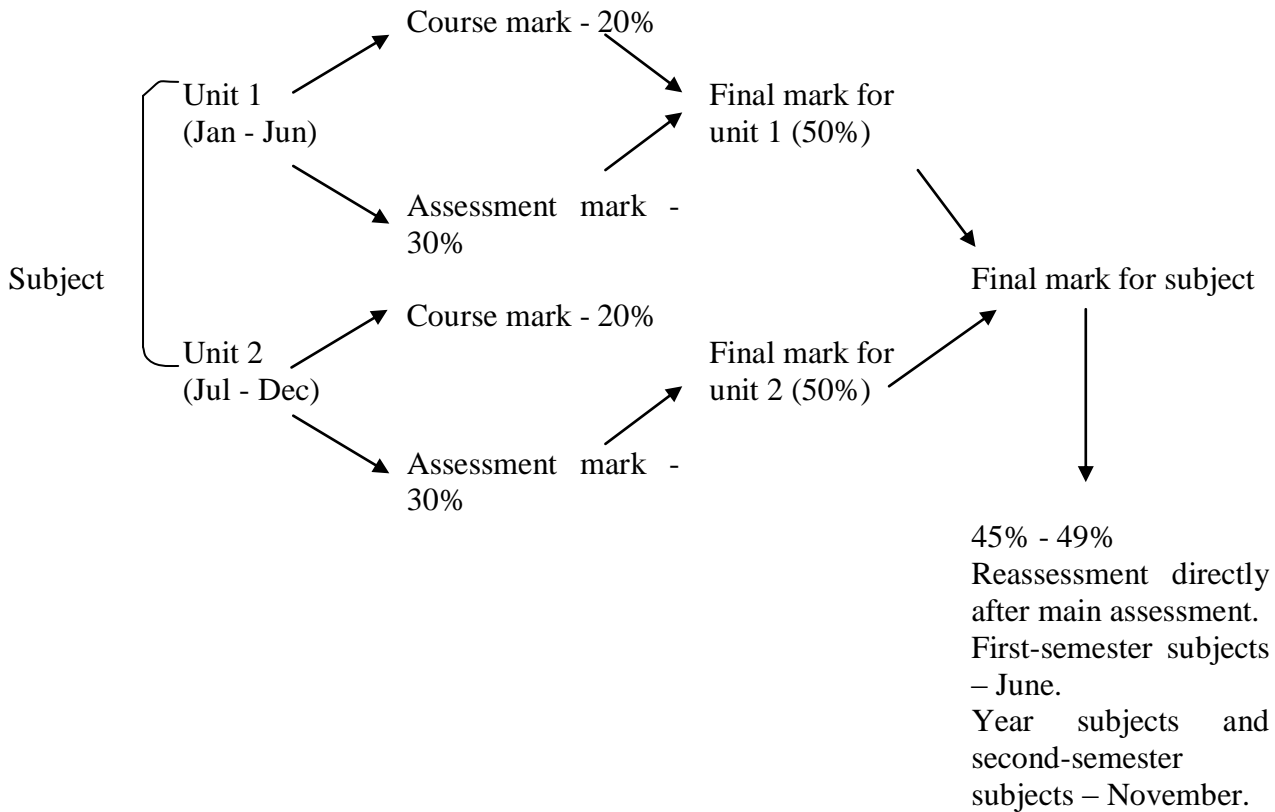
- (i) Reassessment of a year course/module (with two or more units) takes place directly after the assessment of the last unit and covers the learning aims and achievements of all units.
- (ii) Reassessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November.
- (iii) There is no further assessment opportunity additional to reassessment.

- 1.4 **“Final mark” or “final course mark” for a course/module:** This is a composite continuous assessment and summative assessment mark determined in a manner prescribed by the Faculty Board.
- 1.5 **“Deferred assessment” or “deferred summative assessment”:** This assessment opportunity is offered to a student unable to participate in the scheduled summative assessment sessions due to illness or special personal circumstances. Deferred assessment sessions are governed by the following administrative rules:
- (i) If needed, such a session is scheduled immediately or directly after the June and November summative assessment schedule.
 - (ii) A deferred summative assessment may only be considered if the affected student makes a formal application with proof (e.g. medical certificate, etc.) and submits the application to the Assessment and Graduation Unit within three (3) working days after the scheduled summative assessment session of a particular course/module.
 - (iii) There is no further assessment opportunity additional to deferred assessment.
- 1.6 **“Progress report” or “student progress report”:** A report indicating the progress of each student is mailed to all registered students and their identified sponsors at the end of each quarter. Progress reports between the summative assessment periods are based on the student’s continuous assessment marks.
- 1.7 **“Statement of results”:** This is a summary of the final marks over all course/modules already completed and is issued to students following completion of the June and November summative assessments.
- 1.8 **“Exit certificate”:** A certificate issued on request to a student on completion of one or two formal credits of an instructional programme.
- 1.9 **“Admission mark”:** A course mark of 40% needed to qualify for a summative assessment.

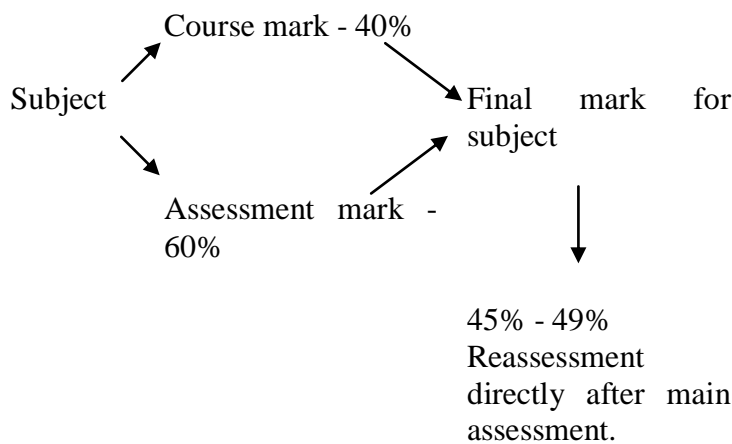
2. ASSESSMENT MODEL FOR ALL PROGRAMMES: 2013

Unless otherwise determined by a resolution of the Senate:

2.1 Year subjects



2.2 Semester subjects



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

3.1 A subject is considered a credit, and therefore the following provisions apply: A student must pass any subject that is a prerequisite for another subject before he/she may register for the next level of the subject concerned.

- The pass requirements for a specific subject are as follows: A result is determined from a calculated average of tests and assessment opportunities. The minimum pass mark per subject is 50%. The minimum final mark needed to pass a subject with distinction is 75%.
- **Please note that once a student has been granted a reassessment or a special assessment as a result of illness or some other reason, no additional such assessment will be granted.**

3.2 RULES FOR ALL PROGRAMMES: 2013

1. A subminimum mark of 50% for all Engineering programmes accumulated for practical work and projects in specified subjects is compulsory to gain access to the relevant assessment session and to pass the subject. This rule applies to all those subjects identified as such in the study guides.
2. An admission mark of at least 40% is required for main assessments.
3. A reassessment is granted to a candidate who has achieved a final mark of 45% - 49% in a subject. The reassessment of a year subject – covering the subject content of the entire year – takes place directly after the main assessment in November. The reassessment of semester subjects takes place immediately after the main assessment in June, while the reassessment of second-semester and year subjects takes place in November.

3.3 Assessment timetables

3.3.1 Assessment timetables are not mailed to students.

3.3.2 The assessment timetable is published on the central notice-boards and the internet (www.cut.ac.za) in accordance with the year programme.

3.3.3 It is the duty of every student to be fully aware of the dates, times and venues of assessments. CUT accepts no responsibility/liability for any damages, now or in the future, of any nature whatsoever, resulting from or related in any manner to a student's failure to attend an assessment.

3.4 Publication of summative assessment results

3.4.1 Following the summative assessments and in accordance with the year programme, the Assistant Registrar: Assessment and Graduation forwards the summative assessment results to candidates by means of a statement of results. The summative assessment results are also published on the official notice-boards of CUT. No results are supplied telephonically. Assessment results are available on the internet and via the MTN telephone service, but CUT accepts no liability of any nature for the accuracy, correctness or timeliness of these notices. Assessment results on the notice-boards are identified by means of student numbers only so as to protect the privacy of each individual.

3.4.2 With the exception of the official notice of assessment results published by the Assessment and Graduation Unit, no academic or support personnel may divulge summative assessment results to any candidate. CUT accepts no responsibility for any consequences of such unofficial communication of assessment results, nor does it accept any liability whatsoever for any consequences arising from refusal to divulge assessment results.

3.4.3 A candidate who has any CUT fees in arrears or who does not comply with the admission requirements is not entitled to receive his/her final marks in the courses/modules in which he/she enrolled. CUT accepts no responsibility for any consequences arising from the withholding of any results.

3.5 **Supplementary assessment**

3.5.1 Grounds for granting a supplementary assessment

(1) In accordance with the approved rules formulated by the relevant faculty and on completion of the prescribed summative assessment, the assessor may summon a candidate for a supplementary assessment in any course/module as an extension of the original assessment. Such a supplementary assessment is administrated as a whole, at the discretion of the relevant department, provided it does not take place more than four (4) working days after the closing of the summative assessment period announced in the CUT Calendar and/or year programme. If a candidate fails to report for a supplementary assessment, his/her original marks are then confirmed as the summative assessment mark.

(2) No supplementary assessment is granted on the grounds that a student has mistaken the time, date or place of a summative assessment opportunity. This rule applies to all other assessment opportunities, as well as all assignments and projects.

3.5.2 Nature and requirements of supplementary assessment

(1) An assessor may summon a candidate for assessment as an extension of the original summative assessment and this may take the form of an oral, a project or portfolio, or a practical work assessment. The learning aims and achievements covered in such a supplementary assessment are the same as in the preceding summative assessment. The following administrative provisions govern supplementary assessments:

(i) All students who have achieved between 48% and 49% in the summative assessment at the end of a module or unit are also summoned by the assessor for a supplementary assessment to confirm the assessment result.

(ii) A notice with the particulars of candidates summoned for a supplementary assessment is published on the departmental notice-boards within four (4) working days after the conclusion of the summative assessment in question.

(iii) It is the responsibility of the student to be acquainted with a summons to attend a supplementary assessment, in particular the date, time and venue of such assessment. CUT accepts no responsibility/liability in this regard.

(2) The assessor may verbally advise students of the supplementary assessment schedule and it is the responsibility of the student to ask the assessor about this assessment opportunity. CUT also accepts no responsibility/liability in this regard.

3.6 Reassessment

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

- (1) Reassessment of a year course/module (with two or more units) takes place directly after the summative assessment of the last unit and covers the learning aims and achievements of all units.
- (2) Reassessment shall in all material academic respects conform to the planned summative assessment stipulations of the course/module.
- (3) Reassessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November.
- (4) There is no further assessment additional to a reassessment.

3.6.2 The candidates qualifying for reassessment are identified by the assessor and their names are communicated to the Assistant Registrar: Assessment and Graduation for publication on the central notice-boards at least four (4) working days before the reassessment is to be conducted. Again, it is the responsibility of every student to be acquainted with such notices, and CUT accepts no responsibility in this regard.

3.7 Deferred assessment

3.7.1 This assessment opportunity is offered to a student unable to participate in the scheduled summative assessment session(s) due to illness or on medical grounds or due to special personal circumstances. Deferred assessment sessions are governed by the following administrative rules:

- (1) If needed, they are scheduled immediately or directly following conclusion of the June and November summative assessment schedule.
- (2) A deferred summative assessment may only be considered if the affected student makes a formal application with proof (e.g. medical certificate, etc.) and submits the application to the Assessment and Graduation Unit within three (3) working days after the scheduled summative assessment session of a particular course/module.
- (3) There is no further assessment opportunity additional to a deferred assessment.

3.7.2 The same grounds listed above also apply to an application for a deferred assessment or other assessment opportunity called for and administered within a particular faculty. No deferred assessments are considered or granted on the grounds that a student has mistaken the date, time or place of an assessment

3.7.3 An application for deferred assessment should be lodged on the prescribed form in accordance with policy and procedure, but no later than three (3) working days after the assessment. A medical or other registered professional report or other appropriate credible evidence must support the application, and the report must specifically include the following information:

- (1) The date of professional consultation (applications in cases where the medical practitioner was visited **after** the date of the assessment opportunity will not be considered).

- (2) The severity and duration of the complaint.
- (3) The medical practitioner's opinion on how the reported condition could adversely impact on the student's assessment preparation and/or performance.

3.7.4 If a student qualifies for a deferred assessment opportunity but nevertheless participates in a course/module assessment, he/she loses all rights or claims to a deferred assessment.

3.7.5 Should a student contract a communicable disease (e.g. chicken pox, measles, etc.) during the period of the summative assessment, he/she must consult a medical practitioner immediately to determine whether he/she is medically fit to continue participating in any or all further assessments. If the recommendation is that the student is unable to participate in any assessment(s), the absence will be treated as absence on valid grounds; otherwise arrangements will be made to hold the assessment(s) in a quarantine room.

