



MUT

MANGOSUTHU
UNIVERSITY OF TECHNOLOGY

GENERAL
**RULES AND
REGULATIONS**

shape your own future

2025

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THE COMPLETE 2025 GENERAL HANDBOOK AND CALENDAR CONSISTS OF THE FOLLOWING FACULTIES AND DEPARTMENTS:

FACULTY OF ENGINEERING

Department of Chemical Engineering
Department of Civil Engineering and Survey
Department of Construction Management and Quantity Surveying
Department of Electrical Engineering
Department of Mechanical Engineering

FACULTY OF MANAGEMENT SCIENCES

Department of Accounting and Law
Department of Communication
Department of Human Resource Management
Department of Marketing
Department of Office Technology
Department of Public Administration and Economics

FACULTY OF NATURAL SCIENCES

Department of Agriculture
Department of Biomedical Sciences
Department of Chemistry
Department of Community Extension
Department of Environmental Health
Department of Information and Communication Technology
Department of Mathematical Sciences
Department of Nature Conservation

GENERAL HANDBOOKS

General Information and Regulations
The Registrar
Mangosuthu University of Technology
P O Box 12363
Jacobs, Durban
4026
South Africa
Tel +27 (031) 9077111
Fax +27 (031) 9072892

NOTE

This Calendar is valid for 2025 only. Regulations and syllabi may be amended for 2025.

Although the information contained in this Calendar has been compiled as accurately as possible, Council and the Senate accept no responsibility for errors and omissions which may occur. The University reserves the right to amend any regulation or stipulation without prior notice.

The fact that particulars of a specific course or field of study have been included in the Faculty handbook does not necessarily mean that such course or field of study will be offered in 2025.

Unless specifically stated otherwise, the Rules and Regulations of individual Departments shall be subject to the General Information and Regulations.

ACCREDITATION

The qualifications of Mangosuthu University of Technology are recognised by all other Universities of Technology in South Africa and to this end the institution operates on a system of external moderators drawn from other Universities of Technology, Universities and Industry. The standards of Mangosuthu University of Technology are closely monitored by the Quality Management Directorate, Higher Education Quality Committee (HEQC), Engineering Council of South Africa (ECSA) and other accreditation bodies.

CONTENTS

GENERAL INFORMATION

Page(s)

1.	Addresses.....	8
2.	Contact Details.....	8
3.	A historical Overview.....	9
4.	MUT Vision and Mission Statements.....	9
4.1	Vision.....	9
4.2	Mission.....	9
5.	Academic Terms for year 2025.....	10
6.	Office-bearers of the University.....	21
7.	University Council.....	
8.	Senate.....	23
8.1	Institutional Forum.....	24
8.2	Standing Committees of Senate.....	25
8.2.1	Executive Committee of Senate (SENEX).....	25
8.2.2	Community Engagement and Development Committee (CEDC).....	25
8.2.3	Information Technology & Library Committee (IT & LC).....	26
8.2.4	Research & Innovation Committee.....	26
8.2.5	Higher Degrees Committee.....	26
8.2.6	Research Ethics Committee.....	27
8.2.6(1)	Faculty of Engineering Research Committee.....	27
8.2.6(2)	Faculty of Management Sciences Research Committee.....	27
8.2.6(3)	Faculty of Natural Sciences Research Committee.....	28
8.2.8	Academic Planning Committee (APC).....	28
9.	Rectorate & Academic Staff.....	29
9.1	Office of the Vice-Chancellor & Principal.....	29
9.2	Academic Staff.....	29
10	Administrative Staff.....	38
11	Degrees, Diplomas and Certificates conferred by the University.....	49
12	Repealed (w.e.f. (01/01/2010)).....	49
13	Application for Admission.....	49
14	Admission Requirements: General Regulations.....	49
15	Registration as a student.....	50
a.	General Regulations.....	50
b.	Registration for non-diploma purposes.....	50
c.	Registration Dates.....	51
d.	Late Registration.....	51
16	Time-Table Clashes.....	51

17	Curriculum/Course Amendments and Termination of Studies.....	51
18	Course Exemptions/Recognitions.....	52-54
19	Choice of Major or Principal Courses.....	55
20	Unsatisfactory Academic Performance.....	55
21	Absence from Lectures and Tests.....	58
22	Examination and Promotion Regulations.....	58
22.1	General Regulations.....	58
22.1.1	Conducting of Examinations.....	58
22.1.2	Examination Admissions.....	59
22.1.3	Rules for Candidates Writing Examinations.....	60-61
22.1.4	Warning.....	61
22.1.5(a)	Aegrotat/Special Examinations.....	61
22.1.5(b)	Supplementary Examinations.....	61
22.1.5(c)	Examination Results.....	62
22.2	Examining.....	62
a.	Aegrotat Examination.....	62
b.	Supplementary Examination.....	62
c.	Examiners and Moderators.....	63
d.	Re-mark of Examination Scripts.....	63
e.	Scanning of Examination Scripts.....	63
f.	Special Examination.....	63
22.3	Determining of Course, Examination and Final Marks.....	64
a.	Determining of Course Marks.....	64
b.	Retention of Course Marks.....	64
c.	Determination of Final Marks.....	64
d.	Subjects Examined by means of Continuous Evaluation.....	64
e.	Promotion.....	64
f.	Passing a Course.....	65
g.	Passing a Subject with Distinction.....	65
h.	Obtaining a Qualification Cum-Laude.....	65
i.	Work Integrated Learning.....	65
22.4	Rules and Regulations: Non-Diploma Courses of Study.....	66
23.	Rules and Regulations: Post-Diploma Programmes of Study.....	66
23.1	Bachelor of Technology and Advanced Diploma.....	66
a.	General.....	67
b.	Admission.....	67
c.	Duration of Study.....	67
d.	Course, Examination and Final Marks.....	67
e.	Examinations.....	67
f.	Pass with Distinction.....	67
23.2	Post Graduate Diploma.....	67
23.3	Master's Degree (Professional).....	68
24.	Library Rules and Regulations.....	69
24.1	Introduction.....	69
24.2	Users.....	69
24.3	Membership.....	70
24.4	Library Opening Hours.....	70
24.5	Lending.....	70

24.6	Collections.....	72
24.7	General.....	72
25.	Student Regulations.....	73
25.1	Rules and Conduct.....	73
25.2	Misconduct.....	74
25.3	Student Activities.....	75
25.4	Tuition and Training.....	75
25.5	Personal.....	76
25.6	Miscellaneous.....	76
25.7	Interpretation of the Regulations.....	76
26.	Student's Disciplinary Regulations.....	76
26.1	General Provisions.....	76
26.2	Definition of Misconduct.....	77
26.3	Classification of Misconduct.....	78
26.4	Notification.....	79
26.5	Serious Misconduct.....	79
26.5.1	Students' Academic Disciplinary Committee.....	79
26.5.2	Students' Disciplinary Committee.....	80
26.5.3	Disciplinary Appeal Committee.....	80
26.5.4	Procedure of the Students' Academic Disciplinary Committee and the Students' Academic Disciplinary Committee.....	81-83
26.6	Less Serious Misconduct.....	84
26.6.1	The General Residences Disciplinary Committee.....	84
26.6.2	Minor Misconduct.....	85
26.7	Admission of Guilt.....	86
27.	General Residence Regulations.....	87
27.1	Control of Residences.....	87
27.2	Organisation.....	87
27.3	Functions.....	88
27.4	Admission to Residences.....	88
27.5	Placement in Residences.....	88
27.6	Fees.....	89
27.7	Closing and Re-opening of Hostels.....	91
27.8	Special Arrangements Re: Accommodation.....	91
27.9	Vacation of Residences.....	92
27.10	Dress.....	92
27.11	Quiet and Study Time.....	92
27.12	Vehicles.....	92
27.13	Weapons.....	92
27.14	Cases of Illness.....	92
27.15	Meetings.....	92
27.16	Conduct towards Personnel.....	92
27.17	Maintenance and use of Building, Premises and Furniture.....	93
27.18	Dining Rooms.....	93
27.19	Misconduct and Discipline.....	93
27.20	Loss of Personal Property.....	93
27.21	Journeys, Tours and Camps.....	93
27.22	Visitors.....	94

27.23	Cleaning Services.....	94
27.24	Interpretation of Regulations.....	94
28.	Access Control System.....	94
29.	Financial Aid Bureau.....	95
29.1	General.....	95
29.2	Procedure.....	95
29.3	Closing Dates.....	95
29.4	Processing of Applications.....	95
29.5	Awards.....	96
29.6	National Student Financial Aid Scheme (NSFAS).....	96
30.	Plagiarism.....	97- 102
31.	Student Housing Policy & Procedures	103-109

2025 Goals

1. ADDRESSES

All correspondence should be addressed to:

**The Registrar
Mangosuthu University of Technology
P O Box 12363
JACOBS, DURBAN
4026
SOUTH AFRICA**

Physical Address: No. 511 Mangosuthu Highway
Umlazi, Durban,
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South Africa

2. CONTACT DETAILS

Telephone numbers : Switchboard (031) 907-7111
Fax No. (031) 907-2892
OR
(031) 907-7257

Website: <http://www.mut.ac.za>

Banking Details:

Bank	Account No.	Branch Code:
ABSA	4063827633	632005

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**Report allegations of corruption and unethical activities on
The Fraud Hotline
0800 228 999 or
www.tips-off.com**

3. **A HISTORICAL OVERVIEW**

The late and former Chief Minister of KwaZulu first put forward the idea of establishing a tertiary educational institution specializing in technical subjects in 1974 at a meeting with the Chairperson of Anglo American and De Beers Consolidated Mines. Research was commissioned to investigate the potential in South Africa for the training and employment of more technicians and was undertaken by the South Africa Labour and Development Research Unit (SALDRU) of the University of Cape Town.

As the study showed that there was an immediate need and demand for more technicians, the Anglo American and De Beers Groups Chairperson's Fund decided to provide R5 million to build the necessary facilities, and at a later stage companies like Mobil Oil, AECL, the S.A. Sugar Millers' Association, the Rembrandt and Distillers Corporation, LTA Limited, Sasol and other sponsors provided more funds to establish the Schools for Chemical Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering and Building, and Business and Secretarial Studies.

In mid, 1977 the go-ahead was given for the project to begin, and it was decided by the Kwa-Zulu Cabinet to develop the Technikon on the site in Umlazi which, while part of Kwa-Zulu, is also part of the Durban Metropolitan area.

Given the urgency of the demand for technicians, and the need to build up the institution in an orderly fashion, it was decided to open its doors as soon as possible. Hence preliminary but permanent buildings were designed and built, and teaching began in 1979. The Technikon moved into its main buildings on their completion in September 1981.

In November 2007, Mangosuthu Technikon was renamed Mangosuthu University of Technology.

4. **MUT VISION AND MISSION STATEMENT**

4.1 VISION

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

4.2 MISSION

To offer technological, career-directed educational programmes focusing on innovative problem-solving research and engage with government/business/industry and communities as end-users.

4.3 OUR VALUES

Accountability
Integrity
Respect
Excellence

ACADEMIC TERMS FOR YEAR 2025

University Opens

Support Staff : Monday, 06 January 2025

Academic Staff: Monday, 13 January 2025

SEMESTER 1

First Term

Monday, 06 January 2025 - Thursday, 28 March 2025

Second Term

Monday, 07 April 2025 - Friday, 20 June 2025

SEMESTER 2

Third Term

Monday, 14 July 2025 - Friday, 19 September 2025

Fourth Term

Wednesday, 29 September 2025 - Friday, 12 December 2025

Census Dates *Annual, 10 June 2025*

Semester 1, 29 March & Semester 2, 13 September 2025

Closure of University : Friday, 12 December 2025

Graduation Ceremonies

<u>Faculty</u>	<u>Grad Session</u>	<u>Date</u>
Management Sciences	Morning (09:00am)	22/04/2025
Management Sciences	Afternoon (13h30pm)	22/04/2025
Natural Science	Morning (09:00am)	23/04/2025
Management science	Afternoon (13:30pm)	23/04/2025
Engineering	Morning (09:00am)	24/04/2025
Engineering	Afternoon (13:30pm)	24/04/2025

2025

ACADEMIC CALENDAR
JANUARY

[Week 1]

Wednesday	01:	Public Holiday
Thursday	02:	
Friday	03:	

Saturday 04:
Sunday 05: [Week 2]

Monday	06:	University re-opens
Tuesday	07:	
Wednesday	08:	
Thursday	09:	
Friday	10:	Selection of new students for 2025 registration

Saturday 11:
Sunday 12: [Week 3]

Monday	13:	Academic staff returns.
Tuesday	14:	Finalisation of selection of new students for 2025 registration
Wednesday	15:	EMC
Thursday	16:	
Friday	17:	

Saturday 18:
Sunday 19: [Week 4]

Monday	20:	
		Research Ethics Committee (09h00)
Tuesday	21:	Community Engagement Committee Meeting (12h00)
Wednesday	22:	
Thursday	23:	
Friday	24:	TSC MANCO (09h00)

Saturday 25:
Sunday 26: [Week 5]

Monday	27:	Registration for all programmes (first semester & annual) (27 Jan - 07 Feb) Application for retention of course marks Information Technology Library Committee (09h00) Health & Safety Committee (13h00)
Tuesday	28:	Engineering Science Quality Assurance Committee (09h00) Management Science Quality Assurance Committee (12h00) Natural Science Quality Assurance Committee (14h00)
Wednesday	29:	EMC
Thursday	30:	Natural Science Research Committee (09h00) Management Research Committee (12h00) Engineering Science Research Committee (14h00)
Friday	31:	Benefits & Remuneration Committee (09h00) Employment Equity & Skills Development Committee (11h00)

FEBRUARY

Saturday	01:	
Sunday	02:	[Week 6]

Monday	03:	
Tuesday	04:	
Wednesday	05:	
Thursday	06:	
Friday	07:	Last day of registration

Saturday	08:	
Sunday	09:	[Week 7]

Monday	10:	Lectures commence Late registration begins (10 - 14 Feb) Meeting of Engineering Science Faculty Board (09h00)
Tuesday	11:	Meeting of Management Science Faculty Board (09h00)
Wednesday	12:	EMC
Thursday	13:	Special Examination
Friday	14:	Meeting of Natural Science Faculty Board (09h00) Last day to late registration

Saturday	15:	
Sunday	16:	[Week 8]

Monday	17:	
Tuesday	18:	Higher Degrees Committee (09h00)
Wednesday	19:	
Thursday	20:	Research & Innovation Committee (09h00)
Friday	21:	International mother tongue day Ratification and publication of Special Exam Results Application for retention of 1 st semester / annual course marks

Saturday	22:	
Sunday	23:	[Week 9]

Monday	24:	
Tuesday	25:	Last day of application for retention of course marks
Wednesday	26:	EMC
Thursday	27:	Meeting of Academic Planning Committee (09h00)
Friday	28:	Senate Colloquium Last day for submission of WIL logbooks by students for graduation purposes

MARCH

Saturday	01:	
Sunday	02:	[Week 10]

Monday	03:	
Tuesday	04:	
Wednesday	05:	EMC
Thursday	06:	Meeting of Senate (09h00)

Friday	07:	Meeting of Institutional Forum (09h00) Last day for adding / delete first and annual subjects
Saturday	08:	
Sunday	09:	[Week 11]
Monday	10:	Academic & Student Affairs Working Group (09h00) Governance, Social Cohesion & Ethics Working Group (11h30) Information Technology & Governance Working Group (14h00)
Tuesday	11:	Human Resources Working Group (08h00) Planning & Resources Working Group (10h15) Finance & Investment Working Group (12h30) Audit, Risk & Compliance Working Group (14h45)
Wednesday	12:	EMC
Thursday	13:	Community Engagement Day Last day for submission of WIL marks by co-ordinators to exams office for grad
Friday	14:	
Saturday	15:	
Sunday	16:	[Week 12]
Monday	17:	
Tuesday	18:	
Wednesday	19:	
Thursday	20:	
Friday	21:	Public Holiday - Human Rights Day
Saturday	22:	
Sunday	23:	[Week 13]
Monday	24:	
Tuesday	25:	
Wednesday	26:	EMC
Thursday	27:	Administrator's Meeting (09h00)
Friday	28:	Research Ethics Committee (09h00) End of 1 st Term
Saturday	29:	
Sunday	30:	[Week 14]
Monday	31:	Health & Safety Committee Meeting (09h00) Last day for submission of WIL marks by coordinators to exams office for graduation purposes.
APRIL		
Tuesday	01:	
Wednesday	02:	
Thursday	03:	Information Technology & Library Committee (09h00)
Friday	04:	
Saturday	05:	
Sunday	06:	[Week 15]
Monday	07:	Lectures resume for 2 nd Term Faculty of Engineering Research Committee (09h00)
Tuesday	08:	Faculty of Natural Science Research Committee (09h00)
Wednesday	09:	EMC

Thursday 10: Faculty of Management Science Research Committee (09h00)
 Friday 11: Community Engagement & Development Committee (09h00)

Saturday 12:
Sunday 13: [Week 16]

Monday 14: Engineering Quality Assurance Committee (09h00)
 TSC MANCO (14h00)
 Tuesday 15: Natural Science Quality Assurance Committee (09h00)
 Wednesday 16:
 Thursday 17: Management Quality Assurance Committee (09h00)
 Friday 18: **Public Holiday (Good Friday)**

Saturday 19:
Sunday 20: [Week 17]

Monday 21: **Public Holiday (Family Day)**
 Tuesday 22: Employment Equity & Skills Development Committee (09h00)
 Graduation Ceremony: Management Sciences (09:00)
 Graduation Ceremony: Management Sciences (13:30)
 Wednesday 23: Graduation Ceremony: Natural Sciences (09:00)
 Graduation Ceremony: Management Sciences (13:30)
 Thursday 24: Graduation Ceremony: Engineering (09:00)
 Graduation Ceremony: Engineering (13h30)
 Friday 25:

Saturday 26:
Sunday 27: **Public Holiday (Freedom Day) [Week 18]**

Monday 28: **Public Holiday**
 Tuesday 29:
 Wednesday 30: EMC

MAY

Thursday 01: **Public Holiday (Worker's Day)**
 Friday 02: **University Holiday**

Saturday 03:
Sunday 04: [Week 19]

Monday 05:
 Tuesday 06: Engineering Faculty Board (09h00)
 Wednesday 07: Management Science Faculty Board (09h00)
 Thursday 08: Natural Science Faculty Board (09h00)
 Friday 09:

Saturday 10:
Sunday 11: [Week 20] Mother's Day

Monday 12:

Tuesday	13:	Higher Degrees Committee (09h00) Lectures cease for first semester programmes
Wednesday	14:	EMC Study break (14 May – 19 May)
Thursday	15:	Research & Innovation Committee (9h00)
Friday	16:	Academic Planning Committee (09h00) Final date for submission of question papers to Exams Finalisation of 1 st semester / annual course marks

Saturday 17:
Sunday 18: [Week 21]

Monday	19:	
Tuesday	20:	First semester examinations (20 May – 02 June)
Wednesday	21:	
Thursday	22:	Meeting of Senate (09h00)
Friday	23:	Meeting of Institutional Forum (09h00)

Saturday 24:
Sunday 25: [Week 22] Africa Day

Monday	26:	Academic & Student Affairs Working Group (09h00) Governance, Social Cohesion & Ethics Working Group (11h30) Information Technology & Governance Working Group (14h00)
Tuesday	27:	Human Resources Working Group (08h00) Planning & Resources Working Group (10h15) Finance & Investment Working Group (12h30) Audit, Risk & Compliance Working Group (14h45)
Wednesday	28:	EMC
Thursday	29:	
Friday	30:	

Saturday 31:

JUNE

Sunday 01: [Week 23]

Monday	02:	
Tuesday	03:	
Wednesday	04:	
Thursday	05:	Application for remarking and scanning: First semester exams (05 -09 June)
Friday	06:	Joint FIWG, ARCWG & PRIWG (09h00)

Saturday 07:
Sunday 08: [Week 24]

Monday	09:	Ratification and Publication of First semester Examinations Results
Tuesday	10:	
Wednesday	11:	EMC
Thursday	12:	
Friday	13:	First semester supplementary Examinations (13-20 June)

Saturday	14:	
Sunday	15:	[Week 25] Father's Day

Monday	16:	Holiday Public Holiday (Youth Day)
Tuesday	17:	
Wednesday	18:	
Thursday	19:	
Friday	20:	End of first semester

Saturday	21:	
Sunday	22:	[Week 26]

Monday	23:	
Tuesday	24:	
Wednesday	25:	EMC
Thursday	26:	Administrator's meeting (09h00)
Friday	27:	Research Ethics Committee (09h00)

Saturday	28:	
Sunday	29:	[Week 27]

Monday 30: Health and Safety Committee Meeting

JULY

Tuesday 01: Start of Nelson Mandela Month
Benefits & Remuneration Committee (09h00)

Wednesday 02:

Thursday 03:

Friday 04: Community Engagement & Development Committee (09h00)

Saturday	05:	
Sunday	06:	[Week 28]

Monday	07:	Engineering Research Committee (09h00)
Tuesday	08:	Natural Sciences Research Committee (09h00)
Wednesday	09:	EMC
Thursday	10:	Information Technology & Library Committee (09h00)
Friday	11:	Management Sciences Research Committee (09h00)

Saturday	12:	
Sunday	13:	[Week 29]

Monday	14:	2 nd Semester registration (14 -18 Jul) Application for retention of 2 nd semester course marks Ratification and publication of supplementary results
Tuesday	15:	Application for remarking and scanning (supplementary exams 15-18)
Wednesday	16:	
Thursday	17:	TSC MANCO (09h00)
Friday	18:	Nelson Mandela Day Last day of 2 nd semester registration Last day of application for retention of 2 nd semester course mark

Saturday	19:	
Sunday	20:	[Week 30]
Monday	21:	Start of second semester late registration Engineering Quality Assurance Committee (09h00)
Tuesday	22:	Natural Sciences Quality Assurance Committee (09h00)
Wednesday	23:	EMC
Thursday	24:	Employment Equity & Skills Development Committee 09h00)
Friday	25:	Management Sciences Quality Assurance Committee (09h00) Last day of second semester late registration

Saturday	26:	
Sunday	27:	[Week 31]
Monday	28:	
Tuesday	29:	Management Sciences Faculty Board (09h00)
Wednesday	30:	
Thursday	31:	Engineering Sciences Faculty Board (09h00) End of Nelson Mandela Month

AUGUST

Friday	01:	Natural Sciences Faculty Board (09h00)
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Saturday	02:	
Sunday	03:	[Week 32]
Monday	04:	
Tuesday	05:	Higher Degrees Committee (09h00)
Wednesday	06:	EMC
Thursday	07:	Research & Innovation Committee (09h00)
Friday	08:	

Saturday	09:	Public Holiday (National Women's Day)
Sunday	10:	[Week 33]
Monday	11:	Academic Planning Committee (09h00)
Tuesday	12:	
Wednesday	13:	
Thursday	14:	
Friday	15:	

Saturday	16:	
Sunday	17:	[Week 34]
Monday	18:	
Tuesday	19:	
Wednesday	20:	EMC
Thursday	21:	Meeting of Senate
Friday	22:	Final date for submission of outstanding documents i.e., IDs/passports, matric certificates/equivalent, medical aid certificates, academic records, etc. Last day for cancellation of annual module/s

Saturday	23:	
Sunday	24:	[Week 35]
Monday	25:	

Tuesday	26:	
Wednesday	27:	EMC
Thursday	28:	
Friday	29:	Meeting of Institutional Forum (09h00)

Saturday	30:	
Sunday	31:	[Week 36]

SEPTEMBER

Monday	01:	Academic & Student Affairs Working Group (09h00) Governance, Social Cohesion & Ethics Working Group (11h30) Information Technology & Governance Working Group (14h00)
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Tuesday	02:	Human Resources Working Group (08h00) Planning & Resources Working Group (10h15) Finance & Investment Working Group (12h30) Audit, Risk & Compliance Working Group (14h45)
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Wednesday	03:	EMC
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Thursday	04:	
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Friday	05:	Closing date for cancellation of second semester subjects
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Saturday	06:	
Sunday	07:	[Week 37]

Monday	08:	Commencement of 2026 selections (08 – 30 Sep) (candidates already in possession of NSC / equivalent results)
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Tuesday	09:	International Literacy Day
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Wednesday	10:	EMC
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Thursday	11:	
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Friday	12:	Research Awards Day
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Saturday	13:	
Sunday	14:	[Week 38]

Monday	15:	
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Tuesday	16:	
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Wednesday	17:	EMC
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Thursday	18:	Administrator's/Council Meeting (09h00)
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Friday	19:	Research Ethics Committee (09h00)
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End of 3rd term

Saturday	20:	
Sunday	21:	[Week 39]

Monday	22:	
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Tuesday	23:	Information Technology & Library Committee (09h00)
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Wednesday	24:	Public Holiday (Heritage Day)
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Thursday	25:	
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Friday	26:	Health & Safety Committee (09h00)
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Saturday	27:	
Sunday	28:	[Week 40]

Monday	29:	Benefits & Remuneration Committee (09h00)
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Tuesday	30:	Lectures resume for 4 th Term Management Sciences Research Committee (09h00) International Translation Day Lectures cease for Annual Programmes Final date for submission of question papers to Exams Annual programmes Finalisation of course marks Departments to finalise 2026 selections (candidates already in possession of NSC / equivalent results)
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OCTOBER

Wednesday	01:	Selection of 2026 candidates currently in matric (01 Oct to 28 Nov) Study break for annual programme (01 Oct – 05 Oct)
Thursday	02:	Engineering Research Committee (09h00)
Friday	03:	Natural Sciences Research Committee (09h00)

