

2019

# GENERAL HANDBOOK

ACADEMIC AND STUDENT  
RULES AND REGULATIONS



Cape Peninsula  
University of Technology

creating futures

# KEY ACADEMIC DATES

<b>3 JANUARY 2019</b>	Administration Office Opens
<b>14 JANUARY 2019</b>	Academic Staff report for duty
<b>25 JANUARY 2019</b>	Last day for application for exemptions or recognitions for Autumn Graduation
<b>28 JANUARY 2019</b>	Commencement of Classes
<b>4 – 22 FEBRUARY 2019</b>	Late registration at all campuses (subject to approval by the Dean of the relevant faculty)
<b>8 FEBRUARY 2019</b>	Final date for approval of mark changes by Senate Executive Committee for Autumn graduation
<b>22 FEBRUARY 2019</b>	Final date for Master's and Doctoral changes for the Autumn Graduation.
<b>15 MARCH 2019</b>	Closing date for applications for first-time Higher Degree (Master's and Doctoral) candidates Closing date for applications for second-semester courses
<b>20 MARCH 2019</b>	Submission of all first semester examination question papers to Assessment and Graduation Centre
<b>20 MARCH 2019</b>	Last day for amendment of registration (additions and cancellation of first semester subjects)
<b>11 – 12 APRIL 2019</b>	Autumn Graduation
<b>29 APRIL 2019</b>	Submission of ALL OUTSTANDING REGISTRATION DOCUMENTS to Applications and Registration Centre (all UG and PG qualifications; National and International students)
<b>21 MAY 2019</b>	Last date for amendment of registration (additions and cancellations of September subjects) for all first semester subjects.
<b>31 MAY 2019</b>	Closing date for registration for first-time Higher Degree (Master's and Doctoral) candidates Closing date for applications for second-semester programmes
<b>17 – 19 JULY 2019</b>	Registration of students with outstanding second semester subjects Registration of students who are registering for the first time for second semester programmes
<b>23 JULY 2019</b>	Last date for only cancellation for annual subjects
<b>8 AUGUST 2019</b>	Last day for submission of mark changes for consideration by Senate Executive Committee for the Summer graduation
<b>30 AUGUST 2019</b>	Last day for amendments of registration (additions and cancellations of second semester subjects) for second semester subjects.
<b>31 AUGUST 2019</b>	Closing date of international applications for 2020 academic year.
<b>20 SEPTEMBER 2019</b>	Submission of all second-semester examination question papers to Assessment and Graduation Centre
<b>27 SEPTEMBER 2019</b>	Last day for cancellation of Full Studies/Enrolment
<b>30 SEPTEMBER 2019</b>	Closing date for applications for re-marking and reviewing of scripts Closing date for applications for exemptions and recognition for the Summer graduation Closing date for national applications for 2020 academic year
<b>07 OCTOBER 2019</b>	Final date for Master's and Doctoral changes for the Summer Graduation.
<b>9 – 13 DECEMBER 2019</b>	Summer Graduation

## TERM DATES

STUDENTS	LECTURING STAFF	ADMIN STAFF	ENROLMENT DATES		CLASSES COMMENCE	
			Full-time students	Part-time students	Full-time students	Part-time students
29 Jan - 29 March	15 Jan - 29 March	3 Jan	8 Jan - 2 Feb	8 Jan - 2 Feb	29 Jan - 29 March (43 days)	29 Jan - 29 March (43 days)
10 April - 22 June	10 April - 22 June				10 April - 18 May (26 days)	10 April - 18 May (26 days)
16 July - 31 Aug	16 July - 31 Aug		18 July - 20 July	18 July - 20 July	16 July - 31 Aug (33 days)	16 July - 31 Aug (33 days)
10 Sept - 07 Dec	10 Sept - 14 Dec (Commence again on 14 Jan 2019)	21 Dec (Commence again on 03 January 2019)			10 Sept - 26 Oct (35 days)	10 Sept - 26 Oct (33 days)

WELCOMING OF FIRST YEARS	ASSESSMENT AND GRADUATION DATES	GRADUATION	PUBLIC HOLIDAYS
<p><b>29 January 2019</b> Wellington (10:00)</p> <p><b>30 January 2019</b> Cape Town (10:00)</p> <p><b>31 January 2019</b> Bellville (10:00)</p>	<p>Assessment dates are flexible and may be arranged between the following dates (in consultation with the Director: Academic Administration)</p> <p><b>1st semester:</b> 20 May 2019 - 7 June 2019 <b>2nd semester:</b> 28 Oct 2019 - 15 Nov 2019</p> <p><b>STUDY WEEK:</b> <b>1st semester:</b> 13 May 2019 - 18 May 2019 <b>2nd semester:</b> 22 Oct 2019 - 25 Oct 2019</p> <p><b>RESULTS PUBLICATION DATES:</b> <b>1st Semester :</b> 21 June 2019 <b>2nd Semester :</b> 29 November 2019</p> <p><b>IMPORTANT UNIVERSITY DATES:</b> <b>Autumn Graduation:</b> 11, 12 April 2019</p> <p><b>Africa Day:</b> 25 May 2019</p> <p><b>Mandela Day:</b> 18 July 2019</p> <p><b>Summer Graduation:</b> 09, 10, 12, 13, Dec 2019</p>	<p><b>Cut-off dates for Autumn Graduation:</b> Application for exemptions and recognitions: 25 January 2019</p> <p><b>Mark changes approved by Senex:</b> 8 February 2019</p> <p><b>Master's and Doctoral candidates:</b> 22 February 2019</p> <p>Any changes effected after these dates will stand over to the Summer Graduation</p> <p><b>Cut-off dates for Summer Graduation</b> Application for exemptions and recognitions: 30 September 2019</p> <p><b>Mark changes approved by Senex:</b> 30 September 2019</p>	<p>New Year' Day 1 Jan 2019</p> <p>University Holiday 2 Jan 2019</p> <p>Human Rights Day 21 March 2019</p> <p>Good Friday 19 April 2019</p> <p>Family Day 22 April 2019</p> <p>Freedom Day 27 April 2019</p> <p>Workers Day 1 May 2019</p> <p>Youth Day 16 June 2019</p> <p>Youth Day observed 19 June 2019</p> <p>Women's Day 9 Aug 2019</p> <p>Heritage Day 24 Sept 2019</p> <p>Day of Reconciliation 16 Dec 2019</p> <p>Christmas Day 25 Dec 2019</p> <p>Day of Goodwill 26 Dec 2019</p>



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**PLEASE NOTE:** Although information in this publication has been compiled as accurately as possible, the Council and Senate of CPUT accept no responsibility for any inaccuracies, errors or omissions in this publication. This publication is only valid for the 2019 academic year.

The Cape Peninsula University of Technology is established in terms of the Higher Education Act (Act no. 101 of 1997), and the institutional Statute promulgated under government notice no 33202 of 17 May 2010. The institution seeks to meet the challenges associated with being a modern university in a changing global environment. We will build on current strengths, but through this strategic plan the university also seeks to describe and develop new directions in teaching and learning, research, and regional and community engagement that will take the institution into the future. The institution accepts that knowledge has become the most important factor in economic development and that we have a threefold responsibility to South African and African society: firstly to produce adaptable graduates who can find a place in the world of work; secondly to have the capacity to generate new knowledge; and thirdly to access existing global knowledge and use it for local benefit. Thus we recognize the need to develop partnerships with our internal stakeholders as well as those from a wide range of national and international organizations and communities so as to be responsive in our curriculum and research activities and to address the needs of our students and the society in which we function.

The university is cognisant of its place and responsibilities in the national landscape of higher education in a democratic South Africa. The institution developed and implemented Vision 2020: Strategic Plan document and we are guided by the following principles:

- We seek to address past inequalities and transform the institution to meet national needs
- We see our role in terms of the development of human potential through life-long learning
- We will develop socially responsible knowledge workers and professionals
- We will integrate our research and training with the needs of South Africa

As a publicly funded higher education institution, we welcome our responsibility to act for the benefit of society.

Through a variety of diplomas, degrees, postgraduate qualifications, research and other educational activities, we will produce socially responsible graduates who are able to contribute proudly to the emerging needs of society and to live productive lives. As the largest university in a province that is rich in educational resources and as the only university of technology in the Western Cape we have a unique contribution to make and we must plan accordingly.

# VISION

To be at the heart of technology education and innovation in Africa

# MISSION

- We will build a university that is highly efficient, sustainable and environmentally conscious
- We will be known for the high quality of our teaching and learning and the relevance of our curriculum
- We will create a vibrant and well-resourced living and learning environment for our students
- We will enhance and develop the quality and effectiveness of our research and knowledge production

## STREET ADDRESSES

### **Athlone Service Point**

Klipfontein Road, Heideveld  
**Tel** +27 (0) +21 684 1200

### **Bellville Campus**

Symphony Way, Bellville  
**Tel** +27 (0) +21 959 6911

### **Cape Town Campus**

Keizersgracht, Cape Town  
**Tel** +27 (0)+21 460 3911

### **Granger Bay Campus**

Beach Road, Mouille Point  
**Tel** +27 (0) +21 440 5700

### **Mowbray Campus**

Highbury Road, Mowbray  
**Tel** +27 (0) +21 680 1500

### **Roeland Street Building**

80 Roeland Street, Cape Town  
**Tel** +27 +21 469 1000

### **Media City**

19 Jan Smuts Street Foreshore, Cape Town  
**Tel** +27 +21 440 2200

### **Wellington Campus**

Jan van Riebeeck Street, Wellington  
**Tel** +27 (0) +21 864 5200

## POSTAL ADDRESSES

PO BOX 1906  
BELLVILLE, 7535

PO BOX 1906  
BELLVILLE, 7530

PO BOX 652  
CAPE TOWN, 8000

PO BOX 652  
CAPE TOWN, 8000

PO BOX 13881  
MOWBRAY, 7705

PO BOX 652  
CAPE TOWN, 8000

PO BOX 652  
CAPE TOWN, 8000

PRIVATE BAG X8  
WELLINGTON, 7654

**ENQUIRIES 086 123 2788 (086 123 CPUT)**

## OFFICIAL ADDRESS

All official and general correspondence should be addressed to:

### **The Registrar**

Cape Peninsula University of Technology  
PO BOX 1906  
BELLVILLE 7530

# CORE VALUES

- We undertake to deal with others in a spirit of ubuntu.
- All our interactions will be governed by a spirit of mutual respect.
- We support the principle of equity.
- We will promote innovation in all aspects of our work.
- We will uphold the principle of accountability for our actions.
- We prize excellence.
- We will strive for efficiency in all our operations.

## COUNCIL OF THE UNIVERSITY

Chairperson	Sibiya, Precious (Ms)
Deputy Chairperson	Zuko, Mapoma (Adv)
Ministerial appointees	Van Jaarsveld, Susan, Ngxiza, Sonwabile (Mr), Easthorpe, Reynold (Mr)
Convocation representatives	Vacant
Council appointees	Hadebe, Bheki (Mr), Dhevcharran, Nirvani (Ms) Gumbi, Dumisani (Mr), Groenewald, Liezl (Ms)
City of Cape Town appointee	Carls, Kyle (Mr)
Donor representative	Yach, Dianna (Aprof)
Provincial Government appointee	Platzky, Laurine (Dr)
Senate representatives	Kioko, Joseph (Prof), Sosibo, Zilungile (Aprof)
Academic representatives	Helsby, Claire (Ms), Msomi, Velaphi (Dr)
Non-academic representatives	Kunene, Thembile (Mr), Nkwana, Sello (Mr)
Executive Management	Nhlapo, Chris (Prof), Staak, Anthony (Prof), Sheldon, Marshall (Prof) (Acting)
Students' Representative Council	Vacant

## OFFICE BEARERS OF THE UNIVERSITY

Chancellor	Modise, Thandi (Hon Minister)
Chairperson of Council	Sibiya, Precious (Ms)
Vice-Chancellor	Nhlapo, Chris (Prof)
Deputy Vice-Chancellors	Staak, Anthony (Prof), Sheldon, Marshall (Prof) (Acting)
Registrar	Ntsababa, Nikile (Mr)
Executive Director: Finance	du Plessis, Peter (Mr)
Dean of Students	Coopoo, Prem (Ms)
Executive Director: Human Resources	Vacant
Executive Director: Infrastructure Development and Facilities Management	Mr M Hull Mr G Solomons
Executive Director: Office of the VC	Vacant

## DEANS OF FACULTIES

Applied Sciences	Fatoki, Olalekan (Prof)
Business & Management	Paul, Green (Prof)
Education	Mda, Thobeka (Prof)
Engineering	Moll, Mellet (Prof)(Acting)
Health and Wellness Sciences	Engel-Hills, Penelope (Prof) (Acting)
Informatics and Design	Cronje, Johannes (Prof)



# GENERAL RULES FOR ALL QUALIFICATIONS

THE GENERAL RULES WHICH FOLLOW ARE SUBJECT TO:

1. the provisions of the Higher Education Act (No.101 of 1997, regulations issued there under) and any other legislation applicable to higher education
2. CPUT Statute (Government Gazette No 33202 of 2010);
3. amendments of and deviations from the rules and regulations as approved by Senate and Council.
4. In the event of conflict with faculty rules, general rules takes precedence
5. Situations not covered on the Rules and Regulations shall be dealt with in terms of applicable legislation and/or common law

# G1 Definition of terms

For purposes of the rules and regulations the following words and phrases will, unless the contrary intention appears, bear the following meaning:

- 1.1 “academic year” – means the academic year as determined by Senate and endorsed by council and which comprises of four terms grouped into two semesters.
- 1.2 “aegrotat qualification” – is a qualification wherein Senate admits a candidate to a qualification after due consideration of the candidate’s special attainment and special circumstances.
- 1.3 “assessment” – means a structured process for gathering evidence and evaluating a student’s performance in relation to registered national unit standards and qualifications.
- 1.4 “assessment results” – means amongst others, a mark or a statement of competence depending on the method of assessment.
- 1.5 “applicant” – is someone seeking admission to one or more programmes of the university.
- 1.6 “continuous assessment” – means an ongoing process that measures a student’s achievement in a course of study on a particular level, providing information that is used to support a student’s development and enable improvements to be made in the learning and teaching process.
- 1.7 “continuous assessment mark” – means amongst others, a mark or a statement of competence depending on the method of assessment, which is given to a student as a continuous assessment task.
- 1.8 “core-requisite” – refers to a subject that must be taken prior, or concurrently with another subject before a credit shall be given for that latter subject.
- 1.9 “council” – means the council of CPUT as duly constituted in terms of the Higher Education Act, 1997.
- 1.10 “course” – means a component within a programme of study for a qualification.
- 1.11 “cum laude” – Award cum laude when average is 75% or above with the lowest mark not lower than 70%.
- 1.12 “Summa cum laude” – Award Summa cum laude when all marks are 75 percent and above. Subject to no objection from any examiners
- 1.13 “deferred/postponed assessment” – means an assessment that takes place at a time other than the main assessment.
- 1.14 “extended curriculum Programme” – means extending the existing regular first-year subjects to two years of study with the inclusion of extensive support for learning within those subjects.
- 1.15 “Final Summative Assessment (FSA)” – means the assessment conducted at the end of the prescribed period of study for a subject.

- 1.16 “Final integrated Summative Assessment (FiSA)” – means a certain kind of Final Summative Assessment that is used to measure students’ competencies at the end of their qualification, as they relate to the exit level outcomes and associated assessment criteria as stated in the qualification registration with SAQA.
- 1.17 “final assessment mark” – means a combination of marks expressed as a percentage and obtained at the end of a study period, calculated according to a set ratio, in a module, subject or dissertation.
- 1.18 “final assessment results” – means the assessment results of the main/ final summative assessment that normally takes place in June and November, or the subsequent deferred assessment or reassessment that usually takes place in August and January.
- 1.19 Higher education Act – the Higher education Act, 1997 (Act no. 101 of 1997)<sup>8</sup>
- 1.20 “ITS” – means integrated technology Software and refers to a software application used by CPUT for student administration and other administrative functions.
- 1.21 “Learner” – has the same meaning as Student
- 1.22 “Marks Administration System (MAS)” – means the system used by an academic department to view class results and upload
- 1.23 Premises - means all CPUT premises, buildings, grounds, structures or open spaces including but not limited to premises controlled by CPUT, premises rented or used by CPUT for the purpose of student activities
- 1.24 Rustication means a sanction whereby a student is temporarily expelled from the institution for a specified period of time.
- 1.25 “Plagiarism” – is the representation of another person’s ideas, research, expressions, computer code, design artefacts or work as one’s own.
- 1.26 “Pre-requisite subject” – means a subject that must be passed before a student may register for any other specific subject or subjects that may be at a higher level.<sup>1.23</sup>
- 1.27 “programme” – is a coherent combination of modules or subjects that lead to a qualification designed to enable students to achieve pre-specified exit level outcomes.
- 1.28 “promotion” – means the progress of students from one particular level of study to the next higher level based on fulfilling the minimum requirements as determined by the Faculty Board for each qualification and approved by Senate.
- 1.29 “qualification” – means the formal recognition and certification of learning achievement awarded by a purposeful combination of learning outcomes at a specified level of performance.
- 1.30 “Registration” – is the process in terms whereof an applicant who has complied with the prescribed minimum requirements for admission and registration for any form of study is registered at the university.
- 1.31 “Recognition of Prior learning” – RPL refers to the principles through which the prior knowledge, competencies and skills of a person are made visible through a process of development, teaching, mentoring and assessment. The result, where appropriate, accredits the acquired knowledge, competences and capabilities of a person, gained through informal and non-formal learning.

