

**GENERAL REGULATIONS  
AND  
INFORMATION**

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## **SECTION A**

### **GENERAL REGULATIONS**

**This section contains the General Regulations (G Regulations) that apply to all faculties of the University of Pretoria.**

**As with other regulations, rules and prescriptions of the University, it is expected of each student to familiarise himself or herself well with these regulations.**

**Ignorance concerning these regulations will not be accepted as an excuse for any transgression.**



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## GENERAL REGULATIONS

*The regulations for degrees, diplomas and certificates here published are subject to change and may be amended prior to the commencement of the following academic year.*

### Definition of terms

For the purposes of these General Regulations, and unless interpreted differently from the context,

- (i) the term “module” also includes the following: semester module and year module; and
- (ii) the term “semester mark” includes the mark awarded/achieved in respect of a module of seven weeks’ duration, as it is normally examined at the end of the semester in which it is presented.
- iii) S = UP Statute
- iv) JS = Joint Statute of the South African Universities

## I. FIRST AND ADVANCED BACHELOR'S DEGREES

### G.1 ADMISSION

1. In order to register for a first bachelor's degree at the University a candidate should
  - (a) be in possession of a National Senior Certificate certified by Umalusi;
  - (b) comply with the particular requirements, prescribed in the admission procedures and faculty regulations of the respective faculties and departments, for admission to particular modules and fields of study.
- 2 **Admission requirements for candidates with a National Senior Certificate (NSC)**
  - (a) The minimum statutory requirement to obtain university entrance is a National Senior Certificate (NSC) certified by Umalusi with an achievement rating of **4** (50-59%) in **four** recognised 20-credit subjects from the designated subject list.  
Please note that Life Orientation is a 10-credit subject.
  - (b) **To be able to gain access to a Faculty and specific programmes prospective students require the appropriate combinations of recognised NSC subjects as well as certain levels of achievement in the said subjects.** In this regard the determination of an admission point score (APS) is explained and a summary of the faculty specific requirements, i.e. the admission point score (APS) per programme and the specific subjects required per programme and their required level of achievement are provided. Take note that there may be additional subject requirements under “Regulations” in the Regulations publication of each Faculty.

(c) **Determination of an Admission Point Score (APS, old M-Score)**

The calculation is simple and based on a candidate's achievement in six 20-credit recognised subjects, by using the NSC ratings, that is the "1 to 7 scale of achievement". Thus, the highest APS that can be achieved is 42.

**Life Orientation** is excluded from the calculation determining the APS required for admission per faculty.

Rating code	Rating	Marks %
7	Outstanding achievement	80-100%
6	Meritorious achievement	70-79%
5	Substantial achievement	60-69%
4	Adequate achievement	50-59%
3	Moderate achievement	40-49%
2	Elementary achievement	30-39%
1	Not achieved	0-29%

Preliminary admission is based on the results obtained in the final Grade 11 examination.

Please note: The final Grade 12 results will be the determining factor with regard to admission.

Alternative admission channels: Candidates with an APS lower than required, or without Mathematics where required, could be considered for admission to a faculty if they meet the additional assessment criteria specified by the University from time to time. Preference will, however, be given to students who comply with the regular admission requirements of the University.

3. A candidate, who does not comply with the requirements in G.1.1(a) above, may also be considered for admission, provided that the candidate
  - (a) is in possession of a certificate deemed by the University to be equivalent to any of the certificates mentioned in G.1.1(a); or
  - (b) is a graduate from another tertiary institution or has been granted the status of a graduate of such an institution; or
  - (c) passes an admissions examination prescribed by the University from time to time.
4. The Senate may limit the number of students allowed to register for a field of study, in which case the dean concerned may, at his or her own discretion, select from the students who qualify for registration those who may be admitted.
5. Subject to other faculty regulations and the stipulations of G.1.3 and G.62, a candidate is admitted to a postgraduate bachelor's degree only if he or she is already in possession of a recognised bachelor's degree.

## **G.2 REGISTRATION**

1. (S.58) A student registers at the University at the time and in a manner determined by the Council from time to time. By virtue of such registration, the student subjects himself or herself to the rules of the University.
2. Registration takes place in accordance with the regulations applicable to the particular degree for which the student registers, and on condition that compliance with the requirements of that degree is the student's responsibility.
3. Subject to exceptions approved by the dean concerned, a student may register for a module only if the official class timetable allows the student to attend all the classes and if there are no test or examination timetable clashes: Provided that this does not apply to students who register for distance education.
4. Subject to exceptions approved by the dean in consultation with the head of the department concerned, a student is not permitted to register for a module later than 15 days after lectures in that quarter or semester have commenced.
5. After the closing dates for amendment to the selection of modules and fields of study, changes may be made only on the recommendation of the head of the department and with the approval of the dean.
6. Registration for a module taken for non-degree or non-diploma purposes may take place only with the approval of the dean.
7. After registration, a student is obliged to pay the fees due on or before the date stipulated by the Council; and a student who cancels his or her registration, is not entitled to any refund and remains liable for the full amount.

## **G.3 RENEWAL OF REGISTRATION**

1. Students of the University are registered for one year of study, or for a shorter period determined in general or in specific cases by the Council. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by the Council from time to time.
2. Re-registration is permitted only
  - (a) in the case of full-time students, if the student has passed at least the equivalent of four semester modules in a particular year of study, and, in the case of after-hours students, distance education students and students who follow an approved extended study programme, if they have passed at least the equivalent of two semester modules – on condition that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted;
  - (b) in the case of full-time students, if the student completes the degree for which he or she is still registered within the prescribed minimum period plus two years and, in the case of after-hours students, distance education students and students who follow an approved extended study programme, if such students still complete their studies within the prescribed minimum period plus three years: provided that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted.

3. A student who does not comply with the requirements in G.3.2 and who seeks readmission to the faculty, may submit a written request to the dean that his or her application for readmission to the faculty be considered in terms of the set procedure.
4. Regulation G.3.2 applies with the necessary changes, to students from other tertiary institutions who register at the University.

#### **G.4 TERMINATION OF REGISTRATION**

A dean may, on the recommendation of a particular faculty committee, cancel the registration of a student or the registration for a module during an academic year, if the student fails to comply with the minimum requirements determined by the faculty board with regard to tests, examinations or any other work – on condition that a student may request that the dean reconsider the decision in terms of the set procedures.

#### **G.5 APPLICATION OF OLD AND NEW REGULATIONS**

1. Should a regulation, according to which a curriculum has been compiled, be amended, a student who has started his or her curriculum under the old regulation and who has not interrupted his or her study, may complete such a curriculum in accordance with the old regulation – on condition that a faculty board may formulate special transitional requirements in order to enable that student to complete his study in accordance with the new regulation.
2. A student who has been registered for a degree programme and
  - (a) who has failed to renew his or her registration for such a degree programme in the ensuing calendar year; or
  - (b) who has failed a year of study; or
  - (c) who has not complied with the prescribed requirements for progress in accordance with faculty regulations,is deemed to have interrupted his or her study and forfeits the right to continue studies under the old regulation.  
In exceptional cases, a dean may grant such a student permission to continue his or her study in terms of such stipulations as the dean may determine.

#### **G.6 CONCURRENT REGISTRATION FOR TWO FIELDS OF STUDY**

With the permission of the dean/deans concerned, a student may register for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, simultaneously, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean/deans may prescribe on the condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean/deans concerned if the student does not perform satisfactorily.

#### **G.7 MINIMUM STUDY PERIODS AND REQUIREMENTS FOR BACHELOR'S DEGREES**

(J.S.16) A bachelor's degree is conferred on a student only if he or she complies with the minimum period of study and other requirements as stipulated in the Joint Statute and the regulations of the University pertaining to the acquisition of that degree.

## **G.8 RECOGNITION OF MODULES PASSED AT THIS UNIVERSITY**

1. (J.S.16) Modules may be recognised for degree purposes only if the date of the student's National Senior Certificate, certified by Umalusi, as specified in G.1.1, becomes effective before 2 April of the academic year in which such a module was completed.
2. If a student wishes to continue his or her study after an interruption, the dean, on the recommendation of the head of the department, may require either that such a student should repeat certain modules already passed or that supplementary work in these modules be undertaken with a view to the continuation of his or her studies.
3. Periods of attendance at and credits for modules which a student obtained at the University and which did not form part of the requirements for a degree already conferred on a student, may be accepted by the dean in consultation with the head of the department concerned, for a bachelor's degree, provided that the student complies with the stipulations in G.8.1 and G.9.4(a).
4. Periods of attendance at and credits for modules which a student acquired at the University and which formed part of the requirements for a degree already conferred on the student, may be accepted by the dean in consultation with the head of the department concerned for a degree in another faculty, or for a second bachelor's degree in the same faculty, provided that there shall be no overlap in the course content of the first degree and the degree in the other faculty or the second degree in the same faculty and furthermore that the student complies with the stipulations in G.9.4(b).

## **G.9 RECOGNITION OF MODULES/STUDY UNITS PASSED AT OTHER TERTIARY INSTITUTIONS AND THE ADMISSION OF SUCH STUDENTS**

1. (J.S.17) A student who was registered at another tertiary institution, must, on application for admission to this University, submit a certificate of conduct from that tertiary institution, as well as a comprehensive official academic record from the tertiary institution concerned and any other documents that may be required by the head of the department or the dean.
2. (J.S.18) Subject to the stipulations of the Joint Statute, the dean may accept periods of attendance as a registered matriculated student at any other tertiary institution approved by the Senate for this purpose, as part of the student's attendance record for a bachelor's degree. Subject to the stipulations of G.9.3, the dean may, furthermore, accept certificates of competence in any module issued by another tertiary institution, and may recognise such modules by means of exemption from class attendance and the examination – provided that such a certificate of competence be accepted only with regard to a module which is recognised by the tertiary institution where it was taken for approved study programmes, and on condition that the student complies with the stipulations in G.8.1. The head of the department concerned may prescribe supplementary requirements if a student wishes to continue with subsequent modules in the subject in question.
3. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred by another tertiary institution, the dean may not accept certificates of competence in any module and may not recognise such modules that form part of the degree already conferred.

4. A bachelor's degree is conferred on a student in terms of subparagraph (2) only if
  - (a) the period of the student's attendance is at least equivalent to the full period that is prescribed for the degree;
  - (b) the student, subject to differently worded requirements approved by the Senate on the grounds of previously approved accredited programmes, has attended, at this University, the modules required by the University
    - (i) for a degree for which the period of attendance is three academic years, at least two academic years – on condition that the student has attended at least half the modules prescribed for that degree, as a registered student for that degree;
    - (ii) for a bachelor's degree for which the period of attendance is four academic years, at least during the final two academic years;
    - (iii) for a bachelor's degree for which the period of attendance is four and a half academic years, at least during the final two and a half academic years;
    - (iv) for a bachelor's degree for which the period of attendance is five academic years, at least during the final two academic years;
    - (v) for a bachelor's degree for which the period of attendance is five and a half academic years, at least during the final two and a half academic years;
    - (vi) for a bachelor's degree for which the period of attendance is six academic years, at least during the final three academic years, with the exception of the Bachelor of Arts (Theology) degree, in which case the student must have attended modules at least during the final two academic years.

#### **G.10 REQUIREMENTS FOR ADMISSION TO EXAMINATIONS, PROMOTION TO A SUBSEQUENT YEAR OF STUDY OR IN A MODULE AS WELL AS ATTENDANCE MODULES**

1. **Satisfactory attendance, preparation and payment of tuition fees**
  - (a) A student is permitted to enter an examination or to be promoted in a module only if the lecturer of that module, in consultation with the head of the department, certifies that the student has prepared himself or herself satisfactorily by due performance in his or her work and has fulfilled the attendance requirements.
  - (b) A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module if the prescribed tuition fees are not paid.
  - (c) A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module if he or she fails to fulfill the attendance requirements.
  - (d) In exceptional circumstances, where it is deemed appropriate, the Dean of a faculty may excuse a student from attending all or part of a module.
2. **Admission to examination**

Subject to other stipulations in faculty regulations, no minimum year mark or minimum semester mark is required for admission to the examination: Provided that all year and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.

3. **Promotion to a subsequent year of study and promotion in a module**
  - (a) Students who have reached the required standard in a module as stipulated in G.10.3 (b), may be promoted, in accordance with authorised faculty regulations, to the next semester or level in a module without writing the prescribed examination, provided that a student receives credit for such promoted modules only if study in those modules is concluded by successfully completing a prescribed examination.
  - (b) Subject to other faculty regulations, a student reaches the required standard of progress in a module as intended in G.10.3 (a) if he or she has satisfactorily prepared himself or herself by due performance of his or her work and, in addition, has obtained a year/semester mark of at least 65% in the particular module, as composed and calculated in terms of G.11.1 (a) and (b).
  - (c) Students, who have been promoted in a module at another university or who have been promoted without writing the examination therein, may be admitted to a subsequent semester or level in the subject, as the case may be, at this University, on condition that a student can obtain credit for a promoted module only after an examination in the subsequent module has been passed at this University.
4. **Attendance modules**

Subject to other faculty regulations, a student receives credit for an attendance module only if he or she has attended classes to the satisfaction of the lecturers concerned and has obtained a year or semester mark of at least 50% for their work.

## **G.11 YEAR AND SEMESTER MARKS AND REPETITION OF MODULES**

1. **Year and semester marks**
  - (a) Each faculty should, by way of faculty regulations, determine the manner in which year and semester marks are compiled, provided that all year modules and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.
  - (b) At the beginning of an academic year or a semester, the head of the department informs the students in his or her department in an appropriate manner concerning the formula for the calculation of the year or semester marks in modules in that department. Before each test, he or she also informs the students of the weight that will be allocated to the results of that test in the calculation of the year or semester mark. Each head of department announces the year or semester marks to the students in his or her department at the latest at the official conclusion of lectures.
2. **Repetition of modules**
  - (a) A student who fails a particular examination, is obliged to attend the module(s) concluded by that examination again, unless the dean, on the recommendation of the head of the department concerned, grants exemption from class attendance, in which case the year or semester mark of the student has to be taken into consideration; and exemption in a specific module will be allowed only once.

- (b) Application for exemption from class attendance must be submitted within 14 days after the commencement of lectures – provided that deans may consider justifiably late applications.
- (c) A student who has failed a module, may be exempted by the dean, in consultation with the head of the department, from the examination in such a module and receive credit for it by virtue of the achievement in a subsequent semester in the module concerned.

## **G.12 EXAMINATIONS**

### **1. Examinations and essays**

An examination in a module may be oral and/or written. Essays are prepared and examined as stipulated in faculty regulations.

### **2. Pass requirements**

- 2.1 In order to pass a module, a student must
  - 2.1.1 obtain the minimum examination mark prescribed for that module;
  - 2.1.2 obtain a final mark of at least 50%;
  - 2.1.3 comply with the subminimum in subdivisions of modules, as stipulated in the regulations of the particular faculties.
- 2.2 Each faculty should, by way of faculty regulations, determine the weight that is allocated to the year or semester mark and the examination mark in the calculation of the final mark of the student: Provided that all year modules and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.
- 2.3 Subject to other faculty regulations, a student passes a module with distinction if he or she obtains a final mark of at least 75%.

### **3. Ancillary examinations**

After writing an examination, the examiners may summon a student for an ancillary examination on particular aspects of the work in a module, with a view to awarding a final examination mark.