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

- (1) Only one (1) course/module is outstanding in order for the registered qualification to be awarded.
- (2) The student must have earned an official admission mark for the course/module and must have unsuccessfully participated during his/her final year of study in the course/module outstanding for the qualification to be awarded. In cases where CUT does not offer a course/module or where courses/modules are presented in cycles over a year or longer, special permission may be granted by the faculty for a special assessment opportunity if the course/module was offered before.

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

A student who requires only one (1) course/module at the end of an academic year and who qualifies for assessment in the subject during his/her final year of study will qualify for a special assessment. If a student qualifies for a first-semester course/module, the existing course mark will be carried over.

- (3) A candidate must apply in writing at the Assessment and Graduation Unit for a special assessment opportunity (on form LS124.3) or must submit his/her application by registered mail. ***An administrative fee is payable before any application will be processed***
- (4) All applications for a special assessment opportunity must reach the Assessment and Graduation Unit within two (2) weeks after publication of the assessment outcomes/results. CUT will not change this time stipulation on any account.

3.7.7 Scheduling of deferred and special assessments

- (1) Unless the Senate decides otherwise, deferred and special assessments are conducted at the end of each semester.
- (2) Subject to the special circumstances stipulated, the Assistant Registrar: Assessment and Graduation may schedule alternative dates for special assessment opportunities and communicate the dates, times and venues for these opportunities to the affected students.

- (3) Deferred and special assessments shall in all material academic respects conform to the planned summative assessment stipulations of the course/module.

3.7.8 Rules of student conduct during assessments

- (1) All students must be seated 15 (fifteen) minutes before the assessment is scheduled to start.
- (2) No student will be admitted to the assessment venue if more than thirty (30) minutes have elapsed from the published starting time of the assessment. Only students with a valid reason for being late will be allowed into the assessment venue after the starting time.

3.8 **Assessment result/outcome notations**

3.8.1 Assessment result/outcome symbols

All **courses/modules** are assessed and a final mark is awarded. The final mark (irrespective of any numeric value) is coded according to the following approved academic progress symbols:

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

3.8.2 Date of issue of qualifications

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

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

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

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

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

3.8.4.1 National diplomas

3.8.4.2 Degrees

3.8.4.3 MTech degrees

3.8.4.4 DTech degrees

3.8.4.5 PhD degrees

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

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

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

3.9 **Academic review of student progress**

3.9.1 Unsatisfactory academic progress

3.9.1.1 A student is considered to be academically unsuccessful:

- When a first-year student failed all his/her subjects;
- When a senior student failed 50% of credits for subjects enrolled for in two consecutive attempts and/or cancelled some or all courses/modules after registration control day.

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

3.9.1.3 Part-time students must complete the qualification in double the minimum study period allowed. This means that a three year qualification for example, must be completed within the maximum period of six years by part-time students.

3.9.1.4 Students must, however, note that if the qualification is phased out, Senate will decide on ad hoc arrangements which need to be implemented to resolve the matter.

3.9.2 Prognosis of unsatisfactory academic progress

A student is identified as “academically at risk” on the basis of the same criteria as stipulated in par. 3.9.1, but applied only to the continuous assessment marks as on the third Monday in April (for the first semester) and September (for the second semester) or the working day immediately thereafter. To make this determination, faculties must ensure that each student have a continuous assessment mark on official database.

3.10 **Procedure for student objections or appeals**

The following objection or appeal procedure is available to students against whom the Assessment Working Group or the faculty invoked the academic progress support as outlined in the assessment manual:

- (1) Supported by the relevant evidence a student may lodge a written objection to the Access and Admission Working Group regarding the decision.
- (2) Student objections must be lodged no later than the dates specified below, or the last working day before then. Alternative dates may be published in the year programme.

Courses/modules offered during the first semester and the entire year	21 January
Courses/modules offered during the second semester	10 July

- (3) On receipt of an appeal or objection, the Access and Admission Working Group will convene an Appeal Committee meeting.
- (4) When considering objections or appeals, the Appeal Committee takes the following factors into account:
 - (i) The academic ability of the student, as measured by his/her academic record, , as well as the time limit allowed for completion of the courses/modules prescribed by the curriculum or the enrolment contract;
 - (ii) The institutional duty to encourage and support the following:
 - (a) Student success, even if based on reduced learning targets, and/or
 - (b) Student compliance with contractual obligations
 - (iii) If applicable, the current enrolment against any enrolment limits, if any, and in this regard the Appeal Committee has no authority to adjust the existing enrolment limits.
- (5) The Assessment and Graduation Unit will give the student written notification of the Appeal Committee’s decision and report the outcome to the Access and Admission Working Group.
- (6) A student aggrieved by the decision of the Appeal Committee may lodge a final appeal or objection to the Executive Committee of Senate for a final ruling on the matter.

4. **RE-MARKING**

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

- 4.1 In accordance with the provisions of the *Student Assessment Manual*, should a student feel that an individual assignment/answer script has been marked unfairly or inappropriately, a request for re-marking (on the prescribed form) may be addressed to the Assistant Registrar: Assessment and Graduation within three (3) weeks after publication of the results. ***An administrative fee per subject is payable before any application will be processed.***

- 4.2 An assignment may only be submitted once for re-marking.
- 4.3 If the re-marking culminates in an amended mark or result, that result is the final result.

5. EXTRA TIME DURING ASSESSMENTS

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

- 5.1 A maximum of 15 minutes extra per hour is allowed.
- 5.2 The allocation of extra time is indicated on the diploma/degree/certificate of the student.
- 5.3 Students must apply for extra time at the Wellness Centre, using form LS227.1 (*Application for the granting of extra time or other concessions during officially scheduled tests and/or assessments of the Central University of Technology, Free State*), at least two (2) weeks before classes begin. Applications must be accompanied by supporting documentation.

6. SUBJECT RECOGNITION

- 6.1 In accordance with the *Policy and procedure with regard to subject recognition of prior learning, qualifying for the issuing of a qualification, and recognition of qualifications of South African as well as foreign students*, applicants requesting credit must address a written application on the prescribed form to the Assistant Registrar: Assessment and Graduation. Satisfactory documentary evidence in support of such applications must be provided. ***An administrative fee per subject is payable before any application will be processed.***
- 6.2 “The holder of a University qualification certificate must have
- (a) Complied with the admission requirements for the qualification, including the admission requirements of the courses/module prescribed for the qualification;
 - (b) Been assessed and found competent in all the competences and skills prescribed for the qualification;
 - (c) Completed more than 50% of the credits of the prescribed courses/modules for the qualification with the University; and
 - (d) Completed more than 60% of the credits of the exit or final academic year of the prescribed curriculum for the qualification with the University”.
- 6.3 Final dates for the submission of applications for subject recognition at the Assessment and Graduation Unit:

For registration during semester 1 and for year courses:	20 January
For registration during semester 2:	15 July

7. GENERAL INFORMATION

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

- Publication on central notice-boards
- Results mailed to each candidate (NB: Assessment timetables are not mailed to candidates)
- MTN answering service: 083 123 1000
- Internet: www.cut.ac.za

- 7.2 Please note that it is sometimes necessary to divide large class groups into smaller groups during assessments. Student must consult the individual assessment timetables on the central notice-boards for information on the venue in which the assessment is to be conducted.
- 7.3 No cellular phones are permitted in the venues. The CUT accepts no responsibility/liability for any loss of, or damage to, personal property in assessment venues.
- 7.4 The central notice-boards are situated between the Artec Hall and the Gym Hall.

NB: The building codes are published below for your convenience.

BUILDING CODE	ROOM NUMBER	BUILDING
12	0001, 0003, 0005, 0200, 0222, 0225, 0227, 0229,	Bhp Billiton Building
14	023, 025, 026, 027, 028, 138, 136, 159, 161	Bhp Billiton Building
50	0001	Old Main Hall
52		Dirk Coetzee Building
54		Hotel School
58	0100	Boet Troskie: Hall
58	0000	Boet Troskie: Cellar
77	0105, 0109, 0110, 0111	Distance Education – Former BCE
78	0110, 0114, 0117	Faculty: Management Sciences
81	0001	Artec Hall

CHAPTER 10

LIBRARY AND INFORMATION SERVICES RULES

1. DEFINITIONS AND ABBREVIATIONS

“CUT” Central University of Technology, Free State

“LIS” Library and Information Services

“ERAC” Electronic Resource Access Centre

2. PURPOSE OF REGULATIONS

To ensure that clients are aware of the rules pertaining to Library and Information Services (LIS).

3. REGULATIONS

3.1 Access

- 3.1.1 All LIS clients must at all times be in possession of a valid CUT personnel or student identity card. Unauthorised use of another person's identity card is a punishable offence (see CUT Calendar: Disciplinary Rules for Students, Fine System, and Offences: Lending/borrowing of personnel/student card – R200.00). If a card is lost or misplaced, the loss must be reported immediately at the library issuing desk and to the Protection Services Unit.
- 3.1.2 Books and other library material will be issued only to the holder of a valid CUT personnel or student card.
- 3.1.3 Any person entering the library for a legitimate reason other than to study or conduct research – e.g. to attend a meeting or perform maintenance work – will be issued with a visitor's card at the issuing desk.
- 3.1.4 No CUT student or staff member will be issued with a visitor's card to access the library.
- 3.1.5 An external client (neither a student nor staff member of CUT) may apply for library membership at the issuing desk. Such an applicant will be required to pay a fee covering membership, the production of an identity card, and a refundable deposit as prescribed from time to time, as well as an annual membership fee.
- 3.1.6 An external client's membership card is not transferable for use in the library.
- 3.1.7 Any person taking a bag or other property or possessions into the library does so at his or her own risk.

3.2 **General conduct**

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

3.3 **Loans and returns**

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

3.4 **Facilities and information**

- 3.4.1 Study space may not be reserved. Any person leaving books or personal property unattended does so at his or her own risk.
- 3.4.2 The rules and regulations pertaining to the study cubicles and buzz rooms are available from the office of the person in charge of circulations.
- 3.4.3 The rules and regulations pertaining to the Electronic Resource Access Centre (ERAC), as set out in paragraph 3.9 of this document, are on display at the ERAC.
- 3.4.4 All LIS rules, as well as the Protection Services rule regarding the demanding of identification (see CUT Calendar 2013: Protection Services Rules), are applicable to the 24-hour study rooms.
- 3.4.5 Group discussions are not permitted on levels 1, 2 or 3 of the library. Only the 24-hour study rooms may be used for this purpose.

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

3.5 **Fines**

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

3.5.1 Payment of fines

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

- 3.5.1.7.3 A new copy of the same edition or a more recent edition of the lost material may be accepted in lieu of the replacement cost, but the client may still be held accountable for the processing and administrative costs.
- 3.5.1.7.4 All materials that are lost or not returned to the library remain the property of LIS and must be returned immediately to LIS in the event of recovery.

3.6 **Offences**

- 3.6.1 It is an offence to remove books or any other library material, to attempt to obtain such material, or to gain access to the library under false pretences or fraudulently, to deliberately misplace books in the library, or to damage library material.
- 3.6.2 Other offences include the damaging of books, journals, study-collection documents or any other library material, and the disfiguring of library material by means of writing therein or thereon, underlining therein, or any form of marking thereof.
- 3.6.3 Violating any rule in respect of LIS may lead to disciplinary action against the transgressor in accordance with the CUT disciplinary procedures, policies rules and regulations. In cases where misconduct can be proved, one or more of the following measures may be enforced (this is not an exclusive list):
- 3.6.3.1 Suspension of the transgressor's right to access the library permanently or for a specific period of time;
- 3.6.3.2 Payment of replacement and processing costs (R100.00) and/or a fine as determined by the University Librarian.

3.7 **General rules**

- 3.7.1 No apparatus that could cause a disturbance to others in the library – e.g. cellphones and iPods – may be used. All such devices must therefore be switched off before entering the library.
- 3.7.2 No food or beverages (including tea, coffee, soft drinks or alcohol) may be brought into the library building.
- 3.7.3 The library is a smoke-free building. In accordance with the CUT Smoking Policy, no person may smoke within the building.
- 3.7.4 No item of furniture or equipment may be removed from the library or be shifted within the building.
- 3.7.5 No firearms may be taken into the library building.
- 3.7.6 With the exception of guide dogs and other assistance dogs for persons with disabilities, no pets or other animals are allowed in the library.
- 3.7.7 No posters or documents may be affixed to the walls or notice-boards of the library unless the necessary steps have been followed and written permission has been obtained from the relevant CUT official, in accordance with CUT's policies, rules and procedures.

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

3.8 **Other offences**

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

- 3.8.1.1 Failure to switch off apparatus that could cause a disturbance, e.g. a cellphone or other electronic device
- 3.8.1.2 Excessive noise
- 3.8.1.3 Eating and/or drinking in the library
- 3.8.1.4 Moving of furniture or equipment in the library
- 3.8.1.5 Littering in the library

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

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

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

3.9 **Electronic Resource Access Centre**

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

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

3.9.2 According to the *LIS Rules*:

- LIS clients must be considerate at all times and may not intrude on the rights of other users with regard to access to space and materials or with regard to noise or conduct in general.
- LIS clients are expected to be courteous towards their fellow library users:
 - No person is allowed to work for more than two (2) consecutive hours on a computer at any given time.
 - A maximum of two (2) people are allowed to work on a single computer station at any one time.

