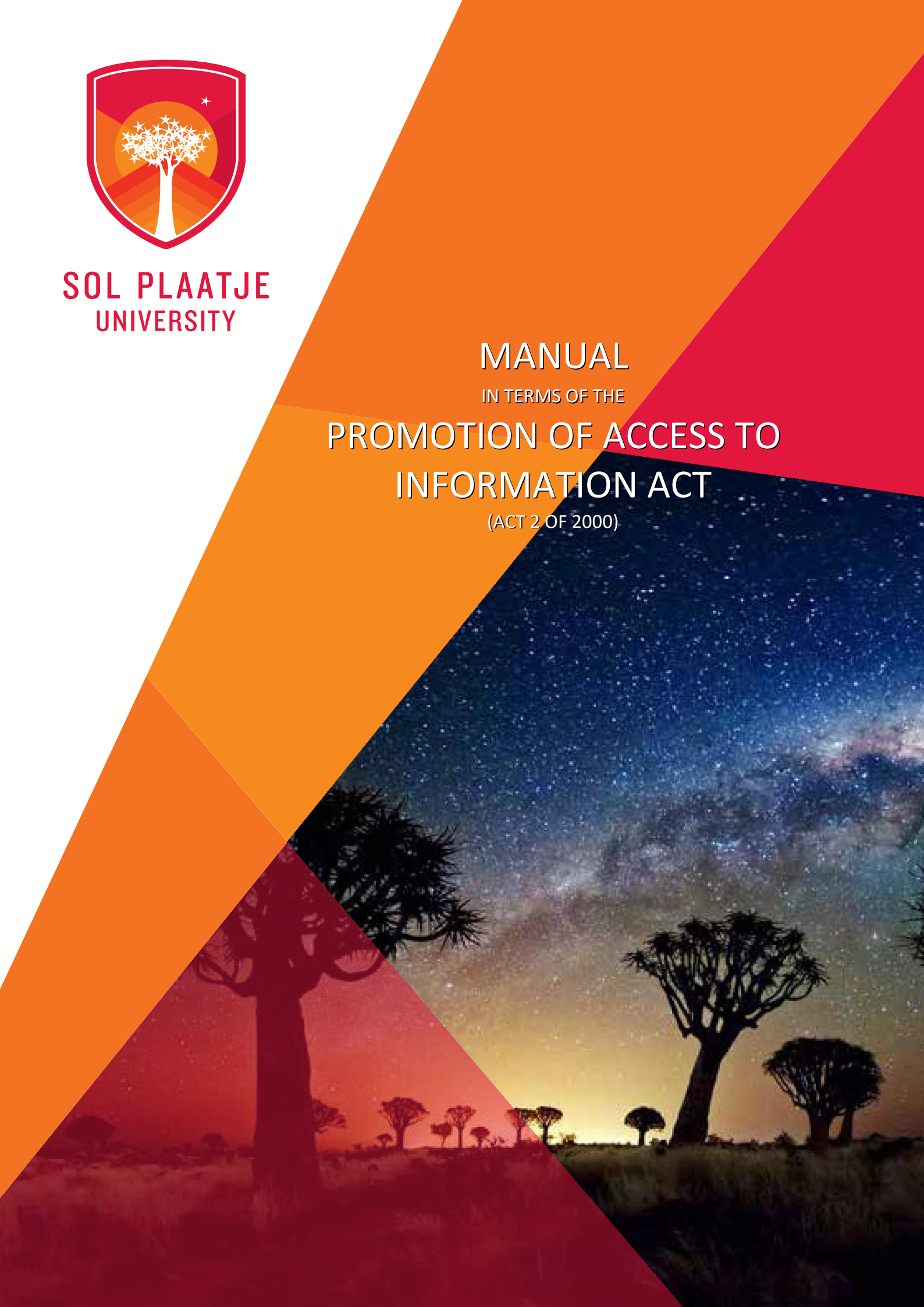




**SOL PLAATJE
UNIVERSITY**

MANUAL
IN TERMS OF THE
**PROMOTION OF ACCESS TO
INFORMATION ACT**
(ACT 2 OF 2000)