### **4. Supplementary examinations**

- 4.1 Subject to other faculty regulations, a student may be admitted to a supplementary examination in a module, in cases where
  - (a) a final mark of between 40% and 49% has been obtained; or
  - (b) a pass mark has been obtained, but the required subminimum in the examination section of the module or divisions thereof has not been obtained.
- 4.2 If the module, in which a final mark of between 40% and 49% has been obtained, is a first-semester module at 100 level, a supplementary examination must be granted.
- 4.3 Subject to other faculty regulations, a student must obtain a final mark of at least 50% in order to pass a supplementary examination. The semester or year mark is not taken into account and the supplementary mark is the final mark.
- 4.4 The highest final mark that may be awarded to a student in a supplementary examination is 50%.
- 4.5 Special supplementary examinations are not arranged for students who are unable to write the examination at the times scheduled for supplementary examinations.

- 4.6 Supplementary examinations cover the same subject matter as was the case for the examinations.
5. **Extraordinary examinations (including the aegrotat)**
- 5.1 A student who is prevented from preparing for an examination, or from sitting for it, owing to unforeseen circumstances or illness, may be granted permission by the dean to write an extraordinary examination in the particular module(s).
- 5.2 An application to sit for an extraordinary examination, supported by applicable corroborative proof, should be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written due to unforeseen circumstances – provided that an application that could not be submitted in time, may also be submitted for consideration, provided that there is a valid reason.
- 5.3 The period to sit for an extraordinary examination is determined by the lecturer, in consultation with the head of the department concerned – on condition that the examination is conducted as soon as possible after the unforeseen circumstances or illness have/has ceased to exist; and on the further condition that an examination in a module may not be sat for in more than one examination period.
- 5.4 Once a student has sat for an examination, he or she may not afterwards apply for an extraordinary examination on the basis of unforeseen circumstances or illness.
- 5.5 Should an extraordinary examination be granted, the prescribed fees must be paid by the student; and in cases where the cost of conducting the examination exceeds the prescribed fees, such additional costs may be recovered from the student.
6. **Special examinations**
- 6.1 A student requiring a limited number of modules to complete his or her degree, may in terms of faculty regulations, be admitted to a special examination.
- 6.2 If the special examination is conducted before 31 January, such a student must not register again for the module/s in question and the examination is treated as a supplementary examination.
- 6.3 If the special examination is conducted after 31 January, the student must register again for the module/s in question and a semester mark, examination mark and final mark must be obtained in an appropriate manner. In such a case, the result of the examination will not be taken into consideration with a view to the graduation ceremonies in March/April.
- 6.4 All the rules applicable to a supplementary examination also apply to a special examination (See G.12.4).
- 6.5 A student only qualifies for a special examination if he or she sat for the prescribed examination in the final (preceding) year of study.

## G.13 EXAMINERS

An examination in a module must be conducted by one or more examiner/s who is/are not involved with the instruction of that division of the module that is examined, together with one or more of the lecturers of such a module. Should this be impracticable as a result of the death, resignation, absence, illness

or any other inability of the lecturer concerned, the dean of the faculty in question, in consultation with the head of the department concerned, may make the necessary arrangements.

#### **G.14 RE-MARKING OF EXAMINATION SCRIPTS**

After conclusion of the examinations departments provide feedback to students concerning the framework used by examiners during examinations, provided that in the case of distance education the dean may make other arrangements to provide feedback to students. The head of the department concerned determines the manner in which feedback is provided. Students may apply for the re-marking of examination scripts after perusal of such scripts and within 14 days after the commencement of the lectures of the ensuing semester, and after payment of the prescribed fee. The examiner will be appointed by the head of the department concerned.

#### **G.15 COMPLIANCE WITH DEGREE REQUIREMENTS AND DEGREE PRIVILEGES**

With the exception of an honorary degree, a degree will be conferred on a student only if the student has complied with all the requirements for the particular degree and has reached the level of competence prescribed for each module that is required for the degree, and on condition that no one is entitled to any privileges pertaining to a degree before the degree has been conferred on him or her at a graduation ceremony.

### **II. HONOURS DEGREE**

#### **G.16 ADMISSION**

Subject to the stipulations of G.1.3 and G.62, a candidate is admitted to the study for the honours degree only if he or she is in possession of a bachelor's degree.

A candidate may be refused admission to an honours degree by the head of the department if he or she does not comply with the level of competence required in the subject as determined by the department – provided that a candidate, who fails to comply with the level of competence required, may be admitted if additional study assignments, as agreed upon, are completed and/or examinations are written.

A candidate, who is refused admission to an honours degree, may request that the dean reconsider his or her application for admission in terms of the set procedures.

#### **G.17 REGISTRATION**

The stipulations of G.2 apply with the necessary changes.

#### **G.18 RENEWAL OF REGISTRATION**

1. The stipulations of G.3.1 apply with the necessary changes.
2. Subject to exceptions approved by the dean, on the recommendation of the head of the department, and in the case of distance education where the dean formulates the stipulations that will apply, a student may not sit for an examination for the honours degree more than twice in the same subject.

3. A student for an honours degree must complete his or her study, in the case of full-time students, within two years and, in the case of after-hours students, within three years of first registering for the degree and, in the case of distance education students, within the period stipulated by the dean. Under special circumstances, the dean, on the recommendation of the head of the department, may give approval for a limited extension of this period.

**G.19 TERMINATION OF REGISTRATION**

The stipulations of G.4 apply with the necessary changes.

**G.20 APPLICATION OF OLD AND NEW REGULATIONS**

The stipulations of G.5 apply with the necessary changes.

**G.21 CONCURRENT REGISTRATION FOR TWO FIELDS OF STUDY**

The stipulations of G.6 apply with the necessary changes.

**G.22 MINIMUM STUDY PERIODS AND REQUIREMENTS FOR HONOURS DEGREES**

1. (J.S.16) An honours degree is conferred on a student only if the student has complied with the following minimum periods of study:
  - (a) One academic year after the qualification has been obtained by virtue of which admission to the study has been granted.
  - (b) Where an honours degree is followed concurrently with a bachelor's degree, one academic year in addition to the minimum period prescribed for the bachelor's degree in question – provided that in cases of exceptional merit, the University may, in agreement with the Joint Statute, shorten the minimum period of attendance.
2. In addition to the stipulations of G.22.1, an honours degree is conferred on a student only if the student has complied with all the requirements laid down in faculty regulations.

**G.23 ACKNOWLEDGEMENT OF MODULES**

1. [J.S.18(3)] Subject to the stipulations of G.22.1, G.23.2 and the Joint Statute, a dean may acknowledge modules passed at another tertiary institution or at this University in a department other than that in which the honours study is undertaken for the honours degree – provided that at least half of the required modules for the degree in question are attended and passed at this University.
2. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred, the dean may not acknowledge any modules that form part of the degree already conferred.

**G.24 REQUIREMENTS FOR ADMISSION TO EXAMINATIONS, PROMOTION TO A SUBSEQUENT YEAR OF STUDY, PROMOTION IN A MODULE AND ATTENDANCE MODULES**

The stipulations of G.10 apply with the necessary changes.

## **G.25 YEAR AND SEMESTER MARKS**

The stipulations of G.11 apply with the necessary changes.

## **G.26 EXAMINATIONS**

### **1. Examinations and research reports**

- (a) The examination for an honours degree consists of papers, or papers and a research report, and may be oral and/or written.
- (b) The nature and extent of the examinations are determined by the dean, on the recommendation of the head of the department.
- (c) Research reports are prepared and examined according to the procedures laid down in faculty regulations.
- (d) A written examination for an honours degree takes place during the examination periods announced annually.
- (e) An oral honours examination may be conducted at a time other than the periods approved for written examinations, provided that this is arranged by the head of the department, in consultation with the dean.

### **2. Pass requirements**

The stipulations of G.12.2 apply with the necessary changes.

### **3. Ancillary examinations, supplementary examinations, extraordinary examinations and special examinations**

The stipulations of G.12.3 to G.12.6 apply with the necessary changes.

## **G.27 EXAMINERS**

The stipulations of G.13 apply with the necessary changes.

## **G.28 RE-MARKING OF EXAMINATION SCRIPTS**

The stipulations of G.14 apply with the necessary changes.

## **G.29 COMPLIANCE WITH DEGREE REQUIREMENTS AND DEGREE PRIVILEGES**

The stipulations of G.15 apply with the necessary changes.

## **III. MASTER'S DEGREE**

### **G.30 ADMISSION**

1. Subject to the stipulations of G.1.3 and G.62, a candidate is admitted to study for the master's degree only if he or she is in possession of a bachelor's or honours degree as required by the regulations of the faculty in question.
2. A candidate may be refused admission to a master's degree by the head of the department if he or she does not comply with the standard of competence in the subject as determined by the department – provided that a candidate who does not comply with the required level of competence, may be admitted, provided that he or she completes additional study assignments and/or examinations.

3. A candidate who is refused admission to a master's degree, may request that the dean reconsider his or her application for admission in terms of the prescribed procedure.

### **G.31 REGISTRATION**

The stipulations of G.2 apply with the necessary changes.

### **G.32 RENEWAL OF REGISTRATION**

1. The stipulations of G.3.1 apply with the necessary changes.
2. Subject to exceptions approved by the dean, on the recommendation of the head of the department, a student may not enter for the master's examination in the same subject more than twice.
3. A student who is allowed to present himself or herself more than twice for the examination in the same department, must pay the full fees for this examination.
4. Subject to other faculty regulations, a student for a master's degree must complete his or her studies within four years after first registering for the degree. Under special circumstances, the dean, on the recommendation of the head of the department, may give approval for a limited fixed extension of this period.

### **G.33 TERMINATION OF REGISTRATION**

The stipulations of G.4 apply with the necessary changes.

### **G.34 APPLICATION OF OLD AND NEW REGULATIONS**

The stipulations of G.5 apply with the necessary changes.

### **G.35 CONCURRENT REGISTRATION FOR TWO FIELDS OF STUDY**

The stipulations of G.6 apply with the necessary changes.

### **G.36 MINIMUM STUDY PERIODS AND REQUIREMENTS FOR MASTER'S DEGREES**

The master's degree is conferred on a student only if at least one year has expired after the qualifications by virtue of which admission to master's study has been obtained – provided that the student is registered for at least 12 months for a master's degree at this University, although the dean may approve a shorter period.

Subject to the stipulations of G.36.1, a master's degree is conferred on a student only if he or she complies with all the requirements laid down in faculty regulations.

### **G.37 ACKNOWLEDGEMENT OF MODULES**

1. Subject to the stipulations of G.36 and G.37.2, a dean may acknowledge for master's study, examinations passed at other tertiary institutions or at this University in a department other than that in which the master's study is

undertaken – on condition that dissertations and mini-dissertations are prepared and examined in terms of these regulations and are completed under the guidance of a supervisor at this University and, on further condition that if the master's degree is conferred only by virtue of an examination, at least half of the required modules for that degree are attended and passed at this University.

2. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred, the dean may not acknowledge any examinations and modules that form part of the degree already conferred.

**G.38 REQUIREMENTS FOR ADMISSION TO EXAMINATIONS, PROMOTION TO A SUBSEQUENT YEAR OF STUDY, PROMOTION IN A MODULE AND ATTENDANCE MODULES**

The stipulations of G.10 apply with the necessary changes.

**G.39 YEAR AND SEMESTER MARKS**

The stipulations of G.11 apply with the necessary changes.

**G.40 EXAMINATIONS**

**1. General**

A master's degree is conferred on a student by virtue of an examination, or an examination and a dissertation, or an examination and a mini-dissertation, or a dissertation. Examinations may be written and/or oral.

**2. Oral and written examinations**

- (a) The nature and extent of examinations are determined by the dean of the faculty in question, on the recommendation of the head of the department.
- (b) A written master's examination takes place during the examination period announced annually.
- (c) An oral master's examination may be conducted at a time other than the periods approved for written examinations, provided that this is arranged by the head of the department, in consultation with the dean.
- (d) The stipulations of G.12.2 to 12.6, G.13 and G.14 apply with the necessary changes, to examinations.

**G.41 MINI-DISSERTATIONS**

Mini-dissertations are prepared and examined according to the instructions that are laid down in the faculty regulations.

**G.42 DISSERTATIONS**

The stipulations of G.57 to G.60 apply.

**G.43 DRAFT ARTICLE FOR PUBLICATION**

The stipulations of G.61 apply.

**G.44 COMPLIANCE WITH DEGREE REQUIREMENTS AND DEGREE PRIVILEGES**

The stipulations of G.15 apply with the necessary changes.

**IV. DOCTORATE**

**G.45 ADMISSION**

1. Subject to cases where a master's degree is not laid down as a prerequisite and subject to the stipulations of G.1.3 and G.62, a candidate is admitted to doctoral study only if he or she is in possession of a master's degree.
2. A candidate may be refused admission to doctoral study by the head of the department, if he or she does not comply with the standard of competence in the subject as determined by the department – provided that a candidate who does not comply with the required level of competence, may be admitted, provided that additional study assignments and/or examinations are completed.
3. A candidate, who is refused admission to doctoral study, may request that the dean reconsider his or her application for admission in terms of the prescribed requirements.

**G.46 REGISTRATION**

The stipulations of G.2 apply with the necessary changes.

**G.47 RENEWAL OF REGISTRATION**

The stipulations of G.3.1 and G.32.4 apply with the necessary changes.

**G.48 TERMINATION OF REGISTRATION**

The stipulations of G.4 apply with the necessary changes.

**G.49 APPLICATION OF OLD AND NEW REGULATIONS**

The stipulations of G.5 apply with the necessary changes.

**G.50 CONCURRENT REGISTRATION FOR TWO FIELDS OF STUDY**

The stipulations of G.6 apply with the necessary changes.

**G.51 MINIMUM PERIODS OF STUDY AND REQUIREMENTS FOR A DOCTORATE**

1. The doctorate is conferred on a student only if
  - 1.1 one of the following periods have expired:
    - (a) At least four years after complying with all the requirements for a three-year bachelor's degree.
    - (b) At least three years after complying with all the requirements for a four-year bachelor's degree.
    - (c) At least two years after complying with all the requirements for a bachelor's degree of five years or more.

- (d) At least two years after complying with all the requirements for a master's degree.
- 1.2 with the exception of a shorter period that may be approved by the dean, at least 12 months since registration for the doctorate at this University have expired.
- 2. In addition to the stipulations of G.51.1, a doctorate is conferred on a student only if he or she has complied with all the requirements laid down in faculty regulations.

## **G.52 EXAMINATIONS**

### **1. General**

A doctorate is conferred by virtue of a thesis – provided that the faculties may lay down the additional requirements of written and/or oral examinations.

### **2. Doctoral examinations**

- (a) The dean, on the recommendation of the head of the department, determines the nature and extent of examinations, as well as the pass requirements.
- (b) The results of the examination are presented to the dean for ratification.

## **G.53 THESES**

The stipulations of G.57 to G.60 apply.

## **G.54 DRAFT ARTICLE FOR PUBLICATION**

The stipulations of G.61 apply.

## **G.55 COMPLIANCE WITH DEGREE REQUIREMENTS AND DEGREE PRIVILEGES**

The stipulations of G.15 apply with the necessary changes. The doctorate is not conferred with distinction.

## **G.56 DOCTORAL DEGREE BY VIRTUE OF PUBLICATIONS**

### **1. General**

This doctoral degree is conferred in those faculties where the relevant faculty regulations make provision for it.

