

# WALTER SISULU UNIVERSITY

## GENERAL PROSPECTUS 2016



### General Rules and Regulations

A developmental university...

• technological • scientific • innovative • responsive

[www.wsu.ac.za](http://www.wsu.ac.za)

**WSU**  
Walter Sisulu University

# GENERAL PROSPECTUS 2016

This General Prospectus applies to all four campuses of Walter Sisulu University. The individual Campus Prospectuses contain detailed information on the academic faculty offerings at each campus and may be viewed or downloaded at [www.wsu.ac.za](http://www.wsu.ac.za).

## LEGAL RULES

1. The University may each year amend its rules.
2. The rules, including the amended rules are indicated in the 2016 prospectus.
3. The rules indicated in the 2016 prospectus will apply to each student registered at Walter Sisulu University for 2016.
4. These rules will be the rules that will apply to each student notwithstanding, whether the student had first registered at the University prior to 2016.
5. When a student registers in 2016, the student accepts to be bound by the Rules indicated in the 2016 prospectus.
6. The University may amend its rules after the prospectuses have been printed. Should the University amend its rules during 2016; the amended rules will be communicated to students. Students will be bound by such amended rules.

## CAMPUSES & FACULTIES

### MTHATHA CAMPUS

1. Faculty of Commerce and Administration
2. Faculty of Educational Sciences
3. Faculty of Health Sciences
4. Faculty of Humanities, Social Sciences and Law
5. Faculty of Natural Sciences

### BUTTERWORTH CAMPUS

1. Faculty of Education
2. Faculty of Engineering and Technology
3. Faculty of Management Sciences

### BUFFALO CITY CAMPUS

1. Faculty of Business Sciences
2. Faculty of Science, Engineering and Technology

### QUEENSTOWN CAMPUS

1. Faculty of Education, Finance and Management Sciences

## **ALL CORRESPONDENCE TO BE ADDRESSED TO:**

### **The Registrar**

Walter Sisulu University  
Nelson Mandela Drive  
Private Bag X1  
MTHATHA  
5099

### **CONTACTS:**

#### **MTHATHA CAMPUS**

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Web address: [www.wsu.ac.za](http://www.wsu.ac.za)  
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Telefax: +27 (0) 47 532 6820

#### **BUTTERWORTH CAMPUS**

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#### **BUFFALO CITY CAMPUS**

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EAST LONDON  
5200  
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Fax: +27 (0) 43 708 5335

#### **QUEENSTOWN CAMPUS**

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WHITTLESEA  
5360  
Telephone: +27 (0) 40 842 6800  
Fax: +27 (0) 40 842 6896 / 6889

## USEFUL CONTACT NUMBERS

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Office of the Registrar:	+27 (0) 47 502 2217/2715
Office of the Chief Financial Officer:	+27 (0) 47 502 2285
Office of the Executive Director Operations & ICT:	+27 (0) 47 502 2659/2922
Office of the Executive Director Human Resources:	+27 (0) 47 502 2659/2922
Office of the Executive Director Student Development & Support Services:	+27 (0) 43 708 5217
Office of the Senior Director Marketing, Communication & Advancement:	+27 (0) 43 702 9377
Office of the Special Advisor to the Vice-Chancellor & Principal:	+27 (0)47 502 2697/2303
Office of the Campus Rector: Mthatha	+27 (0) 47 5022859/2778
Office of the Campus Rector: Butterworth	+27 (0) 47 401 6333/6207
Office of the Campus Rector: Queenstown	+27 (0) 40 8426808/6887
Office of the Campus Rector: Buffalo City	+27 (0) 43 7085205/5204

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## SECTION ONE

### INTRODUCTION TO WALTER SISULU UNIVERSITY

Walter Sisulu University (WSU) was established on 1 July, 2005 through the merger of the former Border Technikon, Eastern Cape Technikon and the University of Transkei. WSU is a comprehensive university established in terms of the Higher Education Act no 101 of 1997, as amended.

The transformation of higher education throughout South Africa began in 2002 and was completed in 2005. The previous 36 South African universities and technikons were reduced to 23 through mergers and incorporations. Since then three new universities have been established by the Department of Higher Education & Training.

The term “technikon” is no longer used by any higher education institution in South Africa. Only the following three types of institutions exist:

- Traditional universities;
- Comprehensive universities that offer both “technikon-type” and University programmes and
- Universities of Technology, previously technikons.

As a developmental, comprehensive university WSU offers students a wealth of academic choices together with articulation and mobility across the qualifications spectrum ranging from certificates to diplomas, degrees and post-graduate studies. Strategically located within the Eastern Cape Province, WSU has a footprint of about 1,000 square kilometers across the urban and rural areas of the region. This provides the University with the platform to engage with the drivers of development so that an appropriate programme and research mix can be formulated to meet the needs of the region, the province and the country.

WSU focuses on quality academic, technological and career orientated programmes, providing relevant skills for development in both rural and urban areas and places special emphasis on the development of entrepreneurship

WSU operates under a divisional governance and management system and has four campuses each headed by a Campus Rector. The four campuses with multiple delivery sites are spread across Mthatha, Butterworth, Buffalo City and Queenstown.

Delivery Sites at these campuses are as follows:

- Mthatha: Nelson Mandela Drive Site; Zamukulungisa Heights Site, Nkululekweni Site
- Butterworth: Ibika Site
- Buffalo City: Cambridge Street Site; Buffalo City Stadium Site; Heritage Building Site (Cambridge Street); College Street Site; Chiselhurst Site; Potsdam Site
- Queenstown: Whittlesea Site and Grey Street Site

WSU has a student population of around 26,000 and a staff component of approximately 2,000.

## WALTER MAX ULYATE SISULU 1912 – 2003



Walter Sisulu University was named to honour the late Walter Sisulu, a much-admired leader of the struggle for democracy in South Africa.

Walter Max Ulyate Sisulu was born in the village of Quthubeni at Engcobo in the Transkei region of the Eastern Cape on 18 May 1912 – coincidentally the same year as the ANC was founded.

Sisulu joined the ANC in 1940 and it was through him that both Nelson Mandela and Oliver Tambo were brought into the organization. In 1944 he formed the ANC Youth League, with them, whose radical approach fundamentally transformed the ANC and the struggle against colonialism and apartheid. In 1949 he was elected Secretary General of the ANC.

In 1944 Sisulu married Albertina Nontsikelelo Mnyila and the marriage produced five children. In the 1950s he was one of the leading figures in the Defiance Campaign. Between

1956 and 1961 Sisulu was constantly in court defending himself against a string of treason charges. Sisulu was one of the founders of Umkhonto Wesizwe, the ANC armed wing after major liberation organizations such as the PAC and the ANC were banned in 1960. Sisulu together with Mandela and other senior leaders of the ANC were caught and tried in the Rivonia Treason Trial. In 1964 they were sentenced to life imprisonment, most of which was spent on Robben Island.

Sisulu was released on 15th October 1989, after almost three decades in jail. He then served the ANC as its Deputy President. Sadly, Sisulu passed away on 5 May 2003 just before his 91st birthday.

Sisulu commanded respect from friends and foes because of the dignified manner with which he handled himself as well as the values he embraced. He remains a towering giant of South Africa and humanity's struggle for justice. His humility, ability to identify and promote leaders as well as his selflessness are some of his distinctive traits.

His family values and relationship with his comrade and wife can be described as a love relationship of the 21st century. Sisulu proved to be as faithful to the struggle as he was to his family.

It is an honour for WSU to be carrying the name of such a towering figure in human history. He is an embodiment of the values of selflessness, courage, humility, Ubuntu and compassion to which this University would like to aspire.

Three of his core values are used on WSU's academic crest:

- Excellence
- Wisdom
- Integrity

In 2007, WSU awarded a posthumous honorary doctorate to the late Walter Sisulu; his late wife Albertina also received an honorary doctorate from the former University of Transkei in 1992.



## INTRODUCING THE CHANCELLOR



On the 24th of April 2015, Council appointed a new University Chancellor in the person of Honourable Ambassador Sheila M. Sisulu. On behalf of the University Council, we wish to thank and congratulate Honourable Ambassador Sheila M. Sisulu and pledge our support in her new role for Walter Sisulu University.

Chancellor Sisulu's professional life has been shaped by her commitment to social justice and equity, an understanding of the impact of history on individuals and society, a tenacity that has enabled her to persuade others of fresh perspectives on difficult issues. As an educator, an advocate for the marginalised, especially women and youth, she strongly believes in and is passionate about the power of people to change their world.

In 1975, she cut short her professional career as a teacher in the mainstream education system of South Africa to dedicate ten years of her professional career and skills to the anti-apartheid movement focussing, especially on the fight to end the apartheid education system, through advocacy and community organisation, and forming coalitions and partnerships to engage the regime.

In 1978 she joined the South African Committee on Higher Education (SACHED) holding various director positions including head and director of Turret College, a programme designed to provide young men and women targeted and persecuted by the regime, opportunities to receive alternative, progressive and quality education and qualifications.

From 1988 and for a further six years, she served on the Senior Executive Leadership Team of the South African Council of Churches (SACC) first as Education Coordinator leading the effort to persuade church leaders to engage and participate in the efforts of progressive civil society organisations in order to influence new strategies and tactics to end the apartheid education system.

In 1994 she was invited to serve in the new government under the leadership of President Nelson Mandela as a Ministerial Advisor to the National Minister of Education.

Later she focussed the process to formulate new policies on gender and education, early childhood education and care within the context of a broader process focussing on women headed households, the development of school meals programme as part of President Mandela's priority and flagship programmes.

In 1997 Sisulu was appointed by President Nelson Mandela first to serve as South Africa's Consul General in New York and then in 1999 as South Africa's first woman Ambassador to the United States of America in Washington DC.

In early 2003 she joined the World Food Programme in Rome as Deputy Executive Director and remain in that position to date.

From 2007 to 2013 Ambassador Sisulu was the Deputy Executive Director for Hunger Solutions. In this regard, she was responsible for repositioning WFP in its role as a food assistance programme supporting country-led national food and nutrition security strategies for long term hunger solutions using innovative tools and sustainable approaches aimed at breaking the cycle of hunger, especially among small holder poor farmers, the majority of whom in host countries, are women.

In 2013 February she retired From the UN World Food Programme, after which, in September 2013 to 2014 March she joined the Special Envoy in the Ministry of Agriculture.

Since 2013 January until now, Ambassador Sisulu has been a member of the Yara Selection Committee for Agriculture Prize in Africa. Since that same year to date, she's also held a position as an executive board member of the African Government Institute.

In March 2014, she became part of the Forum for Agriculture Research in Africa, serving in the High Level Panel for Advocacy.

## **EDUCATION AND TRAINING**

Post Graduate Degree in Education – University of the Witwatersrand (Wits), Johannesburg, South Africa – 1990

Bachelor of Arts and Certificate in Education – University of Botswana, Lesotho and Swaziland (UBLS) Lesotho 1974

## MESSAGE FROM THE VICE-CHANCELLOR & PRINCIPAL'S OFFICE

On behalf of Walter Sisulu University (WSU), we welcome all new members of staff and students who are joining the community of WSU in 2016. We also welcome all our staff and continuing students to their institution of choice. We take this opportunity to congratulate the class of 2015 that has defied all odds and persevered to qualify for higher education in 2016. We particularly congratulate those of you who have chosen WSU as your institution and partner in furthering your education and preparing for your careers.



WSU is a trustworthy partner which is well-experienced on this journey of developing and shaping young people, new entrants from diverse rural and urban backgrounds, to be highly-skilled, professionals ready for community and national service. Through one its legacy institutions, (University of Transkei) WSU has now turned 40 years in this business and industry of developing and nurturing skills of thousands of young people from disadvantaged backgrounds. As a merged, comprehensive institution, Walter Sisulu University has now completed her first decade. Our 40 year experience in the space of higher education has sharpened our expertise and deepened our experience in changing and transforming lives from disadvantaged backgrounds into high-level, skilled lives, advantaged by their backgrounds to be sought after graduates. Our mission, as a development institution, seeks to address rural development and urban renewal through affordable, appropriate, career-focused and professional programmes. WSU and its founding institutions have generated and produced thousands of skilled and professional graduates who are making significant contributions in various fields and in various countries in the development and transformation of the peoples of the world. It is our greatest privilege and pleasure to welcome you as our students. We are pleased to embark on this journey with you!

WSU is an institution that lives and demonstrates change and transformation. Embracing change and innovation underpins our processes. We have opened our second decade with a number of changes and developments informed by our experiences over the last ten years. Our institution boasts of a new Council, appointed through the new Institutional Statute. This Council, under the leadership of Judge Nambitha Dambuza has appointed a new Chancellor, Ambassador Sheila Sisulu. WSU is pleased to have strengthened and sealed its bond of relationship with the Sisulu family even at this level. A new and vibrant Institutional Forum, chaired by Ms Ntombozuko Memani, has been established. As a broad statutory stakeholders' forum, IF has a very critical role to play in facilitating and championing transformation at WSU. The process of reconstituting and strengthening Convocation has just been initiated. We are confident that in 2016 Convocation will reclaim its vital space to become an active and vibrant force in mobilizing resources for our institution.

WSU has redefined her strategic direction and future through her newly approved Institutional Strategic Plan (2015-19). This Strategic Plan deliberately and strategically sets out WSU on the path to be a world-class community engaged comprehensive university that is a leader and institution of choice in selected flagship programmes. This Strategic Plan strengthens our commitment to maintain highest possible standards in innovative learning and teaching,

applied, basic and community-based research and community partnerships. The eight goals of the institution enshrined in the Strategic Plan are implemented and monitored through a Council-approved Annual Performance Plan.

As members of WSU community, you will be joining the University family located and housed in four campuses, each under a Campus Rector. The Institutional Statute has distinguished and separated Institutional management, composed of executive members of management, led by the Vice-Chancellor and Principal, from the Campus management under the leadership of Campus Rectors. You will also be members of one of the 11 Faculties which are divided and based on various campuses. Each of the Faculties is managed by a Dean located and based at the Campus where the Faculty is housed. As students you will be registered in each of our 53 academic departments under newly appointed Heads of Departments.

Our student governance has also been restructured to accommodate the divisional management system of the institution. The SRC Constitution has been strengthened to promote and ensure respect for democracy, diversity and tolerance in all activities of student life. Academic excellence defines and underpins the character of all those who seek to be student leaders at WSU. WSU provides a whole range of activities through academic societies, sporting codes, cultural, religious and political organizations to ensure a rich student life. WSU SRC elections are always vibrant but marked with tolerance and non-violence. We appreciate and value this character in our student politics. The University management remains committed in working with student leadership to provide an appropriate and conducive environment for an enriching educational student life experience.

This is our Walter Sisulu University! We welcome you all as we join hands to travel this journey together.

**Professor K Mfenyana**

**Interim Vice-Chancellor and Principal**

## WSU VISION

Walter Sisulu University (WSU) will be a leading African comprehensive university focusing on innovative educational, research and community partnership programmes that are responsive to local, regional, national development priorities, and cognisant of continental and international imperatives.

## WSU MISSION STATEMENT

In pursuit of its vision as a developmental university, WSU will:

- Provide an educationally vibrant and enabling environment that is conducive to the advancement of quality academic, moral, cultural and technological learner-centred education for holistic intellectual empowerment, growth and effective use of information;
- Provide and maintain the highest possible standards in innovative learning and teaching, applied, basic and community-based research and community partnerships in cooperation with development agencies, the public and private sectors;
- Provide affordable, appropriate, career-focused and professional programmes that address rural development and urban renewal with primary emphasis on science, technology and development studies;
- Create a new generation of highly-skilled graduates capable of understanding and addressing complex societal challenges, with critical scholarly and entrepreneurial attributes grounded on morally sound work ethics and responsible leadership.

## VALUES OF WSU

In pursuit of its Mission, WSU commits itself to the following values which are an affirmation of the eternal principles which will inform all dealings of the University:

- **Academic Freedom:** In line with our vision and mission as an accountable institution, we acknowledge our right to exercise academic freedom in a responsible way, in teaching and learning, in research and in community service.
- **Quality:** We commit to institution-wide quality management, value and reward excellence and uphold and protect the integrity of the University.
- **Access and success:** We provide equitable access to higher and continuing education at all stages of adult life to students who have a potential to succeed.
- **Transformation:** We are committed to addressing equity imperatives, diversity, and entrepreneurship and to democratic governance.
- **People development:** We are committed to the optimum development of the human resources potential and leadership capacity of all staff.
- **Caring University:** We commit to mutual respect, ubuntu, humility, good citizenship, student centredness and endorse and uphold all principles of Batho Pele<sup>1</sup>.
- **Resource Consciousness:** We commit to utilising the University's resources prudently and responsibly at all times with a view to adding maximum value to the institution.

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<sup>1</sup> Batho Pele means People First: Batho Pele is a set of principles adopted by the public service as part of its commitment to quality service and customer care.



## SECTION TWO

### WSU COUNCIL

Judge N Dambuza (Council Chairperson) (Ministerial appointee)  
Mr S Khondlo (Council Deputy Chairperson) (Ministerial appointee)  
Dr L Mpahlwa (representing Convocation)  
Ms N Bam (representing Convocation)  
Mr L Holbrook (Ministerial appointee)  
Mr L Capa (Ministerial appointee)  
Prof BM Mayosi (Ministerial appointee)  
Ms C Mulder (elected by Council)  
Ms G Serobe (elected by Council)  
Ms N Tyamzashe (elected by Council)  
Dr V Mahlathi (elected by Council)  
Mr T Zakuza (elected by Council)  
Professor K Mfenyana (WSU Vice-Chancellor & Principal)  
Professor SP Songca (WSU Deputy Vice-Chancellor Academic Affairs & Research)  
Dr P Jaca (representing WSU Senate)  
Dr D Gumbi (representing WSU Senate)  
Professor B Nakani (representing WSU non-senate academics)  
Mr S Tshangela (representing non-academic staff)  
Mr Buhle Noah (Representing the SRC)  
Mr Melikhaya Mcitwa (Representing the SRC)  
Mr HK Maphinda (Secretary to Council)

### INSTITUTIONAL MANAGEMENT COMMITTEE (IMC)

#### **Vice-Chancellor & Principal**

Professor K Mfenyana (Interim) : FCFP (SA), M Prax Med (Medunsa), MA (Michigan State University USA), MBChB (Natal), BSc SATD (UFH)

#### **Special Advisor to the Vice-Chancellor & Principal**

Mr P Mfazwe : BA Hons (Unitra)

#### **Deputy Vice-Chancellor : Academic Affairs & Research**

Professor SP Songca : PhD, MSc (London), BSc Hons (Unitra)

#### **Campus Rector : Mthatha**

Professor J Jadezweni : BA, HED (Unitra), MA, MEd, EdD (Columbia)

#### **Campus Rector : Butterworth**

Professor C Anyangwe : PhD (Law) (University of London), LLM (University of London), PGD (Comparative Law) ( University of Strasbourg, France), LLB (University of Yaounde), BA (Law) (University of Yaounde)

### **Campus Rector : Queenstown**

Professor A Coetser : BA, BA (Hons.) (UP), HDE (NKP), B Ed, MA (cum laude), D Litt et Phil (UNISA).

### **Campus Rector : Buffalo City**

Vacant

### **Registrar**

Mr HK Maphinda : MA, BA Hons, BA (Unitra), MCom (UKZN), BA Hons (Rhodes), STD (Butterworth College)

### **Chief Financial Officer**

Ms BM Mosola : CA (SA), MCom: Business Management - Vista, BCom (Hons) Business Management - Vista, BCom(Hons) Accounting – University of Natal, BCom Accounting - RAU, BCom Education - Vista, Bridging Certificate -RAU

### **Executive Director Human Resources (Acting)**

Ms M Mokuele : B Admin (University of the North) MBA (University of Pretoria)

### **Executive Director Student Development and Student Services**

Ms Z Dotwana : MA (Liverpool), BA Hons, HEd (UFH), Cert HEd Mngt (Wits)

### **Executive Director Operations and ICT (Acting)**

Mr GJ Labuschagne : M-Business Administration (TUT), BA (UNISA)

### **Senior Director Marketing, Communication and Advancement**

Vacant

## **FACULTY DEANS**

### **MTHATHA CAMPUS**

**Faculty of Commerce and Administration** : Dr S Rajkaran : Junior Secondary Education Diploma (Springfield), B Com (Unisa), B Com Hons (Unisa), M Com (University of Durban-Westville), M Ed (Unitra/Bristol), B Tech Quality (Unisa), D Ed (WSU)

**Faculty of Educational Sciences** : Dr JM Molepo : PTC (Mamokgalake College), DES (Leeds), B Phil Ed (Birmingham), M Ed (Bath), PhD (Pretoria) (N)

**Faculty of Health Sciences** : Dr WW Chitha : MBChB, MPH Health Economics (UCT), AMDP (SU)

**Faculty of Humanities, Social Science and Law** : Prof PN Makiwane : BA; Hons BA (UNISA); B.Proc; LL.B (UNITRA) LL.M; LL.D (UNISA) (Advocate of the Supreme Court of South Africa).

**Faculty of Natural Sciences** : Professor ND Jumbam : MSc (THL-Merseburg), PhD (TU-Graz), CChem, MRSC

### **BUTTERWORTH CAMPUS**

**Faculty of Education** : Professor R Sonn : BA, STD, B Ed, M ED, D Ed (UWC (1)

**Faculty of Engineering and Technology** : Dr PS Jaca : BSc Ed, BSc Hons, MSc Maths (Unitra), M Ed (Sheffield), PhD (NMMU)

**Faculty of Management Sciences** : Ms B Nguza-Mduba : STD, B Com Ed. (UNITRA); B Ed. B Com Hons, MBL (UNISA); M Ed. (UOFS)

## **BUFFALO CITY CAMPUS**

**Faculty of Business Sciences** : Mr CS Novukela : B.Com, B.Com (Hons) UFH, M.Com. (UDW), Dip. Labour Law (GIMT), Practical Project Management (UNISA – SBL), Cert. in Total Quality Management (UNISA)

**Faculty of Science, Engineering and Technology** : Dr M Siswana : PhD, MSc, BSc Hons (Rhodes); BSc (UFH)

## **QUEENSTOWN CAMPUS**

**Faculty of Education, Finance and Management Sciences** : Dr D Gumbi : B Admin (HRM), B Admin (Hons) (Unitra), B Ed (Rhodes), M Ed (UPE) PhD (NMMU)

## **DIRECTORS**

### **Projects Office**

Mr SA Mnyaiza : LLB, B Juris (UFH), Adv. Dip Labour Law (RAU)

### **Information & Communication Technology**

Mr J Okuthe : BSc, PGDCS (University of Nairobi), MSc (University of Pretoria)

### **Library & Information Services**

Ms W Danster : M Applied Science (Curtin University), B BiblHons (UFH)

### **Governance and Academic Administration (Acting)**

Mr C Nyangeni : MEd (UOFS), MDip (RAU), BEd (Unisa), BA (Unitra), PGCE (Unitra)

### **Financial Accounting (Acting)**

Mr S Mjamba : Higher Diploma in Accounting (Unisa)

### **Institutional Research & Planning (Acting)**

Dr N Mabovula : Teachers Cert. (Shawbury), Dip (Ed) (Unitra), Dip MST (Rhodes University), BA Hon. (Natal), MED (Rhodes University), PhD (Stellenbosch)

### **Employee Relations & Equity (Acting)**

Mr R Angelbeck : BBAAdmin (NU), NDip Bus Admin (NU), Dip Labour Law (GIMT), Dip Bus Mgt (Damelin)

### **Legal Services**

Ms F Madhi : LLM, (Unisa), LLB, BA (Wits)

### **Internal Audit**

Ms PC Mdodana : B Com (UFH)

### **Facilities Management (Hard Services)**

Mr D Barnard : ND in Armaments, PGD in Project Management

### **Facilities Management (Soft Services) (Acting)**

Mr M Ndzo : Dip. Bus. Management. (Executive Management), Dip. Industrial Relations (Training for Management), Dip. Financial Management (Executive Management), Certificate in Management Practice (Rhodes University), Dip. Facilities Management (FMH) (SA), Executive



Programme in Facilities Management (FMH) (SA), National Certificate in Facilities Management (Centurion Akademie), Programme in Asset and Maintenance Management (University of Pretoria), Post Graduate Certificate in Management (Project) University of Southern Queensland Australia

### **Community Engagement & Internationalisation**

Mr M Payi : MBA (Jackson State Univ-USA), B Com-Hons (Unisa), B Com (Vista), Project MngmtProg (SU)

### **Research & Innovation (Acting)**

Dr N Cisse : EdD (Nottingham University, UK), MEd, BEd, BAEd (Unitra).