Saturday	04:	
Sunday	05:	[Week 41]
Monday	06:	Natural Sciences Quality Assurance Committee (09h00) Annual examinations (06 Oct – 18 Oct)
Tuesday	07:	Engineering Quality Assurance Committee (09h00)
Wednesday	08:	EMC
Thursday	09:	Management Sciences Quality Assurance Committee (09h00)
Friday	10:	Community Engagement Committee (09h00)

Saturday	11:	
Sunday	12:	[Week 42]
Monday	13:	TSC MANCO (09h00)
Tuesday	14:	Engineering Faculty Board (09h00)
Wednesday	15:	
Thursday	16:	Management Sciences Faculty Board (09h00)
Friday	17:	Natural Sciences Faculty Board (09h00)

Saturday	18:	
Sunday	19:	[Week 43]
Monday	20:	Diwali/Deepavali
Tuesday	21:	Higher Degrees Committee (09h00)
Wednesday	22:	EMC
Thursday	23:	Application for remarking and scanning Annual Exams (23-27 Oct)
Friday	24:	Research & Innovation Committee (09h00)

Saturday	25:	
Sunday	26:	[Week 44]
Monday	27:	Academic Planning Committee (09h00) Lectures cease for second semester programmes Final date for submission of question papers to Exams Dpt Finalization of course marks Ratification and Publication of Annual Examinations
Tuesday	28:	Study Break (28 Oct – 02 Nov)
Wednesday	29:	EMC
Thursday	30:	Meeting of Institutional Forum
Friday	31:	Senate Colloquium Annual Supplementary Examinations (31 Oct – 06 Nov)

NOVEMBER

Saturday	01:	
Sunday	02:	[Week 45]
Monday	03:	2 nd Semester Examinations Commence (3-15 November)
Tuesday	04:	
Wednesday	05:	EMC
Thursday	06:	Meeting of Senate (09h00)
Friday	07:	

Saturday	08:	
Sunday	09:	[Week 46]
Monday	10:	Academic & Student Affairs Working Group (09h00) Governance, Social Cohesion & Ethics Working Group (11h30) Information Technology & Governance Working Group (14h00)
Tuesday	11:	Human Resources Working Group (08h00) Planning & Resources Working Group (10h15) Finance & Investment Working Group (12h30) Audit, Risk & Compliance Working Group (14h45)
Wednesday	12:	
Thursday	13:	
Friday	14:	Ratification and publication of annual supplementary exam results Application for remarking and scanning Annual Supplementary exams 14-19

Saturday	15:	End of 2 nd Semester Examinations
Sunday	16:	[Week 47]
Monday	17:	Application for remarking and scanning 2 nd semester exams 17-20
Tuesday	18:	
Wednesday	19:	EMC
Thursday	20:	Community Engagement Excellence Awards Ratification and publication of 2 nd semester examination results
Friday	21:	

Saturday	22:	
Sunday	23:	[Week 48]
Monday	24:	Second semester supplementary examinations (24-29 Nov)
Tuesday	25:	
Wednesday	26:	
Thursday	27:	Administrator's /Council Meeting (09h00)
Friday	28:	Finalise selection for 2026 new students (with Grade 12 results)

Saturday	29:	
Sunday	30:	[Week 49]

DECEMBER

Monday	01:	
Tuesday	02:	
Wednesday	03:	EMC

Thursday 04:
Friday 05:

Saturday 06:

Sunday 07: [Week 50]

Monday 08:

Tuesday 09:

Wednesday 10:

Thursday 11:

Friday 12: University closes for summer recess and re-opens on Monday, 6 Jan 2026
End of 2025 academic year

Ratification and Publication of 2nd semester Supplementary Examinations
Results 15 January 2026

Application for Remarking and Scanning 2nd semester supplementary Exams
15-19 January 2026

6. OFFICE BEARERS OF THE UNIVERSITY

Chancellor	Mr SDM Zungu
Vice-Chancellor & Principal	Prof N Sibiyi
Deputy Vice-Chancellor: Teaching & Learning	Dr BA Ntshangase*
Deputy Vice-Chancellor: Resources & Planning	Dr J van Koller*
Deputy Vice-Chancellor: Research, Innovation & Engagements	Vacant
Executive Director in the Office of the Vice - Chancellor	Dr C Israel
Senior Director in the Office of the Vice - Chancellor	Mr G Govender*
Registrar	Dr PP Masala
Chief Financial Officer	Mr R Delomoney
Senior Director: Human Resources & Development	Mr D Brijjal
Senior Director: Legal Services	Ms F Madhi
Senior Director: Library Services	Dr N Mosala - Bryant
Senior Director: Marketing & Communications	Mrs M Mkhize
Senior Director: IT & Networks	Dr M De Swardt
Senior Director: Operations	Mr M Kau*
Senior Director: Teach. & Learning Development Centre	Dr Makua
Dean: Faculty of Engineering	Prof BF Bakare*
Dean: Faculty of Management Sciences	Dr K Ramsarghey*
Dean: Faculty of Natural Sciences	Prof A Msomi *
Director: Quality Management	
Director: Co-operative Education	Dr FR Nofemela
Director: CEAD	Prof B Nkonki-Mandleni
Director: Research & Development	Dr A Mienie
Director: Risk and Compliance	Vacant
Dean of Students	Dr LT Kweyama
Director: Procurement	

**Incumbent is in an acting position*

8. SENATE	
Vice-Chancellor & Principal	Prof N Sibiya*
Deputy Vice-Chancellor: Teaching & Learning	Dr BA Ntshangase*
Deputy Vice-Chancellor: Resources & Planning	Dr J van Koller*
Deputy Vice-Chancellor: Research, Innovation & Engagements	Vacant
Registrar (Secretary)	Dr PP Masala
Dean: Faculty of Engineering	Prof BF Bakare*
HoD: Electrical Engineering	Dr R Chidzonga
HoD: Construction Management & Quantity Surveying	Mr I Dala*
HoD: Chemical Engineering	Dr J Baah
HoD: Civil Engineering and Survey	Vacant
HoD: Mechanical Engineering	Dr JG Mukuna*
Dean: Faculty of Management Sciences	Dr K Ramsarghey*
HoD: Marketing	Mr MW Ngcobo*
HoD: Accounting & Law	Dr L Makhathini*
HoD: Communication	Prof S Ngcobo*
HoD: Human Resource Management	Dr TE Kotelana
HoD: Office Technology	Dr PN Majiya
HoD: Public Administration & Economics	Dr BYC Mvuyana*
Dean: Faculty of Natural Sciences	Prof A Msomi*
HoD: Agriculture	Dr F Murungu*
HoD: Biomedical Sciences	Dr NW Nsele*
HoD: Chemistry	Dr L Qwabe*
HoD: Community Extension	Dr BE Mthembu
HoD: Environmental Health	Dr TT Poswa
HoD: Information & Communication Technology	Dr V Jugoo
HoD: Mathematical Sciences	DR SC Gumede*
HoD: Nature Conservation	Prof Coopooamy*
Senior Director: Legal Services	Ms F Madhi
Senior Director: Operations	Mr M Kau*
Chief Financial Officer	Mr R Delomoney
Senior Director: Library	Dr N Mosala-Bryant
Senior Director: Human Resource & Development	Mr D Brijjal
Senior Director: Teaching & Learning Development Centre	Dr M Makua

Director: Community Engagement and Development	Prof B Nkonki-Mandleni
Director: Research Unit	Dr A Mienie
Director: Quality Management	
Dean of Students	Dr LT Kweyama
Senior Director: Institutional Planning and Research	Dr LL Lekena-Bayaga*
Non-Academic Faculty Representatives	
Academic Faculty Representatives	
SRC Representatives	

8.1 **INSTITUTIONAL FORUM**

Chairperson	Dr LT Kweyama
Deputy Vice-Chancellor: Teaching & Learning	Dr BA Ntshangase*
EMC Rep	Dr C Israel
Council/Administrator appointee	Ms M Mokoele
Expert on transformation appointed by VC	Dr P Naidoo
Senate Representative	Dr LT Kweyama
Academic Staff Representative	Dr K Ramsarghey
Non-Academic Staff Representative Administration	Mr LP Nzama
Union Representative Nehawu	Mr L Mthimkhulu
Union Representative Tenusa	Mr T. Zwane
Convocation Representative	
Convocation Representative	
SRC Representative x2	

8.2 **STANDING COMMITTEES OF SENATE**

The Vice-Chancellor and Principal is an Ex-Officio Member of all the standing committees of Senate

8.2.1 **EXECUTIVE COMMITTEE OF SENATE (SENEX)**

Vice-Chancellor & Principal	Prof N Sibiyi*
Deputy Vice-Chancellor: Teaching & Learning	Dr BA Ntshangase*
Deputy Vice-Chancellor: Resources & Planning	Dr J Van Koller*
Deputy Vice-Chancellor: Research, Innovation & Engagements	
Registrar (Secretary)	Dr PP Masala
Dean: Faculty of Engineering	Prof BF Bakare*
Dean: Faculty of Management Sciences	Dr K Ramsarghey*
Dean: Faculty of Natural Sciences	Prof A Msomi*
Dean of Students	Dr LT Kweyama
Director: CEAD	Prof B Nkonki-Mandleni
HoD's: Engineering Faculty	Vacant
	Dr J Baah
HoD's: Natural Sciences Faculty	Dr TT Poswa
	Dr BE Mthembu
HoD's: Management Sciences Faculty	Dr BYC Mvuyana
	Dr NP Majiya
Students' Representative Council (SRC)	

8.2.2 **COMMUNITY ENGAGEMENT AND DEVELOPMENT COMMITTEE (CEADC)**

Dean: Faculty of Natural Sciences	Prof A Msomi*
Faculty Representatives: Natural Sciences	Dr KK Naidoo
	Mr FB Shozi
Dean: Faculty of Engineering	Dr BF Bakare
	Mr S Naidoo
	Dr T Makhathini
	Mr S Maphumulo
	Dr MM Sikwela
	Vacant
	Vacant
	Ms X Ngubane
Senior Director: Marketing and Communications	Mrs M Mkhize
Senior Director: T&LDC	Dr JM Makua
Senior Director: Library Services	Dr N Mosala- Bryant
Director: Community Engagement and Development	Prof B Nkonki-Mandleni
Director: Co-operative Education	Dr FR Nofemela
Director: Research	Dr A Mienie
Director: Quality Management	
Dean of Students	Dr LT Kweyama
Senior Director: DIPR	Dr LL Lekena-Bayaga*
SRC Representatives	

8.2.3 INFORMATION TECHNOLOGY & LIBRARY COMMITTEE

Deputy Vice-Chancellor: Resources & Planning	Dr J van Koller*
Deputy Vice-Chancellor: Teaching & Learning	Dr BA Ntshangase*
Registrar	Dr PP Masala
Chief Financial Officer	Mr R Delomoney
Dean of Students	Dr LT Kweyama
Senior Director: IT&N	Dr M de Swardt
Senior Director: HR&D	Mr D Brijjal
Senior Director: Library Services	Dr N Mosala-Bryant
Senior Director: Operations	Mr M Kau*
Senior Director: TLDC	Dr JM Makua
Director: Risk and Compliance	
Director: Quality Management Directorate	
Director: Research	Dr A Mienie
Director: Public Relations	
Deputy Registrar: Academic Administration	Mr Z Gqamane
Natural Sciences Faculty Representative	Mr PK Ramdeyal
Engineering Faculty Representative	Dr M Lasich
Engineering Faculty Representative	Mr R. Koopman
HoD: ICT	Dr V Jugoo
CEAD Representative	Prof B Nkonki-Mandleni
SRC Representative	Ms A. Mzobe
Applications Manager	Mr S Mudaly
Desktop Manager	Mr S Mrafa*
Technical Manager	Mr C Jones*
Senior Director: Operations	Mr M Kau*
Management Sciences Faculty Representative	Mr AK Patel
Natural Sciences Faculty Representative	Ms R Ntoi

8.2.4 RESEARCH AND INNOVATION

Chairperson: DVC RIE	
Dean: Faculty of Engineering	Prof BF Bakare*
Dean: Faculty of Management Sciences	Dr K Ramsarghey*
Dean: Faculty of Natural Sciences	Prof A Msomi*
Director: Research	Dr A Mienie
Director: CEAD	Prof B Nkonki-Mandleni
Director: Quality Management	Vacant
Director: Technology Station in Chemicals	Ms X Ngubane
Chairperson: Research Ethics Committee	Dr D Naidoo
Research Chair nominated by Faculty Deans	Vacant
Research Professor: Faculty of Management Sciences	Prof S Ngcobo
Research Professor: Faculty of Engineering	Prof P Musonge
Research Professor: Faculty of Natural Sciences	
Finance Representative	Vacant

8.2.5 HIGHER DEGREES COMMITTEE	
Chairperson: DVC Teaching and Learning	Dr BA Ntshangase*
Dean: Faculty of Engineering	Prof BF Bakare*
Dean: Faculty of Management Sciences	Dr K Ramsarghey*
Dean: Faculty of Natural Sciences	Prof A Msomi*
Research Professor: Faculty of Engineering	Vacant
Research Professor: Faculty of Management Sciences	Vacant
Research Professor: Faculty of Natural Sciences	Prof A Beesham
HOD: Faculty of Engineering	Dr J Baah
HOD: Faculty of Management Sciences	Dr L Makhathini
HOD: Faculty of Natural Sciences	
Director: Research	Dr A Mienie
Director: Quality Management Directorate	
Chairperson: Research Ethics	Dr D Naidoo
8.2.6 RESEARCH ETHICS COMMITTEE	
Chairperson	Dr D Naidoo
Representative: Faculty of Management Sciences	Dr PT Duma
Representative: Faculty of Natural Sciences	Dr D Naidoo
Representative: Faculty of Engineering	Dr J Bwapha
Legal expert	Mrs D Delomoney
Health scientist	Dr N Nsele
Social scientist	Ms N Ndaba
Biostatistician	Dr RE Ogunsakin
Two external members	Dr A Dawood
	Vacant
8.2.6(1) FACULTY OF ENGINEERING RESEARCH COMMITTEE	
Dean: Engineering	Prof BF Bakare*
Research Professor: Engineering	Prof BF Bakare*
Director: Research Directorate	Dr A Mienie
CEAD Representative	
Chairperson: Research Ethics Committee	Dr D Naidoo
Representative: Civil Engineering	Dr O Okwonta
Representative: Chemical Engineering	Dr M Lasich
Representative: Electrical Engineering	Dr B Numbi
Representative: Construction Management & QS	Mr K Padayachee
Representative: Mechanical Engineering	Dr A Oyiike
8.2.6(2) FACULTY OF MANAGEMENT SCIENCES RESEARCH COMMITTEE	
Dean: Management Sciences	Dr K Ramsarghey*
Director: Research Directorate	Dr A Mienie
Chairperson: Research Ethics Committee	Dr D Naidoo
Representative: Accounting and Law	Dr RL Makhathini
Representative: Human Resource Management	Vacant
Representative: Office Technology	Mr M Ngcobo
Representative: Marketing	

Representative: Public Administration and Economics	Vacant
Representative: Communication	Prof S Ngcobo

8.2.6(3) FACULTY OF NATURAL SCIENCES RESEARCH COMMITTEE

Dean: Natural Sciences	Prof A Msomi*
Director: Research Directorate	Dr A Mienie
Chairperson: Research Ethics Committee	Dr D Naidoo
Representative: Mathematical Sciences	Mr VM Ariyan
Representative: Biomedical Science	Dr S Moodley
Representative: Nature Conservation	Prof RM Cooposamy
Representative: Chemistry	
Representative: ICT	Dr MB Mutanga
Representative: Agriculture	Mrs P Mlaba
Representative: Environmental Health	
Representative: Community Extension	Ms X Mkhize

8.2.7 ACADEMIC PLANNING COMMITTEE (APC)

Deputy Vice-Chancellor: Teaching and Learning	Dr BA Ntshangase* (Chairperson)
Registrar	Dr PP Masala
Dean: Faculty of Engineering	Prof BF Bakare*
Dean: Faculty of Natural Sciences*	Prof A Msomi *
Dean: Faculty of Management Sciences	Dr K Ramsarghey*
Senior Director: Information Technology & Networks	Dr M De Swardt
Senior Director: Library Services	Dr N Mosala - Bryant
Senior Director: T&LDC	Dr JM Makua
Director: CEAD	Prof B Nkonki- Mandleni
Directorate of Institutional Planning and Research Rep	DR LL Lekena-Bayaga
Deputy Director: Academic Literacy and Language Unit	Dr NLB Makhanya
Deputy Director: Teaching & Professional Development Unit	Dr PR Gumede
Deputy Director: Mathematics and Science Education Unit	Vacant
Director: Quality Management	
Director: Co-operative Education	Dr FR Nofemela
Dean of Students	Dr LT Kweyama
Research Professor: Faculty of Engineering	Prof M Ohanga
	Prof P Musonge
Research Professor: Faculty of Natural Science	Vacant
Research Professor: Faculty of Management Science	Prof E Mantzaris
Deputy Registrar: Academic Administration	Mr Z Gqamane
Coordinator: Foundation Provision & Peer Assisted Learn.	Vacant
Engineering Faculty Rep.	Mr P Bhengu
Management Sciences Faculty Rep	Ms B Dube

9 **RECTORATE AND STAFF**
 9.1 **OFFICE OF THE VICE-CHANCELLOR AND PRINCIPAL**

Vice-Chancellor & Principal	:	Prof N Sibiyi DTech (DUT)
Executive Director: Institutional Advancement	:	Dr C Israel, BA (Hons) (UDW), MA (UND), MA (SUN), PhD (UHN)
Senior Director: Office of the Vice-Chancellor	:	G Govender, MBA (BCUC, UK)
Executive Secretary	:	Mrs RB Nzama, BTech (TSA)
Deputy Vice-Chancellor: Resources & Planning	:	Dr J van Koller*, D.Ed. (UNISA)
Executive Secretary	:	Mrs PP Kubheka, MTech (DUT)
Deputy Vice-Chancellor: Teaching and Learning	:	Dr BA Ntshangase* PhD (UKZN), (SAAPAM)
Executive Secretary	:	Mrs BJ Bulose, BTech (Natal)
Deputy Vice-Chancellor: Research, Innovation & Engagements	:	
Executive Secretary	:	Ms N Khathi,

9.2 **ACADEMIC STAFF**

FACULTY OF ENGINEERING

DEAN	:	Prof BF Bakare*, PhD (UKZN)
SENIOR SECRETARY	:	Mrs ND Khumalo, BTech (MLST)
FACULTY OFFICER	:	Ms SM Mthembu, NDip (MT)
RETIRED RESEARCH PROFESSORS	:	Prof Odhiambo Marcel Ohanga, PhD, R.Eng Pr.Eng, FIET, MIEK, SMSAIEE Prof P Musonge, PhD (DIC)
HR BUSINESS PARTNER	:	Ms SN Masondo, MComm (UKZN)

INDUSTRIAL ENERGY EFFICIENCY TRAINING & RESOURCE CENTRE

HEAD	:	Vacant
OFFICE ADMINISTRATOR	:	Mrs GP Jama, BA (UZ), NDip (DUT)

DEPARTMENT OF CONSTRUCTION MANAGEMENT & QUANTITY SURVEYING

HEAD	:	EI Dala*, MSc (UKZN)
SECRETARY	:	EM Shange, Masters (DUT)
LECTURERS	:	M Hoosen, BTech (MLST) NR Chetty, MSc (UKZN) R Dulu, MSc (UKZN) MM Tjebane MSc (UJ) LS Hlophe MSc (UJ)
JUNIOR LECTURERS	:	K Padayachee, NHD (MLST)

LAB ASSISTANTS : SW Sibiyi* Adv Dip (CPUT)
 TB Mokoena, BTech (DUT)
 NR Phewa*, N Dip (MUT)

DEPARTMENT OF CIVIL ENGINEERING AND SURVEY

HEAD : Dr A Jaiyeola PhD (UKZN)*
 SECRETARY : Ms N Ngcobo, B. Admin (UNISA) NDip (MT)
 ADMIN ASSISTANT : Ms Mkhonzi, Advanced Dip. MUT, NDip (MUT)
 SENIOR LECTURERS : Dr JK Bwapwa, PhD (UKZN),

LECTURERS : SDS Khanyeza, BTech (DUT) NDip (MUT)
 Dr O.Nkwonta, Phd (UKZN),
 P Bhengu, MSc (DUT)
 S Naidoo, MSc (UKZN)

JUNIOR LECTURERS : Ms J Nzaba, MSc (UKZN)
 Ms T Gumede, BTech (DUT) NDip (MUT)
 Koopman R.M. BSc (UKZN),
 Mrs T Nodada, BSc (UKZN)
 Mrs Mpantsha, Dip (MT),
 S Ramkison, BTech (DUT)

CONTRACT LECTURERS : Ntuli S, MSc (UKZN)
 Goba S BSc (UKZN),
 M Muledy BSc (UKZN)
 Kamdem F MSc (UKZN)

CONTROL INDUSTRIAL TECH : B Mhlongo, BTech (Unisa)
 INDUSTRIAL TECHNICIANS : S Mkhwanazi, BTech (DUT) NDip (MUT)
 B Msimango NDip (MUT)
 S Njapha NDip (MUT)

CONTRACT INDUSTRIAL TECH : B Mhlongo, BTech (DUT) NDip (MUT),
 L Ntombela, BTech (DUT) NDip (MUT)
 S Phakathi, NDip (MT)

LABORATORY ASSISTANTS : AM Hlophe
 N Basi, BSc (UKZN)

CONTRACT LAB. ASSISTANT : Cele S, BTech (DUT) NDip (MUT)
 Zwane Z, NDip (MUT)
 Ndunakazi S, Advanced Dip (MUT)

DEPARTMENT OF CHEMICAL ENGINEERING

HEAD : Dr JI Baah, DBA HEM, MSc. PGDip TE
 SECRETARY : Miss PS Sosibo, NDip (MUT)
 ASSOCIATE PROFESSOR : Prof BF Bakare, PhD (UKZN)
 Prof AT Kaniki, PhD (UKZN)
 SENIOR LECTURERS : NM Zulu, MSc Eng (UKZN)
 Dr M Lasich, PhD (UKZN)
 Dr M Tshibangu, PhD (UKZN)
 Dr K Osman, PhD (UKZN)
 Dr TP Makhathini, PhD (Wits)

LECTURERS		Dr S Mtsweni, PhD (DUT) NLN Ndlovu, MEng (DUT) KP Shabangu, MEng (DUT) Dr N Nkosi, PhDEng (Wits) PC Jiyane, MEng (DUT) EZ Jingxi, MEng (CPUT) SM Khumalo, MEng (DUT)
CONTROL INDUSTRIAL TECH INDUSTRIAL TECHNICIANS INDUSTRIAL TECHNICIANS	:	SS Ndlovu, BTech (MUT) BCom (UNISA) SF Makhathini, BTech (MUT) NLG Ndebele, BTech (MUT) NK Madlala, B Tech (MUT)
DEPARTMENT OF ELECTRICAL ENGINEERING		
HEAD	:	Dr RF Chidzonga, DEng(DUT)
SECRETARY	:	
SENIOR LECTURERS	:	PB Nzuzza, NDip (MUT) Prof P Naidoo, DTech (NMMU) Pr.Tech. Eng SMSAIMC, MSAIEE, Dr C Mulangu, PhD (UKZN) Mrs K Behara MSc (AU) Dr BP Numbi, PhD (UP)
LECTURERS	:	RM Mpontshana, NHDip (DUT), ASAIMC WM Ndlovu, MTech (UNISA) Ms P Mtetwa, BTech (DUT) KW Ngidi, BTech (DUT) C Dwarika, MTech (DUT) A Lonappan, Pr. Tech. Eng, MTech (UM) TK Magenuka, BTech (CPUT) M Sibanda, MTech (CPUT),MSc(ESIEE/F/SATI) R Tshibangu, MSc (UKZN) SB Masikana, M. Eng (DUT), MSAIEE
CONTROL INDUSTRIAL TECH INDUSTRIAL TECHNICIANS	:	SM Gumedede, BTech (DUT) Ms N Lunyeni, NDip (MT) L Nzimande, NDip (MT) N Mthembu, BTech (DUT) N Mngomezulu BTech (DUT) VM Dlamini, BTech (UNISA) Ms NG Makhoba, NDip (MUT) NS Masondo, NDip (MUT)
LABORATORY ASSISTANTS	:	M Miya Ms S Goqo
DEPARTMENT OF MECHANICAL ENGINEERING		
HEAD	:	Dr J Mukuna D. Eng. (CPUT)
SECRETARY	:	Ms N Bavu, MCom (UKZN)
SENIOR LECTURERS	:	J Zvidzayi, MSc (UZ), MSAIMechE, Pr Eng Tech JG Mukuna, MTech (CPUT)

LECTURERS	:	R Gayapershad, BSc (UDW), MSAIMechE ZM Zondi, MEng (CPUT) N Ncube, MSc (UZ) MSaiMeche F Rapai, MSc (UZ), MSAIMechE Dr AYA Oyieke, PhD (UKZN), MSAIMechE K Kunene MSc (UKZN)
N- Gap LECTURERS	:	M Zulu, MTech (UJ),
JUNIOR LECTURERS	:	V Katiya, BTech (WSU) P Sinclair MSc (UKZN) TMW Mfene, BTech (DUT)
CONTROL IND. TECHNICIAN	:	IG Mills, NHDip (NT)
TECHNICIAN	:	N Mthembu, Mphil (UJ)
INSTRUCTOR	:	EM Mdluli, (Ntuzuma Tech)
LABORATORY ASSISTANTS	:	MP Mbandlwa DK Mdhuli LM Mkhize

FACULTY OF MANAGEMENT SCIENCES

DEAN	:	Dr K Ramsarghey*, PhD (DUT), SAIPA, SAAA
SENIOR SECRETARY	:	Mrs M Govender. BTech (MLST)
FACULTY OFFICER	:	KR Quilie. B Th. UFH
HUMAN RESOUC E DEVELOPMENT	:	
BUSINESS PARTNER	:	Vacant
RESEARCH PROFESSOR	:	Vacant