Enforcement

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

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

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

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

4. PROCEDURE FOR IMPLEMENTING THE REGULATIONS

The regulations above stipulate the applicable procedure.

5. RELATED DOCUMENTS

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

6. COMPLIANCE OFFICER

Deputy Vice-Chancellor: Academic

7. RESPONSIBLE OFFICER(S)

University Librarian
 Persons in charge of the various LIS functions

CHAPTER 11

CODE OF CONDUCT FOR STUDENTS

1. POLICY PRINCIPLES

- 1.1 The Students' Representative Council (SRC) and all registered students of the Central University of Technology, Free State (CUT) endorse the principles of the freedom of individuals as contained in the Constitution of the Republic of South Africa, Act 108 of 1996 (the Constitution) and other legislation of the Republic of South Africa.
- 1.2 Notwithstanding the right of each person to participate in gatherings, to argue/contend, and to submit petitions together with others in a peaceful and unarmed way, any person who is guilty of the following conduct on CUT property exposes himself or herself to disciplinary action:
- (i) Using language, documents or behaviour that incite emotions, are insulting in nature, or give offence to others;
 - (ii) Defacing CUT property by applying slogans or graffiti in places other than those that have been agreed upon;
 - (iii) Displaying or carrying firearms or any other dangerous objects on CUT property, other than with the prior written authorisation of CUT management;
 - (iv) Any form of blackmail or extortion;
 - (v) Any action that hinders, hampers, disrupts, defers, delays or upsets orderly academic tuition, administration and normal student activity on CUT property, or which causes damage to any property of CUT or any property on CUT premises;
 - (vi) Instigating, inciting, prompting or stimulating others to carry out any action that hinders, hampers, disrupts, defers, delays or upsets orderly academic tuition, administration and normal student activity on CUT premises, or which causes damage to any property of CUT or any property on CUT premises;
 - (vii) Being present on any CUT campus or premises, except as is reasonably necessary for such student to receive academic tuition, or to have essential personal contact with the administration of CUT, or to participate in normal student activities;
 - (viii) Failing to air any grievances, objections or complaints through use of the existing prescribed policies, rules, regulations, procedures and processes;
 - (ix) Harassing, assaulting, or threatening to hurt or harm an employee, student or visitor during a protest action;
 - (x) Propagating and/or encouraging violence;
 - (xi) Propagating and/or encouraging hatred based on race, ethnicity, gender, beliefs, sexual orientation or any other aspect;

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

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

2. DEFINITIONS AND ABBREVIATIONS

“SRC” Students’ Representative Council

“CUT” Central University of Technology, Free State

3. PRINCIPLES

- 3.1 All CUT students have the right to participate in CUT programmes without being exposed to inappropriate behaviour that may negatively affect the teaching and learning processes or the wellbeing of all individuals concerned.
- 3.2 Students have a responsibility to promote and foster positive behaviour.
- 3.3 Whenever possible, every effort should be made to resolve conflict or misunderstanding through discussion and mediation before formal procedures are invoked.
- 3.4 The overarching obligation of all students is to act in the best interests of the CUT community at all times.

4. PROCEDURES

4.1 Student protests and control measures

- 4.1.1 No student protest may be held before the SRC has discussed the reason for the protest with the executive in charge of Student Services and/or other representative of the CUT Management Committee (Mancom), and a deadlock has been reached.
- 4.1.2 The written declaration of the deadlock shall contain the views of CUT Management and the other concerned parties, as well as the reasons why an agreement could not be reached, and shall be signed by the Mancom representative and other parties.

- 4.1.3 No protest action may occur within two (2) days (excluding CUT recesses, weekends and public holidays) after a deadlock has been reached.

4.2 Processions

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

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

4.3 Demonstrations

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

4.4 **Petitions**

- 4.4.1 A request for the handing over of a petition must be submitted to the executive in charge of Student Services for approval at least two (2) days (excluding CUT recesses, weekends and public holidays) before the planned handing over of the petition.
- 4.4.2 All petitions shall be handed over to the executive in charge of Student Services.
- 4.4.3 Only registered students may sign petitions, with the proviso that the student number appears alongside the signature.

5. **RELATED DOCUMENTS**

Protection Services Rules

Library Services Rules

Sport Rules

CUT Traffic Rules

Student Rules with regard to Academic Assessment

Rules for Bursaries/Loans (Financial Support)

General Student Rules

Residence Rules

Admission Regulations

Student Disciplinary Rules

Grievance Procedure for Students

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

CHAPTER 12

DISCIPLINARY RULES FOR STUDENTS

(Please note that this policy is currently under review and is subject to replacement in 2013)

1. DISCIPLINARY AUTHORITY

- 1.1 The Central University of Technology, Free State (CUT) Council is the highest disciplinary authority at CUT.
- 1.2 The general supervision and control of student discipline is the responsibility of the Vice-Chancellor and Principal, by virtue of the Higher Education Act, Act No. 101 of 1997 (as amended).
- 1.3 By virtue of the powers vested in the Vice-Chancellor and Principal, he may request any personnel member to assist him in the execution of his duties, which include the maintenance of discipline and order within CUT. Thus, all bodies and officials with powers of adjudication shall be appointed and nominated by the Vice-Chancellor and Principal, and shall be directly accountable to the Vice-Chancellor and Principal in the execution of their duties. Notwithstanding any stipulation in the disciplinary rules, the Vice-Chancellor and Principal may revise any disciplinary proceedings *mero motu*.
- 1.4 In all cases where information concerning a student's ailment, condition or problem, which should not be made generally known, is in fact made known to the registered psychologists of the Health and Psychological Services Unit, or comes to their knowledge, such registered psychologists shall be entitled to reveal the information to the Vice-Chancellor and Principal, in accordance with authorisation by virtue of the Medical, Dental and Supplementary Health Services Professions Act, 1974 (Act No. 56 of 1974).
- 1.5 All disciplinary action taken in accordance with paragraph 1.3 shall be reported to Senate by a person nominated by the Vice-Chancellor and Principal.
- 1.6 The general rules of CUT are prescribed by the CUT Council in terms of the Higher Education Act. Violation of these rules or any other student rules, institutional procedures or codes of conduct may lead to disciplinary action, which may include suspension from CUT. In such cases, the name of the student, as well as the particulars of the suspension, shall be reported to any other tertiary institution on request.
- 1.7 Any violation of the general rules shall immediately be reported to the Registrar (with regard to general student misconduct) and to the dean of the faculty concerned (with regard to academic misconduct).
- 1.8 Misconduct by students (depending on the nature and seriousness of the violation) must be dealt with by means of a disciplinary hearing (as contained in these rules), or by means of a disciplinary counselling interview (as contained in the institutional policies and procedures of CUT).

2. DISCIPLINARY AUTHORITY STRUCTURE

2.1 Composition of a Disciplinary Committee

- (a) One of the following disciplinary committees may be used for disciplinary enquiries:
 - (i) Academic Disciplinary Committee
 - (ii) Student Services Disciplinary Committee
- (b) A disciplinary committee, as referred to in paragraph 2.1 (a), shall be constituted by the Vice-Chancellor and Principal or his nominee.
- (c) The Vice-Chancellor and Principal or his nominee shall appoint a prosecutor in accordance with these rules.
- (d) Where a member or members of the committee cannot or may not serve on the panel, the Vice-Chancellor and Principal or his nominee may appoint an alternative member or members to the panel, or reduce the number of committee members accordingly.
- (e) In cases where a student is found guilty after any disciplinary hearing, the applicable panel shall recommend a suitable penalty to the Vice-Chancellor and Principal or a person nominated by him.
- (f) The prosecutor shall inform the student in writing of the penalty, the date of implementation, his/her right to appeal, etc.

2.2 Composition of the Academic Disciplinary Committee

- (a) The Academic Disciplinary Committee shall comprise:
 - The dean of the relevant faculty, as chairperson;
 - The head of department concerned;
 - A member of Institutional Equity; and
 - A member of the SRC, on invitation of the student(s).
- (b) In the absence of the dean, the head of department shall act as chairperson.
- (c) The functions of the Academic Disciplinary Committee shall be as follows:
 - To give a hearing to all disciplinary cases of alleged misconduct during normal academic activities;
 - To give a hearing to all disciplinary cases of alleged misconduct in academic matters related to the classroom in which students may be involved; and
 - To give a hearing to all disciplinary cases that indicate misconduct in academic matters related to the assessment or test venue.
- (d) It shall be the duty of the prosecutor to keep a record of all the disciplinary measures taken by the committee and to report the disciplinary measures to the Vice-Chancellor and Principal and Senate.

2.3 Composition of the Student Services Disciplinary Committee

- (a) The Student Services Disciplinary Committee shall comprise:
- The Deputy Registrar: Student Services as chairperson;
 - A member of Student Services; and
 - A member of Institutional Equity.
- (b) The functions of the Student Services Disciplinary Committee shall be as follows:-
- To give a hearing to all disciplinary cases of alleged misconduct by a student, where such misconduct does not fall within the jurisdiction of the Academic Disciplinary Committee;
 - To give a hearing to all disciplinary cases of alleged misconduct or attempts to perpetrate misconduct on the sports grounds or premises of CUT, or any other case of alleged misconduct in which the name of CUT could be maligned;
 - To give a hearing to all disciplinary cases of alleged misconduct, or attempts to perpetrate misconduct by CUT students, in which the property of CUT, or any personnel of CUT, or any visitor to CUT, or any other property or persons may be involved;
 - To give a hearing to all disciplinary cases of alleged misconduct by residence-dwellers in connection with the control, management and/or use of residence facilities;
 - To give a hearing to all disciplinary cases of alleged misconduct, or attempts to perpetrate misconduct related to the violation of the rules and regulations of any residence;
 - To give a hearing to any allegations concerning non-adherence to a penalty imposed by a disciplinary committee, any disciplinary discussion or any conduct regulation by the chairperson of a disciplinary committee.
- (c) It shall be the duty of the prosecutor to place all disciplinary measures of the committee on record and to report them to the Vice-Chancellor and Principal and Senate.
- (d) If the nature and seriousness of an offence do not, at the discretion of the appointed prosecutor, justify a disciplinary hearing, a disciplinary counselling discussion may be conducted with the student(s) concerned in accordance with the institutional policy and procedures of CUT.
- (e) If the nature and seriousness of an offence do not justify a disciplinary hearing, at the discretion of the appointed prosecutor a disciplinary counselling discussion may be conducted with the student(s) concerned in accordance with the institutional policy and procedures of CUT.

3. DISCIPLINARY MEASURES

- 3.1 In a case where a disciplinary committee finds a student guilty of any form of misconduct, one or more of the following disciplinary measures may be taken, which shall be valid as measures for disciplinary penalties and which do not comprise a *numerus clausus*:
- (i) The student may be permanently suspended from CUT.
 - (ii) The student may be suspended from CUT for a specified period.

- (iii) A subject credit may be withheld from the student where it can be proven that such credit was attained in an improper manner.
 - (iv) A qualification may be withheld from the student where it can be proven that such qualification was attained in an improper manner.
 - (v) The students may be expected to forfeit assessment or semester marks or any other marks attained.
 - (vi) The student may be banned from CUT premises.
 - (vii) The student may be excluded from lectures in any or all subjects and/or from any or all tests and/or assessments of CUT.
 - (viii) The student may be excluded from all or certain CUT activities on a permanent basis or for a specified period.
 - (ix) The student may be dismissed from any post or capacity to which he/she has been appointed.
 - (x) The student may be reprimanded and warned.
 - (xi) The student may be forbidden to keep or drive any type of motor vehicle on CUT premises.
 - (xii) The student may be punished in any other suitable educational and justifiable manner.
 - (xiii) A letter may be sent to the employer and/or parent(s) and/or guardian(s) of the student concerned.
 - (xiv) A fine not exceeding R1 000.00 may be imposed on the student, which amount shall be payable in a manner determined by CUT, and which amount may be charged to the account of the student.
 - (xv) The student may be deprived of the right or privilege of registering for a specific subject.
- 3.2 CUT may suspend any imposed penalty for a period not exceeding 365 days, on condition of good behaviour as determined by CUT, as well as on condition that a similar offence is not committed during that period.
- 3.3 Regardless of whether the penalty imposed on a student in terms of these rules entails the payment of a fine, the repair of damage that has been caused or the execution of some or other action, the student concerned may be banned from CUT by the Vice-Chancellor and Principal of CUT until the payment has been made or the required action has been carried out.
- 3.4 If any action must be taken or any deed must be performed within a certain period according to policy and procedure, such a period shall be calculated by excluding the first day, the last day, and all public and CUT holidays, as well as Saturdays and Sundays.
- 3.5 The income from any fine or payment for repairs or damages caused, imposed in accordance with these rules, shall be paid into the general funds of CUT.

4. PROCEDURES PRIOR TO A DISCIPLINARY HEARING

- 4.1 Any charge of misconduct, excluding academic misconduct, must be conveyed in writing to the Assistant Registrar: Legal and Auxiliary Services within seven days, or within a period which is reasonable under the circumstances, as from the date of the alleged misconduct or within three days, or within such a period as is reasonable under the circumstances, from the day on which the misconduct was brought to the attention of the complainant. In cases of alleged misconduct at a campus other than the main campus, the charge must be lodged with the local co-ordinator, who shall inform the Assistant Registrar: Legal and Auxiliary Services.