- 1.32 “Senate” – means the Senate of CPUT, as duly constituted in terms of the Higher education Act, 1997. Senate: is a body as constituted in terms of Higher Education Act 1997, that regulates all teaching, research and academic functions of the University and all other functions delegated/assigned to it by the University Council to which it is accountable
- 1.33 “student” – refers to any person registered with the university for any form of study or who has taken part in any university activity with the intention to register (including taking up university accommodation)
- 1.34 “subject” – means a coherent, self-contained unit of learning that forms the building blocks of a learning programme
- 1.35 “subject guide” – means a guide that provides key aspects of a subject/ module such as the learning outcomes, teaching events, learning activities and assessment criteria and methods. it could also provide general information about the programme.
- 1.36 “The University” – means the cape Peninsula university of technology (CPUT)

## LIMITATION OF LIABILITY

CPUT is not responsible or liable for any damage, loss or injury to any persons or property on any CPUT premises, campus, or place of integrated learning, or event/ excursion managed by CPUT, including but not limited to the following:

- (a) any loss or damage suffered by any person whilst on CPUT premises
- (b) any loss or damage suffered by any students whilst on any CPUT residences
- (c) any loss or damage suffered by any employee of CPUT, acting within the course and scope of his/her employment, whether on CPUT premises or not.
- (d) Any loss or damages suffered as a result of an Act of God e.g floods, fires etc.
- (e) Any loss or damage suffered as a result of any political unrest e.g. riots, protest action, unlawful occupations etc
- (f) Any loss or damage to any vehicles, motorcycles and bicycles driven or ridden or parked on any CPUT premises. module, subject or dissertation.

## G2 Admission

Subject to the provisions of the Act, Council in consultation with the Senate shall determine admission to the University.

- 2.1 Every prospective student shall apply for admission to a programme offered by the university on the prescribed application form or online where applicable. the application must be completed in detail and signed by the prospective student and his/ her parent or guardian if s/he is a minor. the application must be submitted to the Registrar by the date stipulated in 2.4 below, together with the proof of payment of the application fee, if the application is manual. online application, where applicable, does not generate an application fee.
- 2.2 Applicants are allowed a maximum choice of three programmes to apply for.
- 2.3 Any person applying for admission as a student at CPUT for the first time shall together with his/her application form submit his/ her grade 12 certificate or equivalent, grade 11 final results, if transferring from another higher-education institution a certificate of conduct and academic record, identity document or unabridged birth certificate with id or passport number and in the instance of international students a valid study permit.
- 2.4 The closing date for applications for admission is 30 September, except where otherwise stated. no late applications from international students will be accepted except where otherwise stated. Applications for international students close on 31 August. these international applications must include the SAQA evaluation certificates. A late application fee shall be payable for applications received after 30 September.
- 2.5 No person shall be admitted to a qualification unless he/ she satisfies the minimum admission requirements prescribed for the course and has:
  - 2.5.1 a matriculation certificate, issued by the matriculation Board (up to and including 1991) or the South African certification Board (since 1992);
  - 2.5.2 a Senior certificate;
  - 2.5.3 a certificate that has been endorsed in accordance with the South African certification council Act to the effect that he/ she has met the minimum requirements for admission to study at a university; or
  - 2.5.4 any alternative qualifications, including national certificate Vocational or relevant work experience (prior learning and/or experience) that is recognized in terms of the admission policy of the university as laid down by council in consultation with Senate.
- 2.6 All candidates who comply with the minimum requirements are still subject to selection procedures.
- 2.7 A student shall be enrolled when his application for admission as a student has been approved, and when he has been registered in accordance with the rules of CPUT. only the Registrar or his/her nominee is allowed to communicate the outcome of the admission and selection process to prospective students.

- 2.8 the Registrar may deregister any person who does not meet the minimum requirements for admissions as a student at CPUT
- 2.9 All international prospective students are required to submit proof of English language proficiency, which may consist of:
- 2.9.1 A recent TOEFL score (obtained within 3–5 years of your application for admission) of at least
- 570 for the paper-based test or
  - 230 for the computer-based test or
  - 88 for the Internet-based test.
- 2.9.2 A recent overall band score of 7.0 on the International English Language Testing System (IELTS), with no individual element of the test scoring below 6.0.
- 2.9.3 All proof of equivalence achieved through other tests as offered by an accredited provider
- 2.9.4 English as an official language passed at school-leaving level
- 2.10 An applicant who meets the minimum requirements set by Senate and has been refused admission may request written reasons for such refusal from the relevant dean.
- 2.11 The university reserves the right to validate the authentication of submitted documents.
- 2.12 Re-admission**
- 2.12.1 Students, who had a break in their studies of one year and more, and wish to resume their studies, must submit a formal application for re-admission to the institution during the official application period for the intended academic year of study.
- 2.12.2 All students excluded from a programme have to appeal for the academic exclusion to be put aside, in order for them to be re-admitted, via the Faculty appeals/Admissions Committee within the prescribed appeal timelines.

# G3 Registration

Only registered students may use the facilities of the university. No person will be registered as a student unless s/he has already been admitted as a student to a specific programme. A student must on registration sign the declaration clause in the Registration Form to comply with the provisions of Rules and Code of Conduct, policies and procedures for the relevant academic year applicable to students. For online registration the acceptance of CPUT code of conduct will be undertaken as per given online instructions.

- 3.1 A student who registers at the university for the first time must submit satisfactory proof of his/her identity as well as proof that s/he complies with the prescribed admission requirements at registration, as follows:
- First-year students**
- 3.1.1 Identity document or permanent residence permit
  - 3.1.2 Senior certificate/statement of symbols or equivalent
- Transferring students**
- 3.1.3 Identify document
  - 3.1.4 Senior Certificate
  - 3.1.5 Original academic record from the Higher Education Institution
  - 3.1.6 Original certificate of conduct
- Non-South African students**
- 3.1.7 Passport
  - 3.1.8 Valid Study permit at CPUT: can only register as full time student
  - 3.1.9 IELTS certificate: English proficiency or proof of English passed at school-leaving level
  - 3.1.10 Proof of SA medical insurance cover
  - 3.1.11 Proof of sufficient funds for payment of fees
  - 3.1.12 SAQA evaluation of previous qualification
  - 3.1.13 Work study permit holders can only register as part-time students
- 3.2 A student must register annually during the set registration periods by paying the prescribed registration fees, making the required partial payment of fees and signing the official registration form, thereby binding him/ herself to the rules of the university and undertaking to pay the prescribed fees on the due date(s). no person who is in arrears with the payment of any fees due to the university shall be registered as a student unless by arrangement with the relevant official.
- 3.3 At registration every student has to provide the University with postal, and residential addresses and contact details (i.e. cellphone number) as well as an address for the receipt of University account. Students must update contact and address details online during and after registrations. Official correspondence sent to a CPUT email

address or contact number(i.e. cellphone number, postal) thus provided by the student will be deemed as having been received by himself/herself.

- 3.4 A student is provisionally registered until s/he submits all outstanding documents to support registration.
- 3.5 only registered students may attend lectures, write tests or assessments and submit assignments in any given subject. deviation from this rule is subject to the conditions as stipulated in 3.6.2 below. Students who attend classes without having officially registered will not obtain any credits for subjects passed even where a student has paid the prescribed fees.

### 3.6 Late registration

- 3.6.1 late registration or registration amendments shall be accepted up to the predetermined date published in the term dates and Academic Rules and Regulations.
- 3.6.2 the Faculty dean, after consulting the Registrar, may allow a particular student who has not registered by the official closing date for normal registration, to attend lectures, write test or assessments and submit assignments in any given subject(s) while finalising his/her registration, provided that the student registers before the closing date of late registration. Any marks, which may have been awarded to such a student, will be forfeited by him/her if he/she is not registered on or before the last day of late registration.
- 3.6.3 Students who, for whatever reasons, registers after the official registration period and after classes have commenced, shall not lay claim to any concession regarding lectures, tests etc. that were held before they registered.
- 3.6.4 After the last day for late registration, a student shall only be allowed to participate in academic activities in subjects for which s/he is registered. no assessment results are official if a student was not registered for a subject in the specific academic year.
- 3.6.5 no further registration will be conducted after the last day of late registration, except for programme specific exceptions, that have been pre-approved by Senate.
- 3.6.6 After the closing date for late registration, no student will be allowed to attend classes, receive study material or supervision or have access to any electronic study material or sources if s/he is not formally registered and cannot produce proof of registration.
- 3.6.7 the university may impose a fine on students registering after the official closing date for normal registration.

### 3.7 Compliance with programme requirements

- 3.7.1 A student is personally responsible for ensuring that s/he is registered in accordance with the rules of the qualification, curriculum and subjects concerned as determined in the faculty rules in respect of that qualification, curriculum or subject.

- 3.7.2 the university reserves the right to cancel any erroneous registration and may revoke any qualification erroneously conferred upon a student.
- 3.7.3 if the programme regulations are amended, student who commenced their studies under the previous regulations and had no break in studies had a choice to complete their studies under the previous regulations.
- 3.7.4 if the new regulations are beneficial to the student, they may choose to complete under the new regulations
- 3.7.5 Student who had a break in studies forfeit the right to complete under the previous regulations, except with the approval of the relevant dean.

### 3.8 Concurrent registration

- 3.8.1 A student shall not register concurrently for more than one qualification at the university without the permission of the relevant dean.
- 3.8.2 A student shall not register for a qualification or subject at another higher education institution without the permission of the relevant dean on the recommendation of the Head of department.

### 3.9 Limitation of registration

- 3.9.1 All students registered at the university shall be deemed to have registered for one calendar year, semester or such shorter period as council, in consultation with Senate, may specify.
- 3.9.2 A student's registration shall lapse after the presentation and final assessment of the subject for which s/he was registered has been concluded.
- 3.9.3 Senate may determine the minimum number of students to register for a programme in order to be offered in a particular year and/or campus.

### 3.10 Timetable clashes

Student may not register for subjects which clash with lectures, practicals or assessments' timetables, except with the permission of the relevant dean.

- 3.11 Pre-requisite and co-requisite courses and subjects, on recommendation of the relevant Faculty Board, may determine that students shall not be admitted to a particular subject unless they have obtained credit for another specified subject or register simultaneously for another specified subject.

### 3.12 Registration of occasional students

A person who does not wish to register for an approved qualification, but is only interested

in a specific subject(s), may register as an occasional student for non-qualification purposes. The normal admission and registration rules shall apply.

### 3.13 Cancellation of registration

A student who wishes to cancel his/her registration must submit a written notice to the relevant Faculty Manager on the prescribed form and within the period determined by the University.

### 3.14 Promotion

Promotion of students to a next or higher level is determined by Senate on the recommendation of the Faculty Board, for which purpose faculties have to provide specific criteria.

### 3.15 International students

International students shall register at the university only if they are in possession of a valid study permit or study visa and recognised medical aid (valid for 12 months). All other registration rules apply to all international students. Valid Refugee Permit Holders and Permanent residents or a valid court order holders will register under rules applicable to national students.

### 3.16 Notification

The onus is on the student to update his or her personal postal, and/ or residential address, and official correspondence sent to the student at any such address given by him/her shall be deemed to have been received by him/her.

### 3.17 Registration agreement

Student sign a formal agreement with the university in electronic format when registering online and those who do not register online are required to complete, sign and submit a hard copy of the agreement.

# G4 Recognition, exemption and retention of credits

## 4.1 Recognition

A student may, on formal application to the relevant Faculty and payment of prescribed fees, and with the approval of Senate, be:

- 4.1.1 granted credits for any subject(s) passed at the university, but for another qualification, whether complete or incomplete, with a view to study for a university qualification.
- 4.1.2 granted credits for any subject(s) obtained at another accredited institution for the purpose of obtaining a qualification if the required outcomes are sufficiently similar to those required for the subject in question.
- 4.1.3 granted exemption from registration for a subject(s) for which the student has received credit(s) in terms of the Recognition of Prior learning Policy of the university.

## 4.2 Credits awarded

in all instances the total number of credits awarded should not exceed fifty percent (50%) of the total number of credits in a programme or qualification at the university.

- 4.2.1 Students shall be required to complete at least 50% of the exit level subjects at the university.
- 4.2.2 All credits accumulated in respect of incomplete qualifications shall only be valid for a maximum period of ten (10) years.
- 4.2.3 Applications for recognition of credits must be submitted to the Faculty manager during the first year of study at the university. In a case where modules/ subjects from another accredited institution are presented for recognition/ exemption, the academic record of the student and the relevant year's syllabi (content) of the module(s) must accompany the application.
- 4.2.4 if a student wishes to graduate in a particular year, and has obtained credits from another institution, written application for recognition of credits, with the necessary documentation, must reach the relevant Faculty office before 31 January of that year.
- 4.2.5 if a student does not submit the application for credits/ recognition within the required time, as indicated in 4.2.3 and 4.2.4 above, the opportunity for recognition of credits shall lapse.

## G5 Attendance requirements

Students shall be notified of class attendance requirements by academic departments in writing through the subject guide at the commencement of each module.

## G6 Assessment rules

### 6.1 Assessment strategies

Assessment strategies for programmes and subjects/ courses/ modules need to be approved by the relevant department, programme and Faculty. In each case there needs to be an explicit and documented rationale for the choices pertaining to the use of assessment methods (e.g. projects, written responses, oral assessments, development of portfolios of evidence, etc.) as well as the weightings assigned to individual assessments (where applicable).

### 6.2 Summative assessment weighting

No single assessment should be more than 50% of the final assessment result. This means that the final summative assessment can be no more than 50% of the final assessment result.

### 6.3 Assessment information in subject guides

- 6.3.1 Subject guides must be evaluated (at inception, during and after use) at the departmental and programme levels to ensure that CPUT assessment policy is reflected in the guides and in the assessment practices.
- 6.3.2 Subject guides must provide detailed information to students on what they can expect with regard to assessments, as well as on what is expected of them.
- 6.3.3 Copies of subject guides, together with documentary evidence of their evaluation, should be kept for review purposes. The evidence should include evidence pertaining to CPUT Assessment Policy and Practice.

### 6.4 Scheduling/time-tabling of assessments

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

- 6.4.2 The Assessment and graduation centre (AGC), in consultation with deans, programme convenors, heads of department and/or assessors, must ensure that there are no timetable clashes and that students are not subjected to excessive assessment loads in given periods.

## 6.5 Conducting assessments

- 6.5.1 Students may not be excluded from the final summative assessment. However, the Assessment Policy does not preclude a DP (duly performed) requirement - e.g., for attendance at laboratory tutorials or practicals before a candidate may submit a written assessment task (e.g., a laboratory report) or an examination. In order to comply with the policy, the DP requirement must appear in the subject guide, and must be explained in writing to all students.
- 6.5.2 the completed assessments for subjects at all levels shall be assessed internally, unless stated otherwise, e.g. in the case of professional bodies or workplace integrated learning.
- 6.5.3 A student shall acquaint himself/herself with the relevant rules regarding assessments, tests and examinations of the faculty in which he/she is registered.

## 6.6 Promotion requirements and passing of subject with distinction

- 6.6.1 the candidate is required to achieve 50% in a subject or module in order to be eligible to progress to the next level of study (unless otherwise prescribed by statutory bodies, such as professional bodies).
- 6.6.2 A subject may be passed with distinction if a candidate obtains 75% or above in the final mark for the subject at the first attempt.

## 6.7 Borderline marks

If there are any borderline cases after calculation, then the academic departments shall apply the following to the student's final marks at the marks discussion meeting:

- 6.7.1 49% changed to 50%
- 6.7.2 48% to 50% for one subject if a student has passed all other subjects during that assessment period
- 6.7.3 47% to 50% if it is the last final year subject (the student must be currently registered for the subject),
- 6.7.4 74% to 75% if at least another 75% or more was obtained during that assessment period

- 6.7.5 73% to 75% if all other subjects are 75% or more in subjects where the pass mark is not 50% then the criteria should be adjusted accordingly.