HUMAN SETTLEMENT UNIT

RESEARCH CHAIR	:	Vacant
POST DOCTORAL	:	Vacant

RETIRED PROFESSOR'S

RETIRED PROFESSORS	:	Prof EA Mantzaris, PhD (UCT) Prof PS Reddy
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POST DOCTORAL

POST-DOCTORAL RESEARCHERS	:	Dr S Adewumi, PhD (UKZN) Dr S Kayambazinthu Msosa, PhD (DUT) Dr C Mlambo, PhD (UFH)
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DEPARTMENT OF ACCOUNTING AND LAW

HEAD	:	Dr LR Makhathini*
SECRETARY	:	Ms ND Siyaya, MBA (DUT)
SENIOR LECTURERS	:	Mr FC Kenga, MA (UKZN) ICB, SAP, SAIPA Dr BK Zwane, PhD (DUT), MBA (UKZN) (SAIT) SAIPA Mr AK Patel, MCom (NWU) Dr LR Makhathini, MBA (MANCOSA) SAIPA Ms N Latiff, MAcc (UNISA)
LECTURERS	:	Mr S Dlomo, MBA (UDW) Mr AH Ally, LLB (UDM), (Admitted Attorney)

(Attorney High Court SA)
 Mr S Osman, Masters
 (UKZN), CA (SA)
 Ms R Narain, CA (SA)
 Mr R Kalidin, CA (SA)
 Mr NF Magagula, LLB (UniZulu)
 Ms CD Delomoney, LLM (UKZN),
 (Admitted Attorney), PGDIP HE (RU).
 Mr NW Nxumalo, M Admin (UKZN)
 Mr SP Khuzwayo, Masters,
 Accounting (DUT)
 Mr P Luthuli, M Compt (UNISA)
 Mr XM Ngcobo, M Acc (DUT)

JUNIOR LECTURERS : Mr K Mathe, BTech (MUT), PGDM, HCPM
 (MANCOSA)
 Ms EL Bentswana, BTech (MUT)

CONTRACT LECTURERS : Mr L Mkhwanazi, BTech (MUT)
 Mr M Hadebe, PGDip, BTech
 (MUT)
 Ms K Mthembu, LLB (UKZN)
 Mr VF Mthethwa, LLM (NWU)

DEPARTMENT OF COMMUNICATION

HEAD OF DEPARTMENT : Prof S Ngcobo*, PhD (UKZN)
 SENIOR LECTURER : Vacant
 LECTURERS : Dr BL Nyangiwe, PhD (UKZN)
 Dr ZL Sibisi, PhD (UKZN)
 Dr MA Gumede, PhD (UZ)
 Dr MR Jamal, PhD (UKZN)
 Mrs SPW Luthuli, MA (UKZN)
 Ms NE Ndaba, MA (UZ)
 NG Zulu, MA (DUT)
 Ms CN Mabaso M Ed (UKZN)
 JC Ngubane M Ed (UKZN)

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

HEAD : Dr E Kotelana, PHD (DUT), SABPP
 SECRETARY : Ms T Mdletshe
 SENIOR LECTURER : Dr PT Duma, PHD (UKZN), SABPP
 LECTURERS : Mr ET Selebi, BCom (Hons) (UDW), SABPP
 Ms NA Yozi, M Admin (UFH), SABPP, IPM
 Mr LZ Mthimkhulu, MCom (UKZN)
 Mr L Ntuli, BTech (MUT), SABPP
 Mrs H Hlengwa, MCom HRM (UKZN)
 Mrs HM Mhlongo, MCom (UKZN), SABPP
 Mrs N Mthembu, Entrepr Coord), MBA (UQ),
 SABPP

DEPARTMENT OF MARKETING

HEAD*	:	Mr MW Ngcobo*
SECRETARY	:	Ms PH Meyiwa, PGDip (MUT)
LECTURERS	:	ND Gwala, ST Dip, NDip, BTech, MBA
JUNIOR LECTURERS	:	BB Mhlongo, NDip (MUT), MCom S Maphumulo, BTech (DUT)
nGAP LECTURER	:	Ms LC Martins, MCom (UKZN)
PART TIME LECTURERS	:	MS Shange, MCom - Marketing (UKZN) ZE Cele, MBA (UKZN)
POSTDOC FELLOW	:	Dr SK Msosa, PhD (DUT)

DEPARTMENT OF OFFICE TECHNOLOGY

HEAD	:	Dr PN Majiya, DPhil (DUT)
SECRETARY	:	Ms NH Ndlangisa, BTech (DUT)
SENIOR LECTURER	:	MW Ngcobo, MBA (BCUC, UK), M.Ed. (UKZN)
LECTURERS	:	Ms BA Dube, M.Ed. (UDW)
	:	Mrs GST Motta, M. Admin (UKZN) PGDip (Rhodes University)
	:	Mrs V Moodley, MBA (UKZN)
	:	Mrs TO Ndhlovu, M-AIM (DUT)
	:	BP Qwabe, M-AIM (DUT) PGDIP in HE (UKZN), ECM (Wits)
	:	BE Shangase, M-AIM (DUT)
nGAP LECTURER	:	Mrs NM Xaba, M-AIM (DUT)

DEPARTMENT OF PUBLIC ADMINISTRATION & ECONOMICS

HOD	:	Dr MM Sikwela, PhD Agri. Econ. (UFH)
SECRETARY	:	Ms P Khuzwayo, B Admin (Hons) UKZN
SENIOR LECTURERS	:	Dr BYC Mvuyana*, D Admin (UKZN)
LECTURERS	:	Dr Z Gotyi, PhD (Pub & Dev Mgt) (Stell)
	:	Mrs P Moodliar, MPA (NMMU)
	:	Mrs NJ Ngcobo, MPA (NMMU)
	:	IB Ndlovu, B Admin (Hons) (JP)
	:	S Naicker, M Com (UDW)
	:	Ms B Dlodla, MPA (UKZN)
	:	Mr SS Gumede, M Admin (UKZN)
	:	Mr V Khumalo, M Admin (UKZN)
POST DOCTORAL RESEARCHER	:	Dr C Mlambo, PhD (UFS)
nGAP LECTURER	:	Ms NN Mpala, M Com (RU)

FACULTY OF NATURAL SCIENCES

DEAN	:	Prof AM Msomi, PhD (UKZN)
SENIOR SECRETARY	:	NZ Khumalo, NDip (MUT), Adv. Dip (MU)
FACULTY OFFICER	:	

RESEARCH PROFESSOR	:	Vacant
RETIRED PROFESSORS	:	Prof TC Davies, PhD (USL)
	:	Prof A Beesham, PhD (UCT)
LAB TECHNICIAN	:	S Tshabalala

DEPARTMENT OF AGRICULTURE

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SENIOR LECTURERS:	:	KP Molomo, BTech (UNISA), MSA (UFS) TG Cele, BSc (Hons) (Natal), MSc (UKZN)
LECTURERS:	:	Dr NM Buthelezi, BTech (Unisa), MSA (UFS), PhD (UKZN) Ms HC Els, BSc (Agric), MSc (Agric) (UP) S Manciya, B Agric, MAgric (UFH) PP Mlaba, BSc (Agric), MSc (Agric) (UKZN) PG Mthiyane, BSc (Agric), MSc (Agric) (UZ) DW Pons, BSc (Agric) (Natal) S Mthethwa, BSc, MSc Agric Econ,(UKZN) MH Mapeka, NDip, BTech, MTech Agric (TUT)

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SENIOR LECTURERS	:	Prof S Moodley, N Dip Med Tech (DUT), NHD Med Tech (DUT), BA (UNISA), Med Sc. (UKZN), MSc (Luton UN, UK), PhD (UKZN).
LECTURERS	:	Mrs N Cebekhulu, MTech (TUT), MBA (Regent), PGDip Edu.Man (MANCOSA). BTech (MUT) Mrs R Pillay, MMedSc (UKZN), BTech (DUT) Mrs ZN Jaya, MMedSc (UKZN), BTech (DUT), Mrs K Govender, MMed Sc (UKZN) Med Tech (MLST) S Shangase, MHSc (DUT) BTech (MUT), Ms PY Sikosana, MTech
JUNIOR LECTURERS	:	Mrs V Nundkissor, BTech (DUT) ND (MLS) Ms M Mpaka, PGDHE (Rhodes), BTech (MUT)
CONTROL INDUST. TECH	:	Mrs KN Bhengu, BTech (MUT)
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INDUSTRIAL TECHNOLOGIST	:	Ms SR Mkhize, BTech (MUT)
CONTRACT INDUSTRIAL TECHNOLOGIST	:	Ms S Selane, BTech, NDip (VUT)
LABORATORY ASSISTANT	:	NP Sosibo, (Lab Assistant Cert).
LABORATORY ASSISTANT	:	NP Ndlovu, BTech (MUT)

TRAINING COORDINATOR : VBS Biyela, BTech (DUT), ND (MUT)

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Mrs HG Ndaba, MTech (DUT)
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CONT INDUSTRIAL TECH : Mrs NM Msimango, BTech (MUT)
SENIOR INDUSTRIAL TECH : Mrs CC Biyela, BTech (MUT)
INDUSTRIAL TECHNICIAN : Vacant
LABORATORY TECHNICIAN : Miss N Mkhize
LABORATORY ASSISTANT : N Njapha

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JM Manyatsa, MTech (CUT)
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KM Ngcobo, MICT (DUT)
TT Mpulo, MICT (DUT)
Mrs FR Pillay, BTech (DUT)
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T Chani, MSc. (UZ)
JJ Msane, MCom (IS&T)
JUNIOR LECTURERS : TA Ngcobo, NDip (MUT)
VX Mhlongo, BTech (DUT)
NP Dlamini, BTech (DUT)
ZA Thabede, BTech (UNISA)
SP Dhlamini, BTech (DUT)
NF Njapha, NDip (MUT)
SL Ndovela, B Ed (Hons)(UKZN)

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LECTURERS : NM Rasenyalo, MSc (UKZN)
J Wyngaardt, MSc (UWC)
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L Mazibuko, MSc (UKZN)
MH Thabethe, MSc (UKZN)
KE Mkhwanazi, MSc (UKZN)

MH Thabethe, MSc (UKZN)
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DEPARTMENT OF NATURE CONSERVATION

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Prof GD Arthur, PhD (UKZN)
Prof GJ McDonald, MSc (UKZN)

SENIOR LECTURER : LD Mbuyisa, MSc (UFS)
LECTURERS : Dr DS Nadasan, PhD (UKZN)
Dr R Pillay, PhD (UKZN)

		R Lentsoane, MSc (UFS)
		Ms R Ntoi, MCom, MPhil, MSc (UKZN)
		Ms SI Nkosi, MNC (MUT)
		Dr T Mbanjwa (PhD) Unisa
		LP Tshapa, MSc (UKZN)
CONTRACT LECTURERS	:	Mr G Govender, BSc (UKZN), MNC (MUT)
		Dr K Singh (PhD) UKZN
RESEARCHERS	:	Dr D Naidoo, PhD (UKZN)
		Dr T Mutanda, PhD (UKZN)

10. ADMINISTRATIVE STAFF

10.1 OFFICE OF THE VICE-CHANCELLOR AND PRINCIPAL

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EXECUTIVE DIRECTOR:		
INSTITUTIONAL ADVANCEMENT	:	Dr C Israel, BA (Hons) (UDW), MA (UND), MA (SUN), PhD (UHN)
SENIOR DIRECTOR IN THE OFFICE OF THE VICE-CHANCELLOR	:	G Govender*, MBA (BCUC, UK)
EXECUTIVE SECRETARY	:	Mrs RB Nzama, BTech (TSA)

RISK AND COMPLIANCE DIRECTORATE

DIRECTOR	:	Vacant
RISK ADMINISTRATOR	:	Vacant
INTERNAL AUDIT MANAGER	:	Ms Z Gwarube, PCIA, BCom (NMU)
INTERNAL AUDITOR	:	Ms M Khumalo
INTERNAL AUDITOR	:	Miss TJ Makhanya, BTech (DUT)

INSTITUTIONAL ADVANCEMENT

SENIOR DIRECTOR	:	Dr C Israel BA (Hons) (UDW), MA (UND), MA (SUN), PhD (UHN)
DIRECTOR: MARKETING & COMMS	:	Vacant
ALUMNI RELATIONS OFFICER	:	Ms MN Baloyi, PG DBM (MANCOSA)
ALUMNI RELATIONS ASSISTANT	:	Mr S Mabaso

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DIRECTOR: STAKEHOLDER RELATIONS:		Mrs ZC Sishi, BTech (DUT), BA (UNISA)
SENIOR SECRETARY	:	Ms L Mbongwa, Adv. Dip (MUT)
PUBLICATIONS OFFICER	:	WB Hlophe, MPA (UKZN)
WEBMASTER	:	J Roopsunker, ND (MT)
EVENTS CO-ORDINATOR	:	Ms NJ Mthiyane, BTech (VEGA)
SCHOOLS LIAISON OFFICER	:	Ms ST Maphumulo, PGCE (UNISA)
SCHOOLS LIAISON ASSISTANT	:	AL Bulose, Adv. Dip (MUT)

ADMIN ASSISTANT	:	Ms NF Dube, Adv. Dip (MUT)
CATERING SUPERVISOR	:	Ms DR Sikhakhane, Cert. Catering & Decoration
10.2 TEACHING AND LEARNING		
DEPUTY VICE-CHANCELLOR	:	Dr BA Ntshangase* PhD (UKZN), (SAAPAM)
TEACHING AND LEARNING		
EXECUTIVE SECRETARY	:	Mrs BJ Bulose, BTech (Natal)
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SECRETARY	:	Ms LA Mchunu, BTech (DUT)
EIP PRACTITIONER	:	Ms LC Myende, PGD (UKZN)
JOB PLACEMENT OFFICER	:	Mrs ZC Hlubi, MCom (UKZN)
JOB PLACEMENT OFFICER	:	Ms TS Bulose, PGD (DUT)
ADMINISTRATIVE ASSISTANT	:	TD Gumbi, PGDip (UKZN)
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SENIOR DIRECTOR	:	Dr NN Mosala-Bryant, BBibl (UWC), BBibl (Hons) (UCT), MBibl (UCT), PGDIM (RAU), D Phil (UKZN)
SENIOR SECRETARY	:	Ms RB Govender, BTech (DUT)
DEPUTY DIRECTOR	:	Ms B Nyide, BA (UZ), HDLS (UNP), BBibl (Hons) (UKZN), MIS (UKZN)
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LIBRARIAN (E-resources)	:	Ms A Magcoba, BTech (DUT), MLIS (DUT)
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 Mr SE Mkhithi, NDip (DUT)
 Ms N Ngiba NDip LIS (DUT)
 Mr SM Dlamini
 Mr N Zulu
 Ms S Manqele, NDip LIS (DUT)
 Mr M Mazibuko, NDip (MUT), BTech (UNISA)
 Mr L Ngcobo NDip LIS (DUT) BTech LIS (DUT)
 Ms TB Biyase NDip LIS (DUT) BTech LIS (DUT)
 Ms P Zulu Ndip Acc(MUT)
 Mr S Buthelezi BA Info science (UZ)
 Mr MP Mchunu ND LIS (DUT), BT LIS (DUT)

MESSENGER : Mr K Mhlongo BCom (UNISA)

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 SECRETARY : Ms NC Mnguni, BTech (MUT)
 QUALITY OFFICER : Dr ML Sentsho, PhD (UP)
 QUALITY OFFICER : ET Samkange, M Com (UJFH)
 ADMINISTRATIVE ASSISTANTS : Mrs V Zulu, BTech (DIT)
 Mrs NP Bhengu, BTech (DUT)

DEPARTMENT: TEACHING AND LEARNING DEVELOPMENT CENTRE

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 SECRETARY : Vacant

E-LEARNING

SPECIALIST: EDUCATION TECHNOLOGY
 AND E-LEARNING : C Nyondo, BTech (DUT), PGDip (UCT)
 LEARNING DESIGNER : Ms NL Khuzwayo, BTech (MUT), PGDip (UCT)
 TECHNICIAN : MF Mhlongo, BTech (DUT) PGD (UCT)

DEPUTY DIRECTOR: TEACHING AND PROFESSIONAL DEVELOPMENT

: Dr PR Gumede, BTech, (DUT); MA,
 (UNISA) PhD (UKZN), PGDip (HE) (RU)
 SECRETARY : Ms NM Nyuswa, NDip (MUT), Adv Dip (MUT)
 SENIOR SPECIALIST: CURRICULUM
 DEVELOPMENT AND ASSESSMENT : Vacant
 SHORT COURSE COORDINATOR : Vacant
 UCDP COORDINATOR : Vacant
 COORDINATOR: PEER ASSISTED LEARNING &
 FOUNDATIONAL PROVISION : MP Sithole, MBM (Waterford IT), PGDip (HE)
 (IIE VC)/

DEPUTY DIRECTOR: ACADEMIC LITERACY AND LANGUAGE

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 USA)
 SECRETARY : Ms NP Radebe, ND (MUT)
 LANGUAGE LAB ASSISTANT : Ms Z Mbili, ND (MUT)
 LANGUAGE LAB ASSISTANT : Ms L Khumalo, ND (MUT)

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ACADEMIC LITERACY LECTURER	:	Dr NE Madondo, MA (UKZN), PhD (RU)
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WRITING CENTRE PRACTITIONER	:	Ms TM Mashiloane, NDip (TUT), BTech (UJ), PGCHE (UP), Hons (UKZN), M Ed (UKZN)
WRITING CENTRE PRACTITIONER	:	N Mhlongo, BSc (UKZN), Hons (UKZN), MA (UKZN)

DEPUTY DIRECTOR MATHEMATICS AND SCIENCE

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CHEMISTRY LECTURER	:	Ms A Ramrung, M Tech (DUT); PGDip (RU)
PHYSICS LECTURER	:	B Mohan George, MSc (MGU, India); BSc (MGU, India), BEd (UK)
MATHEMATICS AND BASIC NUMERACY LECTURER	:	D Hove, MSc (NMMU), BSc Hons (UZ, Zim), PGDip (HE) (RU), BSc (UNISA)

10.3 RESEARCH, INNOVATION AND ENGAGEMENTS

DEPUTY VICE-CHANCELLOR	:	Vacant
RESEARCH, INNOVATION & ENGAGEMENTS EXECUTIVE SECRETARY	:	Ms N Khathi

COMMUNITY ENGAGEMENT AND DEVELOPMENT (CEAD) DIRECTORATE

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DEPUTY DIRECTOR	:	Vacant
SECRETARY	:	Miss SZ Shabalala, Adv Dip (MUT)
RESEARCHER: COMMUNITY DEVELOPMENT	:	Vacant
COMMUNITY LIAISON OFFICER	:	Vacant
RESEARCHER: COMMUNITY ENGAGEMENT	:	Dr ID Ighodaro, PhD Agric, Agric Ext (UFH); M Agric, Agric Ext (UFH); B (Hons) Agric, Agric Ext; (UFH), BSc. (Hons), Geo & Reg Plan (UNIBEN); PGDHET (UFH); PGDHET (UFH)

RESEARCH AND DEVELOPMENT DIRECTORATE

DIRECTOR	:	Dr A Mienie, PhD (Wits), LLB (UKZN) (Attorney High Court)
SECRETARY	:	Mrs SK Ngongoma, BTech (DUT)
RESEARCH COORDINATOR	:	JS Qwabe, B Admin (Hons) (UNISA)
RESEARCH ADMINISTRATOR	:	Mrs S Fraser, BTech (UNISA)
SECRETARY TO RESEARCH PROFESSORS:	:	Vacant

TECHNOLOGY STATION IN CHEMICALS (TSC)

DIRECTOR	:	Ms VX Ngubane*, MBA (UKZN); MSc (UKZN), BSc (Hons) (UKZN), Adv Dip (Damelin)
TECHNOLOGY & INNOVATION MNGR	:	SM Nkosi, MSc (DUT), BTech (MUT), NDip (MUT)
OPERATIONS MANAGER	:	Ms VX Ngubane, MBA (UKZN), MSc (UKZN), BSc (Hons) (UKZN), Adv Dip (Damelin)
TECHNOLOGIST (COSMETICS)	:	Mrs NG Mkhize, BTech (MUT), NDip (MUT), Adv Dip (Damelin), Dip SA (COSCHEM)
TECHNOLOGIST (CHEMICAL ENG)	:	Mrs GE Ngcobo, BTech (MUT), NDip (MUT)
TECHNICIAN (ANALYTICAL)	:	Ms SA Sibiyi, BTech (MUT), NDip (MUT)
FINANCE & PROCUREMENT OFFICER	:	NB Mdlalose, MBA (UKZN), BTech (MUT)
CHIETA PROJECTS ADMINISTRATOR	:	SF Goba, Adv Dip (MUT), NDip (MUT)
RESEARCHER	:	Dr M Achilonu, PhD (UFS), MSC(FUTO), BSc TCH(FUTO)

10.4 RESOURCES AND PLANNING**DEPUTY VICE-CHANCELLOR: RESOURCES &**

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EXECUTIVE SECRETARY	:	Mrs PP Kubheka, MTech (DUT)

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FINANCE OFFICER: GENERAL LEDGER:	:	D Buthelezi, BTech (MUT)
ASSET CONTROLLER	:	SF Makhanya*, BTech (MUT)
ASSISTANT ASSET CONTROLLER	:	VSM Maphumulo, BTech (MUT)
ASSISTANT FINANCIAL OFFICERS	:	Ms NP Ndlozi, BTech (DUT)
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	:	Ms SP Mzizi, BTech (DUT)
	:	Ms TF Cele, BTech (MUT)
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CHIEF ACCOUNTANT PAYROLL	:	Mrs T Buthelezi, BTech (DUT), BCompt (UNISA)
FINANCIAL OFFICER: PAYROLL	:	Ms T Gumede, BTech (DUT)
CONTRACTS OFFICER	:	Vacant

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MANAGER	:	AZM Kubone, MBA (UKZN)
SENIOR BURSARIES OFFICER	:	Ms C Nkosi, NDip (UNISA)
BURSARY OFFICER	:	N Ngcobo, BTech BA (DUT)

SENIOR LOANS OFFICERS	:	Mrs PP Gwala, BTech (TSA) Ms KNP Ntshingila, BTech (DUT)
LOANS OFFICERS	:	Ms PP Nhlumayo, BTech (DUT) N Mbanjwa, BTech (MUT) Ms PI Mdletshe, BTech (DUT) Ms NI Mkhize, BTech (DUT) Ms PP Ngcobo, BTech (DUT) SW Khuzwayo, BTech (DUT) TZ Shabangu, BTech (DUT) MM Mthembu, B Admin (UZ) P Madikizela, NDip (MUT) TO Mdlalose, NDip (MUT) LB Majola, NDip (MUT) Ms NP Mkhize, NDip (MUT)

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ASSISTANT BUYER	:	Ms PJ Hlophe, NDip (MT)
DISPATCH/RECEIVING CLERK	:	Ms ND Radebe, NDip (MT)
INVENTORY CONTROLLER	:	Ms NM Qwabe, NDip (MT)
STOCK TAKING CLERKS	:	Ms Z Myende Mrs BL Khumalo
DATA CAPTURER	:	Vacant
GENERAL ASSISTANTS	:	H Goqo S Mendu J Sikhosana

TRANSPORT DEPARTMENT

HEAD: TRANSPORT	:	KC Ndlovu*
DRIVERS	:	JM Luthuli XL Dlamini SS Hlongwa TW Mbazo IZ Mqadi SJ Mkhize

HUMAN RESOURCES & DEVELOPMENT DEPARTMENT

SENIOR DIRECTOR	:	D Brijjal, MBA (UKZN),
DIRECTOR	:	B Shezi, M Admin (UKZN)
SENIOR SECRETARY	:	Ms B Bashe, BTech (DUT)
EMPLOYEE RELATIONS SPECIALIST	:	EZ Sitole, PGD Labour Law (UJ), SHRMP (DUT)
ORGANISATIONAL DEVELOPMENT SPECIALIST	:	Mrs B Wella, BTech (MUT)
HR ADMINISTRATOR	:	SG Ndaba, PGD (UKZN)
HR ADVISOR	:	Ms SN Masondo, MA (UKZN)
HR ADVISOR	:	Vacant
HR ADMINISTRATORS	:	N Mzobe, BTech (MUT)
	:	Mrs L Mkhwanazi, B Admin (UKZN)
RECRUITMENT & SELECTION	:	

COORDINATOR	:	
HR ADMINISTRATORS	:	NM Sibiya, PGDip (UKZN)
	:	Ms BA Maphanga, BTech HRM (DUT)

INFORMATION TECHNOLOGY AND NETWORKS DEPARTMENT

SENIOR DIRECTOR	:	Dr M De Swardt (PhD) (Da Vinci Institute of Technology)
MANAGER: TECHNICAL SERVICES	:	Vacant
MANAGER: APPLICATIONS	:	S Mudaly, MTech (DUT)
MANAGER: IT INFRASTRUCTURE	:	P Seethal, NDip, BComm (UNISA)
MANAGER: IT PROJECTS	:	Mrs D Venter, Masters
OFFICE ADMIN & APPL SUPPORT	:	N Mlotshwa, BTech (MUT)
HELP DESK ASSISTANT	:	TP Mkhize, NDip (MUT)
NETWORK SPECIALIST	:	C Johns, NDip (MUT)
SOFTWARE SPECIALIST	:	Vacant
WORKSHOP TECHNICIAN	:	NP Xaba, BTech (DUT)
DESKTOP SUPPORT ADMINISTRATOR:	:	SS Mrafa, NDip (MUT)
LAB TECHNICIAN	:	BP Shange, NDip (MUT)
LAB TECHNICIAN	:	T Msani, NDip (MUT)
LAB TECHNICIAN	:	T Makhathini NDip (MUT)
LAB TECHNICIAN	:	H Ntuli, NDip (MUT)
LAB TECHNICIAN	:	P Mkhize, NDip (MUT)
LAB TECHNICIAN	:	T Makhubu, NDip (MUT)
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BUSINESS ANALYST: HR & Payroll	:	SP Mngadi, MTech (UNISA)
BUSINESS ANALYST: FINANCE	:	P Zikhali, NDip (UKZN)
SERVER ADMINISTRATOR	:	Vacant
OFFICE TECHNICIAN	:	V Dlamini, NDip (MUT)

