



SOL PLAATJE
UNIVERSITY

GENERAL
RULES & INFORMATION
- 2022 -

Content

Welcome to Sol Plaatje University	4
Message from the Chairperson of the Council: Judge JY Mokgoro	6
Governance and Management of Sol Plaatje University	7
Message from the Vice-Chancellor and Principal, Prof A Crouch	11
Sol Plaatje University – An Introduction	13
Admission Requirements for 2022	18
Financial Assistance	19
Academic Calendar 2021	20
Hierarchy of Academic Governance	21
Code of Conduct	22
General Rules for Student Conduct	25
General Rules	46
Examination Rules	76
Campus Outlay	84



WELCOME TO SOL PLAATJE UNIVERSITY

In 2010 the Minister of Higher Education and Training, Dr BE Nzimande, appointed a Task Team to investigate the feasibility of establishing new universities in South Africa. The higher education system was under pressure to expand because of both the increasing numbers of school leavers qualifying for entry into higher education, as well as the recognised need to increase the range and reach of high-level intellectual capacity in our country. The existing 23 universities were operating close to the limit of their enrolment capacity and offered little room for expansion to the levels that are needed. In particular, the Minister requested the Task Team to consider the feasibility of establishing a new university in each of the Northern Cape and Mpumalanga Provinces, the only provinces not hosting universities. A Task Team, led by Professor Cheryl de la Rey, the Vice-Chancellor and Principal of the University of Pretoria, was appointed by the Minister in 2010 to explore the feasibility of establishing a university in the Northern Cape. It consulted widely with representatives of government, academic institutions, industry players, labour organisations, political organisations and other interested institutional and community structures. Their report was submitted to the Minister in September 2011 and, after consultation with the Council on Higher Education, the decision was made to proceed with the establishment of the University in the Northern Cape.

The work to establish the new university in the Northern Cape started in November of 2011, focusing initially on where the new university would be located. In July 2012, after an extensive assessment of the suitability of several towns and sites in the Northern Cape, President Jacob Zuma announced that the new university would be located in the inner city of Kimberley. Immediately thereafter, in August, the Department published its Development Framework, setting out Government's vision and calling on the public to comment and suggest names for the two universities.

A more detailed feasibility study, based on the development framework, was completed by September of that year and a successful Medium Term

Expenditure Framework bid to National Treasury resulted in funds being secured for the initial development of the new university to be located in Kimberley.

In December 2012, the public was invited to nominate members for the Interim Council and a Record of Intention was signed in March of 2013 to secure the land and facilitate the rapid establishment of the university. Four months later, in July, President Zuma announced the name of the university as the Sol Plaatje University, as well as the names of members of the Interim Council to oversee the formal establishment of the University, namely:

Ms JA Glennie (Chairperson)

Prof M Padayachee

Dr YG Muthien

Mr AN Madonsela

Mr M Lekwene



The Sol Plaatje University was formally promulgated as a legal entity through the publication of Government Notice (No. 36772) on 22 August 2013. The following members were inaugurated on 19 August 2014 as members of the first full Council of Sol Plaatje University:

External Members

Mokgoro, JY Judge
Glennie, JA Ms
Akharwaray, GH Mr
Bloem, BMS Ms
Clarkson, RH Mr
Combrink, AL Prof
Lacock, HJ Judge
Madonsela, A Mr
Muthien, Y Dr
Mutyorauta, JJ Mr
Ndzilili, M Mr
Padayachee, M Prof
Phatshoane, MV Judge
Senatle, SJ Dr SC
Slabbert, E Dr

Internal Members

Ballim, Y Prof
Blanckenberg, LJ Mr
Dakora, EAN Dr
Hlatywayo, J Mr
Ncube, ZP Dr
Ndawonde, B Ms
Nkonyane, F Ms

Student Representative**Forum (In attendance)**

Moshe, TT Mr
Motsumi, SS Mr



MESSAGE FROM THE CHAIRPERSON OF THE COUNCIL, JUDGE M V PHATSHOANE

A fact known to all is that the past two years, i.e., 2020 and 2021, have been greatly impacted by the disruptions caused, both nationally and internationally, by the implications of the Coronavirus pandemic and, since the pandemic is still with us, we do anticipate that many challenges may yet lie ahead. SPU, despite the difficulties presented, therefore, takes pride in the major strides it has been able to make in its development, during 2021, which include:

- The maintained attraction of good caliber academic staff, in that 50% of the academic staff complement hold PhD Degrees
- The launch of the Talent Pipeline Project (TPP) – a prestigious enrichment programme for selected High School Learners
- The incorporation of the Upington-based Centre for Entrepreneurship and Rapid incubator into SPU's fold;
- The purchase of the Griqualand West Rugby Stadium;
- The development of the South Campus Sports Complex; and last but not least
- The continued exceptional performance of students!

During 2022, SPU, nevertheless, needs to continue to preserve a careful balance between operating the academic project and attend to the optimal operation of the University, whilst providing support to both students and staff in an environment that is safe for all, and conducive to realising an excellent standard of Higher Education at SPU.

In the interest of upholding the academic project, the University, as a whole, will possibly once again have to prepare itself for a year that may demand change, as before. However, as we all know, with change comes growth – which is indeed one of SPU's goals. To grow the academic project, we would need to adjust ourselves in line with the national and international situation and embrace this new digital milieu (i.e., an e-learning mode of teaching and learning, and assessments), or, at the very least, a hybrid scenario.

You can be assured that the University will do all that is necessary to preserve and grow its project, its people (i.e., students and staff, alike) and its purpose in 2022 – the ninth (9th) year since the inception of the academic programme of the University.

I hereby wish to welcome all the first-time entering, and returning, students to Sol Plaatje University (SPU) – trusting that it would be a rewarding and fulfilling academic year for both students and staff.

With best wishes to the graduating class of 2022,

JUDGE M V PHATSHOANE
CHAIRPERSON OF COUNCIL



GOVERNANCE AND MANAGEMENT OF SOL PLAATJEUNIVERSITY

MEMBERS OF COUNCIL – EXTERNAL

- **CHAIRPERSON OF COUNCIL:**

JUDGE MMATHEBE V PHATSHOANE

BProc, LLB, LLM (UFS)

- **DEPUTY CHAIRPERSON OF COUNCIL:**

MS JENNIFER A GLENNIE

BSc (Hons) (WITS), MA (London)

- MR GOOLAM H AKHARWARAY

BProc (UCT), LLB (UFS), Certificate in Management (UCT); Certificate in Municipal Financial Management

- MR TSHEPO M BLOOM

MBA (UFS)

- MR RALPH H CLARKSON

CA (SA), BCom (Rhodes), PG Dip in Taxation (Natal), PG Dip in Forensic Auditing and Criminal Justice (Natal)

- MR AL KIMMIE

MBA (UFS)

- MR CONNIE MOLUSI

Bachelor of Journalism and Media Studies (Rhodes University); Master of Arts (University of Notre Dame Ind. USA)

- MR ABEL N MADONSELA

MBA (NWU)



- MR JULIUS J MUTYORAUTA
BSc (University of Botswana, Lesotho and Swaziland), MSc Geophysics (University of Zimbabwe), MSc Mineral Exploration (University of London), DIC Mineral Exploration (London), MBA (MANCOSA)
- MR HARRY M NDZILILI
Cert Government Communications and Marketing and Public Service Management, Dip Journalism (TUT), BTech Public Management (CUT)
- MR T MOSHE (President of convocation)
BEd Degree (SPU)

MEMBERS OF COUNCIL – INTERNAL

- PROF A CROUCH (Vice Chancellor and Principal)
- PROF MJ BAXEN (Deputy Vice Chancellor Academics)
- PROF AIFHELI GELEBE (Senate Representative)
- PROF JESMAEL MATAGA (Senate Representative)
- OLEBOGENG MOKWENE (President of the Students' Representative Council)
- ORATILE SENOKWANE (Students' Representative Council representative)

EXECUTIVE MANAGEMENT

- VICE-CHANCELLOR AND PRINCIPAL: **PROF A CROUCH**
- DEPUTY VICE CHANCELLOR ACADEMIC: **PROF MJ BAXEN**
- UNIVERSITY REGISTRAR: **MR R NAIDOO**
- CHIEF FINANCIAL OFFICER: **MRS A MARAIS**
- CHIEF OPERATING OFFICER: **MR D KANGUWE**



MESSAGE FROM THE VICE-CHANCELLOR AND PRINCIPAL, PROF A CROUCH

Welcome to the 2022 academic year at Sol Plaatje University. You have joined us as we enter our 9th year of an incredible journey to becoming an innovative 21st century university, which is creative and inventive in teaching and learning, research, and community engagement. You are now a member of this exciting university that is premised on the social justice ideals of equity and equality and has built its reputation on excellence, quality, access, inclusion and success.

Being a relatively young institution means that we are ambitious, vibrant, and optimistic, just like you. So, make use of the resources that we have placed at your disposal in order for you to become citizens who are competent and capable of realising the aspirations of society and who will lead the way in engaging critically with the key challenges of your generation.

Sol Plaatje University provides a unique, exciting and diverse learning experience that offers a variety of opportunities to understand more about yourself and to learn from groups of students who might have very different life experiences and hold different views to yours. We encourage you to pursue excellence in everything that you do here at Sol Plaatje University. Use this time to invest in your own growth and development and hold yourself and others to a high standard in all spheres of your life as a student.

All the best for a successful 2022



SOL PLAATJE UNIVERSITY – AN INTRODUCTION

Sol Plaatje University, established in 2012, stands as a symbol of the ambitions of our new society – democracy, inclusiveness, growth and opportunity for all. Sol Plaatje University has been conceived as a source of pride, both for the Northern Cape Province and for South Africa. It has been orientated to take a respectful place among the institutions of higher learning that serve our nation. It will provide young people with education and qualifications in a range of fields, as much for their personal advancement as for the benefit of our nation and its economy. The University will also draw on the distinctive strengths and heritage of the Northern Cape, stimulating provincial and national development.

The unfolding vision

We have an ambitious vision for our University, for its academics and its students, for the region that nurtures it, and for the national interest that will benefit from it.

Sol Plaatje University will:

- be a site of learning and culture, rooted in the experience of our country and our continent, while also generating ideas of global relevance and extending the reach of democracy and social justice;
- be a knowledge partner and a source of qualified graduates to institutions that seek to improve the quality of life of all individuals and communities in our society;
- be a 21st-century institution that relies on innovative modalities of teaching and learning, research, civic engagement, governance and funding; and
- be an environment where diversity of opinion and academic freedom are deeply respected while engaging with the socio-economic, political, and environmental challenges facing our society.



What we are and what we will be

The Northern Cape is the country's largest province, where around 30% of South Africa's land hosts only around 2% of its population.