- 4.2 The Assistant Registrar: Academic Structure and Student Enrolment Services shall report incidents of academic misconduct in writing to the Assistant Registrar: Legal and Auxiliary Services within three working days, or within a period which is reasonable under the circumstances.
- 4.3 The Vice-Chancellor and Principal or his nominee may introduce any charge *suo motu*.
- 4.4 The Vice-Chancellor and Principal or his nominee shall appoint a prosecutor for the investigation and processing of student misconduct, in general or in a specific case.
- 4.5 It shall be the responsibility of the prosecutor to investigate the nature and seriousness of the case (or to see to the investigation of these aspects), and to make a recommendation concerning the method of dealing with the misconduct. Where a disciplinary hearing is suitable for dealing with the particular form of misconduct, it shall be the responsibility of the prosecutor to convene the specific disciplinary committee.
- 4.6 It shall be the responsibility of the prosecutor to inform all parties concerned of the disciplinary hearing.
- 4.7 It shall be the responsibility of the prosecutor to state the alleged offence and to conduct evidence on behalf of CUT.
- 4.8 The relevant disciplinary committee shall institute a thorough and comprehensive investigation into the alleged misconduct, which shall take place within such period as may be reasonable under the circumstances, after the appointment of the prosecutor.
- 4.9 If the chairperson of a disciplinary committee is of the opinion that the misconduct lies outside his/her jurisdiction, the hearing shall be suspended and the facts of the matter shall be reported to the Vice-Chancellor and Principal or his nominee.
- 4.10 The prosecutor shall serve a notice (in which the charges of alleged misconduct are included) on the student concerned by having it delivered, or by sending it by registered mail, or by delivering it by hand to the student's residential address or to his/her last known residential address, within two days after the issuing of the notice.
- 4.11 The relevant student shall be requested to acknowledge receipt of the notice in writing, in default of which the date, time and place of the serving of the notice shall be recorded and shall be accepted as sufficient proof thereof.
- 4.12 The relevant student shall receive notice to attend the sitting of the disciplinary committee at least two days before the sitting is to be held.
- 4.13 A report of the prosecutor, indicating that notice was given to the student concerned, shall serve as *prima facie* evidence of the student's receipt of such notice.
- 4.14 If the student is a minor, his/her parent(s) or legal guardian(s) must be informed of the charge against the student, if possible.
- 4.15 A student against whom a charge has been laid shall have the right to be supported during the disciplinary hearing by his/her parent(s) or legal guardian(s), or any fellow student, or a legal representative whose presence has been approved in accordance with the Policy on Legal Representation in Tribunals and Disciplinary Hearings.

- 4.16 The prosecutor may hold discussions with the student to obtain the student's reaction to the alleged misconduct, and to determine whether there is merit to the allegations of misconduct.
- 4.17 The charges mentioned in the notice of the disciplinary hearing may be amended at any time. If the amendment entails that the student must prepare a defence other than that required in terms of the previous notice of the disciplinary hearing, any scheduled disciplinary hearing shall be postponed on request for a reasonable period. If the charges are amended after the disciplinary hearing has commenced, the chairperson for the disciplinary hearing may defer the hearing for a reasonable period of time.
- 4.18 All disciplinary hearings shall be held *in camera* and no such proceedings may be made public during the process. However, notice of a penalty imposed due to the defendant having been found guilty may be placed on the notice-boards of CUT according to the discretion of the disciplinary panel.
- 4.19 If the behaviour of the accused or any witness makes it impossible to follow the procedure of a disciplinary committee, the chairperson may issue a rule of order, which may include the removal of such person, and the proceedings may then continue in the person's absence.
- 4.20 Evidence shall be proffered in corroboration of the allegations in a manner reconcilable with the principles of natural justice, which may include the delivery of verbal evidence or the submission of a sworn statement.
- 4.21 An accused person may, at any time or during any procedure of a disciplinary committee, acknowledge his/her guilt with regard to specific matters mentioned in the charge, and such admission of guilt shall serve as proof of the allegations that appear on the charge sheet.
- 4.22 An accused person may be found guilty of misconduct on the grounds of an admission of guilt concerning the misconduct, if such admission of guilt is given freely and voluntarily and corresponds with essential aspects in the charge sheet, or, in cases where the admission of guilt cannot be corroborated, it can be accepted on the grounds of other evidence that proves the guilt of the accused.
- 4.23 Any finding of a disciplinary committee shall be the finding of the majority of the members of the disciplinary committee. The chairperson shall have an ordinary plus a casting vote.
- 4.24 The disciplinary committee shall base its finding of guilty or not guilty on a balance of probability.
- 4.25 The fact that a student has been criminally charged, or found guilty or acquitted of a charge by a court, shall not prevent CUT from taking action against such a student in terms of this procedure.
- 4.26 If a student's registration as a student at CUT is terminated, the termination shall come into effect as from the date determined by the Vice-Chancellor and Principal.

5. DISCIPLINARY HEARING PROCEDURES

- 5.1 At the beginning of the disciplinary hearing, the accused shall be requested to enter his/her plea in respect of the charge.

- 5.2 If the accused refuses to enter a plea, a plea of not guilty shall be noted.
- 5.3 If the accused pleads guilty and the chairperson is of the opinion that the matter is of such a nature that it falls within the jurisdiction of the disciplinary committee to take disciplinary action, he/she may find the accused guilty and institute suitable disciplinary measures.
- 5.4 A plea of guilty may also be submitted to the disciplinary committee in the form of a written declaration in which the accused admits guilt in respect of all charges as stated.
- 5.5 If the accused enters a plea of not guilty, the accused shall make a declaration in which the facts of the charge that he/she is contesting are indicated, and he/she shall announce the basis of his/her defence to the committee.
- 5.6 The chairperson shall inform the accused of his/her duty to state his/her case to each witness, and also in respect of any other kind of evidence delivered against him/her.
- 5.7 If the accused fails to announce the basis of his/her defence, the chairperson and the panel shall have the right to cross-examine the accused in order to determine the basis of his/her defence.
- 5.8 If a member is unable to act during a disciplinary hearing, or is not present, the disciplinary hearing may continue with the remaining members, with the *proviso* that the chairperson must be present. In any other case, the disciplinary hearing shall be deferred or (in cases where the panel must be reconstituted) shall take place *de novo*.
- 5.9 If a student who must appear before the disciplinary hearing fails to appear at the time and place as indicated in the written notice, or subsequently fails to appear at any deferred disciplinary hearing, the disciplinary committee may, in any such case, continue with the consideration of the charge in the absence of such student, if the disciplinary committee is convinced that the student's absence is deliberate and without good reason.
- 5.10 All parties present during the disciplinary hearing must conscientiously carry out the instructions and requests of the chairperson. Should any party deliberately refuse to do so, or deliberately disrupt or hamper the course of the disciplinary hearing in any way, the chairperson shall be entitled to warn the person and/or to have him/her removed and/or to impose a fine not exceeding R100-00, payable at a time and place as determined by the chairperson of the disciplinary panel.
- 5.11 Any student under disciplinary suspension must distance himself/herself from CUT, except for appointments made in order to finalise CUT matters and which have been approved beforehand by the Registrar.

6. DOCUMENTATION

- 6.1 The mechanical record of the proceedings of the disciplinary committee shall be kept by the appointed prosecutor.
- 6.2 The record shall be deemed to be a true reflection of the proceedings of the disciplinary committee.
- 6.3 Details of the charge, the parties concerned, the witnesses who gave evidence, the finding, the disciplinary action taken and the date of implementation shall be filed in a register kept by the Assistant Registrar: Legal and Auxiliary Services for this exclusive purpose.

7. STUDENT RIGHTS

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

- (i) The right to be informed of the nature of the alleged offence;
- (ii) The right to summon witnesses and to cross-examine them;
- (iii) The right to examine any document submitted as evidence;
- (iv) The right to receive a hearing as soon as possible;
- (v) The right to make use of the services of an interpreter to interpret the proceedings in the language of his/her choice, with the *proviso* that such an interpreter must be in the service of CUT and must be available to interpret on the date of the scheduled disciplinary hearing;
- (vi) The right to be represented by any fellow student of CUT, or his/her parent/guardian, or his/her legal representative, whose presence has been approved in accordance with the Policy on Legal Representation in Tribunals and Disciplinary Hearings;
- (vii) The right to receive at least 48 hours' notice of the disciplinary hearing;
- (viii) The right to cite a case in his/her defence;
- (ix) The right to a finding;
- (x) The right to deferment of the consideration of any previous disciplinary record until after he/she has been found guilty;
- (xi) The right to advance extenuating circumstances;
- (xii) The right to lodge an appeal;
- (xiii) The right to be protected against victimisation as a result of any statements and/or allegations and/or actions made or carried out during a disciplinary hearing, or on the grounds of membership of any organisation.

8. ANNOUNCEMENT OF THE FINDING

8.1 After a charge of misconduct has received a hearing, the disciplinary panel shall arrive at a finding of guilty or not guilty. In the case of a conviction, extenuating and aggravating circumstances shall receive a hearing, after which the proceedings shall be adjourned for the assessment of the facts.

8.2 The penalty shall be conveyed in writing to the student concerned or his/her legal representative, if he/she was represented by such during the disciplinary hearing after permission was obtained in accordance with the Policy on Legal Representation in Tribunals and Disciplinary Hearings (to be finalised), who shall acknowledge receipt thereof.

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

8.4 CUT may publicise the findings of any specific case, which may include the announcement thereof to a parent, guardian or sponsor of the student concerned, as well as other tertiary institutions.

9. APPEAL

9.1 If the prosecutor or student is dissatisfied with the findings and/or sanctions of the disciplinary committee, he/she shall have the right to appeal to the Disciplinary Appeal Committee against such findings and/or sanctions.

- 9.2 The Disciplinary Appeal Committee shall comprise:
- (i) A chairperson, who shall be the Registrar, the DVC: Academic or the DVC: Resources and Operations or a similar figure of authority;
 - (ii) Any other assessor(s) appointed by the Vice-Chancellor and Principal or his nominee.
- 9.3 The Disciplinary Appeal Committee shall pronounce a judgement on all cases that have been heard by a disciplinary committee, and in response to which an appeal has been lodged.
- 9.4 The notice of appeal must be presented to the prosecutor no later than 14 days after a finding has been pronounced by the Disciplinary Appeal Committee.
- 9.5 The Disciplinary Appeal Committee shall be appointed by the Vice-Chancellor and Principal or his nominee in accordance with these rules.
- 9.6 The Disciplinary Appeal Committee shall be convened by the appointed prosecutor within 40 days after the prosecutor has received the details concerning the appointment of the Disciplinary Appeal Committee.
- 9.7 In the notice of appeal, the appellant must provide written reasons that state the basis of the appeal.
- 9.8 The other party (respondent) must be informed of the notice of appeal and must be afforded the opportunity to respond in writing to the notice of appeal.
- 9.9 The Disciplinary Appeal Committee must act objectively and shall not comprise the same people who served on the Disciplinary Committee.
- 9.10 During the hearing of the appeal, the Disciplinary Appeal Committee may follow any procedure it deems fit, since it is not bound by the rules of evidence or other technical points or legal forms, and may also gather information with regard to any matter it deems fit according to its discretion, but must –
- (i) Act justly;
 - (ii) Ensure that all documents that will be used by a party in the meeting are made available to the other party.
- 9.11 A full report of the proceedings of the Disciplinary Appeal Committee hearing, as well as all the evidence delivered and relevant correspondence, shall be made available to:
- (i) The members of the Disciplinary Appeal Committee
 - (ii) The appellant
 - (iii) The respondent
- no less than 14 days before the hearing of the appeal.
- 9.12 During the disciplinary hearing of the appeal, the appellant shall be granted the opportunity to argue and discuss with the committee the basis of his/her appeal.
- 9.13 After the committee has considered the material on the basis of which the appellant supports his/her appeal, as well as any material put forward in response thereto, the Disciplinary Appeal Committee must submit to the Vice-Chancellor and Principal or his nominee a recommendation,

together with all relevant documentation, concerning the rejection of the appeal or the upholding thereof, as well as the confirmation of the penalty, or the disregarding or amendment thereof. If necessary, it may be recommended that the case be referred back to the Disciplinary Committee for further investigation.

- 9.14 The finding of the Vice-Chancellor and Principal shall be final, and shall be communicated in writing to the relevant persons.