INSTITUTIONAL PLANNING AND RESEARCH DEPARTMENT

SENIOR DIRECTOR	:	Dr J van Koller, D.Ed. (UNISA)
SENIOR SECRETARY	:	Ms ML Sikhosana, PGD(MUT)
DIRECTOR: STRATEGIC PLANNING	:	Dr LL Lekena-Bayaga, PhD
DEPUTY DIRECTOR: MIS	:	
MANAGER: HEMIS	:	SL Langa, BTech (MLST)
HEMIS OFFICER	:	Ms T Pendu ND (UNISA)
TIMETABLE OFFICER	:	M Matshukuca, NDip (MUT)

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SENIOR DIRECTOR	:	Ms F Madhi, LLM (Wits)
SENIOR SECRETARY	:	Vacant

OPERATIONS DEPARTMENT

SENIOR DIRECTOR OPERATIONS)	:	M Kau*
SENIOR SECRETARY	:	Vacant
DIRECTOR INFRASTRUCTURE	:	L Ngcaweni, BTech QS (UJ), CandQS. (SACQSP), MAQS (ASAQS)
PROJECTS MANAGER	:	Ms N Mncube Vacant
PROJECTS ADMINISTRATOR	:	Ms Z Mtulu
PROJECTS FINANCE OFFICER	:	Ms T Mbokazi

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WORKS MANAGER	:	Vacant
HEAD (Electrical)	:	S Mchunu, (Trade Test), Wireman's License SAMTRAC, NOSA Auditing,
Artisan Assistant	:	S Jali
Artisan Assistant	:	X Mkonde
Artisan Assistant	:	SF Mpisane
Artisan Assistant	:	JH Mbanjwa
Artisan Assistant	:	JP Khumalo
Artisan	:	SH Sibisi (Carpenter, Trade Test)
General Assistant	:	FR Mdunge
General Assistant	:	SN Sithole
General Assistant	:	MB Shandu
General Assistant	:	FI Mfeka
General Assistant	:	BV Dlamini
HEAD (Plumbing)	:	vacant
Plumber	:	BR Mkhize
Plumber	:	Z Nkosi
Plumber	:	MM Mkhize
HEAD (Facilities)	:	Mrs G Lushozi
Supervisor	:	RK Zulu
Supervisor	:	Ms MA Jwara
Supervisor	:	Ms MT Gumede
Cleaner	:	Ms PT Mgwaba
Cleaner	:	Ms PN Luthuli
Cleaner	:	S Mncwabe
Cleaner	:	Ms EN Maphumulo
Cleaner	:	Ms SM Komo
Cleaner	:	Ms GN Ndimande
Cleaner	:	Ms BF Khuzwayo
Cleaner	:	Ms NE Dlamini
Cleaner	:	Ms NP Gumede
Cleaner	:	Ms NP Nzama
Cleaner	:	Ms PT Mgwaba
POST OFFICE AND REGISTRY		
HEAD OF DEPARTMENT	:	LJ Zindela, ND in HR(MUT), BTech (UNISA), Cert in Project Man (Wits), PGD (MUT)
MAIL CLERK	:	Mrs RJ Mnyali
POSTAL ASSISTANT CLERK	:	MB Nene, BTech (MUT)
MESSENGER/DRIVER	:	TB Mkhize
TELEPHONIST	:	Mrs L Nairee, Cert in Project Man (MANCOSA)
TELEPHONIST	:	Mrs SG Dlamini
ARCHIVE CLERK	:	Vacant

PROTECTION SERVICES

DIRECTOR	:	TJ Rammala
OFFICE ADMINISTRATOR	:	Ms T Ntsikwe, NDip (PE Tech)
PROTECTION SERVICES OFFICER	:	S Dlamini (Safety and Security Management)
PROTECTION SERVICES OFFICER	:	NA Sikhosana

PRINTING SERVICES UNIT

HEAD	:	Vacant
ASSISTANT PRINTING MANAGER	:	Vacant
MACHINE MINDER	:	PB Sibiya*
PRINTING ASSISTANT	:	MP Ngcece
PRINTING ASSISTANT	:	Mrs GA Shelembe

10.5 **STUDENT AFFAIRS DEPARTMENT**

DEAN OF STUDENTS	:	Dr LT Kweyama, PhD, UniZulu
SECRETARY	:	Vacant

GOVERNANCE AND LIFE

STUDENT DEVELOPMENT OFFICER	:	Dr ME Ntuli PhD, UKZN
SRC ADMINISTRATOR	:	Ms SCS Nxasana, BA (UNISA)

RESIDENCES & STUDENT HOUSING UNIT

RESIDENCE SUPERINTENDENT	:	Mr SM Madlala, ND (MUT), BTech (UNISA); Hons (UKZN)
SENIOR WARDEN	:	Mr AM Shozi, ND (MT), BTech (MLST)
WARDENS	:	Mr NCS Jiyane Mr BSD Ntuli, Dip, ND (MUT), BTech (DUT) B Admin (Hons) (UNISA) Cert in Fclts Mngt, Project Mngt BB Mtshali, ND (MUT), BTech (MUT), PGD (MUT) NR Mkhabela ND (MUT), BTech (MUT), PGD (MUT) Mrs N Ngidi, BTech (MUT), PGD (UKZN) Mrs N Zuma, ND (DUT), BTech (DUT) Miss SD Msomi ND (MUT), BTech (MUT), PGD (UKZN) Mr NB Shange, ND (MUT), Adv. Dip (MUT) Miss NN Mlondo, ND (MUT), Adv. Dip (MUT) Mr NW Ndlovu, ND (MUT), BTech (MUT) Mr NS Zondi, ND (MUT), Adv. Dip (MUT), BTech (MUT), PGD (MUT)
CONTRACT WARDEN	:	Mr BK Cele, ND (MUT), ADV, DIP (MUT)

STUDENT COUNSELLING UNIT

DIRECTOR	:	Dr P Naidoo, (PhD (UKZN)
SECRETARY	:	Mrs QT Shezi, BTech (DUT)
STUDENT COUNSELLORS	:	Ms LP Mkhize, MA (UKZN)

Mrs LL Chamane, BA (Hons) (UZ)
FF Gumada, M Soc Sci (UKZN)

SPORTS UNIT

DEPUTY DIRECTOR : SC Mkwalo, MSc.Sport Sc. (UKZN)
SECRETARY : Mrs NP Mazibuko, Adv Dip OMT (MUT)
SPORTS OFFICER : Mrs NN Ndlovu, ND (DUT) Adv Dip (MUT)
SPORTS FACILITIES OFFICER : B Ganyile, BSc (Hons) (UKZN)

STUDENT HEALTH SERVICES (CLINIC)

CHIEF PROFESSIONAL NURSE : Ms GCN Mkhwanazi, BA Cur Praxis Ext.
(UKZN), PGD in Bus Mngt (PGDBM) (UKZN)
MPH (UKZN)

SECRETARY : Ms N Msimango, ND, Adv Dip, OMT (MUT)

PRIMARY HEALTH NURSE : Mrs N Mazibuko, BTech PHC(DUT), MPhil,
HIV/AIDS Mngt (SU), Nursing Ed. (NWU),
NIMART (Dept of Health),
Comprehensive Dip in Nursing, Midwifery
Community Health and Midwifery (Natal College
of Nursing, Occ. Health certificate (DUT),
Pharmacology for Nurses certificate (DUT)

OCCUPATIONAL HEALTH NURSE : Ms HK Gasa, BTech (DUT)

HIV COUNSELLORS : Ms C Nkosi, Cert. (HIV Counselling)
Ms SI Bhengu, Cert (HIV Counselling),
(MUT) Adv Dip (MUT)

CLINIC DOCTOR : Dr ACN Ngobese, MBChB. (UKZN), DOH
(UFS), MPH (UL), DPME (US), AMP (MBS)

HEALTH PROMOTER : Miss BM Sithole, B Cur (UJ) M.Ed. (Wits)

ENROLLED NURSE : Mrs NR Zungu, E/N (Michaelmas Nursing
College)

CLINICAL NURSE PRACTITIONER : Sibiya NB Cur (UKZN), Dip PHC/TR/C(UKZN)

10.6 REGISTRAR'S OFFICE

REGISTRAR : Dr PP Masala, BA.Ed, BA Hons (Unin), MA,
MDP (UFS), ULDP (SU), D Comm (CUT)

SENIOR SECRETARY : Z Ludidi

ACADEMIC ADMINISTRATION & EXAMINATIONS

DEPUTY REGISTRAR : Z Gqamane, MPA (NMMU)

SECRETARY : NS Xaba, M Com (UKZN)

HEAD: ACADEMIC ADMINISTRATION : XS Kunene, MDP (SU), BBA, (UKZN)

ENQUIRIES OFFICER : Vacant

RECORDS OFFICER : NB Buthelezi, NDip, Adv Dip (MUT)

EXAMINATIONS OFFICE

CHIEF EXAMINATIONS OFFICER : Vacant

SENIOR EXAMINATIONS OFFICER : Mrs LB Ngongoma, NDip (MT)

EXAMINATIONS OFFICER : LS Mhlongo, BTech (DIT)
ASSISTANT EXAMINATIONS OFFICER : CB Ngcobo, PGCE (UNISA)
ASSISTANT EXAMINATIONS OFFICER : Vacant

GOVERNANCE & SECRETARIAT

DEPUTY REGISTRAR : Vacant
SECRETARY : Mr S Zulu
CHIEF COMMITTEE OFFICER : Ms J Mabuya
CHIEF GOVERNANCE OFFICER : VM Khomo, BSoc Sc (Hons) (UCT)
SENIOR COMMITTEE OFFICERS : Ms SM Shezi, NHD (MLST), CM (BUC, UK)
: Mrs TP Khoza, MPA (UKZN)
: Ms ML Memela, PGD (UKZN)
: Mrs N Xulu, PGD (UKZN)
: Ms CN Nojijyeza, BTech (DUT)
POLICY DEVELOPMENT OFFICER : TB Sithole, MPhil (SU)

11. DEGREES AND DIPLOMAS: CONFERRED BY THE UNIVERSITY

Doctoral Degree (NQF Level 10) (120 credits)
Master's Degree (NQF Level 9) (120 credits)
Post Graduate Diploma NQF Level 8 (120 Credits)
Advanced Diploma 4 Years NQF Level 7 (120 credits)
Diploma 3 years NQF Level 6 (360 Credits)

Note that the words indicating the male gender shall also be applicable to the female gender, and vice versa.

G.12. Repealed (w.e.f. 01/01/2010)

G. 13. APPLICATION FOR ADMISSIONS

13.1 Undergraduate Application

All prospective students must apply for admission to the University of Technology on prescribed forms which are available on request from the Admissions Section of the University or from the CAO. Applications for admission to programmes of study offered by the Departments of Environmental Health, Agriculture, Community Extension and Nature Conservation must reach the CAO annually before 30 September. The closing date for all other applications is 31 October. All applications are subject to a selection process. Applicants will be notified as soon as possible after the above-mentioned closing dates whether or not their applications for admission have been approved.

13.2 Post Graduate Application

Applications for post graduate qualifications must be made on the prescribed application form obtainable from the university website and submitted together with the relevant documentation to the respective HODs.

G.14. ADMISSION REQUIREMENTS: GENERAL REGULATIONS

In addition to the normal admission requirements applicable to the various programmes, the University retains the right to administer further selection tests to students applying for admission to specific fields of study.

Admission requirements

- a. To register for a Certificate/Diploma a candidate must hold a Senior Certificate (if obtained before 2008), a National Senior Certificate (if obtained after 2008) or a recognised equivalent qualification. A student will only be admitted to a particular diploma if he/she satisfies the admission requirements of the specific programme of study as indicated in the Faculty Handbook.
- b. Candidates with a Senior Certificate must have passed at least five subjects including English and a minimum of one Higher Grade subject. At least three of the subjects must have been passed at the same examination sitting.
- c. Subject to Rule 14 (b), only school subjects on HG or SG are normally acceptable.
- d. Candidates with a National Senior Certificate as certified by Umalusi must have passed six recognised NSC 20 credit subjects with an achievement rating of 3, 4 or better. NB. Life Orientation is not included.
- e. Students holding a GCE, GCSE, IGCSE or the Cambridge School Certificate must have passed five approved ordinary level subjects including English Language, provided three subjects have been passed at the same examination sitting. Only symbols A, B or C are accepted as passes.

G.15. REGISTRATION AS A STUDENT

a. General Regulations

- i. A student shall, prior to the commencement of his studies, enrol as a student of the University by completing his registration form in full, thereby binding himself to the rules of the University and undertaking to pay the prescribed fees. In the event of semester courses, students shall enrol for every semester.
- ii. A student is provisionally registered until he submits his certificates serving as requirements for admission to a particular course of study. Such certificates must be submitted before 15 May in the year in which he first registers as a student and 15 October for the second semester unless the Registrar allows him extension of time. A student who has been registered on the basis of submission of fraudulent documents or payments will be deregistered with immediate effect after detection of such fraud.
- iii. Students have to provide the Registrar with a postal and residential address as well as an address for the receipt of University accounts. Any change in this address must be submitted to the Registrar without delay but not later than 7 days after such a change. Official correspondence/accounts sent to the addresses thus provided by the student will be deemed to have been received by him/her.
- iv. The Senate may annually determine the closing date for enrolment, provided that the Senate may consent to late registration on payment of a penalty. No student shall be admitted as a candidate for more than one degree, diploma or certificate at the same time, without the special permission of the Senate. Likewise, no student registered at the University shall be permitted to enrol as a student at another tertiary institution at the same time, unless special permission has been granted by the Senate.
- v. Council may, after consultation with the Senate, restrict the number of persons who may be permitted to register for a particular programme, in which event the Senate may, from

amongst the persons qualified to register for such a course, select those who will be permitted to register.

vi. **NOTE:** Documents to be submitted on first registration

1. Original National Senior Certificate/Senior Certificate
2. Original copy of SA Identity document

vii. **NOTE:** Documents to be submitted by international students on first registration:

1. Original Educational Certificate/s and SAQA Evaluation
2. Original copy of Passport
3. Original Study Visa/Permit
4. Proof of Medical Aid Cover

b. **Registration for non-diploma purposes**

i. A student who does not wish to register for a diploma but is only interested in a particular course(s) may register for non-diploma purposes (NDP) if he/she meets the admission requirements for the particular course(s). Registration is subject to the approval of the respective HoD.

ii. Courses, half-courses, modules or papers followed for NDP are subject to the same conditions and other stipulations as those applicable to students following these for degree or diploma purposes.

iii. Courses, half-courses, modules or papers in which a student has passed for NDP will not necessarily be recognised as credits for a future diploma. The granting of such credit may be considered only if the student has qualified for admission to study for the relevant diploma on or before 30 April of the academic year in which he has passed the NDP course(s) or module(s).

c. **Registration dates**

Student registration will take place in accordance with the registration dates as contained in the University Calendar. Prospective students must make sure of the dates, times and venues of registration. Students must abide by the registration programme and relevant deadlines.

d. **Late Registration**

Late registration dates are indicated on the official University calendar. A late registration fee is levied on students who do not register on their specific registration dates. No person shall be considered for registration after the day of late registration.

e. Students are not allowed to attend classes, write tests and/or assessments in module/s not registered for.

G.16. **TIME-TABLE CLASHES**

A student will not be allowed to register for subject combinations which will result in time-table clashes.

G.17. **CURRICULUM/ COURSE AMENDMENTS AND TERMINATION OF STUDIES**

A student may only amend his curriculum/courses before the last date for late registration as indicated in the University Calendar. In respect of each amendment the student is required to complete the

prescribed form and obtain the approval of the Head of Department. The form must then be handed to the Faculty Officer.

If the student is attending a programme for which s/he is not registered, the said programme will be terminated immediately.

If it is necessary for a student to de-register from the University, the prescribed form, obtainable from the Faculty Officers must be completed, signed and handed to the Faculty Officer. Refunds will be administered in line with the cancellation dates. Should this procedure not be followed no refund (if any) will be credited to the student account.

G.18. COURSE EXEMPTIONS/RECOGNITIONS

- a. Exemption from subjects in respect of subjects passed at institutions other than a University of Technology
 - i. The Senate in its discretion may in certain circumstances grant exemption from a subject in respect of a similar subject which a student has passed at an institution other than a University of Technology. The exemptions so granted may not exceed 50% of the total subject credit value of a qualification and may not include any of the major subjects, at the final level.
 - ii. Students who wish to apply for recognition of subjects successfully completed at academic institutions other than the University of Technology, must direct such applications to the respective Head of Department for assessment before 31 October of the year preceding the intended year of registration. The Head of Department may accept applications after this closing date for submission to the Senate, but the full liability for any consequences of an unsuccessful late application for exemption rests with the student (see further below). No late applications will be accepted after 15 March of the relevant year of registration.

On application for course exemption/recognition, an original Academic record with a certificate of good conduct and syllabi of the courses for which exemption is requested, must accompany the application and a prescribed fee.
 - iii. Exemptions for subjects offered at Technical Colleges in Engineering Departments are indicated in the departmental handbooks.
 - iv. Exemption from an examination in a subject(s) will be considered if a student has passed an examination conducted by any other recognised examining body in corresponding or similar subject(s) on the same level.
 - v. Exemption from courses at tertiary level will not be considered on the basis of subjects passed at senior secondary level.
 - vi. An application for exemption from an examination in a subject must be accompanied by documentary proof issued by the examining body concerned, that the student has passed the relevant course and has obtained a minimum of 50% of the total marks.
 - vii. If an existing diploma programme has been revised so that the structure of the programme and the name of the diploma changes, diplomas will not be interchangeable and recognition of completed subjects will be refused.

- viii. If a student holds a terminated diploma, and wishes to obtain the new diploma, the student will receive recognition for a maximum of 50% of the number of relevant prescribed subjects.
- ix. As per the delegation of authority, the Faculty Executive Committee must approve all applications for subject credits/exemptions provided they fulfil the requirements mentioned in G18 (a) and (b).

b. **Recognition of subjects passed at another University**

A student who has not completed a diploma course at the University, and wants to enrol for another diploma course at the University, will be entitled to recognition of all corresponding subjects on condition that the original course of study is no longer pursued. However, a student from another institution who has not completed a diploma, and who wants to enrol for a study course at the University, will only be entitled to recognition of 50% of the subjects completed elsewhere. A student who has completed a diploma course at the University of Technology, and wants to enrol for another diploma course at the University is entitled to recognition of 50% of the courses contained in the completed curriculum, excluding the final (major) subjects. The number of subjects for recognition may be exceeded with the approval of the Senate.

Subjects which a student has passed at another University may be credited by the Senate in certain circumstances. The credits so granted may not exceed 50% of the total subject credit value of the qualification. **At least 60% of the subjects at the final level must be completed at Mangosuthu University of Technology.**

c. **Unsuccessful application for course exemption**

In the case of an unsuccessful application the student remains fully liable as far as academic and financial consequences for the relevant subjects are concerned.

d. **Repeating a course**

A student shall repeat all lectures, seminars, tutorials and practicals (depending upon the course) as if he is taking the course for the first time and shall report for all the papers again, provided that a Faculty Board may grant exemption from any class and other obligations.

The student shall, however, again obtain a course mark by means of tests, practicals, etc. In such cases the relevant Faculty shall communicate applicable concessions and conditions to the student in writing, and these shall be approved by the Faculty Board concerned.

e. **Exemption from attending classes**

In exceptional cases written application for exemption from class attendance in a particular subject shall be considered by the Faculty Board in accordance with the following:

- i. A student has attended classes in that subject during a previous academic period.
- ii. A student may not apply for exemption from class attendance for more than one subject during a particular academic year or semester.
- iii. A student may not apply for exemption from class attendance for a subject on one level and continue simultaneously with that subject on the higher level.

- iv. Should exemption from class attendance be granted, the student will still be required to write all tests and complete all assignments and practicals as scheduled for the period. The course mark of the previous period is thus deemed to be null and void.
 - v. Should a student be exempted from class attendance, such student will be required to register for and pay the full fees for the subject/programme.
 - vi. Exemption from class attendance in a subject will be granted for only one consecutive year/semester.
 - vii. Applications for exemption from attending classes must be lodged before the last date for late registration as published in the University Calendar.
- f. **Continuation of course**
A student may only continue with a course in a particular year provided all the requirements for the immediately preceding course and the curriculum requirements have been met.
- g. **Prerequisite courses**
- i. A student will not be allowed to register for a particular subject unless the pre-requisite subject, as indicated in the rules pertaining to the programme, has been completed successfully.
 - ii. A student will not be allowed to register for a particular subject unless the co-requisite subject, as indicated in the rules pertaining to the programme, has been completed successfully, or the student registers for the co-requisite subject.
- h. **Conferring of status**
If a student wishes to register for further study for which the possession of a certificate or diploma is a prerequisite, but where such a certificate or diploma has not been obtained at a recognised institution or by means of a recognised course of study, the Senate may, as the case may be, and after the necessary evaluation has been done, admit such student to the prospective further study on the basis of a certificate or diploma obtained at such institution or on the basis of such other studies or experience, as well as in cases where the certificate or diploma has been obtained at a recognised institution elsewhere or locally and where the qualification has been obtained in one curriculum group and a further qualification has to be obtained in another curriculum group.
- i. **Recognition of internal examinations**
- i. A student who wishes to register for another programme of study before completing a National Diploma or Diploma at the University is entitled to recognition of all corresponding subjects on condition that the current programme of study is cancelled.
 - ii. A student who has passed a programme of study successfully and wishes to register for another programme of study may apply for recognition of up to 50% of the junior section of the prescribed corresponding subjects. Such student may not repeat any majors for the remaining 50% of the course of study.
 - iii. All applications for exemption/recognition of courses are subject to the Senate's approval.

- iv. The fact that a subject has been exempted or recognised will be indicated on the Academic Record.

G.19. **CHOICE OF MAJOR OR PRINCIPAL COURSES**

A candidate shall not offer as a major or principal course for a diploma a course which was a major or principal course of a diploma already conferred upon him, but shall offer an alternative course approved by the Senate.

G.20. **UNSATISFACTORY ACADEMIC PERFORMANCE**

1. Progression rules

1.1 Annual Programmes (mainstream).

- 1.1.1 In order to register for any level 2 module, the student must have passed 50% of all modules prescribed for level 1.
- 1.1.2 In order to register for any level 3 module, the student must have passed all level 1 modules and passed 50% of all modules prescribed for level 2.
- 1.1.3 All pre-requisites and co-requisites modules must be met at all levels of study.

1.2 Annual Programmes (Extended).

- 1.2.1 In order to register for any level 2 module, the student must have passed 50% of all modules prescribed for level 1.
- 1.2.2 In order to register for any level 3 module, the student must have passed all level 1 modules and passed 50% of all modules prescribed for level 2.
- 1.2.3 In order to register for any level 4 module, the student must have passed all level 2 modules and passed 50% of all modules prescribed for level 3.
- 1.2.4 All pre-requisites and co-requisites modules must be met at all levels of study.

1.3 Semester Programmes. (Mainstream)

- 1.3.1 In order to register for any (S2) module, the student must have passed 50% of all modules prescribed for (S1).
- 1.3.2 In order to register for any (S3) module, the student must have passed all (S1) modules and passed 50% of all modules prescribed for (S2).
- 1.3.3 In order to register for any (S4) modules, the student must have passed all (S2) modules and passed 50% of all modules prescribed for (S3).
- 1.3.4 All pre-requisites and co-requisites modules must be met at all levels of study.

1.4 Semester Programmes (Extended)

- 1.4.1 In order to register for any (S2) module, the student must have passed

- 50% of all modules prescribed for (S1).
- 1.4.2 In order to register for any (S3) module, the student must have passed all (S1) modules and passed 50% of all modules prescribed for (S2).
 - 1.4.3 In order to register for any (S4) module, the student must have passed all (S2) modules and passed 50% of all modules prescribed for (S3).
 - 1.4.4 In order to register for any (S5) module, the student must have passed all (S3) modules and passed 50% of all modules prescribed for (S4).
 - 1.4.5 In order to register for any (S6) module, the student must have passed all (S4) modules and passed 50% of all modules prescribed for (S5).
 - 1.4.6 All pre-requisites and co-requisites modules must be met at all levels of study.

2. Early identification of underperforming students

- 2.1 The dropout rates may be minimized by early identification of underperforming students. To this effect, the following measures may be implemented:
he end of each semester or year, all students should be classified into three categories based on their academic performance.
 - 2.2 **First category:** students who have successfully completed at least 75% of the modules registered. Students falling into this category do not require immediate attention because their performance is deemed acceptable. However, optional interventions can be provided upon request.
 - 2.3 **Second category:** students who have passed at least 50% and up to 74% of the registered modules. Students falling into this category require interventions which should be implemented to prevent further decline in their academic performance. Strategies such as psychological counselling, supplemental instruction, and mentorship programmes should be used.
 - 2.4 **Third category:** students who have achieved below 50% of the registered modules. Students falling into this category should be subjected to strict academic probation. They should receive interventions such as those in the second category and failing to meet the probation requirements could lead to their exclusion from the programme.
 - 2.5 In order for the university to perform an early identification of students who are underperforming and at risk, the HoDs must ensure that assessment/test marks are captured on time on to ITS system as stipulated in the Senate approved MUT procedures for capturing and changing of assessment/test marks. Unsatisfactory Academic Performance
3. No student may register for the same level more than twice.