The vision for the Province is to build a prosperous, sustainable and growing economy that will help reduce poverty and extend the reach of positive social development to the most marginal of its society

There are important strengths in the Northern Cape. Mining, agriculture, tourism, community services, transport and communication are already integral to its functioning. There are prospects for growth within all these fields, as well as in areas such as human and natural heritage energy, and contributions to the science of astronomy.

Sol Plaatje University will be a beacon of opportunity and accomplishment for young South Africans who continue to struggle with the tenacious structural, racial and economic distortions of our past. It will be a centre of learning that is intimately linked to its surroundings – the built environment of Kimberley's inner city and the wider vistas of a region whose history of the human settlement goes back thousands of years.

University of its place

The University will aim to accommodate the majority of its students in its campus residences, particularly those in their first year of study, all within walking distance of the main academic and social spaces. Students will also be provided with the intellectual stimulation and physical facilities necessary for well-rounded student life.

Sport, arts and culture will all be part of the weave of the social fabric, integrating students into the setting, history and future of Kimberley, Northern Cape and the Southern African region.

The University aims to provide a quality living and learning environment, benefitting its students with advanced communications platforms and processes founded on the latest technologies. Access to contemporary facilities, well-equipped libraries, knowledge resources and laboratories will establish the research and scientific infrastructure that will support its niche areas of specialization.



Engaged, relevant, sustainable

Our policies, structures and priorities will reflect our commitment to engagement with our surrounding communities, and our programs will give expression to our desire and ability to bolster their economic resilience while enriching the lives and learning experience of our students.

Designed for growth

The high-level academic and intellectual achievement will be our lodestar, with a leadership commitment to quality in teaching and research and with exciting programs that will attract students, academics and researchers from across the country and internationally.

Our character will be defined in specialist niche areas of study and an academic environment conceived from the outset to attract and retain high-level staff to inspire a vibrant student population.

Programs for progress

Sol Plaatje University is a comprehensive university and will offer a mix of technical, vocational and professional academic programmes and qualification types that include Higher Certificates, Advanced Certificates, Diplomas and Bachelor's degrees as well as a variety of postgraduate programs up to PhD level.

The University is also being established at a time in our history where it is recognized that the post-school education and training system must be highly integrated and articulated. Therefore, Sol Plaatje University will forge strong partnerships with its neighbouring educational institutions, ensuring that its programs are designed to maximize articulation from TVET college programs into its university programs.

Our Programme Qualification Mix (PQM) will take cognisance of the needs of the region as well as the nation and of the vision of building a prosperous and sustainable economy.

The University has identified several broad areas in which programmes and research capability will initially be developed. These will include, paleo-sciences and heritage studies, teacher education, ICT linked to the opportunities created by the Square Kilometer Array, solar and alternative energy systems, agricultural development in water-stressed areas and development of African languages as well as understandings of rural development. Ultimately, the spread of qualifications will include postgraduate degrees to the highest level, with the aim that the University will grow into a Centre of academic excellence with a strong community and developmental focus.

The academic offerings at SPU will aim to impart skills and knowledge that will enable students to take their rightful place as active citizens and, in the economy, not only of the Province but of the country as a whole.

Sol Plaatje University – A Sense of Place

The Northern Cape is leaping into the forefront of modern science. It is already home to the Southern African Large Telescope (SALT), the largest facility of its type in the southern hemisphere and one of the top ten facilities in the world where astronomers investigate the earliest galaxies, the birth and death of stars, and the scale and age of the universe.

More recently, South Africa and Australia, as the principal partners, have jointly been awarded the bid to host the R14.5 billion Square Kilometer Array (SKA) radio telescope. The SKA will be one of the largest astronomical research facilities in the world and will position South Africa to become a major international hub for astronomy and advances in related technologies.

For the Northern Cape, the construction of this facility includes the benefits of the installation of a 10 gbps cable that will provide better broadband access to the region, the expansion of educational resources in the area and access to science and engineering bursaries for students from undergraduate to post-doctoral levels.

But the Northern Cape is also the place of the Wonderwerk Cave, where archaeological and paleontological finds continue to shed light on the prehistory of humankind and the nature of the environment, fauna, flora and extinctions of our remote past.



This, together with evidence of the cave's use as a ritual space reaching back 180 000 years and its marvellous rock paintings dating from periods closer to our own time, have all contributed to its importance in our growing understanding of the human origins and of our humanness.

These ancient treasures and the wonderful potential of the most modern technology, are drawn together by the possibilities engendered through the establishment of our own 21st Century university, where meaning, skill and knowledge can be explored and developed for the benefit of all – where time past and time future meet.

Sol Plaatje University will aim to represent the future of the Northern Cape, attracting talent to an exciting world of ideas.

ADMISSION REQUIREMENTS FOR 2022

This document sets the minimum academic requirements for admission into study programmes at Sol Plaatje University in 2022. The requirements are based on the results that applicants achieved in the final South African National Senior Certificate (NSC) examinations. Applicants who hold certificates from a different examination system, or who completed their South African schooling in previous years, will be considered individually for admission.

Note that satisfying the minimum admission requirements stated here does not mean automatic admission to a study programme at SPU. The final admission decision will be based on the academic performance of applicants and the availability of space in the programme. The better your academic performance above this minimum, the better will be your chance of being admitted to study at SPU.

CALCULATING THE SPU ADMISSIONS POINTS SCORE (APS)

NSC Achievement Level	NSC %	SPU Points Score	Additional points for Mathematics and LOLT or HL	Points for Life Orientation
8	90 - 100	8	+2	4
7	80 - 89	7	+2	3
6	70 - 79	6	+2	2
5	60 – 69	5	+2	1
4	50 – 59	4	+1	0
3	40 – 49	3	+1	0
2	30 – 39	2	0	0
1	0 - 29	1	0	0

FINANCIAL ASSISTANCE

SPU is aware of the importance of appropriate study funding in ensuring student success. The University will therefore assist students wherever possible and to the limits of its own resources, to obtain financial assistance for their studies.

Bursaries, Scholarships and Loans

There are a wide range of possible sources of financial support for higher education students in South Africa. These range from bursaries and government departments or municipalities, to study loans from government or the commercial banking sector. Students are encouraged to investigate all possibilities and to seek advice when necessary.

The following websites may be useful:

www.nsfas.org.za

www.etdpseta.org.za

www.eduloan.co.za

Academic calendar 2022

Activity	Date
Registration and Orientation Week	07 Feb – 18 Feb 2022
First teaching block	21 Feb – 8 Apr 2022
Recess	11 Apr – 14 Apr 2022
Second teaching block	19 Apr – 03 Jun 2022
Assessment period (1 st and 2 nd opportunity)	06 Jun – 27 Jun 2022
Recess	14 Jun – 22 Jun 2022
Third teaching block	25 Jul – 09 Sep 2022
Recess	12 Sep – 16 Sep 2022
Fourth teaching block	19 Sep – 28 Oct 2022
Assessment Period	31 Oct – 18 Nov 2022

PUBLIC HOLIDAYS

First Term

01 January	-	New Years Day
21 March	-	Human Rights Day

Second Term

10 April	-	Good Friday
13 April	-	Family day
27 April	-	Freedom Day
01 May	-	Workers Day
16 June	-	Youth Day

Third Term

09 August	-	Women's day
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Fourth Term

24 September	-	Heritage Day
16 December	-	Day of Reconciliation
25 December	-	Christmas Day
26 December	-	Day of Goodwill

HIERARCHY OF ACADEMIC GOVERNANCE

ACTS creates powers and responsibilities of entities by law

Higher education ACT, ACT
101 of 1997 as amended

Regulations are subordinate to Acts and they *define orders authoritative direction*

Statutes define how and what the University does to give expression to the provisions of the Act and further include features that are Particular to SPU for example not all Universities have a role for the convocation

Statute of Sol Plaatje
University Kimberley (2017)

Policies define the guiding principles on a particular issue e.g. admissions

Policies of the University

Rules are made by Council for all areas of operation other than academic matters. Senate Approves academic Rules which are endorsed by the Council. A Rule defines the principles to which action or procedure conforms. These rules are viewed and published in the university calendar each year

General Rules of the
University

Senate Rules for faculties/Schools
of the University

Senates standing order of
the University

Senate's rules for faculties of the university are subordinate to the General Rules. These rules are reviewed and published in the University's Calendar each year.

These standing orders are recommended by the Faculty Board to Senate for approval.

These standing orders are recommended by the School (Programme) to the Faculty Board for approval.

Schools/ Faculty standing orders

School (Programme) Standing
orders

This Code of Conduct reflects the core values of the University. It forms the basis for the rules and disciplinary codes of the University.

The Sol Plaatje University seeks to foster its reputation for excellence in teaching, learning and research and service to the intellectual, professional and educational needs of its staff and students and of society beyond the University. The appropriate conduct of each staff member, student or person acting on behalf of the University, is important for sustaining an environment conducive to freedom of enquiry and the search for knowledge. Hence, the University community requires a commitment from every individual to act ethically, respectfully, responsibly and diligently.

Ethical conduct includes:

Promoting:

- in letter and in spirit the rules of the University and laws of the country
- ethical treatment of people, animals and the environment
- ethical practices including fulfilling obligations of teaching, learning, fair and accountable assessment, research and supervision
- ethical use of resources and property

Preventing:

- inappropriate relationships amongst staff, students and officers of the University
- plagiarism and all forms of intellectual dishonesty
- favouritism and nepotism
- violation of confidentiality

Respectful conduct includes:

- | | |
|------------|---|
| Promoting: | <ul style="list-style-type: none">• human rights and social responsibility• equity and equal opportunity• academic freedom and freedom of expression• trustworthiness• integrity• fairness• courtesy |
| Preventing | <ul style="list-style-type: none">• discrimination on the basis of race, gender, religion, disability, sexual orientation or age• the abuse of power and authority• sexual, racial or other forms of harassment• disrespect for persons and property |

Responsible conduct includes:

- | | |
|------------|---|
| Promoting: | <ul style="list-style-type: none">• transparency• inclusivity• accountability• good practice• mutual responsibility for maintenance of an ethos and environment conducive to safety, security, health and wellbeing |
|------------|---|

Preventing:

- misuse of personal and University information, University property or the name of the University
- improper financial dealings and conflicts of interest
- practices threatening safety, security, health or wellbeing of others
- political action which impinges on the rights of others

Diligent conduct includes:

Promoting:

- efficiency
- effectiveness
- excellence in performance
- competence
- the proper use of time

Preventing:

- misuse of time and resources
- inefficiency
- unprofessional conduct

GENERAL RULES FOR STUDENT CONDUCT

R.1

Every student is subject to these rules.

These rules do not derogate from the generality of the definition of misconduct contained in the Rules for Student Discipline. Misconduct may result in disciplinary action.