### **2. Admission**

The degree is conferred on a candidate who enjoys international recognition by virtue of outstanding and extensive research.

### **3. Application**

- (a) A candidate must apply in writing to be considered for the degree.
- (b) Should a student wish to graduate at a particular ceremony, an application must be submitted before the closing date of the various graduation ceremonies, which is announced annually.
- (c) The application must be accompanied by
  - (i) four sets of copies of the publications by virtue of which application is made;

- (ii) a declaration in which the candidate testifies that the publication/s submitted for the doctoral degree
  - has/have not previously been submitted to this or any other tertiary institution for such a doctoral degree;
  - is/are his or her own work, and with regard to such publication/s of which he or she is co-author, that his or her personal contribution to those works is clearly stated;
  - take(s) place with due recognition given to the author's copyright in accordance with the case.
- (iii) a summary of not more than 500 words that indicates the contribution that the work has made to the discipline.

#### 4. **Registration**

A candidate must register in the manner determined by the University and pay the prescribed registration fee.

#### 5. **Evaluation of the publications**

- (a) The dean appoints a committee, chaired by the chairperson of the Research Committee and of which the head of the department concerned is a member, to make a recommendation to the faculty board as to whether the works have sufficient substance to be submitted for examination in terms of G.56.5 (b).
- (b) If the faculty board accepts the recommendation, the Postgraduate Committee appoints an examination panel for a particular candidate, subject to approval by the dean.
- (c) The head of the department concerned compiles a list of names of potential examiners both inside and outside of South Africa from which the Postgraduate Committee chooses at least three external examiners from outside the University, all of whom must be recognised internationally as having made significant contributions in the field of study. Normally, at least two of these examiners would be from outside South Africa.
- (d) No examiner should have any interest in the candidate or in any way be involved in the research that the candidate has done previously.
- (e) External examiners must be from different institutions.
- (f) As soon as a potential examiner has accepted his/her appointment as examiner, he/she is supplied with a formal letter of appointment as well as documentation on the policy of the University concerning examinations. Examiners must sign an acceptance form that is to be returned to the Head: Student Administration.
- (g) A candidate passes if all the members of the examination panel accept the publications for the purposes of conferring the doctoral degree, and on condition that if all but one of the examiners accept the work, the dean, after consultation with the Postgraduate Committee, may appoint a knowledgeable and esteemed academic of stature from outside the University as additional examiner. If the additional examiner accepts the publications, the candidate passes. If such an examiner also rejects the publications, the doctorate is not conferred.
- (h) A candidate is only considered once for a doctoral degree based on publications.
- (i) The degree is not conferred with distinction.

- (j) After a decision on whether the degree is to be conferred or not, has been reached, as indicated in G.56.5(g), the Head: Student Administration has to
  - (i) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
  - (ii) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process;
  - (iii) inform the candidate and the head of the department of the final result.

## **V. DISSERTATIONS AND THESES**

### **G.57 GENERAL**

#### **1. Approval of topic and title**

- (a) Applications for approval of a topic and title, as well as changes of titles, are submitted to the relevant Postgraduate Committee, on recommendation of the relevant head of the department.
- (b) The Postgraduate Committee considers the applications and either approves them or refers them back to the head of the department.
- (c) In the event of a dispute between the head of the department and the Postgraduate Committee an appeal in writing can be made to the dean. The decision of the dean is final.
- (d) The titles of theses/dissertations are submitted to the faculty board for notification.

#### **2. Non-disclosure of the contents of a study**

- (a) Where part or all of the contents of the study must remain confidential, the supervisor will be required to submit an application to the Postgraduate Committee setting out the grounds for such a request and indicating the duration of the period of confidentiality. This period would normally not exceed 2 (two) years.
- (b) The Postgraduate Committee considers the application and either approves it or refers it back to the supervisor.
- (c) In the event of a dispute between the supervisor and the Postgraduate Committee an appeal in writing can be made to the dean. The decision of the dean is final.

#### **3. Designation of supervisors or co-supervisors**

- (a) The Postgraduate Committee, on the recommendation of the head of the department concerned, designates a supervisor and/or co-supervisor from within the faculty for a particular candidate. Should the Postgraduate Committee refuse to confirm the recommendation by the head of department, the matter is referred to the dean for a final decision.
- (b) A person designated as supervisor, should hold the necessary qualifications and have the appropriate stature and experience to supervise postgraduate candidates.
- (c) A person designated as supervisor, must be appointed to an academic position in the University, unless adequate justification can be submitted to the committee as to why an external person should be designated.

- (d) On the retirement or resignation of a supervisor from the University's service, he or she may, with approval of the Postgraduate Committee concerned, and after consultation with the head of the department, for a period of not longer than two years after retirement or resignation, still act as supervisor for the student for which he or she was appointed as supervisor, in order to enable such a student to complete his or her dissertation/thesis. For this purpose and for this period such a supervisor will be deemed to be an accredited lecturer of the University. If on the retirement or resignation of a supervisor from the University's service, he or she is no longer prepared to act as supervisor for the student for which he or she was appointed as supervisor, a new supervisor is appointed as stipulated in G.57.3(a) to (c).
- (e) The designation of supervisors and co-supervisors is submitted to the faculty board for notification.
- (f) An agreement between the student and supervisor should be signed. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and making it clear that they are entering into a binding undertaking with each other.

**4. Preparation and submission of the dissertation or thesis**

- (a) The supervisor has the responsibility to ensure that the dissertation/thesis is properly prepared by the student.
- (b) A dissertation/thesis can only be submitted with the written permission of the supervisor. Should the supervisor refuse to grant permission for submission, the candidate may appeal to the Postgraduate Committee. The Postgraduate Committee may allow the dissertation/thesis to be submitted for examination or turn down the appeal. The decision of the Postgraduate Committee is final.
- (c) A dissertation/thesis is submitted to the Head: Student Administration, before the closing date for the various graduation ceremonies as announced annually.
- (d) On submission of the dissertation/thesis the student should also submit a written statement by the supervisor or chairperson of the Postgraduate Committee, where applicable, approving submission of the dissertation/thesis.
- (e) A student for the master's degree/doctorate, on submission of the dissertation/thesis, has to declare the following in writing: "I declare that the dissertation/thesis, which I hereby submit for the degree ..... at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution."
- (f) For examination purposes, a student must, in consultation with the supervisor, submit a sufficient number of bound copies of the dissertation/thesis, printed on good quality paper and of good letter quality, to the Head: Student Administration. Permission to submit the dissertation/thesis in unbound form may be obtained from the supervisor concerned on condition that a copy of the final approved dissertation/thesis is presented to the examiners in bound format or electronic format.
- (g) Should the supervisor deem it to be appropriate, an electronic copy of the dissertation/thesis must be submitted to the Head: Student

Administration for examination purposes in the format specified by the faculty and in accordance with the minimum specifications set by the Department of Library Services. The Postgraduate Committee in consultation with the dean may determine whether the electronic copies should be submitted instead of or in addition to the paper copies.

[The specifications are available at:

<http://upetd.up.ac.za/authors/publish/standards.htm#specs>].

- (h) If a dissertation/thesis is accepted, but the student is required to make certain amendments in accordance with the examiners' decisions, the amendments should be made to all copies to the satisfaction of the supervisor concerned, who must submit a declaration to this effect to the Head: Student Administration before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies.
- (i) In addition to the copies mentioned in G.57.4(f), each successful student must submit a bound paper copy as well as two electronic copies of the approved dissertation/thesis to the Head: Student Administration in the format specified by the faculty and in accordance with the minimum standards set by the Department of Library Services, before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies, failing which the degree will only be conferred during a subsequent series of graduation ceremonies.

[The specifications are available at:

<http://upetd.up.ac.za/authors/publish/standards.htm#specs>]

**5. Progress reports**

- (a) The supervisor reports once a year in writing to the head of department on the progress of his/her candidate.
- (b) The head of department annually submits a report to the Postgraduate Committee on the progress of all of the postgraduate students in the department.
- (c) Once a year the Postgraduate Committee submits a general report on postgraduate matters to the faculty board.

**6. Intellectual property**

- (a) All rights in regard to intellectual property that is produced by a student during his/her studies or as a result of any research project conducted at the University or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or his/her parents or guardians at registration. This stipulation applies *inter alia* where the student works under study guidance or as a member of a project team of the University. It also applies where the student does contract work for a third party as a member of a research team of the University. The University and the student may, however, agree in writing to another arrangement.
- (b) A student and the University may conclude an agreement regarding the publication of a research report, a mini-dissertation, a dissertation, thesis and/or any article, as contemplated in G.61. Should the copyright of the research report, mini-dissertation, dissertation, thesis and/or article be the only exploitable intellectual property that arises from such research report, mini-dissertation, dissertation, thesis and/or article, the University would normally transfer the copyright to the student, subject to certain

- conditions. A faculty may, in consultation with the Office of the Registrar, make arrangements that apply to that specific faculty.
- (c) In the absence of any agreement as contemplated in G.57.6(b), the University has the right to reproduce and/or publish, in any manner it may deem fit, the research report, mini-dissertation, dissertation, thesis and/or article as contemplated in G.61, and to distribute such reproduction.
  - (d) On publication of the research report, mini-dissertation, dissertation, thesis or any article as contemplated in G.61, or an adaptation thereof, it should be stated that it emanates from a bachelor's/ master's/doctoral study at the University. The name of the supervisor/promoter and the department, in which the study was completed, should also be acknowledged. Reprints should state the title and date of the original publication.
  - (e) The above should be read in conjunction with the Intellectual Property Law Policy: Personnel and Students, as amended from time to time.

**G.58 TECHNICAL EDITING OF THE DISSERTATION AND THESIS**

- 1. Subject to exceptions that have to be approved in writing by the dean, in consultation with the supervisor, the technical editing of a dissertation/ thesis should comply with the following requirements:

**1.1 Title page**

The title page of the copies of the dissertation/thesis submitted should contain the following:

- (a) (The full title of the dissertation/thesis) .....
- by
- (b) (Full name of the student).....
- (c) Submitted in partial fulfilment of the requirements for the degree .....
- or
- Submitted in fulfilment of the requirements for the degree.....
- in the Faculty of ....., University of Pretoria
- (d) (Year and date of submission) .....

**1.2 Format and cover**

The dissertation/thesis should be submitted in a format not larger than A4. The bound copies must be bound in a hard cover, on which the title of the dissertation/thesis and the name of the student are printed. The name of the student and the year of submission of the dissertation/thesis should appear on the spine of each bound copy.

**G.59 SYNOPSIS OF THE DISSERTATION AND THESIS**

- 1. (a) A summary of the dissertation/thesis in English of not more than 500 words should be compiled and included by the student in each bound copy of the dissertation/thesis.
- (b) In addition to the summary in G.59.1(a), an abstract, in English, of the doctoral thesis (350 words), as well as the title page in English, should be submitted together with the examination copies of the thesis.

- (c) A list of key terms to ensure recovery of the source should also be submitted together with the examination copies of the dissertation/thesis.
- 2. The title of the abstract referred to in G.59.1(b) contains the following:
  - (a) (The full title of the thesis) .....  
by
  - (b) (Full name of the student) .....
  - (c) Supervisor .....
  - Co-supervisor .....
  - (d) Department .....
  - (e) Degree for which the thesis is submitted .....
- 3. The student submits the summary of the dissertation, and the summary and abstract of the thesis for approval by the supervisor before final presentation thereof.

## **G.60 EVALUATION OF THE DISSERTATION AND THESIS**

### **1. Appointment of the examination panel**

- (a) A student should inform the Head: Student Administration, in writing, of the intention to submit the dissertation/thesis at least three months prior to submission, in order that examiners can be notified accordingly.
- (b) The Postgraduate Committee appoints the examination panel for a particular candidate subject to the provisions of regulation G.60.1(c).
- (c) The supervisor in consultation with the head of the department concerned compiles a list of names of potential examiners both inside and outside of South Africa from which the Postgraduate Committee appoints examiners in the following manner:
  - (i) For dissertations: At least one internal examiner and at least one external examiner from outside the University.
  - (ii) For theses: At least one internal examiner, at least two external examiners from outside the University, of whom at least one must preferably be from outside South Africa and at least two substitute examiners for purposes of attending the oral examination as provided for in G.60.4(e)(ii).
- (d) The supervisor should be an internal examiner.
- (e) An external examiner should not be associated in any way with the candidate or in any way be involved in the research that the candidate has done previously, neither should a substitute examiner in any way be involved in the research that the candidate has done previously.
- (f) External examiners must be from different institutions.
- (g) A summary of the dissertation/thesis in English of not more than 500 words compiled by the student will be made available to potential examiners in order to enable them to decide whether they have the expertise to accept the nomination.
- (h) As soon as a potential examiner has accepted his appointment as examiner, he/she is supplied with a formal letter of appointment as well as documentation on the policy of the University concerning examinations. Examiners must sign an acceptance form, which is to be returned to the Head: Student Administration.

### **2. Identity of members of the examination panel**

- (a) The identity of the examiners, other than the internal examiners, may not be revealed to the candidate until the examination process has been

completed and then only with the consent of the examiner and the Postgraduate Committee.

- (b) The identity of the examiners is made known in the programme of the graduation ceremony at which the degree is to be conferred on the candidate.

**3. Criteria for evaluation**

- (a) A dissertation must be proof of a candidate's ability to work independently.
- (b) A thesis must contain proof of a candidate's ability to conduct original research that contributes to the development of new knowledge and expertise.
- (c) A dissertation/thesis is also evaluated on the following and should otherwise also comply with the requirements stipulated by faculties:
  - (i) scientific and academic standard of research; research procedures and techniques; methodology; definition and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;
  - (ii) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;
  - (iii) editing and use of language;
  - (iv) technical finish and layout which must meet the requirements set by faculties; and
  - (v) whether the dissertation/thesis or parts thereof is publishable.
- (d) If a dissertation has been rejected in terms of regulation G.60.4(d)(v), the student may submit an amended version or another dissertation within two years, and in such a case the student must bear the full cost of the examination.
- (e) A student is allowed to submit a thesis that has been rejected only once in amended form, and in such a case, he or she must bear the full cost of the examination.