## 6.8 Awarding of qualification with Cum Laude

- 6.8.1 All qualifications appearing on the PQM (programme and qualification mix) grid, with the exception of doctoral qualifications, may be awarded cum laude if the candidate obtains an average of 75% or above with the lowest mark not lower than 70%.
- 6.8.2 A Master's Degree (MTech) degree may be awarded Cum Laude if the candidate in respect of:
- 6.8.2.1 Coursework and dissertation option: passes all the subjects with an average of 75% and passes the dissertation with 75%, OR
  - 6.8.2.2 For dissertation only: obtains a mark of 75% or more.
  - 6.8.2.3 Award Cum Laude when average is 75% or above with the lowest mark not lower than 70%.
  - 6.8.2.4 Award Summa Cum Laude when all marks are 75% and above (both examiners awarded cum Laude)
- 6.8.3 extended curriculum Programme students should be considered for cum laude if they graduate within a minimum period of four years.
- 6.8.4 Fulltime students who had a break in their studies, for whatever reasons, should qualify for cum laude, if they meet the minimum requirements.
- 6.8.5 Students who have passed a re-assessment or supplementary assessment cannot be awarded a pass with cum laude. irrespective of the marks obtained in the re-assessment or supplementary assessment, the result of the re-assessment or supplementary assessment is indicated as a "pass" or "fail".
- 6.8.6 Students with exemptions, recognitions and RPL (advanced standing) are eligible for cum laude, provided subject does not constitute more than 50% of the subjects making up the qualification. these subjects should not be used for calculation purposes.
- 6.8.7 Students should be registered for the minimum time permissible for a particular qualification to be eligible for cum laude.

## 6.9 Awarding of qualification with Summa Cum Laude

- Award Summa cum laude when all marks are 75 percent and above.

- 6.10 Criteria for medals and awards
- 6.10.1 A dean's merit list is published for every level of every undergraduate qualification in the Faculty. to be included on the dean's merit list a student must have:
- 6.10.1.1 been registered for a full academic workload for the semester or year, even if s/he has additional exemption/ recognitions. (For semester programmes the list is published for each semester of the programme as well).
  - 6.10.1.2 passed all subjects for that semester or year.
  - 6.10.1.3 obtained an average of at least 75% for all subjects.
- 6.10.2 Students who meet the criteria for the deans merit lists for both semesters in the same year should receive the certificate for both semesters.
- 6.10.3 the dean's medal is awarded to the faculty's "top" national diploma student – or equivalent, where the national diploma is not offered – by the dean of the faculty at the graduation ceremony:
- 6.10.3.1 the student must have obtained the highest average mark for all subjects that contributed to the diploma over three years of study or the required number of years for the qualification recognised for the award of the medal.
  - 6.10.3.2 the student must have passed all subjects at the first attempt, and have completed the qualification in the minimum time permissible.
- 6.10.4 Where more than one student obtains the same average mark (or where the average mark is separated by less than one percentage point), the dean has the discretion to invoke other criteria in determining which of these students should be awarded the medal such as leadership qualities, contribution to society and/ or student development, or any other criteria.
- 6.10.5 the dean's medal is awarded at the graduation ceremony at which the diploma of the recipient is being conferred. the award consists of an engraved medal accompanied by a cheque, a certificate and a congratulatory note from the dean.
- 6.10.6 the Vice-chancellor's medal is awarded to the "top" Btech student who graduates at the graduation ceremony.
- 6.10.6.1 For the Btech student, the highest average mark is calculated for all subjects over all four years of study at the institution.

- 6.10.6.2 the student must have passed all courses at the first attempt, and have completed the “four year” qualification in the minimum time permissible.
- 6.10.6.3 Provision is made for a break in studies between the ND and the Btech
- 6.10.7 the Vice-chancellor is presented with a list of approximately five “top” students at the institution based on the average marks obtained for all subjects. the Vice-chancellor has the discretion to invoke other criteria in determining which of these students should be awarded the medal, such as leadership qualities, contribution to society and/ or student development, strength of character, and so forth. in addition, the Vice-chancellor shall interview a selected group of candidates.
- 6.10.8 the Vice-chancellor’s medal is awarded at the graduation ceremony at which the degree of the recipient is being conferred. the award consists of an engraved medal accompanied by a cheque, a certificate and a congratulatory note from the Vice-chancellor.

## 6.11 Publication of results

- 6.11.1 departments shall publish all assessment results in accordance with the requirements contemplated in the Protection of Personal information Act, 2013 ( Act no 4 of 2013), no later than ten days after the assessment on the student notice boards to give the students an opportunity to verify their assessment results. these are MAS generated lists.
- 6.11.2 Students shall have five days to query the published assessment results with the relevant Faculty manager.
- 6.11.3 Results must be finalised before the institutional closing date for assessment result entry and changes on the ITS system. Faculties must arrange their own internal deadlines within these institutional deadlines. the cut-off dates for access to MAS for academic staff will be based on the dates set by each faculty. Faculty office staff will have access up to the point of the institutional closing off date.
- 6.11.4 Any late submission of assessment results after the institutional closing date must be communicated to the dean who will take the matter to Senate.
- 6.11.5 Final assessment results are published by the AGC, which will distribute the final board lists to academic departments. the results will be published on the CPUT website on the same date.

## 6.12 Disclosure of final assessment marks

- 6.12.1 only the AGC is allowed to release the final assessment results to students.

- 6.12.2 no one, including AGC staff, may telephonically or otherwise, divulge any final marks to candidates prior to the official release of the final assessment results.
- 6.12.3 Students with fees outstanding shall not obtain their final marks for subjects for which they have been registered until the outstanding fees are fully settled.

### 6.13 Providing feedback to students

- 6.13.1 Academic staff should ensure that feedback on student performance in assessments is timeous.
- 6.13.2 Subject guides should make explicit what students' rights are with regard to receiving timeous feedback
- 6.12.3 Students who have grievances in this regard should first discuss the matter with the lecturer or tutor concerned. if reasonable cooperation from the lecturer is not forthcoming, the student may report the matter to the immediate superior of the relevant lecturer or tutor.

### 6.14 Provisions for disability

- 6.14.1 Any candidate to whom the specified time for and method of an assessment could prove to be a disadvantage owing to a disability or handicap may apply to the coordinator: disability unit for an examination concession (extension of time and/or the use of specialised equipment), at the latest before end of march (1st Semester) or end of August (2nd semester) and such information must be dealt with the necessary confidentiality in accordance with the requirements under the Protection of Personal information Act, 2013.
- 6.14.2 candidates must submit all relevant documentation pertaining to such an assessment concession previously granted by another educational institution or, a specialist medical/educational practitioner's report on the medical/ educational condition in question.
- 6.14.3 An application, if successful, will grant a candidate the necessary examination concession. information in this regard will be conveyed in an official letter to the dean of the Faculty for approval.
- 6.14.4 A separate venue will be arranged by the Agc in liaison with the relevant faculty and the disability unit.
- 6.14.5 in case a student with special needs the disability unit will arrange this in liaison with the Faculty. For summative assessment AGC will arrange with the Faculty and the Disability Unit.

## 6.15 Appeals and disputes

- 6.15.1 Should a dispute arise with regard to assessment, the aggrieved party or parties may submit their concerns in writing to the dean of the relevant faculty. the dean may then at her or his discretion initiate such proceedings as s/ he may deem necessary to resolve the dispute.
- 6.15.2 A student has the right to query a mark awarded. the issue at hand may be resolved through dialogue between the student and the subject/module/course convenor.
- 6.15.3 Should the student be dissatisfied with a finding or sanctions of the Academic dispute committee, he/ she has the right to appeal to the Academic dispute Appeal committee against such finding or sanction or both.
- 6.15.4 the student concerned must submit a notice of appeal in writing setting out grounds on which the appeal is based to the Deputy Vice Chancellor: Teaching and Learning not later than seven days of receipt of a written decision of the disciplinary committees
- 6.15.5 the Academic dispute Appeal committee, upon request by the office of Student Judicial Affairs, may review disciplinary measures falling outside the competence of any other disciplinary structure and a decision of any other disciplinary structure that would be deemed unfair and would have adverse effects on the student.
- 6.15.6 A student who is not satisfied with the decision of the Academic dispute Appeal committee may further appeal to the to the Vice- chancellor whose decision shall be final.

## 6.16 Reassessment rules

As far as possible, students should have an opportunity for re-assessment during the delivery of a subject. the rationale for the re-assessment should be documented and kept on record for quality assurance purposes.

- 6.16.1 Criteria for reassessments in general (i.e. not specifically Final Summative Assessment (FSA) or Final integrated Summative Assessment (FiSA)), including the frequency of reassessment, should be according to the Faculty Assessment Procedures and Rules. Reassessment may be granted at the discretion of the lecturer with the approval of the head of department (provided that such assessment adheres to the principles of fairness, validity, reliability, authenticity and practicability) for cases of inadequate academic performance as agreed upon by the faculty. Such assessment must be conducted within the Faculty in the presence of the designated assessor and moderator.
- 6.16.2 There should be a maximum of one reassessment for each assessment. the reassessment carries the same weight as the first assessment, which should have been loaded onto the system when lecturing for the individual subjects commenced.

- 6.16.3 Reassessment of the final summative assessment should be treated the same as other assessments with regard to the calculation of the student's marks. the mark obtained for the reassessment should not be taken as the final mark but should be included into the original calculations of weightings across all assessments.
- 6.16.4 All FSA reassessments happen immediately after the FSA and before final marks are calculated.
- 6.16.5 All reassessments, except those for students who qualify for the one outstanding academic subject rule and where Senate approval has been granted, should happen before the final publication date.
- 6.16.6 FISA reassessments for subjects where Senate approval has been granted should take place within 30 days of the start of the next academic cycle.
- 6.16.7 The final mark after reassessment cannot be higher than 50%. the mark for that reassessment may have to be manually adjusted by the lecturer. if the final mark after reassessment falls below 50% then the student is deemed to have failed and no further reassessments will be given. However, a failed student cannot be awarded a mark less than the first attempt.
- 6.16.8 In the case of written assessments normally submitted to the AGC, when the assessment paper is set, the reassessment paper, which can also be used for sick/trauma assessments, should also be set and given to the Agc (for logistical purposes) at the same time as the main assessment. Where faculties are responsible for the assessment, the principle still holds and all lecturers should conform to this procedure.

## 6.17 Reassessment for final year students with one outstanding subject

- 6.17.1 A final-year student who has obtained 40% to 46% for a currently registered subject, deserves a further opportunity to be evaluated on the grounds that the subject concerned is the only remaining academic subject required in order to qualify for a particular qualification.
- 6.17.2 Students granted a reassessment on the basis of the 6.16.1 above should be reassessed within 30 days of the start of the next academic cycle. if the final mark after reassessment falls below 50% then the student is deemed to have failed and no further reassessments will be given.
- 6.17.3 The students' academic record will show the failed subject, as well as the new subject result in the following semester/year. the 50% final mark limit would also apply.
- 6.17.4 The reassessment dates for final-level students granted a reassessment on the grounds that the subject concerned is the only remaining course credit in order to qualify for a particular qualification needs to be reflected in the institutional calendar for all faculties.

## 6.18 Supplementary examination (only applicable to specified qualifications)

- 6.18.1 Supplementary examinations (reassessment after the final summative grading of a student) will only be available for a course, subject or module where it is stipulated as a requirement by an external agency such as a professional or external examination body for example the South African Maritime Safety Authority (SAMSA). All other courses will conform to the rules for reassessment and the general rule that no supplementary examinations are set at the university.
- 6.18.2 Any entry for a supplementary examination (as per the conditions in 6.17.1) is subject to completion of the prescribed form and payment of the applicable fee(s).
- 6.18.3 in exceptional cases only, late entries for supplementary examinations may be approved by the dean based on the recommendation from the relevant head of department. Prescribed late penalty fees will be applicable in addition to registration and assessment entry fees.
- 6.18.4 For supplementary examinations (as per the conditions above), fully moderated assessment papers and memoranda of marking must be submitted to the AGC, following the procedures that apply to any other formal university assessments.
- 6.18.5 Supplementary examinations (as per the conditions above) are to be conducted for year subjects, within the first two (2) weeks of the year and for semester courses, at a time when the course concerned is due for assessment.
- 6.18.6 All continuous assessment results for a candidate who is unsuccessful in a supplementary examination will automatically lapse.
- 6.18.7 A supplementary examination mark cannot be higher than 50%.

## 6.19 Deferred/postponed assessment

- 6.19.1 A candidate who failed to report for, or was unsuccessful in an assessment because of illness or trauma may, on submission of an acceptable medical certificate, be permitted to do a postponed assessment. Applications must be submitted to the faculty not later than 7 days after the day scheduled for the assessment concerned, supported by a medical certificate or other documentary evidence.
- 6.19.2 The submission of a medical certificate will not necessarily be sufficient to secure the granting of a postponed assessment.
- 6.19.3 Illness during an assessment will only be considered if the student consulted the Health clinic (on campus) or a medical practitioner to report the illness and obtained a medical certificate as soon as possible following the assessment.
- 6.19.4 A recurring medical complaint, or temporary physical/mental disability, will only be considered if the student reported the complaint, the history, or the temporary disability to the head of department in the faculty at least three (3)

weeks before the day scheduled for the assessment concerned and satisfied the head of department that every effort is being made to avert a recurrence of the complaint or illness, or to overcome the temporary disability.

- 6.19.5 Illness, or unfitness to sit for an assessment, caused by taking drugs of any kind except on the advice of a medical practitioner, may be rejected as grounds for the granting of a postponed assessment.
- 6.19.6 A serious illness, or the death of a near relative at the time of the assessment, may be accepted as good cause for application for a postponed assessment.
- 6.19.7 Where the postponed assessment is in the form of a written assessment, fully moderated question papers and memorandums of marking are required to be submitted to the AGC, following the procedures that apply to any other formal university assessment.
- 6.19.8 The student must apply for a postponed assessment, on the prescribed form. if a medical certificate or other acceptable supporting documentation cannot be submitted, the application for a postponed assessment shall not be approved and no grading will be given for the assessment.
- 6.19.9 An assessment (different to the original assessment) in oral or written form must be conducted with a student who has produced evidence of good cause for his/her absence. An average mark must under no circumstances be given.
- 6.19.10 Misreading of the timetable is not an acceptable reason for a postponed assessment to be conducted.
- 6.19.11 A student who has been granted a postponed assessment should not be given the opportunity of a reassessment or further postponed assessment on the grounds that the deferred assessment is already a second chance.\

## 6.20 Conducting oral assessment

- 6.20.1 An oral examination assumes the form of a face-to-face interview and/or series of questions conducted by a panel, including two (2) subject specialists in the field concerned, in the presence of the moderator, whether internal or external, with the object of assessing relevant knowledge of the candidate and/or moderating an assessment of such candidate's performance in a project, examination or thesis to determine whether the candidate may be granted a credit.
- 6.20.2 An oral examination may be used for the purposes of reassessment with the permission of the dean of a particular faculty and will be subject to the same conditions as the original assessment.

## 6.21 Special registration

A student who wishes to improve on a previously obtained continuous assessment mark without mandatory class attendance may, as a concession in exceptional circumstances and having due regard to sound educational principles, be granted permission for special registration by or on behalf of the dean of the faculty concerned based on the recommendation from the head of department of the programme. In the event of special registration, the continuous assessment mark that the candidate previously obtained in the course will lapse on registration.

## 6.22 Student conduct during assessment

No student shall participate in an assessment without producing his/her student card or a letter of admission. The latter will be admissible in conjunction with positive identification of the holder of such.

6.22.1 A student undertaking an assessment shall be guilty of an irregularity if:

- 6.22.1.1 he/she has in his/her possession any unauthorised written or printed document or memorandum, notes, sketch, map, diagram, or any inadmissible equipment or article after the assessment paper has been distributed;
- 6.22.1.2 he/she helps or tries to help, or tries to obtain help from, another candidate, or communicates or tries to communicate with any person other than an invigilator, when the assessment has begun;
- 6.22.1.3 he/she causes a disturbance in the assessment venue, or acts in an improper or unseemly manner and refuses after a warning has been issued by the invigilator to cease such disturbance, improper or unseemly conduct, or destroys what would have been evidence of such improper or unseemly conduct;
- 6.22.1.4 he/she leaves the assessment venue without prior permission from the invigilator.

## 6.23 A student participating in an assessment shall:

- 6.23.1 comply with any appropriate instruction by the invigilator of such assessment.
- 6.23.2 comply with all instructions printed on the assessment sheet or on the cover of the answer book for that assessment.
- 6.23.3 refrain from dishonest conduct. dishonest conduct shall include, inter alia plagiarism or submission of the work of a person other than the student who is being assessed.
- 6.23.4 acquaint himself/ herself with the relevant rules regarding assessments of the faculty in which he/she is registered.

## 6.24 Re-marking of scripts for final summative assessments

A student is entitled to have his or her assessment scripts for all written assessments remarked at all levels of study of all subjects.

- 6.24.1 Applications for the re-marking of all final summative assessment scripts are permitted to afford students the means to appeal against their published (in accordance with the requirements contemplated in the Protection of Personal information Act) assessment results.
- 6.24.2 Application for re-marks, plus proof of payment of the prescribed fee(s), must be made to the Agc within two weeks of the new academic semester/year. under no circumstances will applications be accepted after that, or any other correspondence entered into, in respect of a published (in accordance with the requirements contemplated in the Protection of Personal information Act) result. the closing date for application for re- marks is published (in accordance with the requirements contemplated in the Protection of Personal information Act) in the Academic Rules and Regulations Handbook.
- 6.24.3 The prescribed fee for re-marking will be refunded to students whose final result for a subject changes as a result of a re-mark, from a fail to a pass of 50% or more, or from a final result which is already a pass to a distinction (i.e. 75% or more).
- 6.24.4 The head of department shall appoint a suitably qualified person other than the original examiner/moderator to re-mark the scripts.
- 6.24.5 The results of a re-mark application are final and no further appeal will be considered by the university.