### **Quality Assurance**

Dr MA Dandala : PhD (UFS), MEd (UOFS), BA Hons in Theology (UP), BEd (SA), Hons BAdmin (Unitra), BSc (UFH), HED (Post Graduate) (SA), Advanced Proj Mgt (Rhodes), Diploma in Theology (Bransby Key College)

### **Learning & Teaching Development**

Mr V Dwayi : MCom (Natal), BA Hons (HRD) (RAU), BA Hons, HDE (Unitra) ( HE MngmtProg (Wits), Project MngmtProg (SU), Strategy Implement Prog (SU), Fin MngmtProg (UP), M&E Prog (Reg)

### **Cost & Management Accounting**

Vacant

### **Student Development & Support Services**

(Acting) Mrs N Nohako-Mtiki : MBA (NMMU), B Tech: Bus Admin (WSU), ND: Mngt (Bortech)  
(Acting) Mr S Sibiya : MA (Unitra), BEd (Unitra), BA Educ (Unitra), Snr Teachers Dip (UNIZUL)

### **Centre for HIV/AIDS**

Ms N Twise : MBA (Business School of Netherlands - BSN), MA (Michigan), BA Hons (Unitra)

### **Talent Sourcing & HR Resources Administration**

Mr HJ Botha (Interim)

## **HONORARY GRADUATES**

Paramount Chief KD Matanzima,  
Dr Nkosazana C Dlamini-Zuma,  
Mrs Albertina N Sisulu,  
Mr Aggrey Klaaste,  
Mr Raymond M Mhlaba,  
Mr Chris Hani,

Prof Marina N V Xaba-Mokoena,  
Mr Gerhard S van Niekerk,  
Mr Donald M Ncube,  
Mr Archibald S Nkonyeni,

Doctor of Administration (1985)  
Doctor of Medicine (1990)  
Doctor of Philosophy (Sociology 1992)  
Doctor of Literature & Philosophy (1992)  
Doctor of Laws (1995)  
Doctor of Literature & Philosophy  
(Political Studies) Posthumously (1995)  
Doctor of Medicine (1996)  
Doctor of Philosophy  
Doctor of Commerce (1997)  
Doctor of Commerce (1998)

Mr Hans Jurie Smith,	Doctor of Commerce (1998)
Mr Vusumuzi P Khanyile,	Doctor of Commerce (1998)
Ms Brigalia Bam,	Doctor of Laws (1999)
Mr Mongane W Serote,	Doctor of Laws (1999)
Mrs Laura B G Mpahlwa,	Doctor of Philosophy (Primary Health Care)
Prof Phillip Tobias,	Doctor of Science (2003)
Bishop Hamilton M Dandala,	Doctor of Philosophy (Humanities)(2003)
Mr Nelson R Mandela,	Doctor of Laws (2004)
Mrs Adelaide F Tambo,	Doctor of Philosophy & Literature (2004)
Prof Ali A Mazrui,	Doctor of Philosophy (Pol. Economy (2004)
Prof Ngugiwa Thiongo,	Doctor of Literature & Philosophy (2004)
Prof Herbert W Vilakazi,	Doctor of Philosophy Political Economy) (2004)
Mr Wallace A Mgoqi,	Doctor of Laws (2004)
Mr Jonathan Shapiro,	Doctor of Literature (2004)
Mrs Nokuzola Magida,	Master in Education (2004)
Mr Walter M U Sisulu,	Doctor of Laws Posthumously (2007)
Mrs Pam Golding,	Doctor of Business Administration (2009)
Professor Sam Fehrsen,	Doctor of Medicine (2009)
Professor Daniel Ncayiyana,	Doctor of Medicine (2009)
Dr Thelma Thompson,	Doctor of Literature & Philosophy (2009)
Professor Tebello Nyokong	Doctor of Science (2010)
Mr Caiphus Semanya	Doctor of Education (2010)
Professor Makhosezwe Bernard Magubane	Doctor of Literature and Philosophy (2010)
Mr Luyanda Mpahlwa	Doctor of Science (2010)
Professor Archie Mafeje	Doctor of Literature and Philosophy Posthumously (2010)
Ms Letta Mbulu	Doctor of Education (2010)
Professor Francis Kofi Ampenyin Allotey	Doctor of Science (2010)
Professor John Hamilton OBE	Doctor of Medicine (2011)
Mr Daniel Malibongwe Pasiya	Doctor of Business Administration (2011)
Professor Dorcas Nompumelelo Jafta	Doctor of Literature and Philosophy (2011)
Professor Gottlieb Lobe Monekosso	Doctor of Medicine (2011)
Mr Louis Mtshizana	Doctor of Laws (Posthumously) (2011)
Archbishop Winston Hugh Njongonkulu Ndungane	Doctor of Philosophy (2011)
Dr Peter Magubane	Doctor of Journalism (2012)
Mr Jonas Mosa Gwangwa	Doctor of Education (2012)
Mr Terence Nombembe	Doctor of Accounting Science (2014)
Mr Sizwe Nxasana	Doctor of Accounting Science (2015)



## **SECTION THREE**



### **SCHEDULE OF MEETINGS FOR 2015/16 PER TERM**

#### **2016 UNIVERSITY ACADEMIC TERMS**

1 <sup>st</sup> Term:	11 January to 18 March 2016
2 <sup>nd</sup> Term:	04 April to 24 June 2016
3 <sup>rd</sup> Term:	18 July to 02 September 2016
4 <sup>th</sup> Term:	12 September to 15 December 2016

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
<b>January 2016</b>				
1	Friday	New Year's Day		
2	Saturday			
3	Sunday			
4	Monday		University Administration opens	
5	Tuesday			
6	Wednesday		Faculty of Health Sciences staff reports for duty	
7	Thursday		Registration commences: Continuing Students for Faculty of Health Sciences	
8	Friday		Registration continues: Continuing Students for Faculty of Health Sciences	
9	Saturday			
10	Sunday			
11	Monday	<b>First Term Commences</b>	Academic Reports for Duty Lectures Commence for the Faculty of Health Sciences Registration continues: Continuing Students for Faculty of Health Sciences Interviews/Tests commence: Selection of new students Opening Date: Applications for Special Exams	

<b>Date</b>	<b>Day</b>	<b>Public Holidays/ Terms</b>	<b>Academic Activities</b>	<b>Statutory &amp; Management Committees</b>
12	Tuesday		Registration continues: Continuing Students for Faculty of Health Sciences Interviews/Tests continue: Selection of new students Supplementary Exams Commence	
13	Wednesday		Registration continues: Continuing Students for Faculty of Health Sciences Interviews/Tests continue: Selection of new students	
14	Thursday		Registration continues: Continuing Students for Faculty of Health Sciences Interviews/Tests continue: Selection of new students	
15	Friday		Registration ends: Continuing Students for Faculty of Health Sciences Interviews/Tests end: Selection of new students	
16	Saturday			
17	Sunday			
18	Monday		Registration commences: First Year (New) Students Supplementary Examinations End	
19	Tuesday		Registration continues: First Year (New) Student	
20	Wednesday		Registration continues: First Year (New) Students	
21	Thursday		Registration continues: First Year (New) Students	
22	Friday		Registration ends: First Year (New) Students	
23	Saturday			

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
24	Sunday			
25	Monday		Registration commences: Returning Students all faculties (see campus registration schedule for dates)	
26	Tuesday		Registration continues: Returning Students all faculties (see campus registration schedule for dates) Publication of Supplementary Exam Results	
27	Wednesday		Registration continues: Returning Students all faculties (see campus registration schedule for dates)	
28	Thursday		Registration continues: Returning Students all faculties (see campus registration schedule for dates)	
29	Friday		Registration continues: Returning Students all faculties (see campus registration schedule for dates)	
30	Saturday			
31	Sunday			
<b>February 2016</b>				
1	Monday		Registration continues: Returning Students all faculties (see campus registration schedule for dates)	
2	Tuesday		Registration continues: Returning Students all faculties (see campus registration schedule for dates)	
3	Wednesday		Registration continues: Returning Students all faculties except Health Sciences (see campus registration schedule for dates)	Institutional Management Committee (09:00)
4	Thursday		Registration continues: Returning Students all faculties except Health Sciences (see campus registration schedule for dates)	

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
5	Friday		Registration ends: Returning Students all faculties except Health Sciences (see campus registration schedule for dates)	
6	Saturday			
7	Sunday			
8	Monday		<p><b>Lectures Commence</b></p> <p>Late registration commences: (late registration charge/ fee apply)</p> <p>Registration amendments commence: Change of qualification, course cancellations and course additions</p>	
9	Tuesday		Late registration continues	
10	Wednesday		<p>Registration amendments continue</p> <p>Late registration continues</p> <p>Registration amendments continue</p>	
11	Thursday		Closing Date: Applications for Special Exam	Academic Advisory committee (09:00)
12	Friday		<p>Late registration continues</p> <p>Late registration ends</p> <p>Registration amendments end</p> <p>Due Date : Submission of Special Exam Question Papers and Memoranda</p>	
13	Saturday			

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
14	Sunday			
15	Monday			
16	Tuesday			
17	Wednesday			
18	Thursday			
19	Friday			
20	Saturday			
21	Sunday			
22	Monday		Opening date: Applications and Registration for Exams Only	
23	Tuesday			Faculty Board (09:00)
24	Wednesday			Faculty Board (09:00)
25	Thursday		Writing of Special Exam	Faculty Board (09:00)
26	Friday		Closing date for Year and 1 <sup>st</sup> semester course cancellations (with refund)	Executive Committee of Council – 09:00
27	Saturday			
28	Sunday			
29	Monday		Opening date for Year and 1 <sup>st</sup> semester courses cancellations (with NO refund)  Opening date for applications for admission <u>2016 2<sup>nd</sup></u> semester First Year (New) students	
<b>March 2016</b>				
1	Tuesday			



Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
2	Wednesday			
3	Thursday		Due date: Submission of Special Exam Marks	Campus Senate (09:00)
4	Friday			Human Resource Committee of Council (09:00)  Finance Committee of Council (09:00)
5	Saturday			
6	Sunday			
7	Monday			
8	Tuesday			
9	Wednesday		Publication of Special Exam Results	SENEX
10	Thursday			
11	Friday			Planning and Infrastructure Committee of Council (09:00)  Audit, Risk and Compliance Committee of Council (09:00)
12	Saturday			
13	Sunday			
14	Monday			
15	Tuesday			
16	Wednesday		Deadline for Submission of Graduation Lists to Examinations Office	

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
17	Thursday		Deadline for submission of 1 <sup>st</sup> Semester Test/ Assignment marks for capturing	Senate (09:00)
18	Friday	<b>1<sup>st</sup> Term Ends</b>		Student Support Services Council (09:00)
19	Saturday			
20	Sunday			
21	Monday	Human Right's Day		
22	Tuesday			
23	Wednesday			
24	Thursday			
25	Friday	Good Friday		
26	Saturday			
27	Sunday			
28	Monday	Family Day		
29	Tuesday			
30	Wednesday			
31	Thursday		Closing date for Registration of Postgraduate students (Honours and Masters by coursework)	

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
<b>April 2016</b>				
1	Friday		Submission of Original copy of: National Senior Certificate (NSC) or National Vocational Certificate (NCV) or Matriculation certificate commences  Opening date for applications for 2017 Academic admission: First Year (new) students	Council (09:00)
2	Saturday			
3	Sunday			
4	Monday	<b>2<sup>nd</sup> Term Commences</b>		
5	Tuesday			
6	Wednesday			
7	Thursday			
8	Friday		Deadline for Submission of Examination Question Papers & Memoranda for 1 <sup>st</sup> Semester Examinations	
9	Saturday			
10	Sunday			
11	Monday			
12	Tuesday			Academic Advisory Committee (09:00)

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
13	Wednesday			Inaugural Lecture
14	Thursday			
15	Friday			
16	Saturday			
17	Sunday			
18	Monday			
19	Tuesday			Institutional Management Committee (09:00)
				Faculty Board (09:00)
20	Wednesday			Faculty Board (09:00)
21	Thursday			Faculty Board (09:00)
22	Friday			
23	Saturday			
24	Sunday			
25	Monday			
26	Tuesday			
27	Wednesday	Freedom Day		
28	Thursday			Campus Senate (09:00)
29	Friday		Closing date for 1 <sup>st</sup> semester registration of Work Integrated Learning (Experiential Training)	Executive Committee of Council – 09:00
30	Saturday			
<b>May 2016</b>				
1	Sunday	Worker's Day		

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
2	Monday	Public Holiday		
3	Tuesday			
4	Wednesday			
5	Thursday		Graduation: Butterworth Campus	
6	Friday		Graduation: Butterworth Campus	
7	Saturday			
8	Sunday			
9	Monday		Graduation: Buffalo City Campus	
10	Tuesday		Graduation: Buffalo City Campus	
11	Wednesday		Graduation: Mthatha Campus	
12	Thursday		Graduation: Mthatha Campus	
13	Friday		Graduation: Queenstown Campus	
14	Saturday			
15	Sunday			
16	Monday		Closing Date for Applications and Registration for Exams Only	
17	Tuesday			
18	Wednesday			SENEX (09:00)
19	Thursday		Publication of DP marks Lodging of DP Appeals Commences	
20	Friday			Institutional Forum (09:00)
21	Saturday			

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
22	Sunday			
23	Monday		Study Week for Exams	
24	Tuesday		Study Week for Exams	
25	Wednesday		Lodging of DP Appeals Ends	
26	Thursday		Study Week for Exams	
27	Friday		Study Week for Exams	
28	Saturday			
29	Sunday			
30	Monday		1 <sup>st</sup> Semester Examinations Commence	
31	Tuesday		Closing date for Registration of Masters' degree by Dissertation	
<b>June 2016</b>				
1	Wednesday			Senate (10:00) Inaugural Lecture
2	Thursday			
3	Friday			Human Resources Committee of Council (09:00) Finance Committee of Council (09:00)
4	Saturday			
5	Sunday			

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
6	Monday			
7	Tuesday			
8	Wednesday			
9	Thursday			
10	Friday			Planning and Infrastructure Committee (09:00) Audit, Risk and Compliance Committee of Council (09:00)
11	Saturday			
12	Sunday			
13	Monday		1 <sup>st</sup> Semester Examinations End	
14	Tuesday			
15	Wednesday			
16	Thursday		Youth day	
17	Friday		Deadline for Submission of 1 <sup>st</sup> Semester Examination Marks	
18	Saturday			
19	Sunday			
20	Monday			
21	Tuesday			
22	Wednesday			
23	Thursday			

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
24	Friday	<b>2<sup>nd</sup> Term Ends</b>	Publication of 1 <sup>st</sup> Semester Examination Results Opening Date: Applications for Special Exams	
25	Saturday			
26	Sunday			
27	Monday			
28	Tuesday			
29	Wednesday			
30	Thursday			
<b>July 2016</b>				
1	Friday			Council (09:00)
2	Saturday			
3	Sunday			
4	Monday			
5	Tuesday			
6	Wednesday			
7	Thursday			
8	Friday			
9	Saturday			
10	Sunday			
11	Monday			
12	Tuesday			Institutional Management Committee (09:00)



Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
13	Wednesday			
14	Thursday			Inaugural Lecture
15	Friday			
16	Saturday			
17	Sunday			
18	Monday	<b>3<sup>rd</sup> Term Commences</b>		
19	Tuesday		Supplementary Examinations Commence Registration commences: 2 <sup>nd</sup> semester	
20	Wednesday		Registration continues: 2 <sup>nd</sup> semester	Academic Advisory Committee (09:00)
21	Thursday		Registration continues: 2 <sup>nd</sup> semester	
22	Friday		Registration continues: 2 <sup>nd</sup> semester	
23	Saturday			
24	Sunday			
25	Monday		Supplementary Examinations End Registration continues: 2 <sup>nd</sup> semester	
26	Tuesday		Registration ends: 2 <sup>nd</sup> semester	Faculty Board (9:00)

<b>Date</b>	<b>Day</b>	<b>Public Holidays/ Terms</b>	<b>Academic Activities</b>	<b>Statutory &amp; Management Committees</b>
27	Wednesday		Lectures Commence (Second Semester Courses, in Engineering Programmes) Late Registration commences: 2 <sup>nd</sup> semester Registration (late registration charge/fee apply) Registration amendments commence: 2 <sup>nd</sup> semester registration information	Faculty Board (9:00)
28	Thursday		Deadline for Submission of Supplementary Examination Marks	Faculty Board (9:00)
29	Friday			Executive Committee of Council (09:00)
30	Saturday			
31	Sunday			
<b>August 2016</b>				
1	Monday		Opening date for Applications for Academic admission from Returning students	
2	Tuesday		Late Registration continues: 2 <sup>nd</sup> semester registration (late registration charge/fee apply) Registration amendments continue: 2 <sup>nd</sup> semester registration information	
3	Wednesday		Late Registration continues: 2 <sup>nd</sup> semester registration (late registration charge/fee apply) Registration amendments continue: 2 <sup>nd</sup> semester registration information	

<b>Date</b>	<b>Day</b>	<b>Public Holidays/ Terms</b>	<b>Academic Activities</b>	<b>Statutory &amp; Management Committees</b>
4	Thursday		Late Registration continues: 2 <sup>nd</sup> semester registration (late registration charge/fee apply) Registration amendments continue: 2 <sup>nd</sup> semester registration information	Campus Senate (09:00)
5	Friday		Late Registration ends: 2 <sup>nd</sup> semester registration (late registration charge/fee apply) Registration amendments end: 2 <sup>nd</sup> semester registration information Publication of Supplementary Examination Results	
6	Saturday			
7	Sunday			
8	Monday			
9	Tuesday	National Women's Day		
10	Wednesday		Deadline: Applications for Special Examinations	
11	Thursday			SENEX (09:00)
12	Friday			
13	Saturday			
14	Sunday			
15	Monday		Due Date for Submission of Special Examination Question Papers & Memoranda	

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
16	Tuesday			
17	Wednesday			
18	Thursday			Senate (10:00)
19	Friday			
20	Saturday			
21	Sunday			
22	Monday		Writing of Special Examinations	
23	Tuesday			
24	Wednesday			
25	Thursday			
26	Friday		Deadline for Submission of Special Examination Marks to Exams Office	Student Support Services Council (09:00)
27	Saturday			
28	Sunday			
29	Monday			
30	Tuesday		Closing date for Cancellation of Year courses with no refund Closing date for 2 <sup>nd</sup> semester courses with refund	
31	Wednesday		Publication of Special Examination Results Deadline for submission of September Graduation lists to Examinations Office	
<b>September 2016</b>				
1	Thursday			

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
2	Friday	<b>3<sup>rd</sup> Term Ends</b>		Human Resource Committee of Council (09:00) Finance Committee of Council (09:00)
3	Saturday			
4	Sunday			
5	Monday			
6	Tuesday			
7	Wednesday			Academic Advisory Committee (09:00)
8	Thursday			
9	Friday			Planning and Infrastructure Committee of Council (09:00) Audit, Risk and Compliance Committee of Council (09:00)
10	Saturday			
11	Sunday			
12	Monday	<b>4<sup>th</sup> Term Commences</b>		
13	Tuesday			
14	Wednesday			
15	Thursday			
16	Friday			Institutional Forum (09:00)
17	Saturday			

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
18	Sunday			
19	Monday			
20	Tuesday			
21	Wednesday		Graduation: Mithatha Campus	
22	Thursday			
23	Friday			
24	Saturday	Heritage Day		
25	Sunday			
26	Monday		Deadline for Submission of Year End Examination Question Papers & Memoranda to exams office	Faculty Boards (09:00)
27	Tuesday			Faculty Boards (09:00)
28	Wednesday			Faculty Boards (09:00)
29	Thursday			
30	Friday		Closing date for Cancellations of 2 <sup>nd</sup> semester courses with no refund  Closing date for applications for academic admission for First Year (New) students in 2017 for Faculty of Health Sciences' courses	Council (09:00)
<b>October 2016</b>				
1	Saturday			
2	Sunday			
3	Monday			
4	Tuesday			Institutional Management Committee (09:00)

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
5	Wednesday			Research Conference (09:00)
6	Thursday			Research Conference (09:00)
7	Friday			Research Conference (09:00)
8	Saturday			
9	Sunday			
10	Monday			
11	Tuesday			Campus Senate (09:00)
12	Wednesday			
13	Thursday			
14	Friday			Executive Committee of Council (09:00)
15	Saturday			
16	Sunday			
17	Monday			
18	Tuesday		Publication of DPs	
19	Wednesday			
20	Thursday			Inaugural Lecture
21	Friday		Lodging of DP Appeals End	Student Support Services Council (09:00)
22	Saturday			
23	Sunday			

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
24	Monday		Study Week for Exams	
25	Tuesday		Study Week for Exams	SENEX (09:00)
26	Wednesday		Study Week for Exams	
27	Thursday		Study Week for Exams	
28	Friday		Study Week for Exams	Human Resource Committee of Council (09:00)  Finance Committee of Council (09:00)
29	Saturday			
30	Sunday			
31	Monday		Year-End Examinations Commence	
<b>November 2016</b>				
1	Tuesday			
2	Wednesday			Senate (10:00)
3	Thursday			
4	Friday			Planning and Infrastructure Committee of Council (09:00)  Audit, Risk and Compliance Committee of Council (09:00)
5	Saturday			
6	Sunday			
7	Monday			



Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
8	Tuesday			
9	Wednesday			
10	Thursday			
11	Friday			
12	Saturday			
13	Sunday			
14	Monday			
15	Tuesday			
16	Wednesday			
17	Thursday			
18	Friday		Last Day of Year-End Examinations	
19	Saturday			
20	Sunday			
21	Monday			
22	Tuesday			
23	Wednesday			
24	Thursday			
25	Friday		Due Date for Submission of Examination Marks to exams office	Council (09:00)
26	Saturday			
27	Sunday			
28	Monday			

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
29	Tuesday			
30	Wednesday			
<b>December 2016</b>				
1	Thursday			
2	Friday			
3	Saturday			
4	Sunday			
5	Monday			
6	Tuesday			
7	Wednesday			
8	Thursday			
9	Friday			
10	Saturday			
11	Sunday			
12	Monday			Special SENEX (09:00)
13	Tuesday		Publication of Year-End Exam Results	
14	Wednesday			
15	Thursday	4 <sup>th</sup> Term Ends		
16	Friday	Day of Reconciliation		
17	Saturday			
18	Sunday			

<b>Date</b>	<b>Day</b>	<b>Public Holidays/ Terms</b>	<b>Academic Activities</b>	<b>Statutory &amp; Management Committees</b>
19	Monday			
20	Tuesday			
21	Wednesday		University Closes	
22	Thursday			
23	Friday			
24	Saturday	Christmas Eve		
25	Sunday	Christmas Day		
26	Monday	Day of Goodwill		
27	Tuesday			
28	Wednesday			
29	Thursday			
30	Friday			
31	Saturday			
<b>January 2017</b>				
1	Sunday		New Year's Day	
2	Monday			
3	Tuesday			
4	Wednesday		University Administration Opens Opening date: Applications for Special Exams	
5	Thursday			
6	Friday			
7	Saturday			

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
8	Sunday			
9	Monday		Faculty of Health Sciences Staff Reports for Duty Registration commences: Continuing Students for Faculty of Health Sciences	
10	Tuesday		Registration continues: Continuing Students for Faculty of Health Sciences	
11	Wednesday		Registration continues: Continuing Students for Faculty of Health Sciences	
12	Thursday		Registration continues: Continuing Students for Faculty of Health Sciences	
13	Friday		Registration continues: Continuing Students for Faculty of Health Sciences	
14	Saturday			
15	Sunday			
16	Monday	<b>1<sup>st</sup> Term Commences</b>	Academic Reports for Duty Registration continues: Continuing Students for Faculty of Health Sciences Interviews/tests commences: Selection of new students	
17	Tuesday		Registration continues: Continuing Students for Faculty of Health Sciences Supplementary Examinations Commence Interviews/tests continue: Selection of new students	

<b>Date</b>	<b>Day</b>	<b>Public Holidays/ Terms</b>	<b>Academic Activities</b>	<b>Statutory &amp; Management Committees</b>
18	Wednesday		Registration continues: Continuing Students for Faculty of Health Sciences Interviews/tests continue: Selection of new students	
19	Thursday		Registration continues: Continuing Students for Faculty of Health Sciences Interviews/tests continue: Selection of new students	
20	Friday		Registration ends: Continuing Students for Faculty of Health Sciences Interviews/tests end: Selection of new students	
21	Saturday			
22	Sunday			
23	Monday		Supplementary Examinations End	
24	Tuesday		Registration commences: First Year (New) Students	
25	Wednesday		Registration continues: First Year (New) Students Registration continues: First Year (New) Students Due date for submission of Supplementary exam marks to exams office	
26	Thursday		Registration continues: First Year (New) Students	
27	Friday		Registration ends: First Year (New) Students	
28	Saturday			
29	Sunday			

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
30	Monday		Registration commences: Returning Students all faculties (see campus registration schedule for dates)	
31	Tuesday		Registration commences: Returning Students all faculties (see campus registration schedule for dates)	
<b>February 2017</b>				
1	Wednesday		Registration commences: Returning Students all faculties (see campus registration schedule for dates)	
2	Thursday		Registration commences: Returning Students all faculties (see campus registration schedule for dates)	
3	Friday		Registration continues: Returning Students all faculties (see campus registration schedule for dates)	
4	Saturday			
5	Sunday			
6	Monday		Publication of Supplementary Examination Results Registration continues: Returning Students all faculties (see campus registration schedule for dates)	
7	Tuesday		Registration continues: Returning Students all faculties (see campus registration schedule for dates)	
8	Wednesday		Closing Date: Applications for Special Examination Registration continues: Returning Students all faculties (see campus registration schedule for dates)	
9	Thursday		Registration continues: Returning Students all faculties (see campus registration schedule for dates)	

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
10	Friday		Registration ends: Returning Students all faculties except Health Sciences (see campus registration schedule for dates)	
11	Saturday			
12	Sunday			
13	Monday		Lectures Commence  Due Date: Submission of Special Examination Question papers and Memoranda to exams office  Late registration commences: (late registration charge/ fee apply)  Registration amendments commence: Change of qualification, course cancellations and course additions	
14	Tuesday		Late registration commences: (late registration charge/ fee apply)  Registration amendments commence: Change of qualification, course cancellations and course additions	
15	Wednesday		Late registration commences: (late registration charge/ fee apply)  Registration amendments commence: Change of qualification, course cancellations and course additions	
16	Thursday		Late registration commences: (late registration charge/ fee apply)  Registration amendments commence: Change of qualification, course cancellations and course additions	

Date	Day	Public Holidays/ Terms	Academic Activities	Statutory & Management Committees
17	Friday		Late registration ends	
18	Saturday		Registration amendments ends	
19	Sunday			
20	Monday			
21	Tuesday			
22	Wednesday			
23	Thursday		Writing of Special Exam	
24	Friday		Closing date for Year and 1 <sup>st</sup> semester course cancellations (with refund)	
25	Saturday			
26	Sunday			
27	Monday		Opening date for Year and 1 <sup>st</sup> semester courses cancellations (with NO refund)	
			Opening date for applications for admission <u>2016</u> 2 <sup>nd</sup> semester First Year (New) students	
28	Tuesday			





## SECTION FOUR

### GENERAL ADMISSION & REGISTRATION RULES & REGULATIONS

#### 1. APPLICATIONS FOR ADMISSION

1.1 Applications for admission must be made on the prescribed form. The application form must be completed in detail and signed by the prospective student and his/her parent or guardian. The completed form must be sent to the Office of the Registrar, Walter Sisulu University, on or before 29 August for the MBChB Degree and 30 September for other qualifications to be enrolled in the following year. Application forms can also be obtained by writing to the Registrar or from the website, [www.wsu.ac.za](http://www.wsu.ac.za). A late application fee will be charged for applications received after the closing date.

#### 1.2 Documents to be submitted with the Application Form

1.2.1 Certified copy of Statement of Symbols/Senior Certificate, National Senior Certificate or equivalent qualification.

1.2.2 Certified copy of Identity Document for both applicant and parent/guardian.

1.2.3 If applicable, certified copy of Marriage Certificate/ Decree of Divorce (for different or change of names).

1.2.4 Conditional exemption applicants must submit forms in person with all the required documents.

1.2.5 If applicable, proof of current registration with relevant Association/Council e.g. nurses.

1.2.6 An applicant who had previously registered at other educational institutions can only be admitted on submission of academic record and certificate of good conduct.

#### 1.3 Admission Requirements

1.3.1 The general qualification for admission to study for a degree is a matriculation exemption certificate, or a National Senior Certificate endorsed for degree admission.

1.3.2 The standard qualification for admission to study a diploma or certificate is a school leaving certificate with a minimum aggregate symbol E-S, or National Senior Certificate endorsed for diploma/certificate admission. All students will be required to satisfy any additional criteria prescribed by Senate and/or the Faculties concerned.

1.3.3 Notwithstanding the standard requirements for admission, a non-matriculant may be admitted to a degree or diploma programme if he or she has obtained a certificate of conditional exemption issued by the Matriculation Board on the recommendation of Senate.

1.3.4 It is left to Faculties to take a decision on the equivalence of Degree and Diploma

courses undertaken at other institutions, with the proviso that Faculties will submit recommendations to Senate about the status of such courses.

1.3.5 Applicants with the following qualifications from FET colleges and/or other technical colleges or institutions:

1.3.5.1 An N3 with four subjects passed with at least 40% each, plus two official languages: one of these to be English and to be passed at least on First or Second Language SG or;

1.3.5.2 N4 with four subjects passed with at least 50% each, provided the person can prove communication competence in the language of instruction (English)

1.3.5.2.1 NCV (L4) with at least 60% in 3 fundamental subjects, including a (Language of Learning and Teaching (LoLT) in the higher education institution OR 70% in at least 4 vocational subjects for admissions to Bachelor's degree.

1.3.5.2.2 NCV (L4) with at least 50% in 3 fundamental subjects, including a LoLT in the higher education institution OR 60% in at least 4 vocational subjects for admissions to diploma programmes.

#### **1.4 Generic Procedure for Recognition of Prior Learning (RPL) Applications**

Students can apply for admission through the Recognition of Prior Learning (RPL) process. At WSU, RPL can be used:

By those seeking admission into the institution  
To obtain access into learning programmes  
To obtain credits towards a qualification  
To obtain advanced standing for a qualification

Given the fact that each academic discipline has its unique approaches, that each person applying for RPL comes with a unique history and that there is a wide range of valid RPL methods and processes, what follows is a general outline, which must be adapted depending on the purpose and nature of the assessment. The first five points below precede the screening that is the first step of the formal RPL process.

1.4.1. RPL registration is a separate process from regular registration for a subject.

1.4.2. When prospective learners request application forms they are also sent information regarding the RPL possibilities available in the department/programme to which they wish to apply, as well as RPL fees, deadlines and the date of the Faculty RPL information session.

1.4.3. In RPL processes designed to grant access, an RPL application is evaluated against the entry requirements of the qualification. Applicants seeking access to higher education who do not hold a National Senior Certificate with the appropriate exemption may be considered for the RPL route, but must meet the minimum age requirements as specified by and for the sector

1.4.4. RPL applications are sent directly to RPL manager who requests for Portfolio of

Evidence.

- 1.4.5. The RPL Manager sends the application form and Portfolio of Evidence to relevant academic department.
- 1.4.6. In the last week of November (for year programmes) the relevant PCO or other designated evidence facilitator (hereafter both referred to as RPL advisors) interviews all RPL candidates according to the steps outlined in the WSU RPL policy. ("Pre-assessment stage" and 1.1 ("Screening") and 1.2 ("Preparation").
- 1.4.7. For challenge (Challenge Examinations are developed by faculty members to match the content of specific courses e.g. interview, demonstration, etc) exams the procedure is as follows:
  - 1.4.7.1 Proof of payment will admit the learner to the test venue.
  - 1.4.7.2 The test is marked within seven days and applicants informed of the result.
  - 1.4.7.3 If the learner is assessed as "Not yet competent," he/she:
    - immediately registers for the subject
    - pays the full fee for the subject (i.e., the RPL fee is not deducted against the standard registration fee)
  - 1.4.7.4 If the learner is assessed as "competent"
    - the script is attached to an "Application for Credit" form
    - The subject is then recorded against the learner's name as a P (Pass) on the ITS administration system.
- 1.4.8. For those wishing to submit portfolios,
  - 1.4.8.1 A Portfolio Development course will be offered as a joint exercise by the AD unit and the affected Schools in the first two weeks of December and first week after the academics return in January.
  - 1.4.8.2 Portfolios are to be submitted by the end of January.
  - 1.4.8.3 PCOs will be the primary portfolio assessors. Appropriate adjustments will be made to their registration duties to allow for this.
- 1.4.9. Other assessment methods will proceed as agreed upon between the candidate and the School (see RPL Assessment, for a brief description of possible RPL assessment methods).
- 1.4.10. In the case of portfolios one week will be allowed for assessment and another three working days for moderation. In all other cases RPL results will be communicated within one week of the assessment.
- 1.4.11. Applicants deemed "competent" by any appropriate assessment method will have written proof or certification of their competence along with a recommendation from the PCO attached to an "Application for Credit" form and their results recorded as a P (Pass) on the ITS system.

- 1.4.12. Where student registration is delayed owing to an RPL process, no late registration fee will be charged.
- 1.4.13. If classes begin before a candidate's RPL status is known, the candidate may attend classes assuming the granting of RPL until status is confirmed.

RPL Manager: Mr Z.G. Baleni; Mthatha Campus; Nelson Mandela Drive Site; CLTD Building; Tel: 047 - 502 2804

## **1.5 Registration of Students**

- 1.5.1 Registration of students takes place at the beginning of the year or semester on the dates reflected in the prospectus, in the University website and in the press, subject to changes that may be made by the University.
- 1.5.2 No prospective student may report for registration unless he/she has been notified by the Registrar in writing that he/she has been admitted to the University.
- 1.5.3 The University is not obliged to register a prospective student unless he/she complies with all the registration requirements.
- 1.5.4 The registration of first year students is subject to the condition that each student shall submit his or her original matriculation certificate or any other qualification required for admission to a particular course, to the Registrar for recording purposes on or before 30 April of the first year in which the student is registered.
- 1.5.5 On registration, each student must complete and sign the prescribed registration form. By his/her signature on the registration form, a candidate signifies that he/she has undertaken to strictly comply with the rules and regulations of the University.
- 1.5.6 If rules and regulations are contravened, formal disciplinary measures may be applied by the Council in accordance with the procedure prescribed in the Disciplinary code of conduct.
- 1.5.7 All registered students must have student cards. Admission to the University Campus is by Student Card and must be displayed by the students on the campus at all times.
- 1.5.8 A student may not register for more than the maximum number of academic credits permitted in an academic year.
- 1.5.9 No person who has not been registered as a student may attend lectures or avail him/herself of any privilege whatsoever which may be offered by the institution.
- 1.5.10 Permission to register at two universities concurrently may be granted only if there is no time-table clash in the final year and provided that the course involved is the last outstanding course.
- 1.5.11 No candidate shall be allowed to report for registration after the closing date without the written consent of the Council or his/her nominee for such late registration. An additional late registration fee will be charged.

- 1.5.12 Students may be required to do extended programmes if they fail to satisfy the criteria prescribed by the faculties concerned in specific subjects. Such students will be restricted in the number of main stream courses.
- 1.5.13 The Council may on the recommendation of Senate, limit the number of students who may be admitted to any course of study to prevent overcrowding in the lecture rooms and laboratories.
- 1.5.14 No student will be permitted to change his/her course after the due date indicated in the Almanac. Change of Course Form is obtainable from the Faculty Offices.
- 1.5.15 All lectures must be attended punctually and regularly. Where absence from class is unavoidable, the lecturer should be notified in writing. A medical certificate is required if a student is absent for more than three consecutive days due to illness.
- 1.5.16 All students must leave the campus during the Official University Holiday except where other arrangements have been officially made. Every student must leave the University within 24 hours after completion of the students last examination paper.

## **1.6 Conditional Exemptions - General**

- 1.6.1 HESA, shall issue a certificate of full matriculation exemption on the grounds of post-school qualifications to any person who is in possession of a senior certificate or equivalent qualification approved by HESA in one of the following completed diplomas/ post-school qualifications with a minimum prescribed full-time duration of three years:
  - 1.6.1.1 A diploma obtained from a South African university; or
  - 1.6.1.2 A teacher's diploma obtained from a South African College of Education; or
  - 1.6.1.3 A national diploma obtained from a former South African Technikon/University of Technology; or
  - 1.6.1.4 A nursing diploma obtained from a South African Nursing College affiliated to a South African university; or
  - 1.6.1.5 A teacher's diploma awarded on the grounds of interrupted periods of study comprising combinations of a two year post-school certificate and a one year upgrading diploma or a two year post-school certificate followed by a two year diploma; or
  - 1.6.1.6 Any other equivalent post-school qualification approved by HESA.

## **1.7 Conditional Exemption for Mature Age Students**

- 1.7.1 An applicant who has attained the age of twenty three (23) years or more and is in possession of a senior certificate with acceptable pass marks, and who has been granted a certificate of conditional exemption by the Matriculation Board on grounds of mature age may be admitted to a Bachelor's Degree with a minimum fulltime duration of three years and for which a matriculation endorsement or a certificate of exemption is a prerequisite.

- 1.7.2 The University may, at its discretion, admit a student irrespective of educational qualifications, who has been granted a certificate of conditional exemption by the Matriculation Board on the grounds of having attained the age of forty five (45) years on or before the year in which he/she intends to enrol for a bachelor's degree with a minimum full-time duration of three years where a matriculation endorsement or certificate of exemption is a prerequisite.

## **1.8 Admission of Non-South African Students**

- 1.8.1 The admission of international applicants (i.e. students from all countries outside the borders of South Africa), to study at any South African university is restricted by the South African Government to persons who comply with certain conditions summarised as follows:

- 1.8.1.1 An international applicant must follow the prescribed admission procedures, which include obtaining a valid study permit and a final letter of acceptance from the University. A copy of the study permit, certified only by the Admissions Office will be acceptable.

- 1.8.1.2 A study permit will normally be issued for a period not exceeding the official duration of the qualification, and must be renewed after the expiry date.

- 1.8.1.3 A study permit will only be valid for the course of study for which the original approval was given. Should the student change his/her course of study, the student must notify the South African High Commission thereof.

- 1.8.1.4 Any international student discontinuing her/his studies must notify the South African High Commission accordingly.

- 1.8.1.5 A non-South African citizen, who is in possession of a permanent residence permit, need not submit a study permit.

- 1.8.1.6 A separate fee structure applies to international students. Information is available from the Centre for Community and International Partnerships.

## **1.9 Admission of Non-Matriculated Students Senate's Discretionary Conditional Exemption**

- 1.9.1 A candidate below the age of 23 years of age will be granted Senate's discretionary, conditional exemption provided that such a person:

- 1.9.1.1 Holds a certificate entitling him/her to unconditional admission as a candidate for a degree or equivalent qualification at another institution, approved by HESA in the country where the candidate obtained his/her school-leaving certificate; or in the case of international applicants one has to comply with the requirements of HESA as contained in the international qualification document.

# **GENERAL ACADEMIC & REGISTRATION RULES & REGULATIONS FOR DEGREES, DIPLOMAS & CERTIFICATES**

## **G1 REGISTRATION**

- G1.1 All students must pay the minimum initial installment on registration. The University reserves the right to demand the payment of the fees in full, where a student fails to pay the fees on due dates.
- G1.2 The account of each student to whom a (bursary, loan or other allowance is payable,) will only be credited with the amount of such bursary, loan or allowance after completion of the prescribed forms. If a student's bursaries and/or loans represent two thirds or more of the total fees prescribed, the balance due must be paid on the date of registration.
- G1.3 Each prospective student must submit to the Registrar a list of the courses he intends to follow, duly authorised by the Dean of the Faculty concerned.
- G1.4 Except by permission of Senate a student shall not be registered in the same academic year for more than one degree, diploma or certificate, or any combination of these, nor shall a student of the University be registered as a student of another university (See rule 1.5.10).

## **G2 AMENDMENT OF REGULATIONS**

- G2.1 If the regulations for a degree/diploma are amended, a student registered under the old regulations who obtains credit in the academic year preceding the introduction may, subject to any provision to the contrary, elect to proceed under either the old or new regulations, provided that:
- G2.1.1 Such election shall be final, and
- G2.1.2 If she/he elects to proceed under the old regulations and thereafter fails to obtain credit in any subsequent academic year or interrupts his/her studies at any time, she/he shall be obliged to proceed under the new regulations.

## **G3 CONDONATION OF BREACH OF REGULATIONS**

- G3.1 Notwithstanding any provision to the contrary Senate may condone a breach of the regulations if it is satisfied that the student concerned was not at fault and would suffer undue hardship if the breach were not condoned.

## **G4 ADMISSION**

- G4.1 Subject to regulation G1, every student shall attend an approved curriculum in terms of the regulations for the degree, diploma or certificate concerned.
- G4.2 Senate may approve a special curriculum within the framework of the regulations for a student who has been exempted from any course or courses in terms of the provisions of the Statute or of regulation G26 of these regulations, or who interrupted her/his studies prior to change in the regulations for the degree, diploma or certificate

for which she/he is registered and is consequently obliged to proceed under the new regulations.

G4.3 A student who takes a course in a faculty other than the one in which she/he is registered shall be required to comply with all the regulations prescribed for that course including those concerning prerequisites and ancillary courses, as if she/he was registered in the faculty in which the course is offered.

G4.4 Subject to any provision to the contrary a student shall not be admitted to the second or subsequent course in a subject unless she/he has obtained credit for the preceding course.

## **G5 THE REGULATIONS FOR A DEGREE MAY PRESCRIBE THAT:**

G5.1 a student shall not be admitted to a particular course/module in a subject unless she/he has completed specific ancillary courses in another subject or subjects or unless such courses/modules are taken concurrently with the particular course concerned, or

G5.2 a student shall not obtain credit for a course/module completed by her/him until such time as she/he completes another specified course/s module or courses/modules

## **G6 SPECIAL ADMISSION PROVISIONS**

G6.1 Credit shall be given for Afrikaans Special or Sesotho Special or isiXhosa Special provided that:

G6.1.1 such a course may be selected only by students who have not obtained a matriculation standard of 50% in Afrikaans or 40% in an African Language, unless the head of the department concerned recommends admission;

G6.1.2 a student who has completed a special course may register for Afrikaans I, Sesotho I or isiXhosa I but credit shall not be given for both Afrikaans Special and Afrikaans I or both Sesotho special and Sesotho I or both isiXhosa Special and isiXhosa I;

G6.1.3 a student who has obtained a year-mark of at least 70% and an examination mark of at least 70% and has passed an admission test in the standard of the first course of the language concerned may, with the approval of the head of department, be permitted to register for a second year course in the language concerned.

G6.1.4 For post graduate students, a Faculty Board on the recommendation of its Higher Degrees Committee may approve admission to post graduate studies on the basis of RPL or other satisfactory credentials.

## **G7 READMISSION OF STUDENTS TO UNDERGRADUATE PROGRAMMES**

The following rules and procedures shall apply to all students to determine their eligibility for readmission to academic programmes according to Section 37 (4) of the Higher Education Act, Act 101 of 1997 as amended:

G7.1 A student who does not obtain the required number of credits to proceed to the following level of study, as prescribed in the rules of progression of the relevant



programme, will not be readmitted to the University on academic grounds.

- G7.2 A student who fails a course twice will not be readmitted to that course provided that the Head of Department (HOD) may, if the course is a prerequisite or a final course needed for the degree/diploma purposes, require the student to satisfy other specific academic requirements before allowing the student to register for a third time.
- G7.3 A full-time student who fails to complete the degree, diploma or certificate within the prescribed number of years will be allowed an extra year for a certificate and an extra two years for a diploma or degree. Should she/he fail to complete the qualification by the end of the expected period, then such student will be refused readmission on academic grounds. Part-time students will be allowed an extra two years for a certificate and three extra years for a diploma or degree.
- G7.4 Students not re-admitted in terms of these rules will not be allowed to register for the degree, diploma or certificate programmes of the University for one academic year and will not be allowed to re-register if they fail and are again excluded.
- G7.5 WSU will deny admission to students who have been denied readmission on academic grounds at other universities.