'Misconduct' comprises behaviour within or beyond the precincts of the University, without just excuse, which:

- a) constitutes a breach of any statute, regulation or rule of the University; or
- b) constitutes a failure or refusal to comply with any punishment or order imposed or made under these rules; or
- c) constitutes a failure or refusal to obey a lawful order; or
- d) constitutes conduct that tends to bring the University or any part of it, or a member of its staff or a student or any part of its student body, into contempt or disrepute; or
- e) interferes with the governance and proper administration of the University; or
- f) interferes with the conditions necessary for teaching, learning or research.

For the purposes of these rules, 'precincts of the University' shall include any University building, grounds or any other place where the University conducts its activities.

R.2

A student must at all times when within the precincts of the University carry his or her official University student card and produce it when called upon to do so by a member of staff or any other authorized person. The card is required to gain access to precincts of the University and is for the sole use of the student to whom it has been issued.

R.3

A student shall comply with:

- a) lawful orders were given to him or her by a member of the academic or support services staff.
- b) the traffic and parking rules of the University.
- c) the rules prescribed for the use of University or public libraries; and
- d) the Code of Conduct for use of computer facilities of the University.

R.4

A student shall not:

- a) bring any alcoholic beverage within the precincts of the University, except with the written permission of the University Registrar.
- b) damage, either intentionally or negligently, or attempt to damage University property.
- c) smoke –
 - i) in a place where smoking is prohibited by the University.
 - ii) in any lecture, seminar or tutorial; or
 - iii) in any laboratory.
- d) within the precincts of the University have in his or her possession, supply to any other person, consume or be under the influence of any chemical substance which alters behaviour, except for a substance prescribed for that student by a registered health professional;
- e) reproduce or distribute copies of notes provided by the University or taken at any lecture, seminar or tutorial, without the written consent of the member of staff concerned; and

- f) use a cellular telephone during any lecture, seminar, tutorial, laboratory session, examination or where such use is specifically prohibited.

R.5

- a) No student shall bring within the precincts of the University, or have in his or her possession or control, or supply or dispose of to any other person within the precincts of the University, any firearm of any kind (e.g. a rifle, shotgun, automatic shotgun, automatic rifle, semi-automatic rifle, pistol, revolver, an automatic pistol, target pistol, air-rifle, air-gun or air-pistol) without the written permission of the University Registrar.
- b) Whenever a student (whether with or without the permission of the University Registrar or his or her nominee) brings a firearm within the precincts of the University or obtains possession or control of any firearm within the precincts of the University, he or she shall forthwith hand it into the safekeeping of an employee of the University in the Security Division who has been charged by the University with the safekeeping of firearms.
- c) No student shall, without the permission of the University Registrar or his or her nominee, bring within the precincts of the University, or have in his or her possession or control, or supply or dispose of to any other person within the precincts of the University, any of the following: a panga, flick knife, sheath knife, clasp knife with a blade capable of being locked, dagger, sword, swordstick, bayonet, knuckleduster, nunchaku, trisection staff, throwing-star, baton, cosh, spear, assegai, club, knobkerrie, slingshot, catapult, crossbow, bow, sjambok, quirt, whip, riding crop, teargas canister, hand-grenade, detonator, dynamite or other explosive devices, firecracker, rocket, flare, flare gun, rifle-grenade, device primarily used for the giving of an electric shock, stun gun, or any other dangerous object that is ordinarily used for the infliction of bodily harm.
- d) No student shall bring within the precincts of the University, or have in his or her possession or control, or supply or dispose of to any person within the precincts of the University, any object which is capable of being used, and is intended by such student to be used, for the infliction of bodily harm.

R.6

A student shall not perform or participate in the performance of, or attempt to perform or incite, instigate, command, advocate, advise or encourage the performance by any other person of any of the following acts or conduct within the precincts of the University:

- a) racist or sexist behaviour.
- b) assaults on or threats to any person.
- c) disruption of classes or any other activity of the University.
- d) taking flags, banners or posters, into meetings without proper authorisation from the University Registrar.
- e) throwing any object during a meeting.
- f) disruption of a meeting; or
- g) use of vulgar language.
- h) Share transmit personal information information of other students
- i) Post derogatory comments on social media platforms

R.7

If any information or matter that relates directly or indirectly to the affairs or business (whether educational or otherwise) of the University, or any of its constituent parts, is conveyed, transmitted or otherwise disclosed in confidence to a student by any officer or employee of the University, or by any other student in the pursuance of any duty to convey, transmit or otherwise disclose such information or matter, that student shall not further convey, transmit or otherwise disclose that information or matter unless compelled by law to do so.

R.8

Students may not carry on any trade or business or be involved in any trade or business activity whatsoever nature on the premises of the University. This will without limitation include business activities through the Web, internet, intranets, extranets or some combination thereof to conduct business.



DISCIPLINARY CODE AND PROCEDURE REGARDING THE GENERAL RULES FOR STUDENT CONDUCT

PREAMBLE

In terms of section 36 of the Higher Education Act, 1997, every Student of Sol Plaatje University is subject to such disciplinary measures and disciplinary procedures as are determined by the University's Statute or the institutional rules.

Clause 62 of the Statute of Sol Plaatje University further states that all students are subject to the disciplinary measures and procedures applicable to Students. Disciplinary measures and procedures are to be prescribed in a disciplinary code for Students.

The Council of Sol Plaatje University has adopted the General Rules for Student Conduct. Flowing from the above, Sol Plaatje University adopts the following as its disciplinary code and associated procedure for Students of Sol Plaatje University.

The purpose of this disciplinary code is to provide a framework within which the University exercises discipline over Students. In this way, it aims to foster and to maintain an environment which supports the University's values. The Students' Disciplinary Code is aimed at:

- 1.1 upholding the name and reputation of the University;
- 1.2 maintaining order, discipline, safety and security at the University;
- 1.3 ensuring the integrity of the academic processes of the University; and
- 1.4 assuring the quality of the assessment processes at the University.

The University also recognises that the aim of discipline is mostly to rehabilitate and educate, and not always punitive. Therefore, the nature of sanctions imposed in terms of this Code is intended to take cognisance of the efforts made to restore relationships in addition to the established aims of deterrence, rehabilitation, education and punishment of offenders.

For that purpose, this disciplinary code provides clear rules for acceptable Student conduct and sets out disciplinary measures and procedures which ensure that disciplinary action by the University is effective and in a manner that is reasonable, lawful and procedurally fair.



DEFINITIONS

Unless the context indicates otherwise, any capitalised word or expression to which a specific meaning has been assigned below which is used in the text of this Code bears the meaning so assigned in this paragraph.

Complainant: means a person alleging Misconduct by a Student which was directed against the Complainant.

Council: means the Council of the University;

Employee: means a permanent or temporary employee of the University;

Expulsion: means the immediate and permanent termination of a Student's registration with the University and/or withdrawal of the allocation of the right to reside in a Residence, as the case may be, along with the immediate loss of all privileges flowing from such registration or allocation. A student who is expelled from University is, by virtue of such expulsion, automatically also expelled from any Residence the Student may reside in

Initiator: means an employee of the University appointed by the University Registrar to conduct the case for and present the evidence on behalf of the University before the Student Disciplinary Committee;

Investigator: one or more persons appointed by the Registrar to investigate an accusation, complaint or allegation brought to his/her attention

Misconduct: is an umbrella term which means any breach of University policies, rules or instructions issued under the authority of Council which prescribe. Student conduct, including the General Rules for Student Conduct contained in this disciplinary code. Misconduct may include social media.

Registrar: means the University Registrar of the University.

Representation: means for another Student to represent and speak on behalf of a Student during a disciplinary hearing in terms of this code, and Representative has a corresponding meaning.

Residence: means the physical Residence building provided by the University to house students but does not include Student accommodation rented or leased to a Student by a third party, or any other Student accommodation not provided by the University even though facilitated by the University.

Residence Rules: means internal rules and stipulations that are applicable to University Residences.

Student: means any person, who at the time of the alleged Misconduct is or was:

- (a) registered for a qualification listed in the University's Brochures, or
- (b) taught or evaluated on any University Premises by an Employee or someone contracted by the University for that purpose; or
- (c) holding a position in a recognised student organisation or structure

Student Disciplinary

Panel: means a disciplinary panel established by this code which has jurisdiction to deal with all disciplinary matters and adjudicate charges of Misconduct relating to Students.

Student Representative Council (SRC): means the body of student representatives elected and appointed in terms of the Statute of the University.

Rusticate: means the suspension or temporary exclusion of a student from the University, including the loss of all Student privileges which include, but are not limited to, access to Campus and University facilities. Rustication can be imposed as a sanction or pending the final determination of disciplinary proceedings against that Student. While rusticated, the Student nevertheless remains subject to all the University's rules, including the provisions of this disciplinary code.

University: means Sol Plaatje University.

University Premises: includes any land, building, structure, or part thereof, temporary or otherwise, owned, rented by or under the control of the University or for which the University is responsible or accountable in law, and includes sports and recreational fields and facilities

GENERAL PRINCIPLES AND RULES

- 2.1 Any conduct of a Student which contravenes the Disciplinary Code and/or negatively impacts on the values of the University may be regarded as Misconduct and subject to disciplinary measures.
- 2.2 The general supervision and control of student discipline at the University vests with the Registrar and are administered in terms of the General Rules for Student Conduct of the University.
- 2.3 Notwithstanding a charge being laid with the South African Police Services against a Student, and/or notwithstanding pending court proceedings in which the Student is an accused, the University may, but is not required to, proceed with and conclude Disciplinary Proceedings against a Student in terms of the provisions of this disciplinary code if the conduct complained of also constitutes distinct Misconduct.

REPORTING MISCONDUCT

The procedure for laying a complaint/reporting Misconduct is the following:

- 3.1 Any Student or Employee of the University may report alleged Misconduct. Such alleged misconduct must be reported to the Campus Security Department for investigation.
- 3.2 Where alleged Misconduct constitutes a violation of the General Rules for Student Conduct, the University is obliged to investigate such complaint
- 3.3 The Campus Security Department may decline to accept a complaint if the facts reported at face value do not substantiate a reasonable suspicion that Misconduct has occurred. In that case, the Campus Security Department must provide a written explanation to the person reporting or referring the matter.

NOTIFICATION OF MISCONDUCT

A Student will only be formally charged with Misconduct once:

a written and signed statement containing an accusation, complaint or allegation made against the Student has been submitted to the Registrar or a person authorised by him/her to receive such complaint, such accusation, complaint or allegation has been investigated thoroughly, and; it has been found that there are sufficient grounds for disciplinary action. Nothing contained herein will prevent the Registrar from laying a complaint of Misconduct against a Student.