## 6.25 Viewing of final summative assessment scripts

- 6.25.1 A student may, on request, be granted an opportunity to scrutinise the marked and moderated assessment script, together with the memorandum under the supervision of the AGC staff.
- 6.25.2 A student must, effect such request by completing the Application to View Final Assessment form, available from the AGC. After payment of the prescribed fee the duly completed form must be handed to the AGC.
- 6.25.3 Scripts shall be viewed within two weeks of the beginning of the new academic year/semester. under no circumstances will applications be accepted thereafter, or any other correspondence entered into in respect of a published result.
- 6.25.4 The prescribed fee for viewing of a script will be refunded to students whose final result for a subject changes as a result of a viewing, from a fail to a pass of 50% or more, or from a final result which is already a pass, to a distinction (i.e. 75% or more).

### 6.26 Aegrotat qualification

- 6.26.1 If a candidate is absent from whole or part of the final assessment for a qualification due to any serious or disabling circumstances, occurring within such period relevant for the assessment in question, Senate may admit the candidates to the qualification, after receiving proof of such circumstances and sufficient evidence of the candidate's attainments.
- 6.26.2 The names of such candidates shall be published under the heading "aegrotat", together with the names of other successful candidates.

### 6.27 Potential Graduates

Student in their last year of study shall apply for graduation in march of that year by completing the graduation Application form and submit to the relevant Faculty office for processing.

## G7 Amendment of rules

if the rules regarding the arrangement of a programme are amended, candidates registered under the old rules may, during the registration period, elect to continue under the old or new rules. except by permission of Senate, such student shall forfeit the right to continue under the old rules if they have obtained insufficient credits in a semester or year or if there is a break in their studies. the time-lines for phasing out a programme shall be determined by Senate.

## G8 Condonation of rule breaches

Senate may condone any breach of the academic rules if it is satisfied that such a breach was due to an error on the part of the university and that the student concerned, not having contributed to the error, would suffer undue hardship should the rule be applied.

## G9 Postgraduate students

The academic rules and regulations also apply to postgraduate qualifications, except where they clearly cannot apply to postgraduate programmes or where the rules prescribed for the Postgraduate candidates contradict the academic rules and regulations.



# GENERAL STUDENT REGULATIONS

# S1 Code of Conduct for students

The Cape Peninsula University of Technology (hereinafter referred to as CPUT) pursues excellence in education and promotes full realisation of the potential of every student and respect for the rule of law, and appreciation of diversity;

By accepting the terms and conditions in the registration form supplied by CPUT, the policies, Regulations and Rules of CPUT, a student acknowledges that the Rules, policies and Regulations of CPUT are binding on him or her. Any breach by a student of the policies, Regulations and Rules of CPUT and/ or a contravention of the laws of the Republic of South Africa, is subject to disciplinary action. A student shall acquaint himself/herself with the relevant policies, Regulations and Rules including the documents entitled "Schedule A" and "Schedule B" annexed to the Student Rules and Code of Conduct.

For the purposes of the code of conduct for students, reference to students will include student structures, bodies, organisations, societies and clubs.

## 1 CONDUCT IN GENERAL

- 1.1 A student shall at all times and occasions where he/she represents CPUT, or can be identified as a CPUT student, whether on campus or not, abstain from all conduct that brings discredit to the image of CPUT/ or brings the institution into disrepute.
- 1.2 A student shall at all times act in a manner in which the maintenance of order and discipline at CPUT is not impeded.
- 1.3 A student shall not maliciously, negligently or wrongfully destroy, damage, appropriate, alienate, abuse or remove property of CPUT, or a contracted supplier or provider of a service to CPUT, or a fellow-student or staff member, or a work integrated learning employer.
- 1.4 No alterations shall be made to the buildings, equipment or furniture of the residences. In the event of any such destruction, damage, removal or alterations of property the responsible student shall compensate CPUT for the cost of making good such damages, removal or alteration. In addition to this, CPUT reserves the right to institute Disciplinary proceedings against the offending student/s.
- 1.5 A student shall not harass another person, or commit any act of unfair discrimination including but not limited to racism, hate speech, tribalism, xenophobia, or violation of the dignity of any employee or student, or any person, or any prejudice to or humiliation of such employee, student or any other person.
- 1.6 A student shall not, without prior permission from an appropriate CPUT official or if required from the service provider, utilise or allow an unauthorised student or non-student to utilize any CPUT property, facility, amenity or equipment. No student shall make unauthorised use of any CPUT or service provider's facilities, premises, property, amenity or equipment.

- 1.7 A student who commits an act of theft in respect of CPUT property or property of any person on any of CPUT's premises shall be liable to either replace the item or the value thereof. The institution reserves the right to investigate a reported incident, conduct a disciplinary enquiry and enforce the decision.
- 1.8 A student shall not act or threaten to act in a manner that interferes with the work or study of any member of staff, including contracted staff, as well as staff of contracted suppliers or providers of services to CPUT, or their employees, or any member of the public or any student of CPUT.
- 1.9 A student shall act in a respectful manner towards all fellow students and CPUT staff, as well as staff of contracted suppliers or providers of services to CPUT, or their employees, and towards members of the public; and in particular shall not use any language that abuses or demeans any person in terms of such person's race, gender, beliefs, abilities or sexual orientation.
- 1.10 A student shall not abuse or otherwise interfere with any member of staff, including contracted staff, as well as staff of contracted suppliers or providers of services to CPUT, or their employees, or any member of the public or any student of CPUT, in any manner that contributes to the creation of an intimidating, hostile or demeaning environment for staff or students in general, and shall not use language that impairs the dignity of any person or incites violence in any manner whatsoever.
- 1.11 A student shall not prohibit entry or exit from any CPUT campus, or any building or part thereof on any CPUT campus, or any CPUT residence, or obstruct the free movement of any member of staff, including contracted staff, as well as staff of contracted suppliers or providers of services to CPUT, or their employees, or any member of the public or any student of CPUT on any CPUT campus.
- 1.12 A student shall not obstruct, disrupt, or interfere with the teaching, research, administrative, custodial or other functions of CPUT, and shall obey all instructions and directions given to him / her by any authorised member of the Academic or Administrative staff in the execution of his/ her functions.
- 1.13 A student shall make use of waste bins for the purpose for which these have been provided, and shall not leave litter in any part of the campus, including any building, residence or its grounds, and gardens or vehicles. On no account shall waste bins be used for the purpose of conveying any goods.
- 1.14 A student shall desist from organizing, inciting or participating in any protest action staged on any premises of CPUT which may result in the disruption of academic programmes, disturbance of the peace and/or the destruction of property.
- 1.15 Press statements, publications or interviews which might intimidate, embarrass or affect bodies or persons in control of CPUT, or which may reflect badly on the image of CPUT shall not be issued or granted by a student or student structure.
- 1.16 A student shall at all times, have in his/her possession a student registration card issued by CPUT in his/her name for the relevant year, and shall produce such student card upon request by an authorised member of CPUT staff or Campus Protection Services personnel or contracted security personnel. Failure to do so will result in him/ her being removed from CPUT premises.

- 1.17 No student shall lend his/her student card to any other CPUT student, or to any other person, or use the student card of another student for any purpose whatsoever. The Institution reserves the right to confiscate and destroy a student card that has been used for fraudulent purposes.
- 1.18 A student shall not make unauthorised use of the name or badge of CPUT.
- 1.19 Students or student bodies or organisations may not affix, distribute or display any picture, poster, pamphlet, circular letter, banner or advertisement on any notice board, or any part of CPUT premises, without obtaining prior duly signed and written consent from the relevant CPUT authority.
- 1.20 Where the identity of a person who has affixed any picture, poster, pamphlet, circular letter, banner or advertisement on any noticeboard without the duly signed or written authority of a designated custodian of the precinct in which the notice board is, or elsewhere on campus, has not been established, the chairperson of the student structure or organization issuing such picture, poster, pamphlet, circular letter or advertisement, or from which such item originates, shall be presumed ex officio to have so affixed such picture, poster or advertisement in contravention of this rule. For the purposes of this rule, a precinct is deemed to be any part of CPUT, whether building or ground or both, as identified in the relevant map of CPUT-owned or leased properties.
- 1.21 Students organising or participating in lawful protests or gatherings taking place on CPUT premises or under the name of CPUT shall strictly observe all instructions and requirements given by authorised officials regarding such protests and gatherings as stated in the Gatherings, Demonstrations and Protests Policy.
- 1.22 Students shall be appropriately dressed when attending classes, when visiting the administration buildings, libraries and when attending CPUT activities.
- 1.23 Money or goods may be collected on CPUT campuses or residences controlled by CPUT only with the written permission of the relevant CPUT authorities.
- 1.24 Any student who knowingly supplies or deliberately gives false information to a CPUT authority, its security personnel or contracted security personnel shall be subject to disciplinary action.
- 1.25 All forms of initiation by CPUT students are prohibited.
- 1.26 Students shall refrain from any improper, disgraceful or indecent behaviour on any premises controlled by CPUT or at any other place where a student's behaviour is or could be identified with CPUT.
- 1.27 A student shall not engage in any abusive, threatening or indecent act or attitude, or criminal conduct, towards any employee or student or property, or any other person either on the premises of CPUT or elsewhere.
- 1.28 No student shall forge any certificate, diploma, or academic statement of CPUT or document, or submit any such forged document purporting to be an authentic document to CPUT or from CPUT to any other person or company.
- 1.29 A student must report to the relevant authority any act of violation or transgression of any of the provisions of these Student Rules and Code of

- Conduct committed in his/her presence or that he/she is aware of and may be required to testify there upon.
- 1.30 A student shall not incite or encourage fellow students or any other person, or conspire with another person to violate any of the provisions of this Code of Conduct.
  - 1.31 If a student is expelled from CPUT as a result of transgressing the rules, or suspended, or rusticated from the university or residence, such student shall forfeit any claim for repayment of any monies paid by him/her, and shall remain liable for all sums due by him/her for that particular academic year.
  - 1.32 The University reserves the right to submit the particulars of an offender and the outcome of the disciplinary hearing to other institutions during the period of suspension or expulsion.
  - 1.33 A student must obey the outcome of any disciplinary procedure.
  - 1.34 No student or any business that he/she may be affiliated with, shall directly or indirectly conduct business with CPUT without the prior written permission of the Vice Chancellor or his/her nominee.
  - 1.35 No student shall sell, serve or assist any other person or student structure or organisation to sell any products or render any services on any premises of CPUT without the prior written permission of the Vice Chancellor or his/her nominee.
  - 1.36 A student shall at all times refrain from drunken or disorderly behaviour that causes damage and/ or disturbs the peace of any member of staff, including contracted staff, as well as staff of contracted suppliers or providers of services to CPUT, or their employees, or any member of the public or any student of CPUT.
  - 1.37 No student shall sell, serve or assist any other person to sell or serve liquor on any premises controlled by CPUT without prior written permission from the Vice-chancellor or his or her nominee. 1.38 No alcoholic beverage may be brought onto or consumed by any student or any other person on the premises controlled by CPUT without the prior written permission of the Vice-Chancellor.
  - 1.39 If the violation involves alcohol, the alcohol or empty containers may be confiscated as proof and be kept in the office of Campus Protection Service, pending the investigation and outcome of a disciplinary inquiry and/or hearing.
  - 1.40 A student shall not commit or encourage another student or person to commit any act of sale, distribution in any form, use or possession of any illegal drug, as defined by the Drugs and Drug Trafficking (Act 140 of 1992), on any campus or residence controlled by CPUT.
  - 1.41 Any conduct that is regarded in law as a criminal offence may be reported to the South African Police Service, and a student who has allegedly committed such an offence may not only be prosecuted by a court with jurisdiction in terms of the Criminal Procedure Act 51 of 1977 as amended, but may be subject to disciplinary action by CPUT.

## 2 ACADEMIC CONDUCT

- 2.1 Before registration, any person intending to register in that academic year may attend lectures only with written permission of the dean of the Faculty and consent from the head of department. Such permission will lapse after the final date for late registration.
- 2.2 A student shall attend lectures regularly and shall carry out regular assignments and projects.
- 2.3 No student shall make, distribute, reproduce, copy or make use of, for a purpose other than for his/her own private, personal study, any material in which copyright resides, including teaching materials, computer software, printed materials, audio or video recordings and intellectual property, without the permission of the author or owner thereof.
- 2.4 No student shall plagiarise. Any student accused of plagiarism, shall be charged in accordance with the plagiarism policy of CPUT.

## 3 CONDUCT RELATING TO ASSESSMENTS, EXAMINATIONS AND TESTS

- 3.1 no student shall sit for an assessment, examination or test without producing his/her student card or a letter of admission.
- 3.2 A student sitting for an examination or test shall be guilty of an offence if:
  - 3.2.1 he/she has in his/her possession any unauthorised written or printed document or memorandum, notes, sketch, map, diagram, mobile/cellular phone, inadmissible equipment or article after the examination paper has been distributed;
  - 3.2.2 he/she helps or tries to help, or tries to obtain help from another assessment, test or examination candidate, or communicates or tries to communicate with any person other than an invigilator, after the assessment, test/examination has begun;
  - 3.2.3 he/she causes a disturbance in the assessment, test/ examination venue, or acts in an improper or unseemly manner and refuses, after a warning has been issued by the invigilator, to cease such disturbance or improper or unseemly conduct, or destroys what would have been evidence of such improper or unseemly conduct;
  - 3.2.4 he/she leaves the assessment, test or examination venue without prior permission from the invigilator.
- 3.3 A student sitting for an assessment, examination or test shall comply with the following:
  - 3.3.1 any appropriate instruction by the invigilator of such assessment, examination or test;
  - 3.3.2 all instructions printed on the examination or test sheet or on the cover of the answer book for that assessment, examination or test.
- 3.4 In any assessment, examination or test a student shall refrain from dishonest conduct.

#### 4 CONDUCT RELATING TO CPUT ACTIVITIES

- 4.1 A student shall not make unauthorised use of the name or badge of CPUT.

#### 5 CONDUCT RELATING TO INFORMATION TECHNOLOGY AND COMMUNICATION (E-MAIL USE, INTERNET AND INTRANET ACCESS AND OTHER ELECTRONIC INFORMATION)

- 5.1 The use of electronic resources is made available to all students at CPUT, including officially authorised visiting, freelance and exchange students primarily for academic or CPUT related purposes.
- 5.2 Every user, when he/she registers as a student of CPUT, enters into a contract with CPUT and is deemed thereby to have given his/ her consent that the Computer and Telecommunication Services (CTS) department without prior warning may:
- 5.2.1 intercept, monitor, block, delete, read and act upon any incoming or outgoing e-mail message addressed to or originating from the user;
  - 5.2.2 intercept, monitor, read and act upon the user's internet browsing habits, including the user's history files, websites visited, and files downloaded and stored by the user;
  - 5.2.3 intercept, monitor, block, delete, read and act upon any file, in whatever format, stored by a user on any computer or other electronic facility of CPUT.
- 5.3 the institution has the right to limit the size of incoming and outgoing e-mail messages and attachments, downloads and other files and may block and delete e-mail messages, downloads, attachments or other files that are larger than the set maximum size. it is the responsibility of users to limit the size of attachments and other files to prevent overloading of the electronic mail system resources.
- 5.4 Virus warnings or pop-ups that result from incoming e-mail or file downloads must be reported to the IT department immediately.
- 5.5 The following actions or omissions shall constitute misconduct and CPUT may initiate an investigation and appropriate disciplinary action against students who fail or refuse to abide by these rules:
- 5.5.1 sharing network logon usernames with or disclosing passwords to any person(s);
  - 5.5.2 modifying an e-mail and forwarding or replying thereto, without noting the changes, i. e. deletions, removal of recipients, modification of content, etc.
  - 5.5.3 fabricating a message or sender of a message;
  - 5.5.4 intentionally bypassing the security mechanisms of the e-mail system, website or any other CPUT system (e.g. attempting to gain unauthorised access to user account information (hacking) or creating bogus accounts);

- 5.5.5 modifying the internal mail transport mechanism to forge a routing path that a message takes through the internet or intranet;
- 5.5.6 storing, downloading and propagating, viewing, printing, distributing, sending or accessing racist, sexist, or politically or religiously derogatory content or material, or pornographic material as contemplated in Schedules 1, 2, 6, 7 and 11 of the Films and Publications Act 65 of 1996, as read with the Films and Publications Amendment Act 34 of 1999; or such material as militates against the spirit of genuine academic discourse;
- 5.5.7 participating in e-mail “chain letters” or similar activities;
- 5.5.8 downloading, receiving or installing software applications (including games or any multimedia software) not approved by the IT Department;
- 5.5.9 downloading information onto hard drives or any storage medium owned by CPUT that is not specifically for academic purposes;
- 5.5.10 knowingly burdening the institution’s network with non-academic data (e.g. forwarding, downloading or accessing large video clips or graphics to or from a distribution list or file-sharing server);
- 5.5.11 creating, sending or forwarding hate mail, discriminatory remarks, unsolicited mail or any other anti-social behaviours on the network.;
- 5.5.12 creating, sending or forwarding or marketing information about commercial and/or nonacademic issues;
- 5.5.13 knowingly sending or forwarding messages and attachments that could be infected with malicious codes such as viruses, as well as spam;
- 5.5.14 using disks that may be infected with malicious code, without taking reasonable measures to ensure that the disks are safe to use;
- 5.5.15 any non-academic or non-business actions that knowingly prevent other users from using e-mail, internet or intranet access;
- 5.5.16 any destructive and disruptive practices using either e-mail, internet or intranet;
- 5.5.17 sending, replying to or forwarding e-mail messages or other electronic communications that hide the identity of the sender or represent the sender as someone else;
- 5.5.18 as a user of the institution’s electronic mail systems, having obtained access to materials of other organisations, copying, modifying or forwarding copyrighted materials, except under specific copyright terms and conditions;
- 5.5.19 using information, e-mail, files, downloads, data or CPUT systems to commit fraud or any other criminal offence(s);
- 5.5.20 making illegal or unauthorized copies of CPUT software installation discs or other illegal software copies – users shall respect copyright laws that protect software, and acknowledge the intellectual property rights of other computer users;

- 5.5.21 copying, changing, reading or using files in another user's area without that user's prior permission;
- 5.5.22 wasting supplies such as paper, printer ribbon, ink or toner and diskettes provided by the CPUT, or taking them for private and personal use;
- 5.5.23 tampering with hardware or software owned by CPUT; and
- 5.5.24 any actions that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference.