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1. INTRODUCTION

- 1.1 This manual is published in terms of Section 14 of the Promotion of Access to Information Act, 2 of 2000 (hereinafter referred to as 'the Act') in order to give effect to the provisions of Section 32 of the Constitution by providing requesters of access to records, with an appropriate process to be followed.
- 1.2 This manual serves to inform members of the public of the categories of information held by SPU, and which may, subject to the grounds of refusal listed in the Act, be disclosed after evaluation of an application for access being made in terms of the Act.
- 1.3 This manual is available in English only, and can be accessed on the website of SPU (<http://www.spu.ac.za>).

2. STRUCTURE AND FUNCTIONS

SPU is a juristic person with separate legal personality in terms of the Higher Education Act, 101 of 1997, with its primary functions being the provision of teaching and learning, as well as research. A summary of the various qualifications and other services offered by SPU is available on the website mentioned in 1.3 above.

3. CONTACT DETAILS

- 3.1 The Vice-Chancellor and Principal of SPU is the statutory Information Officer of SPU. His contact details are listed below:

Name	Professor Andrew Crouch
Street address	Luka Jantjie House, Chapel Street, Kimberley, 8301
Postal address	Private Bag X5008, Kimberley, 8300
Telephone number	(053) 491 0120
Email	vc@spu.ac.za

- 3.2 The Registrar of SPU is the Deputy Information Officer nominated by SPU. His contact details are listed below.

Name	Mr Rathnum Naidoo
Street address	Luka Jantjie House, Chapel Street, Kimberley, 8301
Postal address	Private Bag X5008, Kimberley, 8300
Telephone number	(053) 491 0168
Email	rathnum.naidoo@spu.ac.za

4. *AVAILABILITY OF MANUAL*

A copy of this Manual is available -

- on request from the Registrar's Office, Luka Jantjie House, Chapel Street, Kimberley, South Africa.
- on our website: www.spu.ac.za
- from the South African Human Rights Commission ("SAHRC").

This Manual will be updated from time to time, as and when required.

5. *PROCESS OF REQUESTING ACCESS TO RECORDS HELD BY SOL PLAATJE UNIVERSITY*

5.1 Requests for access to records held by the University must be addressed to the Information Officer by completing Request Form A, which can be found:

- attached hereto as Annexure A;
- available on the website of SPU (www.spu.ac.za);
- available from the Registrar's Office, Luka Jantjie House, Chapel Street, Kimberley, 8300.
- available to be downloaded from the SAHRC website (www.sahrc.org.za).

5.2 When a record is requested, the following will apply:

- Request Form A must be completed.
- On the Request Form, all details must be completed, including the right that the requester wishes to protect by requesting the information.
- If the Requester is acting on behalf of someone else (e.g. an attorney acting on behalf of a client), the signature of the other person (i.e. the client) must appear on the form and the University will have the right to verify that the person on whose behalf the request is being made did indeed authorise such request.
- The Requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc) he/she wishes to access the information.
- If the record is part of another record, the Requester will only be granted access to that part of the record that pertains to the information s/he wants or is entitled to, and not the rest of the record.
- Fees may be payable. These fees are prescribed by law, and can change from time to time. The list of fees is detailed in Paragraph 10 below.

5.3 All requests will be evaluated against the provisions of the Act. The Act allows the Information Officer to refuse access on grounds stipulated in the Act.

5.4 SPU is obliged under the Act to respond to a request for access to information held by it within 30 days of receipt of the request.

6. *HRC GUIDE TO REQUEST FOR ACCESS TO RECORDS IN TERMS OF THE ACT*

The SAHRC has published a guide containing information that may reasonably be required by any person who wishes to exercise any right under the Act. This guide is available on the SAHRC website or at the following address:

Physical Address:

Braampark Forum 3,
33 Hoofd Street,
Braamfontein
JOHANNESBURG

Tel 011 877 3750

Fax 011 403 0668

E- mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

There are also provincial SAHRC offices in all nine provinces.