Annual Programmes.

- 3.1.1 A student who fails the same level twice shall be excluded on academic grounds.
 - 3.1.2 Students must complete a three-year mainstream programme within the maximum of 5 years.
 - 3.1.3 Students must complete a four-year mainstream programme within the maximum of 6 years.
 - 3.1.4 Students must complete a three-year extended programme within the maximum of 6 years.
- 3.2 Semester Programmes.
- 3.2.1 A student who fails the same level twice shall be excluded on academic grounds.
 - 3.2.2 Students must complete a four semester mainstream programme within the maximum of six semesters excluding work integrated learning.
 - 3.2.3 Students must complete six semesters extended programme within the maximum of eight semesters excluding work integrated learning.
4. Appeals process for excluded students.
- 4.1 Excluded students have the right to appeal provided their appeals reach the Office of the Registrar within the specified period.
 - 4.2 Each faculty must have a Faculty Appeals Committee which consists of a
 - 4.2.1 Dean of the faculty as the chairperson,
 - 4.2.2 HoDs,
 - 4.2.3 An SRC member as an observer,
 - 4.2.4 Dean's secretary who records the proceedings.
 - 4.3 An appeal shall be considered invalid and will not be considered, if:
 - 4.3.1 Appeal form is not completed.
 - 4.3.2 Submitted after the closing date.
 - 4.3.3 Not properly motivated.
 - 4.3.4 Supporting documents not attached.
 - 4.4 The Faculty Appeals Committee shall sit twice after the conclusion of main examination results and after the conclusion of supplementary examination results.
 - 4.5 The Faculty Appeals Committee must decide whether there is merit or not in the appeal.
 - 4.6 The Faculty Appeals Committee must record reason/s for favourable or unfavourable outcomes for the appeal.
 - 4.7 Students who have completed 75% of the total number of modules in a qualification shall be considered favourably for a waiver by the Faculty Appeals Committee.
 - 4.8 The decisions of the Faculty Appeals Committee are irrevocably final.

- 4.9 Upon the decisions of the Faculty Appeals Committee, the Office of the Registrar implements the decisions.
- 4.10 The Faculty Appeals Committee shall submit their decisions to the faculty boards for ratification.
5. A student who has been excluded on academic grounds and his/her appeal has been unsuccessful shall be refused registration to further studies in the same programme.
6. The Head of Department (HoD) may consider re-admission of excluded student to the programme provided the student has:
 - 6.1 Passed the previously failed modules with another university and/or
 - 6.2 Done at least a semester substantial work at an industry or internship relevant and related to the field of study and must produce verifiable evidence thereof.
 - 6.3 The HoD must consult the Teaching and Learning Development Centre (TLDC) to draw up an academic support plan before finalizing the re-admission of the student as indicated in 6.1 and 6.2 above.
 - 6.4 After consultation by the HoD, TLDC must advise and guide the student on the relevant academic support plan to be provided and the student must undertake to participate in the academic support to be provided.
 - 6.5 The HoD must submit evidence of 6.1 or 6.2 and 6.4 to the Faculty Appeals Committee for approval of re-admission of the student.
7. A student who has been excluded on academic grounds from one programme may apply for admission to another programme which does not include modules that are similar or identical to those modules which the student was unable to complete successfully in the period allowed.

G.21. ABSENCE FROM LECTURES AND TESTS

It is compulsory for students to attend all lectures. If it is impossible to obtain prior leave of absence, the reason for the absence must be given to the relevant lecturer(s) as soon as possible. A medical certificate or other satisfactory proof is required for absence from tests.

G.22. EXAMINATION AND PROMOTION REGULATIONS

G.22.1 General Regulations

G.22.1.1 Conducting of examinations

- i. The duration and scope of the examinations for the different diplomas and certificates shall be determined by the Senate, and be conducted under the supervision of the Senate at such place, date and time as they may determine.

- ii. On completion of a prescribed syllabus (unless otherwise determined), examinations shall be conducted in all subjects. Unless the Senate otherwise determines, all papers for a specific course shall be written during the same examination period.
- iii. A disabled candidate (e.g. blind or physically challenged), shall be accommodated provided the necessary arrangements have been made beforehand and the approval of the Senate is obtained.

G.22.1.2 Examination admission

A student who is registered for a diploma or certificate course shall be admitted to the examination of a course if he has paid the prescribed fees, followed the prescribed syllabi and produced satisfactory work throughout the year/semester, unless the Senate otherwise determines. Satisfactory work is determined by the various departments by means of lecture attendance, practicals, tests and assignments embodied into a course mark. Students are required to attend at least 80% of lectures in order to qualify for examination admission. The said stipulations shall be furnished to all relevant students in writing at the commencement of the Academic Year or semester. A minimum course mark of 40% is required, to be admitted to an examination.

Misreading of timetable and consequentially missing examinations is no excuse.

G.22.1.3 Rules for Candidates Writing Tests and Examinations

Note that all tests are conducted under examination conditions.

a. Before the Examinations

- i. Candidates should be at the examination room at least 30 minutes before the starting time of the examination.
- ii. Candidates must enter upon instructions by the invigilator at least 20 minutes before the commencement time.
- iii. No extra time will be granted to students arriving late into the examination room.
- iv. Candidates must ensure that they have their Student Registration Card at every examination session.
- v. Candidates are not allowed to have in their possession any books, notes, electronic devices, scribbling or blotting paper, etc. except that which is issued to them or what they are required to bring for answering their examination papers. Anything disallowed must be left in front of the examination venue.
- vi. The borrowing of examination equipment will not be allowed.
- vii. No talking or smoking is permitted in the examination room at any time.
- viii. Under no circumstances must a correction fluid/ tippex be used.
- ix. Mobile phones must be turned off.

- b. **At the start of the Examination**
- i. Candidates must fill in the attendance slip and place it together with their registration card at the top right-hand corner of the desk.
 - ii. Candidates must provide all the information required on the cover of the answer book and also take note and comply with the instructions indicated.
 - iii. Candidates must check that their question papers are complete and that they have the correct number of pages.

c. **During the Examination**

- i. The instructions of the invigilator must be obeyed.
- ii. No candidate is permitted to communicate in any way with another candidate.
- iii. If a candidate requires attention he should raise his hand; if this is not observed, he should stand up.
- iv. All rough work must be done in the answer book and ruled off when no longer needed.
- v. Candidates must ensure that their answers are at all times kept from the view of other candidates.
- vi. No candidate may leave the examination room during the first hour of the examination.
- vii. No candidate will be permitted to leave and to return to the examination room except under circumstances of extreme urgency, and then only with the approval of the main invigilator and under such supervision as is practicable.
- viii. Candidates may not leave the examination during the last 30 minutes of the examination.
- ix. Candidates may not write or direct personal remarks to the examiner/invigilator on the examination material or in any other way.
- x. Attempts to contravene any of the above provisions shall be regarded as an offence.

No candidate should be allowed into the examination venue more than 30 minutes after the start of the examination. Candidates who arrive late will not receive extra time.

d. **At the end of the Examinations**

- i. Candidates must stop writing when instructed to do so by the main invigilator.
- ii. Candidates must place second and subsequent answer books and supplementary material inside their first book and indicate on the cover of the book the number of books used. They must ensure that the registration number appears on all books and supplementary material.
- iii. Candidates must remain seated in their places until all answer books and other University of Technology property have been collected by the invigilators, and until they are instructed to leave. Until such time no talking is permitted.

- iv. Candidates must remove all personal property from the examination room.
- v. Under no circumstances must a candidate remove answer books or any other University property from the examination room.
- vi. An attempt to contravene or avoid any of the above provisions shall be an offence.

G.22.1.4 Warning

Disciplinary measures as per Rule G27.5.1 (d) (ii) will be applied if,

- i. during the test or examination he has in his possession any books, memoranda, notes or any papers whatsoever, except such answer book or other books or papers as supplied by the invigilator on the day of the examination.
- ii. he/she aids another candidate, or obtains or attempts to obtain aid from another candidate or unauthorised person.
- iii. he/she exposes his written answers to the view of other candidates.
- iv. he/she plagiarises from other sources.

G.22.1.5 (a) Aegrotat Examinations

If a candidate is admitted to an aegrotat examination in a subject consisting of more than one papers he must sit for the examination in all the papers of the subject including practical examinations (where applicable).

Students must apply on the prescribed aegrotat application form which is obtainable from the Examination Section.

G.22.1.5 (b) Supplementary Examinations

If a candidate is admitted to a supplementary examination consisting of more than one paper, the candidate must sit for the examination in the failed paper only.

G.22.1.5(c) Examination Results

Note that the onus rests upon each individual student to ascertain his own results. This should be done by consulting the student iEnabler.

No results will be released to students who have any of the following outstanding:

- i) Fees;
- ii) Library Books;
- iii) Documents eg. Matric Certificate, etc. and
- iv) Other University Property.

G.22.2 EXAMINING

a. Aegrotat examination

- i. The Senate may grant permission for an aegrotat examination to a student who has been prevented from sitting for an ordinary examination for medical or humanitarian reasons, provided that documentary proof of such circumstances can be produced to the Senate's satisfaction; that an aegrotat examination shall not be granted in a course in which the student has reported for all papers, and that unless the Senate otherwise

determines, the student's application shall reach the Examination Office within seven days after the relevant examination day.

- ii. Admission to an aegrotat examination is entirely at the discretion of the Senate, irrespective of the grounds (including medical) on which an application may be made. The Senate may reject any medical or other documentation at its discretion.
- iii. The aegrotat examination may be a written, oral or practical examination, or a combination of these, and shall be conducted by at least two examiners in all cases.
- iv. If a student's application for an aegrotat examination is granted, all the papers of a subject shall be completed during the aegrotat examination unless, to the Senate's satisfaction, exceptional circumstances justify another decision.
- v. The candidate shall be examined on the same course content valid for the ordinary examination.

b. **Supplementary Examinations**

Note as from the June 2006 session the supplementary examinations will be written immediately after the normal examinations, unless otherwise as determined by the Senate.

- i. A supplementary examination is an extension of the ordinary examination and provides certain students with a further opportunity to be re-examined at the next available scheduled examination session.
- ii. A supplementary examination will be granted for a subject:
 - if the final mark obtained is between 40% and 49%, OR
 - if a course mark is obtained and the subject is the only outstanding course for the qualification.
- iii. A person who fails or misses the supplementary examination shall repeat the entire subject.
- iv. No supplementary examinations shall be granted for continuous evaluation subjects. A student who fails such an examination must repeat the entire subject.
- v. A maximum final mark of 50% will be awarded should a student pass a supplementary examination.
- vi. Upon the recommendation of the head of the academic department and the dean of the Faculty concerned, an oral examination instead of a written or practical examination may be held.
- vii. In calculating the final mark of the supplementary examination, the same formula applied to the normal examination will be used.

c. **Examiners and moderators**

- i. The Senate shall, on the recommendation of the Faculty Board, appoint examiners and moderators for each examination in a qualifying subject.

- ii. For the final examination conducted in a major subject leading to a qualification, the moderator shall be an external person, i.e.
 - is preferably from the professional industrial sector, or another institution with similar expertise and **preferably** must have a minimum of three years' experience teaching, **research** or **industrial** experience in the subject.
 - is preferably a specialist in the subject.
 - his / her qualification must be at a level above the level they are examining, preferably a masters or a doctoral degree and must be available to moderate.
 - the period of appointment is three years.

d. **Re-mark of Examination Scripts**

Students may, on payment of the prescribed fees, make a non-recurrent request that examination scripts be re-marked, provided such requests and fees reach the Examination Office before the date as stipulated in the University Calendar.

e. **Scanning of Examination Script**

Scanning means a single viewing by only the student of his examination script, permissible only in the office of the Examination Department and under the supervision of an Examination Department Official or a duly appointed representative. The period of scanning is not to exceed thirty (30) minutes.

Procedure

- i. Application for scanning must be made to the University within five (5) days of the re-opening of Administration in the new semester/year. Under no circumstances will applications be accepted thereafter or any other correspondence entered into in respect of a published result.
- ii. Scanning will not be permitted in respect of instructional offerings examined by means of practicals, designs, continuous evaluations, portfolios and oral examinations.

Appeal Procedure

Should an applicant feel justified that he has been unduly prejudiced in the examination pursuing the scanning process, he will be permitted to apply for his examination script to be re-marked in terms of the re-mark procedure.

f. **Special Examinations**

A special examination may be granted at the discretion of the University after the supplementary/aegrotat examination for one subject, provided that the subject is the only subject outstanding for the completion of the qualification excluding work integrated learning and provided that a course mark was obtained for the subject at the last normal examination session. A student who fails the special examination must repeat the subject or apply for the retention of course mark as per rule G22.3 (b).

Students are requested to make written applications to the Examinations Department a week after the publication of the supplementary/-aegrotat examination results. The special examination can be conducted at any time as determined by the Senate. The applicable fee as determined by the University will be levied.

G.22.3 DETERMINATION OF COURSE, EXAMINATION AND FINAL MARKS

a. **Determination of course mark**

The course mark is determined by continuous evaluation of a student's achievement by means of tests (formal and informal) and/or practicals, seminars, assignments, tutorials and resource centre utilisation.

b. **Retention of course mark**

The course mark of a student who lacks only one subject to obtain his qualification may be retained for up to two further examinations in a particular subject offering after the first examination in that subject offering was written, subject to the approval of the Faculty Board. Applications for the retention of course marks must be submitted to the respective department before the last date for late registration as published in the University Calendar.

c. **Determination of the final mark**

In determining the final mark for a subject, the course mark based on the evaluation of the relevant subject during the period, and the examination mark, which is the student's achievement in the examination, are taken into consideration provided that the course mark and examination mark shall be used jointly to determine the final mark in the ratio of 40% (course mark) to 60% (examination mark), unless explicitly otherwise determined by the Senate.

The final decision regarding examination/course results shall be vested in the Senate.

d. **Subjects Examined by Means of Continuous Evaluation**

i. Continuous evaluation/assessment is a system whereby the formal evaluation of a student's academic progress and performance comprises regular assessment (e.g. tests/assignments/projects) without a final summative examination. All continuous evaluations/assessments must be moderated.

ii. In the case of final level subjects an external moderator must be appointed.

iii. In the case of continuous evaluation, a student who has failed will be required to repeat the subject.

iv. No supplementary examinations will be granted for continuous evaluation courses.

e. **Promotion**

The Faculty Board shall consider and determine promotion and this shall be submitted to the Senate for final confirmation.

f. **Passing a course**

i. In order to pass a course a student shall, unless the Senate otherwise determines, obtain a final mark of at least 50%, subject to a sub-minimum of 40% in the examination mark.

ii. If the examination of a course consists of two or more papers, a sub-minimum of 40% must be obtained in individual papers.

g. **Passing a subject with distinction**

A subject may be awarded with distinction if the candidate obtains 75% or more in the final marks, at the first attempt.

h. **Obtaining a qualification cum laude**

A qualification may be awarded cum laude if the candidate:

- i. passes all the subjects of the qualification in the first attempt,
- ii. obtains an average of 75% or more in all the subjects of the qualification and
- iii. obtains an average of 75% or more in the final level subjects.

The onus is on the student to apply for the qualification on completion of the relevant requirements.

i. **Work-integrated Learning (WIL)**

Work-integrated Learning (WIL) is a methodology of curriculum design that integrates academic learning with industry-based or community-based experiential learning in a way that is structured, monitored and assessed to meet the outcomes of a learning programme.

Work-Integrated Learning may take many forms, for an example,

- **Workplace-based Learning:** This is placement in an organization for the full duration of the WIL period. Generally, students refer to this as In-service Training or In-Serv.
- **Project-based Learning:** This is a form where students embark on a real-world and industry-based project.
Work-Integrated Learning is preceded by a Work Readiness Program

Work Readiness Program is a program that prepares students for their Work-Integrated Learning period. It is offered to students in the year preceding the Work-Integrated Learning.

Work-Integrated Learning Rules

- 1) Students are required to register and attend the Work Readiness Program prior to their placement. Failure to attend the Work Readiness Program will render the student NOT eligible for WIL placement
- 2) Students are required to register their Work-Integrated Learning placement **ONE** month after commencement of such training, at the very latest. Failure to register Work-Integrated Learning will invalidate the period of training.
- 3) The Work-Integrated Learning curriculum content will meet the university programme outcome and those of the training provider.
- 4) Students undergoing Work-Integrated Learning may not relocate to an alternate training provider without prior permission of the Director of Co-operative Education Directorate.

- 5) Where it is not possible to secure workplace opportunities and where there are no professional body restrictions, students may be placed on Project-based Learning to ensure that they complete their qualification.
- 6) Work-Integrated Learning sponsorships are only made available where grants have been secured from external funders.
- 7) Work-Integrated Learning sponsorships are subject to regulations of the funder
- 8) Students receiving sponsorship will sign a work integrate learning contract with the university, which binds the student to the terms and conditions as recorded in the contract
- 9) Students undergoing Work-Integrated Learning are subject to the disciplinary code of the University and the Training Provider.

G.22.4 **Historic marks**

Historic marks refer to marks that were not captured on the system during their examination cycle due to omission by the lecturer or correction of marks already in the system. As per the delegation of authority, the Faculty Executive Committee must consider and approve all historic marks provided there is necessary supporting documents which include evidence of marks.

G.23 **RULES AND REGULATIONS: POST-DIPLOMA PROGRAMMES OF STUDY** G.23.1 **BACHELOR OF TECHNOLOGY AND ADVANCED DIPLOMA**

a. **General**

- i. The degree is awarded in any one of the programmes for which curricula and syllabi have been approved as appearing under different departments in the various parts of the Calendar.
- ii. The University reserves the right to freeze or suspend the presentation of a particular degree if the Senate and Council consider it to be in the interests of the institution or if student interest does not justify it.

b. **Admission**

- i. A person shall only be registered for a Bachelor of Technology degree if he is in possession of an appropriate national diploma or diploma or has been granted status (Rule G.18 (b) (l) refers) by the Senate.
- ii. The Senate may require a student to pass specified subject(s) before he registers for a degree, if, in the opinion of the Senate, the qualification(s) and subjects which the student possesses are related but not fully equivalent or appropriate.
- iii. A person may be provisionally registered for a degree, pending the outcome of a re-mark application or publication of result(s) for examination(s) which have already been written. When the result(s) are published, or after one calendar month of the previous registration, whichever is the earliest, his registration will either be confirmed (if he is thereby eligible for unconditional registration), or cancelled, with any remission of fees being strictly in accordance with the University financial rules.

- c. **Duration of Study**
 - i. The minimum duration of the instructional programme shall be one year (full-time) or two years if studied on a part-time basis.
 - ii. Except if stated otherwise in the Rules of a particular Faculty, the minimum instructional programme shall be four subjects of which at least two shall be level four subjects.
 - iii. The Senate, on recommendation of the Faculty Board, may require a candidate to complete a basic course in research methodology.
 - iv. Where a project is prescribed it shall be based on developmental or applied research.
- d. **Course, Examination and Final Marks**
 - i. A course mark shall be obtained in the manner described in Rules G.22.3 (a) and G22.3(c).
 - i. A final mark shall be determined in the manner described in Rule G.22.3(c).
- e. **Examinations**

Except if stated otherwise in the Rules of a particular Faculty, the Rules and Regulations applicable to a Bachelor of Technology degree shall be those contained in Rules G.22 and G23.
- f. **Pass with Distinction**
 - i. A student shall pass a course with distinction if he obtained a final mark of 75% or more in that course at the first attempt.
 - ii. A student shall be awarded a degree cum laude if his achievement in each subject assessed over his period of study is 75% or more.

G23.2 POST GRADUATE DIPLOMA

a. General

- i. The diploma is awarded in any one of the programmes for which curricula and syllabi have been approved as appearing under the different departments in the various parts of the Calendar.
- ii. The University reserves the right to freeze or suspend the presentation of a particular diploma if the senate and Council consider it to be in the interests of the institution or if student interest does not justify it.

b. Admission

- i. A person shall only be registered for a Post Graduate Diploma if he is in possession of an appropriate Advanced Diploma or Bachelor of Technology degree or has been granted status (Rule G18(b)(i) refers) by the Senate.
- ii. The Senate may require a student to pass specified subject(s) before he registers for a diploma, if, in the opinion of Senate, the qualification(s) and subjects which the student possesses are related but not fully equivalent or appropriate.
- iii. A person may be provisionally registered for a diploma, pending the outcome of a remark application or publication of result(s) for examination(s) which have already been written. When the result(s) are published,

or after one calendar month of the previous registration, whichever is the earliest, his registration will either be confirmed (if he is thereby eligible for unconditional registration), or cancelled, with any remission of fees being strictly in accordance with the University financial rules.

c. Duration of study

- i. The minimum duration of the instructional programme shall be one year (full-time) or two years if studied on a part-time basis.
- ii. Except if stated otherwise in the rules of a particular Faculty, the minimum instructional programme shall be four subjects of which at least two shall be level five subjects.
- iii. The Senate, on recommendation of the Faculty Board, may require a candidate to complete a basic course in research methodology.
- iv. Where a project is prescribed it shall be based on developmental or applied research.

d. Course, examination and final marks

- i. A course mark shall be obtained in the manner described in Rule G22.3 (a).
- ii. A final mark shall be determined in the manner described in Rule G22.3(c).

e. Examinations

Except if stated otherwise in the rules of a particular Faculty, the Rules and Regulations applicable to a Post Graduate Diploma shall be those contained in Rule G21.

f. Pass with distinction

- i. A student shall pass a course with distinction if he obtained a mark of 75% or more in the course at the first attempt.
- ii. A student shall be awarded a diploma *cum laude* if his achievement in each subject assessed over his period of study is 75% or more.

G23.3 MASTERS DEGREE (PROFESSIONAL)

a. General

- i. The degree is awarded in any one of the programmes for which curricula and syllabi have been approved as appearing under the different departments in the various parts of the Calendar.
- ii. The University reserves the right to freeze or suspend the presentation of a particular degree if the Senate and Council consider it to be in the interests of the institution or if student interest does not justify it.

b. Admission

- i. A person shall only be registered for a Professional Master's degree if he is in possession of an appropriate Post Graduate Diploma or has been granted status (Rule G18(b)(i) refers) by the Senate.
- ii. The Senate may require a student to pass specified subject(s) before he registers for a degree, if, in the opinion of Senate, the qualification(s) and subjects which the student possesses are related but not fully equivalent or appropriate.

iii. A person may be provisionally registered for a degree, pending the outcome of a remark application or publication of result(s) for examination(s) which have already been written. When the result(s) are published, or after one calendar month of the previous registration, whichever is the earliest, his registration will either be confirmed (if he is thereby eligible for unconditional registration), or cancelled, with any remission of fees being strictly in accordance with the University financial rules.

c. Duration of study

i. The minimum duration of the instructional programme shall be one year (full-time) or two years if studied on a part-time basis.

ii. Except if stated otherwise in the rules of a particular Faculty, the minimum instructional programme shall be four subjects of which at least two shall be level six subjects.

iii. A research project for which a mini-dissertation shall be compiled will constitute a minimum of 25% of the programme.

d. Course, examination and final marks

i. A course mark shall be obtained in the manner described in Rule G22.3 (a).

ii. A final mark shall be determined in the manner described in Rule G22.3(c). For the purposes of the determination of the final mark, the mark allocated for the mini- dissertation shall be treated as an examination mark.

e. Examinations

Except if stated otherwise in the rules of a particular Faculty, the Rules and Regulations applicable to a Professional Master's degree shall be those contained in Rule G21.

f. Pass with distinction

i. A student shall pass a course with distinction if he obtained a mark of 75% or more in the course at the first attempt.

ii. A student shall be awarded a qualification *cum laude* if his achievement in each subject assessed over his period of study is 75% or more.

24. LIBRARY RULES AND REGULATIONS

24.1 Introduction

The primary function of the University Library is the provision of access to information. The purpose of these regulations is to ensure optimal access by all users at all times.

24.2 Users

(1) Membership of the University Library is open to the following persons:

- i. Staff and registered students of the University.
- ii. External members as listed below:

- a. Students of distance learning educational institutions ((UNISA) and others).
- b. Employees in the Public Services

- c. Any other persons may be admitted to the Library membership at the discretion of the Senior Director: Library Services.
 - d. Clubs, Organisations, Societies and Institutions within the Umlazi community.
- (2) The Senior Director: Library Services reserves the right to refuse membership to any person or organisation should she/he have good reasons of doing so.

24.3 MEMBERSHIP

- a. Membership of the Library is free to all registered students and staff, and such membership commences after Library registration. Staff of the university remains members until resignation and/or retired from the University.
- b. Membership is valid for the duration of one academic semester for students and one academic year for annual students and external members.
- c. All external members are required to re-register at the beginning of each academic year. A non-refundable fee of R500, 00 is charged to external members who wish to borrow materials for home use. An additional fee of R100, 00 will be levied for an identity card.

24.4 LIBRARY OPENING HOURS

Use of the Library is restricted to the official opening hours as displayed outside the entrance to the Library and as published in the University calendar. Any changes will be advertised well in advance. The onus is on the users to familiarize themselves with the correct hours of opening.

- a. **Office hours (Library staff)**
 - Monday-Thursday : 08:00 - 16:00
 - Friday : 08:00 - 13:00
- b. **Opening Hours (Users)**
 - Monday – Thursday : 08:30 - 21:00
 - Friday : 08:30 - 18:00
 - Saturday : 08:30 - 16:00
 - Sunday : Closed
- c. **Extended Library Hours (during examinations)**
 - Monday- Thursday : 08:30- 23:00
 - Friday : 08:30- 21:00
 - Saturday : 08:30- 21:00
 - Sunday : 10:30- 18:00

24.5 LENDING

- a. **Lending conditions**
 - i. The majority of materials in the Library are open access and may be freely borrowed.