10. POWERS OF SUSPENSION OF THE VICE-CHANCELLOR AND PRINCIPAL

- 10.1 If the Vice-Chancellor and Principal is of the opinion that a student is guilty of misconduct as defined in these rules, he shall have the competence, should he deem this to be in the best interests of CUT, to order the student to carry out one, more than one, or all of the following actions, for a period deemed fit by the Vice-Chancellor and Principal (not longer than the time needed for the finalisation of any disciplinary proceedings that may be brought against such student in terms of these rules):

- (a) To refrain from attending lectures and classes on any premises occupied by CUT or held by CUT at any locality;
- (b) To refrain from participating in any activity of CUT;
- (c) To refrain from entering any space belonging to CUT or any place under its control, or any part of such a space or place;
- (d) To vacate any CUT residence or any part of any structure under the control of CUT;
- (e) To refrain from entering any CUT residence or any part of any structure under the control of CUT;
- (f) To refrain from bringing any motor vehicle, motorcycle or other mode of transport onto the premises of CUT or any other place that may be under the control of CUT; and/or
- (g) To refrain from committing any act specified by the Vice-Chancellor and Principal and which is related to the nature of the charge.

- 10.2 The Vice-Chancellor and Principal shall not issue an order as specified in paragraph 10.1 unless he is convinced that there is sufficient evidence to corroborate the charges against the student.

- 10.3 A provisional suspension shall be issued, which shall be valid and shall come into immediate effect.

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

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

- 10.6 Any order in terms of paragraph 10.1 shall expire if disciplinary proceedings have not commenced in terms of these rules within 45 days after the order was issued.

11. POWERS OF SUSPENSION OF THE REGISTRAR

- 11.1 If the Registrar is of the opinion that a student is guilty of misconduct as defined in these rules, he shall have the competence, should he deem this to be in the best interests of CUT, to order the student to carry out one, more than one, or all of the following actions:

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

11.2 The Registrar shall:

- (a) Inform the Vice-Chancellor and Principal of any order that has been issued in terms of Rule 11.1, no later than 72 hours after it has been issued. If the Vice-Chancellor and Principal has not issued an order in terms of Rule 10.1 within seven days after receipt of such notice, any order issued in terms of Rule 11.1 of these rules shall consequently fall away. An order of the Vice-Chancellor and Principal in terms of Rule 10.1 shall replace the order that was issued in terms of this Rule;
- (b) Not give an order as envisaged in Rule 11.1, unless he –
 - (i) Has informed the House Committee, if any, of that residence, by means of a written notification delivered to the chairperson or secretary of the House Committee, of any order he intends issuing in terms of Rule 11.1, as well as his reason(s) for intending to issue such an order, notification of which shall be delivered to the chairperson or secretary of the House Committee concerned;
 - (ii) Has informed the student in person or by means of written notification, sent by post or delivered to the address furnished to CUT by the student, of the order he intends issuing in terms of Rule 11.1, as well as his reason(s) for intending to issue said order;
 - (iii) Has given the student a fair opportunity to challenge the reason(s) in person or through the submission of written representations to the Registrar; and
 - (iv) Has given the necessary consideration to whatever has been said or done by the student in order to challenge any reason(s) for the issuing of such an order:

With the *proviso* that it shall not be the duty of the Registrar, before such an order is issued, to provide such information or to offer such an opportunity to the student if the student, despite all efforts by the Registrar to determine his/her place of residence, cannot be located; in which case the order shall be issued by means of being mailed to the address furnished by the student to CUT.

12. ENFORCEMENT OF CERTAIN PENALTIES

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

13. NON-CANCELLATION OF FEES

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

14. FINING SYSTEM

Notwithstanding anything contained in these rules, and without prejudice to CUT’s right to discipline students in accordance with the Disciplinary Policy and Procedures of CUT (to be finalised), the fining system in question shall be applicable to the offences as specified hereunder in paragraph 14.6:

- 14.1 A fine shall be imposed at the scene of the offence.
- 14.2 A fine may only be imposed by senior Protection Services staff.
- 14.3 Fines must be paid at the cashiers of CUT within 30 days of being imposed.
- 14.4 The accused shall have the opportunity of direct a representation to the Deputy Director: Protection Services within eight days after the imposition of the fine. If such representation is unsuccessful, a disciplinary inquiry may be instituted at the request of the accused.
- 14.5 If an accused person fails to pay a fine or to direct a representation, the amount shall be recovered from his/her student account.
- 14.6 The following offences shall be immediately punishable with a fine in accordance with the fining system:

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

CHAPTER 13

GRIEVANCE PROCEDURE

(Please note that this policy is currently under review and is subject to replacement in 2013)

1. DEFINITIONS

1.1 “Grievance”

A grievance refers to any dissatisfaction or sense of injustice experienced by a student in an academic, residence, sport or general campus context, and which is brought in writing to the attention of the Central University of Technology, Free State (CUT), with the following exceptions:

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

2. GENERAL PRINCIPLES

- 2.1 It is to the benefit of both CUT and the students that any grievance, whether individual or in a group context, is dealt with at the lowest possible level.
- 2.2 The grievance procedure shall not be misused in order to effect any change or addition to a CUT rule, or to cause any requirements of such a CUT rule, as applicable to students, to be declared null and void.
- 2.3 The parties concerned shall abide by such action as may appear to be necessary to prevent grievances from arising and to settle any legitimate grievances.
- 2.4 If required, a CUT student may be supported by another registered CUT student when lodging a grievance.

3. Procedure for investigating grievances

- 3.1 As soon as a grievance has been reported, an investigation as set out hereunder is launched in respect of the facts related to the matter.
- 3.2 Before the grievance is processed, the aggrieved person and CUT will have access to all relevant information from all relevant documentation that may be deemed necessary by both parties.
- 3.3 CUT shall not permit any formal disciplinary action to be taken by virtue of the grievance procedure. If disciplinary action is necessary, a bridging process involving the transition of a grievance to a disciplinary action is implemented, as described in this procedure.
- 3.4 In the case of a grievance by a single student, the procedure as set out in par. 3.5 is to be followed. In cases where the same (academic-related) grievance is lodged by more than one student, the procedure as set out in par. 3.5 is to be followed. In cases where the same grievance (related to a residence or to general student affairs) is lodged by more than one student, the procedure as set out in par. 3.6 is to be followed.

3.5 **Stages of the grievance procedure: Individual and collective: Academic grievances**

- (a) In the first instance, the student makes the grievance known to:
 - (i) The head of department concerned, in the event of the grievance being related to an academic matter.
- (b) In cases where the grievance involves two or more students, no more than three students may report the grievance.
- (c) If the grievance is not satisfactorily resolved by the first level of authority, as outlined above, the aggrieved person may refer the matter to the subsequent level of authority:
 - (i) In the case of a grievance related to an academic matter, to the dean of the faculty concerned.
- (d) If a grievance has bearing on the person to whom the grievance is to be reported at the first level of authority, the student may, after having informed the relevant person of his/her intention, report the grievance to the subsequent level of authority (as outlined in par. 3.5 (a)).
- (e) If the grievance is still not satisfactorily resolved by the second level of authority, the student may refer the grievance to the subsequent level of authority:
 - (i) In the case of a grievance related to an academic matter, to the Registrar.
- (f) If the grievance is still not satisfactorily resolved by the third level of authority, the student may refer the grievance to the final level:
 - (i) In the case of a grievance related to an academic matter, to the Vice-Chancellor and Principal (whose decision is final).

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

- (a) Students notify the Students' Representative Council (SRC) in writing of a general grievance involving a group of students. In this documentation, the nature of the grievance and the group of students involved is indicated, together with the names of a maximum of five representatives who shall deal with the grievance further on behalf of the students.
- (b) Within two days after notification of the grievance has been received, the SRC appoints a member or members to convene a meeting with the group representatives to settle the grievance. The main points are noted on the grievance form (LS 52), available from the office of the Registrar, and the SRC must take comprehensive minutes of the meeting.
- (c) After all available evidence has been heard, the presiding officer, who must also be a member of the SRC, reaches a decision and announces such to all parties concerned; with the proviso that the decision falls within the powers of the SRC.

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

4. RULES OF ORDER

- 4.1 At every stage of the grievance, a meeting is arranged at a time convenient for the parties, in order to resolve the grievance. The student and his/her representative and all relevant witnesses attend the meeting and are entitled to give evidence. Where possible, the meeting takes place within two days after the grievance form is completed by the student and handed in to the relevant official as indicated in this set of rules.

- 4.2 The responsible person, at the level where the grievance has been lodged convenes a grievance investigation within two days, if possible, after the *grievance form* is received.
- 4.3 The following persons are to be present during a grievance investigation:
- (a) The responsible official as chairperson;
 - (b) The aggrieved person;
 - (c) The person against whom the grievance has been lodged (if applicable);
 - (d) The aggrieved person's representative (if required);
 - (e) The representative of the person against whom the grievance has been lodged (if required);
 - (f) Relevant witnesses;
 - (g) A member of Institutional Equity.
- 4.4 After ensuring that the details on the *grievance form* are correct, the presiding officer gives a hearing to the statements submitted by those persons present.
- 4.5 The aggrieved person, together with his/her representative, has the right to present his/her case and give evidence, to summon witnesses, and to cross-examine the other person and his/her witnesses.
- 4.6 The parties have the right to hold a caucus during the grievance investigation.
- 4.7 The main points are to be recorded by the chairperson on the grievance form.
- 4.8 If the chairperson wishes or is obliged to consult with any official structure or person(s) (depending on the nature and seriousness of the grievance), the chairperson may defer the proceedings pending the finalisation of such consultation, and shall reschedule the grievance meeting as soon as possible after completion of the appropriate consultation.
- 4.9 Once all available evidence has been heard, the presiding officer reaches a decision, which is announced to the parties concerned.

5. FINALISATION OF THE GRIEVANCE INVESTIGATION

- 5.1 If a satisfactory solution has been reached, the presiding officer requests that the aggrieved person and his/her representative indicate their acceptance of the decision by signing the *grievance form* in the appropriate space.
- 5.2 If a satisfactory solution has not been reached within two working days after the original grievance investigation, the presiding officer makes a note in the appropriate space on the *grievance form* that a solution or agreement could not be reached.
- 5.3 The completed documentation of the grievance investigation may then be referred by the student to the successive levels until the last level of the grievance procedure has been reached, at which point the matter is deemed to have been finalised.

6. STATUS QUO

- 6.1 By virtue of this procedure, CUT reserves the right to preserve all practices affecting the aggrieved student throughout the course of the grievance process.

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

7. TRANSITION OF A GRIEVANCE TO DISCIPLINARY ACTION

- 7.1 If the House Committee member (or any other presiding officer administering the grievance at any level) determines that disciplinary action should be taken on the grounds of the particulars of the matter in question, the grievance is bridged in order to effect a transition to disciplinary action, and the matter is accordingly referred to the Assistant Registrar: Legal and Auxiliary Services.

CHAPTER 14

TRAFFIC RULES

1. DEFINITIONS

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

2. PREMISES OF CUT

Section 1

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

Section 2

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

3. PARKING PRIVILEGES

Section 3

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

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

Section 4

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

Section 5

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

Section 6

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

4. RESPONSIBILITIES OF AUTHORISED PERSONS

Section 7

An officer or other authorised person can:

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

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

5. DRIVING RULES

Section 8

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

6. PARKING RULES

Section 9

- 6.1 Except on the instruction of an officer or due to other circumstances beyond the control of the driver, nobody may stop or park a vehicle/motorcycle/bicycle:
 - 6.1.1 Where it is prohibited to do so by a road traffic sign;
 - 6.1.2 In any place where it constitutes or is likely to constitute a danger or a hindrance to other traffic;
 - 6.1.3 Where it obstructs or can obstruct other traffic;

- 6.1.4 Where it hinders or can hinder staff members of CUT in the performance of their duties;
- 6.1.5 Alongside or opposite any other vehicle on a roadway that is less than nine metres wide.

- 6.2 No person may park a motor vehicle:
 - 6.2.1 In conflict with a road traffic sign;
 - 6.2.2 In front of a vehicle entrance;
 - 6.2.3 In front of the entrance to a garage or a carport, except if this is the normal place for the vehicle to be parked;
 - 6.2.4 In a parking area where the vehicle can hinder the free thoroughfare of traffic entering or leaving the area;
 - 6.2.5 In a reserved parking area or parking space.

- 6.3 Bicycles may not be operated on sidewalks, lawn areas or other areas not accessible by motor vehicles. Bicycles may not be taken into any building, except a person's room or an approved storage area. Bicycles must be parked in bicycle racks to promote maximum safety and security and minimum environmental damage. They are not to be locked, chained or leaned against handrails, trees, shrubs, bushes or other features of the CUT landscape in a way that will cause damage to CUT property or interfere with pedestrians or vehicular traffic or the work responsibilities of CUT employees. Bicycles found in violation are subject to ticketing and/or impoundment.

- 6.4 Persons who are granted permission to park a motor vehicle/motorcycle/bicycle on CUT premises may only park in those places that have been allocated to them.

- 6.5 Any disabled member of the CUT community or visitor to the campus is afforded primary consideration when it comes to parking. A Ministry of Transportation: Disabled Persons parking permit or any other relevant provincial permit/licence is required in this regard.

- 6.6 A staff member or student who out of necessity has to park in a place other than an allocated parking area or in conflict with a road traffic sign (such as for medical reasons, etc.), must obtain prior permission in this regard from the Protection Services Unit.

- 6.7 A staff member or student or any other person who rides a bicycle may not chain the bicycle to any fence or pole on CUT premises, and may only use the bicycle racks that have been provided specially for this purpose.