**4. Examiners' reports**

- (a) Every examiner independently and individually submits a report to the Head: Student Administration. The reports are treated confidentially.
- (b) Every report has to contain one of the following recommendations, namely:
  - (i) that the degree be conferred without any changes to be made by the candidate to the dissertation/thesis;
  - (ii) that the degree be conferred as soon as minor changes have been made to the dissertation/thesis by the candidate, to the satisfaction of the head of the department;
  - (iii) that the degree be conferred as soon as the candidate has made major changes to the dissertation/thesis to the satisfaction of the examination panel;
  - (iv) that the dissertation/thesis does not meet the required standard, but that the candidate be invited to review the dissertation/thesis and to resubmit the dissertation/thesis at a later stage for re-examination;

- (v) that the dissertation/thesis be rejected and that the candidate does not pass;
  - (vi) that the candidate should be called for oral questioning by the examination panel prior to finalisation of the result;
  - (vii) in addition to the above in the case of dissertations, the mark that the candidate has achieved: on condition that at least 50% be regarded as a pass mark and at least 75% as a pass with distinction.
- (c) The reports are made available to the head of the department by the Head: Student Administration.
- (d) In the case of a dissertation, the supervisor and the head of the department review the examiners' reports and submit a consolidated report with one of the following recommendations to the Postgraduate Committee:
- (i) that the degree be conferred;
  - (ii) that the degree be conferred as soon as minor changes have been made to the dissertation by the candidate to the satisfaction of the head of the department;
  - (iii) that the degree be conferred as soon as the candidate has made major changes to the dissertation to the satisfaction of the examination panel;
  - (iv) that the dissertation does not meet the required standard, but that the candidate be invited to review the dissertation and to resubmit the dissertation at a later stage for re-examination;
  - (v) that the dissertation be rejected and that the degree is not conferred on the candidate;
  - (vi) that the candidate should be called for oral questioning by the examination panel prior to finalisation of the result;
  - (vii) in addition to the above, the mark that the candidate has achieved: on condition that at least 50% be regarded as a pass mark and 75% as a pass with distinction.
- (e) (i) In the case of a thesis, the examiners' recommendations made in terms of G.60.4(b) are preliminary in nature and subject to the successful completion of an oral examination by the candidate as provided for in G.60.4(e)(ii)–(iv) below, or such recommendations are treated as provided for in G.60.4(f) below, as the case may be.
- (ii) The supervisor arranges an oral examination chaired by the head of the department during which the candidate is required to do a presentation on the thesis. The examiners appointed in terms of G.60.1 constitute the examination commission for the oral examination. If an examiner cannot participate in the examination the supervisor calls upon one of the substitute examiners appointed in terms of G.60.1 to act as a member of the examination commission.
  - (iii) The supervisor in consultation with the head of the department makes the relevant section(s) of the examiners' reports available to the candidate in accordance with G.60.5(c) beforehand in order for the necessary changes to be made to the thesis before the presentation.
  - (iv) After the presentation by the candidate, the examination commission constitutes a closed meeting chaired by the head of the department to consider the success of the candidate's representation, to review all the examiners' reports and to submit a consolidated report with

one of the following recommendations to the Postgraduate Committee:

- that the degree be conferred;
  - that the thesis does not meet the required standard, but that the candidate be invited to review the thesis and to resubmit it at a later stage for re-examination;
  - that the thesis be rejected and that the degree not be conferred on the candidate.
- (f) In the case of a thesis, where all the examiners recommended in terms of G.60.4 (b)(v) that the thesis be rejected, the supervisor and the head of the department review the examiners' reports and submit a consolidated report to the Postgraduate Committee.

**5. Treatment of examiner's reports**

- (a) Under no circumstances shall any party modify any examiner's report.
- (b) The contents of the examiners' reports or the consolidated examiners' report may only be revealed to the candidate with the permission of the Postgraduate Committee and with the consent of the examiners.
- (c) In the event that the candidate has to make corrections to the dissertation/thesis, the relevant section(s) of the examiners' reports will be made available to the candidate by the supervisor in consultation with the head of the department in order for the necessary changes to be made to the dissertation/thesis.

**6. Finalisation of reports**

- (a) Should the examiners' reports not reflect substantial consensus, the head of the department in consultation with the supervisor, submits a report to the Postgraduate Committee with a recommended solution. Under no circumstances shall a report of any examiner be ignored.
- (b) Should it be impossible to reach consensus, the dean, after consultation with the Postgraduate Committee and the head of the department, appoints an additional external examiner who has international standing in the field of research to evaluate the dissertation and report to the Postgraduate Committee on the matter.
- (c) The Postgraduate Committee, after considering all the reports (including the report mentioned in G.60.6.(b)) makes a preliminary decision on the conferment or not of the degree. The committee may make any one of the recommendations as indicated in G.60.4(d) or (e)(iv). The recommendation, together with all relevant documentation, is submitted to the dean.
- (d) Should the dean concur with the recommendation, he/she takes a decision accordingly.
- (e) Should the dean not concur with the recommendation, he/she consults with the Postgraduate Committee. For purposes of this meeting, the dean becomes a member of the Postgraduate Committee and also acts as chair of the Postgraduate Committee. The extended committee takes a decision by means of a majority vote. Should there be a tie of votes, the dean has a deciding vote.
- (f) After a decision on the result of the dissertation/thesis has been reached as indicated in G.60.6(d) or (e), the Head: Student Administration has to
  - (i) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;

- (ii) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process;
- (iii) inform the candidate, the supervisor, the co-supervisor and the head of the department of the final result.

#### **G.61 ARTICLE FOR PUBLICATION**

Unless the Senate, on the recommendation of the supervisor, decides otherwise, a student, before or on submission of a dissertation, must submit at least one draft article for publication in a recognized academic journal and in the case of a thesis, must submit proof of submission of an article issued by an accredited journal, to the Head: Student Administration.

The draft or submitted article, as the case may be, should be based on the research that the student has conducted for the dissertation/thesis and be approved by the supervisor if the supervisor is not a co-author.

The supervisor shall be responsible for ensuring that the paper is taken through all the processes of revision and resubmission, as may be necessary. Conferment of the degree may be made subject to compliance with the stipulations of this regulation.

### **VI. GRANTING OF GRADUATE STATUS WITH A VIEW TO POSTGRADUATE STUDY**

#### **G.62 POLICY ON POSTGRADUATE STUDENT CASES AND THE RECOGNITION OF PRIOR LEARNING**

As the University has a finite capacity in most undergraduate fields (its limits have already been reached or those admitted are selected from a large number of applicants), the University's policy on the recognition of prior learning only applies to student cases at postgraduate level (including postgraduate diplomas).

Furthermore, as the University's strategic objective is to be an internationally recognised research university, admission to postgraduate study by means of the recognition of a prior learning pathway is the exception rather than the rule.

The Senate may

- (a) grant a graduate of another higher education institution (either in the Republic or elsewhere) a status at the University that is equivalent to the status the student had at such other higher education institution.
- (b) admit a person, who
  - (i) has passed examinations at another university or institution (either in the Republic or elsewhere) which the Senate deems equivalent to, or higher than the examinations prescribed for a degree at the University, which are set as a prerequisite for admission to a particular postgraduate study programme, or for the admission of such a person as a research student; or

- (ii) in another manner has reached a standard of competence the Senate considers adequate for the purposes of postgraduate study or research at the University, as a student for a postgraduate degree, diploma or certificate.
- (c) It is expected of the person referred to in paragraph (b)(ii) to demonstrate the same level of applied competence (fundamental knowledge, understanding of organisation or operating environment, application of essential methods, interpretation, conversion and evaluation of text, problem solving and changing context, information gathering, presentation skills) and autonomy of learning (responsibility for own learning, decision-making, evaluation of own or others performance, manage learning tasks and research leadership) as a student who entered through the regular entrance pathway.
- (d) The manner in which a person's standard of competence referred to in subparagraph (b)(ii) is assessed, the type of evidence required and the role-players involved in the process are determined from time to time by each faculty and form the basis for the motivation of each case to the Senate.
- (e) To ensure the soundness of the procedure referred to above Senate requires an annual report from every faculty on the progress of candidates admitted under this Regulation.

## **VII. DIPLOMAS AND CERTIFICATES**

- G.63** Subject to provisions to the contrary in faculty regulations, the General Regulations shall apply with the necessary changes to diplomas and certificates.



## **SECTION B**

### **GENERAL INFORMATION**

**The information in this section is only valid for the academic year 2010.**

**Every student is required to familiarise him- or herself with all relevant procedures, regulations, rules and instructions of the University.**

**Ignorance of the procedures, regulations, rules and instructions will not be accepted as an excuse in the case of transgressions.**

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## **GENERAL INFORMATION**

### **1. DISCIPLINARY CODE: STUDENTS (Rules prescribed by the University Council)**

#### **1.1 DEFINITION OF MISCONDUCT**

A student shall be guilty of misconduct and may be dealt with in terms of this code, if he or she

- 1.1.1 contravenes or attempts to contravene any other order, regulation, rule or directive of the University;
- 1.1.2 refuses to obey any lawful instruction or request by any council member, lecturer, official or body of the University, or acts contrary to such instruction or request;
- 1.1.3 is guilty of intentional or negligent conduct which results in:
  - 1.1.3.1 bringing the good name of the University into disrepute;
  - 1.1.3.2 prejudicing or endangering the maintenance of order and discipline at the University;
  - 1.1.3.3 prejudicing or endangering the proper course of teaching, research and/or community service at the University;
- 1.1.4 without detracting from the generality of paragraphs 1.1.1 to 1.1.3,
  - 1.1.4.1 unlawfully infringes another person's fundamental rights as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996 (Act 108 of 1996), while present on University or University-controlled premises or in University context;
  - 1.1.4.2 performs an act which is an offence in terms of South African law and such an act is prejudicial to the University or its staff, guests, contractors or students;
  - 1.1.4.3 in University context infringes a person's copyright or any other intellectual property right, including but not limited to plagiarism;
  - 1.1.4.4 in University context
    - a. makes any misrepresentation with regard to any administrative process, which includes but is not limited to the following: misrepresentations regarding academic and other records, including degree and diploma certificates and other documents; misrepresentations regarding illness; misrepresentations made to persuade or attempt to persuade the University to administratively act in a way that the University would not or probably would not have acted in the absence of such misrepresentation;
    - b. forges a document (which includes drawing up a document purporting to be a copy of a non-existent document as well as changing an existing document);
    - c. presents a forged document with the aim of misleading another person; or
    - d. plagiarises by stating, or implying, original authorship of someone else's written or creative work (words, images, ideas, opinions, discoveries, artwork, music, recordings, computer-generated work), and/or by incorporating such work or material, in whole or in part, into his or her own work without properly acknowledging or citing the source;

- and such act is prejudicial or potentially prejudicial to the University, its staff, guests, contractors or students;
- 1.1.4.5 uses property of the University or under the University's control unlawfully or without permission, or damages such property in a manner that may give rise to delictual liability;
- 1.1.4.6 enters or occupies or attempts to enter or occupy any University or University-controlled premises or building or part thereof without permission;
- 1.1.4.7 conducts him- or herself in an indecent or improper manner on University or University-controlled premises or at a University function or activity;
- 1.1.4.8 in any manner infringes the freedom of movement of a student or staff member of the University or a member of the public who is present on University or University-controlled premises or attempts to do so; or
- 1.1.4.9 conducts him- or herself in an insulting, indecent or improper manner towards a student or staff member of the University or a member of the public who is present on University or University-controlled premises or at a University function or activity;
- 1.1.4.10 in contravention of the provisions of South African law or a rule of the University, possesses, distributes, buys, sells, uses or is under the influence of a dependency-inducing substance while present on University or University-controlled premises.

## **1.2 PROCEDURE IN CASE OF MISCONDUCT**

- 1.2.1 A charge of misconduct shall be laid with the Registrar.
- 1.2.2 The Registrar may of his or her own volition investigate or refer a charge of misconduct for investigation.
- 1.2.3 Should the Registrar be of the opinion that
  - 1.2.3.1 reasonable grounds exist for a charge of misconduct against a student; and
  - 1.2.3.2 the conduct of the particular student could possibly justify disciplinary steps in terms of paragraph 1.3;the Registrar formulates a charge in writing and convenes a disciplinary investigation by the Disciplinary Committee (Students).
- 1.2.4 The Registrar may, if there are reasonable grounds for suspecting that a student is guilty of serious misconduct, temporarily expel a student from a residence or temporarily deny a student access to the campus of the University, pending the results of the disciplinary investigation. An expulsion of this nature takes place if the Registrar is of the opinion that it is reasonably necessary for the protection of the interests of other students, staff and/or the University.
- 1.2.5 If the Registrar is of the opinion that the conduct of a student does not warrant an investigation by the Disciplinary Committee (Students), but that steps should nevertheless be taken against that particular student, and the student has admitted the charge against him or her and has been afforded the opportunity to address the Registrar on the appropriate disciplinary measures, the Registrar may take steps against the student without implementing any further process. The Registrar may deprive the student of a right or privilege exercised in terms of his or her registration as a student as provided for in subparagraph 1.3.1.2, or reprimand the student, or impose a fine not exceeding the amount determined from time

- to time by Council for this purpose. Where the student is of the opinion that the punishment imposed by the Registrar is unreasonable, he or she may lodge an appeal in respect of this specific aspect in terms of paragraph 1.5.
- 1.2.6 Should the Registrar decide to order a disciplinary investigation by the Disciplinary Committee (Students), a copy of the written charge shall be served on the student concerned. In the document the student is summoned to appear at the specific date, time and venue stated in the document in order to answer to the charge.
  - 1.2.7 If the student is a minor, his or her parents or legal guardian must be informed of the disciplinary investigation in a manner which the Registrar deems appropriate under the circumstances.
  - 1.2.8 The Registrar shall notify all persons who must be present at the disciplinary investigation.
  - 1.2.9 An accused student shall be entitled to be assisted by his or her parents or legal guardian during the disciplinary investigation.
  - 1.2.10 An accused student shall not *ipso iure* be entitled to legal representation during the disciplinary investigation. If the student so requests, the Chairperson of the Disciplinary Committee (Students) may give leave to the student to employ the services of a legal representative at his or her own cost. The Chairperson may also give permission to a third party, other than the parent or guardian of the student or his or her legal representative, to assist the student.
  - 1.2.11 The Registrar may, as the case may be and when it is justified by the charge, appoint a competent person to handle the charge against the student on behalf of the University. In such instance the accused student is *ipso iure* entitled to legal representation. However, the student remains responsible for his or her own legal costs.
  - 1.2.12 The procedure followed during a particular disciplinary investigation is determined by the Disciplinary Committee (Students), taking into account the rules of fair administrative justice. The latter *inter alia* entails that the accused student
    - 1.2.12.1 does not have to incriminate him- or herself;
    - 1.2.12.2 is asked whether he or she admits the charge;
    - 1.2.12.3 is permitted to present his or her defence in a manner that the Committee deems appropriate under the circumstances, but which is at the same time fair towards the student;
    - 1.2.12.4 is allowed to provide evidence in his or her favour; and
    - 1.2.12.5 is allowed to cross-examine anyone who testifies against him or her.
  - 1.2.13 The Disciplinary Committee (Students) shall keep minutes of the proceedings or ensure that such minutes are kept in a manner that it considers appropriate under the circumstances.
  - 1.2.14 If the Disciplinary Committee (Students) cannot reach a unanimous decision, the decision of the majority of the members shall apply. In the case of an equal vote, the Chairperson has a casting vote.
  - 1.2.15 If so requested by a student who is found guilty, the Disciplinary Committee (Students) must furnish written reasons for its decision and/or disciplinary steps.

### **1.3 PENALTIES**

- 1.3.1 Upon finding a student guilty and having heard evidence in mitigation, the Disciplinary Committee (Students) may, with due consideration of any guidelines applicable to minimum penalties for particular transgressions as determined by the Council of the University from time to time:
  - 1.3.1.1 reprimand the student;
  - 1.3.1.2 temporarily or permanently deprive the student of a right or privilege which his or her registration as a student at the University entails;
  - 1.3.1.3 impose a fine not exceeding the amount determined from time to time for this purpose by Council, and also order the student to pay an amount which amounts to the actual damage caused by the student;
  - 1.3.1.4 deprive the student of the right or privilege to register for a particular module, or revoke a credit obtained in a module;
  - 1.3.1.5 compel the student to perform community service within the University for a specified number of hours not exceeding the maximum determined from time to time by the Council for this purpose;
  - 1.3.1.6 suspend the student for a specified period; and/or
  - 1.3.1.7 deny the student the privilege of re-registration as a student at the University.
- 1.3.2 When an appeal against a decision of the Disciplinary Committee (Students) is lodged in terms of paragraph 1.5, the Chairman, after consulting with the other members of the Committee, may suspend any disciplinary measure imposed by the Committee pending the result of the appeal.