## 6 CONDUCT IN RESPECT OF TRAFFIC RULES

- 6.1 Student vehicles parked in prohibited areas such as staff areas, fire lanes, zones for handicapped people, or any other areas designated as prohibited may be towed away and fines may be imposed and also the cost of towing.
- 6.2 Parking and entry stickers must be collected from the transport department and affixed to the vehicles at all times.
- 6.3 A student who recklessly or negligently drives and causes damage to CPUT property or vehicle, including vehicles hired by CPUT shall be liable for such damage or a portion thereof as will be decided by the disciplinary Structures of CPUT.
- 6.4 Students shall observe transport rules and all other "traffic Rules" as promulgated by CPUT from time to time.
- 6.5 Students shall comply with transport rules and all other "traffic Rules" as promulgated by CPUT from time to time.

## 7 CONDUCT RELATING TO STUDENT ACCOMMODATION

- 7.1 no student may be present in the residence after breakfast following the last day of his/her exams unless special arrangements have been made with the Head of Residences.
- 7.2 Residences will be closed after breakfast on the day following the closing date of CPUT, and reopened on the day before the official reopening date of CPUT.
- 7.3 no alterations shall be made to any buildings, equipment or furniture of the residences. in the event of destruction, damage, removal or alterations of property the said student shall compensate CPUT for the cost of making good such damages, removal or alteration.
- 7.4 no student may move or remove any item or furniture belonging to CPUT residences or any fixture from its designated location to any other location within or outside of any residence, without the written permission of the residence manager or nominee.
- 7.5 A student shall not affix any pictures or posters by use of nails, tape or any other method which is likely to cause damage to or mark the property in any part of the residence including his/her room, or in that part of the residence set aside for his/her personal use.

- 7.6 Students are strictly prohibited from tampering with or making any alterations to or affecting any work on the electrical installation or equipment or telephone equipment of the residences.
- 7.7 Students shall not use any electrical appliance in their rooms that has not been fitted with a plug with the appropriate ampere rating.
- 7.8 A student shall not unnecessarily activate fire equipment by making false alarms or report false fires or break open emergency key holders.
- 7.9 Students will collectively share the responsibility for assigned/common spaces such as TV rooms and other such areas, and may be held collectively responsible for damage, theft or loss of such shared property within their residence when individual responsibility cannot be ascertained.
- 7.10 Students are responsible for the cleanliness of their rooms and they shall take special care with regard to the cleanliness of the bathrooms and toilets and any other communal spaces.
- 7.11 Residence co-ordinators or nominees may carry out room inspections only in the company of security personnel and a housing committee member, and in prior consultation with the occupant (if such consultation would not defeat the purpose of the search), who may not unreasonably refuse.
- 7.12 Students may not cook food in any area of the residence other than areas designated for that purpose.
- 7.13 no student shall enter the room of another student without the occupant's permission, except under authority of the residence manager or co-ordinator or nominee.
- 7.14 Students shall not make such noise as to disturb others in the rooms. the privilege of using a radio, music system, computer or any other musical instrument will be forfeited and the residence manager shall have the right to confiscate any object that is used by a student to cause excessive noise, pending the outcome of a disciplinary hearing.
- 7.15 A student shall not sublet or allow squatting on any part of his/ her room for any reason whatsoever. no student shall live with any person other than his/her authorized roommate in a double room.
- 7.16 no pets of any kind shall be brought into or kept in or around residences.
- 7.17 Students shall not use their rooms for commercial activities or conduct business activities of any kind whatsoever.
- 7.18 Students must ensure that visitors comply with these rules and house rules applicable to that particular residence. A student may be charged for the misbehavior of all his/her visitors. no student shall permit any visitor to occupy his/her room or any other part of the residence overnight without prior permission of the residence manager and the roommate if sharing.

- 7.19 A student is obliged to inform the residence co-ordinator of his/her contagious illness or disease before and any time after occupying the residence.
- 7.20 Gatherings, functions or parties may be held in residences only with prior permission of the residence manager in a venue designated for such purpose as determined by the residence co-ordinator.
- 7.21 Students must request permission for any functions, gatherings or parties involving the consumption of alcohol held on or off campus or a residence controlled by CPUT in writing, and submit such requests to the Vice chancellor or his nominee ten (10) days prior to the date on which it is intended to hold such event;
- 7.22 Where such an application involves the sale of alcohol in the function or gathering, a temporary license must be attached to the application and the written permission for holding such an event.
- 7.23 Students organising gatherings, outings, functions or parties to be held off the campus of CPUT, in the name of a student, a residence, a student structure or organisation, shall obtain prior written permission from the Vice chancellor or his nominee.
- 7.24 Students shall not organise or help to organise any gathering, function or party in any residence for the financial benefit of any individual or organisation, without prior written permission of the residence co-ordinator.
- 7.25 No student functions will be held on CPUT premises or premises under the control of CPUT during examinations and test periods as published by the examinations department and Faculties from time to time.
- 7.26 The Vice chancellor may suspend any student from any residence controlled by CPUT, against whom investigations have been initiated and pending a student a disciplinary hearing outcome, if he/ she has reason to believe that the presence of that student in the residence poses a threat to the safety of other students or the property of other students, employees or of CPUT.
- 7.27 Where a student is suspended as contemplated above, a formal charge should be preferred against him/ her as soon as is reasonably possible.
- 7.28 Resident students must not park not permit their visitors to park visitors' vehicles on premises under the control of CPUT without prior permission from the residence management.
- 7.29 No mechanical repairs may be made to vehicles or motorcycles on the residence premises without the permission of the residence co-ordinator.
- 7.30 No student may wash his/ her vehicles on CPUT premises.
- 7.31 In addition to these rules, students shall be deemed to have acquainted themselves with, and shall obey, the Residence Rules.

## 8 CONDUCT RELATING TO LIBRARIES AND INFORMATION SERVICES

- 8.1 Students are registered automatically as library users when they register at CPUT. Student cards serve as library id cards. library material will be issued only on presentation of a library id card. lost cards must be reported to the circulation desk as soon as is possible, and the student must obtain a replacement card from security.
  - 8.1.1 to be able to enter the library students must produce this card when requested
  - 8.1.2 library material shall not be removed from the libraries without the proper issuing procedure being followed.
  - 8.1.3 Students shall be held responsible for all library material issued on their names.
  - 8.1.4 library material shall be loaned to students on library terms and conditions.
  - 8.1.5 Students will be fined for overdue library material.
- 8.2 the library authority shall from time to time determine the amount of money owed in fines beyond which the defaulting student will have his/ her borrowing privileges suspended until such time as all library material has been returned and overdue fines paid.
  - 8.2.1 examination results and the issuing of degree and diploma certificates may be withheld if students have not returned all material and paid all money owing to the library.
- 8.3 Students may credit money to their student cards only at CPUT cashier points and machines
- 8.4 All students must adhere to copyright regulations as stipulated in the copyright Act, 98 of 1978, unless the copyright owner's permission for reproduction or transmission has been obtained.
- 8.5 Any student found intentionally damaging, or in possession of library material which has not been properly issued out may be suspended from utilising all premises of the libraries at CPUT pending an investigation and appropriate action taken against such students.
- 8.6 Students who conduct themselves in a manner that is unbecoming in any of the libraries of CPUT may be suspended from utilising all the libraries of CPUT pending investigation into such conduct and appropriate action taken. CPUT libraries may take action against any student who transgresses any part of this code.
- 8.7 Students who conduct themselves in a manner that is unbecoming in any of the libraries of CPUT may be suspended from Same rephrasing utilising all premises of the libraries at CPUT pending investigation into such conduct and appropriate action taken.
- 8.8 Students who conduct themselves in a manner that is unbecoming in any of the libraries of CPUT may be reported to legal services for further action

- 8.9 unbecoming conduct that is prohibited in the library includes but is not limited to:
  - 8.9.1 bringing refreshments into a library building or eating in the library;
  - 8.9.2 smoking inside the library building;
  - 8.9.3 causing damage to or mutilating library material, equipment, furniture or tampering with library data or network;
  - 8.9.4 abusive behavior towards and harassment of library staff, contracted staff and fellow users;
  - 8.9.5 continuously triggering the library security detection system;
  - 8.9.6 audible use of mobile phones;
  - 8.9.7 engaging in group discussions outside demarcated areas in such a way as to disturb other users
  - 8.9.8 creating an audible disturbance to other users, including when entering the library and moving between sections of the library
  - 8.9.9 refusing to obey the legitimate instructions of library staff or security, including those issued in terms of this code of conduct

## 9 CONDUCT RELATING TO STUDENT STRUCTURES

- 9.1 A student or student structure shall not make unauthorised use of the name or badge of the Student Representative council (SRc) or of any other recognised student structure or organisation of CPUT.
- 9.2 no student or student structure may financially mismanage, misappropriate or misuse funds in the cost centres of SRc or any other recognised student structure or organisation of CPUT.
- 9.3 An office bearer of a recognised structure at CPUT shall comply with a request by the Head of Student Affairs, or a person or persons nominated by the said Head, to cease any alleged contravention of CPUT rules.
- 9.4 Office bearers of any recognised student structures at CPUT shall be held liable for breach of any CPUT rule committed by members of that structure in the name of that structure.

## 10 CONDUCT RELATING TO SAFETY AND SECURITY

- 10.1 No student may bring onto any CPUT campus or premises controlled by CPUT, any firearm or gun or mock replica thereof, toy weapon, or fireworks nor any dangerous articles, explosives or fuel. The definition of dangerous articles includes, but is not limited to, knives, daggers, sticks or switchblades and martial arts equipment.
- 10.2 A student who is in possession of written permission to carry a firearm in pursuit of any lawful employment or duty is exempted from Rule 10.1.
- 10.3 threatening other students or people with dangerous weapons or pretending that such dangerous weapons or articles would be used, or pointing a firearm or

anything that resembles a firearm at any person is an act of misconduct and the student shall be subjected to disciplinary action.

- 10.4 A student on any CPUT premises shall not connect any equipment or appliance, electrical or otherwise to an electrical supply in contravention of normal safety standards.
- 10.5 A student shall not use an immersion heater, naked flame or gas lamp on any CPUT campus or CPUT controlled residence.
- 10.6 A student shall not interfere with or make unauthorised use of fire protection equipment.
- 10.7 Students shall report cases of contagious disease, injuries to themselves and others, health and safety hazards immediately in the prescribed manner to the residence co-ordinator (if the student is resident) or to the relevant lecturers or Health clinic staff, who will liaise with the Health and Safety officer.
- 10.8 Students shall abide by all health and safety rules and regulations as published from time to time and co-operate to ensure compliance.

## 11 CONDUCT RELATING TO STUDENTS UNDERGOING WORK INTEGRATED LEARNING/COMMUNITY PROJECTS

- 11.1 A student undergoing work integrated learning and/ or community project training is subject to the code of conduct, disciplinary rules, applicable policies and regulations of CPUT and the code, instructions and procedures of that particular employer, for the duration of such work integrated learning and/ or community projects.
- 11.2 if a student during his/ her work integrated learning and/ or community projects finds himself/ herself being a victim of misconduct, the employer or convener will be expected to remedy the situation in favour of the student by taking action against the perpetrator.
- 11.3 in the event that the employer or convener is the alleged perpetrator, the institution may terminate relations with that employer/convener and withdraw such student from the programme/ project and the student reserves the right to take legal action against that employer or convener.
- 11.4 if a student conducts himself/herself in any manner deemed to be irregular by that particular employer or convener, and/or which brings discredit to CPUT in the eyes of reasonable persons, such student may be disciplined by CPUT in terms of its student code of conduct and disciplinary procedures.
- 11.5 A student must ensure that he/she signs the indemnity form prior to embarking on work integrated learning and/ or community projects.

## 12 CONDUCT IN RESPECT OF CPUT DISCIPLINARY STRUCTURES AND PROCEEDINGS

- 12.1 Any student attending any disciplinary inquiry, disciplinary hearing or appeal hearing shall observe and obey the instructions of the person presiding in that tribunal.

- 12.2 Under no circumstances shall a student or his/ her representative at any inquiry, hearing or Appeal, interfere with, or in any manner disrupt or disturb the proceedings. Failure to uphold the integrity of the disciplinary proceedings shall be viewed as contempt.
- 12.3 At the inquiry a student may be represented by a CPUT staff member or student.
- 12.4 A student who is accused of alleged misconduct may conduct his/ her own defence or be represented by a fellow student or staff member of CPUT.
- 12.5 If a student wants to be represented by a person other than a student or staff member of CPUT, he/she must submit written representations to the office of the relevant Legal Advisor asking for permission to be represented by such person 3 (three) days prior to the hearing, and state reasons why he/she believes that a student or staff member of CPUT will not be able to sufficiently represent him/her. The Legal Advisor shall ensure that such request is tabled before the disciplinary committee prior to the actual hearing.
- 12.6 The disciplinary committee will consider the written representations by the student and the prosecutor, as to whether a person other than a student or staff member of CPUT may represent such student. the committee will be guided in its decision by the following criteria:
  - (a) nature of charges;
  - (b) the degree of factual or legal complexity;
  - (c) the potential seriousness of the consequences of an adverse finding; and
  - (d) any other factor relevant to fairness.
- 12.7 A student shall be entitled to be represented by only one representative during disciplinary proceedings.
- 12.8 If a student does not attend a hearing and/or fails to remain in attendance, the disciplinary committee may nonetheless hear the case in his/her absence, make a finding and impose an appropriate sanction.
- 12.9 A student must be truthful and honest at all times when giving evidence before any disciplinary hearing and shall not knowingly make false statements.
- 12.10 A student summoned as a witness in disciplinary proceedings must attend the hearing and must co- operate. Failure or refusal to co-operate may result in CPUT taking action against such student.
- 12.11 All disciplinary hearings shall be held in camera. only persons required to testify in disciplinary hearings may attend.
- 12.12 The outcome of a disciplinary hearing will be made known in writing by the office of the legal Advisor to the student concerned, his/her Head of department and other relevant departments.

## 13 SUSPENSION PENDING DISCIPLINARY HEARING

For purposes of the rule, suspension means but is not limited to the following: suspension from classes, and/or suspension from residence/s and/or suspension from all CPUT activities and/or suspension from all CPUT premises.

- 13.1 The Vice-Chancellor has powers to suspend a student on recommendation by the Dean of Students, if the Dean of Students has reason to believe that the presence of that student on campus or in a residence poses a threat to the safety of other CPUT students or CPUT employees, or the property of other students or of employees of CPUT or the property of a contracted supplier or service provider/s to CPUT.
- 13.2 Having considered the recommendations and having satisfied him or herself as to the reasons for suspension, the Vice Chancellor may suspend the student and issue a notice of suspension to that effect. The suspension order shall as far as possible be served on the student/s personally and may also be served via the student email address and social media platforms. Any of the aforementioned modes of service, shall be deemed to be proper service for the purpose of suspension.
- 13.3 The student shall remain suspended until the outcome of a disciplinary hearing/s unless the Vice-Chancellor, on recommendation by the Dean of Students and after satisfying himself or herself that the student is no longer a danger to the Institution as contemplated by Rule 13.1, uplifts the suspension pending the finalisation of the disciplinary process.
- 13.4 Where a student is suspended in terms of this clause above, a formal charge should be preferred against him/her as soon as is reasonably possible.

## 14 IMPLEMENTATION OF DECISIONS

- 14.1 The Legal Advisor's office shall keep records of decisions taken by disciplinary committees and forthwith communicate the decisions to the relevant offices or departments.
- 14.2 A student who fails to comply with the decision of a disciplinary committee may be charged with failure to adhere to the sanction of the committee.
- 14.3 The Vice Chancellor may on application of an aforesaid student, expunge the record of the student concerned before his/her graduation.