- 6.8 Location of disabled/wheelchair parking spaces:
 - 6.8.1 At the Boet Troskie Hall and the parking spaces at the entrances to all faculties.

- 6.9 Parking spaces for visitors may under no circumstances be used by staff members or students.

7. PENALTIES

Section 10

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

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

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

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

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

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

CHAPTER 15

RULES OF THE PROTECTION SERVICES UNIT

(Please note that this policy is currently under review and is subject to replacement in 2013)

1. GENERAL

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

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

2. DEFINITIONS

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

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

3. DEPUTY DIRECTOR: PROTECTION SERVICES

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

4. APPOINTMENT

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

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

5. OTHER VIOLATIONS

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

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

6. FIRE PROTECTION

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

7. LOST PROPERTY

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

8. OFFENDERS

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

9. MENTALLY ILL PERSONS

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

10. PROTECTION OF CIVIL RIGHTS

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

11. DEMANDING OF IDENTIFICATION

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

12. IMPOUNDING OF MOTOR VEHICLES

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

13. SAFETY VIOLATIONS

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

equipment or programs in order to gain access to and/or copy information or records that are the property of CUT.

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

neglect to pick up and remove the excrement, manure or solid waste of any such animal from the developed areas or gardens, and to dispose of such waste in a suitable manner.

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

14. ALCOHOL

- (a) Unlawful use of alcohol: No consumption, sale or possession of alcohol is permitted on campus, unless written permission has been received from the Deputy Director: Protection Services in accordance with the policies and procedures of CUT.

- (b) No person under the age of 18 years may possess and/or consume alcohol on campus.
- (c) No person may supply alcohol to another person on campus under the age of 18 years.
- (d) No person may possess, consume or distribute alcohol on campus, unless otherwise determined by this section. The lawful possession and responsible consumption of alcohol is permitted under the following circumstances:
 - During scheduled activities approved by CUT at campus facilities that have been properly licensed for the consumption of alcohol, subject to the rules applicable to such facilities;
 - During activities at another venue if the Vice-Chancellor and Principal or a designated person has given specific written permission for the consumption of alcohol during the activity and if a special liquor licence is in force at the venue.

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

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

15. DISORDERLY CONDUCT

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

when a Protection Services officer makes an appearance, and a person refusing to identify himself/herself or deliberately trying to hide or conceal some or other object. Except in cases where the person flees or some or other circumstance makes it practically impossible, a Protection Services officer, before arresting a person for an offence in terms of this section, should give the person an opportunity to prove that there is no reason for more caution than would otherwise be justified, by asking for identification and an explanation of the person's presence and conduct.

16. DRUGS AND WEAPONS

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

17. PROMULGATION OF PROCEDURES, RULES AND REGULATIONS

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

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

18. **DISCIPLINE**

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

CHAPTER 16

RESIDENCE RULES

(Please note that this policy is currently under review and is subject to replacement in 2013)

The residence rules are available on request from the Manager: Residences and also from the Institutional Regulatory Code (IRC) Office (Room 102, ZR Mahabane Building; Tel. 051-5073057).

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

1. General information, rules and conditions

- 1.1 Only students who have been accepted academically by the Central University of Technology, Free State (CUT) and who have received written confirmation of such academic acceptance from CUT may apply for accommodation in a residence. This is inclusive of students who arrive in January and have not received written confirmation. Such students should present their enrolment forms or confirmation from the faculty of such academic acceptance.
- 1.2 Applications for residence accommodation by students who have not been accepted academically will not be considered.
- 1.3 The date of payment appearing on the deposit slip is presumed to be the date of signing of the *application form*, and placements will be made strictly according to this date. For students who have an approved bursary/loan, the date appearing on the stamp of the Student Accounts, Bursaries and Loans Unit is presumed to be the date of signing of the application form.
- 1.4 A copy of the **bank deposit slip / CUT receipt** as proof of payment of the application fee must accompany the application form, otherwise the application will not be processed or considered. **The student must keep a certified copy of the deposit slip in a safe place.**
- 1.5 Placements will be made according to the date of payment indicated on the deposit slip or the date appearing on the stamp of the Student Accounts, Bursaries and Loans Unit, subject to the following conditions:
 - 1.5.1 If no accommodation is available, students will be placed in residences in accordance with a waiting-list. It is the responsibility of students to contact the Residences Unit (Tel. 051-5073158 during working hours) in this regard.
- 1.6 The residence application fee will only be refunded in cases where a student's name appears on the waiting-list but CUT is unable to provide accommodation for that student in a CUT residence.

2. Finance

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

2.3 Accommodation fees do not include house levies.

3. Placement

3.1 A student who has applied for residence accommodation but fails to report to the residence within FOUR (4) days after the date of enrolment, forfeits his/her place automatically and without further notice. A student who knows that he/she will be reporting to the residence after that date must notify the manager of the residence in question or the Residences Unit within said four days after the date of enrolment, so as to avoid forfeiting his/her place.

3.2 Students who have already applied and whose names appear on the list of the relevant residence must report to the residence ONE (1) day prior to the official enrolment date.

3.3 Senior students living in residences and applying for the next year have preference as far as placement is concerned, up until 30 August of the current year. Senior students who have not applied for residence accommodation prior to the aforementioned date are considered along with new senior and first-year students in order of the date of payment appearing on the deposit slip. Senior students living in residences and applying for the second semester have preference as far as placement is concerned, up until 30 April of the current year.

4. Exclusions

4.1 CUT may deny a student admission or readmission to a residence for the following reasons, which do not constitute an exclusive category, and in accordance with the applicable rules:

4.1.1 Misconduct in the residence, if a student is found guilty thereof in a disciplinary hearing.

4.1.2 Causing trouble in the residence.

4.1.3 Non-payment of an account.

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

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

5. Indemnification of CUT

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

6. Suspension of residence accommodation

Students wishing to suspend their residence accommodation must complete the *cancellation form* (currently *form LS 150*) in triplicate, in accordance with the provisions of the applicable rules. These forms are available from the office of the Residences Unit. The forms must be completed and signed by the manager of the residence in question before being submitted by the student to the **Academic Structure and Student Enrolment Services Unit in the case of both residence and academic suspension, and to the Residences Unit in the case of residence suspension only.**

7. Responsibilities of residents

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

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

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

CHAPTER 17

CONSTITUTION OF THE STUDENTS' REPRESENTATIVE COUNCIL (SRC)

1. DEFINITIONS AND ABBREVIATIONS

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

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

- xiv) **“Organisational report”** means how the Students’ Representative Council performed as a structure of governance and management of student issues;
- xv) **“Political report”** means the state of institutional politics regarding student issues; an overview of current affairs directly or indirectly affecting the youth, students and potential students in respect of higher education;
- xvi) **“Principal”** means the chief executive and accounting officer of the Central University of Technology, Free State and the person who is responsible for the management and administration of the Central University of Technology, Free State, and includes a vice-chancellor and a rector;
- xvii) **“Revision”** vs. **“amendment”** of the Constitution: revision being an entire overhaul review of every clause, including the underlying principles, vs. amendments that are made to one or two clauses only.
- xviii) **“Rules”** means the institutional rules of the Central University of Technology, Free State formulated in terms of Section 32 of the Act;
- xix) **“Rules of Order for committee members”** means the Standard Rules of Order as approved by the Council, which are applicable to the SRC, unless inconsistent with the context;
- xx) **“Sabbatical”** means the person elected to the portfolio of Student Sabbatical and who, for the duration of his/her term, serves as the Secretary-General of the SRC; whose term of office extends from January to December of the applicable year; who must be registered as a full-time year student; who is already in possession of an academic qualification; and who complies with all the requirements;
- xxi) **“Semester”** means one half of a calendar year approved by the Council on the recommendation of the Senate, for the academic activities of the Central University of Technology, Free State;
- xxii) **“Simple majority”** means more than half of the votes cast, excluding abstentions;
- xxiii) **“SRC”** means the Students’ Representative Council of the Central University of Technology, Free State as democratically elected by students in terms of this Constitution;
- xxiv) **“SRC Code of Conduct”** means the Code of Conduct of the Students’ Representative Council of the Central University of Technology, Free State, as approved by the Central University of Technology, Free State;
- xxv) **“SRC meeting”** means a meeting of the Students’ Representative Council as scheduled in the Year Programme of the Central University of Technology, Free State, or any urgent meeting scheduled in accordance with this Constitution;
- xxvi) **“Statute”** means the Institutional Statute of the Central University of Technology, Free State;
- xxvii) **“Student”** means a person registered for a course/module or qualification at the Central University of Technology, Free State;

xxviii) **“Student activities”** means all academic activities and extracurricular activities of the Central University of Technology, Free State;

xxix) **“Valid student card”** means the latest endorsed student card, which is acceptable to the Central University of Technology, Free State.

1.2 Unless otherwise indicated in this Constitution, if a quorum or required majority of votes is expressed as a mathematical fraction and it happens that the consequent quorum or majority is not an integral number, the next greater integral number shall constitute the quorum or majority of votes.

1.3 In this Constitution, unless there is something in the context that repudiates such construction, words denoting the masculine gender or singular number shall be construed to include the feminine and plural respectively and *vice versa*.

1.4 Interpretation: The correct interpretation of this Constitution is vested with the Registrar.

2. PURPOSE

2.1 The SRC has been established in order to ensure that communication with all students occurs through a representative student body, and that such representative student body pledges to uphold the pursuit of academic freedom at CUT.

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

3. COMPOSITION

3.1 The SRC shall consist of not more than 25 and not fewer than 12 members.

3.2 The Sabbatical of the SRC shall serve as secretary at meetings of the SRC.

3.3 The SRC comprises the following:

Institutional SRC

President

Deputy President

Sabbatical/Secretary-General

Finance Officer

Bloemfontein Campus

(i) Campus President

(ii) Vice-President

(iii) Sabbatical/Secretary-General

(iv) Finance Officer

(v) Academic Officer

(vi) Constitution and Legal Affairs Officer

(vii) Sport Officer

(viii) Public Relations Officer

- (ix) Residence and Accommodation Officer
- (x) Health and Welfare Officer
- (xi) Projects and Campaign Officer
- (xii) Student Affairs Officer
- (xiii) Equity Officer
- (xiv) Transformation Officer

Welkom Campus

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

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

4. FUNCTIONS

- 4.1 In accordance with Section 8 of the Statute:
- 4.2 The SRC is the highest body of authority among students, and agreements between the SRC and the CUT Council shall be binding on all students.
- 4.3 The SRC acts on behalf of CUT only with prior approval of the Principal and Vice-Chancellor.
- 4.4 The SRC represents, co-ordinates and promotes student interests and shall be accountable at all times to the student mass.
- 4.5 The SRC must uphold the pursuit of academic freedom, which includes the following:
 - (i) Preserving and promoting the best interests of CUT and the student community in particular;
 - (ii) Performing all duties and responsibilities as agreed upon in meetings of the SRC, within the rules, policies, codes of conduct and procedures of CUT;
 - (iii) Respecting and upholding the Constitution and the Code of Conduct for students and the SRC;
 - (iv) Protecting and promoting the good image of the SRC at all times;
 - (v) Enhancing unity and co-operation among students;
 - (vi) Managing societal and organisational life on campus and rendering assistance, where necessary;
 - (vii) Convening all student general meetings on campus; and
 - (viii) At all times remaining subject to the final authority of the Council.

- 4.6 The SRC shall promote an environment conducive to the holistic development of CUT students, in accordance with the policies, rules, codes of conduct and procedures of CUT.
- 4.7 The SRC shall represent students when involved in discussions with CUT, when serving on any committee of CUT, and during public appearances.
- 4.8 The SRC shall establish such structures, systems and domestic rules as may be necessary for students to articulate and express their opinions on all matters to be dealt with by the SRC on behalf of the students: provided that any such structure established by the SRC shall report to the SRC only and shall have no official CUT status; provided further that the constitutional authority of the SRC is not inhibited in any way, and that the institutional policies, rules, regulations, procedures and codes of conduct of CUT are respected and adhered to at all times. The SRC shall further allocate the budget for all student structures in consultation with the Registrar or his/her nominee.
- 4.9 The SRC shall operate on a non-discriminatory basis, and facilitate a culture of tolerance, peace and reconciliation amongst students.
- 4.10 The SRC shall adhere to, and ensure the implementation of, the approved Language Policy of CUT in all documents and activities of the SRC.
- 4.11 The SRC shall promote the transformation of CUT in accordance with the vision of CUT as a university of technology, and assist where possible in the effective implementation of all resolutions of the CUT Council and official authoritative managerial structures, committees, bodies, etc. where such resolutions are applicable to students.
- 4.12 As the SRC is not a legal entity, and with due regard to the Statute, the SRC shall have no contractual capacity or legal competence of any nature on behalf of CUT. However, as a body mandated by all students on registration at CUT to act on their behalf, and in accordance with the Statute, any agreement between the SRC and CUT shall be legally enforceable.
- 4.13 The budget of the SRC shall be administered by CUT, as part of CUT's central budget and in accordance with the financial policies, procedures and rules of CUT. No funds in the SRC budget may be used without the prior written approval of the Registrar or his/her nominee. No request for permission to use funds shall be submitted to the Registrar before being consulted with the SRC Finance Officer, the SRC President and the SRC Sabbatical.
- 4.14 The outgoing SRC member(s) shall be held individually and collectively accountable for all financial irregularities during their term of office.
- 4.15 Any recommendation to the Registrar for the expenditure of funds in the SRC budget must be made in writing after a two-thirds majority resolution has been passed in this regard by the SRC.
- 4.16 The SRC shall present recommendations with regard to the SRC budget for the next financial year to the Registrar on a date and at a time as indicated by the Registrar.
- 4.17 Money collected through fundraising efforts, as approved by CUT, or any other form of income generated by the SRC or any student organisation, must be handed over to CUT, and shall be dealt with in accordance with the policies, procedures, rules, regulations, etc. of CUT. No such funds or income shall be paid out to any member of the SRC or a student organisation.