### **1.4 DISCIPLINARY COMMITTEE (STUDENTS)**

- 1.4.1 The Disciplinary Committee (Students) consists of three members. The members appointed to serve on a specific committee shall be appointed from the ranks of the following categories of persons:
  - 1.4.1.1 a person with a legal qualification from within or outside the University, appointed by the Registrar to act as the Chairperson of the disciplinary investigation;
  - 1.4.1.2 an academic staff member of the University; and
  - 1.4.1.3 a registered student of the University appointed from the ranks of the serving Constitutional Tribunal judges.
- 1.4.2 After the Chairperson of a specific disciplinary committee has been appointed by the Registrar, it is the duty of the Chairperson to appoint the remainder of the committee in consultation with the Registrar and in accordance with the abovementioned guidelines.
- 1.4.3 If there are no Student Court judges or such judges are unavailable, the disciplinary investigation may lawfully continue without a representative from the ranks of the judges of the Student Court.

### **1.5 APPEAL PROCEDURE**

- 1.5.1 A student may appeal against the conviction and/or the disciplinary measures imposed by the Disciplinary Committee (Students) in accordance with the following procedure:
  - 1.5.1.1 The student may appeal to the Appeals Committee of Senate against the conviction and/or the disciplinary measures imposed

- by the Disciplinary Committee (Students) by lodging a written Notice of Appeal to the Registrar.
- 1.5.1.2 The written Notice of Appeal shall be lodged with the Registrar not later than ten days after the student has been informed in writing of the finding of the Disciplinary Committee (Students). The Notice of Appeal shall be accompanied by an amount not exceeding R2 000 (Two Thousand Rand) or another amount as determined by Council from time to time, which shall serve as part payment for costs related to the appeal: provided that in deserving cases the Registrar may lower the amount payable or waive the payment at his/her discretion.
  - 1.5.1.3 The grounds of appeal must be furnished in detail in the Notice of Appeal.
  - 1.5.1.4 On receipt of the Notice of Appeal, a copy thereof shall be submitted to the Chairman of the Disciplinary Committee (Students), whereupon the Committee shall prepare a response to the grounds of the appeal within a reasonable time and submit it to the Registrar.
  - 1.5.1.5 The Registrar shall provide the student with the response furnished by the Disciplinary Committee (Students), who in turn may within seven days submit a written replication to the Registrar.
  - 1.5.1.6 The Registrar shall then arrange for the appeal to be heard as soon as possible by the Appeals Committee of Senate.
  - 1.5.1.7 The Appeals Committee of Senate may ratify, alter or set aside any conviction and/or disciplinary measure imposed, which may include the suspension or reduction of or increase in disciplinary measures, and may otherwise make any order which, taking into account the facts of the case, would be just and equitable. Should the Appeals Committee of Senate set aside the conviction and/or disciplinary measures imposed by the Disciplinary Committee (Students), or reduce the disciplinary measures imposed on the student, the University shall repay the amount paid by the student in accordance with 1.5.1.2. above.
  - 1.5.1.8 The appeal shall be adjudicated on the basis of the documentation before the Appeals Committee of Senate and no representation on behalf of any party shall be permitted at the hearing of the appeal.

## **1.6 APPEALS COMMITTEE OF SENATE**

The Appeals Committee of Senate consists of:

- 1.6.1 the Chairperson of Senate or his or her delegate; and
- 1.6.2 two permanent academic staff members, one of whom must be a professor in the Faculty of Law: Provided that a staff member who has served as a member of the Disciplinary Committee (Students) in respect of a certain matter, may not serve as a member of the Appeals Committee of Senate in respect of the same matter.

## **1.7 GENERAL**

- 1.7.1 If the Disciplinary Committee (Students) and/or the Appeals Committee of Senate deprives a student of a right or a privilege that he or she exercises

as a student, or temporarily or permanently denies him or her entrance to the University or a University residence, such student shall forfeit all claims to a refund or reduction of or exemption in respect of money paid or payable to the University.

- 1.7.2 If a student refuses to attend a disciplinary hearing, or where he or she has been absent from such hearing for a second time without the permission of Chairman of the Committee, the hearing may be continued forthwith in his or her absence in a manner which the Disciplinary Committee (Students) deems appropriate.
- 1.7.3 If the Vice-Chancellor and Principal is of the opinion that the circumstances of a specific case warrant it, he or she may perform some or all of the actions performed by the Registrar in terms of the Disciplinary Code or, alternatively, he or she may delegate the authority to perform these functions to another staff member of the University.
- 1.7.4 Nothing in this document shall prohibit the Council of the University from promulgating specific disciplinary codes and procedures for regulating conduct in Residences or in other units within the University where this is necessitated by operational requirements. This Code shall apply in the absence of such measures.

## **2. IMPORTANT PROCEDURES, REGULATIONS, RULES AND INSTRUCTIONS**

It is required of each student to acquaint him- or herself thoroughly with the provisions of the procedures, regulations, rules and instructions of the University with regard to the matters hereafter.

**NB:** In the case of contraventions ignorance of the above-mentioned regulations will not be accepted as an excuse.

### **2.1 SEXUAL AND RACIAL HARASSMENT**

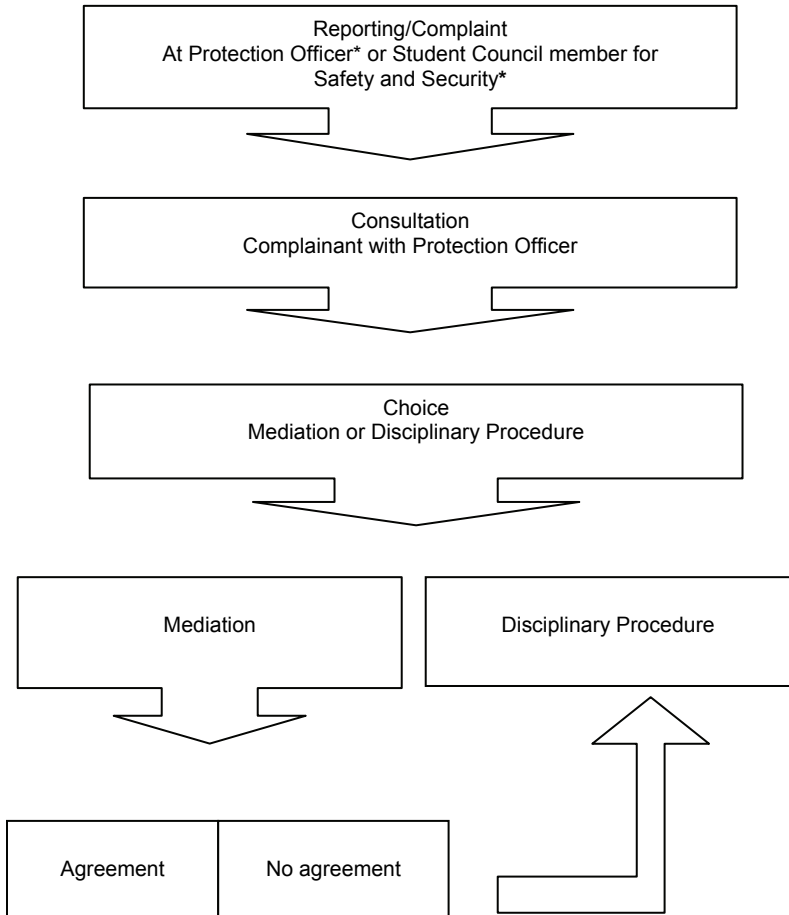
In terms of its policies on racial and sexual harassment, the University of Pretoria strives towards the establishment of a non-sexist, non-racist, non-discriminatory working, living and learning environment.

Disciplinary steps can be taken against students who commit acts of sexual and/or racial harassment. Upon conviction, such students can be expelled.

Sexual harassment is any conduct with a sexual undertone or suggestion that infringes on a student's right to a safe, non-intimidating learning and living environment, while racial harassment is described as any humiliating and/or derogatory verbal or non-verbal action which has an explicit or implicit racial connotation or undertone and infringes on a student's right to a safe, non-intimidating, non-racist learning or living environment.

The University's policy on sexual harassment and racial harassment sets out the procedures to be followed by a complainant in the above-mentioned cases and can be illustrated as follows:

## PROCEDURE IN A CASE OF SEXUAL OR RACIAL HARASSMENT



\* Student Council member for Safety and Security (Tel. 012 366 9800)

\* Protection Officer: Mrs E Gardiner: Division of Legal Services (Tel. 012 420 3073)

## **2.2 EXAMINATIONS, TESTS AND OTHER ACADEMIC ASSIGNMENTS**

### **A. INSTRUCTIONS**

1. Students are obliged to positively identify themselves when writing a test and/or examination by means of a valid student card.
2. No person may pretend to be a registered student and/or write a test and/or examination on behalf of a student.
3. No student may enter the test or examination venue later than half an hour after commencement of a test or examination session and no student may leave the test or examination venue earlier than half an hour after commencement of a test or examination session. In the case of computer-based assessment, a student may not enter the venue after the punctual commencement of the test or examination session.
4. Students must immediately and strictly obey all the instructions given by an invigilator.
5. Except for the conditions as indicated in paragraph 8, students may not bring into the test or examination venue or have in their possession any unauthorised apparatus, books, electronic means of communication, or notes of any nature whatsoever or any paper, no matter how small. Mere possession of any of the aforementioned, irrespective of whether the student acted intentionally or negligently or innocently, is regarded as a serious transgression of the rules and subsequently as serious academic misconduct. It remains the student's responsibility to double-check, prior to the commencement of a test or examination, that none of the aforementioned items are in his/her possession.
6. Students are responsible for providing their own teaching materials and stationery in accordance with the requirements and specifications set by the lecturer concerned. Mutual exchange of such items will not be allowed.
7. Wearing of caps or wide-brimmed hats during examinations and tests is prohibited.
8. Book bags and handbags may be kept with students (ie underneath chairs) during tests and examinations provided that these are not handled by students at all for the duration of the test or examination.
9. It is important that the surname, full names and signature of the student are provided in the relevant space on the test and examination answer script. If so preferred by the student, this information may be treated as confidential by folding and sealing the top portion of the examination and test answer script. The covered portion may only be opened by the examiner if the student number is incorrect or illegible.
10. Once the invigilator has announced the commencement of the test or examination, all conversation or any other form of communication between students must cease. During the course of the test or examination no communication of any nature whatsoever may take place between students.
11. No student may assist or attempt to assist another student, or obtain help, or attempt to obtain help from another student during a test or examination.
12. Students may not act in a dishonest way with regard to any test or examination assessment, as well as with regard to the completion and/or submission of any other academic task or assignment. Dishonest conduct includes, but is not limited to, plagiarism, as well as the submission of work by a student with a view to assessment when the work in question is, with the exception of group work as determined by the lecturer concerned, the work of

- someone else either in full or in part, or where the work is the result of collusion between the student and another person or persons.
13. Writing on any paper other than that provided for test or examination purposes is strictly prohibited. Students may also not write on the test or examination paper, except in the case of fill-in and multiple-choice question papers.
  14. Rough work should be done in the test or examination answer script and then crossed out. No pages may be removed from the test or examination answer script.
  15. Smoking is not permitted in the test or examination venue, and students will also not be permitted to leave the venue during the test or examination for this purpose.
  16. Only in exceptional circumstances will a student be given permission to leave the test or examination venue temporarily, and then only under the supervision of an invigilator.
  17. Students may not take used or unused answer scripts from the test or examination venue.
  18. As soon as the invigilator announces during a test or examination that the time has expired, students should stop writing immediately. In the case of computer-based assessment students should stop working on the computer as soon as the login time has expired.

**Please note:** Students should take note that, if found guilty of academic misconduct or non-compliance with these rules, a student could, amongst others, forfeit his/her credits for a module and/or be suspended from the University for a period that could range from one year to permanent suspension. Such student's record will be blocked for the period of suspension and he/she will not be entitled to a certificate of good conduct from the University during this period. Students should also take note that, if found guilty of academic misconduct, it may negatively influence their admission to other universities and/or registration with professional councils. Academic misconduct is indicated in all testimonials provided to students by the University.

## **B. REGISTRATION FOR EXAMINATIONS**

At the beginning of the year, a student indicates on his or her registration form in which modules he or she will be writing examinations. If, however, the student later decides not to write an examination in a module(s), he or she must inform the Student Administration of the faculty concerned accordingly.

## **C. ADMISSION TO EXAMINATIONS**

1. A student is admitted to an examination in a module only if he or she has prepared him- or herself satisfactorily through the proper execution of the work, and subject to other faculty stipulations has obtained a semester/year mark of at least 40%, provided that for all first-semester modules at the 100-level a student must obtain a semester mark of at least 30% in order to be admitted to the examination in the module in question.
2. In the calculation of the year mark, performance in tests and the satisfactory execution of assignments (tasks) are taken into consideration.

3. It is therefore essential that a student attends classes regularly, writes all tests and completes all work assignments. A student who, as a result of unforeseen circumstances, is prevented from attending classes, writing tests or completing assignments on time, should contact the lecturer(s) concerned without delay in order to make alternative arrangements. Neglect to do so could result in admission to the examination being denied.
4. In the event of illness, a valid and acceptable medical certificate must be submitted to the Student Administration concerned, in addition to making arrangements with the lecturer(s) concerned.
5. The names of students who have not been admitted to examinations are announced by the various departments on the last day of lecturing by means of name lists placed on the departmental notice boards. Students must personally ascertain whether or not they have been admitted to an examination in a particular module.

**D. ANNOUNCEMENT OF EXAMINATION RESULTS**

Examination results will be made available in the following manner:

- By post
- MTN telephone number 083 123 111
- Departmental notice boards
- Results can also be received via SMS by typing in UP (space) STUDENT NUMBER (8 DIGITS) (space) JUN or NOV and sending it to 35606
- Results can be viewed on Students Online at <https://www.up.ac.za/virtualcampus/sos.login>

**E. RE-MARKING OF EXAMINATION SCRIPTS**

Re-marking of examination scripts are allowed subject to the following conditions:

- (a) A written application for re-marking of an examination script must be submitted within 14 calendar days after the commencement of the ensuing semester at the office of the Head of Student Administration.
- (b) The mark(s) awarded after re-marking will be the final result(s), even if it is lower than the original mark(s).
- (c) The fee for re-marking **each individual script** is R220,00. The fees for re-marking of modules consisting of papers one and two are therefore R440,00. The money should be paid at the cashiers at the Client Service Centre before the request will be considered.
- (d) Should the re-marking result in a pass mark, the student concerned may be refunded the appropriate amount.
- (e) Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of re-marking.
- (f) Re-marking results will be made known as quickly as possible, but it is unlikely that re-marking will be completed before the commencement of the ensuing semester.

**F. TEST INSTRUCTIONS**

The examination instructions described in paragraph 2.2.A. 1–17 apply with the necessary changes to tests and practicals.

**G. CONDUCTING OF EXAMINATIONS AND TESTS ON SATURDAYS**

Due to its extensive test and examination programmes, the University is compelled to conduct some tests and examinations on Saturdays. It is therefore not

practicable to accede to requests for special tests and examinations that are exclusively intended to substitute programmes scheduled for Saturdays.