## 15 STUDENT DISCIPLINARY STRUCTURES

CPUT has approved the following student disciplinary structures:

- 15.1 Residence Disciplinary Committee, shall consist of:
  - 15.1.1 (a) Head of department: Residences from a different campus than the campus where the student resides) or his or her nominee acting as chairperson; (this requirement does not apply to George, and Worcester);
  - (b) Residence Co-ordinator of the relevant residence concerned or in his/her absence, a Residence Co-ordinator from any other residence.
  - (c) A Housing committee member.
- 15.1.2 The Residence Manager shall act as prosecutor.

- 15.2 Academic Disciplinary Committee, consist of:
  - 15.2.1 (a) The Dean of the Faculty in question or his/ her nominee, acting as chairperson;
  - (b) The Faculty Manager of the relevant faculty concerned or in his/her, a faculty manager from any other faculty.
  - (c) Any member of the SRC.
- 15.2.2 A Legal Advisor acting as advisor to the committee.
- 15.2.3 The Head of Department (or Head of Program) from the department in question acting as prosecutor.
- 15.3 Student Affairs Disciplinary Committee, consisting of:
  - 15.3.1 (a) The Dean of Students or his/ her nominee; acting as chairperson; and
  - (b) One Academic Head of Department or Student Affairs Head of Department; and
  - (c) A member of any SRC
- 15.3.2 A Legal Advisor acting as prosecutor on behalf of the Institution.
- 15.4 Appeal Disciplinary Committee (Residence), consisting of:
  - 15.4.1 (a) The Dean of Students or his/her nominee acting as chairperson;
  - (b) One Representative of the Transport & Residences portfolio of the LSRC; and
  - (c) A Residence manager of any other residence.
- 15.4.2 The Appeal Disciplinary Committee may consult with the Legal Advisor with regard to procedure and/or legal issues pertaining to the Appeal concerned.
- 15.4.3 This Appeal Committee constitutes the final Appeal process in respect of Residence Disciplinary matters.
- 15.5 Appeal Disciplinary Committee (Academic), consisting of:
  - 15.5.1 (a) The Deputy Vice Chancellor of the relevant faculty concerned, or his her nominee acting as chairperson;
  - (b) A Dean from any other faculty other than the faculty concerned;
  - (c) The President of the CSRC or his/her nominee;
- 15.5.2 The Appeal Disciplinary Committee may either consult or engage the services of an expert to advise the committee on any technical aspects relating to the Appeal concerned.
- 15.5.3 The Appeal Disciplinary Committee may consult with the Legal Advisor with regard to procedure and/or legal issues pertaining to the Appeal concerned.
- 15.5.4 This Appeal Committee constitutes the final Appeal process in respect of Academic Disciplinary matters.
- 15.6 Appeal Disciplinary Committee (Student Affairs), consisting of a

delegation appointed by Council to hear the appeal:

- 15.6.2 The Appeal Disciplinary Committee may either consult or engage the services of an expert to advise the committee on any technical aspects relating to the Appeal concerned
- 15.6.3 This Appeal Committee constitutes the final Appeal process in respect of Student Disciplinary matters.

**Quorum: In respect of disciplinary structures, two members shall form a quorum. In the event of a deadlock the Chairperson shall have the deciding vote.**

## 16 PARDON PROCESS

- 16.1 Any former student of CPUT may apply for pardon and readmission to CPUT to the Pardon Tribunal (set out hereunder) if that student was expelled from the Institution for misconduct.
- 16.2 The former student may apply in the prescribed manner after a period of three years has elapsed since the date of the imposition of the sanction in terms whereof he or she was expelled.
- 16.3 The former student must include in his or her application to the Pardon Tribunal the following:
  - 16.3.1 Proof that he or she is remorseful of the misconduct for which he or she was expelled;
  - 16.3.2 Substantive proof that he or she is rehabilitated;
  - 16.3.3 Reasons why the pardon should be granted;
  - 16.3.4 Reasons why he or she should be readmitted to CPUT.
- 16.4 The application for pardon and / or readmission to CPUT must be accompanied by all the above relevant evidence, statements and/or documents relied upon by the former student in his or her application for pardon and readmission.
- 16.5 The application must be made in the prescribed manner to the Registrar in writing and must be accompanied by all the relevant supporting documents that the former student shall rely on for his or her pardon.
- 16.6 The Registrar shall forthwith inform the Legal Department, the complainant/ victim/s and any other party the Registrar considers relevant, of the application. Such parties will then be entitled to submit their submissions in writing to the Registrar within a period of 21 days of receipt of notification, as to whether they oppose or support the application for pardon.
- 16.7 The former student shall be entitled to be notified of any submissions received and to receive copies thereof.
- 16.8 The former student shall be entitled to reply to the submissions within a further 21 days from the date of his/her receipt of the submissions and submit his or her written response to the Registrar.

## 17. POWERS OF THE PARDON TRIBUNAL

- 17.1 The Pardon Tribunal may decide the matter on the basis of the written submissions or direct that oral evidence be heard at its discretion.
- 17.2 The Pardon Tribunal may make any decision it deems fit, including but not limited to the following:
  - i) Dismiss the application;
  - ii) Grant the application; or
  - iii) Grant the application subject to any conditions it deems fit.
- 17.3 Should an application for pardon be granted, the relief given will not extinguish the sanction given by the relevant student disciplinary structure or render the former student innocent of the offence for which he/she was sanctioned, but shall uplift the expulsion.

## 18. PARDONS TRIBUNAL

- 18.1 The Pardon Tribunal shall comprise of the following members:
  - 18.1.1 One external and independent Legal Practitioner appointed by the Council on a yearly basis through the Office of the Registrar;
  - 18.1.2 One Executive member of CPUT staff who is a full Council member (and who will chair the tribunal); and
  - 18.1.3 One member of CPUT's Senate who is a Council member.
- 18.2 The Pardon Tribunal shall make a finding based on a majority decision.

## S2 Disciplinary Procedures

### 2.1 Procedure in dealing with academic misconduct

At any Disciplinary Hearing, a Minor must be represented by his/her parent or guardian or any other person "In loco parentis"

- 2.1.1 When there is a reasonable suspicion that a candidate has committed an irregularity, an examination or test supervisor/invigilator shall:
  - 2.1.2 confiscate the candidate's answer book or assessment material and all incriminating documents and equipment, and shall enter the time and his/her own signature on the answer book;
  - 2.1.3 issue the candidate with a new answer book or assessment material with, written on the outside, "new assessment material/answer book issued to.....", and enter the time and signature of the examination supervisor/invigilator;
  - 2.1.4 request the candidate to make a written declaration after the examination, test or assessment stating what transpired. Such candidate must be advised that the written declaration is made freely and voluntarily and may be used in the disciplinary hearing;
  - 2.1.5 if the candidate refuses to continue with the examination or assessment, instruct him/her to leave the venue;
  - 2.1.6 After the examinations, test or assessment the supervisor/invigilator shall hand the candidate's original answer book and any incriminating material, as well as the answer book issued to the student after the irregularity was discovered, and the written statements of the candidate and the invigilator, to the relevant Head Of Department (HOD) or Head of Program (HOP) or faculty manager;
  - 2.1.7 the HOD or HOP will start the process of instituting disciplinary proceedings against the candidate and inform the Legal Advisor's office of the date of the hearing;
  - 2.1.8 the faculty manager will keep record of proceeding and communicate the decision of the Academic disciplinary committee to the relevant offices or departments

Minor academic cases may be dealt with and resolved by the department or faculty internally through a disciplinary inquiry. In the event that the Disciplinary Inquiry is not satisfactorily resolved a formal Academic Disciplinary process must be conducted.

***The Procedure in Preparation for a Disciplinary Hearing and Proceedings in Disciplinary Hearings shall apply to Academic Disciplinary proceeding after the necessary changes have been made.***

## 2.2 Alleged misconduct in general

- 2.2.1 When there is an allegation or complaint of general misconduct, the matter must be reported to the Campus Protection Services (CPS), by completing a written complaint form whereby CPS must issue a case number to the complainant (excluding for academic or residence misconduct matters);
- 2.2.2 When a matter is reported to CPS, the latter will in turn submit a completed complaint form and attach written statements by the relevant CPS staff to the investigation unit within one (1) day of the matter being reported. If the matter is reported on a weekend or Public holiday, the complaint form and written statements should be handed over to the Investigation Unit on the next business day or soon thereafter;
- 2.2.3 The investigator must, within seven (7) days of the alleged misconduct reported to the office by either CPS or the complainant, or such time as is reasonable under the circumstances.
- (a) investigate the allegation;
  - (b) interview the complainant, defendant/suspect and witnesses;
  - (c) collect further written statements (if necessary);
  - (d) prepare the docket with the supporting evidence; and
  - (e) hand the docket over to the Legal Advisor's Office
- 2.2.4 The Legal Advisor may conduct a disciplinary inquiry involving all parties concerned in the alleged misconduct in an attempt to resolve the matter only in instances where transgressions are minor.
- 2.2.5 Should the matter be resolved at the inquiry, the Legal Advisor shall record the outcome of the inquiry and ensure that the outcome is complied with, failing which, the matter will proceed to a disciplinary hearing.
- 2.2.6 If there is a serious transgression of the Student Rules and code of conduct, or If the matter cannot be resolved by the Legal Advisor, and in the Legal Advisor's opinion, a case can be made out, or the student refuses to participate in the inquiry, refuses to accept the outcome of the inquiry, the Legal Advisor shall formulate charge(s) as disclosed by the evidence, and convene a student affairs disciplinary hearing in which she/he shall act as pro forma prosecutor.

## 2.3 Pre-Hearing Procedure

- 2.3.1 No disciplinary hearing shall be conducted unless a pre-hearing procedure has been followed. The purpose of the pre-hearing is to limit the issues in dispute and should not be confused with the actual hearing.
- 2.3.2 The pre-hearing procedure shall be concluded at least 3 days before the disciplinary hearing.
- 2.3.3 The pre-hearing procedure shall be attended by the prosecutor, student/s and his/her representative.

- 2.3.4 At the procedure, a detailed minute shall be kept containing the following information:
  - 2.3.4.1 The names of the parties present
  - 2.3.4.2 Whether the student/s will plead guilty or not guilty
  - 2.3.4.3 The number of witnesses called by the university
  - 2.3.4.4 The number of witnesses called by the student
  - 2.3.4.5 Whether the student/s is/are prepared for the hearing
  - 2.3.4.6 Issues in dispute
  - 2.3.4.7 Estimated time of the hearing
- 2.3.5 The above pre-hearing minutes shall be dated and signed and handed up by the prosecutor at the disciplinary hearing.

## 2.4 Procedure in preparation for a disciplinary hearing

- 2.4.1 When a disciplinary hearing is instituted against a student/s, the Legal Advisor's office or prosecutor shall give the student seven working days' written notice of the hearing date unless the nature of the alleged transgression justifies urgent attention, in which case the student may be given 48 hours' written notice of the following:
  - 2.4.1.1 In terms of the Code of Conduct for Students and General Student Regulations and Rules, proceedings will be instituted before the relevant disciplinary committee.
  - 2.4.1.2 The date, time and venue of the disciplinary hearing, substantiated charges preferred against the student and attached thereto an explanation of the student's rights and if available written statements from complainant and witnesses.
- 2.4.2 The student must attend the hearing in person, and may be represented by another student or staff member of CPUT as provided for in the Code of Conduct for Students and General Student Regulations and Rules. If the student would like to use the services of a person, other than a student or staff member of CPUT, he/ she must comply with the Code of Conduct for Students and General Student Regulations and Rules in the manner prescribed regarding the representation by a person other than a student or staff member of CPUT.
- 2.4.3 The student must inform the relevant Legal Advisor's office in writing, three (3) days before the date of the hearing, if he/she would like an interpreter to assist him/her during the proceedings.
- 2.4.4 The student may present evidence, and will be cross-examined.
- 2.4.5 The student may bring witnesses to corroborate his/her defence.
- 2.4.6 A fine not exceeding R200 (Two Hundred Rands) may be imposed for

contempt of the disciplinary proceedings.

- 2.4.7 The student shall be served by the investigator, with the charge sheet and available written statements personally or sent to his or her registered student e-mail address. If the student cannot be found, the notice may be delivered at the student's last known study address or his/her student email address or any social media platforms. Service by way of any of the aforesaid means, shall be deemed to be effective service.
- 2.4.8 if the student refuses to acknowledge receipt of the written notice and charges of the disciplinary hearing, confirmation in writing by the person who served the notice that the notice was duly served, will be prima facie proof that the student received such notice.

**The Procedure in Preparation for a Disciplinary Hearing prescribed above is applicable to Residence and Academic Disciplinary Structures with the necessary changes required by the context.**

## 2.5 Proceedings at the Disciplinary Hearing

- 2.4.1 The procedure of a disciplinary hearing is as follows:
- 2.5.1.1 The chairperson must introduce the committee members and inform the student/s of his/her rights as per annexure A, annexed to the charge sheet. After the chairperson is satisfied that the student/s is/are aware of the aforesaid rights, the prosecutor shall read out the charge/s to the student/s where after the chairperson shall ask the student/s to plead to the charge/s. If the student/s refuses to plead, the chairperson shall enter a plea of not guilty on his/her behalf and request the prosecutor to proceed to lead evidence.
- 2.5.1.2 if the student pleads guilty, the chairperson must ascertain whether the plea of guilty is tendered freely and voluntarily. If the chairperson is satisfied that the plea of guilty is indeed freely and voluntarily tendered, the chairperson may ask the student whether he/she is prepared to submit a written statement whereby he/she admits to all the elements of the offence. If the chairperson (after deliberation with the committee) is satisfied that the student admits all the elements of the offence, the chairperson shall render a plea of guilty without evidence being led. In the event that the chairperson (after deliberation with the committee) is not satisfied that the student admits all the elements of the offence, the chairperson shall enter a plea of not guilty and must conduct the disciplinary hearing in the manner provided for herein.
- 2.5.1.3 In the event that the student pleads not guilty or where his/her plea of guilty has been changed to not guilty by the chairperson, the chairperson shall ask the prosecutor to lead evidence and call

- witnesses to substantiate the charge/s against the student.
- 2.5.1.4 The student or his/her representative may cross-examine each of the prosecutor's witnesses.
  - 2.5.1.5 The prosecutor may re-examine any of the witnesses called by him/her.
  - 2.5.1.6 The committee members (except the prosecutor) may ask questions for clarity only.
  - 2.5.1.7 The chairperson may allow either the prosecutor or the student to ask questions arising from the committee's questions for clarity
  - 2.5.1.8 The chairperson must inform the student of his/her right to lead evidence in defence and may call his/her witnesses, or merely make submissions in his/her defence. The chairperson must also inform the student that should he/she elect not to lead any evidence or call any witnesses then there will only be one version before the committee to make a decision on.
  - 2.5.1.9 The prosecutor may cross-examine the student and his/her witnesses where after the student or his/her representative may re-examine the witnesses.
  - 2.5.1.10 The committee members (except the prosecutor) may ask questions for clarity only.
  - 2.5.1.11 The chairperson may allow either the prosecutor or the student to ask questions arising from the committee's questions for clarity
  - 2.5.1.12 The chairperson will allow closing arguments from the prosecutor and the student or his/her representative.
  - 2.5.1.13 The committee must, in the absence of the student/s, his/her representative and prosecutor, deliberate on the facts and evidence led, and decide whether the student is guilty or not guilty on balance of probabilities. In the event the committee being unable to reach a finding, the chairperson shall have the final say on a point of law.
  - 2.5.1.14 The chairperson must inform the student of the committee's findings.
  - 2.5.1.15 If the student is found not guilty the student is acquitted and discharged.
  - 2.5.1.16 If the student is found guilty, the committee must allow the guilty student or his/her representative to argue in mitigation and may lead his/her evidence in mitigation and thereafter the prosecutor may argue or lead evidence in aggravation.
  - 2.5.1.17 The chairperson, must after evidence has been heard in mitigation and aggravation of sentence and after deliberation with the

committee, shall impose a sanction which the committee deems appropriate.

- 2.5.1.18 The chairperson, shall advise the student of his/her right to appeal.
- 2.5.1.19 The office of the relevant prosecutor must ensure that the written outcome of the disciplinary hearing is given to the student within seven working days after the hearing or as soon as is reasonably possible to allow the student an opportunity to appeal if he or she so wishes.
- 2.5.1.20 Should a student fail to adhere to the outcome of any disciplinary proceedings, the institution may institute charges against the student for his/her failure to do so.
- 2.5.1.21 The outcome of the disciplinary proceedings remains in force unless it is overturned on appeal.

## 2.6 Procedure in dealing with misconduct in residences

- 2.6.1 in the event of alleged violation of rules in the residences, that constitutes a minor or non- serious transgression as contemplated in the Residence offences schedule, the matter may be dealt with by the house committee of the relevant residence.
- 2.6.2 if the matter is not resolved at the House committee level, then it must be dealt with by the Residence disciplinary committee .
- 2.6.3 Where the transgression is of a serious nature, save those matters which are of such a serious nature and dealt with by the Student Affairs Disciplinary Committee, the matter will be dealt with by the Residence disciplinary Committee.
- 2.6.4 If the complainant or offender is not satisfied with the outcome of the residence disciplinary hearing, he/she may appeal to the Appeal Disciplinary Committee (Residence)
- 2.6.5 The chairperson of the residence disciplinary committee shall keep record of the residence disciplinary hearing or nominate another committee member to do so.
- 2.6.6 In the event that the alleged misconduct involves a non-resident student, the matter must be referred to CPS.