## **G8 APPLICATION OF THE RULES**

- G8.1 Readmission rules will apply to undergraduate students in all faculties.
- G8.2 Students at risk will be those below the faculty's minimum progression requirements.
- G8.3 Exclusion will hold for a minimum of one year unless otherwise stated.
- G8.4 A student may apply for readmission in the same programme or another programme.
- G8.5 Each faculty will develop a process to review academic performance of students at a module and/or programme level.
- G8.6 This process to review academic performance from each faculty will be developed by each faculty and approved by Senate.

## **G9 DETERMINATION OF MINIMUM REQUIREMENTS FOR READMISSION**

- G9.1 Minimum requirements of readmission will be determined by faculties, submitted to Senate for approval and published in the faculty prospectus.
- G9.2 Faculties will decide to determine generic faculty readmission requirements for all programmes or for each programme in the faculty.

## **G10 PROCESS TO DETERMINE IF READMISSION REQUIREMENTS HAVE BEEN MET AND TO REFUSE READMISSION**

The following process must be followed when reaching a decision that a student has not met the readmission requirements:

- G10.1 Process of determining if admission requirements have been met and of refusing readmission.
- G10.2 Faculties will identify students who do not meet the readmission requirements and submit them to the Faculty Examinations Board at the end of each semester and each year-end examination for approval.
- G10.3 The Dean will inform the students who fail to meet the readmission requirements in writing.

## **G11 APPEALS PROCEDURES**

- G11.1 All students have a right to appeal provided their appeals reach the University a week before the date of commencement of the first registration period.
- G11.2 Each faculty will have a Faculty Readmission Appeal Committee (FRAC).

Where a waiver is granted it may prescribe specific conditions as part of the waiver.

### **G11.2.1 Membership**

The committee shall be constituted as follows:

The Dean or his representative shall serve as the chairperson of the committee.

Two members shall be Senior Academics of the Faculty designated by the Dean.

Two Student Representatives shall serve as observers to follow the proceedings for the purpose of vouchsafing its regularity.

A designated Secretary shall take down the notes of the proceedings.

### **G11.2.2 Terms of Reference**

To consider the appeals from students who do not meet the readmission requirements set by the faculty for its respective programmes.

In considering the appeals that have been submitted in the prescribed manner and within the specified timeframes, it may, if it deems it appropriate waive the readmission requirements set by the faculty for a particular student.

Where a waiver is granted it may prescribe specific conditions as part of the waiver.

### **G11.2.3 Lapse of an Appeal**

An appeal shall lapse and the exclusion decision stands and may no longer be challenged if the letter of appeal (i) is filed out of time; or (ii) contains no grounds of appeal; or (iii) contains grounds of appeal but no arguments.

- G 11.3 A student will submit his/her appeal in writing with the full motivation and supporting documentation to the Executive Dean's Office. Oral, telephonic and mobile messaging appeals are unacceptable.

- G11.4 The Faculty Readmission Appeals Committee shall convene to look inter alia at the

following factors:

G11.4.1 The student's academic record.

G11.4.2. The appropriateness of the reasons for the refusal to readmit the student.

G11.4.3 Whether there are any special circumstances related to the student's unsatisfactory academic performance to be taken into account.

G11.5 The FRAC decision shall be final.

G11.6 All documents will be filed in the student's file.

## **GENERAL RULES & REGULATIONS FOR POST-GRADUATE PROGRAMMES**

### **G12 ADMISSION TO HONOURS DEGREES**

G12.1 A person shall not be admitted as a candidate for an Honours degree unless he/she:

G12.1.1 has been admitted to a degree of Bachelor at the University, or is a graduate of any other university or institution and has been granted a degree status at the University or has passed at any other university or institution considered by Senate to be equivalent to the University, such examinations as in the opinion of Senate are equivalent to or of a higher standard than the examinations prescribed for a degree of the University;

G12.1.2 has obtained a 60% mark in a final year level course in the subject concerned, provided that a student who obtains less than 60% at final year level may be admitted to Honours Studies on probation for the first year; and

G12.1.3 is otherwise considered a suitable candidate by Senate on the recommendation of the Faculty.

G12.2 A person who wishes to be admitted as a candidate for an Honours degree must submit a written application to the Registrar setting out her/his qualifications and stating in which department he/she wishes to study. No student shall be admitted as a candidate for the same Honours degree more than once.

G12.3 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on his/her proficiency in the subject of the applicants proposed study if he/she either:

G12.3.1 obtained the qualification on which the application is based at another university or institution; or

G12.3.2 being a graduate of the University did not include the subject as a major in her/his undergraduate curriculum.

## **G13 ANCILLARY COURSES**

Senate may require a candidate to attend specified ancillary courses in addition to the Honours degree course and may require him/her to complete such courses by examination before s/he sits for any specified part of the Honours examination.

## **G14 FOREIGN LANGUAGE REQUIREMENT**

Senate may require a candidate to pass a test in an approved foreign language.

## **G15 MINIMUM AND MAXIMUM PERIOD OF REGISTRATION**

For Honours Students a minimum period of one year and a maximum period of three years full time and four years part time. The research structure will be similar to the dissertation structure under Rule G37, except that the word dissertation will be substituted by research paper and the word Master will be substituted by Honours (see rule G18.4).

## **GENERAL REGULATIONS FOR THE DEGREE OF MASTERS**

### **G16 ADMISSION TO MASTERS DEGREES**

G16.1 A person shall not be admitted as a candidate for a Masters degree unless s/he:

G16.1.1 has been admitted to an Honours degree at the University; or

G16.1.2 is a graduate of any other university or institution and has been admitted to the status of a holder of the qualifications referred to in regulation G16.1.1;

G16.1.3 has passed, at this university or any other university or at any other institution considered by Senate to be equivalent to the university, such examination as in the opinion of Senate is equivalent to or higher than the examinations prescribed for either of the qualifications referred to in regulation G16.1.1 or G16.1.2.

G16.2 A person who wishes to be admitted as a candidate for a masters degree must submit to the Registrar a written application setting out his/her qualifications and, where applicable, the title of her/his acceptable research proposal, and an outline of the method of research.

G16.3 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on her/his proficiency in the subject concerned.

G16.4 With the approval of Senate, a suitably qualified person wishing to obtain a Masters degree by dissertation may be provisionally admitted for the purpose. She/he must then submit an acceptable research proposal within six months of registration, with the proviso that an extension may be granted. At the end of this period, he/she will be de-registered if he/she has not submitted an acceptable research proposal.

### **G17 MINIMUM AND MAXIMUM PERIOD OF REGISTRATION**

For Master's full-time students, the minimum period of registration is one year and the maximum

period is four years. For Master's part-time students the maximum period is five years (see rule G18.4).

## **G18 PROGRESS REQUIREMENTS AND PROVISION FOR SUSPENSION OR CANCELLATION**

- G18.1 A six monthly report on the progress of a candidate if a dissertation shall be submitted to Senate by the supervisor. The candidate shall submit a similar report through the supervisor and faculty.
- G18.2 Senate may at any time suspend or cancel the registration of a candidate who in its view is not making satisfactory progress with her/his studies.
- G18.3 G18.1 and G18.2 applies to Masters Dissertations and Doctoral Theses.
- G18.4 If a candidate fails to complete his/her studies within the number of years specified in G17 Senate may refuse to renew his/her registration or may renew it subject to any conditions it may see fit to impose. This applies to Honours and Doctoral Degrees also with changes as per G15 and G20 respectively.

## **GENERAL REGULATIONS FOR DOCTORAL DEGREES**

### **G19 ADMISSION TO DOCTORAL DEGREES**

- G19.1 Except where the regulations in a particular faculty provide otherwise, a person shall not be admitted as a candidate for a doctors degree unless s/he:
- G19.1.1 has been admitted to a masters degree at the University; or
  - G19.1.2 is a graduate of any other university institution and has been admitted to the status of Master at the University; or
  - G19.1.3 has passed, at this or any other university or at any institution considered by Senate to be equivalent to the university, such examinations as in the opinion of Senate are equivalent to or higher than the examinations prescribed for the degree of Master at the University.
- G19.2 A person who wishes to be admitted as a candidate for a doctors degree must submit to the Registrar a written application setting out her/his qualifications and, in the case of an application in terms of regulation G19.1, an acceptable research proposal and an outline of his method of research.
- G19.3 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on her/his proficiency in her/his subject (see rule G18.2 to G18.4).

### **G20 MINIMUM AND MAXIMUM PERIOD OF REGISTRATION**

- G20.1 For Doctoral full-time students, the minimum period of registration is two years and the maximum period is six years. For Doctoral part-time students the maximum period is seven years (see rule G18.4).

## **G21 HOW THE DEGREE MAY BE OBTAINED**

G21.1 The degree may be obtained either

G21.1.1 by means of research on an approved topic prosecuted under the guidance of a promoter appointed by Senate; or

G21.1.2 on the grounds of meritorious publications, as per guidelines in the Higher Degrees Policy

## **GENERAL EXAMINATION RULES & REGULATIONS FOR DEGREES, DIPLOMAS & CERTIFICATE**

### **G22 EXAMINERS**

G22.1 All examinations shall be conducted by at least one examiner and one moderator appointed by Senate. All final – level subjects shall be moderated by an external moderator who, is an expert in the field of study and who shall be appointed from another university or institution approved by SENATE.

#### **G22.2 RULES GOVERNING THE SECURITY OF EXAMINATION QUESTION PAPERS**

Examination question papers must be kept secured at all times from the time a question paper is set by the examiner until the paper is administered in the scheduled examination session.

##### **G22.2.1 THE ROLE OF THE EXAMINER/ LECTURER/ MODERATOR**

- Lecturers are responsible for the setting of question papers.
- The individual Lecturers are accountable for preserving confidentiality and security of examination papers they have prepared in their Departments.
- Examiners/ Moderators should ensure that strict security measures are in place for the entire examination process.
- Examiners are expected to personally type all examination papers they have set.
- The preparation and storage of examination papers electronically, must be done on computers that are password protected with limited accessibility.
- Examination papers (including draft questions and memoranda) that are stored on removable hard-drives should be password protected.
- The use of emails in transmitting the question paper to Examinations Office is not acceptable.
- Hard copies of examination papers should only be kept at the examination office. Examiners are not allowed to take away a copy of unwritten examination paper to any premises outside the University and no unauthorized person should have access to examination papers.
- Once the examination question paper has been submitted to the Examinations Office, the examiner should not keep hard copies of the question paper.

##### **G22.2.2 THE ROLE OF THE HEAD OF DEPARTMENT**

- In the case where there is a common paper, the Heads of Departments are responsible to ensure that subject Lecturers/ Examiners in all Sites/Campuses take joint ownership and responsibility for the quality and content of the examination paper.
- The Head of Department is responsible to ensure that Examiners/Lecturers adhere to

security rules and enforce adherence to such rules.

### G22.2.3 THE ROLE OF THE CHIEF EXAMINATIONS OFFICER

- The Chief Examinations Officer is responsible for maintaining security and confidentiality in the examination office when the copying of the examination papers is done at the Examinations Office and when examination papers are dispatched from the Examination Office.
- The Chief Examinations Officer is accountable for copying the examination papers, storing them and dispatching them to examination venues.
- The Examination staff should check and sign for question papers received and keep a record of each examination paper submitted.
- The question papers that are sent to External Examiners/ Moderators are facilitated at Examinations Office. These question papers should be placed in sealed plastic envelopes and delivered by courier services.
- Printing of examination papers should be only done by the staff of the Examination Section.
- The Examination Section should ensure that a minimum of two people is required for the printing of examination papers to ensure that a second count of printed examination papers takes place.
- Printer readings should be recorded and kept for each subject printed and balanced to the quantity that was requested.
- The process of copying examination papers should be supervised at all times.
- Care must be taken that all copies of examination papers are removed from the copier.
- The Examinations Officers should ensure that spoilt examination papers are shredded.
- All examination question papers should be stored in the strong-room.

## **G23 ADMISSIONS TO EXAMINATIONS**

G23.1 The students will only be permitted to write an examination on a course/module if:

- (i) They are officially registered for the course/module according to University records;
- (ii) All prescribed fees have been paid by the due dates (see the fees regulations);
- (iii) They satisfy the individual course/module and additional requirements for the completion of semester/year mark for entry to the examination.

G23.2 A student shall not be admitted to the examination at the end of a course unless he/she has obtained a semester or year mark of at least 40%.

G23.3 In order to complete a course, a student shall obtain at least 40% of the marks in every paper of the examination and;

G23.4 At least 50% of the total marks for the semester/year mark and the examination combined.

G23.5 A student who obtains 75% of the marks at the first attempt in a course/module shall be awarded a pass with a distinction in that course/module.

G23.6 An examination shall include a written test comprising of one or more papers as determined by Senate, and may also include a practical or oral test or both.

- G23.7 The head of department, in consultation with the examiners, may require borderline students to be condoned from 39% examination mark to 40%, 49% final mark to 50% provided the student obtain a minimum of 40% in the exam, and 74% to 75% to obtain a distinction or cum laude if it is the first attempt in a course/module.
- G23.8.1 In the event of a pass mark from the internal examiner and a fail mark from the moderator or external examiner, an average between the two marks will be calculated to determine the final results of the candidate but subject to a subminimum mark of not less than 45% awarded by the moderator or external examiner.
- G23.8.2 In the event of a pass mark from the moderator or external examiner and a fail mark from the internal examiner, an average between the two marks will be calculated to determine the final results of the candidate but subject to a subminimum mark of not less than 45% awarded by the internal examiner.
- G23.9 A student shall be admitted to supplementary examinations in a course/module provided he/she has obtained an examination mark of at least 40% and a final mark of between 40% and 49% or subject to faculty rules and regulations.
- G23.10 A student shall be admitted to supplementary examinations in a course/module provided he/she has obtained an examination mark of at least 40% and a final mark of between 40% and 49% or subject to professional bodies' rules and regulations.
- G23.11 The supplementary examinations may be written at the end of each semester/year.
- G23.12 A student who qualifies for a supplementary examination in terms of G23.6 shall write the entire supplementary examination. However, if his/her final mark based on the original examination is at least 50%, only those papers in which the sub-minimum has been failed need to be written.
- G23.13 All examinations including Aegrotat, supplementary and special examinations shall be held at times determined by Senate.
- G23.14 The provisions of regulation G23.3, and G23.4 shall, with changes where necessary, apply to a supplementary examination.

## **G24 AEGROTAT EXAMINATIONS**

- G24.1 A student who is prevented by illness or family circumstances such as the death or serious illness of a relative during the examination from writing one or more papers, may be permitted by the Registrar (or an officer designated by him/her) to present him/herself for an aegrotat examination, provided satisfactory evidence of such circumstances is produced.
- G24.2 Permission in terms of sub-regulations G24.1 will not be granted to a student whose application fails to reach the Registrar within five (5) days after the final date of the examination.
- G24.3 Permission in terms of sub-regulation G23.1 will not be granted to a student who fails to write a supplementary examination.



G24.4 A student who is granted an aegrotat examination shall be required to write all the papers in the course concerned.

## **G25 SPECIAL EXAMINATIONS**

G25.1 The following terms and conditions will apply for admission to Special Examinations:

G25.1.1 The candidate must require 1 (one) instructional offering/module to complete the prescribed curriculum of the qualification for which he/she registered in the final year.

G25.1.2 The candidate should have written the examination at this institution.

G25.1.3 The candidate must apply for the Special Examination on the application form obtainable from the Examinations Department.

G25.1.4 Application for a Special Examination must be submitted on or before the dates as reflected in the university prospectus, to the Head of Department.

G25.1.5 All Special Examination procedures are subject to normal moderation process.

G25.1.6 No Special Examination will be granted for continuous evaluation instructional offerings.

G25.1.7 A student shall be allowed to write Special Examinations once.

G25.1.8 Those students who fulfill the requirements of sub-regulation G25.1.1 to G25.1.5 should obtain a 50% pass mark in special examination in order to pass the course. The Year/Semester mark of the student will be disregarded in the calculation of the final mark for Special Examinations candidates.

## **G26 RE-MARKING**

G26.1 A student may upon written application to the Registrar and payment of the prescribed fee within 30 days of the publication of the results, request remarking of his/her examination scripts for any courses/modules. The result of such a remarking shall be final. In the event of a student being successful he/she shall be refunded the fee paid.

G26.2 The remarking shall be done by person/s to be appointed by the Executive Dean in consultation with the head of the department concerned. Such a person should not have been involved in the original of script. Remarking shall not permitted for papers in which external examiners are involved.

## **G27 AWARDING OF DEGREES, DIPLOMA AND CERTIFICATE CUM LAUDE**

G27.1 The degree, diploma and certificate shall be awarded cum laude if a candidate complies with the following requirements:

G27.1.1 The curriculum allowed for the degree, diploma and certificate must be completed in the minimum prescribed period.

G27.1.2 None of the courses/modules prescribed in the curriculum must have been failed.

G27.1.3 The average mark obtained in all courses/modules in the candidate's prescribed

curriculum must be at least 75%.

## **G28 EXAMINATIONS WITH A DEFERRED SEMESTER/YEAR MARK**

- G28.1 A student who fails in an examination may in the following year be permitted by the head of the department concerned with the approval of the Executive Dean to present himself/herself for re-examination at the end of the academic year/semester without re-attending the course concerned, provided that the Head of the Department concerned shall require.
- G28.1.1 that the previous semester/year mark obtained by the student in the course/module shall apply in respect of the subsequent year/semester of study except those cases to which rule G25.1.10 applies.
- G28.1.2 In any event such student should register for the course and pay the prescribed fees.
- G28.2 The decision of the head of department made in terms of sub-regulation G28.1.1 shall be final and the student concerned shall be informed thereof in writing before the final date for change in curricula.

## **G29 EXEMPTIONS**

- G29.1 Senate may, subject to such conditions as it may lay down, exempt a student from a course if he has obtained credit for the same or an equivalent course towards another degree, diploma or certificate of the University, provided that no such student shall be admitted to a degree, diploma or certificate unless:
- G29.1.1 she/he has passed approved courses for the degree, diploma or certificate for at least one-half (50%) of the minimum total number of courses prescribed for the qualification. No credits will be given for final level courses. Credits for first and second level courses will be given by Senate on the recommendation of the Head of the Department. The Dean of the Faculty may in exceptional cases recommend a waiver of any or part of the rules to Senate.
- G29.1.2 she/he shall have passed such examinations as Senate may determine; and
- G29.1.3 she/he shall have complied in all other respects with the requirements for the qualification.
- G29.2 The onus shall be on the student to submit to the Faculty an authentic statement of credits obtained elsewhere, complete an application form and pay the prescribed fees.
- G29.3 Senate may permit a student to graduate with another related qualification where:
- G29.3.1 the student has obtained credit for some but not all the courses required for a qualification
- G29.3.2 he/she has also where necessary (in terms of regulation G10.2 or otherwise) accumulated additional credits valid for the related qualification.
- G29.3.3 all the credits can be combined in a way that fulfils the requirements for the related

degree provided that if such a student later decides to continue with the original qualification he/she shall do so in terms of regulation G29.1.

### **G30 CREDIT**

G30.1 Subject to any provision to the contrary a student shall obtain credit for every course completed by him/her, provided that the regulations for a qualification may lay down that a student may not proceed to the second or subsequent year of study in any particular subject or in any subject whatever until he has completed the minimum number of courses prescribed for the purpose.

### **G31 DETERMINATION OF LEVEL OF STUDY**

G31.1 Except where otherwise provided for in the faculty regulations, a student shall be in his/her first year of study until he/she has obtained credit for at least 50% of year or semester courses including majors; in his/her final year of study when she/ he is taking courses which will enable him to complete the requirements for the qualification in that year.

## **GENERAL RULES & REGULATIONS FOR POST GRADUATE PROGRAMMES**

### **GENERAL REGULATIONS FOR HONOURS DEGREES**

#### **G32 EXAMINATION**

G32.1 The Honours examination shall be:

G32.1.1 A form of written examination and/or a practical examination and a research paper; and

G32.1.2 Such examinations as are required to satisfy regulations G22 and rules on re-marking.

G32.2 The examination shall be held at the end of each academic year or semester, in which the course or part of it is taken.

G32.3 A semester/year mark may be awarded in each paper/module. If awarded, a semester/year mark of 40% in a paper/module shall enable a candidate to sit for an examination in that paper.

G32.4 If a semester/year module contribution of the semester/ year mark shall not exceed 60% of the final mark.

G32.5 Contribution of the research paper to the Honours Degree will be 25% of the total academic credits.

G32.6 A research paper shall be examined by at least one internal examiner, one internal moderator and one external examiner approved by Senate, provided the internal examiner may be the same person as the supervisor.

G32.7 The number of hard and electronic copies, the research paper structure and other

requirements will be similar to those under rule G37 and G38 except that the words 'dissertation' and 'master of' will be substituted by words 'Research Paper' and 'Honours' respectively wherever applicable.

G32.8 The candidate should have obtained at least 50% from at least one external examiner for the research paper and the final average mark will be calculated by equal weight to the internal as well as the external assessment.

G32.9 Rule G36 below applies to Hons degree also.

G32.10 Rule G44.3 on Plagiarism Declaration and Rule G47 apply to Hons research papers.

### **G33 CUM LAUDE**

The Honours degree of Bachelor shall be conferred cum laude on a candidate who obtains an average of 75% of the marks in the examination for this degree provided that the candidate has completed the degree in the minimum permissible time and has not written any supplementary examinations or failed any paper/module.

### **G34 EXCEPTIONS**

Any exception to or modification of the above regulations shall be approved by Senate.

## **GENERAL REGULATIONS FOR MASTERS DEGREE**

### **G35 EXAMINATIONS**

G35.1 A candidate shall either:

G35.1.1 submit a mini dissertation or a dissertation on the approved topic; or

G35.1.2 present himself/herself for an examination comprising a prescribed number of written papers/modules and a maximum of four written papers/modules; or

G35.1.3 submit a dissertation and in addition present himself/herself for a written or oral examination as determined by Senate on the recommendation of the board of the faculty concerned;

G35.2 Regulations governing semester/year marks; sub- minimum; and pass mark as stipulated for the Honours degree shall apply in this case.

G35.3 A mini dissertation or a dissertation shall be examined by one internal examiner, one internal moderator and two external examiners approved by Senate, provided that the internal examiner may be the same person as the supervisor. The dissertation must satisfy by at least one external examiner in order to qualify for a pass. The suggestions of the external examiner who failed the student will be made use of to improve the research output. The final average mark will be calculated by equal weight to the internal as well as the external assessment.

## **G36 RE-EXAMINATION**

G36.1 Except by permission of Senate a candidate may not present himself/ herself for examination more than twice.

## **G37 MINI DISSERTATIONS AND DISSERTATIONS**

G37.1 A candidate wishing to receive his/her degree at a particular graduation ceremony shall notify the Registrar not later than a date two weeks before the last faculty meeting of the preceding year of his/her intention to submit his/her dissertation, and shall submit it not later than 31 December of that year, or, by special permission of the head of the department, not later than 31 January, provided that this does not constitute a guarantee on the part of the University that the dissertation will have been examined in time for the ensuing graduation ceremony, provided further that the whole examination process (including Senate approval) will have been completed by 31 March.