INVESTIGATION

- 5.1** The Registrar appoints an Investigator to investigate an accusation, complaint or allegation brought against a Student. The Registrar may, at his/her discretion, conduct the investigation him/herself.
- 5.2** Any University Employee or other person with authority over a Student by virtue of their position in the University, may gather and confiscate evidence of alleged Misconduct which is immediately at hand to report the suspected Misconduct. The person confiscating the evidence must contemporaneously confirm the confiscation in writing to the Student and must hand the evidence to the Campus Security Department as soon as reasonably possible after the matter has been reported, to form part of the investigation.
- 5.3** The Investigator submits a written report to the Registrar.
- 5.4** The Investigator may consult with or obtain information from any person, including the Student against whom the accusation, complaint or allegation has been made.
- 5.5** The Student may be placed on terms to respond within 72 hours. If no response is received in that time, the Student will be taken to have denied committing the Misconduct. If it is later established that the Student did, in fact, commit the Misconduct, the Student's failure to co-operate may be taken in aggravation of the sanction imposed.

The results of the investigation along with the written submissions of the Student suspected of Misconduct and/or any witnesses shall be submitted to the Registrar.

6. IMMINENT THREATS

- 6.1 Nothing contained in this disciplinary code shall be construed as preventing the University, its employees, or persons contracted to the University, to take whatever measures are reasonably required to deal with imminent threats to the wellbeing of Students and Employees, to prevent the imminent destruction of University property, and to restore order and normal functioning on Campus.
- 6.2 The use of force in such cases shall be limited as far as possible, and may only be employed for the above immediate purpose in the face of imminent harm.
- 6.3 A staff member involved in such an action, whether in its authorisation or execution, shall take reasonable steps to contain the escalation of the conflict.
- 6.4 Once the imminent threat has been contained, any Student alleged to have committed a Misconduct is allowed to call for and receive support from a fellow student or any member of the University Community.
- 6.5 The matter shall be reported as soon as practically possible in one of the ways set out below in Chapter 4, and thereafter dealt with in terms of this disciplinary code.

7. NOTICE TO THE ACCUSED STUDENT

- 7.1 If the Registrar is of the opinion that there is a prima facie case and that there are reasonable grounds for a charge of Misconduct and that the Misconduct is serious, he/she drafts a written charge or has such charge drawn up to be heard by the Student Disciplinary Panel. However, If the Registrar is of the opinion that alleged Misconduct by a Student constitutes a minor contravention of the Code, the Registrar may exercise his/her discretion to decide what further steps should be taken in response to the alleged Misconduct.
- 7.2 When proceedings against a Student are instituted in terms of paragraph 4.1 above, the Registrar will give the Student concerned not less than two (2) calendar days' notice in writing of the date, time and place of the hearing by the Student Disciplinary Panel.
- 7.3 The Notice under this rule will inform the Student:
- 7.4 That proceedings, as provided for in this Disciplinary Code, are to be instituted against him/her and that a copy of the Disciplinary Code is available for inspection in the Office of the Registrar or on the University's website,
- 7.5 Of the Rule that the Student is alleged to have breached and/or the act(s) of Misconduct that the Student is alleged to have committed. The Notice must set out the charge with sufficient particularity to enable the Student to prepare for his/her defence,
- 7.6 Of his/her right to attend the hearing to present his/her case, or to be represented at the hearing by another Student, member of the Student Representative Council or an employee of the University, and
- 7.7 Of his/her right if he/she is a minor to be assisted by his/her parent or guardian or, at the discretion of the Student Disciplinary Panel, to be assisted by any other person appointed by such parent or guardian.

- 7.8 Nothing contained in this Rule renders the conduct of the Student Disciplinary Panel or the outcome of the disciplinary hearing void if the Student is not so assisted on the date set for the hearing.

8. SERVICE OF NOTICE

- 8.1. Service of any written notice in terms of this Disciplinary Code may be effected by delivery by hand, or by way of electronic mail to the respective address of the Student provided.
- 8.2 In the case of service by electronic mail, the Student will be deemed to have received the Notice and particulars when delivered by the relevant email server.

9. ORDERS OR PROTECTIVE MEASURES

- 9.1 The University may take steps to support a safe and secure campus and to protect individual complainants and other members of the Student Community. This may inter alia include restricting another Student from entering a specific building, facility, or campus location.
- 9.2 The Vice-Chancellor or a delegate of the Vice-Chancellor may temporarily Suspend a Student from the University if, on the facts available at that time, the Vice-Chancellor reasonably fears that:
- 9.2.1 the continued attendance of the Student poses an imminent threat to the order and discipline at the University;
 - 9.2.2 the continued attendance of the Student poses a real and urgent danger to the mental or physical well-being of fellow students and other individuals on Campus;
 - 9.2.3 that the continued attendance of the Student poses a real and urgent risk of serious damage being done to the University's property; or



9.2.4 the person's continued presence on Campus may be to the detriment of the investigation by (a) interfering with evidence and/or (b) influencing of witnesses.

9.3 The Vice-Chancellor bears the additional responsibilities and exercises the powers, duties, and functions assigned to the Vice-Chancellor by this disciplinary code.

10. COMPOSITION OF THE STUDENT DISCIPLINARY PANEL

The Student Disciplinary Panel will consist of:

- 10.1 A Head of School or his/her representative (chairperson);
- 10.2 Three Academic Employees of the University;
- 10.3 One Administrative Employee of the University;

11. QUORUM

60% of the Student Disciplinary Panel will constitute a quorum.

12. ABSENCE OF DISCIPLINARY COMMITTEE MEMBERS

- 12.1 If at any stage during the sitting of the Student Disciplinary Panel a member of the Panel is no longer able to participate in the proceedings or is absent for any reason, the hearing will continue, provided that the Panel is properly constituted and quorate.
- 12.2 In all other cases, the hearing should be terminated and will commence *de novo*.

13. CHAIRPERSON TO DETERMINE PROCEDURES

Subject to the provisions of this Code, the procedure adopted by the Student Disciplinary Panel is determined by the Chairperson of the Student Disciplinary Panel.

14. THE INITIATOR

The Registrar appoints the Initiator to present the case for the University.

15. DECISIONS OF THE Student Disciplinary Panel

15.1 At the conclusion of the evidence, the Panel decides, in light of all the evidence led, whether or not the student is guilty of the Misconduct, as charged. A finding of guilty will only be returned if:

15.1.1 the Misconduct charged has, in the opinion of the Panel, been proved on a balance of probabilities; or

15.1.2 the Student has freely and voluntarily admitted guilt and the Panel is satisfied that there is evidence from the accused or from another source to substantiate the admission. Should the Panel not be satisfied with the evidence presented, it may of its own accord call for further investigation or evidence led in respect to the Charge.

15.2 If the Panel does not find the Student guilty as provided for in paragraph 6.1, the Student is acquitted of the charge.

15.3 The decision of the Student Disciplinary Panel is determined by a majority vote of the members present. In the event of an equality of votes, the Chairperson of the Student Disciplinary Panel has a casting vote in addition to his/her ordinary vote.

16. STUDENT'S ABSENCE FROM HEARING

If a Student charged with Misconduct does not attend his/her disciplinary hearing, such hearing proceeds in his/her absence and the proceedings of the Student Disciplinary Panel are not invalid as a result thereof.

17. OBSTRUCTION OF PROCEEDINGS

If any Student interferes with or obstructs any proceedings of the Student Disciplinary Panel or refuses to carry out an instruction of the Chairperson of such Panel, such Student may be ordered by the Chairperson to withdraw from the proceedings, which may then continue in his/her absence. Such action will also constitute Misconduct

18.RECORD OF PROCEEDINGS

The Registrar appoints a person to record, by means of recording or in writing, the proceedings of the Student Disciplinary Panel and all the evidence tendered. Such a person is not a member of the Panel



19. GENERAL PROCEDURES AT THE HEARING OF A CHARGE OF MISCONDUCT

1. All Disciplinary Hearings are closed meetings.
2. The Initiator leads evidence against the accused Student and generally conducts the case for the University.
3. The Chairperson of the Student Disciplinary Panel allows the Student or such person representing the Student a reasonable opportunity to present a defence and to answer the charges.
4. Both the Initiator and the accused Student are allowed to adduce all relevant evidence and call witnesses and to examine and cross-examine witnesses, as appropriate.
5. The Student Disciplinary Panel may also ask the witnesses questions for clarity.
6. The Student Disciplinary Panel may further, of its own accord, call for evidence that it may deem relevant to determine the issue(s) before it.
7. The hearing of the Student Disciplinary Panel is conducted informally, according to the principles of natural justice and with due regard for the rights of the accused Student.
8. If the Student is a minor, no disciplinary action(s) will be taken against that student before his/her parent or guardian has also been informed in writing of his/her alleged Misconduct and has been given a proper opportunity to make a written statement and, if he/she so wishes, to appear before the Student Disciplinary Panel in person.

20. SANCTIONS

1. When considering an appropriate sanction, the Student Disciplinary Panel takes account of all mitigating and aggravating factors presented during the hearing as well as the provisions contained in this Disciplinary Code. Further, when considering the appropriateness of the disciplinary measures to be imposed, the Student Disciplinary Panel ensures that such disciplinary measures are, as far as possible, appropriate to and commensurate with the nature and gravity of the Misconduct of which the Student has been found guilty. And still, further, it is noted that the Student Disciplinary Panel is also bound by the principles of precedent.

2. After finding a Student guilty of Misconduct, the Student Disciplinary Panel may impose one or more of the following sanctions:
 - a. revocation of a degree, diploma or other qualification improperly obtained from the University;
 - b. a written warning;
 - c. a final written warning;
 - d. payment of compensation or requiring the accused Student to repair the damage caused by his/her Misconduct;
 - e. denial of the opportunity to register for a particular study module or course offered by the University;
 - f. suspension from Residence;
 - g. annulment of examination results and/or withdrawal of a credit(s) obtained in a study modules and/or courses;
 - h. the rustication of the Student for a specified period or further period subject to any condition(s) which the Student Disciplinary Panel deems reasonable;
 - i. denial of the opportunity to register or enrol again as a Student at the University for a specified period;
 - j. permanent expulsion;
 - k. any other appropriate sanction(s) which the Student Disciplinary Panel deems suitable in the particular circumstances.
3. A Student who is temporarily or permanently deprived in terms of this Code of the opportunity which he/she has as a Student or is temporarily or permanently denied admission to the University, forfeits any claim for refunds, reduction or remission of money paid or payable to the University.

21. IMPLEMENTATION OF FINDINGS OF THE STUDENT DISCIPLINARY PANEL

- 21.1 If the Student Disciplinary Panel finds an accused Student:
- 21.2 guilty, the Student is notified in writing of the finding and the sanction(s) imposed by the Student Disciplinary Panel. In the Notice, the Student is further informed of his/her right to appeal against the finding(s) and/or the sanction(s) imposed;

- 21.1 not guilty, the Student is notified in writing of the finding of the Student Disciplinary Panel.
- 21.2 If the Student is a minor, no disciplinary measure(s) will be taken against that Student before his/her parent or guardian has also been informed in writing of his/her alleged Misconduct and has been given a proper opportunity to make a written statement and, if he/she so wishes, to appear before the Student Disciplinary Panel in person.
- 21.3 A Student who has been found guilty of Misconduct may, within fourteen (14) calendar days of being informed of the finding of the Student Disciplinary Panel, appeal to the Vice- Chancellor in writing by lodging a written Notice of Appeal with the Vice-Chancellor, provided that a Student who has been found guilty of Misconduct after having pleaded guilty to the charge against him/her has no right of appeal against such finding, but may still appeal against the sanction.
- 21.4 The appellant furnishes, in writing, detailed grounds for his/her appeal in the Notice of Appeal.