#### **H. LECTURES AND TESTS**

The attention of lecturers and students is drawn to the fact that lectures may not be cancelled with a view to preparations for Rag or any other activity. However, on the recommendation of the Senate, the Council has decided to request lecturers not to schedule examinations and tests

- (a) from the Wednesday of Rag Week until the first Tuesday after Rag week;
- (b) the day after Spring Day; and
- (c) on the Saturday on which an intervarsity takes place.

#### **2.3 THE USE OF UP COMPUTER FACILITIES**

The University's computer facilities are used subject to the Code of Conduct for Users of the Student Computing Environment. Conduct in contravention with the code, will be dealt with in accordance with the provisions thereof. The code can be viewed at [www.up.ac.za/services/it/documentation/docs/ITS1208.pdf](http://www.up.ac.za/services/it/documentation/docs/ITS1208.pdf) All users of the Student Computing Labs must read and agree to the Code of Conduct prior to the use of the computer facilities. A hard copy of the Code can be obtained on request at any of the computer laboratories.

#### **2.4 ORIENTATION**

In terms of the policy determined by the University Council, no form of initiation of first-year students or any other students is permitted. A welcoming programme, which is concluded on the evening before lectures officially commence, is presented with the approval of the University Management.

#### **2.5 RESIDENCES**

Matters concerning University-controlled residences are described fully in the TuksRes Guide, which is available at the Department of Residence Affairs and Accommodation.

#### **2.6 UNIVERSITY GROUNDS AND BUILDINGS**

1. The University reserves the right to deny persons and organisations access to its grounds and buildings.
2. Admission to the premises of the University is under all circumstances subject to the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985.
3. Persons who enter and park on the premises of the University do so at their own risk. Therefore, the University does not accept liability for any accident or damage suffered by a person as a result of the use of the grounds or buildings of the University.
4. The use of the grounds and buildings of the University is subject to the policy and procedural provisions determined by the University Council.
5. Climbing University buildings or any other related unauthorised act is prohibited.
6. Unless the Traffic Regulations expressly determine otherwise, the traffic rules applicable to public roads contained in the Road Traffic Act, Act 29 of 1989, as amended, also apply to the premises of the University. **The Complete Traffic Regulations document appears elsewhere in this publication.**

## **2.7 OCCUPATIONAL HEALTH AND SAFETY**

All staff members and students of the University must at all times comply with the provisions regarding occupational health and safety as set out in the Occupational Health and Safety Act, Act 85 of 1993, including all rules and work proceedings as set out by the University in the interest of health and safety.

## **2.8 SPORTS MEETINGS – CODE OF CONDUCT FOR STUDENT SPECTATORS DURING SPORTS MEETINGS**

### **1. General premise**

The general premise is that the behaviour of the students of the University of Pretoria shall at all times, i.e. also at any sports meeting – **including Intervarsity** – be such that the image and good name of the University is not prejudiced. In this regard, an intervarsity is not considered to be an extension of Rag, but an event in its own right with a long and proud tradition.

### **2. All sports meetings**

- (a) A student's behaviour shall not be of such a nature that it disrupts or in any way detrimentally affects the normal course of the sports activity in question.
- (b) No spectators shall without authorisation set foot on the playing field regardless of whether the particular sports activity is in progress.
- (c) Alcohol abuse is strictly prohibited.
- (d) No glass bottles and or cans are allowed in stadiums.
- (e) A spectator shall subject him- or herself to the authority of the person appointed by the University or TuksSport to maintain order and shall abide by any reasonable arrangement made by such a person with a view to the discipline of the spectators.
- (f) Indecent behaviour and foul language are forbidden.

## **2.9 OFFICIAL TOURS**

- (a) The rules regarding official tours undertaken by students of the University of Pretoria regulate the organisation, approval and effective control of official tours, excursions or trips beyond the borders of Pretoria that are organised by the students themselves, employees of the University of Pretoria or a University organisation, and to which the name of the University of Pretoria is linked.
- (b) Official tours can be divided into three categories, namely academic tours, student tours and sports tours.
- (c) The University authorities reserve the right to take disciplinary action in terms of the rules and regulations of the University against tour chaperons and/or tour managements and/or tour members during or after a tour.  
(These regulations are available on request at the offices of the SRC.)

## **2.10 FIRING OF ROCKETS AND EXPLOSIVES**

The use and/or firing of any fireworks, rockets or explosives, of whatever nature, is not only a contravention of the rules of the University, but can also constitute a criminal offence. Contraventions of this nature normally lead to the suspension of the student concerned.

## **2.11 CARRYING AND STORAGE OF FIREARMS**

A person is guilty of misconduct if he or she stores on the premises of the University, possesses or controls, a firearm, explosives, explosive device or any

other dangerous weapon without the express prior consent of the Director: Security Services or his authorised representative. The concepts "firearm", "explosive", "explosive device" and "dangerous weapon" bear the meaning that they are accorded in the relevant statutory provisions.

## 2.12 CODE OF CONDUCT: MEETINGS

### A. POINTS OF DEPARTURE

The University of Pretoria is a reflection of the society it functions in and is therefore subject to the processes affecting it. These processes may cause differences of opinion and inherent tensions. In accordance with the Constitution of the Republic of South Africa, it is the University of Pretoria's mission to foster a culture of freedom of speech and free expressions of opinion on campus. This mission however, can only be brought to fruition in an environment where all parties practice this right while simultaneously accepting the accompanying responsibilities. Staff members and students have the right to express their disagreement or satisfaction with particular views or actions but on specific conditions. The conditions include:

- a sensitivity for the rights of others
- respect for political, cultural and religious differences
- tolerance of opposing opinions.

Free speech should also honour individual privacy, dignity and personal choice. Commitment to this regulation implies that students and staff members accept these responsibilities and that they conform to them.

### B. AIM

To agree on the details of a code of conduct with a view to ensuring the continued and responsible exercising of freedom of speech and expression of opinion during meetings.

### C. DEFINITIONS

#### 1. **Speakers**

Persons from within or outside the University, irrespective of their political or other affiliations, who are invited to address staff members, students and the general public on University premises or to participate in any prearranged function or action.

#### 2. **Convener**

2.1 In the case of invitations to participate in organised student activities, irrespective of whether the meeting was scheduled in advance, the convener is the **SRC** and/or the student body which issued the invitation.

2.2 In the case of invitations to participate in meetings or programmes that do not form part of student activities, the convener is the person and/or the organisation who issued the invitation.

#### 3. **During the proceedings**

3.1 The official proceedings is the period that follows on the announcement by the chairperson or convener of the meeting of the commencement of the proceedings, or his or her attempts to make such an announcement, and lasts until the chairperson or convener announces that the proceedings have ended. For this purpose the customary time allowed for questions is considered to be part of the official proceedings.

- 3.2 For the purposes of this code of conduct the concept “during the meeting or a gathering” has a corresponding meaning.
4. **Protest**  
Protest as intended in paragraph E of this code of conduct and which is made in the prescribed manner during the proceedings, or at some other appropriate time, in terms of the organiser’s rules of procedure.
5. **Unauthorised protest**  
Protest which does not conform to the definition and other rules of procedure contained in this code of conduct.
6. **Applicant**  
A staff member or a student of the University, or an organisation affiliated with the SRC, who applies to the organisers for the protest.
7. **SRC**  
The **Students’ Representative Council** of the University of Pretoria as elected and constituted in terms of the Constitution of the SRC and the Students’ Senate.
8. **University authority**  
The Rectorate or any other organ or division of the University, including, where applicable, an authorised staff member of the University.
9. **Invitations**
- 9.1 In accordance with a particular situation, all invitations to speakers are issued by the convener after consultation with the University authorities.
- 9.2 Notwithstanding any provision in this code, the Rectorate can, if it is of the opinion that a particular meeting will have a detrimental effect on or will endanger the orderly course of teaching and research and the maintenance of order and discipline, either prohibit the issuing of particular invitations or demand that they be withdrawn.
10. **Guests of the University**  
For the purposes of this code of conduct speakers are considered to be guests of the University who should always be afforded courtesy and be treated in accordance with the civilised norms and the standards the University attempts to uphold.

**D. RESPONSIBILITIES: CONVENERS**

1. The convener has the following responsibilities:
- (a) The safety and wellbeing of speakers from the moment they enter the University premises until they leave the premises after their visit.
  - (b) The control of admission to all meetings, adhering to the policy provisions laid down by the Council in this regard.
  - (c) The provision of information to the chairperson of a meeting to familiarise him or her with his or her obligations in terms of this code of conduct. The chairperson or convener must inform those present adequately beforehand of the content of this code.
  - (d) All reasonable measures and precautions required to ensure the orderly course of the proceedings.

- (e) The conveners may request that Security Services should render support in the execution of the obligations mentioned in D.1(a), (b) and (d), provided that
  - (i) a written application for support is submitted beforehand to Security Services;
  - (ii) the obligations to be taken over by Security Services are clearly defined and agreed upon in writing; and
  - (iii) Security Services is exclusively responsible for the matters taken over in terms of D.1(e)(ii).
- (f) The conveners are responsible for collating and making available all information and confirmatory proof regarding the infringement of this code of conduct in any manner, and for submitting the details thereof to the Registrar within three days, provided that Security Services bears the responsibility for the matters taken over in terms of paragraph D.1.(e) (i) – (iii). Measures taken by the conveners for the purposes of fulfilling the obligations mentioned in paragraph D.1(a) – (e) must comply with the policy provisions laid down by the University in regard to the control of admission and the protection of University premises.

## **E. PROTEST AND OTHER ACTIONS**

1. Besides the protest that is permitted in terms of paragraph E.4, all other forms of protest or actions intended to disrupt a meeting, or which have that effect, are not permissible during the proceedings.
2. Subject to the provisions of paragraphs C.1.10 and E.1, it is permissible to display placards, banners and flags, carried by protestors, before or after the proceedings, provided that no placards, banners, flags or slogans may be displayed against University buildings.
3. Subject to the provisions of paragraphs C.1.10 and E.1, it is permissible to shout slogans, sing songs and to utter lyrics before or after the proceedings.
4. It is permissible to register protest during a meeting, provided that the following condition is fulfilled in all respects:
  - (a) Applicants must give the organisers written notice of their intention to register protest 24 hours before the commencement of a meeting. It is regarded as an essential condition of a proper notice that the written notice be accompanied by the full text of the protest note.
5. The following requirements apply to the protest note mentioned in par. E.4:
  - (i) The protest note must be in the form of a press release and must be read aloud by the applicant as prescribed in paragraphs E.6 and E.7.
  - (ii) The content of the protest note may not be directed at the speaker in his or her personal capacity.
  - (iii) The applicant accepts full responsibility for the content of the protest note and the conveners give permission for its delivery at the applicant's risk.
6. It is within the sole jurisdiction of the conveners to determine the order arrangements for the meeting and everyone present is subject to these arrangements.
7. If an application to protest does not comply with all the requirements set out in paragraphs E.4(a), E.5 and E.9 such a protest shall be considered to be unauthorised and shall not be permitted, provided that if an application to protest does comply with the requirements, the conveners are obliged, subject

to the provisions of paragraph E.8, to allow the protest during the proceedings or at some other appropriate time.

8. The maximum time that shall be allowed for protest during a meeting is five minutes, provided that if more than one applicant wants to register protest, the time can be extended to a maximum of 10 minutes and that applicants who represent groups can be given precedence.
9. In the case of protest being registered by more than one person, the conveners of the meeting can, in accordance with the particular circumstances, request the applicants to reduce their notes of protest in order that the protests may be registered and completed within the time limits.

## **F. APPLICATION**

The code of conduct is applicable to

- (a) all staff members of the University, irrespective of whether they have a permanent, part-time or temporary appointment;
- (b) all registered students of the University; and
- (c) groups and organisations of which registered students are members or in whose activities or management registered students participate, irrespective of whether the group or organisation concerned is affiliated to the SRC.

## **G. INFRINGEMENTS**

1. This code of conduct has the status of a regulation and the infringement of any of its provisions is justiciable in terms of the Rules laid down by the Council of the University in accordance with Article 13 of the University of Pretoria Private Act (Act No 106 of 1990), Article 36 of the Higher Education Act (Act No 101 of 1997) as well as the Statute of the University of Pretoria.
2. If an organisation that is affiliated with the SRC infringes any of the provisions of this code of conduct in any manner, or attempts to do so, the SRC can decide to summarily terminate the affiliation of that organisation.
3. Incitement or intimidation of groups or individuals to infringe this code of conduct shall be regarded to be an infringement thereof, and such infringement shall, in accordance with the particular case, be dealt with in terms of paragraphs G.1 and 2.

### **2.13 PETS ON CAMPUS**

No pets are allowed on University grounds, with the following exceptions:

- Guide dogs for blind persons
- Animals that need to be on a specific campus as patients or for research
- Pets owned by personnel who stay in houses belonging to the University or houses on the University campuses on a permanent basis.

### **2.14 SMOKING POLICY (INCLUDING STAFF AND VISITORS)**

With a view to creating a pleasant and healthy working environment and to balancing the interests of smokers and non-smokers, the following smoking policy is laid down:

The following areas are classified as non-smoking areas:

- Any area where a possible fire and/or security risk exists and which has been designated as such.
- Any premises where food is stored, manufactured, prepared, handled, sold or served.
- All indoor areas.

All members of staff and visitors are required to comply with the provisions of this policy. The policy may be revised from time to time in view of possible statutory developments.

## **2.15 USE OF CELLULAR PHONES DURING LECTURES AND PRACTICALS**

The attention of students is drawn to the fact that cellular phones may not be used at all during lectures and practical sessions and must be switched off. Furthermore, students are prohibited from recording lectures without the permission of the lecturer concerned. However, in the case of students with disabilities, prior arrangements should be made to obtain the necessary approval.

## **2.16 TRAFFIC REGULATIONS (INCLUDING PARKING REGULATIONS)**

Traffic and parking regulations of the University of Pretoria.

### **A. DEFINITION OF TERMS**

For purposes of these regulations the following definitions apply:

1. **Official road**  
A gravel or tarred road established by the University on its grounds for the use of motor vehicles/bicycles.
2. **Official parking space/area**  
A space/area intended for parking motor vehicles and bicycles and which is indicated as such. The parking areas on the Hatfield Campus are indicated on the University map as well as on the various University grounds by an H and a number. The South Campus is indicated with an S and a number, Groenkloof with a G and a number and Onderstepoort, the Medical Campus and Mamelodi with a P and a number.
3. **Visitor**  
A person who is not a student, contractor or a staff member of the University.
4. **Bicycle shed**  
A parking area for motorcycles and bicycles and which is indicated as such by a road sign board.
5. **Authorised official**  
A traffic official or other member of the Department of Security Services or the authorised contractor of the University authorised to enforce entrance control or security on the University grounds.
6. **Personnel/Student card**  
An identity card issued by the University.
7. **Motorcycle**  
Any self-driven or semi self-driven motor vehicle with two wheels with or without a side-car.
8. **Motor vehicle**  
Any self-driven or semi self-driven motor vehicle. Any trailer.