- 4.18 A financial statement, which must be a true reflection of the state of the SRC's financial affairs, shall be submitted by the SRC to the Registrar at the end of the SRC's term of office.
- 4.19 At every scheduled SRC meeting, a report must be submitted regarding the SRC's use of funds from the SRC budget, and such report shall be available at any time for inspection by any student, as well as the Registrar.
- 4.20 SRC members shall receive an honorarium as determined by CUT from time to time, and such honorarium may be withheld by CUT if the SRC or a particular SRC member has failed to act in accordance with this Constitution and the Code of Conduct, provided that the provision of such honorarium does not imply that the SRC or any member of the SRC is an employee of CUT.
- 4.21 For purposes of the implementation of the Statute, the SRC may arrange, facilitate and co-ordinate student affairs on campus, as authorised in writing by the Registrar.
- 4.22 Members of the SRC are committed, collectively and individually, to:
- (i) Protecting, promoting and maintaining the honour of CUT and its students;
 - (ii) Acting at all times with due regard to the principles of fairness, justice, respectability, unity, dignity and equity;
 - (iii) Assisting in the protection of the basic human rights of all students;
 - (iv) Executing resolutions of the SRC and being accountable to the SRC and the student mass;
 - (v) Striving for co-operation and communication between the students and other constituencies within CUT, and assisting in the co-ordination of activities that are of common interest to CUT and the students;
 - (vi) Performing the duties and functions as allocated to them by the SRC.
- 4.23 No SRC member other than the President may act as the official SRC spokesperson without the prior approval of the SRC, and no media statements may be made in the name of the SRC without the prior approval of the SRC; provided that all media statements are made with due regard to the policies, procedures, rules and regulations of CUT.
- 4.24 The Institutional President of the SRC and the Institutional Deputy President of the SRC shall represent the students on the CUT Council, and the Institutional President will also represent the SRC externally.

5. MEETINGS

- 5.1 The Rules of Order and the Code of Conduct for committee members are applicable to the SRC, unless inconsistent with the context and/or unless otherwise stipulated in this Constitution.
- 5.2 Except during official CUT holidays, the SRC shall convene a meeting at least once every 21 days, including Saturdays, Sundays and public holidays. The meetings shall be scheduled in advance by the Sabbatical/Secretary-General in the official Year Programme of CUT, which shall be provided by the Sabbatical/Secretary-General to every SRC member at the beginning of his/her term of office. Members shall be notified by the Sabbatical/Secretary-General of the date, time, venue and agenda of every meeting in the form of a letter at least 48 hours prior to such meeting.
- 5.3 An urgent SRC meeting may be convened by the Sabbatical/Secretary-General on instruction of the SRC President or the Executive Committee, or on the written request of any four

members of the SRC. Members shall be informed in writing by the Sabbatical/Secretary-General of the date, time, venue and agenda of the urgent meeting at least 12 hours prior to such meeting.

- 5.4 The agenda of an SRC meeting shall be compiled in consultation with members of the SRC, and documents and matters referred by the Registrar to the SRC for comments or action must be placed on the agenda of the next SRC meeting.
- 5.5 Fifty percent plus one of the SRC members in office shall constitute a quorum. If a quorum is not constituted, the meeting shall be postponed and rescheduled.
- 5.6 Absence from an SRC meeting, as scheduled in the CUT Year Programme, may constitute misconduct if no valid reason for such absence can be provided in writing to the Registrar or his/her nominee.
- 5.7 Decisions of the SRC shall be taken by means of a simple majority of votes.
- 5.8 All decisions taken at SRC meetings must be executed before the subsequent meeting.
- 5.9 The Sabbatical/Secretary-General of the SRC shall ensure that minutes of the proceedings of each SRC meeting are kept and that they are made available to the SRC members and the Registrar within seven days after the conclusion of the meeting.
- 5.10 The minutes of an SRC meeting shall be tabled for approval at the next ordinary SRC meeting, and thereafter signed by the chairperson of the previous meeting. The minutes thus approved and signed shall be made available at the reasonable request of any interested party, within five days after approval thereof, in terms hereof.
- 5.11 A student who is not an SRC member may attend a meeting of the SRC after submitting a formal letter containing such request to attend a meeting and once approval has been granted by the SRC, and he/she shall only have such speaking rights as decided upon by the SRC.

6 MASS MEETINGS

- 6.1 The SRC may convene a mass meeting in compliance with the policies, procedures, rules and regulations of CUT.
- 6.2 Notice of the date, time and venue of a mass meeting, as well as the proposed agenda, shall be given to the Registrar and placed on all CUT notice-boards at least seven days prior to such a meeting: provided that the Registrar may condone a shorter notification period if, in his opinion, valid grounds exist for such.
- 6.3 The SRC shall hold at least one mass meeting per semester during their term of office.
- 6.4 The SRC President shall deliver a political report, the SRC Sabbatical/Secretary-General shall deliver an organisational report, and the SRC Finance Officer shall deliver a financial report at the annual general meeting of the SRC.
- 6.5 The SRC President, or in his/her absence a person appointed by the SRC by a majority vote, shall chair a mass meeting. The Sabbatical/Secretary-General of the SRC shall act as secretary at a mass meeting.

- 6.6 Unless inconsistent with the context, CUT's Standard Rules of Order and Code of Conduct shall apply at all mass meetings.
- 6.7 If the SRC receives a written request for a mass meeting, signed by at least 1000 students and accompanied by a written motion for consideration by the meeting, the SRC may, in consultation with the Registrar and in compliance with the policies, procedures, rules, regulations, etc. of CUT, convene a mass meeting: provided that only the issue that necessitated the meeting shall be discussed at such mass meeting; provided further that disciplinary measures may be taken against the students who requested such meeting, if such students should fail to attend the subsequent mass meeting.
- 6.8 An attendance of 5% of all students of CUT shall constitute a quorum at a mass meeting.
- 6.9 If a quorum is not constituted at the meeting, the President shall postpone and reschedule the mass meeting.
- 6.10 A resolution shall be adopted by a simple majority of votes of the students present, except in the case of motions of no confidence, which shall be passed by a two-thirds majority of the votes of the members present at the mass meeting.
- 6.11 Since a mass meeting has decision-making powers, resolutions passed at a mass meeting shall be regarded as a mandate to the SRC.
- 6.12 At the subsequent SRC meeting, the resolutions of the mass meeting shall be discussed by the SRC and the issue shall be dealt with in accordance with the functions of the SRC.
- 6.13 The Sabbatical/Secretary-General of the SRC must make the draft minutes available to the students by means of publication on the notice-boards, and must submit the draft minutes to the Registrar, within seven days after the mass meeting. The notice must also indicate the particulars of the next SRC meeting.
- 6.14 Minutes of the mass meeting shall be confirmed as the first item on the agenda at the subsequent SRC meeting. Students who were present at the particular mass meeting shall be entitled to speaking and voting rights during the approval of the minutes of the mass meeting, after which such students shall be excused from the SRC meeting.
- 6.15 The minutes of a mass meeting during which a motion of no confidence was tabled shall be submitted to the subsequent meeting of the student masses for approval and thereafter signed by the Chairperson. Students who were present at the general meeting in question shall be entitled to speaking and voting rights during the approval of such minutes. The minutes thus approved and signed shall be the only official account of the proceedings of the relevant meeting and shall be available at the reasonable request of any interested party, within seven days after the approval of the minutes.
- 6.16 The Sabbatical/Secretary-General of the SRC shall keep a register of all resolutions of mass meetings, as well as copies of all documents considered by the students during a mass meeting, and this register, including the documents, shall be available at the reasonable request of any interested party.

7. RIGHT TO VOTE

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

8. ELECTIONS

8.1 In accordance with Section 8 of the Statute:

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

8.2 Eligibility

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

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

- 8.3 Procedure for the election of members of the SRC
- 8.3.1 SRC candidates should be nominated, where possible, in the portfolios of their choice.
- 8.3.2 The letter of nomination should contain the following information:
- (i) The full name of the nominee;
 - (ii) The signature and student number of the nominator;
 - (iii) The signatures and student numbers of the persons seconding the nomination;
 - (iv) The signature and student number of the nominee;
 - (v) A recent identity-sized photograph of the nominee.
- 8.3.3 Nominations for all SRC candidates and the Sabbatical/Secretary-General must be compiled properly in writing by a nominator and must be seconded by eight students for each nominee: provided that those seconding must be students with a right to vote in terms of the Constitution of the SRC. If the letter of nomination is defective, the nominator shall be informed immediately, and unless the nominator and his/her seconders rectify the defect within 24 hours after the closing of the nomination, the nomination shall not be accepted.
- 8.3.4 The presiding officer or nominee(s) shall place ballot boxes at central venues on campus: provided that the presiding officer shall seal each ballot box, and that this seal may only be broken by him/her when the votes are counted. Full ballot boxes shall remain at the voting station on campus under secure protection and shall be sealed in the presence of such trustworthy delegates, elected by the candidates, in terms of the agreed procedures.
- 8.3.5 The ballot papers shall include photographs of the faces of all the candidates, if possible.
- 8.3.6 Immediately before opening the elections for voting, the campus presiding officer must show the student agents that the ballot boxes are empty and must thereafter seal the ballot boxes.
- 8.3.7 The outgoing SRC and CUT shall draft an operational plan that will guide the proceedings of the SRC elections.
- 8.3.8 The counting of votes shall begin as soon as possible after the voting polls have closed on campus, in the presence of such individuals as agreed upon between the SRC and the CUT in the operational plan referred to in paragraph 8.3.7 above.
- 8.3.9 The student agents are allowed to observe the proceedings in respect of the voting, the counting of votes, and the declaration of results.
- 8.3.10 A voter may vote for one person in Section A of the ballot paper, for one person in Section B of the ballot paper, and for 12 persons in Section C of the ballot paper at the Bloemfontein Campus. A voter may vote for one person in Section A of the ballot paper, for 1 one person in Section B of the ballot paper, and for six persons in Section C of the ballot paper at the Welkom Campus.
- (i) Section A of the ballot paper is for the SRC President, Section B of the ballot paper is for the Sabbatical/Secretary-General, and Section C of the ballot paper is for the ordinary SRC members.

- 8.3.11 Candidates and voters may not canvass votes in the vicinity of the voting station. Strict measures should be put in place in the vicinity of the voting booths to ensure that the elections are free and fair.
- 8.3.12 Within the boundaries of a venue/voting station, no agent or candidate may:
- (i) Display or distribute any names, pamphlets or posters on election day;
 - (ii) Attempt to induce, influence or persuade any voting delegate to vote or not to vote for any particular candidate.
- 8.3.13 After the votes have been cast, the presiding officer or nominee(s) shall count them.
- 8.3.14 The ballot papers and the document of results shall be signed by the presiding officer and shall be sealed and held in safekeeping for a period of at least 48 hours, for possible revision of the results.
- 8.3.15 If an equal number of votes is drawn by each of the candidates in the final election, the presiding officer must make the results known as such. Another election should then be held according to the prescribed procedure, and if there is a tie, the presiding officer shall cast a deciding vote.
- 8.3.16 The presiding officer shall announce to the meeting the names of the candidates who have been legally nominated, as described above, and shall thereafter publicly announce the results of the election.
- 8.4 Election of the Institutional President and Deputy President
- 8.4.1 The Institutional President of the SRC shall be elected directly by all students across the two CUT campuses, with the candidates who qualify in terms of this Constitution and the Statute coming from both the Bloemfontein and Welkom campuses of CUT.
- 8.4.2 The candidate with the highest number of votes shall be elected as the Institutional President of the SRC and automatically the President of his/her campus. The Institutional Deputy President shall be from the alternative campus.
- 8.4.3 The Institutional President is determined by the total number of votes from both the Bloemfontein and Welkom campuses. In the same way, the Institutional Deputy President is determined by the total number of votes from both the Bloemfontein and Welkom campuses.
- 8.4.4 Other ordinary SRC members shall be democratically elected at their respective campuses, in terms of the procedures as specified above.
- 8.4.5 Nominations for the SRC members shall be seconded by at least three members of the newly elected SRC.
- 8.5 Vacancies
- 8.5.1 When a vacancy arises in the SRC, the person who secured the highest number of votes during the election will be appointed to the SRC. The vacant portfolio will be democratically contested by all interested SRC members. In the event that the newly elected SRC member loses the election contest, he or she will automatically fill the vacancy created by the SRC member who won the contest.