G37.2 A candidate shall not submit a mini dissertation or a dissertation unless it is accompanied by a written declaration by the supervisor in which permission is granted to lodge the dissertation. Such declaration does not commit the supervisor to recommend the award of the degree.

G37.3 For examination purposes a candidate shall present the mini dissertation or dissertation in triplicate. After approval of the dissertation, and before conferment of the degree, the candidate shall submit a further seven copies, unless special permission has been granted for the submission of a smaller number. In addition four electronic copies (CD or DVD) labelled appropriately also need to be submitted. A candidate should have obtained at least 50% for the mini dissertation or dissertation from at least one external examiner.

G37.4 Rules G44.3 and G47 apply to Master's degree also.

## **G38 DISSERTATION STRUCTURE**

G38.1 A dissertation shall, unless exemption is granted from this requirement, be typed in double spacing and be stoutly bound. See Postgraduate Manual for formatting style of cover page.

G38.2 The title page of a dissertation shall bear the following inscription:

1. ....(Full title of dissertation)
2. ....(full name of candidate)
3. ....Submitted in fulfilment/ partial fulfilment of the requirements for the degree of Master of .....in..... (name of subject) at the Walter Sisulu University
4. Supervisor.....
5. Year submitted..... (see Postgraduate Manual for example)

- G38.3 A dissertation which has previously been submitted for a degree at another university shall not be accepted, but material taken by the candidate from existing publications and properly acknowledged may be incorporated in the dissertation.
- G38.4 A candidate shall submit, together with his/her dissertation, a copy of every dissertation previously submitted by her/him for another degree, whether it was accepted or not.
- G38.5 A dissertation shall not be approved unless it provides proof of the candidate's acquaintance with the methods and techniques of research. The language must be correct and the technical workmanship satisfactory.

### **G39 CUM LAUDE**

A Masters degree may be awarded cum laude to a candidate who in the opinion of Senate has attained the desired standard.

### **G40 PUBLICATION**

If, at the date of presentation, a portion of the dissertation submitted has not been published, or is not being published in a manner satisfactory to the University, the University shall have the right to reproduce the work, in whole or in part, for purposes of research. The University may waive this right, provided that the candidate makes arrangements for publication of the work in a manner satisfactory to the University.

## **GENERAL REGULATIONS FOR THE DOCTORAL DEGREE**

### **G41 HOW THE DEGREE MAY BE OBTAINED**

- G41.1 The degree may be obtained either
- G41.1.1 by means of thesis on an approved topic prosecuted under the guidance of a promoter appointed by Senate; or
- G41.1.2 on the ground of meritorious publications, as per guidelines in the Higher Degrees Policy.

### **G42 EXAMINATION**

- G42.1 A candidate may be required to present him/herself for an examination comprising a prescribed number of written modules/papers.
- G42.2 A candidate admitted in terms of regulation G41.1.1 shall submit a thesis on the approved topic and, if so prescribed in the regulations of the faculty or required by the examiners, present himself for an oral or written examination on the subject of his/her thesis or in the relevant subject as a whole.
- G42.3 A candidate admitted in terms of regulation G41.1.2 shall submit his/her publication, in which case the rules relating to the submission of a thesis shall apply, with necessary changes.
- G42.4 A candidate may not submit a thesis unless his/her promoter has reported to Senate

that s/he is satisfied with the candidate's knowledge of the subject as a whole.

- G42.5 Senate may require a candidate to attend, and by examination to complete, a programme of study before s/he may submit his/her thesis.
- G42.6 A thesis shall be examined by one internal examiner and three external examiners approved by Senate, provided that the internal examiner may be the same person as the supervisor. The thesis must satisfy at least two external examiners in order to qualify for a pass.
- G42.7 All assessment sheets must be accompanied by narrative reports as per Postgraduate Manual guidelines.

### **G43 EXAMINATION**

Except by permission of Senate a candidate may not present himself/ herself for examination more than twice. The suggestions from the external examiner who failed the student will be made use of to improve the research output.

### **G44 THESIS**

- G44.1 A candidate wishing to receive his/her degree at a particular graduation ceremony shall notify the Registrar not later than a date two weeks before the last faculty meeting of the preceding year of his/her intention to submit his/her thesis, and shall submit it not later than 31 December of that year, or by special permission of the head of the department, not later than 31 January, provided that this does not constitute a guarantee on the part of the University that the thesis will have been examined in time for the ensuing graduation ceremony, provided further that the whole examinations process (including Senate approval) will have been completed by 31 March.
- G44.2 For examination purposes a candidate shall present the thesis in triplicate. After approval of the thesis, and before conferment of the degree, the candidate shall submit a further seven copies, unless special permission has been granted for the submission of a smaller number. In addition four electronic copies (CD or DVD) appropriately labelled also need to be submitted.
- G44.3 When submitted, a thesis shall be accompanied by the Plagiarism declaration (see Postgraduate Manual) by the candidate as to the extent to which it represents his/ her own work, both in concept and execution.

### **G45 THESIS STRUCTURE**

- G45.1 A thesis shall, unless exception is granted from this requirement, be typed in double spacing and be stoutly bound.
- G45.2 The title page of a thesis shall bear the following inscription (see Postgraduate Manual for formatting style of the cover page):

- 1 ..... (full title of thesis)
- 2. .... (full name of candidate)

3. Submitted in fulfilment of the requirements for the degree of Doctor of... (Name of the subject) at the Walter Sisulu University.
4. Supervisor.....
5. Year submitted ..... (see Postgraduate Manual for example)

G45.3 A thesis which has previously been submitted for a degree at another university shall not be accepted, but material taken by the candidate from existing publications and properly acknowledged may be incorporated in the thesis.

G45.4 A candidate shall submit together with her/his thesis, a copy of every dissertation or thesis previously submitted by him/ her for another degree, whether it was accepted or not.

G45.5 A thesis shall not be approved unless it provides proof of original work by the candidate and constitutes a distinct contribution to the knowledge of and insight into the subject.

## **G46 PUBLICATION**

If, at the date of presentation, a portion of the thesis submitted has not been published, or is not being published in a manner satisfactory to the University, the University shall have the right to reproduce the work, in whole or in part, for purposes of research. The University may waive this right, provided that the candidate makes arrangements for publication of the work in a manner satisfactory to the University. For further information on general regulations for Honours and the guide to Higher Degree studies, please visit our website [www.wsu.ac.za](http://www.wsu.ac.za).

## **G47 RESEARCH PAPER, DISSERTATION AND THESIS COPIES TO THE DIRECTORATE OF POSTGRADUATE STUDIES**

G47.1 Six copies of the document referred to in G46 above (three hardbound copies and 3 electronic copies) must be submitted to the Directorate of Postgraduate Studies before the graduation.

G47.2 The University Senate Higher Degrees Committee or delegated person should have approved the format as conforming to the guidelines in the Postgraduate Manual.





## SECTION FIVE

### RULES & REGULATIONS REGARDING FEES

#### 1 METHODS OF PAYMENT

##### 1.1 Cash Payments

The University no longer accepts any payments to be made at the cashier's windows [for security reasons]. Students are therefore urged to refrain from this practice by all means.

##### 1.2 Bank Deposits

Fees should be paid directly into the University bank account. Please note that no monies should be paid to any University official. The stamped copy of the deposit slip should be produced as proof of payment at the Student Fees office. Failure to adhere to this procedure will absolve the University of any liability.

Payments by foreign students must be made in Rands and deposited into the University Bank Account at FNB. Provision should be made for bank costs – get guide from enquiries.

##### 1.3 Cheque Payments

1.3.1 Cheques must be made payable to **Walter Sisulu University** and crossed "Not Transferable".

1.3.2 In the event of a cheque/stop order being dishonoured (referred to drawer), a R500 or more penalty will be levied and will be included in the fees account, and thereafter, only cash will be accepted.

1.3.3 Post-dated cheques are not acceptable

##### 1.4 Credit Cards

Credit card payments [Visa or Master] can be done at the cashier's window. However, provision must be made for the additional 5% Bank Service charge. Please check your credit card expiry date and produce valid identification when making payment.

##### 1.5 Postal Orders and Telegraphic Postal Orders

This method of payment is also acceptable but not recommended. You are reminded to keep your stubs as proof of payment. Include payment with your registration form. Make these documents payable to **Walter Sisulu University**. In the case of telegraphic postal orders, these must be addressed to the **Mthatha/East London/Butterworth Post Office**. This facility may not be used by first-time registering students as the registration form and payment must be submitted simultaneously.

## 1.6 Letters of Authority and Bursaries

Letters of authority and bursaries will be accepted only from approved companies. A letter of authority applies to cases where fees are paid by a student's employer. Similar letters must be produced in the case of bursaries or loans. In the event of an employer or bursar not paying, the student will be held liable for fees and any other penalties that may arise [because the contract, after all, is between the University and the student].

Please note that the University will only accept letters of authority from approved employers/bursars. Employers/Bursars should supply each student with a separate letter of authority. The University does not involve itself in disputes between employer and employee(s). Accounts and receipts are only sent to students personally and not to employers/bursars. Whenever possible, these letters from employers/bursars should include an indication of what is covered by the funds, e.g. tuition, residences, books, meals, international students levy, etc.

## 1.7 Postal

All postal payments must be addressed to the **Chief Financial Officer** for the attention of:

**Director :           Financial Director  
                          Walter Sisulu University  
                          Private Bag X1  
                          Mthatha  
                          5117**

and to no other address. Payments should not be addressed to any particular person and must be made out in the name of **Walter Sisulu University**. Avoid forwarding bank notes and coins through postal payments. However, if this is your only option it must be done via registered letter. Please note that any postal payment should include at least the following minimum information: Surname and Initials, Student Number (if available).

### **PLEASE NOTE**

**It is in your own interest not to include cash (notes) payments in envelopes. If you have no option, do so by registered mail.**

The actual fee structure will be advertised later after approval.

## 2 APPLICATION FEE

Any student who for the first time applies to be accepted as a student at Walter Sisulu University has to pay an official application fee. Application fees are payable on a sliding scale according to the date of application as follows:

- Before and up to 30 September 2015 – R100
- 01 October – November 2015 – R200 thereafter
- R300.

**Application fees are not admission fees and therefore non-refundable and must be paid whether the student's application was successful or not.**

### 3 FEES TO BE PAID

All students shall pay the following fees and any other fees may be determined by the University.

3.1 Registration and late registration fees (non refundable)

3.2 SRC Fees

3.3 Copyright Fee

3.4 Sport Fee

### 4 TUITION FEES

### 5 RESIDENCE FEES

### 6 METHOD OF PAYMENT OF FEES

6.1 Fees can be paid cash at the bank, i.e. settle the whole amount in full on registration. If this method is preferred, a discount of 10% of total amount due, [for the year] after taking into account bursaries and/or any financial assistance [where applicable], is offered for payment in full upon registration.

6.2

MONTH	SEMESTER COURSE	YEAR COURSE	SPONSORED/ BURSARY
January	Initial payment – equal to 25% of Total fees	Initial payment - equal to 30% of Total fees	Presentation of letter of commitment
February	25% of the remaining debt	10% of the remaining debt	
March	25% of the remaining debt	10% of the remaining debt	
April	25% of the remaining debt	10% of the remaining debt	25% of fees
May		10% of the remaining debt	25% of fees
June		10% of the remaining debt	25% of fees
July	Initial payment – equal to 33% of Total fees	10% of the remaining debt	25% of fees
August	33% of the remaining debt	10% of the remaining debt	
September	33% of the remaining debt		
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**N.B. all fees for the 1st Semester must be paid by end April and the rest MUST be settled by end September.**

6.3 Please note that no student will be allowed to register without paying the minimum amount.

6.4 **No student will be registered** on presentation of anything other than the minimum

required amount, **even if a letter of authority from an acceptable employer, or loan and bursary documents is produced by the student, [except for 100% Government sponsors].**

6.5 Note that letters of authority, loan and bursary documents should be **original documents** (photocopies or faxes are not acceptable) authorised and approved properly by issuing authorities. These documents will be sent back to sponsors for confirmation of authority.

6.6 Mere proof of application for a loan or bursary is **NOT** acceptable, nor sufficient for the purposes of registration.

## **7 RULES REGARDING LATE OR NON-PAYMENT OF FEES**

7.1 A student shall be fully liable for all fees payable by him/her in terms of these regulations.

7.2 All fees must be paid as outlined in 6.1 and 6.2 above. Failure to do so could have the following consequences:

7.2.1 The University reserves the right to refuse utilisation of facilities.

7.2.2 Exclusion from lectures.

7.2.3 The University reserves the right to refuse admission to examinations, or

7.2.4 Non issuing of certificates of any description, or

7.2.5 Refusal of future registration at the University unless the outstanding balance is paid in full, or

7.2.6 Any such other action as it is deemed expedient.

7.2.7 In all above instances, outstanding fees will still be payable.

7.2.8 If a student who has not paid his/her fees is admitted to write examinations, due to an administrative error or other reasons, his/her examination results will be withheld until such outstanding fees are paid.

7.2.9 A student will be a fully-fledged student of Walter Sisulu University once he/she complies fully with the University requirements as stipulated in the prospectus. One of the requirements is the settlement of fees.

7.2.10 The University reserves the right to hand over [without any further notice] all outstanding fees to Debt Collectors for collection. If this happens, no student will be allowed back for re-registration until all outstanding debt is paid in full.

## **8 RULES REGARDING REFUNDING OF FEES**

8.1 If a student obtains funds from other sources which are more than sufficient to cover all fees, withdrawals of surplus funds may be made **only** at the end of the academic year.

8.2 In cases where payment is made by the sponsor or donor a **WRITTEN** authorisation for refund will be required.

8.3 Funds for other purposes, e.g. text books or living expenses, may be withdrawn at the end of the month or once a semester in June and November (once the funds have been credited to the fee account).

8.4 Student identity cards must be produced to the Student Fees Section and Cashiers Section when withdrawals or refunds from fee accounts are requested.

8.5 Students changing curriculum (i.e. cancelling or adding courses or changing degree/s)

must fill in a "change of course or degree" form from the Faculty Office. Course fees will be credited/charged as per regulations governing cancellation or changing.

- 8.6 No refunds will be given to students on credit balances on the student fee account in the event of payments received through the National Student Financial Aid Scheme (NSFAS). All credit balances will be returned to NSFAS as a first repayment on the loan or as a credit on the bursary allocation.

## **9 CANCELLATION (DEREGISTRATION)**

- 9.1 The administration fee [i.e. Registration, SRC, sport, and Library copy right fees] shall under no circumstances be refunded to students. This is to cover administrative expenses in processing your registration.
- 9.2 In order to cancel a course, a student must formally cancel with the faculty office by completing a cancellation form (**which must be in duplicate and student must keep a copy**). Should a student not do so formally, he/she will be held responsible for the full outstanding fees plus finance charges and collection costs.
- 9.3 Cancellation period, if the students deregisters after a month of the initial registration date, a charge of 25% will be levied, should a student deregister after two (2) months, the student is liable for 50% fees due for the current year of study, and thereafter the student is liable for all fees due/ or will forfeit those paid.

## **10 RESIDENCES (HOSTELS)**

- 10.1 Residence fees are payable in FULL regardless of whether the facilities being provided are interrupted by factors beyond the University's control, e.g. strikes, student boycotts, civil unrest and any disruption on campus.
- 10.2 All students must obtain financial clearance for Residences, prior to moving into Residences.
- 10.3 Residence fees are charged for the academic year. Students should vacate their rooms during vacation in June and at the end of academic year.
- 10.4 Applications for residence admission on acceptance of an offer for a place in residence must be accompanied by the prescribed initial payment for **residence fees**.
- 10.5 In the event of withdrawal from residence, fees will be charged on a pro-rata basis.
- 10.6 Students who require accommodation in University residences during long vacations i.e. June/July and December/January or for any other reasons must make satisfactory arrangements for the payment of additional residence fees PRIOR to being admitted to residences.

## **11 MEALS**

- 11.1 The computerised meal system operates on a deposit basis and a minimum payment is required before a student can participate.
- 11.2 When the student's meal credit is exhausted an additional amount will have to be deposited.
- 11.3 No meals will be supplied on a credit basis.
- 11.4 **No refunds from meal accounts will be allowed during the year.**

## **12 GENERAL FINANCIAL INFORMATION**

- 12.1 The issuing of an official receipt is merely proof of having received monies and not that the registration has been accepted.
- 12.2 All postal payments should please include the following minimum information in order to ensure proper processing:
- \* Student number
  - \* Surname and initials
- 12.3 Any credit balance on your account will be refunded only on written request as no credits are refunded automatically.
- 12.4 Student fees do not include any prescribed books or writing materials.
- 12.5 A penalty is levied for dishonoured cheques.



## SECTION SIX

### ACADEMIC DRESS & REGALIA

The antique silver, embossed Academic Seal depicting the face of Walter Sisulu, after whom the University was named, has been adopted exclusively for academic purposes such as Graduation. It appears on the degrees and diplomas awarded to graduates of WSU and is incorporated into the Academic Dress and Regalia used at Graduation.

**A graduand shall not be allowed to wear a hood of a qualification that is not being awarded to him/her in the graduation ceremony.**

**All graduands must settle their outstanding fees before graduation in order to graduate.**

The seal carries three words which depict three significant values which were embraced by Walter Sisulu and which consequently, underpin the values embraced by WSU:

- **Excellence**
- **Wisdom**
- **Integrity**

The seal also features on some of the Academic Regalia used at Graduation. A range of different gowns with symbolic meaning is worn by the academics and dignitaries who attend graduation and all graduands wear WSU academic dress on being capped by the Chancellor. The WSU corporate colours of black, white and silver form the foundation for academic regalia whilst the four faculties can be identified by their own specific colours:

The regalia aesthetic designed for WSU is influenced by and incorporates traditional Xhosa beading that in a minimal and linear fashion remains true to the spirit of academic regalia whilst honouring the traditions of the area which WSU serves.



## **SECTION SEVEN**

### **GENERAL INFORMATION ON LIBRARY SERVICES**

Welcome to WSU libraries in 2016. WSU Libraries is made up of ten sites that spread across WSU campuses. There are four sites at Buffalo City (The Potsdam, College Street, Chiselhurst and Cambridge Street libraries); three at the Mthatha campus (Sasol, Medical & Zamukulungisa libraries); two sites at Queenstown (Wittlesea and Grey Street libraries) and one at the Ibika campus. WSU libraries strives to be an intellectual common that preserves and makes accessible learning materials and services that are led by innovators in information and information technology, intellectual freedom and the open exchange of ideas essential to a democratic society. All our libraries strive for open access to the world of quality information and you can expect the friendly and knowledgeable librarians to welcome and guide you to use information resources effectively.

#### **OUR VISION**

The Walter Sisulu University (WSU) Library will provide and promote quality information services that will support the teaching, learning and research activities of the university and the wider community, using modern technologies and indigenous knowledge systems to achieve life-long learning.

#### **OUR MISSION**

In pursuit of its vision the Library and Information Services Unit:

- Renders relevant, dynamic and up to date library and information services to the WSU clientele and general public based on accepted practices and standards.
- Enhances the teaching and research capacity of staff and students through provision of information relevant to the academic aspirations of the University.
- Provides education and training programmes on the effective use of information, for life-long learning.
- Contributes to the process of educational, social, economic and technological development towards the upliftment of society.

#### **OUR VALUES**

WSU Libraries values: A Caring and supportive environment that enhances access to quality information for learning, research and collaboration.

Timely and appropriate response to the information needs of clientele.

#### **MEMBERSHIP**

Membership is free for all the categories of library users listed here below except for external borrowers. Membership commences immediately after library registration. For students, membership expires immediately after the annual examinations of each year or when a student discontinues his/her course of study during the course of the year. Membership for staff and external borrowers expires at the end of each academic year.

Membership to the community is subject to approval by the Deputy Director - Campus Library. The WSU staff or student identity card must be produced at all times when services from the library are required. Prospective external library members will pay a non-refundable fee of R300.00 that is reviewed annually. External borrowers will produce an Identity Document (ID)



for all their library transactions.

Membership is grouped according to the following categories:

The Chancellor

Academic Staff (F/T or Contract & Temporary Staff)

Administrative Staff (F/T or Contract & Temporary Staff)

Registered Students

External Borrowers

Visiting lecturers/Students /Alumni

Staff and students may gain limited membership rights to another university library in South Africa upon receipt of a letter of introduction from the Campus Librarian. This arrangement is in line with the co-operation agreement entered into by the Committee of Higher Education Librarians of South Africa (CHELSA).

For information on services rendered, get the latest copy of the General Guide to Walter Sisulu University Libraries available at your library.

### **CONDUCT / BEHAVIOUR IN THE LIBRARY**

In order to create an environment that is conducive to teaching, learning research and community engagement; members are to adhere to the following code of conduct:

- Library users must conduct themselves in a decent manner that is not disturbing to other users.
- The library is a non-smoking environment. Therefore smoking is prohibited in all parts of the library buildings.
- No food or drink may be consumed in the library.
- Firearms are not allowed.
- Use of cellular devices is prohibited.
- Cleanliness must be maintained at all times.
- Users may not shelve items back onto the shelves except only in the Health Sciences Resource Centre, where it is a rule to put items back onto the shelves.
- Theft or mutilation of library material is taken seriously and is a punishable offence.
- Property cannot be left on chairs or tables to reserve places for self or others.
- Transgression of the WSU libraries' rules may lead to suspension of the user's borrowing privileges for a period stipulated by the Librarian in charge. Serious transgressions will be reported to the Disciplinary Committee.

N.B. In order to familiarize yourself with the library services, staff and facilities, we strongly recommend that you pay a visit to your local library. Information/Subject librarians will gladly guide you through the library facilities and resources specific to your course of study. The tour is important because facilities and services may differ from site to site.