9. **Road traffic sign**  
Any parking and traffic sign, information sign, danger warning sign, roadway line and marks which are applicable in terms of the Road Traffic Ordinance, provided that the University can use its own measurements, distances and heights with regard to the erection of traffic signs and the marking of roadway lines and marks.
10. **Road Traffic Ordinance**  
Art. 93(1) of the National Road Traffic Act (Act 93 of 1996) which is effective in the Republic of South Africa.
11. **Roadworthy**  
A licensed vehicle that is roadworthy in accordance with the regulations of the Road Traffic Ordinance.
12. **Parking disc**  
A token issued on request by the Client Service Centre of the University to a member of staff or a student.  
The parking disc must be attached to the windscreen of a vehicle where it must be clearly visible. It may not be transferred to or requested on behalf of anyone else.
13. **A member of staff**  
Any member of the University Council or any other person who is permanently or temporarily employed by the University.
14. **Council**  
The Council of the University of Pretoria.
15. **Student**  
Any full-time, after-hours or part-time student registered at the University.
16. **Contractor**  
Any person or company contracted by the University.
17. **University**  
The University of Pretoria.
18. **University grounds**  
Grounds owned or rented by the University or grounds that are in any manner subject to the control of the University.
19. **Traffic officer**  
Any member of staff, called upon by the Director: Security Services, to enforce traffic control for the University.
20. **Sheltered parking**  
Any sheltered parking established by the University or for which permission for erection had been granted.
21. **Parking for persons with a disability**  
Allocations will be made in accordance to legislation.

- i) The South African Constitution of 1996. According to the bill of Rights Chapter 2 "everyone is equal (9.1) ...and may not be unfairly discriminated against...on the ground (of) race, gender (or) disability...(9.3). Everyone has inherent dignity and the right to have their dignity respected and protected (1). Everyone has the right to an environment that is not harmful to their health or wellbeing (24)".
- ii) The Employment Equity Act of 1998. According to Chapter III "Affirmative action measures implemented by a designated employer must include: (a) measures to identify and eliminate employment barriers, including unfair discrimination, which adversely affect people from designated groups. ... (c) making reasonable accommodation for people from designated groups in order to ensure that they enjoy equal opportunities and are equitably represented in the workforce of a designated employer".

## **B. GENERAL INFORMATION**

1. The purpose of the traffic and parking regulations of the University is to restrict traffic disturbance and accidents on its premises to a minimum.
2. Although the University attempts to provide parking facilities for students and personnel with the funds and limited space at its disposal, the Council is not obliged to provide these facilities.
3. Admission to the premises of the University and parking on the University grounds take place at a person's own risk. Therefore the University does not accept liability for any accident or damage suffered by a person as a result of the use of the roads or parking facilities of the University.
4. Unless the Traffic Regulations expressly determine otherwise the traffic rules applicable to public roads, contained in Art. 93(1) of the National Road Traffic Act (Act 93 of 1996), as amended, also applies to the premises of the University.
5. Traffic and parking regulations are subject to amendment or temporary suspension by the University from time to time.
6. Transgressors of the traffic and parking regulations are subject to the following penal clauses:
  - (a) **Personnel and students**  
Action in terms of the disciplinary provisions of the University as well as criminal charges in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).
  - (b) **Visitors**  
Criminal charges for contravention in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).
  - (c) **Contractors**  
Action in terms of the disciplinary provisions of the University as well as criminal charges in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

## **C. ADMISSION TO UNIVERSITY GROUNDS**

1. **Admission**  
Admission to the premises of the University by motor vehicles, pedestrians and bicycles is under all circumstances subject to the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985), which determines *inter alia*, that an authorised officer may require a member of staff, a student or a visitor who desires admission to the University premises to

- supply their name and address and any other relevant information;
- supply proof of identity;
- declare whether they have any dangerous object in their possession;
- declare content of any vehicle or container of any nature in their possession or custody and to display its contents;
- subject themselves to a search of themselves or of any vehicle or container, and hand such object, container or vehicle to an authorised official for searching or custody until they leave the University terrain again.

If an authorised official of the University has given permission to a person(s) to enter the University, he/she may do so subject to certain conditions, such as:

- That the person must wear an identity card or any proof of permission for the duration of his visit to or stay on the University premises;
- That he or she may only enter certain parts of or places on the terrain;
- That he or she may be prohibited from getting into contact with certain persons or that he may be restricted in that regard; and/or
- That the period of time that he or she may stay on the University premises may be restricted.
- To move or remove his or her motor vehicle or bicycle at any time if it should be in the interest and security of the University premises or the people thereon.

## 2. **Personnel**

- (a) Permanent full time, permanent part time and temporary full-time personnel qualify for full day parking on all campuses.
  - Part-time personnel e.g. extraordinary lecturers, extraordinary professors and honorary professors, qualify for full-day parking on all campuses.
  - Part-time personnel appointed for 25 hours per week and more qualify for full day parking on all campuses.
  - Postdoctoral fellowships qualify for full-day parking on all campuses.
- (b) Should a personnel member not qualify for full-day parking on the main campus, application can be made for parking on a satellite campus i.e. Groenkloof, Onderstepoort, Mamelodi, Prinshof and LC de Villiers.
- (c) If a personnel member is in possession of a valid parking disc for the applicable year, the personnel card will be activated for the relevant gates. Personnel members must use their personnel cards to activate the motor gates upon entrance and exit.
- (d) For the sake of members of staff who own two motor vehicles, a second parking disc may be issued provided that
  - (i) not more than one vehicle per staff member is parked on University parking areas simultaneously;
  - (ii) particulars of only one vehicle be displayed on a parking disc;
  - (iii) a parking disc may not be transferred from one vehicle to another (if a person changes vehicles the previous disc must be handed in before a substitute disc will be issued);
  - (iv) no motor vehicle will be admitted to University parking areas without a valid parking disc;

- (v) the parking disc must be visible on the windscreen of the vehicle for the period it is parked in a University parking area;
- (vi) staff members who have children that are students at the University may not allow their children to park the staff member's motor vehicle on a parking area intended for personnel vehicles;
- (vii) misuse of the parking facilities may cause that one or both the parking discs of a particular member of staff be suspended;
- (viii) the parking disc may not be requested on behalf of anyone else or transferred to another person.
- (e) As a result of the high number of vehicles in certain parking areas, the University had to impose limited zoning and a staff member is allowed to park only in the area/zone whereto his or her particular disc warrants admission.
- (f) A vehicle may only be parked on the marked spaces in the area. Visitors' parking is intended for the use of visitors only. Motorcycles may only be parked on parking areas intended and marked for that purpose.
- (g) All traffic signs and regulations of the University must be obeyed at all times. (Offenders render themselves liable to action in terms of the disciplinary provisions of the University.)
- (h) Persons who enter the University premises do so at their own risk.
- (i) If a member of staff resigns or retires from University employment the parking disc in his or her possession must be returned to the Director: Security Services.
- (j) A member of staff to whom a sheltered parking space has been allocated is allowed to park his/her vehicle in that space only. Contravention of this regulation renders the offender liable to action in terms of the disciplinary provisions of the University.
- (k) Parking bays reserved for the disabled are for the exclusive use of such persons.

### 3. Students

#### (a) Main Campus

Students' motor vehicles are not permitted on the Main Campus between 06:00 and 16:30 on weekdays (and therefore may not be parked there either). Undergraduate students may park on campus from 16:30.

Honours and master's students may park on campus from 14:00 and doctoral students may park full-time on campus.

#### (b) Student parking facilities (Main Campus)

Students' motor vehicles are restricted to the parking facilities provided for students. An authorised official may at any time request a person who uses this parking to present his/her student card. H29, H30 and H17 have been allocated as student parking.

#### (c) Onderstepoort, Groenkloof, Prinshof, Mamelodi and the LC de Villiers grounds.

Students are issued with a parking disc on request and they obtain entry to the parking area on the basis of a parking disc and their student card. All students leaving the premises must also present their student card on request to the authorised official on duty at the gate.

4. **University vehicles**

University vehicles are permitted to enter or exit from University premises on the basis of the personnel card of the driver as issued by the transport section, provided he or she is a member of staff. Other University vehicles are permitted to enter and leave on the grounds of a letter of authorisation by the relevant head of the section/department verifying the identity of the driver of the vehicle in question. Any accidents where University vehicles are involved must be reported to the 24-hour Operational Management Centre at Security Services (012 420-2310), transport section (012 420 2757) and to the SAPS.

5. **Visitors**

Visitors may park only on specified visitors' parking areas and not underneath carports.

6. **Contractors**

Vehicles of contractors are only permitted on the University premises if in possession of a valid parking disk displayed on the window.

**D. TRAFFIC REGULATIONS**

1. The general speed limit is 35 km/h. However, the driver of a motor vehicle must reduce speed when required (e.g. when pedestrians are crossing or when the view is limited) to adapt to the circumstances prevailing on the premises of the University.
2. All road traffic signs must be obeyed at all times.
3. Motorcycles may only be parked in the motorcycle shed at Human Science Building or parking areas allocated and marked for that purpose.
4. No bicycles are allowed on the pathways of the University premises.
5. Motor vehicles and bicycles are allowed only on official roadways.
6. These regulations apply to all University premises.

**E. PARKING REGULATIONS**

**1. General**

- (a) Parking on University premises is permitted only on areas officially allocated for the parking of various vehicles.
- (b) Since parking space on the various campuses is limited, the allocation of parking bays is done by zoning. A staff member/student is only permitted to the parking zone for which the parking disc is valid.
- (c) Persons in possession of valid parking discs are not allowed to park on visitors' parking areas unless directed by an authorised official to that parking bay.
- (d) The following are considered to be parking or traffic offences and will be dealt with as explained in par 1.1-5:
  - (i) Parking on campus without a valid parking disc;
  - (ii) Parking in front of gates, on driving lanes or places where parking is not allowed, e.g. paving;
  - (iii) Double parking;
  - (iv) Parking on reserved parking and loading zones;
  - (v) Misuse of parking disc;
  - (vi) Parking on grass and sports fields;
  - (vii) Parking in bays reserved for the disabled;

- (viii) All offences with regard to bicycles;
  - (ix) Not stopping at stop streets.
2. Besides the above general provisions, the following specific arrangements apply to the various premises (also after hours and during holidays).
- a. Motor vehicles**
- (i) **Main Campus**
    - Students' motor vehicles and motorcycles are not permitted on the Main Campus unless a valid parking disc can be shown. Parking is, however, allowed after 16:30 (See also p 51).
    - Parking areas H17, H29, H30 are allocated to students. The cars of students shall at all times be restricted to these parking areas and to lawful parking along the roads.
    - Parking areas H20, H18 and H31 are reserved for the cars (with parking discs) of students living in women's residences.
    - Motorcycles and bicycles may only be parked in the sheds provided for that purpose.
  - (ii) **Prinshof premises**
    - Motor vehicles belonging to students in the Faculty of Health Sciences are allowed on the premises on the basis of a parking disc and their student cards. When a student leaves in a motor vehicle, he or she must also show his or her student card on request to an authorised official. All other students are allowed into the area as visitors only.
    - P3101 and P3103 are for the use of students only.
    - P3104 is demarcated for staff members and students as indicated by the applicable signboards.
    - Motorcycles and bicycles may only be parked in the sheds and other areas provided for that purpose
    - Clinical premises: no vehicles belonging to students are allowed into this area. Motorcycles and bicycles may be parked in the shed provided for students.
  - (iii) **Faculty of Veterinary Science premises**
    - Students are issued with a parking disc on request and obtain entry to the premises on the grounds of the parking disc and their student cards. All students leaving the area must produce their student cards on request to the guard on duty at the gate.
    - Parking to the east of the Sir Arnold Theiler Building (V3) is allocated to students.
    - Motorcycles and bicycles may only be parked in the sheds and other areas provided for that purpose.
  - (iv) **Sports grounds**
    - Parking is restricted to the official parking areas.
    - Parking on embankments and sports fields is prohibited.
  - (v) **Mamelodi premises**

All rules and regulations pertaining to the University of Pretoria's Traffic Regulations are *mutatis mutandis* applicable.
  - (vi) **Residences**

Residents of university residences park according to the parking arrangements described in the residence regulations that must be considered an addendum to this regulation. The onus

is on the students to get hold of the necessary regulations.

(vii) **Groenkloof premises**

All rules and regulations pertaining to the University of Pretoria's Traffic Regulations are *mutatis mutandis* applicable.

b. **Motorcycles**

- Staff members are permitted to park their motorcycles in all parking sheds or other parking areas provided on University premises for the parking of motorcycles.
- Students are permitted to park their motorcycles in sheds only and on areas specifically allocated for the parking of students' motorcycles.

c. **Bicycles**

- Bicycles may be parked only in bicycle sheds or other areas specifically provided for that purpose.
- Bicycles left at places other than those specifically provided, will be removed at the risk and cost of the owner and will be taken to the Director: Security Services. Offenders will be dealt with according to the disciplinary regulations of the University.
- Bicycles obstructing emergency exits or bicycles locked to security gates will be removed and taken to the Director: Security Services, at the cost and risk of their owners.
- Bicycles not claimed within three months will be confiscated and sold by the University.

3. **Temporary structures**

No temporary structures serving as sheltered carports are permitted on University premises.

4. **Visitors**

Visitors are allowed to park on visitors' parking only.

F. **REMOVAL OF OR DAMAGE TO ROAD TRAFFIC SIGNS AND MARKS**

Removal of or damage to road traffic signs and marks is considered to be a serious offence for which no admission of guilt arrangement will be accepted, as removal or damage to road traffic signs may lead to serious accidents causing injury and even loss of lives. If a person is caught and accused of any of these charges, he or she will have to appear in court directly.

G. **APPLICATION BY INDIVIDUALS OR ORGANISATIONS WITH REGARD TO USE OF MUNICIPAL PROPERTY**

In the event of any road-running, treasure-hunt, bicycle race or any other proceeding that must take place on a public road or where the air space of the Metro Council will be used, permission must be obtained from the municipality timeously.

H. **CONTRAVENTION OF TRAFFIC AND PARKING REGULATIONS**

1. Non-compliance with the traffic and parking regulations of the University constitutes an offence. Such offenders render themselves liable to action in terms of the disciplinary provisions of the University as well as to criminal charges in terms of the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985.

2. The following are considered to be parking or traffic offences for which the fines\* indicated can be imposed:

- (a) **Offences with motor vehicles** (including motorcycles, scooters and mopeds):

Parking on campus without valid parking disc	R50-00
Parking in driveways and in front of gates as well as areas where parking is not allowed such as paved areas	R50-00
Double parking	R50-00
Parking on reserved areas or on loading zones	R50-00
Abuse of parking disc	R50-00
Parking on lawns and sports fields	R50-00
Parking on parking bays reserved for the disabled	R80-00
All offences with bicycles	R15-00
Failure to stop at stop signs	R60-00

- *These amounts are subject to change.*

- (b) Bicycles left at places other than those specifically provided, will be removed at the risk and cost of the owner and will be taken to the Security Services department. The University cannot be held responsible for any damages caused for the owner through this action. Bicycles not claimed within three months will be confiscated and sold by the University.

- (c) Removal or damage of road traffic signs and marks are serious offences for which no admission of guilt arrangement will be accepted.

- \* When a fine as indicated above is imposed, representation can be made to the Director: Security Services. If a person is not satisfied with the outcome of the representation, he or she can request a hearing before the Traffic Tribunal to have the alleged offence adjudicated. An appeal against the decision of the Traffic Tribunal can be lodged with the Committee for Discipline (Students) within 10 days of the ruling.