22. APPEALS

- 22.1 The Vice-Chancellor considers appeals in respect of decisions of the Student Disciplinary Panel, whether based on factual findings, matters relating to procedure and/or the sanctions imposed.
 - 22.1.1 If a Student in respect of whom the Student Disciplinary Panel has imposed a sanction fails to exercise his/her right of appeal within the time period as set out above, such Student will have forfeited such right to an appeal.
 - 22.1.2 If a Student in respect of whom the Student Disciplinary Panel has imposed a sanction exercises his/her right of appeal as set out above, the Vice-Chancellor will be obliged to consider the appeal.
 - 22.1.3 The Vice-Chancellor has the powers to review, reverse, nullify or replace decisions of the Student Disciplinary Panel in all respects, and can also order that hearings be held *de novo*.

23. PROCEDURE FOR APPEALS

- 23.1 Upon receipt of a Request for Appeal (Annexure A attached hereto), a copy of such request is forwarded to the Chairperson of the Student Disciplinary Panel which adjudicated the charge, whereupon the Student Disciplinary Panel, where necessary, should within a reasonable period compile a reply to the grounds for appeal and submit it to the Vice-Chancellor.
- 23.2 When an appeal is lodged against a decision of the Student Disciplinary Panel as provided for above, the enforcement of any disciplinary measure imposed by the Student Disciplinary Panel is deferred by either the Student Disciplinary Panel or the Registrar, pending the outcome of the appeal.
- 23.3 An appeal will be considered solely on the grounds of the record of the proceedings of the Student Disciplinary Panel, together with any document(s) and exhibit(s) submitted during the Student Disciplinary Panel hearing, save where the appeal is based on a material irregularity that is alleged to have occurred in the course of the proceedings but does not appear as such from the record.
- 23.4 For the purposes of an appeal, the appellant or the person assisting him/her or any other person allowed by the Vice-Chancellor (or the Student Disciplinary Panel as the case may be) may make written representations to the Vice-Chancellor.
- 23.5 The Vice-Chancellor has wide appeal powers. He/she may consider any ground of review giving effect to the right to administrative justice, and he/she may rehear any Disciplinary Matter on the merits to whatever extent the Vice-Chancellor considers necessary and in whatever form the Vice-Chancellor may direct. The Vice-Chancellor has the power to substitute his/her finding for that of the Student Disciplinary Panel in whole or in part or to set the relevant decision aside and remit the matter to those committees for re-consideration subject to the direction of the Vice-Chancellor. After considering an appeal, the Vice-Chancellor may:
- 23.5.1 dismiss the appeal and uphold the decision of the Student Disciplinary Panel in its entirety or in part,
 - 23.5.2 allow the appeal and set aside the decision of the Student Disciplinary Panel in its entirety or in part,
 - 23.5.3 amend the decision of the Student Disciplinary Panel,
 - 23.5.4 increase or decrease any sanction(s) imposed by the Student

Disciplinary Panel, provided the Vice-Chancellor has given

the accused Student, within a reasonable time prior to the appeals hearing, written notice of its intention to do so and has further considered the appellant's written representations, if any, in this regard.

- 23.5.5 Prior to reaching a final decision concerning the appeal, the Vice-Chancellor may refer any question pertaining to the hearing of the Student Disciplinary Panel back to the Student Disciplinary Panel concerned and order that a report be submitted.
- 23.5.6 There is no further forum for appeal within the University structures after the Vice-Chancellor.

24. SAFEKEEPING OF THE RECORD OF PROCEEDINGS

- 24.1 All documents and recordings, pertaining to a disciplinary matter, will be kept in safe custody by the Registrar. A Student is, however, entitled to receive copies of such documents and transcription of recordings at his/her own expense as provided for in terms of the provisions contained in the Promotion of Access to Information Act 2 of 2000
- 24.2 Such documents and transcription of recordings will be held by the University for a period of three years after a matter has been finalised.

25. EXTERNAL DISCIPLINARY PANEL

- 25.1 When circumstances so demand, the Vice-Chancellor or a delegate may direct the Registrar to appoint persons who are not members of the University Community to constitute an External Disciplinary Panel in terms of special terms of reference to exercise disciplinary powers in a particular case.
- 25.2 The terms of reference are determined by the Vice-Chancellor on the advice of the Registrar.
- 25.3 When deciding whether to constitute an External Disciplinary Panel, the Vice-Chancellor or the Vice-Chancellor's delegate must consider at least the following:
- 25.4 The volume of the material which is likely to become relevant in a particular matter, in light of the capacity constraints of the members of the Student Disciplinary Panel;

- 25.5 The number of persons implicated in a complaint and the likely time to be taken up in oral submission of evidence in light of possible capacity constraints of the members of the Student Disciplinary Panel;
- 26.4.1 The need for the University's investigations and the execution of disciplinary functions to be seen to be impartial; and
- 26.4.2 The need for urgent resolution of the matter in the circumstances of the particular case.
- 25.6 The External Disciplinary Panel is made up of a chairperson and no less than two and no more than six additional members. In the absence of consensus, a decision of the Student Disciplinary Panel is taken by majority vote. In the case of a tie, the chairperson holds the deciding vote.
- 25.7 When appointing persons to act on the External Disciplinary Panel, the Vice-Chancellor must consider their experience and suitability to deal with Disciplinary Matters on behalf of the University and the particular case at hand.
- 26.9 A decision by the External Disciplinary Panel may be appealed to the Vice-Chancellor in the ordinary course.

General Rules

Introduction

The rules contained in this section are the General Rules of the Sol Plaatje University (SPU) and apply to all students. There are also specific rules for each Programme, which are subordinate to the General Rules.

On registering at this University, the student bears the responsibility of ensuring that s/he is familiar with the rules applicable to her/his registration. Ignorance of these rules will not be accepted as an excuse.

G.1 DEFINITIONS

- 1.1 Academic year means the period determined by Senate from time to time for any particular year of study for any particular qualification.
- 1.2 Admission means entry to a module or qualification unless it indicated otherwise.
- 1.3 Any university or any other university means any university recognised by Senate for the purpose under consideration.
- 1.4 Applicant means a person who has submitted an application in hard-copy or electronic format/online to become a student of the University.
- 1.5 Assessment means the process of judging learning and may have both a formative and/or summative nature.
- 1.6 Module means a component of teaching and learning activity, which may run for an entire academic year or a portion thereof, that is recognised in any of the Programme Rules as a component of a qualification.
- 1.7 Credit means the recognition that is obtained when a student passes such assessments and complies with such conditions as Senate may impose for the completion of each module. A credit towards a qualification may be granted to a student in respect of a credit obtained from another institution recognised by Senate for this purpose or from another programme within the University.
- 1.8 Curriculum means a module or combination of modules leading to a qualification.
- 1.9 Examination and supplementary examination means a formal, compulsory, summative, scheduled assessment.

- 1.10 Exemption from a module means that Senate has deemed a student to have a sufficient understanding of the subject matter of that module to warrant the student not having to complete the module. An exemption is not a credit but allows the student to proceed to the subsequent level in a particular module. The full number of credits required for qualification is not affected by the granting of an exemption.
- 1.11 National Senior Certificate (NSC) means the formal recognition by Umalusi from 2008, in terms of any law, of the capacity of a student to enter a university.
- 1.12 National Certificate (Vocational) [NC(V)] means the formal recognition by Umalusi from 2009 in terms of any law, of the capacity of a vocational student to enter a university.
- 1.13 Programme is a module or set of modules or postgraduate research which may lead to a qualification.
- 1.14 Qualification includes any degree, diploma, certificate, licentiate, or any other educational attainment that is offered by the University as stipulated in its list of qualifications.
- 1.15 Recognition of Prior Learning (RPL) means the taking into account of the previous learning and experience of the applicant by Senate either for purposes of admission and/or for the granting of exemption or full or partial credit towards one or more modules.
- 1.16 The semester is half an academic year.
- 1.17 Senate is defined in Section 1, as read with Section 28, of the Higher Education Act 101 of 1997 and is the body which governs the policies and procedures in respect of the teaching, learning, research and



SOL PLAATJE

- 1.18 Student means a person registered full time or part-time at the University for a qualification.
- 1.19 Teaching block is a quarter of an academic year.
- 1.20 University means the Sol Plaatje University, Kimberley, unless the context indicates otherwise

G.2 POWERS OF THE UNIVERSITY

- 2.1 The University has the power in terms of its Statute to confer, in any programme, the degrees of bachelor, master and doctor, as well as to grant a diploma, certificate or other qualification to any person who has satisfied such requirements as may be prescribed.
- 2.2 No qualification, other than an honorary degree, may be conferred by the University upon any person who has not attended the University as a student for such period, and satisfied such other requirements, as may be prescribed.
- 2.3 The University has the power in terms of its Statute to withdraw the conferment of any qualification.
- 2.4 The University provides higher education at or above level 5 of the National Qualification Framework as contemplated in the National Qualifications Framework Act, 2008 (Act No 67 of 2008).
- 2.5 The University has the power in terms of its Statute and the Higher Education Act 101 of 1997 to determine the admission policy, the entrance requirements in respect of its curricula, the number of students who may be admitted for a particular curriculum or module and the manner of their selection and the minimum requirements for the re-admission to a curriculum leading to a qualification in a to a student who fails to satisfy such minimum requirements for readmission.
- 2.6 The University reserves the right not to offer a particular module or qualification notwithstanding that such module or qualification appears in the rules of a programme.

G.3 APPLICATION OF RULES

- 3.1 These rules apply to all students who registered for the first time in 2014 and thereafter.
- 3.2 Where a right of appeal or review exists, any student who is the subject of an adverse decision must be informed by the member of the academic or administrative staff who conveys the decision of that right and of the procedure to be followed.

G.4 ADMISSION

- 4.1 Application for admission
A person who wishes to be admitted as a student of the University must apply in hard copy or electronic format/ online on the University's application form submitting evidence of her/his academic and general qualifications.
- 4.2 Medical fitness
In respect of certain modules or qualifications, an applicant may be required to demonstrate mental and/or physical fitness and may not be admitted to such module or qualification if s/he does not so demonstrate to the satisfaction of Senate.
- 4.3 Discretion of Senate to admit students
Notwithstanding anything contained in the Rules regarding the minimum requirements for admission, Senate may on good cause admit or refuse to admit any student to any year of study.
- 4.4 Proficiency in English
 - 4.4.1. All applicants for admission to any curriculum leading to a qualification must have passed English as a first or second language (higher grade) at matriculation or passed English home language or first additional language in the NSC or NC(V) or at a level considered equivalent by Senate or deemed to be equivalent by legislation.