7. *VOLUNTARY DISCLOSURE*

The following information is available to the public and does not require an application for access under the Act:

- Any information contained in any publicly accessible websites operated by the University;
- Any information published by the University in any books, magazines, brochures or other material form that has been made available to the public by the University;

The information referred to above may include, without limitation, the following:

- the mission and objectives of the University and all its various arms;
- the statutes, rules, regulations and policies of the University;
- the organogram/structure of the University;
- programs and courses offered by the University;
- admission requirements, application forms, fees, and any other information necessary to facilitate public engagement with the University in the promotion of its objectives;
- some research and academic initiatives that the University is involved in;

The following personal information is available without recourse to the Act only if requested by the person that the information pertains to directly (i.e., the Requester is requesting access to his/her own personal information):

- academic records;
- records of merit awards or mentions.

8. *RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION*

The University holds records in terms of a range of legislation, including but not limited to the following:

- Companies Act 71 of 2008;
- Income Tax Act 58 of 1962;
- Value Added Tax Act 89 of 1991;
- Labour Relations Act 66 of 1995;
- Basic Conditions of Employment Act 75 of 1997;
- Employment Equity Act 55 of 1998;
- Skills Development Levies Act 9 of 1999;
- Unemployment Insurance Act 63 of 2001;
- Electronic Communications and Transactions Act 25 of 2002;
- Broad-based Black Economic Empowerment Act 53 of 2003;
- Medical Schemes Act 121 of 1998;

9. *RECORDS HELD BY SOL PLAATJE UNIVERSITY*

Below is a list of the categories of records held by the University:

Administrative and operational	Agendas and minutes of meetings Contracts with 3 rd parties Governance structures Correspondence Policies, rules and regulations Property deeds Statutory and other licences
Student records	Academic records Contact information Disciplinary information

	<p>Scholarship and bursary records</p> <p>Society and club information</p>
Academic and research activities	<p>Strategy statements</p> <p>Curricular, research, course and programme accreditations</p> <p>Committee applications and decisions</p> <p>Teaching materials</p> <p>Research data</p>
Human Resources	<p>Staff policies</p> <p>Employment contracts</p> <p>Employee contact details</p> <p>Service history</p> <p>Disciplinary and performance information</p> <p>Salary grades</p> <p>Job descriptions</p>
Intellectual Property	<p>Registered IP</p> <p>Commercialisation</p> <p>Publications</p>
Finances	<p>Full and complete financial and tax records</p> <p>Assets inventory</p> <p>Student funding</p> <p>Research funding</p> <p>Information relating to funders, donors and collaborators</p>
Technical records	<p>ICT Infrastructure</p> <p>Physical Infrastructure</p> <p>Construction blueprints</p>
Public Affairs	<p>Public product information</p> <p>Public corporate records</p> <p>Media releases</p>
Library Materials	<p>Books, articles, magazines and other printed academic matter</p> <p>Academic and audiovisual media</p> <p>Electronic academic databases and other electronic academic resources</p> <p>Loans records</p>

Please take note that:

- this list is not, nor does it purport to be, a complete list.
- the fact that a record type is listed in paragraph 9 above does not necessarily mean that the records therein will be disclosed. All access is subject to the evaluation processes which will be exercised in accordance with the requirements of the Act.

10. PRESCRIBED FEES

10.1 Payment of fees are regulated by the provisions contained in Section 22 of the Act.

10.2 A Requester is required to pay the prescribed request fee of R35 as a public body before a request will be processed.

10.3 If the request is granted, a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. If the preparation of the record requested requires more than the prescribed hours (being 6 (six) hours), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).