**The Procedure in Preparation for a Disciplinary Hearing and Proceedings in Disciplinary Hearings shall apply to Academic Disciplinary Proceedings after the necessary changes have been made.**

## 2.7 Disciplinary measures

### 2.7.1 Academic disciplinary committee

The Academic Disciplinary Committee may impose one or more of the following disciplinary sanctions:

- (a) issue a warning;
- (b) impose a sanction which is suspended with or without conditions;
- (c) direct the student to apologise verbally or in writing to any person or body;
- (d) exclude the student from any or all lectures, assessments, tests or examinations in any or all subjects for such period as the committee considers necessary;
- (e) cancel any assessments, tests or examinations or other marks as well as year and semester marks;
- (f) cancel credits in any or all subjects;
- (g) declare that particular subject invalid;
- (h) recommend to the Senate/Academic Board to cancel a qualification that has been formally awarded or conferred;
- (i) exclude the student from any or all academic activities;
- (j) discharge the student from any office or capacity in which he/she was appointed or elected;
- (k) impose forfeiture of a bursary or loan offered by CPUT;
- (l) refer the student to Student Counselling and Development for remedial counselling
- (m) recommend deregistration of the student found guilty to the Registrar for his/her decision
- (n) recommend to the Senate forfeiture of all examination credits earned by the student found guilty;
- (o) impose either rustication or expulsion from CPUT; or
- (p) take any other appropriate, educationally justifiable disciplinary sanction.

### 2.7.2 Student Affairs Disciplinary Committee

The Student Affairs Disciplinary Committee may impose one or more of the following disciplinary sanctions:

- (a) Issue a warning;
- (b) Impose a suspended disciplinary sanction with or without conditions;
- (c) Direct the student to apologise verbally or in writing to any person or body;
- (d) Exclude the student from any or all academic activities;
- (e) Discharge the student from any office or capacity in which he/she was appointed or elected;
- (f) Impose forfeiture of a bursary or loan offered by CPUT;
- (g) Refer the student to Student Counselling and Development for remedial counselling;
- (h) Recommend deregistration of the student found guilty to the Registrar for his/her decision;
- (i) Recommend to the Senate forfeiture of all examination credits earned by the student found guilty;
- (j) Impose rustication from CPUT;

- (k) Impose expulsion from CPUT;
- (l) Exclusion from any non-academic activities for a specified period;
- (m) Suspension from participation in any activity of CPUT for a specified period;
- (n) An order to the student to pay an amount that will make good any loss or damage suffered or costs incurred by CPUT, any other student or any other person or organisation resulting from the misconduct;
- (o) Forfeiture of the privilege of keeping a vehicle on any CPUT premises;
- (p) Community service not exceeding 100 hours within the precincts of CPUT or under the supervision of a CPUT employee;
- (q) A fine not exceeding R1500.00;
- (r) Suspension from any residence for a specified period (rustication);
- (s) Expulsion from the residences; or
- (t) Any other appropriate, justifiable disciplinary sanction.

### 2.7.3 Residence disciplinary sanctions

The Residence Disciplinary Committee may impose one or more of the following sanctions:

- (a) verbal or written warning;
- (b) billing the resident/ group of residents for damages suffered or loss incurred by fellow residents or CPUT;
- (c) removal of appliances or instruments;
- (d) suspension from specific residence activities or an office or capacity for a specific period;
- (e) community service not exceeding 100 hours;
- (f) dismissal from a residence office or position as specified;
- (g) awarding of compensation for any damage to premises of CPUT or its property or the property of any person associated with CPUT,
- (h) any other appropriate and justifiable disciplinary action.

### 2.7.4 The provisions of the Code of Conduct and Rules apply in all appropriate respects to the charges brought against a Student organization.

## 2.8 Appeals

### 2.8.1 Appeal

- 2.8.1.1 Should the student be dissatisfied with the findings or sanctions of either the Academic disciplinary committee or the Residence disciplinary committee, he/she has the right to appeal to the relevant Appeal disciplinary committee, against such finding or sanction or both.
- 2.8.1.2 Should the student be dissatisfied with the findings or sanctions of the Student Affairs disciplinary committee, he/ she has the right to appeal to the Appeal disciplinary committee (Council), against such finding or sanction or both.

## 2.9 Appeal Procedure

- 2.9.1 A student who is not satisfied with either the outcome or the sanction of the disciplinary committee, may note an appeal against either the outcome or the sanction or both.
- 2.9.1.1 A student who wants to appeal must submit a notice of intention to appeal, in writing, within seven days after receiving the written outcome of the relevant disciplinary committee. In the case of:
- (a) Student Affairs disciplinary committee - to the Registrar in his capacity as Secretary to Council and provide a copy of his/her notice of intention to appeal to relevant Legal Advisor,
  - (b) Residence disciplinary committee – to the Dean of Students and provide a copy of his/her notice of intention to appeal to relevant HOD Residence concerned
  - (c) Academic Disciplinary Committee – to the relevant Deputy Vice Chancellor concerned and provide a copy of his/her notice of intention to appeal to relevant HOD/HOP concerned.
- 2.9.1.2 on receipt of the notice of intention to appeal, the relevant office must prepare a transcript / record of the proceedings.
- 2.9.1.3 the student must file within seven days of receipt of the record, his or her heads of argument that should contain the grounds for appeal with the relevant office contemplated above and provide a copy of his/her heads of argument to the relevant prosecutor.
- 2.9.1.4 on receipt of the grounds of appeal, the Prosecutor concerned, must, within seven days file his/her reply in response.
- 2.9.2 The members of the Appeal committee must be supplied with the transcript/ record of the proceedings together with all other relevant documentation, including grounds to appeal, by the relevant office not later than seven days before the date of the appeal.
- 2.9.3 The appeal will be presented as follows:
- 2.9.3.1 The appellant may present his/her appeal in person and make submissions.
  - 2.9.3.2 The appellant may be assisted by a representative as follows:
    - 2.9.3.2.1 May conduct his/her own appeal or be assisted by a fellow student or staff member of CPUT who will represent the student
    - 2.9.3.2.2 If an appellant wants to be represented by a person other than a student or staff member of CPUT, he/she must submit written representations to the office of the

- appeal committee concerned asking for permission to be represented by such person 3 (three) days prior to the hearing, and state reasons why he/ she believes that a student or staff member of CPUT will not be able to sufficiently represent him/her.
- 2.9.3.2.3 the Appeal committee will consider the written representations by the appellant and the prosecutor, as to whether a person other than a student or staff member of CPUT may represent such student. The committee will be guided in its decision for external representation by the following criteria:
- 2.9.3.2.3.1 nature of charges
- 2.9.3.2.3.2 the degree of factual or legal complexity;
- 2.9.3.2.3.3 the potential seriousness of the consequences of an adverse finding;
- 2.9.3.2.3.4 any other factor relevant to fairness.
- 2.9.4 The Appeal committee may ask the appellant questions for clarity.
- 2.9.5 The Appeal committee is not rehearing the case but adjudicating on whether the finding of the disciplinary committee and/or sentence was procedurally and/or substantively fair, depending on the grounds of appeal.
- 2.9.6 After hearing the appeal the committee may:
- 2.9.6.1 uphold the finding and the sanction; or
- 2.9.6.2 uphold the finding but impose a different sanction; or
- 2.9.6.3 set aside the finding and consequently the sanction and render a new decision on the finding and/or the sanction; or
- 2.9.6.4 refer the decision back to the previous disciplinary committee for rehearing and may order that new committee members hear the case anew and consider evidence afresh.
- 2.9.7 the office of the relevant appeals disciplinary committee shall notify the student in writing of the decision of the Appeal committee within 10 days or such reasonable period after the appeal was heard.
- 2.9.8 A student shall forfeit his or her right to appeal to any appeal structure if he/ she fails to submit his / her appeal in the prescribed period, unless he / she applies for condonation with good reasons for the late filing of the appeal. The Appeal Procedure will also apply with the necessary changes required for any appeal in the Residence or Academic disciplinary committee.

# S3 Grievance Procedures

**Preamble:** A student cannot lodge a grievance in respect of a matter that is/ or has been dealt with by the disciplinary processes in terms of the student rules

A grievance may include any form of discrimination or being treated unfairly by a staff member or a fellow student or infringement of rights.

Any student who has a grievance must lodge it in the following manner:

- i) If it is an academic matter, with the HOD of that department concerned;
- ii) If it is a Residence matter, with the Residence Co-ordinator of that specific residence; and
- iii) If it is lodged against another, to the Dean of Students

## 3.1 Objectives and Principles

- 3.1.1 The purpose of this grievance procedure is to ensure that complaints from students of CPUT or any other person or body against the authorities of CPUT are resolved speedily and as close to the source as possible.
- 3.1.2 The aim is that grievances must be dealt with and resolved at the lowest possible level of communication within a reasonable period of time.
- 3.1.3. The principle behind a grievance procedure is that the aggrieved student or person or structure should be able to lodge the grievance without fear of victimisation.
- 3.1.4 The responsibility lies with CPUT management to ensure that the aggrieved party is satisfied with the manner in which the grievance is resolved.
- 3.1.5. The aggrieved student or person or structure who has a grievance or complaint against the authorities of CPUT may lodge the grievance in the procedures set out.

## 3.2 Academic related grievances

A student or group of students that is not happy about a matter related to academic activities should embark on the following steps:

- 3.2.1 First discuss the matter with the subject lecturer for the relevant instructional offering subject.
- 3.2.2 if the student/s are not satisfied with the manner in which the subject lecturer resolved the matter or the matter is not resolved, the student/students may submit a grievance in writing to the relevant Head of Department.
- 3.2.3 Should the grievance remain unresolved, the aggrieved may submit such grievance in writing to the dean of the faculty concerned with a report from the Head of department, copying the legal Advisor's office.

- 3.2.4 the dean of the faculty may (if necessary) ask for assistance from the legal Advisor's office in order to investigate and assist in resolving the grievance .
- 3.2.5 if the aggrieved student/s is/are still not satisfied with the resolution, he/she/ they may submit the grievance to the Deputy Vice-chancellor: Academic.
- 3.2.6 the Deputy Vice-chancellor: Academic may refer the matter to the legal Advisor's office for further investigation and/or resolve the grievance.
- 3.2.7 if the aggrieved student/s is/are still not satisfied with the outcome he/she may submit the grievance to the Vice chancellor.
- 3.2.8 if the grievance is still not resolved to the satisfaction of the aggrieved student/s, the aggrieved student/s may further appeal to Council through the Registrar.
- 3.2.9 the Council's decision is final.

### 3.3 Grievances related to Student Affairs

In the case of a non-academic related matter a student/students in a CPUT residence with a complaint may embark on the following steps:

- 3.3.1 First discuss the matter with residence manager concerned, who will try to resolve it.
- 3.3.2 Should the matter remain unresolved at this level, the complaint/ grievance must be submitted in writing to the Head of department: Residences.
- 3.3.3 if the grievance still remains unresolved, the aggrieved must submit the grievance to the dean of Students, copying the legal Advisor's office. in consultation with the legal Advisor's office (if necessary) the dean of Students will try to resolve the grievance.
- 3.3.4 in the case of a non-resident student or any other person or body, the complaint will be reported to the legal Advisor's office, which may, in consultation with the dean of Students (if necessary), try to resolve it;
- 3.3.5 if the matter is still unresolved, the aggrieved student must embark on steps 3.2.7,3.2.8 and 3.2.9 under Academic Related grievances above.

# LIBRARY

# L1 Rules for borrowing materials

## 1.1 Issue

- 1.1.1 Library material can only be taken out on presentation of a valid student card. no library material will be issued to a student on another borrower's card.
- 1.1.2 open-shelf books have 3-day, 7-day and 14-day lending periods. While the majority of the books can be borrowed for 14 days, books that are in high demand can only be borrowed for 3 days. A 3-day loan may be identified by the pink date slip inside the book, a 7-day loan by a green slip and 14-day loan by a white slip. the due date of return will be stamped on the date slip.
- 1.1.3 it is the responsibility of the student to check the due dates and make sure that books are returned on time. Students are fined for returning books late. the fines are generated by the computerised circulation system, which blocks further loans to any student with fines or library material outstanding. Fines must therefore be paid immediately at the circulation desk.
- 1.1.4 Students have the following borrowing privileges:
- Undergraduates: 6 items for 3, 7 or 14 days
  - BTech: 9 items for 3, 7 or 14 days
  - MTech and DTech: 12 items for 3, 7 or 30 days

## 1.2 Return

All library material must be returned at the circulation desk. Students must return library material on or before the date indicated both on the system and the date sheet in the book. Students must not leave their library material on the circulation desk unattended and must make sure that the library material has been cleared against their name when returned. If not, the student will be held responsible for fines incurred.

## 1.3 Renewal

Students may renew a 14-day loan book issued to them twice, unless someone else has reserved it, but 3-day loan books cannot be renewed. library material may be renewed telephonically or online using the library's computerised catalogue.

## 1.4 Reservation

Students can reserve library material that has been issued to another borrower to make sure that they are next in line to borrow it. these reservations can be placed on the computerised catalogue. When the library material is returned, the staff at the circulation desk will send an e-mail to the student's CPUT e-mail address. Alternatively the borrower can approach the circulation desk to enquire if the library material has been returned.

### 1.5 Requesting library material from branch libraries

Students may request library material from other branches by completing an inter branch request form at the circulation desk. When the library material arrives, the staff at the circulation desk will send an e-mail to the student's CPUT e-mail address. Alternatively the student can approach the circulation desk to enquire if the library material has arrived.

### 1.6 Lost materials

A student who loses any library materials must declare the loss at the circulation desk. the replacement cost of the item(s) will be calculated and the student must pay such cost, plus a non-refundable R100 handling fee. Any fines incurred received on the item must also be paid.

# Sexual Harrassment

## 1. Intent

- 1.1 the cape Peninsula university of technology (CPUT) is committed to providing and promoting an equitable and non-threatening environment in which staff and students can realise their maximum potential.
- 1.2 sexual harassment is a violation of the dignity of men and women. CPUT recognises that the employment equity Act holds it vicariously liable for acts of sexual harassment in the institution.
- 1.3 CPUT commits itself to handling all reported acts of sexual harassment in a fair and correct manner.

## 2. Scope

The policy applies to all CPUT employees, job applicants and students, and to persons who have dealings with the institution such as contractors, subcontractors and suppliers.

- 2.1 While CPUT cannot take disciplinary action against external persons dealing with the institution, complaints brought by such persons against CPUT staff or students will be dealt with in terms of this policy.
- 2.2 The terms of this policy form part of the conditions of the Policy on Sexual Harassment.

## 3. Objective

The objectives of this policy are to:

- 3.1 ensure that all staff are treated with dignity, fairness and respect at all times;
- 3.2 promote open channels for meaningful communication throughout the institution;
- 3.3 establish fair and consistent practices and procedures;
- 3.4 ensure disciplined behaviour among all stakeholders;
- 3.5 promote the values of mutual respect, mutual trust, honesty, and freedom with responsibility in the workplace.

## 4. Policy provisions

### 4.1. Definition

Sexual harassment is a form of discrimination and is defined as, but is not limited to, unwelcome, unwanted conduct of a sexual nature.

- 4.1.1 The unwelcome nature of sexual harassment distinguishes it from behaviour that is welcome and mutual, and it is identified by applying a subjective test. It is for each individual to decide what behaviour is acceptable to her/him and what she/he regards as offensive.
- 4.2 Sexual attention becomes sexual harassment when:
- 4.2.1 the unwanted and unwelcome behaviour persists, although a single incident of harassment can constitute sexual harassment; or
- 4.2.2 the recipient has made it clear that the behaviour is considered offensive and is unwelcome; or
- 4.2.3 the perpetrator should have known that the behaviour would be regarded as unacceptable.
- 4.3 Sexual harassment can be directed from male to female, from female to male or between individuals of the same gender. Sexual harassment can also take place between peers, for example among students or among staff.
- 4.4. Forms of sexual harassment:
- Sexual harassment may include unwanted physical, verbal or non-verbal conduct, including, but not limited to, the following:
- 4.4.1 Physical conduct of sexual nature includes all unwanted physical contact, ranging from touching to the criminal offences of indecent assault and rape; however, these offences are dealt with separately in paragraph 5 below.
- 4.4.2 Verbal forms of sexual harassment include unwelcome innuendoes, suggestions and hints, sexual advances, comments with sexual overtones, sex-related jokes or insults, unwelcome graphic comments about a person's body made in their presence or directed towards them, unwelcome and inappropriate enquiries about a person's sex life, and unwelcome whistling directed at a person or group of persons.
- 4.4.3 non-verbal forms of sexual harassment include unwelcome gestures, the criminal offence of indecent exposure, and the unwelcome display of sexually explicit pictures and objects.
- 4.4.4 Quid pro quo sexual harassment occurs when an employer, supervisor, member of management, academic staff member or co-employee, or student in a senior or leadership position undertakes or attempts to influence the process of employment, promotion, training, discipline, dismissal, salary increment or other benefit of an employee or job applicant, or a student's academic progress or other benefits, in exchange for sexual favours or a sexual relationship.
- 4.5 Procedure in cases of rape, attempted rape, indecent assault and indecent exposure
- These are criminal offences and should be dealt with as such. Security Services must assist the complainant in obtaining medical attention and laying a charge at the nearest police station. Within the institution, the offences must be dealt with in terms of the disciplinary code and procedure.