- ii. Library users must produce their identity cards when borrowing Library materials and when requested to do so by Library staff at any time. No identification card means no books.
- iii. All items recorded against a person's name are the person's sole responsibility and he/she will be liable for any fines or claims for damages or loss arising from the unauthorized use thereof.

b. Number of books and loan period

- i. Staff members are allowed to borrow 15 books for a period of 3 months at a time.
- ii. Students are allowed 5 books for 14 days, while external members are allowed 2 books for one week at a time.
- iii. All items borrowed are subject to a loan period prescribed for the particular type of material. Some loan periods are subject to change due to assignments and projects, and the onus is on the borrower to check the date when the item(s) are due back in the Library.
- iv. The loan period for a given item may be changed from time to time according to demand.

c. Return of Library materials

- i. All materials must be returned on or before the due date stamped on the date sheet. The Library system is programmed to send reminders or MUT e-mails) three days before due date, on the due date and the day after the due date.
- ii. A borrower who fails to return an item after three (MUT emails reminders will be summoned to return the item by stated date, failing which the item will be considered lost, and the borrower will be blocked.
- iii. Information on borrowers who have materials outstanding and/or owe the Library any outstanding monies, will be kept in the university database and used to withhold certificates for graduating students, and noted on the clearance form in the case of staff.

d. Fines

- i. Materials returned after the loan period has expired will attract a fine calculated at R1, 00 per day per item for students capped at R100,00 and R5,00 per day, per item for staff capped at R300,00.
- ii. At Short Loans Section all items overdue after an hour are charged a penalty of R1, 00 per hour until the item is returned.

e. Lost or damaged material, books and software

- i. Lost or damaged materials must be replaced at the current replacement cost of the lost item which includes the cost of inflation plus the processing charges of R150.00.
- ii. Student accounts will be debited directly. The Library must be informed of all staff resignation so that a clearance certificate can be issued.
- iii. The user has an option of buying and replacing the exact version and edition of the book. The new book must be submitted to the Circulation Librarian.
- iv. The Circulation Librarian will clear the name of the borrower from the borrower record.

24.6 COLLECTIONS

a. Interlibrary loans

Items borrowed on Inter-Library loans are subjected to the cost and loan regulations governing the Inter-Library loans network.

b. Restricted material

- i. Materials designed as reference materials are available for use in the Library only and may not be taken out of the Library.
- ii. Periodicals are generally not for loan, but arrangements can be made for staff to be kept informed of the current contents of relevant journals.
- iii. Law reports and government gazettes are kept in the Periodicals Section and are to be used only in the Library.

c. Short Loan Collection (Reserved Collection)

- i. The Short Loans Collection is a closed collection of books, statutes, journal articles, or other materials specifically selected because of anticipated high use by the students. Some of these books are in short supply and out of print, and therefore need to be more closely monitored.
- ii. All Short Loans materials are issued for one hour which is renewable. Failure to return an item after an hour will lead to the fine of one rand (R1.00) per item per hour.
- iii. The Senior Director: Library Services may add any materials to the Short Loans collection for as long as she deems necessary on the grounds of anticipated use. Academic staff will be requested to identify titles to be placed in the Short Loans Collection and of which multiple copies may be required.
- iv. Books in the Short Loans Collection may be borrowed for overnight use during the last thirty minutes before closing time. These should be returned not later than 09h00 the next morning.
- v. Up to a maximum of two Short Loan materials may be issued to a borrower overnight.

d. Out-of-print/Scarce Materials

- i. Items deemed to be out-of-print or scarce will be kept in the office of the Faculty Librarian for control and the location of such material will be indicated on its record in the database.

24.7 GENERAL

a. Theft

- i. Unauthorised removal of Library materials from the Library is regarded very seriously and is a punishable offence.
- ii. Anyone caught activating the security system with items which have not been officially issued will be reported to the Campus Protection Services for appropriate action.

b. Behaviour in the Library

- i. No eating, drinking, smoking or sleeping is allowed in the Library.
- ii. In the interest of order and consideration for all users, silence should be maintained. No noise is allowed in the Library.
- iii. The use of mobile telephones in the Library is allowed on silent mode for research/Internet search purposes only. Making of and receiving calls should be done outside of the building.
- iv. The general rules pertaining to students' behaviour as printed in the University calendar are also applicable to the Library as well.
- v. Further to this a student will be guilty of misconduct if he/she infringes the rules and regulations of the Library.

The Senior Director: Library Services reserves the right to suspend the Library privileges of the borrowers who do not observe the regulations.

G.25 STUDENT REGULATIONS

G.25.1 RULES AND CONDUCT

a. Subordination to the rules

On signing the registration form, a student binds himself to obey all the legal provisions and rules of the University, and it is the student's duty to acquaint him/herself with such legal provisions and rules. Ignorance of such legal provisions shall not set up a defence. In this regard, especially the following are important, namely, The University 's Act, 1993 (Act 125, of 1993) or subsequent Amendments thereof; the 2015 Statute of the University of Technology; all the year calendars having a bearing on the student; the rules and prescriptions of Council, Senate, Faculty Board, the Principal or any other authorised official.

b. Conduct

A student shall:

- i. pursue the mission of the University as contained in the Policy Statement of the University;
- ii. primarily dedicate himself to his studies;
- iii. not commit misconduct, as defined in the Students' Disciplinary Regulations;
- iv. refrain from any conduct or action which results or may result in any other student being inconvenienced in his studies or prejudiced in any other way;
- v. refrain from undisciplined or improper behaviour towards any personnel member;
- vi. immediately notify the Registrar in writing of any change of address (any letter, communication, parcel, etc., directed to a student at his last recorded address, shall be deemed to have been received by the student);
- vii. comply with the rules regarding dress;
- viii. subject himself to the traffic and parking rules of the University;
- ix. refrain from smoking during lectures, practical classes, examinations, tests or in any place where smoking is prohibited.

G.25.2 MISCONDUCT

- a. Misconduct is any conduct which is prejudicial or could be prejudicial to the good name of the University of Technology, the maintenance of order and discipline at the University of Technology or the proper carrying out of work at the University.
- b. In accordance with the provisions of the Students' Disciplinary regulations, measures may be taken against any student who is found guilty of misconduct.

G.25.3 STUDENT ACTIVITIES

a. **Orientation programme**

- i. An orientation programme, specifically aimed at acquainting the new-comer with the environment and circumstances of the University, so that he may adapt academically and socially within the shortest period of time and as effectively as possible, is arranged at the beginning of the academic year/semester.
- ii. All students registering at the University for the first time are required to participate in this programme.

b. **Sport and culture**

- i. In order to promote the total development of the student, the University provides sports and cultural facilities.
- ii. The Sports Committee is responsible for exercising control over and co-ordinating and promoting sports at the University as determined in the relevant Regulations.

c. **Religious or party-political associations**

- i. The Students' Representative council or any association or club at the University shall give no official or financial support to any political party or external organisation.
- ii. No offices of a political party or external religious organisation shall be permitted on campus.
- iii. Subject to the provisions of paragraph (d), no public party-political meetings shall be held on campus.

d. **Outside persons as speakers on campus**

Any recognised student association or club wishing to invite outside persons to speak on campus, shall notify the Students' Representative Council thereof prior to the invitation. The Students' Representative Council shall immediately notify the Dean of Students of such and obtain his prior permission to direct an invitation to the speaker.

e. **Use of notice boards, conducting of meetings and functions and distribution of publications**

- i. Students or student associations and clubs may use notice boards and conduct meetings or gatherings on the premises of the University only with the approval of the Students' Representative Council, the Dean of Students or the Sports Administrator.
- ii. No student, club or association may, without the SRC, the Dean of Students or the Sports Administrator's written permission, publish, affix, display or distribute any document, poster

or publication of any nature whatsoever on the premises of the University of Technology, or, using the name of the University also publish, affix, display or distribute it elsewhere, or contribute towards doing so.

- iii. After the necessary permission has been obtained in terms of paragraph (e) (ii), a student may affix such document, poster or publication only on the designated notice board and he may not write, scratch or paint in any way on walls, pillars or any other parts of the campus buildings.
- iv. No room or other terrain of the University may be used for meetings or functions without prior permission from the responsible person or institution.
- f. **Journeys, Tours and Camps**
Journeys, tours and camps for which arrangements are made in the name of the University, may only be organised with the permission of the Dean of Students.
- g. **Students' Representative Council**
 - i. The Students' Representative Council is elected every semester by the students of the University as determined by the SRC Constitution.
 - ii. As the highest student representative body, the SRC, within the framework of its powers, is entrusted with matters concerning student life.
- a. In the absence of a constituted SRC, or when the SRC, in the Principal's opinion, does not act in the interests of the students, the SRC's functions may be carried out by the Principal or any person or body appointed by him.

G.25.4 TUITION AND TRAINING

- a. **Presentation of lectures**
Lectures are presented according to the reasonable discretion of the relevant lecturer within the prescriptions and policy regarding tuition and training of the Senate and Faculty Boards.
- b. **Attendance of lectures, etc.**
 - i. Students must attend all lectures, group sessions, seminars, practical classes and excursions.
 - ii. Absence from lectures may be considered in the calculation of a student's semester mark.
- c. **Procedure regarding absence from lectures**
 - i. When absence from lectures is due to official activities, the student must make prior application to the Head of Department.
 - ii. When absence from lectures is due to the illness of the student, the illness or death of close relatives or other circumstances beyond the student's control, the Head of Department grants approval.
 - iii. In his application for approval of absence from a lecture or test, the student must produce written proof that he has made arrangements with all his lecturers for catching up with his studies and for writing tests.

- iv. If formal examinations are involved, the Registrar makes the necessary arrangements in collaboration with the relevant dean(s) and head of department.
 - d. **Carrying out of prescribed work**
 - i. A student must do all prescribed work which has a bearing on his tuition and must write all class tests.
 - ii. In all circumstances the formulation of an assignment must be a student's independent work.
- G.25.5 **PERSONAL**
- a. **Dress**

Students must be dressed neatly at lectures, on campus and in the residences at all times. Students should also comply with proper dress and safety regulations in laboratories.
 - b. **Personal care**

A student is responsible to maintain a high standard of personal hygiene and care.
- G.25.6 **MISCELLANEOUS**
- a. **Student cards**
 - i. The University of Technology issues a student card to each student on which his student number and photograph appears.
 - ii. Lost student cards are replaced only after submission of an official receipt for the prescribed replacement fee.
 - b. **Change of address**

A student must immediately notify the Registrar in writing of any change of address. Telephonic notification of change of address will not be accepted.
 - c. **Notifiable diseases**

If a student has suffered from a notifiable disease or has been in contact with such a disease, a medical certificate, stating that the student may be at the University of Technology without any danger of infecting others, must be submitted to the Registrar before the student may return to campus.
- G.25.7 **INTERPRETATION OF THE REGULATIONS**

The final interpretation of the Regulations shall be vested in the Council of the University.

G.26 **STUDENTS' DISCIPLINARY REGULATIONS**

Regulations promulgated in terms of the University Statute of 2015.

G.26.1 **GENERAL PROVISIONS**

 - a. On signing the registration form of the University, a student undertakes to acquaint himself with all regulations, rules, prescriptions and legal provisions of the University relevant to him. Ignorance of any such provisions shall not be advanced as defence on a charge of misconduct.

- b. Words indicating the male gender shall also be applicable to the female gender, and vice versa.
- c. A student shall not formally be charged with misconduct before a written signed statement containing a charge, complaint or allegation against the student has been handed to the designated person.
- d. The designated person may institute a preliminary investigation into a charge, complaint or allegation which has been laid before him, or into a student's conduct which has been such that it could possibly amount to misconduct. In the preliminary investigation, consultations may be held, or information obtained, from any person, including the student against whom the charge, accusation or allegation has been instituted.
- e. The Principal or any person authorised by him may, when he regards it appropriate, suspend a student against whom a charge, accusation or allegation has been instituted for a period determined by him, i.e., he may prohibit the student to:
 - i. enter any premises or residence of the University, or any part thereof;
 - ii. exercise any right or privilege which he as registered student enjoys.
- f. The Principal, or the person authorised by him, may at any time cancel a suspension imposed by him. Notwithstanding such cancellation, the hearing of the charge of misconduct may proceed.
- g. When the chairman of a disciplinary committee, before that disciplinary committee has reached a ruling on the charge against a student, is of opinion that the relevant charge should be heard by a different committee, he may suspend the hearing and refer the matter to the Principal for a ruling. The Principal may rule that the disciplinary committee must continue with the hearing or that it must be referred to another disciplinary committee.
- h. If a disciplinary committee, Council, the Principal or the person appointed by the Principal, temporarily or permanently deprives a student of any right or privilege which he as student enjoys, or suspend him temporarily or permanently, such student shall forfeit all rights to repayment, reduction or remission of fees paid or payable to the University.

G.26.2 DEFINITION OF MISCONDUCT

A student is guilty of misconduct if he, while he is a student at the University, inter alia:

- a. infringes any act, regulation, rule, or prescription of the University, or makes an attempt to do so;
- b. refuses to comply with any rightful instruction or request of any body, lecturer or official of the University or acts contrary to such instruction or request;
- c. wrongfully uses, damages, destroys or alienates any property of the University, a personnel member or a fellow student;
- d. enters or occupies any University premises while he is under the influence of liquor or drugs (dependence-forming drugs), or without written permission from the Principal or a person designated by him;
 - brings alcoholic beverages or drugs onto the premises of the University, consumes them or has them in his possession; or
 - serves or consumes alcoholic beverages or drugs on campus during a gathering of

- a student association or student body of the University;
- e. behaves in a violent, riotous, obscene or improper manner on or at any premises of the University;
- f. behaves in an insulting, obscene or improper manner towards a fellow student or personnel member of the University, a management body or office at the University of Technology or a member of such body or office-holder of such office;
- g. knowingly makes a false or incorrect statement to any personnel member of the University, or purposefully spreads false information about the University to any person;
- h. is guilty of conduct which is the cause of or can reasonably be the cause of any one of the instances mentioned below, either where such cause was foreseen or could have been foreseen as a reasonable responsibility at the time of the said conduct:
 - implicating the good name of the University of Technology to the disadvantage of the University;
 - prejudicing or endangering the maintenance of order, discipline and safety at the University;
 - prejudicing or endangering the smooth course of tuition, research administration or general activities at the University;
- i. organises or participates in action which interferes with or could interfere with the academic work of fellow students, or with the functioning of the University;
- j. brings, possesses or handles a fire-arm or any other dangerous weapon, explosive or fuel which is not reasonably required for the operation of a machine, on campus;
- k. assists or encourages another student to commit an offence;
- l. injures the dignity of, physically assaults, mentally wrongs or humiliates any personnel member or fellow student;
- m. fails to comply with any residence rule;
- n. allows any person from the opposite gender into any residence room other than those rooms designated for this purpose.

G.26.3 CLASSIFICATION OF MISCONDUCT

- a. Depending on the seriousness or degree of misconduct, misconduct by students is divided into the following categories:
 - i. Misconduct having a bearing on a student's studies is regarded as being of a serious nature and is heard by the Student's Academic Disciplinary Committee.
 - ii. Charges of other forms of misconduct which in the opinion of the Dean of Students are regarded as serious misconduct are heard by the Students' Disciplinary Committee.
 - iii. The Residence Superintendents or the SRC Disciplinary Committee shall hear charges of less serious misconduct.

- iv. The disciplinary committee of the club, residence or association concerned shall be competent to hear charges of minor transgressions, provided that admissions of guilt are handled in accordance with section 27.7 below.

G.26.4 NOTIFICATION

- a. A student charged with any form of misconduct shall be notified of such misconduct in writing at least fourteen days before the hearing thereof by the secretary of the relevant disciplinary committee, unless such student agrees to a lesser notice period for the hearing.
- b. Such Notice shall contain the full details of the charge as well as the name of the particular disciplinary committee which will hear the matter, the date, time and place of the hearing.
- c. Written Notice of a charge shall be regarded as being properly served if it was posted to the student concerned by registered mail at his/her last known address.
- d. If the student is a minor (less than eighteen years), a copy of the Notice shall be sent to the natural/legal guardian of the student concerned per registered post at the address provided by the student on his/her registration form.
- e. Any notice sent or delivered in the manner prescribed in these Regulations shall be considered as having been received by the person to whom it was addressed.
- f. When a student neglects or refuses to attend a hearing, the hearing may proceed in his/her absence and the hearing shall not be invalidated thereby

G.26.5 SERIOUS MISCONDUCT

G.26.5.1 STUDENTS' ACADEMIC DISCIPLINARY COMMITTEE

- a. **Composition**

The Students' Academic Disciplinary Committee shall be composed of the following:

 - i. The Dean (or his/her nominee) in whose Faculty the misconduct took place shall be the Chairperson.
 - ii. A member of the SRC designated by the SRC and appointed by the Senate.
 - iii. A staff member with a legal background.
 - iv. The Deputy Registrar (Academic Administration) or his/her nominee shall be the Secretary.
 - v. The Head of the Administrative Department/Section in connection with which the misconduct took place, e.g. Examinations or Academic Administration, shall act as prosecutor.
- b. **Terms of Office**
 - i. The term of office of the member referred to in 27.5.1 (a) (iv) shall coincide with that of the office of the SRC.
- c. **Terms of Reference**
 - i. Enforce academic disciplinary policy and procedures.
- d. **Delegated Powers**
 - i. To hear all cases of misconduct having a bearing on the studies of a student who, according to that finding of the Committee, has conducted him/herself in a manner which is prejudicial

or could be prejudicial to the good name of the University, the maintenance of order or discipline at the University or the proper carrying out of the work of the University.

- ii. The Committee may apply one or more of the following disciplinary measures against a student who has been found guilty of the misconduct contemplated in subparagraph (i):
 - the revocation of a qualification obtained by improper methods;
 - the suspension of a student for a period determined by the committee;
 - the cancellation of examination results;
 - warning;
 - any other measure which the Committee deems appropriate.

G.26.5.2 STUDENTS' DISCIPLINARY COMMITTEE

a. **Composition**

- i. The Dean of Students shall be the Chairperson.
- ii. A member of the Senate appointed by the Senate.
- iii. A member of the SRC designated by the SRC and appointed by the Senate.
- iv. The Dean or Head of the Academic Department in which the student is registered.
- v. A staff member with a legal background.
- vi. The Manager (Residences) (if the institution is the plaintiff) shall act as prosecutor.
- vii. Secretary.

b. **Terms of Office**

- i. The term of office of the member referred to in 27.5.2 (a) (ii) shall be two years.
- ii. The term of office of the SRC member shall coincide with the term of office as an SRC member.

c. **Terms of Reference**

- i. To develop, maintain and enforce a student disciplinary policy and procedures regarding misconduct of a non-academic nature.
- ii. To develop and maintain the grievance policy and procedures.

d. **Delegated Powers**

- i. To hear all cases of misconduct of a non-academic nature of students who, according to the Dean of Students, have conducted themselves in a manner which is prejudicial or could be prejudicial to the name of the University.
- ii. The Committee may apply one or more of the following disciplinary measures against a student who has been found guilty of the misconduct contemplated in subparagraph (i):
 - suspension from the University or a residence for a period determined by the Committee;
 - imposition of a fine not exceeding R500;
 - demand of any such financial amount as may be necessary to compensate for any damage, loss or expense caused by the action of the accused;
 - cancellation of privileges of the student as a member of the University for a period determined by the Committee;
 - imposition of a specific task;
 - warning and/or reprimand;
 - any other penalty which the Students' Disciplinary Committee thinks fit in specific circumstance.

G.26.5.3 DISCIPLINARY APPEALS COMMITTEE

- a. **Composition**
 - i. The Vice-Chancellor and Principal shall be the Chairperson.
 - ii. Deputy Vice - Chancellor (Teaching and Learning).
 - ii. One member of Senate; with an alternate designated by Senate.
 - iii. The Registrar as a member.

- b. **Secretariat**
 - i. The Registrar will be the Secretary.

- c. **Terms of Office**
 - i. The term of office of the member referred to in 27.5.3 (a) (iii) shall coincide with the term of office as designated by Senate.

- c. **Terms of Reference**

Hearing of appeal cases of students that result from disciplinary and other actions taken by the Students' Academic Disciplinary Committee and the Students' Disciplinary Committee.

- d. **Delegated Powers**

The Disciplinary Appeal Committee shall be vested with the powers to:

 - i. Schedule hearings.
 - ii. Summon witnesses.
 - ii. Uphold or reject appeals against verdicts of the Students' Academic Disciplinary Committee and the Students' Disciplinary Committee.

G.26.5.4 PROCEDURE OF THE STUDENTS' ACADEMIC DISCIPLINARY COMMITTEE AND THE STUDENTS' DISCIPLINARY COMMITTEE

- a. **Division of functions**

Except where the context otherwise indicates, the Deputy Registrar shall deal with matters of the Students' Academic Disciplinary Committee and the Dean of Students shall deal with matters of the Students' Disciplinary Committee.

- b. **Procedure during the hearing of serious misconduct**
 - i. A charge of serious misconduct shall be instituted by the Registrar/Dean of Students.

 - ii. If the Deputy Registrar/Dean of Students is of the opinion that there are reasonable grounds for a charge of misconduct against a student and that the misconduct of the student concerned is apparently of a serious nature, s/he shall formulate a written charge and convene a hearing by the Academic Disciplinary Committee when the charge has a bearing on the student's studies, or a hearing by the Students' Disciplinary Committee, when the charge does not have a bearing on the student's studies.

- iii. A student to whom proper notice has been given of the charge in accordance with section 27.4 of these Regulations shall be heard by the disciplinary committee concerned at the time and place indicated in the notification.
- iv. At the commencement of the hearing the charge shall be put to the student and s/he shall have the opportunity to plead to the charge, providing that s/he shall also have the right to hand in a written statement in explanation of this plea.
In the event of examination misconduct, at the time of copying, a student may be asked if s/he want to write a statement. At the hearing (for both the admissions and the examinations)
 - A charge will be put to the student;
 - The student will be asked to plead;
 - If a student pleads guilty, a student must be advised that s/he may make a written statement explaining the reason for pleading guilty to the charge. (This is not compulsory);
 - If the student pleads not guilty, s/he must be advised that s/he has a right to draft a written statement in his defence. (This is not compulsory);
 - Both the chief and the ordinary invigilators' reports must be submitted in the examinations disciplinary hearings.

c. **Representation**

- i. The Deputy Registrar/Dean of Students may, if s/he is of the opinion that a charge so justifies, afford an accused student the opportunity to be assisted by a personnel member and if the student so chooses, the Registrar (Academic)/Dean of Student shall appoint such staff.
- ii. The Deputy Registrar/Dean of Students may initiate the case against the student or appoint a staff member to do so on behalf of the University of Technology.

d. **Procedure during hearing**

- i. The procedure to be followed during a specific hearing shall be determined by the relevant disciplinary committee in accordance with the provisions of these Regulations and although the formal rules of the Law of Evidence shall not apply to the hearing, the accused shall inter alia have the right to:
 - give evidence;
 - call witnesses or have witnesses called by the staff member who assists him;
 - cross-examine the witnesses who testify against him or have them cross examined;
 - re-examine his own witnesses or have them re-examined;
 - after all evidence has been given, argue his/her case or have it argued by the staff member who assists him/her;
 - after conviction present evidence in mitigation of punishment, provided that, if an accused student admits guilt in respect of the charge, the disciplinary committee may decide whether or not evidence regarding the charge should be heard.
- ii. The person who prosecutes the case against the accused may inter alia:
 - examine the person or persons who testify against the accused;
 - cross-examine the accused if he has testified, as well as any person or persons who have testified for the accused;

- argue the case after all evidence has been given but before the accused or the staff member assisting him is afforded the opportunity to argue his/her case.
 - iii. If a disciplinary committee cannot reach a unanimous ruling, the decision of the majority of its members shall be valid.
 - iv. In the absence of the invigilator's report, the case must be postponed in the Examinations disciplinary hearings.
 - v. The lecturer's statement may be presented in the Examinations disciplinary hearings.
- e. **Record keeping and publication**
- i. The minutes of the proceedings shall be kept in safe-keeping for at least two years.
 - ii. Unless the Chairman of the relevant disciplinary committee otherwise determines, the hearing shall take place in camera and the proceedings of that disciplinary committee shall not be published.
- f. **Appeal**
- i. A student may appeal against his conviction and/or penalty.
 - ii. The Disciplinary Appeal Committee shall hear the appeal cases of the students against findings of the Academic Disciplinary Committee or the Students' Disciplinary Committee and conclude it on behalf of Council.
 - iii. A student shall give the Principal written notice of appeal not later than three days after he has been notified in writing of the decision of the disciplinary committee, against which the committee's decision, appeal is made. In the notice of appeal, he shall fully state the grounds for his appeal.
 - iv. At the request of the student, the Registrar (Academic)/Dean of Students may appoint a staff member to assist the student in the formulation of grounds for appeal.
 - v. On receiving the notice of appeal, the Principal shall submit it to the disciplinary committee, against which committee's decision appeal is made, with the request that the committee compile an answer to the grounds for appeal to be submitted to the Disciplinary Appeal committee.
 - vi. On considering the appeal, the Disciplinary Appeal Committee may decide which procedure it thinks most fit in the circumstances, provided that, in the consideration of an appeal, no argument shall be permitted before the Disciplinary Appeal Committee.
 - vii. The Disciplinary Appeal Committee may in part or in whole accept, reject or amend the conviction of the Students' Disciplinary Committee, the Academic Disciplinary Committee and/or the sentence of the Council Disciplinary Committee and may impose any of the prescribed sentences which it thinks fit.