10.4 Records may be withheld until the fees have been paid in full.

10.5 The bank account details for all payments provided for in this paragraph 10 is indicated below:

Account name: Sol Plaatje University
Account type: Cheque account
Account nr: 62432518978
Bank: First National Bank
Branch code: 230102
Reference: PAIA fee + **'details of Requester'**

10.6 The following fees are payable:

TYPE OF FEE	PUBLIC BODY FEE
Request fee	R35
Postage	Actual postage cost
Photocopy of an A4-size page or part thereof	R0.60 per page
Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form <i>(information automatically available/ information available on request)</i>	R0.40 per page
Copy on a compact disc (CD)	R40.00 per CD
Transcription of visual images, for an A4-size page or part thereof	R22.00 per page
Copy of visual images	R60.00 per image

Transcription of an audio record, for an A4-size page or part thereof	R12.00 per page
Copy of an audio recording	R17.00
Fee should preparation of records take more than 6 (six) hours	R15.00 per hour

11. *DECISION ON REQUEST AND NOTICE THEREOF*

The Information Officer will, as soon as is reasonably possible, but in any event within 30 days, after the request for access to records is received, decide whether to grant the request and will notify the requester of the decision.

12. *EXTENSION OF PERIOD TO DEAL WITH REQUEST*

12.1 The Information Officer to whom a request for access has been made or transferred, may extend the period of 30 days once for a further period of not more than 30 days, if-

12.1.1 the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of SPU;

12.1.2 the request requires a search for records in, or collection thereof from, an office of SPU not situated in the same town or city as the office of the Information Officer that cannot reasonably be completed within the original period;

12.1.3 consultation among divisions of SPU or with another public body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original period;

12.1.4 more than one of the circumstances contemplated in paragraphs 12.1.1 – 12.1.3 exist in respect of the request making compliance with the original period not reasonably possible; or

12.1.5 the requester consents in writing to such extension.

12.2 If a period is extended in terms of 12.1 the Information Officer must, as soon as reasonably possible, but in any event within 30 days, after the request is received or transferred, notify the requester of that extension.

12.3 The notice in terms of 12.2 must state-

12.3.1 the period of the extension;

12.3.2 adequate reasons for the extension, including the provisions of the Act relied upon; and

- 12.3.3 that the requester may lodge an internal appeal or an application with a court, as the case may be, against the extension, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

13. DEEMED REFUSAL OF REQUEST

If an information officer fails to give the decision on a request for access to the requester concerned within the period contemplated in this manual, the Information Officer is regarded as having refused the request.

14. REMEDIES AVAILABLE

- 14.1 A requester may lodge an internal appeal against a decision of the Information Officer of SPU as provided for in terms of Section 74 of the Act.
- 14.2 A requester or third party referred to in Section 74 may only apply to a court for appropriate relief in terms of section 82 after that requester or third party has exhausted the internal appeal procedure against a decision of the Information Officer of SPU provided for in section 74 of the Act.

15. PARTICIPATION IN POLICY OR DECISION MAKING OF THE UNIVERSITY

- 15.1 Students, staff and other members of the University's governance structures may participate in the policy and decision making processes of the University in accordance with the Provisions of the Higher Education Act 101 of 1997, SPU's statute and other rules, regulations, and guidelines published by the University from time to time.
- 15.2 Other interested persons are not permitted to participate in policy and decision making processes, but may submit their proposals, comments and criticisms to the Information Officer.

ANNEXURE A



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REPUBLIC OF SOUTH AFRICA

FORM A
REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 6]

FOR DEPARTMENTAL USE

Reference number:

Request received by (state rank,
name and surname of information officer/deputy information officer) on (date)
at(place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

.....

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer

.....

.....

.....

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent, must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address:

Telephone number: (.....) Fax number: (.....)

E-mail address:

Capacity in which request is made, when made on behalf of another person:

.....
.....
.....
.....

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

.....
.....

2. Reference number, if available:

3. Any further particulars of record:

.....
.....
.....
.....
.....

E. Fees

- | |
|--|
| <p>(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be notified of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p> |
|--|

Reason for exemption from payment of fees:

.....
.....
.....
.....

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an **X**.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.		
In which language would you prefer the record?		

G. Notice of decision regarding request for access


You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day of year
.....

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE



**"EDUCATION IS THE MOST
POWERFUL WEAPON WHICH
YOU CAN USE TO CHANGE
THE WORLD."**

- NELSON MANDELA