- 4.4.2. Notwithstanding G.4 (4.1), Senate may recognise any English Language proficiency test, for example, the International English Language Testing System (IELTS) with a minimum test score of seven for admission. In exceptional cases, the Test of English as a Foreign Language (TOEFL) may be recognised by the University with a minimum test score of 600 for admission.
- 4.5. Programme or qualification-specific requirements
In addition to satisfying the minimum admission requirements of the University, an applicant must satisfy any additional requirements of the programme to which s/he seeks admission.
- 4.6. Certificate of good conduct
A student who was registered at any other university, must upon application for admission to this University, submit a certificate of good conduct and an academic transcript issued by that university or those universities, which satisfies Senate that s/he is a person of good standing.
- 4.7. Credits Exemptions
- 4.7.1. Credits
The Senate may grant a student credit in a module or modules once only if s/he has completed:
- a) an equivalent module offered under a different curriculum, for the same qualification in the University;
 - b) the same or equivalent module offered for another qualification in the University provided that the required attendance period at the University has been satisfied in terms of G.6 (6.1); or
 - c) an equivalent module offered in another university or institution recognised for this purpose by Senate, provided that provision of G.4(4.8) is observed. Such credits are acknowledged as part fulfilment of the requirements for a qualification.

4.7.2. Exemptions

On admission, Senate may grant a student exemption from a module or part of a module offered by the University where it has deemed a student to have a sufficient understanding of the subject matter to warrant the student not having to complete the module or part of the module. An exemption is not a credit but allows the student to proceed to the subsequent year of study in a particular module. The full number of credits required for qualification is not affected by the granting of an exemption.

4.8. Credits for previous study

4.8.1. An applicant may be admitted to any curriculum leading to a qualification and this University may accept, as far as practicable, certificates of proficiency (credits) issued by another university or institution and periods of study as a matriculated student at another university or institution, provided that:

- a) the periods of attendance at this and any other institution are together not less than the completed period prescribed by this University for that qualification;
- b) s/he has at this University –
 - i. in the case of a first qualification for which the period of attendance is three or four academic years, attended for at least two academic years and has attended and completed at least half of the total number of credits prescribed for the qualification; or
 - ii. in the case of a first qualification for which the period of attendance is more than four years, attended for at least half the required period of attendance and completed at least half of the total number of credits prescribed for the qualification; or
 - iii. in the case of any other degree of bachelor offered after a first degree attended for at least two academic years; or
 - iv. in the case of any postgraduate degree, attended and completed at least half of the total number of credits prescribed for the degree.

- 4.8.2. A student may be granted entry to a qualification if s/he has completed a diploma with a minimum duration of three years at this University or another institution recognised by Senate for this purpose. To allow for such entry into another qualification, Umalusi must have granted complete or conditional exemption from the matriculation examination or must have formally recognised the capacity of the NSC or NC(V) student to enter a university. Such exemption or formal recognition by Umalusi must have been backdated to the commencement of the year in which credit for such diploma was first earned. Credits towards such a diploma may be accepted as part of the requirements for a qualification offered by the University provided that the student complies with G4.8.1 (a) and (b) i – iii above.
- 4.9. Admission to an undergraduate diploma, certificate or other qualification
Senate may, by resolution, determine the standard for admission to a programme leading to an undergraduate diploma, certificate or other undergraduate qualification other than a degree. Different standards may be set for different qualifications.
- 4.10. Admission to the degree of bachelor
- 4.10.1. National Senior Certificate/National Certificate (Vocational)/
Matriculation
- The minimum requirement for admission to a programme leading to the degree of bachelor is:
A National Senior Certificate (NSC) with the formal recognition by Umalusi in terms of any law, of the capacity of a student to enter a university for the degree of bachelor.
OR
A National Certificate (Vocational) – NC(V) with the formal recognition by Umalusi from 2009 in terms of any law, of the capacity of a vocational student to enter a university for the degree of bachelor.

OR

Matriculation in the form of a university entrance examination or a matriculation endorsement from Umalusi or the granting of complete or conditional matriculation exemption by the Matriculation Board of Universities South Africa.

The date of validity of the NSC, NC(V), matriculation certificate, matriculation endorsement, or certificate of exemption from the matriculation examination, must precede 2 April of the academic year for which admission is sought, notwithstanding that the certificate may be issued at a later date.

- 4.10.2. Certificate of conditional exemption on the recommendation of Senate An applicant must be issued a certificate of conditional exemption by the Matriculation Board of Universities South Africa if that applicant, in the opinion of Senate has demonstrated, in a selection process approved by Senate, that s/he is suitable for admission to the University. Where Senate certifies that the holder of a certificate of conditional exemption issued in terms of this paragraph has completed the normal requirements of the curriculum for the first year of study of any qualification, the Matriculation Board of Universities South Africa must issue a certificate of complete exemption to her/him, dated from the first day in January of the year in which the first degree credit was obtained. An applicant may be registered for a programme under this rule only if places are available for that programme.

In the case of an applicant who has not qualified with an NSC or NC(V) for entry to a university, rule G.4 (4.3) will apply.

4.10.3. Certificate of ordinary conditional exemption

An applicant who has been issued a conditional exemption from the matriculation examination and who has one outstanding requirement for complete exemption may be admitted to a programme leading to the degree of bachelor provided that s/ he fulfils that outstanding requirement in the first year of study as prescribed by the Matriculation Board of Universities South Africa.

In the case of an applicant who has not qualified with an NSC

Or

NC(V) for entry to a university, rule G.4 (4.3) will apply.

4.10.4. Mature age conditional exemption

An applicant who has been issued a mature age conditional exemption from the matriculation examination by virtue of being over the age of 23 years or 45 years, as the case may be, may be admitted to a programme leading to the degree of bachelor on condition s/he fulfils the requirements of the undergraduate qualification within the period stipulated by the programme concerned. Such fulfilment entitles the applicant to complete exemption from the matriculation examination. In the case of an applicant who has not qualified with an NSC or NC(V) for entry to a university, rule G.4(4.3) will apply.

4.10.5. Holder of a three-year diploma

An applicant who has passed school Grade 12, but who did not obtain a matriculation exemption, an NSC or an NC(V) to enter a university, and who has completed a three-year diploma from a university, university of technology, teachers' training college, nursing college or a franchised or associated technical or community college recognised by Senate for this purpose, may be admitted to a programme leading to the degree of bachelor on condition that s/he fulfils the requirements of the undergraduate qualification within the period stipulated by the programme concerned. Such fulfilment entitles the applicant to complete exemption from matriculation, the NSC or the NC(V).

G.5 REGISTRATION

5.1. Registration and renewal of registration

Except with the permission of Senate, no person may attend any module or proceed as a candidate for any qualification unless s/ he is registered as a student of the University at the material time. Registration is renewable annually or on such shorter period as Senate may determine.

Normally, an annual period of registration is from the date of registration in a particular year until the last day of registration in the first quarter of the subsequent year in the relevant programme.

5.2. Concurrent registration at other institutions or faculties or for other qualifications

A person who is registered as a student for any qualification may not be registered as a student for any other qualification or in any other programme of the University or at any other tertiary education institution, except with the approval of Senate normally given in advance. Such approval will only be granted in circumstances considered exceptional by Senate.

- 5.3. Registration as a student prior to registration for a qualification
Senate may permit or require a person, before being registered for a qualification, to register as an occasional student and attend modules for such period and pass assessments at the prescribed standard in such modules as Senate may determine in her/his case.
- 5.4. Late registration
Late registration, for which a fee may be charged, may be permitted by Senate only in exceptional circumstances.
- 5.5. Cancellation of registration due to ill health
 - 5.5.1. Late registration, for which a fee may be charged, may be permitted by Senate only in exceptional circumstances.
 - 5.5.2. The Vice-Chancellor and Principal may suspend the registration of any student if s/he is satisfied that this step is warranted because of the student's physical or mental ill health.
 - 5.5.3. Senate may cancel the registration of any student because of her/his physical or mental ill health if it is satisfied after giving the student a proper opportunity to make representations (as defined in the Administration of Justice Act), that this step is warranted.
- 5.6. Cancellation of registration as a result of unsatisfactory performance/ progress
Senate may cancel the registration of an undergraduate student in one or more, but not all of the modules for which that student is registered in that year, if in the opinion of Senate the student's progress is unsatisfactory or if the academic achievement of the student is such that s/he will not at the end of the year obtain credit in such module or modules. For this rule to be invoked, the Head of the School must ensure the criteria have been published in advance by which progress and/or academic achievement will be judged as the case may be. An appeal against such cancellation may be made in the first instance to the relevant Head of the School

5.7. Change of registration

In exceptional circumstances, where a first-year student is adjudged by Senate to be making inadequate progress and the criteria by which such judgment is made have been published in terms of G.5 (5.6), the student may be permitted or required to alter her/his registration to a special curriculum for the same qualification, where such special curriculum is offered at the University.

5.8. Cancellation of registration by student

5.8.1. Date of cancellation of registration for a qualification

Unless in exceptional circumstances Senate otherwise determines, a student who cancels her/his registration for a qualification less than one month prior to the commencement of the final examination session in which the assessment for that qualification are held, will be deemed to have failed in all the modules for which s/he was registered in that year, except for those modules which s/he has already completed.

5.8.2 Date of cancellation of registration in a particular module

Unless Senate otherwise determines, a student may not cancel her/his registration for a particular module less than one month prior to the commencement date of the final examination session in which the assessment for that module is held.

5.9. Refusal of permission to register

A student who fails to complete a module may be refused permission by Senate to register again for that module if admission to the module is limited or if s/he has registered more than once for that module.

G.6 ATTENDANCE

6.1. Statutory minimum attendance

The minimum period of attendance-

- a) Higher Certificate programs one academic year
- b) Diploma programs one academic year
- c) B.Ed Degree four academic years
- d) B.Sc Data Science degree three academic years
- e) B.A Degree three academic years
- f) B.Com degree three academic years

6.2. Failure to attend

Any student registered for any module who fails to fulfil the attendance requirements prescribed by the programme for that module may be refused permission by Senate to present herself/himself for assessment in that module.

6.3. Outside work, visits, tours, fieldwork, vacation employment, non- examined courses

The requirements for any qualification or module may include such work or attendance whether within or outside the University and during term and/or vacation periods as Senate may prescribe. A student is required to perform satisfactorily all duties required of her/him in this connection. Failure to comply with these requirements may result in the student being refused permission by Senate to present herself/himself for examination, to register for the subsequent year of study or any particular year of study thereafter or ineligibility for the conferment of the qualification

6.4. Exemption from attendance

In exceptional circumstances where it is deemed appropriate, Senate may excuse a student from attending all or part of a module.