## **LIBRARY HOURS**

### **MTHATHA CAMPUS**

#### **Nelson Mandela Drive Library**

##### **Sasol Library**

###### **Term Time**

Monday – Friday	:	09:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	Closed

###### **Examination Time**

Monday – Friday	:	09:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	09:00 - 17:00

###### **Short Vacation (March & September)**

Monday – Friday	:	08:00 – 18:00
Saturday	:	09:00 – 13:00
Sunday	:	Closed

###### **Long Vacation (June & December)**

Monday – Thursday:	:	08:00 – 16:30
Friday	:	08:00 – 15:30
Saturday	:	Closed
Sunday	:	Closed

#### **Health Sciences Library**

##### **Term Time**

Monday – Friday	:	08:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	Closed

###### **Examination Time**

Monday – Friday	:	08:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	09:00 – 17:00

###### **Short Vacation (March & September)**

Monday – Friday	:	08:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	Closed

###### **Long Vacation (June)**

Monday – Friday	:	08:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	Closed

###### **Long Vacation (December)**

Monday – Friday	:	08:00 – 18:00
Saturday	:	Closed
Sunday	:	Closed

#### **Zamukulungisa Library**

##### **Term Time**

Monday – Friday	:	09:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	Closed

#### **Examination Time**

Monday – Friday	:	08:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	09:00 – 17:00

#### **Short Vacation (March & September)**

Monday – Thursday	:	08:00 – 16:30
Friday	:	08:00 – 15:30
Saturday	:	Closed
Sunday	:	Closed

#### **Long Vacation (June & December)**

Monday – Thursday:	:	09:00 – 16:30
Friday	:	09:00 – 15:30
Saturday	:	Closed
Sunday	:	Closed

### **BUTTERWORTH CAMPUS**

#### **Ibika Library**

##### **Term Time**

Monday – Friday	:	09:00 – 24:00
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##### **Examination Time**

Monday – Friday	:	09:00 – 24:00
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### **BUFFALO CITY CAMPUS**

#### **Potsdam Library**

##### **Term Time**

Monday – Friday	:	09:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	Closed

##### **Examination Time**

Monday – Friday	:	09:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	09:00 - 17:00

###### **Short Vacation (March & September)**

Monday – Thursday:	:	09:00 – 16:30
Friday	:	09:00 – 14:00
Saturday	:	Closed
Sunday	:	Closed

###### **Long Vacation (June & December)**

Monday – Thursday:	:	09:00 – 16:30
Friday	:	09:00 – 14:00
Saturday	:	Closed
Sunday	:	Closed

#### **College Street Library**

##### **Term Time**

Monday – Friday	:	09:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	Closed

##### **Examination Time**

Monday – Friday	:	09:00 – 24:00
Saturday	:	09:00 – 17:00
Sunday	:	09:00 – 17:00

## QUEENSTOWN CAMPUS

### Short Vacation (March & September)

Monday – Thursday :	09:00 – 16:30
Friday :	09:00 – 14:00
Saturday :	Closed
Sunday :	Closed

### Long Vacation (June & December)

Monday – Thursday :	09:00 – 16:30
Friday :	09:00 – 14:00
Saturday :	Closed
Sunday :	Closed

### Cambridge Street Library

#### Term & Examination Time

Monday – Thursday:	09:00 – 16:30
Friday :	09:00 – 13:00
Saturday :	Closed
Sunday :	Closed

### Short Vacation (March & September)

Monday – Thursday:	09:00 – 16:30
Friday :	09:00 – 13:00

**Long Vacation :** Closed

### Chiselhurst Library

#### Term Time

Monday – Friday :	09:00 – 19:00
Saturday :	09:00 – 13:00
Sunday :	Closed

#### Examination Time

Monday – Friday :	09:00 – 19:00
Saturday :	09h00 – 17h00
Sunday :	09h00 – 17h00

### Short Vacation (March & September)

Monday – Thursday :	09h00 – 16h30
Friday :	09h00 – 15h30
Saturday :	Closed
Sunday :	Closed

### Long Vacation (June & December)

Monday – Thursday :	09h00 – 16h30
Friday :	09h00 – 15h30
Saturday :	Closed
Sunday :	Closed

### Queenstown Library – Grey Street

#### Term Time

Monday – Friday:	09:00 – 21:00
Saturday :	09:00 – 17:00
Sunday :	Closed

#### Examination Time

Monday – Friday :	09:00 – 21:00
Saturday :	09:00 – 17:00
Sunday :	09:00 – 17:00

### Short Vacation (March & September)

Monday – Thursday:	09:00 – 16:30
Friday :	09:00 – 15:30
Saturday :	Closed
Sunday :	Closed

### Long Vacation (June & December)

Monday – Friday :	09:00 – 16:30
Friday :	09:00 – 15:30
Saturday :	Closed
Sunday :	Closed

### Whittlesea Library

#### Term Time

Monday – Friday :	09:00 – 21:00
Saturday :	09:00 – 17:00
Sunday :	Closed

#### Examination Time

Monday – Friday :	09:00 – 21:00
Saturday :	09:00 – 17:00
Sunday :	09:00 – 17:00

### Short Vacation (March & September)

Monday – Thursday:	09:00 – 16:30
Friday :	09:00 – 15:30
Saturday :	Closed
Sunday :	Closed

### Long Vacation (June & December)

Monday – Thursday:	09:00 – 16h30
Friday :	09:00 – 15h30
Saturday :	Closed
Sunday :	Closed

**Public Holidays (All WSU Libraries): Closed**

## COPYRIGHT

All photocopying is carried out in compliance with the current Copyright Act. Notices to this effect are posted near the photocopy machines. Use of electronic resources in the library is governed by the Copyright Act and also by licenses signed by the library. Users of the library are deemed to have undertaken to abide by these licenses when they register as members of the library and that any material obtained is solely for their own use, research or private study.

## SECTION EIGHT

### INFORMATION & COMMUNICATION TECHNOLOGY (ICT) SERVICES

This department provides ICT services to the entire WSU community. Our primary purpose is to ensure that the students, as our main customers, receive the best possible educational services from the University

#### VISION

To facilitate an excellent ICT environment for effective research, teaching, learning and community engagement.

#### MISSION

- To implement a best practice service management framework that will deliver effective services
- To provide ICT solutions that respond to customer needs
- To develop and sustain an ICT infrastructure that will facilitate effective delivery of university services.
- To develop a department of choice for ICT practitioners

#### INFORMATION

ICT Services is responsible for various aspects of IT including:

- **Development & Administration:** Logistics, Application Development, Standards, Projects and Architecture
- **Operations:** Telecommunications and Networks, Application Services (Web & Databases), Servers & Storage and Internet Security
- **Client Services:** User Support and Service Desk

All staff and students gain access to the WSU Network (including Internet and Email) with a password that is exclusive to each user and may not be divulged to anyone.

All Network systems are monitored and may be used for official purposes only.

The content of the WSU Website is managed by the Department of Marketing, Communication & Advancement but maintained by ICT Services Department.

All computer and network equipment belonging to the University may only be installed, removed and maintained by ICT Services technical staff.

All users of the WSU Network and ICT Services are required to abide by the Rules and Regulations that govern the legal and professional use of the network and all ICT services. The full Rules and Regulations are displayed in the computer laboratories and may also be obtained from the Intranet on **www.wsu.ac.za**

#### Contact

It is important that all staff and students communicate with the ICT Services Department via the **ICT Service Desk** to ensure all issues and faults are recorded and resolved promptly.

- **Web** : Login to Intranet then select ICT Service Desk
  - **Email** : ictservicedesk@wsu.ac.za
- Phone:** 043 702 9321 (BC) 047401 6399 (IBIKA) 047 502 2989 (NMD)



## SECTION NINE

### COMMUNITY ENGAGEMENT AND INTERNATIONALIZATION

#### 1. VISION

To be a leading centre of integrated community partnership programmes that are responsive to local, national and global imperatives.

#### 2. MISSION

To develop and sustain the local and global dimension of community partnership programmes through teaching, learning, research and community development initiatives.

#### 3. SECTIONS WITHIN THE UNIT

The Unit comprises of the following sections:

- Experiential Learning (Houses Work-Integrated Learning and Service-Learning Programmes)
- Strategic Partnerships and Developmental Priorities
- Office for International Education
- Rural Development
- The Centre also coordinates the community engagement for the university

#### 4. FOCUS AREAS AND GOALS

##### **FOCUS AREA 1: WORK-INTEGRATED LEARNING (WIL)**

GOAL 1: To enhance the prospects of the students' practical learning, balanced with the theoretical learning, and the understanding of their areas of study.

##### **FOCUS AREA 2: SERVICE LEARNING**

GOAL 1: To facilitate transformation of academic programmes that will produce a new graduate cadreship responsive to issues of development through a Service-Learning ethos.

##### **FOCUS AREA 3: STRATEGIC PARTNERSHIPS AND DEVELOPMENTAL PRIORITIES**

GOAL 1: To establish strategic partnerships with the communities, and relevant institutions locally, nationally and internationally.

GOAL 2: Facilitate local, national and international developmental priorities that afford community members an active role of shaping their well-being and tomorrow's world.

GOAL 3: To contribute towards National Skills Development initiatives.

##### **FOCUS AREA 4: INTERNATIONALIZATION**

GOAL 1: Provide the best possible service and support to international students, visiting scholars and guests.

GOAL 2: Create and present national and international development opportunities to academic staff in teaching, research, community service and curriculum development.

GOAL 3: Create national and international development and exchange opportunities for non-academic staff and students.

## FOCUS AREA 5: RURAL DEVELOPMENT

Goal 1: To contribute to improvement of socio-economic conditions of rural and urban communities.

Goal 2: To facilitate the infusion of rural development/urban renewal programmes in all faculties.

	<b>Contact details are as follows:</b>
Mzolisi Payi	Director: Community Engagement and Internationalization
	<u>E-mail: <a href="mailto:mpayi@wsu.ac.za">mpayi@wsu.ac.za</a>; +27 (0) 43 702 9219 (Office); +27 (0) 43 702 9274 (Fax)</u>

## Work-Intergarated Learning Team

Nombeko Dwesini	Senior Coordinator: Work-Integrated Learning
	<u>E-mail: <a href="mailto:ndwesini@wsu.ac.za">ndwesini@wsu.ac.za</a>; +27 (0) 43 709 4076 (Office); +27 (0) 43 709 4094 (Fax)</u>
Nontsikelelo Moyikwa	Administrative Officer: Work-Integrated Learning Buffalo City Campus(College Street Site)
	<u>E-mail: <a href="mailto:nmoyikwa@wsu.ac.za">nmoyikwa@wsu.ac.za</a>; +27 (0) 43 702 9250 (Office); +27 (0) 43 702 9274 (Fax)</u>
Ntombi Mfundisi	Administrative Officer: Work-Integrated Learning Butterworth Campus
	<u>E-mail: <a href="mailto:nmfundisi@wsu.ac.za">nmfundisi@wsu.ac.za</a>; +27 (0) 47 401 6379 (Office)</u>
Refiloe Khitsane	Acting Administrative Officer: Work-Integrated Learning Buffalo City Campus (Chilselhurst Site)
	<u>E-mail: <a href="mailto:rkhitsane@wsu.ac.za">rkhitsane@wsu.ac.za</a>; +27 (0) 43 709 4030 (Office); +27 (0) 43 709 4094 (Fax)</u>

## Service-Learning Team

Lulama Mbiza	Administrative Officer: Service-Learning (Mthatha Campus)
	<u>E-mail: <a href="mailto:lnyoka@wsu.ac.za">lnyoka@wsu.ac.za</a>; +27 (0) 47 502 2896 (Office); +27 (0) 47 502 2897 (Fax)</u>
Ester Mangqikana	Community Liaison Officer: Baziya Community
	<u>E-mail: <a href="mailto:emangqikana@wsu.ac.za">emangqikana@wsu.ac.za</a>; +27 (0) 47 502 2740 (Office); +27 (0) 47 502 2897 (Fax)</u>
Phuzimle Matu	Community Liaison Officer: Ngangelizwe Community
	<u>E-mail: <a href="mailto:pmatu@wsu.ac.za">pmatu@wsu.ac.za</a>; +27 (0) 47 502 2742 (Office); +27 (0) 47 502 2897 (Fax)</u>
Bulelwa Gcaba	Community Liaison Officer: Mbekweni Community
	<u>E-mail: <a href="mailto:ngcaba@wsu.ac.za">ngcaba@wsu.ac.za</a>; +27 (0) 47 502 2087 (Office); +27 (0) 47 502 2897 (Fax)</u>

## Internationalization Team

Zolisa Ntozakhe	Acting Administrative Officer: Office for International Education
	<u>E-mail: <a href="mailto:international@wsu.ac.za">international@wsu.ac.za</a>; or E-mail: <a href="mailto:zntozakhe@wsu.ac.za">zntozakhe@wsu.ac.za</a>;</u>

Contact numbers: +27 (0) 43 702 9376 (Office); +27 (0) 43 702 9274 (Fax)
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### **Rural Development Team**

Clarah Dapira	Researcher: Rural Development E-mail: <a href="mailto:cdapira@wsu.ac.za">cdapira@wsu.ac.za</a> ; +27 (0) 47 502 2016 (Office)
Zibo Mpongwana	Researcher: Rural Development E-mail: <a href="mailto:zmpongwana@wsu.ac.za">zmpongwana@wsu.ac.za</a> ; +27 (0) 47 502 2755 (Office)
Doris Mayila	General Manager: Rural Development E-mail: <a href="mailto:nmayila@wsu.ac.za">nmayila@wsu.ac.za</a> ; +27 (0) 47 502 2854 (Office)
Ghana Matolengwe	Capacity Building Officer: Rural Development E-mail: <a href="mailto:luyandaghana@gmail.com">luyandaghana@gmail.com</a> ; +27 (0) 43 709 4045 (Office)
Keitumetsi Oliphant	Administrative Assistant: Rural Development E-mail: <a href="mailto:keitumetsioliphant@gmail.com">keitumetsioliphant@gmail.com</a> ; +27 (0) 47 502 2889 (Office)



## SECTION TEN



### QUALITY MANAGEMENT DIRECTORATE

Quality Management Directorate is located under the office of the Deputy Vice-Chancellor Academic Affairs and Research.

#### THE GOAL ON QUALITY

The goal of WSU on quality is to promote a culture of quality and integrity throughout the institution.

#### OBJECTIVES ON QUALITY

- To embed quality in all programmes, services, processes and systems of the institution;
- To maintain acceptable standards of quality in teaching and support services and
- To develop and implement a plan for monitoring, evaluating and reporting on learning and teaching as well as all other activities.

### CHE'S INSTITUTIONAL AUDIT AND THE QUALITY ENHANCEMENT PROJECT

The Council on Higher Education (CHE) conducted the Institutional Audit (IA) of all public Higher Education Institutions (HEIs) during 2004-2011 and WSU was the last institution to be visited by the HEQC on 3-8 April 2011. The IA report for WSU was released by the CHE in September 2011. The final action plans for addressing WSU's IA recommendations was submitted to the CHE in October 2014. All action plans for the 30 IA recommendations were accepted by the Council on Higher Education (CHE).

A new CHE project, the Quality Enhancement Project (QEP) was introduced in February 2014 to run phase 1 & 2 for 6 years in all public HEIs. Other phases of the QEP will follow in later years.

The goals of the QEP are:

1. Improving the quality of undergraduate educational provision;
2. Improving the number of quality graduates; and,
3. Developing a higher education system that is improving continuously as members of the higher education community collaborate to share good practices and solve shared problems.

Both the IA and the QEP activities are conducted under the auspices of the Quality Management Directorate (QMD)

#### ROLE & RESPONSIBILITIES IN ENSURING QUALITY AS A STUDENT

- Participate actively in the learning processes and participate according to subject offering and assessment requirements;
- write and submit all the tests, presentations, practicals and projects according to the specified time as indicated on the learner guide and by the lecturer;
- attendance register only to be signed when you are attending the lecture;
- punctuality and regular attendance to classes is encouraged;
- where relevant, consult Student Affairs as early as possible about any



- disability issues;
- discuss any concerns or challenges that relate to coursework and tests as early as possible with the relevant lecturers and/or the Course Coordinator and/or Learner Services;
- consult with the Lecturer (in the first instance) and Course Coordinator, Head of Department or with the Director of School as early as possible, if personal circumstances are affecting participation or performance in assessment;
- raise any concerns that you may have regarding the marks for each assessment task promptly, rather than wait until the final mark is awarded in the subject offering;
- check that your name is on the class list after classes commence and if not, to contact the faculty office and/or registration;
- in the case of late enrolment, it is the responsibility of the Learner to obtain the learner guide from the Head of Department in the first week of attendance in the subject offering and
- be committed to the all university requirements that relate to assessment and ask clarity in time, where necessary.

## **RESPONSIBILITIES AS A LECTURER**

- Attend all scheduled classes as indicated on the time table;
- notify students and make prior arrangements for classes that may be cancelled;
- attendance register to be signed when lecture is conducted, not after it has been conducted and to be signed by a lecturer;
- ensure that a timetable, prospectus and learner guide is available before lectures commence and
- indicate consultation hours in notices on office doors for student enquiries and for other academic activities.

## **HOW DO WE EMPOWER & INVOLVE YOU AT WSU IN QUALITY ASSURANCE ACTIVITIES?**

You deserve a quality higher education, but are you central to quality assurance, improvement and promotion at WSU? Are your quality needs and expectations met by the university? If yes, does our institution adequately recognize the role of students in quality assurance, improvement and promotion? If yes, how and when do they involve them?

QMD through Student Quality Literacy have identified answers to the above-mentioned questions. An approach has been identified to increase participation and involvement of students in quality assurance activities at institutional, faculty, School and departmental level.

It is your legal right to get quality education and be part of the university decision making. Your representation is highly required in all university structures.

## **WSU STUDENT QUALITY LITERACY APPROACH**

The Quality Management Directorate will establish Student Quality Liaising Committees (SQLC) every year for all Campuses in order to provide students an opportunity to discuss institutional wide quality related activities. In establishing SQL committees; the Unit will be ensuring that practices of quality assurance, enhancement and promotion within the institution are implemented. The Unit will also focus on class representative system, where the classroom experience approach would be implemented. Faculty/Class Representative Quality Forums (F/CRQF) will be established as well.

## STUDENT QUALITY LIAISING COMMITTEES (SQLC)

The Quality Management Directorate will establish Student Quality Liaising Committees (SQLC) every year for all Campuses in order to provide students an opportunity to discuss institutional wide quality related activities. In establishing SQL committees; the Unit will be ensuring that practices of quality assurance, enhancement and promotion within the institution are implemented. The Unit will also focus on class representative system, where the classroom experience approach would be implemented. Faculty/Class Representative Quality Forums (F/CRQF) will be established as well.

<b>Student Quality Liaising Committees (SQLC) (per Campus)</b>	<b>Faculty/Class Representatives Quality Forums (F/CRQF)</b>
SRC, Student organizations, Student Development Officers, Dean of Students, QMD (Discussing institutional wide quality related activities )	Faculty/Class Representatives, Representatives of Student Societies, Representative of CLTD, QMD (Discussing programme quality related matters and classroom experiences)

## WHAT IS BATHO PELE?

The term **Batho Pele** means '**People First**'. In this context, Batho Pele means putting other people first before considering your own needs/yourself. **How?** By identifying small but important things that can immediately improve the quality of service you provide to your customer.

## BATHO PELE PRINCIPLES

### 1. Consultation

We can only assume to know what our customers want. The only way we can find out for certain is by asking them. This can be done through surveys, questionnaires, meetings, suggestion boxes, izimbizo and by talking to our customers. It's important to report back to customers so they know what to expect, and to our staff so they know what is expected from us.

### 2. Service Standards

Citizens should be told about the level and quality of the services they receive. If possible they should be given an opportunity to choose the service they want. The standards we set are the tools we can use to measure our performance, and therefore need to be realistic depending on available resources. We should also be able to measure these standards so that everyone can see if they are being met.

### 3. Access

There is much more involved when referring to access. It means making it easy for our customers to benefit from the services we provide. Easy access can be made possible by: -having wheelchair ramps, disabled parking bays, taking our services out to the community. Staff attitude may determine how approachable your component/directorate/department is.

### 4. Courtesy

We must be polite and friendly to our customers. Customers should be treated with respect

and consideration. We must always be willing to assist. Telephone etiquette is vital. All our correspondence must be respectful.

## **5. Information**

Citizens should be given full accurate information about the public services they are entitled to receive. Information is about reaching all our customers to make sure they are well informed about the services our department provides. This may be done in a number of ways - for example through newspapers, radio, posters and leaflets. It's important to remember that different customers have different needs and they do not all speak the same language.

## **6. Openness and Transparency**

We should be open about our day to day activities, how much our departments receive, how that money is spent. This information should be available to the public. Annual reports, strategic plans, service commitment charters, etc must be made available to the public. We should tell our customers where to complain and how to do it.

## **7. Redress**

Redress is making it easy for people to tell us if they are unhappy with our service. We should train staff to deal with complaints in a friendly, helpful manner. An apology, full explanation and effective, speedy remedy should be offered when the promised standards of service have not been delivered. When complaints are made, we must give our customers a sympathetic ear. Have positive responses to complaints.

## **8. Value for Money**

We need to make the best use of available resources. Avoid wastage of time, money, and other resources. It also means eliminating waste, fraud and corruption and finding new ways of improving services at little or no cost.

## **9. Encouraging Innovation and Rewarding Excellence**

Innovation: using new ways of doing things. Encourage partnerships with different sectors in order to improve service delivery. Rewarding Excellence is also about rewarding the staff who "go the extra mile" in making it all happen.

## **10. Customer Impact**

If we put all the Batho Pele Principles into practice, we then increase the chances of improvement in our service delivery. This in turn will have a positive impact on our customers. It is about how the nine principles link together to show how we have improved our overall service delivery. Here we look at the benefits we have given to our customers both internally and externally.

## **11. Leadership and Strategic Direction**

Our leaders must create an atmosphere which allows for creativity. Management must ensure that goals are set and that planning is done.

### **Contact us at:**

#### **INSTITUTIONAL OFFICE (BUFFALO CITY CAMPUS)**

Dr M A Dandala - Director: Quality Assurance (Heritage Building)

Cell 083 281 0563

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Ms G Langley - Secretary to the Director

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Ms B Q Nxitywa - Administrative Officer

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### **BUFFALO CITY CAMPUS**

Ms N A Mbiza - Quality Assurance Officer (Heritage Bldg)

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Mr X Gwele - Quality Assurance Officer (Heritage Bldg)

Cell 072 631 7372

Tel 043 703 8555

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### **MTHATHA CAMPUS**

Mr M Toni - (Old Library Building)

Cell 083 690 3452

Tel 047 502 2808

Fax 047 502 2825; e-mail: [mtoni@wsu.ac.za](mailto:mtoni@wsu.ac.za)

### **BUTTERWORTH CAMPUS**

Mr A J M Makola - Quality Assurance Manager (Admin Block)

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Mr A Bangani - Quality Assurance Officer (Admin Block)

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Mr Z Makeleni – Admin Assistant (Admin Block)

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## **SECTION ELEVEN**

### **LEARNING AND TEACHING DEVELOPMENT**

The vision of Learning and Teaching Development is to be a centre of excellence in academic development programmes and services, which enhance the quality of students' learning experiences in higher education and training. To fulfil this vision, the LTD mission is encapsulated by means of the following mission statement,

To enhance quality in learning and teaching by providing integrated and specialized pedagogic and professional expertise for all faculties towards improved student academic performance.

As the Centre, we are committed to the following WSU Goal and objectives,

Goal 1: Promote excellence in under-and postgraduate studies

- Objective 1.1. To produce graduates, by means of learner centred programmes, that are responsive to the developmental imperatives.
- Objective 1.2. To increase student success and graduate rates at undergraduate and postgraduate level
- Objective 1.3. To improve the qualifications of academic (and support) staff

Towards the fulfilment of these goals, LTD provides the following functions and their listed specific programmes and services:

#### **ACADEMIC ADVISING FUNCTION**

- Provide academic advising to all students for student academic excellence.
- Provide training for and manage student mentorship programmes, tutorial programmes, including Peer Assisted Learning (PAL) programme as skills-based retention programmes.
- Promote the enrolments of Mathematics, Science, Engineering and Technology (MSET) and Accountancy students from the regional FET Colleges and schools.
- Coordinate developmental partnerships in other strategic areas between WSU and the regional FET Colleges and Schools.