- (d) Submissions for offences regarding parking on parking bays reserved for the disabled will not be considered.

#### I. **PROCEDURE IN THE EVENT OF PARKING OR TRAFFIC OFFENCES**

1. When the driver of a motor vehicle parks the vehicle contradictory to the University regulations or otherwise commits a parking or traffic offence, an authorised official hands a document to the driver of the vehicle. If the driver is absent, the document will be attached onto the vehicle in a place where it will be clearly visible.

2. In the abovementioned document the offence will be clearly defined and the driver of the vehicle notified that he or she must, prior to a specific date mentioned in the document, pay the amount indicated in the document as a fine at a certain place or to a certain official, or otherwise personally put a written request to the Director: Security Services or his representative explaining why

- (a) he or she is not guilty to the offence in question; or  
 (b) the amount of the fine needs to be reduced.

3. The driver of the vehicle is also notified in the document of the fact that

- should he or she fail to react timeously to the notice, the Traffic Tribunal may impose the cost of the tracing fee as well as a fine for no reaction from the alleged offender.
4. A copy of the mentioned document is also made available to the official to whom the fine is to be paid. The official mentioned keeps a register of all parking and traffic offences with complete particulars of fines paid, of any representations relating to offences submitted, as well as the result of such representations.
  5. Representations are considered by the Director: Security Services.
    - (a) The person concerned is notified that a decision has been taken:
      - (i) to acquit the person the full amount of the fine; or
      - (ii) to reduce the fine and to allow that payment of the outstanding amount be made on a fixed date; or
      - (iii) not to sustain the representations and that the amount of the fine be paid in full prior to a previously fixed date.
    - (b) The person is also notified that should he or she be dissatisfied with the result of the representations, a date for a hearing before the Traffic Tribunal may be requested to adjudicate the alleged offence. The person must immediately indicate whether such a hearing would be desirable.
    - (c) Should a person request a hearing, a date for hearing is determined and a document co-signed by the Director: Security Services, or an official authorised by him, and the person concerned, is handed to the person. In this document the person is notified of the date, time and place of the hearing of the Traffic Tribunal.
    - (d) If a fine is not paid before the date fixed in terms of paragraph 1.2 or paragraph 1.5(a)(iii), the Director: Security Services notifies the Traffic Tribunal .
  6. **Traffic Tribunal**
    - (a) All traffic cases referred to the Traffic Tribunal by the Director: Security Services are tried by a Traffic Tribunal which consists of a minimum of two members of the Faculty of Law.
    - (b) The Traffic Tribunal has the power to
      - (i) increase or confirm or reduce the fine imposed on a person, and to stipulate that the outstanding amount be paid before a certain previously fixed date;
      - (ii) acquit a person of the payment of the fine;
      - (iii) impose a fine to the maximum, as stipulated in paragraph 1.7(d), for neglecting to obey an order in terms of 1.6(b)(i), or for neglecting to appear in the Traffic Tribunal on a day determined for the hearing, or for any action that amounts to contempt of the Traffic Tribunal;
      - (iv) charge the tracing costs as well as impose a fine for neglecting to react to the document mentioned in paragraph 1.1-4 (the maximum fine is stipulated in paragraph 1.7(d)); or
      - (v) institute legal procedures in terms of the Traffic Tribunal if a person continues to contravene the traffic regulations.
    - (c) Procedures in the Traffic Tribunal remain inquisitorial and rules of Law of Evidence do not apply.
    - (d) Neither legal representation nor cross-examination is permitted.

- (e) The University authorities are represented by the Director: Security Services or a person assigned by him.
- (f) The Traffic Tribunal may give hearing to any witness, at the request of any person concerned.
- (g) In circumstances mentioned in paragraph 1.7(a), the Traffic Tribunal may conduct a hearing in the absence of the offender.
- (h) All witnesses are cross-examined under oath or must make a solemn statement to tell the truth.
- (i) The proceedings in the Traffic Tribunal are tape-recorded and are kept in a safe place for one year following the trial.
- (j) The ruling of the Traffic Tribunal can be referred to the Disciplinary Committee on internal appeal within 10 days after the finding of the Traffic Tribunal by submitting the grounds for appeal in writing to the Registrar.
- (k) Unless ordered otherwise by the Traffic Tribunal on a sound basis, the session of the Traffic Tribunal takes place in public.

7. **Absence**

- (a) If a person does not at all react to the document mentioned in paragraph 1.1 or on an order of the Director: Security Services in terms of paragraph 1.5(a) or (b), the Traffic Tribunal may grant a trial to such a person on the basis of a submission by the Director: Security Services, in his or her absence and the powers of the Traffic Tribunal take effect in terms of paragraph 1.6.(b).  
The same procedure applies when a person neglects to appear on the day stipulated for the trial in terms of paragraphs 1.5(a)(iii) and 1.7(a).
- (b) When the Traffic Tribunal imposes a fine in terms of paragraphs 1.5(a) and 1.7(a) in the absence of the offender, a notice is sent to the person by the Director: Security Services, in which he or she is informed of the fine imposed on him or her in their absence, and which informs the person that unless he or she is able to provide sound reasons to the Traffic Tribunal on the day, time and place stipulated in the notice, the imposed fine will automatically be confirmed and dealt with as stipulated in paragraph 1.7(c).
- (c) Any fine imposed in terms of these rules which remains outstanding for a period of 14 days following the day stipulated for payment in terms of these rules, will be charged to the University account or salary of the person and he or she will not receive credit for subjects passed during that year prior to the final settlement of the account.
- (d) The amount payable in respect of parking and traffic offences and the maximum fine the Traffic Tribunal may impose in terms of these rules, is stipulated annually by the Vice-Chancellor and Principal in consultation with other members of the Traffic Tribunal but will not exceed R200,00.
- (e) The person in charge of the vehicle at the time of the parking or traffic offence is considered the driver of the vehicle, unless evidence to the contrary is provided.

8. **Parking reservation**

**No parking reservations will be made for individuals.** Premises will only be reserved for University activities, such as graduation ceremonies. In the case of bigger events where parking and traffic control arrangements must be made, such a service must be afforded by the institution or department in question, because extra people must be employed at overtime rates. Arrangements in this regard must be made at least two (2) days in advance.

3. **TERMINATION OF STUDIES**

- 3.1 A student who decides to terminate his or her studies during the course of the academic year, must notify the University **in writing** and the notification (on the official form) of the termination of studies must be handed in at the accounts consultants at the Client Service Centre. All changes of modules must be done in writing at the relevant student administration.
- 3.2 The date on which the University receives the notification from the student will be considered to be the date on which studies are terminated. The burden of proof for the termination of studies or modules rests with the student.
- 3.3 If a student terminates his or her studies after the first Tuesday in June, or notice to this effect is received by the University after this date, the student shall be considered to have registered for the full academic year and to have failed. It is therefore in the interest of the student to notify the University without delay that he or she is terminating their studies.

4. **MEDIUM OF INSTRUCTION**

The University uses two official languages, namely Afrikaans and English, in conducting its general business, while Sepedi is being promoted as a language of communication. The language of instruction is either Afrikaans or English or both languages, taking the demand as well as academic justification and economic viability into consideration.

However, it remains the student's responsibility to determine in which language and at which levels modules are presented. This information is published annually in the Timetable Book. The University reserves the right to change the language of instruction on short notice, depending on the size of the groups and the availability of lecturers. In respect of administrative and other services, a student may choose whether the University should communicate with him or her in Afrikaans or English.

5. **ACADEMIC DRESS AT GRADUATION CEREMONIES**

1. **DOCTOR'S DEGREE**

**Gown:** A ruby gown (Cambridge model) with a 15 cm band in the faculty colour on the front panel.

**Cap:** A ruby beret (Utrecht model) with the tassel in the faculty colour.

**Hood:** A maroon hood lined in the Faculty colour (Oxford model) with a 7,5 cm-border in the faculty colour.

2. **MASTER'S DEGREE**

- Gown:** A black gown (Cambridge model).  
**Cap:** A flat square black beret with the tassel in the faculty colour.  
**Hood:** A black hood lined in the faculty colour, with a 7,5 cm-border in the faculty colour.

3. **HONOURS DEGREE**

- Gown:** A black gown as for bachelor's degrees.  
**Cap:** A flat square black beret with the tassel in the faculty colour.  
**Hood:** As for bachelor's degrees but hemmed with a 2 cm-band of the base material.

4. **BACHELOR'S DEGREE**

- Gown:** A black gown (Cambridge model).  
**Cap:** A flat square black beret with the tassel in the faculty colour.  
**Hood:** A grey hood with a 7,5 cm-edging in the faculty colour.

5. **DIPLOMAS**

- Gown:** A black gown (Cambridge model).  
**Cap:** A flat square black beret with a black tassel.  
**Hood:** A 12 cm wide hood band made of Cashmere fabric in the prescribed faculty colours, with a V-form neckpiece with a 5 cm grey strip in the centre of the neck piece for all diplomas.

6. **CERTIFICATES**

- Gown:** A black gown (Cambridge model).  
**Cap:** A flat square black beret with a black tassel.  
**Hood:** A 12 cm wide hood band made of Cashmere fabric in the prescribed faculty colours, with a V-form neckpiece with a 5 cm grey strip in the centre of the neckpiece for all certificates.

**Note:** Persons in the SANDF, SAPS, etc. who wish to attend the graduation ceremony in uniform, may do so subject to the following conditions:

- (i) The gown must be worn.
- (ii) The beret, and not the cap, must be donned.

6. **FACULTY COLOURS**

	FACULTY	COLOUR
1.	Humanities	Orange
2.	Natural and Agricultural Sciences	Green
3.	Law	Scarlet
4.	Theology	Purple
5.	Economic and Management Sciences	Dark blue
6.	Veterinary Science	Salmon

	FACULTY	COLOUR
7.	Education	Old gold
8.	Health Sciences <ul style="list-style-type: none"> <li>◆ School of Medicine</li> <li>◆ School for Health Care Sciences</li> <li>◆ School for Health Systems and Public Health</li> <li>◆ School of Dentistry</li> </ul>	Peacock blue Peacock blue Peacock blue Peacock blue
9.	Engineering, Built Environment and Information Technology	Turquoise

**7. STUDENT CARDS**

It is compulsory for students to wear their identity cards conspicuously. Only registered colours may be used. Pantone and CMYK colours are available at Corporate Communication and Marketing or faculty marketers.

**8. DISTRIBUTION OF PUBLICATIONS**

With the exception of publications that have been officially approved, no publication may be distributed on the campus without the prior approval of the Principal.

Use of the corporate identity on all publications should be signed off by the Director: Corporate Communication and Marketing.

**9. DRESS**

It is expected of students of the University of Pretoria to be dressed neatly and appropriately on the campus at all times. Deans may prescribe the appropriate dress for students in their faculties.

Conditions regarding the use of the University crest and the wearing of University colours are contained in the Corporate Identity Manual of the University and relevant regulations that the SRC may lay down in this regard. Enquiries should be directed to the Department of Corporate Communications and Marketing.

**10. LOST PROPERTY**

Enquiries regarding lost property should be made at the Department of Security Services in the Administration Building.

**11. STUDENTS WITH SPECIAL NEEDS (PHYSICAL AND LEARNING DISABILITIES)**

Parents and students are requested to communicate with the Division of Student Support ☎ 420 2333 regarding all matters concerning students with special needs. Contact persons of the unit are Dr M Nolte (☎ 012 420 4002), Mr S Mahlangu (☎ 012 420 2582) and Mr JJ Erwee (☎ 012 420 4281).

**12. USE OF CITY COUNCIL PROPERTY**

The permission of the City Council must be obtained when property of the Council is entered or the air space above Pretoria is used for the execution of any student activity.

**13. EVACUATION OF LECTURE HALLS/LABORATORIES**

During the evacuation of a lecture hall/laboratory, whether during drills or in the case of real emergencies, the students in the hall shall be under the direct control of the lecturer concerned who shall be responsible for the orderly evacuation of the premises. The successful execution of an evacuation is dependent upon the full co-operation of everyone involved. The following suggestions are of particular importance:

- ☞ Remain calm and do not panic.
- ☞ Move quickly but do not run.
- ☞ Do not use the lifts.
- ☞ Use the main stairs or the fire-escape to get out of the building.
- ☞ If the escape route is already filled with smoke, crouch as low as possible since there is more fresh air closer to the floor.
- ☞ Avoid touching electrical equipment, switches and exposed wires.

**14. NON-COMPLIANCE WITH RULES AND REGULATIONS**

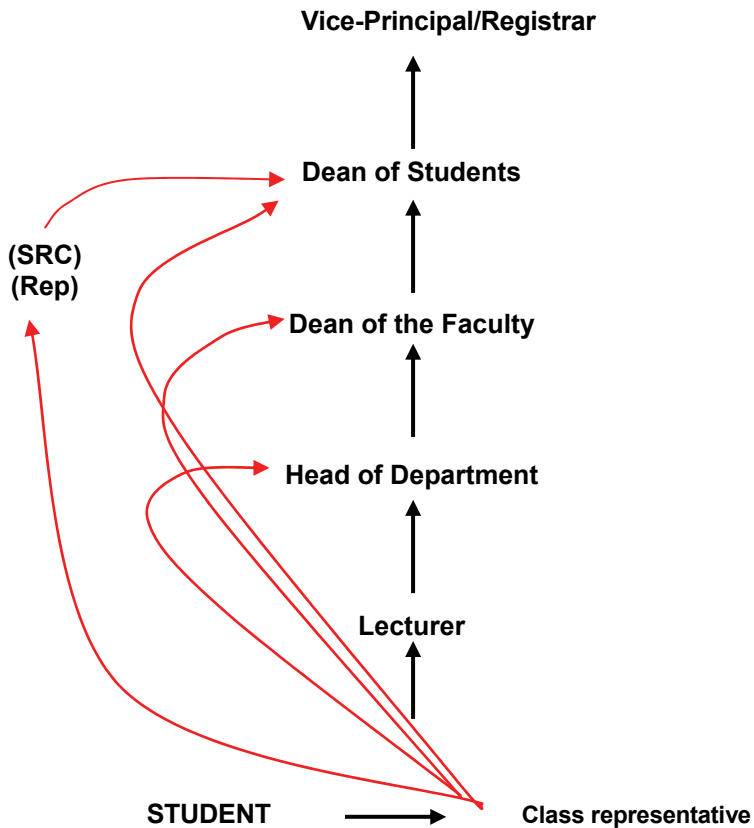
A student who fails to comply with the rules and regulations of the University or who fails to carry out a lawful assignment or instruction is guilty of misconduct, which can result in the student:

- (a) being refused admission to lectures/practical sessions;
- (b) being refused admission to examinations;
- (c) examination results being withheld;
- (d) being denied a certificate of conduct;
- (e) degree or a diploma certificate being withheld;
- (f) being refused re-admission for the following term;
- (g) accommodation in a residence being terminated;
- (h) being held responsible for interest on all outstanding amounts at such interest rate as agreed to by contract between the student and the University; and
- (i) in serious cases, being expelled immediately from the University for a definite or an indefinite period.

A student's non-fulfilment of his or her financial obligations towards the University does not constitute misconduct as intended in the disciplinary code and procedures of the University. However, the University is entitled to take all the above actions, except the action intended in paragraph (i).

15. **STUDENT COMMUNICATION CHANNEL**

**ACADEMIC ISSUES**



## NON-ACADEMIC ISSUES