6.5. Attendance requirement for students for qualification

Any student for whom attendance is not otherwise prescribed by the rules, is required to attend at the University for such period and in such manner as may be determined by Senate. Senate may waive this requirement in exceptional circumstances or in respect of members of the Convocation.

6.6. Limitation on the activity of a student for reasons of ill health

6.6.1. Where s/he considers it necessary in the interest of any student or in the interests of the University, the Vice-Chancellor and Principal is entitled to investigate the physical or mental health of any student and to that end may require the student to obtain a medical report from or to submit to examination by a suitably qualified medical practitioner or psychologist acceptable to the Vice-Chancellor and Principal. The University is responsible for any costs incurred in the course of such investigation.

6.6.2. Whenever the Vice-Chancellor and Principal has reasonable grounds to believe that a student is or may become a danger to herself/himself or to any other person, or may cause damage to any premises occupied or under the control of the University, or may disrupt any of the activities or functions of the University, s/he may place limitations on the presence or activities of that student on University premises and the student is required to observe these limitations. Without prejudice to her/his general powers under this rule, the Vice-Chancellor and Principal may prohibit the student from-

- A) entering the precincts of, or any specified part of the University including a University residence; and/or
- B) attending any lecture or any specified lectures, laboratory, or other classes or activity whether academic or otherwise

Any action taken under this rule must be reported to the next meeting of Council or the Executive Committee of the Council.

- 6.6.3. Unless in the opinion of the Vice-Chancellor and Principal the urgency of the case or the condition of the student concerned makes it inappropriate or impractical to do so, the Vice-Chancellor and Principal or any other officer of the University designated by the Vice-Chancellor and Principal must interview the student concerned before any action is taken under G.6 (6.2) above and afford her/him a reasonable opportunity to be heard.
- 6.6.4. Any limitation imposed on a student under G.6 (6.2) above remains in force until the Vice-Chancellor and Principal is satisfied that it is no longer necessary. However, the student concerned is entitled at any time to make representations to the Vice-Chancellor and Principal or to apply to the Council to review any limitations imposed under G.6 (6.2) above.
- 6.6.5. The Council may, at any time, investigate the matter and having considered any representations that may have been made by the Vice-Chancellor and Principal or the student concerned, may confirm, alter or set aside any limitation imposed under G.6 (6.2) above.

G.7 CURRICULA

7.1. Senate approval of curriculum

A person may not be registered for a curriculum leading to a qualification in any year of study until her/his curriculum for that year has been approved by Senate. An approved curriculum may only be amended with the consent of Senate.

7.2. Condonation of breach of rules

Senate may, with retrospective effect, condone any breach of the programme rules governing a curriculum if it is satisfied that the student concerned was not at fault and would suffer undue hardship if the breach were not condoned.

7.3. Restriction on choice of module

In terms of G.2 (2.6) wherever the rules for a qualification provide for the selection of modules by a student, such selection may be limited by the timetable of classes, a restriction on the number of students to be registered for a particular module or insufficient resources.

7.4. Change of rules during a student's registration

If the rules governing a qualification are changed, a student who registered under the old rules and who has obtained sufficient credits to enable her/him to proceed to the next year of study in terms of those rules, may proceed on the old curriculum unless s/he elects to proceed on the new curriculum. However where there are, in the opinion of Senate, compelling reasons for doing so, which may include failure in one or more modules, or where a student does not register for the next year of study in the ensuing academic year or where at her/ his request, a student is permitted by Senate to register in the ensuing year on a special curriculum, that student may be required by Senate to proceed on new rules or on interim rules or on a special curriculum laid down for her/him by Senate.

7.5. Credits

Subject to the rules pertaining to a particular qualification and any special restrictions on credits in the rules, a student obtains credit in any module that s/he successfully completes.

However, even if a student obtains such credit, s/he may be refused permission to renew her/his registration if s/he fails to comply with the minimum requirements of study prescribed.

7.6. Minimum requirements of study

A student who does not meet the minimum requirements of study may be refused permission by Senate to renew her/his registration. Such refusal of permission to renew registration applies to the student's current programme of study and is applicable for one academic year only.

An appeal against such refusal may be made to the University Registrar, who will refer the appeal to a Re-admissions Committee for final decision. If a student is permitted to renew her/his registration by a Re-admissions Committee, s/he may be required to satisfy further conditions as Senate may determine in her/his case. The minimum requirements of study are normally stated in the rules for each qualification or programme, but at minimum, require that a student passes at level 50% of the module credits for which s/he is registered for in a year of study.

7.7. Withdrawal of or refusal to grant credits and/or exemptions

Senate may withdraw or refuse to grant credits and/or exemptions if, in the opinion of Senate, the time which has elapsed between obtaining the credit or exemption and completion of the other requirements for the award of a qualification is excessive or is excessive in view of the nature of the subject.

G.8 RESULTS

8.1. Publication of results

The final mark obtained by a student in a module may be published either by way of a percentage mark or as a result decision except where Senate has, in the case of some supplementary assessments, ruled otherwise.

8.2. Non-publication of results

The final marks obtained by a student will not be published and a qualification will not be conferred on a student unless and until –

- a) s/he has paid all outstanding fees, levies, disbursements, fines and any other monies lawfully owing to the University.
- b) any disciplinary proceedings, pending or incomplete, have been completed; and
- c) there has been compliance with any order made against the student as a consequence of any disciplinary proceedings.

G.9 ACADEMIC PROGRESSION

9.1. Completion of modules prescribed for previous year of study

Except as provided in the rules for any qualification or by permission of Senate, a student may not be admitted to a year of study until s/he has completed the modules prescribed for any preceding year of study and satisfied such further requirements, if any, as are prescribed by the rules.

9.2. Standard required to proceed

A student may not include in her/his curriculum any module at a subsequent level unless s/he has attained in that module at the preceding level such standard as is considered by Senate to warrant her/his admission to the module at the subsequent level and has satisfied the prerequisites for that module as determined by Senate from time to time

9.3. Re-attendance requirement for students who cannot proceed to the next year of Study

A student who is not permitted by Senate to proceed to the subsequent year of study, or to include in her/his curriculum for the following academic year a further module in a subject in which s/he has obtained credit, may be required by Senate to re-attend and perform to the satisfaction of Senate the work of the class prescribed for such a repeated module, failing which s/he may be refused permission to register for the subsequent year of study or any particular year of study thereafter.

9.4. Repeating modules of study

If a student fails the examination in a particular module, the module must, barring possible exceptions provided for in these Rules and School Rules, be repeated in its entirety. A module can at most be repeated once (an examination and supplementary examination count as one opportunity), after which the student will be considered to have failed to meet the minimum requirements of study (refer to Section 7.6).

9.5. Extension of period of study

A student who does not expect to complete the curriculum for a qualification programme within the prescribed number of years may, before the end of the penultimate academic year, apply to the Head of the School concerned for an extension of the study period.

The Head of the School concerned may extend the student's study period in accordance with the provisions of the applicable School rules to enable the student to complete the qualification.

9.6. Termination of studies

Where a student -

- has already received two warnings from the University Registrar and fails for the third time in the same academic year to show satisfactory academic performance, or
- did not obtain permission to exceed the maximum duration of the study period,

the University Registrar may, on the advice of the Head of the School concerned, terminate the student's studies, and must report such termination to Senate.

A student whose studies have been terminated, may not be admitted to the same study programme in the subsequent academic year.

A student whose studies have been terminated, may apply in the normal manner to be admitted to another study programme, but must in the course of the application mention the termination.

In the event of an application for re-admission to the same study programme in later years, the Head of the School concerned has the discretionary authority to set reasonable conditions for such re- admission and must report such conditions to the University Registrar.

9.7. RULES FOR ACADEMIC EXCLUSION

PREAMBLE

Senate is the custodian of all academic matters needed to regularise rules for academic exclusion and re-admission. SPU seeks to establish the guiding principles and rules in a manner that acknowledges individual student learning difficulties but also appropriately responds to poor academic performance by students. The implementation of academic exclusions and re-admission should be seen as being an enabling and a developmental process, both for the student and for our University.

CRITERIA AND CONDITIONS FOR ACADEMIC EXCLUSION

A student will be academically excluded from study at SPU if her/his academic performance and registration conditions at the end of a particular academic year of study, fall in one of the following categories:

CATEGORY 1

- a) The student has failed at least 50%, AND less than 70% of the credits for which she/he is registered OR has failed at least one repeat module. Such a student is excluded from the current programme of study for one (1) year and must submit a written motivation to return to the programme of study after the period of exclusion.
- b) Students in Category 1 may apply to enter a different programme of study at SPU and this must be accompanied by a statement of motivation. Admission is subject to the approval of the Head of School of the intended programme of study.



CATEGORY 2

- c) The student was registered in the first year of study and was not registered at SPU or any other higher education institution prior to her/his current registration at SPU and has failed 70% or more of the credits for which she/he is registered. Such a student is excluded for one (1) year from the University and must submit a written motivation to return to any programme of study at Sol Plaatje University after the period of exclusion.
- d) Re-admission to SPU for any programme of study is subject to the approval of the Head of School of the intended programme of

CATEGORY 3

- e) The Student has been registered at SPU or any other higher education institution for more than one (1) academic year, and has failed 70% or more of the credits for which she/he is registered. Such a student is excluded from the University for two
- f) (2) years and must submit a written motivation in order to be considered for re-admission after the period of exclusion

CATEGORY 4

- g) The academic performance of the student meets the academic exclusion requirements of Category 1 or Category 3 above, AND the students has been academically excluded before. – either from SPU or any other Higher Education institution. Such a student is excluded from Sol Plaatje University for three (3) years. This exclusion condition applies even if the student had successfully appealed against the earlier academic exclusion.
- h) Re-admission to SPU at the end of the exclusion period is subject to the submission of a written motivation and is subject to the approval of the Head of School of the intended programme of study.

G.10 CONFERMENT OF QUALIFICATION

10.1. Congregation

Qualifications must be conferred by the University at a meeting of the
Congregation of the University convened for this purpose

Endorsement of certificate

Where a qualification is conferred or granted in a specific field, option or branch, Senate may determine that the certificate attesting to such conferment or granting will bear a statement specifying that field, option or branch. Senate may determine that where a person who has been granted such a certificate has satisfied the requirements for another field, option or branch, the original certificate be endorsed to reflect this fact.

10.2. Non-conferment of qualification

A student who otherwise qualifies for the conferment of a qualification
may be deemed not to have done so unless and until –

- a) the student has paid all outstanding fees, levies, disbursements, fines and any other moneys lawfully owing to the University;
- b) any disciplinary proceedings, pending or incomplete, have been completed;
- c) any order made against the student as a consequence of any disciplinary proceedings has been complied with; and
- d) in the case of the conversion from one higher qualification to another, s/he has surrendered the certificate in respect of the former higher qualification. Where such surrender is impossible, Senate may permit the conferment of the qualification.