#### **FIRST YEAR SUPPORT FUNCTION**

- Coordinate and assist faculties in developing profiles of WSU learners for placement purposes.
- Champion the design, development and implementation of all placement tests including alternative admission.
- Co-ordinate, in partnership with university faculties, an institutional strategy for all DHET-funded Extended Programmes.

- Design and implement a student tracking and monitoring system for early detection of students at risk of academic success and for appropriate intervention.
- Coordinate and develop skills-based retention programmes such as:
  - a) Academic and Information Literacy,
  - b) Lifestyles Management,
  - c) Writing and Reading Centres.

## **EDUCATION TECHNOLOGY AND INNOVATION FUNCTION**

- Champion institutional e-learning projects as part of institutional strategy for the integration of ICTs in learning and teaching.
- Promote academic expertise in the integration of learning and teaching.
- Coordinate curriculum innovation in digital learning.
- Manage the institutions Learning and Teaching Technology Centres.
- Provide advice on learning materials development, both printed and online.

## **PROFESSIONAL ACADEMIC DEVELOPMENT FUNCTION -**

- Assist faculties in Recognition of Prior Learning (RPL) candidate advice and support, including in the design of credible assessment methods for student learning.
- Provide specialized expertise and functions in designing, managing and delivery of relevant and accredited academic programmes, including learning and teaching materials development.
- Champion professionalisation of teaching and enhanced pedagogy in higher education and training by attainment of relevant teaching qualifications, for example a Post Graduate Diploma in Higher Education (PGDHET) and senior qualifications in higher education studies.
- Coordinate the implementation of short learning programmes as part of community engagement with the local communities.
- Promote excellence in teaching by means of scholarship for learning and teaching and the Vice Chancellor's teaching Excellence Awards.

## **WHERE TO FIND US**

### **INSTITUTIONAL OFFICE**

#### **CHISELHURST SITE:**

DIRECTOR: Mr VM Dwayi: Tel: +27 (0) 43 709 4720

CENTRE ADMINISTRATOR AND SECRETARY: M Ngcweleshe: Tel: +27 (0) 43 709 4718;

E-mail: [mngcweleshe@wsu.ac.za](mailto:mngcweleshe@wsu.ac.za)

CENTRE ACCOUNTANT: M Mantshongo: Tel +27 (0) 43 709 4718;

E-mail: [mmantshongo@wsu.ac.za](mailto:mmantshongo@wsu.ac.za)

TEACHING DEVELOPMENT GRANT MANAGER: Vacant

FOUNDATION PROGRAM GRANT MANAGER: Vacant

## **BUFFALO CITY CAMPUS**

### **POTSDAM SITE:**

LTD MANAGER (ACTING): Ms Mmampho Gogela

Secretary: Ms N Solilo: Tel: +27 (0) 43 708 5369; E-mail: nsolilo@wsu.ac.za

## **BUTTERWORTH CAMPUS**

### **IBIKA SITE:**

LTD MANAGER (ACTING): Ms N. Ceza

Secretary: Mr O Yawa: Tel: +27 (0) 47 401 6319; E-mail: odyawa@wsu.ac.za

## **MTHATHA CAMPUS**

### **NELSON MANDELA DRIVE SITE:**

LTD MANAGER (ACTING): Mr ZG Baleni

Secretary: Ms S Kewana: Tel: +27 (0) 47 502 2208; E-mail: skewana@wsu.ac.za

## **QUEENSTOWN CAMPUS**

### **WHITTLESEA SITE:**

LTD COORDINATOR: Mr OE Koraheng: Tel: +27 (0)40 842 6867/6801; E-Mail: okoraheng@wsu.ac.za

## SECTION TWELVE

### **RESEARCH, INNOVATION & DEVELOPMENT : DIVISION OF DEPUTY VICE-CHANCELLOR: ACADEMIC AFFAIRS & RESEARCH**

In pursuit of WSU vision, the Directorate of Research Development enables that:-

- Staff carries out basic, applied, and strategic research with an emphasis on applied research for technological innovation.
- Ensures that
- Academic and community programs are primarily research driven.
- Promotes research programs directed at regional, national and continental development by addressing both urban renewal and rural development.
- Facilitates the development of research expertise and ensures that ethical and responsible leadership is taken into consideration.

#### **GOAL**

Walter Sisulu University serves the people of the Eastern Cape Province where it is located with strong aspirations to improve its national and international educational leadership standing. WSU is strategically located to serve the deep rural and poorly stricken community of the Eastern Cape. It is committed to advancing the frontiers of research in Eastern Cape, in particular, South Africa and the world.

#### **A STRATEGIC APPROACH FOR ENHANCING RESEARCH**

The University's Directorate of Research **and innovation** aims to create an enabling environment for staff to conduct research and empower staff and students with research knowledge and skills. This approach is the cornerstone for increase research outputs and will be achieved through research outputs.

These are:

- Develop a five-year research strategic plan for WSU
- Increase research infrastructure (laboratories, research equipment and instruments), research centres and offices
- Refurbish existing research infrastructure and replace ageing research equipment
- Increase the pool of researchers
- Recruit research and academic associates
- Seek more funds from government, national and international agencies to provide adequate funding for research and research training
- Improve the coordination and relevant of research activities
- Promote research collaboration
- Increase research outputs
- Enhance WSU staff and students participation in international, regional and national conferences, seminars and workshops
- Increase the number of contract research activities



## **RESEARCH RESOURCE CENTRE**

The Research Resource Centre (RRC) under the Directorate of **Research and Innovation** ensures that the implementation of strategic research and development plan for Walter Sisulu University (WSU) is done appropriately. It is a recognized centre for the development of research experts capable of investigating, understanding, and addressing complex societal challenges, with critical scholarly and technological attributes and morally sound research ethics.

The Research Resource Centre **services** senior post-graduate students and academic staff of the university. The centre also assists staff and postgraduate students to access both internal, external **and** international funding for further educational qualifications.

With many research facilities, viz. SPSS, NVIVO, etc, the centre stimulates outputs by providing a research-friendly environment, attracting and keeping high quality staff and students, more especially, Masters, Doctoral /PhD & Post-doctoral Candidates.

**DIRECTOR: RESEARCH, INNOVATION & DEVELOPMENT (Acting): Dr E N Ciske**

**DIRECTOR'S SECRETARY: Mrs Nomafu Sigodi**  
**Tel: 047-502 2647/2947; Fax: 047-502 2185;**  
**email: nsigodi@wsu.ac.za; eciske@wsu.ac.za**

## **RESEARCH RESOURCE CENTRE**

Mr Nkosinathi Sotshangane  
Tel: 047 – 502 2958;  
email: sotsha@wsu.ac.za

Miss Sinesipho Nombewu  
Secretary: Buffalo City Campus  
Tel: 043:708 5444  
Email: snombewu@wsu.ac.za

# SECTION THIRTEEN

## CENTRE FOR HIV & AIDS

### VISION

The WSU Centre for HIV and AIDS (CHA) strives to be the leading role-player in preventing the spread and mitigating the impact of HIV infection among students, staff and communities.

### MISSION

The Centre for HIV and AIDS (CHA) will develop a well-coordinated and highly effective and efficient response to the HIV and AIDS pandemic by:

- Coordinating the development of high quality programmes that are effective in prevention, and promotion of care and support for all people affected and living with HIV and AIDS;
- Building capacity to manage and mitigate the impact of HIV and AIDS and;
- Advocating and lobbying for HIV and AIDS policy & programme implementation.

The WSU Centre for HIV and AIDS (CHA) commits itself to respond to the challenges posed by the HIV and AIDS pandemic through all aspects of its core mission: teaching and learning, research and innovation, community engagement and to mitigate its impact on Walter Sisulu University community and the society at large.

The critical components of the strategic objectives of the higher education are to ensure the comprehensive and appropriate use of the higher education mandate and intellectual response. This is done through producing graduates with relevant professional and personal HIV and AIDS knowledge and skills in order to become leaders who are able to mitigate the impact of HIV/AIDS, TB; produce and disseminate quality research to provide scientific evidence to guide policy and enhance the national response to HIV/AIDS at all societal levels; to develop and implement appropriate innovative and effective HIV/AIDS combination prevention strategies for WSU; and to address holistically the epidemic drivers of HIV/AIDS through designing and implementing social and behaviour change programmes interventions and curricula that addresses the main drivers of HIV/AIDS, which include: gender-based violence, stigma and discrimination, unprotected sex, gender inequality, alcohol and substance abuse.

### KEY RESULT AREAS

Institutional HIV and AIDS Policy and Strategic plan Implementation & Assessment  
Staff and Students HIV/AIDS: Prevention, Treatment, Care & Support for Staff and Students  
HIV and AIDS Curriculum Integration (Learning and Teaching)  
HIV and AIDS Research  
Human and Legal Rights  
Community Engagement  
Monitoring and Evaluation of all HIV and AIDS result areas

### PROGRAMMES & PROJECTS OFFERED

HIV Counselling and Testing (HCT)  
Peer Education Programme  
HIV/AIDS Awareness Campaigns  
Health Promotion Programme (Positive Living)

Community outreach and partnerships  
MSM/LGBTI Programme  
Men-in-action and Men's health  
Sistahood/Zazi Programme (Women's Health)  
Medical and Traditional Male Circumcision Awareness  
Human Rights and Social Justice workshops/seminars  
HIV/AIDS Research Projects  
HIV/AIDS Curriculum Integration Workshops and Training

## **Where to find CHA:**

### **BUFFALO CITY CAMPUS**

#### **Chiselhurst Site:**

**CHA Directorate: Chiselhurst Site, Buffalo City Campus, East London**

Tel.: 043 709 4757/4752/4754

Fax: 086 546 7051

Email: ntwise@wsu.ac.za; bpanyaza@wsu.ac.za; mkataza@wsu.ac.za and mzita@wsu.ac.za

#### **Potsdam Site:**

Tel.: 043 708 5442; Email: njoni@wsu.ac.za

### **MTHATHA CAMPUS**

#### **NMD and Zamukulungisa Sites:**

Tel.: 047 502 2727 and 1486

Email: tmangxa@wsu.ac.za

Email: nmatolo@wsu.ac.za

Email: pnikani@wsu.ac.za (Zamukulungisa)

### **BUTTERWORTH CAMPUS**

#### **Ibika Site:**

Tel.: 047 401 6345

Email: sndobayini@wsu.ac.za

Email: psonkqayi@wsu.ac.za

### **QUEENSTOWN CAMPUS**

#### **Queenstown Site:**

Tel.: 045 838 2598

#### **Whittlesea Site:**

Tel.: 040 842 6800

Email: ndimaza@wsu.ac.za

Email: xhlo Mendlini@wsu.ac.za

## SECTION FOURTEEN

### STUDENT DEVELOPMENT & SUPPORT SERVICES

The promotion and development of quality student life at Walter Sisulu University is the responsibility of the Department of Students Affairs under the leadership of the Executive Director of Student Development and Student Services. The Department is also responsible for enforcing the University's Rules and Regulations pertaining to students. The Department of Student Affairs has offices at all WSU campuses and manages student enquiries, complaints, events and student life in general on a daily basis. Using the services of dedicated and competent staff, the Department of Student Affairs provides students with relevant training and support within the areas of counseling, health, residences, sport, personal development and student governance. The Department strives to create and sustain a vibrant and well-resourced learning environment in which respectful relationships are established. Interpersonal skills such as cross-cultural dynamics, empathy, citizenship, voluntarism and social responsibility are groomed amongst WSU's students. The University is committed to providing students with a holistic learning experience. Students, in turn are expected to respect the rules and protect the property of the University and the rights and the property of fellow students.

### GENERAL RULES FOR STUDENTS

#### ACCEPTANCE OF RULES & REGULATIONS

- When a student's application to study at Walter Sisulu University is accepted, he/she automatically becomes a member of the University and ipso facto agrees to abide by its Rules and Regulations. It is the joint responsibility of all members to observe the rules and maintain the standards of the University, and the official duty of all staff to enforce, if and when required and necessary, the Rules and Regulations of the Walter Sisulu University.
- It is incumbent upon each student of the University to familiarise himself/herself with all the University's codes, regulations, rules and instructions to which he/ she may be subjected to.
- Without limiting student misconduct as may implicitly or expressly be provided for in these rules or any other rules and regulations of the University, a student shall be guilty of misconduct if he/she intentionally or negligently contravenes or subverts, or attempts to contravene or subvert, or assists, encourages or persuades any other person to contravene or subvert a code, regulation, rule or instruction of the University.
- All students are subject to the control of any member of the University staff, so far as their general conduct is concerned and are required to provide their student details when asked for such information by any officer of the University.

#### ADMISSION TO CAMPUS

- Admission to campus is by Student Card, which is issued free of charge at registration. These cards must be displayed by students whilst on the campus and using any University vehicle.
- All students must leave the campus and all University Lease buildings during the official University holidays except when other arrangements have been officially made. Every student must leave the University within 24 hours after completion of the student's last examination paper.

## **ATTENDANCE AT LECTURES**

- All lectures must be attended punctually and regularly. Where absence from class is unavoidable, the lecturer should be notified in writing of the circumstances as soon as possible.
- A medical certificate is required if a student is absent for more than three consecutive days due to illness. The University may at its own cost, at any time require any student forthwith to undergo a medical examination before a Medical Officer of its choice and submit to the University a medical certificate in respect thereof.

## **INITIATION & RAIDS**

- Initiation and student raids in any form are strictly forbidden.
- Any interference with first year students or any other student at any time, direct or indirect physical contact, sexual or gender harassment, assault or molestation, psychological injury or humiliation is a serious transgression of the code of conduct.

## **VEHICLES, TRAFFIC & PARKING REGULATION**

- No unauthorised vehicles are allowed on the campus.
- A student's car must display a valid parking disc, issued by the University, on the front windscreen of the car.
- Traffic and parking regulations stipulated by the University must be observed.
- The University reserves the right to search any vehicle entering the University and to confiscate or hold any item specified below.

## **FIRE-ARMS & OTHER DANGEROUS OBJECTS**

- No fire-arms or dangerous objects whatsoever may be brought onto the University campus.

## **PROPERTY**

- No student may negligently or maliciously damage, remove or destroy any property of the University or its members any breakages shall be payable on the spot. If unable to pay he/she might vacate until such has been settled.
- The University shall not be held liable for any theft, loss or damage of student property whilst within University premises.

## **CHANGE OF ADDRESS**

- A student should notify the Student Registration Officer within 14 days of any change of address or contact details.

## **MESSAGES, PERSONAL MAIL & TELEPHONE CALLS**

- A student may not receive telephone calls at the Administrative buildings of the University except in the case of emergency. The public phone booths in and around the campus area are for normal use by students.
- A student may have personal mail addressed to the University only if the student has no fixed address in term time. The University is not responsible for forwarding personal mail received for students who are no longer registered at the University.
- Students will not be called out of classes for visitors except in the case of an emergency.

## **PUBLICATION OF MATERIAL**

- A student cannot affix, distribute or display a banner, placard, notice, circular, letter, pamphlet, or any other printed material on or in the University premises without first

- obtaining the written permission of the Vice-Chancellor or the person authorized to do so.
- A student may not knowingly make a misrepresentation, false or erroneous statement to any member of the University or intentionally provide materially false or misleading information to anyone inside or outside the University to, for or about the University.
- Students may not reproduce or transmit in any form or manner, whether electronically or mechanically (including photocopying, recording or any other form of information storage or retrieval), any book, thesis, dissertation, article, computer programme, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorised in terms of the Copyright Act No. 98 of 1978, and unless the copyright owner's permission for the reproduction or transmission is obtained.
- A student may not use the name of the University or its corporate branding to offer for sale or advertise any goods or services, or seek to collect funds or any other favour, without the written permission of the Vice-Chancellor or the person authorized to do so.

### **APPEARANCE, DRESS & GENERAL BEHAVIOUR**

- Students are expected to maintain an acceptable standard of personal hygiene and dress.
- Students are expected to respect University Authorities at all times.
- Students should not behave in a manner that leads to or may lead to the University's reputation being prejudiced; the maintenance of order, discipline and security at the University being prejudiced or imperiled; the process of tuition, examinations, research, practicals and administration, and general University activities being prejudiced or imperiled.

### **STUDENT CODE OF CONDUCT**

#### **1. GENERAL STUDENT CONDUCT AND COMPLIANCE TO THE CODE**

Upon signing the university registration form, the student accepts all conditions to which she/he may be subjected in relation to code of conduct of the university and any other applicable policies. It is incumbent upon each student of the University to familiarize himself/herself with all the University's codes, regulations, rules and instructions to which he/she may be subjected to.

#### **2. CONDUCT WITH REGARDS TO THE UNIVERSITY**

- 2.1 Students are expected to respect and protect the reputation of the University and should avoid any acts or activities that can breach this Code of Conduct (**see Article 3.43 provisions of WSU Student Disciplinary Code hereinafter referred to as WSU Code**);
- 2.2 Students must at all material times conduct themselves in a manner that is dignified and disciplined on and off the campus;
- 2.3 Students are expected to maintain an acceptable standard of personal hygiene and dress
- 2.4 A disruptive and disorderly behaviour may amount to the contravention of the Disciplinary Code as stated above.
- 2.5 Students have an obligation to respect the dignity, privacy and the freedoms of employees, university functionaries and their fellow students at all material times;
- 2.6 Students also have an obligation to respect the property of the university, employees, university functionaries and fellow students.
- 2.7 Initiation of any kind by students on one another is strictly forbidden.

### **3. CONDUCT IN RELATION TO TEACHING AND LEARNING**

- 3.1 Students are expected to attend all lectures, group classes, seminars, tutorials, practical classes and excursions as determined in the relevant programme regulations. Students are expected to comply with instructions as directed by their lecturers, tutors and examiners in relation to academic work.
- 3.2 Students are required to submit a medical certificate on their failure to write a test or examination if they were sick at the time a test or examination was sat for or written. Students prevented by illness or any other reason from attending lectures must ensure that the Dean of the relevant faculty/ Deputy Director Student Affairs is informed of the circumstances as soon as possible. The University may, at its own cost, at any time require any student forthwith to undergo a medical examination before a Medical Officer of its choice and submit to the University a medical certificate thereof.
- 3.3 Students must comply with the rules and regulations pertaining to the control and protection of examinations and class tests **(see Article 3.1(a) – (c) of WSU Code)**
- 3.4 Students may not submit any written assignment/essay to a lecturer for assessment if they have included the entire work or considerable sections of essentially unchanged quotations from the work of another student or from another source without recognition of the source **(see Article 3.1 (a) – (c) of WSU Code)**.
- 3.5 All students must leave the campus and all University leased buildings during the official University Semester holidays except when other arrangements have been officially made. Every student must leave the University within 24 hours after completion of the student's last examination paper.

### **4. PROCEDURE IN RELATION TO PICKETING, PROTESTS AND DEMONSTRATIONS**

- 4.1 The right to picket, protest and demonstrate are recognised as such rights are enshrined in the Constitution;
- 4.2 The rights as stated in 5.1.2 should be exercised in the context of Rules and Regulations of the university **(see Article 3.34- 3.35 of WSU Code)**. The procedure to be followed is as follows:
- (a) An application should be tendered to the office of the Campus Rector within 5 days prior to the date of picketing, protesting and demonstrating;
  - (b) The Campus Rector shall consider such application for approval or disapproval;
  - (c) The Campus Rector must take into account whether such picketing, protesting and demonstration may not jeopardise the safety and security of the university property, employees, university functionaries and the interests of other students and other university programmes.

### **5. DISTRIBUTION OF PUBLICATIONS, MATERIALS AND EXPRESSIONS**

- 5.1 Students have a right to freedom of expression. The right to freedom of expression should be exercised in a responsible manner **(see Article 3.11 of WSU Code)**.
- 5.2 Students should exercise the right in terms of 6.1 in the interests of fellow students and without compromising the integrity of the university, its employees, functionaries and

fellow students.

The right to freedom of expression must be exercised as follows:

- (a) Students who wish to distribute documents and publications on campus, they must apply for this to the Student Representative Council (SRC).
  - (b) Students should make an application to the SRC which must take into consideration whether the interests of students and the university will be served by distribution of such documents, publications and materials;
- 5.3 An application may be approved or disapproved if in the opinion of the SRC such distribution, publications and materials may be prejudicial to the good name of the SRC and that of the University;
- 5.4 Where such distribution, publication and expressions may result in physical or emotional harm to fellow students, employees and functionaries of the university, the SRC should reject such an application, including instances where the distribution, publication or expressions amount to hate speech, promotion of tribalism, racism, ethnicity and xenophobia (see article 3 of the Student Disciplinary Code).

## **6. USE OF UNIVERSITY FACILITIES**

- 6.1 All students have a right of access to halls, restaurants, libraries, sports fields, and other facilities, save where limitations to such rights have been imposed.
- 6.2 Where students seek to use university facilities for specific events, they have to apply for such use with relevant authorities;
- 1.3 Where the relevant authorities are satisfied that the facility/facilities concerned will be used for a good and appropriate purpose, the permission may be granted.
- 6.4 Where use of such facilities is likely to cause harm to students, university property, employees and university functionaries, the relevant authority may deny access to such facility/facilities;
- 6.5 Where access to such a facility/facilities may cause disruption and disturbance of academic activities of fellow students, the disorderly functioning of the university, functionaries and employees, such access may be denied or disapproved.
- 6.6 The use of all university facilities is at the student's risk. The University shall not be held liable for any damages suffered as a result of use of those facilities.

## **7. RIGHT OF ADMISSION AND NON-ADMISSION OF STUDENTS**

- 7.1. The Council of Walter Sisulu University reserves the right of admission or non-admission of students to the University.
- 7.2 The right of admission of students is subject to university rules and regulations. The rules and regulations also require that students, must have their student cards displayed at all material times on campus as a form of identity (**see Article 3 of WSU Code**);
- 7.3 Student cards are university property that is given to students for access to campus and other facilities of the university. Such student cards must be produced on demand by any University official;
- 7.4 All students must leave the campus during closure periods, except if other arrangements with the relevant University authorities have been made.



- 7.5 Students may not remain in university premises or property where the Council or Management has ordered the students to vacate university premises, property or university controlled property.

## **8. ACCESS TO INFORMATION**

- 8.1 The right of access to information is a constitutional right to which students are entitled. The exercise of this right is subject to rules and regulations of the university (**see Article 3.30 of WSU Code**);
- 8.2 Students may use the information technology offered by the University for academic purposes;
- 8.3 Students have a right of access information technology related resources. The exercise of such a right must be utilised for the personal development of the student. Students have an obligation to protect such resources when at their disposal.
- 8.4 Students have a responsibility to keep all university materials, goods, property and resources, in the condition in which they were prior to such materials, goods, property and resources being made available to them.