G.26.6 **LESS SERIOUS MISCONDUCT**

G.26.6.1 **THE GENERAL RESIDENCES DISCIPLINARY COMMITTEE**

a. **Complaints**

Complaints about less serious misconduct (which may include repeated minor misconduct) on the residence premises or transgression of a residence regulation shall be taken up with or made by the Superintendent of the relevant residence.

b. **Composition of the General Residences Disciplinary Committee**

The General Residences Disciplinary Committee shall consist of the superintendents of the three residences of the University in which the accused does not reside or has not committed a transgression and any two chairmen of house committees. The disciplinary committee shall appoint one of the superintendents as chairperson for each hearing.

c. **Disciplinary measures**

The General Residences Disciplinary Committee may impose one or more of the following disciplinary measures:

- i. suspension of the student from the residence where he resides for a period not exceeding the remainder of the calendar year/semester with or without a recommendation that the student be also not admitted to a University of Technology residence for the following calendar year/semester;
- ii. imposition of a fine not exceeding R100;
- iii. demanding payment of any such financial amount as may be necessary to compensate for any damage, loss or expense caused by the action of the student;
- iv. cancellation of privileges of the student to participate in any student activity for a period not exceeding the remainder of the calendar year/semester;
- v. warning and/or reprimand;
- vi. imposition of a task;
- vii. cancellation of any privilege of the student or the position which he holds in the student community.

d. **The SRC Disciplinary Committee**

i. **Complaints**

Complaints about students' transgressions of the SRC rules shall be taken up with or made by the SRC Secretary.

The Secretary shall institute the charge against the student.

ii. **Compilation of the SRC Disciplinary Committee**

The SRC Disciplinary Committee shall consist of the Chairman and two other SRC members appointed by the SRC.

iii. **Disciplinary measures**

The SRC Disciplinary Committee may impose one or more of the following disciplinary measures:

- Imposition of a fine not exceeding R50;
 - Cancellation of privileges of the student to participate in any student activity for a period not exceeding the remainder of the calendar year/semester;
 - Warning and/or reprimand;
 - Imposition of a task;
 - Cancellation of a leadership position which the student holds in the student community;
- e. **Procedure of Disciplinary Committees examining less serious misconduct**
- i. The prescriptions of sections 27.5.4 (d) and (e) shall mutatis mutandis be applicable to a hearing by a disciplinary committee examining less serious misconduct.
 - ii. Disciplinary measures shall take effect immediately after the imposition thereof.
 - iii. There shall be no right of appeal against a ruling of a disciplinary committee on a charge of less serious misconduct to the Disciplinary Appeal Committee, but any conviction and penalty shall be automatically reviewed by the Dean of Students, subject to the conditions of paragraphs 27.6.1 (e) (v) and (vi) of these Regulations.
 - iv. The Chairman of the Superintendents' or SRC Disciplinary Committee shall compile and submit a report on the proceedings, the ruling of the disciplinary committee and the disciplinary measures which were imposed to the Dean of Students for review.
 - v. The Dean of Students' power of review includes inter alia that he:
 - May further investigate a case or have it further investigated;
 - May remit a case to the relevant disciplinary committee for reinvestigation and/or rehearing and/or reconsideration of the penalty imposed;
 - May confirm, amend or set aside any ruling and/or penalty of such a disciplinary committee and may take any steps which he thinks fit;
 - May, where necessary, determine the procedure to be followed at the review of a hearing or penalty;
 - May determine that the penalty shall not take effect prior to the review of the case.
 - vi. If a student is dissatisfied with the ruling of a disciplinary committee or the Dean of Students, he may, not later than seven days after he has been notified of the ruling of the Dean of Students, appeal to the Vice-Chancellor who shall conclude the appeal on behalf of Council.

G.26.6.2 MINOR MISCONDUCT

- a. **Disciplinary Committees of Houses, Clubs and Societies**
 - i. Procedure
 - Complaints shall be taken up with or made by the chairman of a house committee or management of a residence, house, club or society;
 - Such chairman shall arrange a hearing by the disciplinary committee of the relevant student group. He shall also appoint a management member to institute the charge against a student;
 - The prescriptions of paragraphs 27.5.4 (d) to (e) shall mutatis mutandis be applicable to such hearing;

- if a student is dissatisfied with the ruling of such disciplinary committee or the Dean of Students, he may, not later than seven days after he has been granted permission by the Dean of Students to do so, appeal to the Vice-Chancellor, who shall conclude the case on behalf of Council.
- ii. Composition
The disciplinary committee of a house, club or society shall consist of the chairman and at least two management members.
- iii. Disciplinary measures
A disciplinary committee referred to in this paragraph, may impose one or more of the following disciplinary measures:
 - A fine not exceeding R25;
 - Warning and/or reprimand;
 - Cancellation of privileges of the student to participation in any student activity of the house, club or association for a period not exceeding the remainder of the calendar year/semester;
 - Imposition of a task.

G.26.7 ADMISSION OF GUILT

- a. Summary action in the case of admission of guilt
 - i. When a person with whom a charge of less serious or minor misconduct has been instituted against a student, is of the opinion that the student should be given an opportunity to make an admission of guilt prior to a disciplinary committee's hearing of the charge against him, he shall submit a report on the alleged misconduct to the Dean of Students.
 - ii. The Dean of Students may decide not to afford the student such opportunity, in which case he shall return the report with a corresponding note to the person with whom the charge has been instituted, so that a disciplinary committee may continue with the hearing.
 - iii. If the Dean of Students decides to afford the student the opportunity to make an admission of guilt, he shall send a written notice to the student, containing the following particulars:
 - The time, place and nature of the alleged misconduct;
 - That he may make an admission of guilt within fourteen days from the date of the notice and that such admission of guilt will not be regarded as a transgression against him;
 - That he is under no circumstances compelled to make such admission of guilt;
 - Which measures would be imposed should he make an admission of guilt;
 - That his failure to make an admission of guilt will not be held against him during a possible later hearing;
 - That he may address representations to the Dean of Students for remission of the measures mentioned in the Dean's notice prior to the expiration date of the admission of guilt.
 - iv. The Dean of Students has the power to impose one or more of the following measures on a student who has made an admission of guilt:

- Imposition of a fine not exceeding R50;
- demanding any such financial amount as may be necessary to compensate for any damage, loss or expense caused by the student;
- cancellation of privileges of the student to participate in any University of Technology activity for a period not exceeding six months;
- Reprimand or warning;
- Imposition of a task;
- Cancellation of any privilege of the student or the position which he holds in the student community.

G.27 GENERAL RESIDENCE REGULATIONS

These Regulations shall be applicable to all residences of the University.

G.27.1 CONTROL OF RESIDENCES

- a. Subject to the Principal's authority, the control of the residences shall be deposited with the Dean of Students, the relevant Superintendent of the residence and the House committee.
- b. The powers of the House Committee and the way in which the House Committee is elected, are defined in the constitution of each residence. The Dean of Students shall approve the constitution of each residence.
- c. The final responsibility for meals and linen shall be deposited with the Manager: Student Accommodation. The House Committee shall bring complaints in this regard to the Manager: Student Accommodation.
- d. The Dean of Students, the Superintendent and the House Committee shall deal with matters concerning students' conduct and discipline within the prescriptions of these Regulations.

G.27.2 ORGANISATION

- a. The organisation of the residences is divided into a supervisory and a management function.
- b. The Residence Management Committee, the Dean of Students, the Superintendents and the House Committees shall be responsible for supervision.
- c. The management of residences shall be classed among the Dean of Students and the Manager: Student Accommodation.
- d. The Residence Superintendent's duties include inter alia:
 - i. To act as adviser for individual students re physical, emotional, academic and other needs;
 - ii. To promote a high academic and moral standard in the residence;
 - iii. To maintain the University's image and to protect the University's interests;

- iv. To act in loco parents for minor students and other students who are in need, e.g. giving consent for an operation;
 - v. To see to it that the rules and regulations of the residence and the University are complied with;
 - vi. To ensure the smooth running of the residence in general and to report on same to the Dean of Students;
 - vii. To issue the residence rules which he deems necessary and to which all resident students or visitors are subject from time to time.
- e. Through their conduct students must maintain and extend the good reputation of the residence.
 - f. Students and other residents shall be compelled to carry out and/or comply with all decisions, commissions and rules taken, issued or put into operation by Council or its delegate(s) from time to time regarding the residences in general or a residence in particular.

G.27.3 FUNCTIONS

- a. As far as residences are concerned, the major function is the rendering of residence services to resident students during the course of the year excluding certain vacations. This includes inter alia the following:
 - Provision of meals
 - Provision of furniture and equipment
 - Rendering of cleaning services
 - Laundry services
- b. An additional function of the residences is accommodation for delegates to congresses and vacation schools.

G.27.4 ADMISSION TO RESIDENCES

- a. Applications for admission to residences must be made on the prescribed form, obtainable from the Dean of Students or the Registrar.
- b. The Dean of Students first screens the applications where after the House Committee assists the Superintendent in the allocation of rooms to students.
- c. Applications for admission to residences for the following year close on 31 October of each year.
- d. Late applications will be considered if accommodation is available.
- e. After the University of Technology has accepted a person's application for residence accommodation, such person subjects himself to the relevant rules of the University.

- f. A student who has failed his academic year, forfeits his place in the residence, but may apply to be placed on a waiting list for re-admission should accommodation become available.
- g. The University of Technology reserves the right to, at its discretion, refuse applications for admission to a residence, including present residence residents' applications, or to terminate a student's residence accommodation on the following grounds:
 - i. misconduct on any premises of the University, of which a student has been found guilty;
 - ii. poor academic achievement;
 - iii. adaptation problems in the residence;
 - iv. continuous infringement of rules;
 - v. insubordination;
 - vi. wilful damage of property;
 - vii. improper or obscene behaviour;
 - viii. any other grounds in the opinion of the Dean of Students or the Principal

G.27.5 PLACEMENT IN RESIDENCES

- a. Choice of room-mates will be respected as far as possible.
- b. All requests regarding room-switching after students have been placed must be directed in writing to the House Committee for consideration.

G.27.6 FEES

- a. Residence fees

All residence fees are payable to the University. The fees are determined by Council from time to time.

- b. Residence deposit

- i. Residence registration will not be finalised before the prescribed deposit has been paid.
- ii. This deposit is not part of the residence fees and will be refunded when the student leaves the residence, subject to certain conditions.
- iii. The deposit will be forfeited in part or in full under the following circumstances:
 - If an applicant withdraws his application after a room in the residence has been allocated to him.
 - If the application is withdrawn by a prospective first year student who has failed his qualifying examination, only 10% of the deposit will be forfeited.
 - If a student fails to pay the full residence fees in good time, the outstanding amount will be set off against his deposit and he must re-supplement the deposit before he is re-admitted.
 - If, on leaving the residence, a student on his departure from the residence is still liable for breakage or loss of University property, the relevant amount is set off against the deposit.

- If a student fails to claim the deposit within one year of leaving the residence.
- c. Liability for fees on leaving the residence
- i. Residence fees are calculated quarterly and a student must direct a written notice to the Dean of Students before the end of a term if he intends not using residence accommodation for the next term.
 - ii. A student remaining at the University, but who left the residence at any date after commencement of the academic year/semester and before the last day of a term, must pay the fees for the full term.
 - iii. In cases of termination due to death or serious illness, fees will be levied pro rata in respect of the actual period of residence accommodation.
- d. Breakage
- i. Before a student moves into a room he must satisfy himself that the room and its contents are in good order and, if necessary, report any defects to the Superintendent. This is also applicable to students switching rooms during the course of the year.
 - ii. Reporting
Breakage and damaging of buildings and furniture must be reported immediately to the Superintendent. The Superintendent records full particulars of such in a book kept for this purpose.
 - iii. Assessment of damage
The Superintendent requests the Works Manager via the Manager: Student Accommodation to assess the damage and to have it repaired and the Works Manager submits an account in settlement of the costs to the Manager: Student Accommodation who submits the account to the Financial Controller who will levy the relevant student.
 - iv. Liability for damage
Resident students are individually and jointly liable for damage done in a residence. The person responsible for the damage must pay for the damage done. Where the Superintendent cannot point out the person responsible for the damage, the entire room, floor, block or residence, as the case may be, may be held responsible for damage, unless proof can be furnished that circumstances (e.g. the elements) or specific persons from outside are responsible for the damage.
 - v. Recovering of damage
On the notification of the Manager of residences, the Financial Controller makes arrangements that an account be sent to the student(s) on the repair costs. If an account for breakage is not settled, the relevant person's fees account will be debited and his examination results withheld until the account has been settled in full.

G.27.7 CLOSING AND RE-OPENING OF RESIDENCES

- a. The residences close for the vacation after breakfast on the day following the closing of the University and reopen with dinner on the day prior to the reopening of the University.
- b. A student suspending his studies or who does not attend lectures anymore, must leave the residence within a day after he has attended his last lecture.
- c. A student who does not sit for any examination must leave the residence within one day after the closing of the lectures.
- d. A student writing examination must leave the residence within one day after he has written his last paper.

G.27.8 SPECIAL ARRANGEMENTS: ACCOMMODATION

- a. No provision is made for the accommodation of students during the June and December vacations.
- b. At the beginning of the year, House committee members may reside in the residence from such date as may be determined by the Superintendent or the Dean of Students.
- c. Students holding full-time posts do not qualify for residence accommodation.
- d. Full-time students do qualify for residence accommodation.
- e. During vacations, accommodation may be offered to student groups, pupils and delegates. The fees for accommodation during vacations are determined on a daily tariff. Applications for accommodation are approved by the Manager of residences in consultation with the Dean of Students. A day-tariff, as determined by Management, will be paid to residence personnel who do approved additional official duty during vacations. The direct expenditure (including additional salaries) will be calculated against the income received.
- f. Only registered students of a residence may stay overnight in the residence.
- g. A student having a complaint must report it to a member of the House Committee, who will refer it to the Chairman of the House Committee if necessary. The Chairman will, if he cannot deal with it, refer the complaint to the Superintendent.
- h. The Superintendent or a person authorised by him, may inspect any room in a residence at any reasonable time.

G.27.9 VACATION OF RESIDENCES

- a. Any student wishing to vacate a residence permanently must do so in writing and claim the refund of the residence deposit and hand it in to the Financial Controller. As soon as a resident student moves into a room, he must immediately report any defects to the Superintendent.
- b. If a resident student vacates the residence permanently at the end of the year, he, together with the Superintendent, must inspect the condition of the room and equipment and return those items which were signed for at the beginning of a semester. On failure to do so, resident

students will be liable for damage and cost of replacement which may be discovered at a later stage.

G.27.10 DRESS

- a. Residence students must always be dressed neatly and in accordance with acceptable standards.
- b. Residence students' property, especially clothes, must be properly marked.

G.27.11 QUIET AND STUDY TIMES

- a. A student must behave in such a way as to facilitate studying of his fellow-students at all times. Quiet and study times must be observed. It is the House Committee's duty to see to it that all students are always able to study in the residence.
- b. Students are expected to behave in such a way so as not to offend fellow-students and immediate neighbours.

G.27.12 VEHICLES

Students may keep their vehicles on the premises on receipt of a parking disc from Protection Services.

G.27.13 WEAPONS

No student may possess any explosive, petrol or dangerous weapon in the residence.

G.27.14 CASES OF ILLNESS

- a. All cases of illness and casualties must be reported to the House Committee and the Superintendent.
- b. No doctor may be sent for without the knowledge of the Superintendent, House Committee or campus clinic nurse.
- c. The Superintendent or clinic nurse must report cases of contagious diseases to the Dean of Students without delay.

G.27.15 MEETINGS

- a. No meeting or activity involving more than five students may be held on the residence premises after 20:00 without the consent of the Superintendent.
- b. No party-political meetings are permitted on the residence premises.
- c. No person who is not a resident student may address students on the residence premises without the consent of the Principal or the Dean of Students.

G.27.16 CONDUCT TOWARDS PERSONNEL

- a. Residence students may in no way interfere with the activities of the residence personnel, direct requests to them or give them orders.
- b. Any complaints concerning the personnel and general complaints regarding laundry and food must be handed to the House Committee. The House Committee must report it to the Superintendent. Where necessary, the Dean of Students may also be contacted.

G.27.17 MAINTENANCE AND USE OF BUILDINGS, PREMISES AND FURNITURE

- a. It is the responsibility of all resident students to keep the residence premises and buildings clean and tidy.
- b. No posters, notices or other defacement may be fixed to the walls of the buildings. No objects may be nailed to walls. Notices must appear only on notice boards and be signed by a House Committee member.
- c. Students may not make any alterations to electric wiring.
- d. The illicit handling of fire-hoses and other firefighting apparatus in the residences is prohibited.
- e. No bicycles or other vehicles or parts hereof may be kept in the rooms.
- f. Bulbs are kept in stock by the Superintendent and on handling in of a fuse bulb, it will be replaced.
- g. Room keys, where applicable, can be obtained from the Superintendent at a fixed tariff.
- h. No University equipment may be removed from rooms, recreation halls, dining-rooms or lounges.
- i. No food may be prepared in residence rooms.
- j. A student may not keep any pets or other animals in or at the residence.
- k. In addition to any disciplinary measures which may be taken, a student will forfeit the privilege of keeping a radio should it cause any offence.

G.27.18 DINING-ROOMS

- a. Superintendents and House Committees are responsible for the maintenance of good order in the dining-rooms.
- b. Smoking is prohibited during meals in dining-rooms.
- c. Meals are served at the times determined by the Residence Management Committee.
- d. Cutlery may not be removed from the dining-rooms.
- e. Damage to furniture, equipment and/or cutlery will be deemed a transgression and if the guilty resident cannot be traced, the entire residence will be held responsible for the damage.

G.27.19 MISCONDUCT AND DISCIPLINE

Students and other persons residing in residences or who visit there shall be subject to the rules of that residence as well as to the disciplinary measures which Council or its delegate(s) may promulgate for students and/or residences in general or any residence in particular from time to time.

G.27.20 LOSS OF PERSONAL PROPERTY

The University accepts no responsibility for loss of or damage to personal property of residence residents.

G.27.21 JOURNEYS, TOURS AND CAMPS

- a. Journeys, tours and camps held in the name of the residence, may only be organised with the consent of the Dean of Students.
- b. The University will not make any contributions towards costs in respect of excursions or

weekend camps undertaken by resident students.

G.27.22 VISITORS

- a. Visitors are not allowed in any other parts except those rooms approved for this purpose and on other times than the set times applicable to the specific residence.
- b. A resident student who permits a visitor to spend a night in his room is guilty of a transgression.

G.27.23 CLEANING SERVICES

- a. Daily cleaning services
Corridors, bathrooms and student recreation halls are cleaned daily by service workers.
- b. Cleaning of rooms. Students' rooms are cleaned by service workers. Students are therefore personally responsible for the neatness of their rooms.
- c. Cleaning during vacations. During vacations cleaning services are carried out which are not possible during the term.

G.27.24 INTERPRETATION OF REGULATIONS

The final interpretation of these Regulations shall be vested in Council.

G.28 ACCESS CARD CONTROL REGULATIONS

Aims and Objectives

The aims of the access control system implemented is to allow access onto the campus to bona fide individuals i.e. registered students, staff, NGOs and visitors. The access control system consists of turnstiles at the main gate and doors in the buildings controlled by readers via computer.

On entry to the University, the user will hold the card in front of the cards reader, which will confirm/reject him by signalling a green/red light. Upon confirmation, it will allow access through the turnstile or door into the University of Technology premises.

- a. Access control cards will be issued to the following persons:-
 - i) Registered students each semester
 - ii) Mangosuthu University of Technology staff
 - iii) NGOs viz. PROTEC, MASC projects etc.
 - iv) Contractors

A signed record/register will be kept by the IT and Networks Department of cards issued i.e. on receipt of the card, the recipient will have to sign that he has received the card.

- b. The cards are the property of Mangosuthu University of Technology, and must be returned to the University via IT and Networks under the following conditions:-
 - i) A student is no longer a registered student of the University.
 - ii) At the end of each semester, all students need to return these cards.
 - iii) A staff member has left the employ of the University.
 - iv) The NGOs are no longer utilizing the University.
- c. Cards will be issued after registration, in order to confirm their registration, as cards can only be issued to registered students.
- d. NGOs will be issued a set of cards which they will issue to the students (staff).

- e. If a card is lost or not returned, the replacement cost is charged (currently R100.00). Please notify Protection/IT Department so that the card can be blocked.
- f. A student returning access control card after the due date is subject to a penalty fee of R100.00.
- g. Abuse of the access control cards system will be considered for a University disciplinary action.
No user is allowed to give his card to someone else to use.
- h. The access card will only allow bona fide persons on the campus, and the computer system will check every entry and exit.
The success of the system is entirely dependent on the Users. Please comply with these simple rules.

G.29 FINANCIAL AID BUREAU/FINANCIAL ASSISTANCE

G.29.1 GENERAL

The Financial Aid Bureau was established at Mangosuthu University of Technology in order to access available funds and distribute to financially needy but academically deserving students from a disadvantaged background.

The funds so accessed are received from a variety of donors/sponsors and they all have certain criteria and requirements that the Financial Aid Bureau must adhere to. Whilst the University does everything within its power to raise sufficient funds for all needy students who have made satisfactory academic progress, funding remains limited and insufficient to cover all needs.

Students are therefore encouraged and advised to attempt to find alternative sources of finance, and to assist them in those efforts, we have compiled a guide in a form of a booklet with a list of a possible sponsor/donors which is obtainable from the Financial Aid Bureau at the minimum cost of R5.00 per copy.

G.29.2 PROCEDURE

All students who wish to apply for financial assistance should apply directly to:

The Head
Financial Aid Bureau
P O Box 12363
JACOBS
4026

Students who are already receiving financial assistance for their current year/semester of study must re-apply every semester/year for further assistance.

Only properly completed application forms, submitted timeously, and with all the required supporting documents attached are considered.

G.29.3 CLOSING DATES

The closing dates for accepting application forms for financial assistance are: the last working day of September for the 1st semester, and the last working day of April for the 2nd semester.

THESE DATES APPLY TO ALL CATEGORIES OF STUDENTS.

G.29.4 PROCESSING OF APPLICATIONS

All applications for financial assistance are processed immediately after the end of registration and the release of supplementary/aegrotat examination results, and students are informed of the outcome of their applications immediately thereafter.

G.29.5 AWARDS

- (a) Matric Aggregate Awards
(Withdrawn w.e.f. 01/01/2016)
- (b) Deans Commendation Awards (amended w.e.f. 01/01/2016)

Students attaining an overall aggregate of 75% and more, in the prescribed level of courses at the first attempt, qualify for a certificate of Academic Excellence.

G.29.6 NATIONAL STUDENT FINANCIAL AID SCHEME (NSFAS)

The NATIONAL STUDENT FINANCIAL AID SCHEME (NSFAS) operates in terms of Act 56 of 2015. It was established in order to assist academically deserving but financially needy students who are registered at tertiary institutions. Students who qualify for NSFAS will receive loans of which up to 40% may be converted into a bursary at the end of the academic year should all courses be passed.

Interest is charged on these loans from 01 April of the year for which a loan is granted. Although the stipulation is that students need only begin repayment of their loans once they are working, it is in their best interest to repay as much as possible sooner in order to avoid the accumulation of interest.

The minimum and maximum amount is stipulated by NSFAS each year. The rate of interest is determined yearly and is linked to the consumer price index (CPI).

G.30 PLAGIARISM POLICY

1. PURPOSE

The purpose of this policy is to set down the position of Mangosuthu University of Technology with regard to plagiarism. In striving to maintain and strengthen practices of sound academic, research, academic discourse as well as the integrity of academic writing at Mangosuthu University of Technology, this policy aims to:

- (a) Promote a fair and consistent approach towards addressing confirmed cases of plagiarism and academic writing misconduct;
- (b) Facilitate an academic and developmental process to prevent plagiarism;
- (c) Outline the developmental and disciplinary measures with regard to confirmed incidents of plagiarism or academic writing misconduct;
- (d) Propose responsibilities of faculties, academic staff and students;
- (e) Increase awareness of what constitutes plagiarism and academic writing misconduct, how to avoid it as well as its consequences.

2 RATIONALE

2.1 Plagiarism constitutes a breach of academic integrity. It compromises and undermines the values and processes by which knowledge is created, shared and evaluated. Such breach not only casts suspicion upon the integrity of the individuals involved, but also damages the reputation of the academic community.

2.1.1 Mangosuthu University of Technology therefore has a responsibility to uphold academic integrity and to promote trust in scholarly work undertaken at the institution and to prevent plagiarism within the institution. The Policy's premise is that acts of plagiarism do not necessarily stem from dishonesty. Therefore, it adopts a nuanced approach that allows for formative, corrective and punitive approaches depending upon the particular circumstances. Accordingly, it sets out processes and procedures for creating awareness of plagiarism issues, for educating and monitoring and for acting upon transgressions in a uniform manner across the institution.

2.1.2 This policy proposes that:

- (a) All academic staff should ensure that students are inducted into the values and practices of their discipline with respect to the conventions associated with acknowledging the work of others;
- (b) All departments within faculties are responsible for ensuring that adequate information, and opportunities to assimilate information are provided to new students;
- (c) Plagiarism in all its forms should be dealt with developmentally, firstly at departmental and individual academic level; but it is important that repeated or serious plagiarism be handled as a disciplinary offence.
- (d) A well-structured approach to plagiarism offers the best protection for the student and the best protection for the rights and the thoughts of others.
- (e) All students should be required to sign a declaration that the work they have submitted is their own unaided work and they should also acknowledge that plagiarism is unacceptable in academic work.

3 OBJECTIVES

The University is responsible for developing and promoting academic integrity; for improving trust in scholarly work, and for preventing plagiarism in educational and research material.

This policy articulates the University's resolve to take a firm position against all acts of plagiarism. It sets out the processes and procedures that will create awareness of plagiarism issues that will enable monitoring of all acts of plagiarism and enable transgressions to be acted upon in a uniform manner across the Institution.