- 8.5.2 The Registrar or his/her nominee shall officiate as the electoral officer. The name of the newly elected SRC member shall be published at both the Bloemfontein and Welkom campuses.
- 8.5.3 When the vacancy of Sabbatical/Secretary-General arises, the person who in the course of the election secured the highest number of votes under Section B of the ballot paper will be appointed to the vacancy.

9. TERM OF OFFICE OF MEMBERS

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

10. SUSPENSION OF MEMBERSHIP

- 10.1 The membership of any member of the SRC shall be automatically terminated if:
- (i) The member is no longer a student at CUT;
 - (ii) The member submits a written resignation to the Registrar;
 - (iii) The member fails to attend three consecutive meetings of the SRC, unless the reasons provided for his/her absence are considered to be valid by the Registrar;
 - (iv) The member's term of office expires;
 - (v) The member has been found guilty of a criminal offence, with no option of a fine, in a criminal court;
 - (vi) The member does not complete his or her year of study successfully and is not promoted to his or her subsequent year of study;
 - (vii) A disciplinary committee of CUT imposes a penalty to the effect that the member is expelled from the SRC.
- 10.2 The Registrar shall inform the SRC and the CUT Council in writing of the date of and reasons for the automatic suspension of the services of an SRC member in accordance with paragraph 10.1.
- 10.3 If a member of the SRC is found guilty of misconduct by a disciplinary committee of CUT, such student's membership of the SRC may be suspended permanently or temporarily, as ruled by the disciplinary committee. Any alleged violation of the student rules by an SRC member must therefore be dealt with in accordance with the official disciplinary rules, policies and procedures of CUT.

- 10.4 Any alleged violation of the Code of Conduct for committee members must be investigated in accordance with the procedures as stipulated in the Code of Conduct for committee members, unless otherwise decided by the Registrar of CUT. Thereafter the SRC may, by way of a majority vote, refer such alleged violation for disciplinary investigation, which may, amongst other possible penalties, result in the expulsion of the SRC member from the SRC.
- 10.5 Any alleged violation of the Rules of Order for committee members must be dealt with in accordance with the stipulations of the Rules of Order for committee members, unless otherwise decided by the Registrar. The President of the SRC may refer persistent violation of the Rules of Order by an SRC member for disciplinary investigation, which may, amongst other possible penalties, result in the expulsion of the SRC member from the SRC.

11. DELEGATIONS

- 11.1 The SRC may not delegate any accountability with regard to the functions and responsibilities of the SRC, as stipulated in this Constitution.
- 11.2 The SRC may delegate responsibility for the execution of any function of the SRC, as stipulated in this Constitution, to any one or more SRC members, on the conditions as decided upon by the SRC at an SRC meeting. Full reports on such delegated responsibilities must be put before the next SRC meeting.
- 11.3 The Executive Committee of the SRC shall have the following delegated powers, which may be withdrawn at any time by the Principal or by a majority decision of the SRC, either wholly or in part:
- (i) To effectively and efficiently exercise those powers delegated to it by the SRC;
 - (ii) To establish and select standing or portfolio committees, which shall be chaired by non-executive members of the SRC, in terms of the Constitution.
 - (iii) To attend to the day-to-day administration of the SRC in representing student matters and interests;
 - (iv) To report regularly to the SRC and the Registrar with regard to its activities, and to promptly provide the SRC and the Registrar with the minutes of all meetings;
 - (v) To promote effective communication within its own ranks, as well as with the SRC, established committees and subcommittees;
 - (vi) To administer all funds received, in accordance with the policies, procedures, rules and regulations of CUT;
 - (vii) To prepare and present quarterly and annual reports on all the activities performed during its term of office;
 - (viii) To keep comprehensive minutes of all its meetings and to submit these, as official minutes, to the SRC;
 - (ix) To ensure maximum distribution or sharing of responsibilities (division of labour) amongst members in order to effectuate broad representation and participation by each member of the SRC;
 - (x) To convene an ordinary meeting or a mass meeting at the request of the SRC and the students. There must be 5% of the student population present at such a mass meeting in order to constitute a quorum;
 - (xi) To receive quarterly reports from all SRC members on all their activities and submit these to the responsible staff member at Student Services, as well as the Registrar;

- (xii) The Executive Committee may reshuffle the portfolios of the SRC for reasons it deems fit. The Sabbatical/Secretary-General shall inform the Registrar in writing of the reasons of such a reshuffle within seven days.

- 11.4 Where an SRC member has been appointed to represent the SRC on an official managerial or governing committee of CUT (including any official board/council/senate/workgroup), such member shall represent the SRC on such committee with full delegated powers, provided that the person's appointment has been executed and performed in accordance with procedures stipulated in the Statute, or by a majority vote of the SRC. An SRC member representing the SRC on such a committee must provide full reports on the activities of such committee at every SRC meeting.

12. PORTFOLIO RESPONSIBILITIES

- 12.1 The SRC members shall be collectively and individually responsible for the proper implementation of and adherence to this Constitution. To this end the SRC must divide tasks and responsibilities among its members in a manner compatible with this Constitution, and resolutions in this regard shall always be passed by way of a majority vote.
- 12.2 The Sabbatical/Secretary-General of the SRC shall keep and update an index of the tasks and responsibilities of each SRC member, as listed in accordance with paragraph 12.1, and must make this list available to every member of the SRC and the Registrar.

13. INTERNAL DISPUTE RESOLUTION

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

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

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

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

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

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

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

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

(iv) Step 4: Further dispute settlement options

- a) If, at the aforesaid meeting or any subsequent meeting, the members are unable to resolve the dispute, any party may refer the dispute for either mediation or arbitration, in which case the Registrar shall act as mediator/arbitrator.
- b) Disputes regarding the interpretation of the SRC Constitution shall be referred by the SRC, via the Registrar, to Legal and Auxiliary Services. If the dispute is not resolved, the matter will be referred to MANCOM. If MANCOM is unable to resolve the dispute, the matter will be referred to the Executive Committee of Council.
- c) Disputes pertaining to matters of policy and principle, as contained in this Constitution, shall be settled by the SRC by means of a majority decision.
- d) The Registrar, or a nominee, shall monitor, facilitate and ensure smooth settlement of any dispute in accordance with the procedures specified in paragraph 13.1 above.
- e) The Institutional SRC shall also serve as the Disciplinary Committee of the SRC and be guided by the SRC Code of Conduct:
- f) The Institutional Sabbatical shall chair the Disciplinary Committee.

14. DISSOLUTION

- 14.1 Council has the authority to dissolve the SRC.

15. AMENDMENT OF THE CONSTITUTION

- 15.1 With due regard to the Act and the Statute, any proposed amendment or addition to, or deletion from, this Constitution must be considered at an SRC meeting.
- 15.2 After consultation with the SRC, the Registrar refers the Constitution to the CUT Council for approval.

16. REGULATIONS, RULES AND PROCEDURES

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

17. RELATED DOCUMENTS

CUT Statute
 CUT Standard Rules of Order
 CUT Code of Conduct for Committee members
 CUT Language Policy

CHAPTER 18

ACADEMIC DRESS

(Please note that this policy is currently under review and is subject to replacement in 2013)

1. PURPOSE/SCOPE OF REGULATIONS

- (a) The purpose of these rules is to regulate academic dress at the Central University of Technology, Free State (CUT).
- (b) These rules are applicable to office-bearers of CUT, as well as academic staff members and persons receiving degrees and diplomas.

2. DIRECTIVES FOR IMPLEMENTING REGULATIONS

- (a) The Registrar is responsible for the contents and implementation of these rules, as well as the revision of the contents thereof as appropriate.
- (b) These rules, or any amendment or addition thereto, are to be approved by Senate.

3. REGULATIONS

3.1 Academic dress of CUT office-bearers

(a) Chancellor

An academic gown of black cashmere with trimming along the edge of each lapel and a square collar of black velvet, edged with 50mm-wide gold braid. The sleeves are in SC style, while each sleeve has three cross-bands of gold braid, each 50mm wide and positioned against a slightly wider background of black velvet. This gown is worn with a cap in the Utrecht pattern, made of black velvet and decorated with a gold button and gold cords.

(b) Vice-Chancellor and Principal

An academic gown of black cashmere with trimming along the edge of each lapel and a square collar of black velvet, edged with 50mm-wide gold braid. The sleeves are in SC style, while each sleeve has two cross-bands of gold braid, each 50mm wide and positioned against a slightly wider background of black velvet. This gown is worn with a cap in the Utrecht pattern, made of black velvet and decorated with a gold button and gold cords.

(c) Deputy Vice-Chancellors

An academic gown of black cashmere with trimming along the edge of each lapel and a square collar of black velvet, edged with 50mm-wide silver braid. The sleeves are lined with black satin and are gathered in front in a silver cord and button, while each sleeve has one cross-band of silver braid, 50mm wide and positioned against a slightly larger background of black velvet. This gown is worn with a cap in the Utrecht pattern, made of black velvet and decorated with a silver button and silver cords.

(d) **Deputy Registrars**

A similar academic gown to that worn by the deputy vice-chancellors, but with the trimming along the edge of each lapel in silver and the collar edged with silver braid 10mm wide, while each sleeve is decorated with a silver cord and button. A black velvet cap, undecorated and made according to the Utrecht pattern, accompanies the gown. To be worn at the official opening of CUT and special functions as deemed necessary.

(e) **Chairperson of Council**

An academic gown of black cashmere with trimming along the edge of each lapel and a square collar of royal blue, edged with gold braid. The sleeves are lined with blue satin and are gathered in front in a gold cord and button. To be worn at the official opening of CUT and special functions as deemed necessary.

(f) **Vice-Chairperson of Council**

An academic gown of black cashmere with trimming along the edge of each lapel and a square collar of royal blue, edged with silver braid. The sleeves are unlined and are gathered in front in a silver cord and button. To be worn at the official opening of CUT and special functions as deemed necessary.

(g) **Chairperson of the Convocation**

An academic gown of black cashmere with trimming of royal blue along each side, and edged with 12mm-wide silver braid. The sleeves, which are unlined, are gathered in front in a silver cord and button. To be worn at the official opening of CUT and special functions as deemed necessary.

(h) **Councillors**

An academic gown of black filling, with 50mm-wide trimming of royal blue along each lapel. The edge of the yoke is trimmed with silver cord and the sleeves reach the wrists. To be worn at the official opening of CUT and special functions as deemed necessary.

(i) **Deans of Faculties**

An academic gown of black cashmere, with trimming along the edge of each lapel, and a square collar in the distinctive colour of the specific faculty. The sleeves, which are lined in the colour of the faculty, are gathered in front in a silver cord and button.

In the centre of the crown of the cap (Utrecht style) is a flat button in the distinctive colour of the wearer's faculty.

(j) Deans

An academic gown of black cashmere, similar to those worn by the deans of the faculties; however the trimming along the edge of each lapel is royal blue, as is the button of the cap (Utrecht style). The sleeves, which are unlined, are gathered in front in a silver cord and button.

(k) Registrar

An academic gown of black cashmere, with trimming along the edge of each lapel, and a square collar of blue velvet. The sleeves, which are lined, are gathered in front in a silver cord and button. A black velvet cap, in the style as worn by the deans and with a blue tassel matching the colour of the gown, is worn.

3.2 Academic dress of academic staff

Staff members are responsible for their own academic dress as prescribed by the institution from which they graduated.

3.3 Academic dress of those receiving degrees and diplomas**(a) Academic gowns**

- (i) For those receiving doctorates, an academic gown of polyester cashmere in Union Jack red, with four-inch facings. This traditional red doctoral gown has long pointed sleeves, gathered with cords and a button in the faculty colour
- (ii) For those receiving master's degrees, honours baccalaureate and baccalaureate degrees, an academic gown of black filling, with the sleeves gathered in front in a loop with a silver cord and a blue button.
- (iii) For those receiving diplomas, the academic gown is manufactured from black filling material, according to the Diplomate style, with flared sleeves.

(b) Academic hoods

- (i) For those receiving doctorates, the hood, which is made according to the Oxford doctoral (full-shape) pattern, is of blue cashmere, lined in the distinctive colour of the faculty bestowing the degree. The lining is folded over at all open edges so that a 12mm-wide facing can be seen on the outside of the hood.

Those receiving doctorates also wear a black mortarboard with a black velvet top, filled crown, and a tassel of mixed silver and blue threads.

- (ii) For those receiving master's degrees, honours baccalaureate degrees, baccalaureate degrees and diplomas, the hood is made according to the Oxford plain pattern.

- (iii) The hoods of those receiving diplomas, baccalaureus technologiae and magister technologiae degrees have the following appearance:

Diploma:	Black with a front inset of 30mm in the faculty colour around the neckband
Baccalaureus Technologiae:	Black, lined in the faculty colour, with a facing of 15mm
Magister Technologiae:	Black, lined in the faculty colour, with a facing of 15mm and a second trimming of 15mm-wide ribbon

(c) **Faculty colours**

Health and Environmental Sciences	Malachite Green
Management Sciences	Peony Red
Engineering and Information Technology	Smalt Blue
Humanities	Pantone Yellow (shade used in CUT logo)

- (d) **CUT colour** Royal Blue