## **9. ACADEMIC TRIPS**

- 9.1 Academic trips and excursions may be allowed only with the permission of the relevant university authority.
- 9.2 Students are required to observe the Code of Conduct at all material times during such trips (**see Article 3.9 of WSU Code**).

## **10. SMOKING**

Students may not smoke during lectures or in examination halls, or in any other place where smoking is prohibited by the University authorities (**see Article 3.41 of WSU Code**).

## **11. CHANGE OF ADDRESS**

Students must immediately notify the Admissions department in writing of any change of address.

## **12. POSSESSION OF FIREARMS ON CAMPUS**

The University is a gun free zone. This implies that firearms or guns are not allowed on campuses (**See Article 3.17 of the WSU Code**).

## **13. USE OF ALCOHOL**

The main business of a student at the university is academic development. Use and possession of alcohol is not allowed on campus (**see Article 3.4-3.5 of the WSU Code**).

## **14. MOTOR VEHICLES**

Students are allowed to park their cars/vehicles on campus. The car/vehicle must be registered with Traffic division of the University for University Registration Discs.

## **STUDENTS RESIDENCE RULES**

Acceptance of Rules and Regulations upon acceptance of a student's application to be admitted to the University's residences, that student agrees to abide by the Rules and Regulations specifically applicable to the residences — including all Acts of Parliament and Municipal By-laws.

### **Admission to the Residence**

- Application forms for admission into residence are available on request from the Administration Department.
- The application forms must be completed in all respects and, in the case of minor students, are to be countersigned by the parent or legal guardian.
- A residence indemnity deposit in an amount determined from time to time by the Vice-Chancellor must be paid prior to admission to the residence, as security against any damage to the building, furniture and fittings, or loss of University-owned property or the Lessor's property, which is caused by the resident or his/ her guest.
- The accepted student, together with any member of the residence staff, must inspect the room immediately after admission and complete the appropriate report form relating to the condition of the room. This form must also be updated in a similar manner upon the student vacating the premises
- The residence indemnity deposit will only be refundable upon the resident vacating the premises, on inspection of the premises by the University and/or Lessor for determination of and satisfaction as to the state of the premises and completion of the form relating to the condition of the premises, and provided that the resident is not liable for any outstanding amounts for damages.
- The acceptance or refusal of the student's application form shall be at the discretion of the University, subject to selection criteria agreed to by the Residence Committee and the student's prior record.
- Residents shall only be allowed to gain access to the Residence upon presentation of his/her student card, bearing the student's name, student number and photograph.
- The University reserves the right to search the person and property of all persons (residents, students and visitors) entering the Residence premises, and to refuse to admit any person wishing to enter the Residence premises.
- The University reserves the right not to re-admit students into residences if they had contravened good conduct rules and regulations as prescribed in the Student Handbook while residing in our residences.

### **Rules and Measures for Contravention**

All students who receive admission into residence owned by the University or into residence contracted by the University are compelled to abide by the rules and regulations that are instituted to protect the rights and property of the University, its staff and students.

### **Measures for Contravention**

- Any resident who fails to comply with the provisions of the rules may be found guilty

of an offence and may be sentenced to a fine not exceeding the maximum amount as determined by the University Vice-Chancellor from time to time, or to community service not exceeding the maximum number of hours as determined by the University Vice-Chancellor from time to time.

- Any resident who is found guilty of the same offence within 1 year, shall be ordered to pay for the costs of placing the room in the desired state, and may be rusticated from the residence, and/or sentenced to a fine not exceeding the maximum amount as determined by the Vice-Chancellor, or community service not exceeding the maximum number of hours as determined by the Vice-Chancellor.

## **The following rules apply to all students occupying residence belonging to or contracted by the University:**

### **1. Absence from residences**

A resident may not be absent from the Residence premises without the written approval of the relevant Institutional Officer. The approval of the relevant Institutional Officer may only be requested where the purpose of the resident's absence is for the attendance of an approved official or social function. In the event of an emergency, the relevant Institutional officer must be contacted immediately. The approval aforesaid does not include approval of the resident's absence from lectures and other academic activities. A resident who requires to be absent from lectures and other academic activities must follow the requisite procedures in this regard.

### **2. Bedding**

All residents are to supply their own bedding.

### **3. Personal Belongings**

The university is not liable for any loss nor damage to students' belongings whether by human or natural catastrophe.

### **4. Condition of premises**

- Residents are responsible for the proper care of University property on the premises and in their rooms, and shall handle same with the utmost care at all times. Residents shall maintain their rooms in a neat and tidy condition at all times.
- Pictures, posters or any other documents may only be affixed to the pin boards provided, and may not be affixed to the walls, door or furniture in any manner whatsoever.
- Any resident who has caused damage to the premises, fixtures or furniture, or whose guest has caused such damage, must immediately report such damage to the relevant Institutional Officer.
- Any resident who has any knowledge of the cause of the damage to the premises, fixtures or furniture, is obliged to report same to the relevant Institutional Officer in complete confidentiality.
- The University and/or the Lessor reserve the right to inspect the premises and the rooms at any reasonable time, without prior warning to the resident.
- The property of the University and/or the Lessor may not be removed from the premises or the designated room, at any time.
- Students shall accept responsibility for the safe keeping of their own belongings, and the University shall not accept liability for the loss or theft of any resident's belongings.
- The University and/or the Lessor undertake to provide reasonable security measures for the premises and the rooms.

- The only appliances that may be operated in the rooms are lamps, radios and clocks. No student may operate any other appliance in their rooms, including but not limited to, stoves and microwaves.

### **5. Consciousness altering substances - alcohol, narcotics and drugs**

No resident or their guest may bring or cause to be brought, or consume, or have in their possession or control on the Residence premises, any alcohol, narcotics and drugs contrary to the provisions of these Rules and which are not prescribed for medical purposes. The Vice-Chancellor may in writing permit residents to have in their possession alcoholic drinks, which written consent is to be presented to the Residence Security prior to being allowed onto the premises.

### **6. Contagious diseases**

If a student has been absent from the Residence due to a contagious disease or has been in quarantine for such a disease, a medical certificate stating that the resident may return to the Residence must be submitted to the Director: Student Affairs.

### **7. Disruptive noise and behaviour**

No disorderly, noisy, unseemly or indecent behaviour may occur on the premises. Radios, tape recorders, hifi's or any other audio equipment, may not be used in such a manner which disturbs other residents of the Residence premises or neighbouring premises.

### **8. Dress Code**

Residents are expected to maintain an accepted standard of personal hygiene and dress.

### **9. Firearms or dangerous weapons**

No firearms or any dangerous weapons or objects shall be allowed in the Residence premises. These shall be confiscated by the residence security and handed over to the South African Police Services, who may proceed with criminal charges. No unauthorised substances may be brought onto the Residence premises, including but not limited to, Liquefied Petroleum gas, explosives, poisons, inflammable substances. No resident may discharge or cause to be discharged, any fireworks outside a designated area.

### **10. General Regulations**

No resident shall tamper or interfere with any appliance used for the prevention of fire, or in connection with the saving of a life and property in the event of a fire. No resident shall waste, misuse or contaminate any water supplied.

### **11. Initiation rituals**

No form of initiation or raids by residents is allowed. Direct or indirect interference, physical contact, sexual or gender harassment, assault or molestation, psychological injury or humiliation of all residents, including first year residents, shall be viewed as a serious transgression of the Code of Conduct.

### **12. Locking of doors**

The gates to all Residence premises shall be locked at 22h00 and opened at 06h00. Any resident wishing to gain entry or exit from the premises after the gates are locked or prior to the gates being opened, may only do so upon prior arrangement with the relevant Institutional Officer. The relevant Institutional Officer is the only person who may authorise the security of

the residence premises to unlock the gates.

### **13. Smoking**

Residents are required to observe the smoking laws and the University's policy at all times.

### **14. Student Meetings or Gatherings**

The approval of the Vice-Chancellor or his authorized representative shall be obtained prior to the holding on the residence premises, of any student meeting or gathering, including those of clubs and societies. Only in respect of the requirement of the Vice-Chancellor or his/her authorised representative's approval the meetings of the Residence Unit Committee are expressly excluded from the operation of this Rule. No student meetings or gatherings may be conducted or continued after 22h00, unless the written approval of the Vice-Chancellor or his/her authorised representative has been obtained and presented to the Residence security.

### **15. Sub-letting**

No resident may sub-let their room or any portion thereof.

### **16. University Roof Tops**

Students are prohibited from accessing University Roof Tops for any reason. Students found removing locking devices blocking access to the roof tops will be charged for misconduct.

### **17. TV Aerials and Satellite Dishes**

Students are not allowed to mount any personal TV Aerials/ Satellite Dishes onto University Roof Tops.

### **18. Visitors**

Residents may not receive guests without the express permission of the relevant Institutional Officer. All visitors shall be required to complete in full detail and sign the visitor's book, and to present an acceptable form of identification prior to being allowed entry to the residences. No exceptions to this rule shall be allowed. No visitors shall be allowed to be present on the Residence premises between 22h00 and 06h00. No exceptions to this rule shall be allowed. A visitor who fails to complete the visitors' book will not be allowed entry to the Residence premises. Visitors of the opposite sex are not allowed beyond the lounge area of a Residence. The Resident Unit Committee reserves the right to limit visiting hours, or to request any visitor to leave the residence unit.

## **CONTAGIOUS DISEASES**

In terms of section 45 of the Health Act, 1977 (Act No. 63 of 1977), the medical conditions below are notifiable. The WSU must therefore be informed in writing of such medical conditions without delay:

- Acute rheumatic fever
- Anthrax
- Brucellosis
- Cholera
- Congenital syphilis
- Diphtheria
- Food poisoning (outbreaks of more than four persons)
- Hemorrhagic fevers of Africa (Congo fever Dengue fever, Ebola fever, Lassa fever, Marburg

fever, Rift Valley fever)

-Lead poisoning

-Legionellosis

-Leprosy

-Malaria

-Measles (rubella)

-Meningococcal infections

-Paratyphoid fever

-Plague

-Poisoning from any agricultural or stock remedy registered in terms of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947)

-Poliomyelitis

-Rabies (specify whether human case or human contact)

-Smallpox and any smallpox-like disease, excluding chickenpox

-Tetanus

-Tetanus neonatorum

-Trachoma

-Tuberculosis B

If a student suspects that he or she has a contagious or an infectious disease that may be transmitted to other people, he/ she may not participate in any academic or recreational activities of WSU (without limitation) nor remain in WSU accommodation. He/she must obtain medical advice and/or undergo the required treatment without delay. Should such a student fail to withdraw from the activity or activities in question, he or she must exempt WSU from any liability of any kind whatsoever, whether directly or indirectly, for the consequences of his or her failing to do so. A student who has suffered from or been exposed to the risk of a contagious or infectious disease may only return to WSU once a medical certificate has been submitted to the Registrar confirming that the student may return to WSU without there being any danger of him/her infecting other students.

## **CONSTITUTION OF SRC**

### **STUDENT REPRESENTATIVE COUNCIL**

The Constitution of the Students' Representative Council (SRC) of the WSU must be in accordance with the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997) and the Institutional Statute. The Constitution of the SRC is available on the WSU website.



## **SECTION FIFTEEN**

### **CORPORATE IDENTITY & COMMUNICATIONS**

#### **CORPORATE IDENTITY**

The Walter Sisulu University (WSU) corporate identity consists of the logo, strapline and crest of the University. The corporate identity is the registered, legal trademark of the University. The custodian of the corporate identity is the Council and the use of the corporate identity and all its applications is managed by the Department of Marketing, Communication and Advancement (MCA), in consultation with the Council.

Staff and students may only utilize the official corporate identity logo and all its applications as approved by Council and in strict accordance with the Corporate Identity Manual, which is available from MCA or the WSU intranet. No staff, student, staff organization or student organization may reproduce the corporate identity on invitations, programmes, posters, publications, stationery, clothing or signage without adhering strictly to the guidelines of the official Corporate Identity Manual.

#### **MEDIA RELATIONS**

WSU is a major public institution and as a consequence it attracts considerable interest from local and national media. Media attention has the potential to enhance, as well as detract from, the overall reputation of the University. It is important, therefore, to manage the University's engagement with the media positively, constructively and professionally.

The overall responsibility for the University's Media Relations rests with MCA. The official spokesperson for WSU is the Council who may delegate this responsibility to the Director: MCA. WSU recognises that staff may have occasion to interact with the media as private individuals or as an academic or professional expert. The University affirms the right of staff to interact freely with the media as private individuals. When staff members discuss with the media, or write about, matters outside their areas of work, they must make it clear that they are speaking as private individuals and not as staff members. The use of University position titles, letterhead or postal addresses is prohibited in this context.

Academic staff members are encouraged to respond to media enquiries related to their areas of academic expertise and are not required to seek permission before doing so. However, staff are requested to inform MCA when they have had contact with the media, so that the resulting media coverage can be monitored.

Staff are encouraged to consult the MCA Office for advice or assistance in dealing with media enquiries. Some media enquiries about an academic matter might also relate more broadly to the University (for example, a request for an accounting professor to comment on the University's accounting policies). In such cases, or where the staff member has any doubt about whether he or she may answer the enquiry, the matter must be referred to the MCA Office.

Staff who answer a media enquiry as an academic expert must make it clear that their opinions are based on their expert knowledge and research. Where the subject is likely to be contentious,

they must make it clear in their response to the media that their opinion does not represent the considered position of the University.

Staff must provide the media with their academic titles (e.g., Professor or Dr) when they are commenting as academic experts. Position titles (e.g. dean or deputy vice-chancellor) are not appropriate in this context; as such titles may convey the impression that the person is representing the considered position of the Walter Sisulu University.

The WSU Media Relations Policy on the intranet should be studied.

## **UNIVERSITY PUBLICATIONS**

Any publication produced in the name of the University should be guided by the Publications Section of the WSU Corporate Identity Manual.

## **INVITATIONS & EVENT PROGRAMMES**

There is a standard procedure to ensure correct application of the WSU brand and consistency of quality. Please contact the Graphic Designer in MCA for guidance.

## **NOTICE BOARDS & ADVERTISEMENTS**

Posters, notices, flyers etc, may only be attached or applied to official notice boards. The University notice boards may not be used to display material that compromises the brand of the University or material that can be construed as insensitive to the constitutional rights of members of the University. Any external group, organization, business or individual wishing to advertise on-campus must obtain written permission from the Director: Marketing, Communication & Advancement or his/her delegated authority.

Use of the name 'WSU' or logotype on any product (directly or indirectly) in any advertisement must be approved in advance by the Director: Marketing, Communication & Advancement.

### **MCA Offices:**

Mthatha Campus

NMD Site: Tel: 047 - 502 2844

Buffalo City Campus

Tecoma Office Park, Tyrell Road, Berea, East London

Offices 13 E and 34 F

Tel: 043 - 702 9397

Graphic Designer: [Imynhardt@wsu.ac.za](mailto:Imynhardt@wsu.ac.za)



# SECTION SIXTEEN

## CONVOCATION

Convocation exists in terms of the university statute as gazetted on 17 January 2014. The statute outlines the critical role of Convocation as inter alia being that of assisting the university and WSU foundation in fund-raising and the institutional statute also clearly states that the secretary to Convocation is the Registrar.

When WSU was established on 01 July 2005, it inherited three convocation offices which represented separate merger institutions: Border Technikon; Eastern Cape Technikon and the University of Transkei. All former students and staff of these institutions are eligible for WSU Convocation membership. Since the establishment of WSU, an integrated Alumni/Convocation has been formed.

### VISION

A Pillar in the Legacy of Walter Sisulu University

### MISSION

In pursuit of its Vision Alumni/Convocation will:

- Serve as Excellent ambassadors of Walter Sisulu University.
- Promote, inspire, expand and maintain educational, social and business networks amongst the Alumni/Convocation, Walter Sisulu University and society.

Committees comprise of the following:

### Alumni/Convocation Executive Committee

Miss Nomnikelo Z. Nikita Puzi (President)  
Professor Mlungiseleli Jadezweni (Deputy President)

Mr Khaya Maphinda (Secretary)

Mr Lazola Jozi (Treasurer)

Dr Daphne Gumbi (Exec. Member)

Ms Nomnikelo Puzi (Exec. Member)

Ms Thandeka Maqoko (Exec. Member)

Ms Thuleka Breakfast (Exec. Member)

### KZN Chapter Committee

Mr M Khuzwayo (Chairperson)

Ms Nhonho Myeza

Dr Yakesh Baldeo

Dr Asanda Vetman

### Gauteng Chapter Committee

Mr Vulindlela Xundu (Chairperson)

Mr Sandile Hogana

Mr Unathi Sidlayi

### Western Cape Chapter Committee

Mr Lazola Jozi (Chairperson)

Mr Loyiso Sobili

Ms Babalwa Mantame

Mr Thulani Mhlauli

### Eastern Cape Chapter Committees:

#### Port Elizabeth Committee

Mr Mongezi Mabece (Chairperson)

Dr Nomakwezi Mzilikazi

Mrs Ntombi Dube

Mr Monde Mafani

#### East London Committee

Mr Lundi Mgqibela (Chairperson)

Ms Lulama Majova

Ms Ncediwe Qomoyi

Mr Kwanele Mafanya

#### Mthatha Committee

Mrs Nomabandla Ciske (Chairperson)

Ms Noni Ludidi

Mr Sabelo Bara

Mr Bayethe Maswazi

# SECTION SEVENTEEN

## CAMPUS PROTECTION & ACCESS CONTROL

It is the policy of the Walter Sisulu University (WSU) to implement systems and methods to control the access of people, vehicles and goods into and out of all its campuses and facilities. Persons entering any campus facility should be prepared to subject themselves to being searched. This includes the following:

1. All closed sections of commercial vehicles may be inspected when they are entering and/or leaving the campus.
2. The luggage compartments of all motor vehicles may be inspected when they are entering and/or leaving the campus.
3. All personal hand luggage/carry-bags may be inspected when a person is entering and/or leaving the campus on foot.
4. No firearms may be allowed on the University premises.

The use of the parking areas of WSU is at the vehicle owner's risk.

### STUDENT CARDS

1. It is compulsory for all students to display their student cards at all times when they are on the campuses of WSU.
2. No student may be in possession of more than one student card or another student's card.
3. A lost or damaged student card should immediately be reported.

### CARRYING OF FIREARMS

No student shall bring a firearm, any other dangerous weapon, explosives or fuel (with the exception of fuel required within reason for driving an engine) onto the premises of the University. Any transgression of this rule will result in strict disciplinary measures to be taken against such transgressor.

### REPORTING OF INCIDENTS OF CRIME

In order to eliminate crime on our campuses, all crime-related incidents must be reported to Campus Protection Services and SAPS immediately. Should the need arise, a Campus Protection Services official will support and escort a victim of crime to the nearest police station. Our Campus control officers can be reached at the following numbers in the respective campuses:

#### **MTHATHA CAMPUS:**

#### **MTHATHA CAMPUS:**

NMD Site : Campus Control Tel: 047-5022349

Head of Security Tel: 0475022754

ZAMUKULUNGISA Site : Main gate Control Centre Tel: 047-5011461/1461

Facilities Co-ordinator Tel: 0825385386

#### **QUEENSTOWN CAMPUS:**

Facilities Co-ordinator Tel: 08227903972

WHITTLESEA Site: Main gate Control Centre Tel: 040-8426884/040-8422414

Facilities Co-ordinator Tel: 0827903972

### **BUTTERWORTH CAMPUS:**

Ibika Site : Main gate control centre Tel: 047-4016377

Facilities Co-ordinator Tel: **0723369925**

### **BUFFALO CITY CAMPUS:**

#### **Security Phone Numbers**

Potsdam Site: main gate control centre Tel: 043-7085231

College Street Site: Control Centre Tel: 043-7029271

Chiselhurst Site: Control Centre Tel: 043-7221306 / 043-7094072

Heritage Building: Tel: 043-7038696

Cambridge Street Site: Tel: 043-7044834

### **SAFETY**

Safety at WSU is managed in compliance with the Health and Safety Act of 1993. All staff and students are required to comply with the safety policies and regulations of the University. Copies of these policies and regulations may be obtained from the Department of Estates and Technical Support or from the WSU intranet. The University may institute disciplinary action against any staff member or student who does not comply with all health, safety and security regulations at WSU.

### **RULES ON THE SLAUGHTERING OF ANIMALS ON ALL WSU CAMPUSES**

It is a rule of WSU not to allow any slaughtering of animals in any form on any of our campuses.

### **USE OF UNIVERSITY TRANSPORT**

1. Authorised Persons Only: The following persons are authorized to make use of WSU vehicles:
  - All full time staff members, in possession of a valid, official, unendorsed drivers license, not less than two years old.
  - All recognized WSU drivers, with public driver permits.
2. Unauthorised persons: The following persons are not authorized to make use of WSU vehicles:
  - All persons who either have an official WSU vehicle or those that receive a travelling allowance.
  - All students and members of the SRC.
  - Person/s who continually infringe the transport regulations
  - Person/s suspended from driving WSU vehicles for whatever reason.
3. Applications for University Transport and Procedures The guidelines and procedures for applications and use of University vehicles can be obtained from the Transport Section in the Department of Estates and Technical Support.

### **USE OF LIQUOR /ALCOHOL, TOBACCO, NARCOTICS AND DRUGS PLEASE NOTE:**

1. It is the policy of WSU to discourage the use of liquor or limit its use as far as possible. Bookings are made in accordance with this policy.
2. Students are not permitted to transport, consume or have in their possession any alcoholic drinks on the campus without the written consent of the Campus Rector or his/ her

authorised representative.

3. Students may not consume or have in their possession alcoholic drinks without the consent of the manager or lecturer in charge of an official tour or excursion of the University.
4. Students may not unlawfully bring, consume, or have in their possession or control, any narcotics or drugs on the WSU Campuses.
5. Smoking is prohibited in all lecture rooms, in examination rooms and in any other place where smoking has been forbidden by the WSU authorities and according to National Legislation and Smoking Laws.
6. An application for a temporary liquor licence must be submitted to the Campus Rector. The approval of the application does not mean that permission has been granted for selling or serving liquor at a function.
7. Proof must be submitted that permission has been granted to use the particular facility before permission to use liquor may be granted.
8. The applicant assumes full responsibility for any damage that he or she, or any person(s) under his or her control, may cause to any property of the WSU or to any other property under the control of the University.
9. In the case of an external organisation, the applicant must personally be present, from start to finish, at a function where liquor is used.
10. In the case of a student function, the use of liquor will be permitted only if the guardian concerned will personally be present, from start to finish, at a function where liquor is used. The guardian must be an employee of WSU.

## **DISABILITY**

The University is committed to providing for the educational and physical needs, as well as promoting equal opportunities for all staff and students with disabilities, in compliance with the Constitution of the Republic of South Africa and the Higher Education Act of 1997. For more information about how the University supports people with disabilities please contact the Student Services and Development Department, the Department of Human Resources or visit the University Intranet.