Through Teaching and Learning, MUT undertakes to ensure that academic authors know what is meant by plagiarism and how to avoid it through good academic writing practices and sound research methodologies. The norms and practices of good academic writing will be summarized through responsibilities of Faculties, staff and students:

3.1 Faculties

The Faculties are expected to:

- (a) Inform staff of the policy and whether any changes have been made to the existing policy;
- (b) Ascertain that study guides contain information on the policy and where it can be accessed;
- (c) Ensure that information regarding the requirements for the preferred citation and referencing style applicable to the faculty or discipline is available; and
- (d) Manage the developmental, disciplinary and administrative processes with regard to identified incidents of plagiarism or academic writing misconduct.

3.2 Staff

Staff members are expected to:

- (a) Educate students about the norms and practices of good academic writing and appropriate citation in the context of their discipline.
- (b) Provide explicit and well-defined instructions on how to prevent plagiarism and/or forms of academic writing misconduct.
- (c) Avoid plagiarism and/or academic writing misconduct in all their teaching and research endeavours.
- (d) Provide sufficient opportunities, with structured feedback, for students to gain the necessary knowledge and develop the necessary skills to avoid plagiarism, especially assisting first year students (and or those who are new at the University).
- (e) Ensure a signed declaration accompanies all submitted work, including theses and dissertations. This declaration must state that: all work of other parties, where relied upon, is clearly referenced, and that the student has checked the work, to ensure that there are no instances of plagiarism contained in it; and
- (f) Use plagiarism detection software, where appropriate and available, to check submitted assignments/dissertations/theses.

3.3 Students

The principles of academic integrity require that a student is expected to:

- (a) Abide by all the directives of this policy, of the Learning Assessment Policy, of course guides as well as specific and general regulations and assessment requirements.
- (b) Properly acknowledge and cite all use of ideas, results, or words of others;
- (c) Properly acknowledge all contributors to a given piece of work;
- (d) Make sure that all work submitted by a student as his/her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.

- (e) Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions,
- (f) Treat all other students in an ethical manner; respecting their integrity and their right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstruct their academic progress.
- (g) Uphold the canons of the ethical or professional code of the profession for which he or she is preparing
- (h) Submit only their own work for any form of assessment, except where:
 - (i) the work of others is appropriately acknowledge; and
 - (ii) the assessor/moderator has required, or given prior permission for, group or collaborative work to be submitted.

4. **Developmental and disciplinary measures**

- (i) MUT will not tolerate plagiarism within the institution and will apply appropriate prevention and detection controls. Prevention measures will include a range of responses aimed at educating the University community regarding plagiarism.

The two distinct measures in response to confirmed incidences of plagiarism or academic writing misconduct will include developmental measures which are concerned with plagiarism and focus on didactic processes and the student's marks, while disciplinary measures which are concerned with academic writing misconduct and focus on the student's academic writing as well as misconduct by postgraduate students and staff members entails increasingly stiffer disciplinary consequences and are dealt with according to the level of gravity.

- (ii) Four levels of breach of the policy are identified. Each level will have its appropriate

Developmental or disciplinary measures depending on the seriousness of the violation, the extent of the advantage gained from the action and if it occurs repeatedly. Levels One and Level Two specifically concern acts of plagiarism, while Levels Three and Four concern repeated incidents and/ or forms of academic writing misconduct. In cases of plagiarism at levels One and Two formal disciplinary actions are not instituted but for the cases at Levels Three and Four formal disciplinary actions reside on Section 36 of the Higher Education Act 101 of 1997 and the Student Disciplinary Code.

4.1 **Level One**

4.1.1 **Description**

Plagiarism at this level includes students or staff who unknowingly/unintentionally commits acts of plagiarism and/or fails to provide proper acknowledgement of sources in a limited section of the work.

4.1.2 **Measures**

Student: Measures at this level are developmental and include requiring the student to go through a scholarly process (training) with regards to plagiarism and academic writing misconduct and re-submit the work concerned.

Staff: Measures at this level are developmental and include requiring the staff member to go through a mentoring process with regard to plagiarism and academic writing misconduct. The implicated member will then need to revise and adjust the work concerned.

4.2 Level Two

4.2.1 Description

Plagiarism at this level concerns a more significant part of the work and includes quoting directly or paraphrasing without proper acknowledgement of sources and re-submitting the same work or a major section of such work without first obtaining permission. It also includes making use of data without proper acknowledgement of sources or of contributors and directly formulating these inputs as one's own work, as well as receiving assistance in the form of research, statistical analysis, computer programming or field data collection support without acknowledgement.

4.2.2 Measures

Students: Measures at this level are also developmental and include requiring the student to go through a scholarly process with regard to plagiarism and academic writing misconduct and to re-submit the work. The student is informed of the modification of his/her marks. The student also receives a verbal warning of the consequences of any further breach of the policy.

Staff: Measures at this level involve remedial steps aimed at correcting the staff member's behaviour in terms of acts of plagiarism. This entails among others, training (informal and/or formal) on the norms and practices of good academic writing misconduct, how to avoid it and its consequences. The staff member receives a verbal warning advising him/her of the consequences of any further breach of the policy. It is expected that the staff member revises and adjusts the work concerned.

4.3 Level Three

4.3.1 Description

Conduct at this level is beyond levels One and Two, and includes proven incidents of plagiarism on more than one occasion and/or which involve a significant part of the work and/or forms of academic writing misconduct (see section 4.2 and 4.3 for consideration).

4.3.2 Measures

Students: Measures at this level include that a zero mark for the work, course module or dissertation concerned is awarded. The incident is placed on the central database of plagiarism that lecturing staff can access. A note is also placed on the student's file, which could have negative consequences for the student when a potential employer asks the University for a reference or conduct report

Staff: Measures at this level include remedial or disciplinary steps and action against the staff member determined by the Disciplinary Action process of MUT.

4.4 Level Four

4.4.1 Description

Conduct at this goes beyond level One, Two, and Three and represents repeated incidents, collusion, deliberate dishonesty and more serious forms of academic writing misconduct over a period of time. It includes plagiarism committed after previous breach of the policy, extensive quoting directly from sources as well as paraphrasing without acknowledging sources in work presented by the student or staff member as his/her own work.

4.4.2 Measures

Students: Measures for all Level Four violations repeated Level One, Two, and Three violations are reported and investigated in accordance with **Student Disciplinary Code**. The incident is placed on the central database of plagiarism so that lecturing staff can access it. If the frequency and seriousness of violation

justifies it, a probation period is imposed in cases where such violations are detected before the final assessment credit is awarded. If the violation is detected after the final assessment has taken place, the degree is not awarded. The violation subsequently becomes part of the student's academic record.

Staff: Measures at this level include remedial or disciplinary steps and action against the staff member determined by the Formal Disciplinary Action Process of MUT's Disciplinary Policy and Procedure.

5 DEFINITIONS

5.1 Academic dishonesty

Academic dishonesty is to knowingly act or fail to act in a way that result or could result in unearned academic credit or advantage.

5.2 Academic work

Academic work includes any academic paper, test, essay, thesis, research report, evaluation, project, assignment or examination, whether oral, in writing, in other media or otherwise and/or registration and participation in any course, programme seminar, workshop, conference or symposium by the University.

5.3 Ethics

Ethics is a set of principles of correct conduct, in this instance, in the academic environment of teaching, learning and research. It involves morality and specific moral choices to be made by a student, lecturer or researcher.

5.4 Plagiarism Detection

These are processes and procedures used to identify acts of plagiarism with the assistance of relevant detection tools such as anti-plagiarism software.

5.5 Plagiarism Prevention

These are steps that assist Academic Institutions in reducing acts of plagiarism through education, creation of awareness, prevention and monitoring.

5.6 Post-graduate student

A student registered to do a post-graduate diploma, or Advance Diploma, including all Masters' qualifications and Doctorate degrees, irrespective of whether it is a coursework or research qualification.

5.7 Researcher

A researcher is a person who conducts research at a University and/or who produces research output in the name of or under the auspices of a University, irrespective of whether he or she is a staff member or student. Such persons could include Research Fellows, Research Associates, collaborators, co-authors and external supervisors of post-graduate students.

5.8 Academic Integrity

Academic Integrity is honest and responsible scholarship. A student is expected to submit original work and give credit to other peoples' ideas. Maintaining your academic integrity involves:

- (a) Creating and expressing your own ideas in course work;
- (b) Acknowledging all sources of information;
- (c) Completing assignments independently or acknowledging collaboration;
- (d) Accurately reporting results when conducting your own research or with respect to labs;
- (e) Honesty during examinations.

- (f) Academic integrity is the foundation of university success. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic career. Academic dishonesty not only cheats the student of valuable learning experiences, but can result in a failing grade on assignments, a failing grade in a course, or even expulsion from the university for the student.

5.9 Under-graduate student

A student registered for an undergraduate degree, diploma or certificate programme.

6. Management, implementation and monitoring of this policy

The institutional responsibility, administration and review of this policy are vested in the Deputy Vice-Chancellor: Academic as well as the Deputy Vice-Chancellor: Research, Innovation and Engagements. The implementation of the policy is vested in the line function and discretion of the Senior Director: Teaching and Learning development Centre as well as the Director: Research. Deans monitor the implementation of the policy at faculty level.

6.1 Prevention of Plagiarism: Education and Awareness

- 6.1.1 The responsibility lies with all senior staff, including the Vice-Chancellor, to ensure that all staff and students are made aware of and receive appropriate training and education with regard to this policy.
- 6.1.2 It is the responsibility of all academics to provide guidance to students in order to avoid accusations of plagiarism. It is also their responsibility to be vigilant in detecting irregular or unacceptable acts of plagiarism.
- 6.1.3 The responsibility of the student to abide by all the directives of this policy, the Policy on Learning Assessment and Moderation, course guides, specific and general regulations and assessment requirements.

7. Prevention and Detecting Plagiarism.

Prevention of plagiarism requires attention to opportunities for education on and awareness of acts of plagiarism as well as information about this policy, including mechanisms and procedures for detection.

- 7.1 Plagiarism detection software programmes will be made available and maintained by the Library and the IT&N department.
- 7.1.2 The responsibility for prevention and detection of plagiarism lies with all staff and students at the Faculty level within disciplines and programme delivery.
- 7.1.3 It will be at the Faculty level, that level of similarity and Plagiarism will be maintained, however, 10 percent is the percentage of acceptance in all Universities around, but applicable to higher level of studies.

8. Contravention of this Policy

A student or an employee who is guilty of unethical practice will be subject to the applicable disciplinary Code. (See Disciplinary measures in Section 4)

9. Avoidance of Liability

- 9.1 Acknowledging sources ensures:
- a. Compliance with the provisions of the Universally accepted scientific practice
 - b. That the reader of the work could satisfy him/herself that the authenticity and integrity of the sources and the research methodology have been upheld.
- 9.2 Fair use is a form of respect for the author's economic rights as well as that citation is a form for the relevant author's proprietary rights.

The policy will be reviewed as and when required or following the University 5-year period.

G.31 STUDENT HOUSING POLICY AND PROCEDURES

1. RATIONALE

While each residence of the Mangosuthu University of Technology has a unique design, features and amenities, all provide reasonable accommodation facilities and resources. Both On-campus and off-campus student residences offer similar access and control systems, have established governance, a formal management structure as well as basic and reasonable accommodation that aims at creating an environment that is conducive to living and learning.

The Student Housing Unit supports the core functions of the MUT namely teaching, learning, research and community engagement. The Unit subscribes to the concept of diversity, multiculturalism and respect for all residents in accordance with the University's vision, mission and core values. The Student Housing Policy seeks to ensure that these principles are adhered to.

1.1 PURPOSE

This policy establishes rules and procedures for the operation of student housing. The policy is aligned to the Policy on the Minimum Norms and Standards for the Student Housing at Public Universities (Gazetted on 29 September 2015).

2. DEFINITIONS

- 2.1 SRC: means Student Representative Council of the Mangosuthu University of Technology
- 2.2 MUT refers to Mangosuthu University of Technology
- 2.3 MUT resident students: means a student who stays / resides at the University residences
- 2.4 Off-campus: means leased University controlled residences
- 2.5 On-campus: means internal University residences

3. SCOPE

This policy applies to all MUT resident students and staff members.

4. POLICY PRINCIPLES

- 4.1 Student Housing Policy must be read in conjunction with Undergraduate Admissions as well as Post Graduate Policies of the University, as approved by Council.
- 4.2 Student Housing, as a component of the Student Affairs department, is committed to the intentional education of the whole person. In doing so, Student Housing undertakes to provide accessible accommodation conducive to learning in a safe and healthy environment, whilst providing opportunities for resident student empowerment and advancement.
- 4.3 The policy is designed to ensure that Student Housing Unit operates effectively and efficiently in addressing student matters at residences and those students are treated fairly, upholding respect for the dignity and worth for all its residents and beyond.
- 4.4 Residents in Student Housing are expected to stay informed about the University policies, standards of conduct, and their rights and responsibilities as the stakeholder of the University.

- 4.5 University policies and practices are designed to ensure a safe, comfortable environment conducive to education and a positive university experience. Responsibility for one's behaviour is an integral part of the university and residential experience. Anyone who chooses to live in or visit the University residences must abide by the regulations of the University
- 4.6 Responsibility for one's behaviour is an integral part of the university and residential experience.
- 4.7 Anyone who chooses to live in or visit University residences must abide by the rules and regulations as well as policies of the University as stipulated in the General Calendar. Thus, the University committed to an educationally based style of conduct aimed at encouraging behaviour which is consistent with the Regulations of South Africa as well as all University policies.
- 4.8 This commitment ensures a residential community conducive to accomplishing the University vision and mission by enhancing the University values which are embedded in teaching, research, and community engagement.
- 4.9 It is compulsory to complete and/or sign the prescribed application form (soft copy or hard copy) in order to legitimise a residence contract between the prospective resident and the Student Housing Unit.
- 4.10 All international residence students will be required to comply with the Immigration Act, No. 13 of 2002, as amended; and with all relevant MUT policies, rules, and regulations.
- 4.11 The University will, within the limits of its institutional capacity, ensure that it:**
- 4.11.1 Provides infrastructure that is reasonably appropriate to support sustainable accommodation that is conducive to living and learning without compromising academic standards;
- 4.11.2 Monitors the quality of accommodation, facilities and maintenance management services, cleaning services, health and safety services, security services, and residence support programmes;
- 4.11.3 Enables the Head – Student Housing and the student housing officials to receive continual training in the fields that will prepare them to render emergency services as well as environmental, health and safety practices at the student residences in compliance with University policies and procedures; and
- 4.11.4 Enforces the principle of residence placement approved on the basis of received prescribed application form for a year accommodation in respect of an annual student, and for a semester period in the case of a semester student; and when the University is in recess, the advance reservation system in the case of guests, visiting groups, and delegates attending conferences at MUT.
- 4.12 The Student Housing Unit shall:**
- 4.12.1 Enforce strict rules in order to prohibit sleepover practices by non-resident student visitors and non-student visitors as well as visits outside the prescribed visiting hours; **(This will be guided by the Standard Operations Procedure)**
- 4.12.2 Prohibit unauthorised persons to occupy or use the room for any purpose whatsoever, irrespective of the duration of such occupation or use;
- 4.12.3 Forbid subletting, cohabitation, or squatting;
- 4.12.4 Ensure that resident students, guests, and visitors respect the rules of that particular residence as well as the disciplinary measures which Council or its Committees may promulgate for student residences in general or any residence in particular from time to time;

- 4.12.5 Ensure that every resident student at every student residence will, at all times, be responsible for the behaviour of the guest/s or his/her visiting family member who shall be expected to comply with residence rules and regulations;
- 4.12.6 Ensure that cleaning by approved service providers is rendered and that laundry facilities enable basic self-service; and
- 4.12.7 Ascertain that all residences are governed by a disciplinary code.

4.13 Residence Placement

- 4.13.1 On the basis of the formal application procedure on a prescribed application form for residence placement and readmission, the Student Residence Unit will:
 - a) Make all residences available for accommodation, and administer without favour or unfair discrimination, the admissions and placements of suitable and deserving students, and/or guests, visiting groups, and delegates to such residences;
 - b) Not consider residence placement for students without clear financial arrangements to administer outstanding residence fees;
 - c) Allocate living space on condition that such space is available in the residences;
- 4.13.2 While a student may request an allocation to a specific residence, such a request will not necessarily be met;
- 4.13.3 Cancellations for allocated accommodation must be submitted in writing;
- 4.13.4 Provided that they have paid the initial minimum payment on time, students who have spent a year or more in residence will be given precedence over those who apply for residence for the first time;
- 4.13.5 In the case of first-year students, who enter residences for the first time, placement in internal residences shall be prioritised subject to the fact that the minimum initial payment stipulated in the letter of offer is paid and received by the set deadline;
- 4.13.6 Students with disabilities or with specific health problems will also be prioritised, subject to them following the placement procedures and meeting the relevant payment deadlines; and
- 4.13.7 Successful student placements and cancellations shall be administered online by means of the bulk short messaging system (SMS) or other relevant social media.

4.14 Harassment:

Recognising that harassment is an unwelcome and unlawful conduct that can occur in various forms including sexual harassment, and covers a wide range of actions and behaviour, the Student Housing Unit will, within its jurisdiction:

- I. neither tolerate nor condone it in any form;
 - II. prohibit it, and
 - III. require residence students, authorised occupants, and residence staff to refrain from committing acts of harassment:
- 4.14.1 Whether it is verbal, non-verbal, or physical, as the Student Housing Unit perceives it as any form of unfair discrimination and/or unwelcome behaviour or conduct occurring within the residence community, and/or

among residence students in transit by buses commuting between the University and off-campus residences.

4.15 Pregnancy

The Student Housing Unit shall:

- 4.15.1 Acknowledge that pregnancy is a totally normal human condition which, naturally or under poor pregnancy management practices, can involve certain health risks;
- 4.15.2 Insist that it is the responsibility of the pregnant student to immediately notify the relevant Warden/Matron or any residence official in the Student Housing Unit about her pregnancy who will treat the matter with sensitivity and confidentiality;
- 4.15.3 Advise the pregnant student to provide relevant medical records to the Student Health Services and consent to attend appropriate personal counselling available to students through University arrangements and/or various external support services;
- 4.15.4 Have the right to request medical reports in cases where a suspected pregnancy is not declared by a student.
- 4.15.5 Provided that there are no medical complications, allow a pregnant student who has declared her pregnancy, to remain in the University-controlled residence until the 36th week of pregnancy on condition that she, thereafter, arranges for herself an alternative accommodation;
- 4.15.6 Not allow the pregnant student to board with the baby should she re-apply for accommodation after the birth of her baby;
- 4.15.7 Reserve the room for a period not exceeding three (3) months provided the normal accommodation fee is pre-paid should the pregnant student wishes to have her room kept vacant so that she may return after the birth of her baby;
- 4.15.8 Not take any responsibility for any potential health risks associated with the pregnancy such as birth, miscarriage, abortion, post-natal and ante-natal care; parental care or any other complications which may occur whilst the students are in student residences; and
- 4.15.9 Not assume any financial responsibility for special dietary requirements for a pregnant student.

4.16 Alcohol

- a) The Mangosuthu University of Technology does not allow alcohol within the University and its premises. A possession of an open or empty alcohol container shall be interpreted as being consumed. If alcohol can be seen, smelled or otherwise determined to be present, it can be assumed that University regulations have been violated.
- b) Misuse of or abuse of alcohol, regardless of where it is consumed, which results in disruptive or destructive behaviour, is prohibited. Disciplinary procedure in line with the University Rules and Regulations will be employed to address the matter.**

4.17 Students' Rights and Responsibilities

- a) The guiding principles of the students' rights and responsibilities are embedded in the Bill of Rights and the relevant founding values of the Constitution of the Republic of South Africa, (1996), in particular, human dignity, the advancement of human rights and freedoms and the

pursuit of equality, irrespective of race, creed, gender, sexual orientation, class, age, disability, social or cultural background.

- b) Student Housing allows students to live their lifestyle with the assurance that each individual's rights are valued and protected.
- c) Each member of the residential community must balance the rights of all individuals with their own rights, be able to show respect for others, in order to earn respect from others.
- d) As citizens, students are responsible to the communities of which they are a part, and the University neither substitutes for nor interferes with, regular legal processes. Students are also accountable for offences against the academic community. Therefore, an action involving a student in a legal proceeding in a civil or criminal court does not free the student from responsibility for his or her conduct in a University proceeding.

4.18 Noise

1. All Resident students and guests must be considerate of noise, 24 hours a day, seven days a week. Noise, including but not limited to voices, amplified music, televisions, musical instruments, alarm clocks, and radios, must be maintained at a level that does not disturb other residents.
2. Resident students may not amplify sound from windows to the outside. Residents must comply with staff requests to lower noise levels.
3. During Quiet Hours, noise that can be heard outside of a room or building is prohibited
4. Normal designated Quiet Hours are as follows:

- a) Sunday 11:00pm through Monday 7:00am
- b) Monday 11:00 pm through Tuesday 7:00 am
- c) Tuesday 11:00 pm through Wednesday 7:00 am
- d) Wednesday 11:00 pm through Thursday 7:00 am
- e) Thursday 11:00 pm through Friday 7:00 am

- f) Saturday 1:00am through Saturday 7:00am
- g) Sunday 1:00 am through Sunday 7:00 am

5. Student Housing reserves the right to adjust these hours and will notify residents if any change is made. Exceptions may be made for Student Housing approved programmes and construction noise.

5. GOVERNANCE, RESPONSIBILITY, AND AUTHORITY

Rendering of residence services by the Student Housing Unit is organised as a management and supervisory function:

- 5.1 The **Executive Management** of the University will be responsible for an oversight role that supports the functions of the Student Housing Unit within the limitations of institutional capacity;
- 5.2 The management of residences shall fall under the responsibilities of the **Dean of Students**, the **Student Housing Head**, the **Wardens/Matrons** and the **Residence Assistants**;
- 5.3 The **Dean of Students**, the **Student Residence Head**, the **Student Representative Council**, and the **House Committees** shall be responsible for supervision and for supporting the functions of the Student Housing Unit;
- 5.4 The **Student Housing Head** shall be responsible for enforcing the implementation of this policy; and

- 5.5 The **Protection Services Department** shall ensure that there is a safe and secure student residence environment.
- 5.6 The **Student Housing Unit** will collaborate with the SRC and the House Committee Members on matters of common interest.
- 5.7 FACILITIES MANAGEMENT**
- 5.7.1 The University Maintenance Department shall within the limits of its budget, carry out the day-to-day maintenance as well as bigger projects including the upgrading of all University-owned;
- 5.7.2 The University Head of Department: Facilities, the Head of Student Housing Unit, and the Works Manager will periodically inspect and assess conditions of all residences and students' rooms.
- 5.7.3 Wardens will ascertain and ensure that acceptable standards that are conducive to living and learning, will be maintained in compliance with the prescribed residence policy, as well as the rules and regulations of the University; and
- 5.7.4 Tampering with, theft, vandalising, damaging, or misusing the student residence property including fire or health and safety equipment, is strictly prohibited.
- 5.7.5 The cost of the necessary repairs or replacement will be borne by the responsible student; **Student Disciplinary Code** shall address this matter, whilst the normal wear and tear will be borne by the University under the University's maintenance management plan.
- 5.8 HEALTH, SAFETY AND SECURITY SERVICES**
- 5.8.1 Security services in all student residences shall operate in accordance with obligations prescribed by the University for the contracted security service provider;
- 5.8.2 Access control system in all student residence premises shall be designed in such a way that it conforms with the latest technologies, e.g. the biometric access control system or the smart-chip technology access control system; This may also be included in all Leased accommodation.
- 5.8.3 For the purposes of maintaining health and safety, and preventing incidents that may present a risk or danger in the student residences:
- 5.8.3.1 Firearms, sharp objects, explosives, any other dangerous articles, gas cylinders, fireworks, open fires, dangerous chemicals or highly hazardous materials shall not be permitted in all student residences;
- 5.9 STUDENT RESPONSIBILITY**
- 5.9.1 All resident students and authorised occupants are advised to obtain insurance cover for their personal possessions or property in their possession at the residence, as neither the University nor Student Housing Unit will be responsible for loss or damage of whatever nature of such possessions or property;
- 5.9.2 All residents who own motor vehicles, motorcycles, or bicycles will be allowed to keep them at own risk. That shall be parked at designated zones in residence premises, subject to rules and regulations prescribed by the contracted student residence security service provider;
- 5.9.3 Wardens shall issue students with Indemnity Forms that will record their possessions.

5.10 CLEANING SERVICES

- 5.10.1 The cleaning service shall be rendered by contracted service providers and or University employees; General Assistants; Wardens shall conduct inspections from time to time.
- 5.10.2 Every occupant in student residences shall be allocated a clean room and shall be expected to leave it in a clean and respectable condition when vacating it; and
- 5.10.3 Student residence occupants are responsible for the general cleanliness of their rooms in all University-owned or University-controlled student residences.

5.11 TRANSPORT SERVICES

Student transport service is rendered by contracted service providers to ferry strictly commuting students between the University and off-campus student residences in accordance with the agreement entered into between the University and that particular service provider.

5.12 AUTHORITY AND CONTROL OF RESIDENCES

- 5.12.1 Control of residences shall rest with the Dean of Students, the Student Housing Head, the Wardens/Matrons, Residence Assistants and House Committees;
- 5.12.2 The Dean of Students, the Student Residence Head, Wardens/Matrons, the Residence Assistants, and the House Committee shall deal with matters concerning students' conduct and discipline within the prescripts of relevant Institutional Policies, Rules and Regulations.

6. POLICY REVIEW

This policy will be reviewed every five years in line with the University Strategy, and when there are changes to the internal or external operating environment, including legislation and other legal prescripts.