10.3. Permission to complete qualification by obtaining credits elsewhere.

Senate may, if it considers fit, permit a student who has only one or two, or, in a case considered by it to be exceptional, three modules or such number of modules as does not exceed 30 percent (30%) of the total number of prescribed modules outstanding for a qualification and who satisfies Senate that, by reason of a change of residence, or for some other good and sufficient cause, s/he is unable to continue attending at the University, to complete such module or modules at another university or at an institution recognised for this purpose by Senate within or outside the Republic of South Africa.

10.4. Qualification with Distinction

A qualification is awarded with distinction if a student meets the following requirements:

10.4.1 Obtained a weighted average of at least 75% (not rounded to the next integer), based on the minimum number of modules prescribed for the qualification in question;

AND

10.4.2 completed the qualification in the minimum period;

AND

10.4.3 did not fail any module during this period

G.11 INTELLECTUAL PROPERTY

- 11.1. The University retains ownership right to intellectual property in any thesis, dissertation, Research Report or any other work and has the right to make a reproduction of it or parts of it in any medium for a person or institution requiring it for study or research, provided that not more than one copy is supplied to that person or institution.
- 11.2. The University may share its ownership of such intellectual property subject to the conditions and arrangements described in the University's Policy on Intellectual Property.
- 11.3. Where research includes sensitive information or a patentable invention, the University may keep the research confidential for a maximum of two years after completion of the research project.
- 11.4. Where confidentiality has been agreed in advance, the University must keep the research confidential for the period agreed, with the student or researcher.
- 11.5. Subject to 11.2 and 11.3 the University may distribute abstracts or summaries of any thesis, dissertation, Research Report or any other work for publication in indexing and bibliographic periodicals considered by the University to be appropriate

G.12 PLAGIARISM AND/OR ACADEMIC WRITING MISCONDUCT

Dishonest academic conduct, including plagiarism, constitutes serious misconduct, whether it occurs orally, by conduct or in writing, during examinations or in the context of other forms of assessment such as assignments, theses, as well as in reports and publications.

Therefore it is the policy of the Sol Plaatje University that no form of academic dishonesty, including plagiarism, shall be tolerated, and if any of such conduct is reported or detected, the perpetrator upon being found guilty, shall be punishable in terms of the University's disciplinary policies, rules and procedures. The University has the responsibility to inculcate integrity and academic honesty in all students and staff.

Please refer to the policy on Plagiarism, available on the SPU website and/or the enquiries desk for more information.

EXAMINATION RULES

1. GENERAL

An examination may be written, practical, electronic, oral, in project or assignment form or be any other piece of work or any combination thereof as may be specified by Senate, provided that a student's overall assessment does not consist of an oral examination alone, except if expressly determined as appropriate by Senate. Such determination may not be delegated. In each case, the programme must make clear the extent and nature of the work to be assessed and the criteria to be used.

2. SCHEDULING

Students should be given reasonable notification of all assessments, particularly with regard to timetabling and venues.

3. EXAMINERS AND MODERATORS

- At least one examiner for each course must be a member of the academic staff of the University who has taught the students in the course under assessment, unless it is impracticable in any instance because of the death, dismissal, resignation, absence, illness or other incapacity of the member of staff concerned, or for some reason deemed by Senate to be sufficient.
- At least 50% of the credit value of assessments of exit modules that contribute to the final marks for every course will be internally and externally moderated. At least 10% of the student responses of the assessment activities should be externally moderated.
- An internal moderator is a member of the academic staff who may be from the same Programme. Unless otherwise impracticable or with the approval of the Head of the School, an internal moderator should not be appointed to examine the same course for more than three consecutive years.

- An external moderator is appointed from outside the University, preferably from another university, or in the case of professional disciplines, from among experienced members of the professions. In exceptional cases where these options are impracticable, a member of the academic staff may, with the permission of the Head of the School, be appointed as an external moderator but only if s/ he has not been involved at all in teaching the course during the relevant academic year.

Unless otherwise impracticable or with the approval of the Head of the School, an external moderator should not be appointed to examine the same course for more than three consecutive years. There should be no reciprocity between external moderators from this and other institutions save in circumstances which Senate deems exceptional

4. REQUIREMENTS FOR ADMISSION TO EXAMINATION

A student may be disqualified from presenting her-/himself for any assessment if s/he has not satisfied such requirements, including satisfactory participation in the work of the class, as may be prescribed by Senate.

A semester/year mark of at least 40% is normally required for admission to the examination, unless permission is obtained from the University Registrar, at the request of the Head of the School, for this requirement to be waived.

5. PASS REQUIREMENTS

Subject to the requirements regarding an examination sub-minimum as provided for in School rules, a student passes the examination if a final mark of at least 50% is attained with a sub-minimum for the examination of 40%, except where a higher sub-minimum is provided for in School Rules.

6. MODULE WITH DISTINCTION

In order to pass a module with distinction, a student must obtain a final mark of at least 75 percent (75%) and must have participated in all the compulsory scheduled assessment opportunities.

7. QUALIFICATION WITH DISTINCTION

- a) A qualification is awarded with distinction if a student meets the following requirements:
- obtained a weighted average of at least 75 percent (not rounded to the next integer), based on the minimum number of modules prescribed for the qualification in question; and
 - completed the qualification in the minimum period; and
 - did not fail any module.
- b) With the approval of the Head of the School, and in consultation with the University Registrar, the restriction regarding the minimum period can be revoked on the basis of written justification of the circumstances, provided that such approval be obtained before the qualification is awarded at a graduation and/or diploma ceremony.

8. EXAMINATION OPPORTUNITIES

The University schedules two examination opportunities per year. It is compulsory for students who qualify to participate in the Mid-year examination and/or the Year-end examination as prescribed by the programme, except where it is a continuous examination. Senate has the discretion to amend the modalities of assessment depending on the prevailing circumstances

Supplementary examination

A student who has failed a course may be permitted by Senate¹ to present herself/himself for a supplementary examination where such an examination is permitted by the rules of the programme which teaches and examines the module, unless otherwise agreed by the School concerned. Supplementary examination may only be deferred in circumstances considered by Senate to be exceptional.

Modules that do not have an examination opportunity (e.g. continuous assessment), will not qualify for a supplementary opportunity.

Students qualify for a supplementary examination when:

a) a final mark of 40 – 49% is obtained with an examination mark of 40% or more;

OR

b) a final mark of 50% or more is obtained and an examination mark less than 40%. In this instance, a supplementary examination may be granted on an ad hoc basis by the Head of School in consultation with the University Registrar.

The Head of the School, with suitable motivation to and approval from the University Registrar, may use her/his discretion to allow a student to qualify for a supplementary examination if she/he deems that there are exceptional circumstances to allow such a concession. The Head of the School may require the student to submit such evidence to support her/his case.

Students are allowed to write a maximum of two supplementary examinations per semester irrespective of the credit values of the modules failed.

Deferred examinations

If the Head of the School is satisfied that there is sufficient reason, s/he may permit a student to defer her/his examination. The Head of the School may require the student to submit such evidence to support her/his case

A Head of the School who permits a student to present her-/himself for a deferred examination, may require her/him to do so at such time and subject to such conditions as s/he considers fit and, in particular, may require the student to defer or to repeat (as the case may be) some or all her/his examinations in the year in respect of which her/his application is lodged.

A student who does not present her-/himself for a deferred examination is not entitled or permitted to have the examination further deferred unless there are, in the opinion of Senate, exceptional grounds for permitting her/him to do so. Unless, in the opinion of Senate, exceptional circumstances exist, a deferred examination:

- a) in the first semester, must be completed not later than the first week of the third teaching block;
- b) in the second semester, must be completed no later than the first week after the supplementary examination of that year.

9. ABSENCE FROM EXAMINATION

Unless Senate is satisfied that there was good and sufficient reason, a student who is absent from an examination, in a course for which, in accordance with the relevant curriculum, s/he is required, permitted or entitled to present her-/himself, fails that module.

10. EXAMINATION IRREGULARITIES AND STUDENT CONDUCT DURING ASSESSMENT

Student conduct relating to assessments

No student may sit for an examination without producing her/his student card or a letter of admission therefore, upon request by an invigilator.

A student sitting for an examination shall be guilty of an irregularity if:

- she/he has in her/his possession any unauthorised written or printed document or memorandum, notes, sketch, map, diagram, mobile/cellular phones, any inadmissible equipment or article after the examination paper has been distributed;
- she/he helps or tries to help, or tries to obtain help from another examination candidate; he/she, communicates or tries to communicate with any person other than an invigilator, after the examination has begun

- she/he causes a disturbance in the examination venue, or acts in an improper or unseemly manner and refuses after a warning has been issued by the invigilator to cease such disturbance, improper or unseemly conduct, or destroys what would have been evidence of such improper or unseemly conduct;
- she/he leaves the examination venue without prior permission from the invigilator.

A student sitting for an examination shall comply with the following:

- Any appropriate instruction by the invigilator of such examination;
- All instructions printed on the assessment sheet or on the cover of the answer book for that examination;
- In any examination a student shall refrain from dishonest conduct.
- A student shall acquaint himself/herself with the relevant rules regarding assessment of the programme in which she/he is registered.

Alleged misconduct during examinations

When convinced that a candidate has committed an irregularity, an examination supervisor/invigilator shall:

- confiscate the candidate's answer book or examination material and all incriminating documents and equipment, and shall enter the time and his/her own signature on the answer book;
- issue the candidate with a new answer book or examination material written on the outside "new examination material/answer book issued to....." and enter the time and signature of the examination supervisor/invigilator
- request the candidate to make a written declaration (after the examination) on the SPU Assessment Irregularities Form stating what transpired. Such candidate should be advised that the written declaration should be made freely and voluntarily and will be used in the disciplinary hearing

- if the candidate refuses to continue with the examination, the invigilator must instruct her/him to leave the venue;
- after the examination the supervisor/invigilator shall hand the candidate's original answer book and any incriminating material, as well as the answer book issued to the student after the irregularity was discovered, written statements of the candidate and the invigilator to the University Registrar;
- The University Registrar will start the process of instituting disciplinary proceedings against the candidate;

Appeals and disputes

Should a dispute arise with regard to assessment, the aggrieved party or parties may submit their concerns in writing to the University Registrar. The University Registrar may then at her/his discretion initiate such proceedings as s/he may deem necessary to resolve the dispute.

The University Registrar's verdict of the appeal/dispute will be final.

Access to marked examination work

School rules must provide for procedures for and the management of the manner in which students may be given access to their marked examination work.

A student needs to submit a written request on a student request form to the University Registrar within two days of the publishing of the exam marks. The request needs to clearly state why the student is questioning the examination result.

The University Registrar will inform the student regarding the details of the viewing of the answer script. The answer script will be viewed in the presence of the lecturer and the Head of the School.



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