## 5. Behaviour that does not constitute sexual harassment

it is necessary to distinguish between sexual attention that is wanted and sexual attention that is unwanted. An occasional compliment, mutually accepted flirtation or banter does not constitute sexual harassment.

## 6. Steps to be taken on receipt of a complaint of sexual harassment

- 6.1 CPUT undertakes to appoint sexual harassment mediators on all campuses (two on each campus). A mediator is a third party to whom complaints will be referred. the following steps will be taken when a complaint /incident of sexual harassment is reported:
  - 6.1.1 A complainant or any other person acting on behalf of the complainant must lodge a complaint with the mediator or supervisor of the victim or any other person within the institution.
  - 6.1.2 if the complaint is lodged with any person other than a mediator, the recipient of the complaint, after listening to the complainant, must advise the complainant of the option to lodge the complaint with the mediator.
  - 6.1.3 The mediator should advise the complainant of the informal and formal processes which may be followed.
  - 6.1.4 In the event that a complainant chooses not to follow the formal procedure, the mediator should report the outcome to enable the employer to assess the risk to other persons in the workplace. in assessing such risk the employer must take into account all relevant factors, including the severity of the sexual harassment and whether the perpetrator has a history of sexual harassment. if it appears to the employer after a proper investigation that there is a significant risk of harm to other persons in the workplace, the employer may follow a formal procedure, irrespective of the wishes of the complainant, and advise the complainant accordingly.

## 7. Informal procedure

The mediator shall:

- 7.1 allow the complainant to explain the incident(s) which in the complainant's opinion constitute(s) unwanted and unwelcome conduct;
- 7.2 call the alleged perpetrator to a private meeting and advise him/her of the complaint lodged against him or her;
- 7.3 explain to the alleged perpetrator that the conduct is unwelcome and offensive, makes the complainant uncomfortable, and interferes with or undermines studies or work performance;
- 7.4 provide the alleged perpetrator with an opportunity to respond to the complaint;

- 7.5 facilitate a written agreement between the parties where possible (but must not persuade or coerce the complainant to resolve the matter);
- 7.6 submit a report to the Human Resources (HR) department which must indicate the outcome of the facilitation and whether or not the matter must be referred to a formal process;
- 7.7 where therapeutic assistance and support are required, recommend to the parties assistance and support offered by the institution through Student counselling or a private psychologist.

## 8. Formal procedure

- 8.1 Where an agreement has not been reached or the employer is of the opinion that the alleged offence constitutes a risk to others in the institution, the HR department shall require a relevant person to:
  - 8.1.1 investigate the complaint by gathering evidence and collecting written statements and information from the complainant, the alleged perpetrator and their witnesses if any;
  - 8.1.2 submit a report and recommendation to HR department where the alleged perpetrator is a staff member or to the judicial officer where it is a student.
- 8.2 Where there are grounds for further action, the CPUT disciplinary code and procedure shall be followed in the case of a staff member and CPUT Student Rules and Regulations disciplinary procedures if the alleged perpetrator is a student.

## 9. Disciplinary measures

- 9.1 In dealing with cases of alleged sexual harassment, the following must be considered:
  - 9.1.1 whether the harassment is on the prohibited grounds of sex and/ or gender and/or sexual orientation;
  - 9.1.2 whether the sexual conduct was unwelcome, regardless of history;
  - 9.1.3 the nature and extent of the sexual conduct; and
  - 9.1.4 the impact of the sexual conduct on the complainant and others.
- 9.2 Sanctions must be proportionate to the seriousness of the sexual harassment in question, and could include:
  - 9.2.1 warnings for minor instances of sexual harassment;
  - 9.2.2 dismissal for continued minor instances of sexual harassment after warnings, as well as for serious instances of sexual harassment;
  - 9.2.3 in appropriate circumstances, transfer to another position in the workplace.

## 10. Confidentiality

- 10.1 All complaints of sexual harassment must be treated confidentially.
- 10.2 complaints about sexual harassment must be investigated and handled in a manner that ensures that the identities of the persons involved are kept confidential.
- 10.3 management, employees, students and the parties concerned must endeavor to ensure confidentiality in the disciplinary inquiry. only appropriate members of management as well as the complainant, representatives, alleged perpetrator, witnesses and interpreter, if required, should be present at the disciplinary inquiry.
- 10.4 employers are required to disclose to the complainant, the perpetrator and/or their representatives, such information as may be reasonably necessary to enable the parties to prepare for any proceedings in terms of this code.

## 11. Additional sick leave

- 11.1 Where an employee's existing sick leave entitlement has been exhausted, the employer should give due consideration to the granting of additional paid sick leave in cases of serious sexual harassment, where the employee, on medical advice, requires trauma counselling.
- 11.2 in appropriate circumstances, employers may give consideration to assisting with the cost of the medical advice and trauma counselling, where such amounts scheme.

## 12. General

- 12.1 Should a complaint not be satisfactorily resolved by the internal procedures outlined above, a complainant of sexual harassment may refer the dispute to the commission for conciliation, mediation and Arbitration (CCMA).
- 12.2 An alleged perpetrator of sexual harassment may refer a dispute arising from disciplinary action taken by the employer to the CCMA;
- 12.3 it is a disciplinary offence to victimise or retaliate against a complainant who in good faith lodges a grievance of sexual harassment.
- 12.4 it is a disciplinary offence to lay a false complaint or charge of sexual harassment against another person.

# 2019 UNIVERSITY DIARY

# JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 NEW YEAR'S DAY	2 UNIVERSITY HOLIDAY	3 Start of Year for Admin Staff	4	5
6	7	8	9	10	11	12
13	14 Start of Term for Academic Staff	15	16	17	18	19
20	21 Extended Deans Forum (D6@09:00)	22	23 Management Committee (BC@09:00)	24 Council Search and Selection Committee for Senior Appointments (BC@09:00)	25 Council Search and Selection Committee for Senior Appointments (BC@09:00)  <i>Cut-off date for application for exemptions and recognitions</i>	26
27	28 START OF TERM 1	29 Welcoming of First Years (WC@10:00)	30 Welcoming of First Years (D6@10:00)  Executive Management (D6@14:00)	31 Welcoming of First Years (BC@10:00)  Staffing Committee (BC@14:00)		

# FEBRUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Council Governance and Ethics Committee (BC@09:00)  Council Student Services Committee (BC@13:00)	2
3	4 Senate Research and Innovation Committee (BC@09:00)  Senate Library Committee (BC@13:00)	5 Quality Assurance and Risk Management Committee (BC@09:00)  Senate Ethics Committee (BC@13:00)  <b>Faculty Board: Informatics and Design</b>	6 Central Academic Planning Committee (BC@09:00)  Supply Chain Management Committee (BC@14:00)	7 Student Administration Committee (BC@09:00)  Higher Degrees Committee (Graduation) (BC@13:00) CPUTRF Admin & Benefits Committee (13:00)  CPUTRF Finance, Investment & Audit Committee (14:30)	8 Council Physical Planning Committee (BC@10:00)  Council Human Resources Committee (BC@14:00)  <i>Cut-off date for application for mark changes approved by Senex</i>	9
10	11 Senate Teaching and Learning Committee (BC@09:00)  Senate Language Committee (BC@13:00)	12 Graduation Planning Committee (BC@09:00)  <b>Faculty Board: Health and Wellness Sciences</b>	13 Management Committee (D6@09:00)  Hotel School Management Board (GB@14:00)	14 Business ICT Committee (BC@09:00)  <b>Faculty Board: Applied Sciences</b>  <b>Faculty Board: Education</b>  <b>Faculty Board: Engineering</b>	15 Council IT Governance Committee (BC@10:00)  Council Audit and Risk Oversight Committee (BC@14:00)  <b>Faculty Board: Business and Management Sciences</b>	16
17	18	19 Physical Planning and Space Utilisation Committee (BC@09:00)	20 Council Search and Selection Committee for Senior Appointments (BC@09:00)	21 Executive Committee of Senate (BC@12:00)	22 Investment Sub-Committee (BC@10:00)  Council Finance Committee (BC@13:00)	23
24	25 Council Search and Selection Committee for Senior Appointments (BC@09:00)	26 Council Search and Selection Committee for Senior Appointments (BC@09:00)	27 Executive Management Committee (BC@09:00)  Management and SRC (BC@14:00)	28 Higher Degrees Committee (BC@09:00)  Staffing Committee (BC@14:00)  <i>CPUTRF Board of Trustees (14:00)</i>		

# MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Council Honorary Degree Award Committee (BC@10:00)  Council Remuneration Committee (BC@14:00)  <i>SARETEC Governance Board Meeting (09:00)</i>	2
3	4 Deans Forum (CT@09:00)	5 Supply Chain Management Committee (BC@09:00)	6 Human Resources and Transformation Committee (BC@09:00)	7 Naming Committee (BC@09:00)	8	9
10	11 Senate (BC@12:00)	12 Institutional Forum (BC@14:00)	13 Management Committee (BC@09:00)	14 Institutional Strategic Planning Committee: Strategic Planning Workshop (BC@09:00)  <i>CPUTRF Trustee Training Session (12:00)</i>	15 Institutional Strategic Planning Committee: Strategic Planning Workshop (BC@09:00)  Executive Committee of Council (BC@10:00)	16
17	18 Executive Committee of Senate (BC@12:00)	19 Graduation Planning Committee (BC@09:00)  Staffing Committee (BC@14:00)	20 Executive Management (BC@09:00)  Management and Unions (BC@14:00)  <b>END OF TERM 1</b>	<b>21 HUMAN RIGHTS DAY</b>	<b>22 UNIVERSITY HOLIDAY</b>	23
24	25  RECESS	26  RECESS	27  RECESS	28  RECESS	29 Council Strategic Planning Workshop (BC@10:00)  RECESS	30 Council (BC@09:00)
31						

# APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 START OF TERM 2	3 Supply Chain Management Committee (D6@09:00)	4 Business ICT Committee (D6@09:00)	5 Council Governance and Ethics Committee (BC@10:00)  Council Student Services Committee (BC@14:00)	6
7	8	9	10 Management Committee (MC@09:00)	11 AUTUMN GRADUATION	12 AUTUMN GRADUATION	13
14	15 Senate Research and Innovation Committee (D6@09:00)  Senate Library Committee (D6@13:00)	16	17	18 Senate Teaching and Learning Committee (D6@09:00)  Senate Language Committee (D6@13:00)	19 GOOD FRIDAY	20
21	22 FAMILY DAY	23	24 Executive Management (D6@09:00)	25	26 Council Physical Planning Committee (BC@10:00)  Council Human Resources Committee (BC@14:00)	27 FREEDOM DAY
28	29 Staffing Committee (BC@14:00)	30 Faculty Board: Informatics and Design				

# MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 WORKERS DAY	2 Central Academic Planning Committee (D6@09:00)  Hotel School Management Board (GB@14:00)  <b>Faculty Board: Applied Sciences</b>	3 Investment Sub-Committee (BC@10:00)  Council Finance Committee (BC@14:00)  <b>Faculty Board: Business and Management Sciences</b>  <b>Faculty Board: Education</b>	4
5	6 Deans Forum (D6@09:00)  Student Administration Committee (D6@14:00)	7 Quality Assurance and Risk Management Committee (D6@09:00)  Senate Ethics Committee (D6@13:00)	8 Supply Chain Management Committee (D6@09:00)	9 Higher Degrees Committee (D6@09:00)  Human Resources and Transformation Committee (D6@14:00)  <b>Faculty Board: Health and Wellness Sciences</b>  <b>Faculty Board: Engineering</b>	10 Council Joint Audit and Finance Committee (BC@10:00)	11 ANNUAL OPEN DAY (BC@09:00)
12	13 Institutional Strategic Planning Committee (D6@09:00)	14 Executive Committee of Senate (D6@12:00)	15 Management Committee (GB@09:00)	16 Physical Planning and Space Utilisation Committee (D6@09:00)	17 Council Honorary Degree Award Committee (BC@10:00)	18
19	20	21	22	23 <i>CPUTRF Board of Trustees (14:00)</i>	24 Council IT Governance Committee (BC@10:00)  Council Audit and Risk Oversight Committee (BC@14:00)	25 AFRICA DAY
26	27 Senate (BC@12:00)	28 Institutional Forum (D6@14:00)	29 Executive Management (D6@09:00)  Management and SRC (D6@14:00)	30 Naming Committee (D6@14:00)	31 Staffing Committee (BC@09:00)  <i>SARETEC Governance Board Meeting (09:00)</i>	

# JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Deans Forum (CT@09:00)	4 Executive Committee of Senate (D6@12:00)	5 Supply Chain Management Committee (D6@09:00)	6	7 Executive Committee of Council (BC@10:00)	8
9	10	11	12 Management Committee (BC@09:00)	13 <i>CPUTRF Trustee Training Session (12:00)</i>	14	15
16 YOUTH DAY	17 YOUTH DAY OBSERVED	18 Staffing Committee (BC@14:00)	19 Executive Management (D6@09:00)  Management and Unions (D6@14:00)	20	21 Council Strategic Planning (BC@09:00)  Publication of Results  <b>END OF TERM 2</b>	22 Council (BC@09:00)
23	24  RECESS	25  RECESS	26  RECESS	27  RECESS	28  RECESS	29
30						

# JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 RECESS	2 RECESS	3 RECESS	4 RECESS	5 RECESS	6
7	8 RECESS	9 RECESS	10 RECESS	11 RECESS	12 RECESS	13
14	15 <b>START OF TERM 3</b> Supply Chain Management Committee (BC@09:00)	16 Physical Planning and Space Utilisation Committee (BC@09:00)	17 Management Committee (D6@09:00)	18 <b>MANDELA DAY</b> Business ICT Committee (BC@09:00)  <b>Faculty Board: Health and Wellness Sciences</b>  <b>Faculty Board: Engineering</b>	19 Council Governance and Ethics Committee (BC@10:00)  Council Student Services Committee (BC@14:00)	20
21	22 Deans Forum (D6@09:00)  Hotel School Management Board (GB@14:00)	23 Quality Assurance and Risk Management Committee (BC@09:00)  Senate Ethics Committee (BC@13:00)  <b>Faculty Board: Informatics and Design</b>	24	25 Senate Research and Innovation Committee (BC@09:00)  Senate Library Committee (BC@13:00)  <i>CPUTRF Trustee Training Session (12:00)</i>  <b>Faculty Board: Applied Sciences</b>	26 Council Physical Planning Committee (BC@10:00)  Council Human Resources Committee (BC@14:00)  <b>Faculty Board: Business and Management Sciences</b>  <b>Faculty Board: Education</b>	27
28	29 Central Academic Planning Committee (BC@09:00)  Staffing Committee (BC@14:00)	30 Higher Degrees Committee (BC@09:00)	31 Executive Management (BC@09:00)			

# AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<p>1 Senate Teaching and Learning Committee (BC@09:00)</p> <p>Senate Language Committee (BC@13:00)</p> <p><i>CPUTRF Admin &amp; Benefits Committee (13:00)</i></p> <p><i>CPUTRF Finance and Investment Committee (14:30)</i></p>	<p>2 Council IT Governance Committee (BC@10:00)</p> <p>Council Audit and Risk Oversight Committee (BC@14:00)</p> <p><i>SARETEC Governance Board Meeting (09:00)</i></p>	3
4	<p>5 Human Resources and Transformation Committee (BC@09:00)</p>	<p>6 Supply Chain Management Committee (BC@09:00)</p> <p>Naming Committee (BC@14:00)</p>	<p>7 Higher Degrees Committee (BC@09:00)</p>	<p>8 Student Administration Committee (BC@09:00)</p>	<p>9 WOMEN'S DAY</p>	10
11	<p>12 Institutional Forum (BC@14:00)</p>	<p>13 Institutional Strategic Planning Committee (BC@09:00)</p>	<p>14 Management Committee (WC@09:00)</p>	15	<p>16 Invest Sub-Committee (BC@10:00)</p> <p>Council Finance Committee (BC@14:00)</p>	17
18	<p>19 Senate (BC@12:00)</p>	20	21	<p>22 Executive Committee of Senate (BC@09:00)</p> <p><i>CPUTRF Board of Trustees (14:00)</i></p>	<p>23 Executive Committee of Council (BC@10:00)</p>	24
25	<p>26 Staffing Committee (BC@09:00)</p>	<p>27 Graduation Planning Committee (BC@09:00)</p>	<p>28 Executive Management Committee (BC@09:00)</p> <p>Management and SRC (BC@14:00)</p>	29	<p>30 END OF TERM 3</p>	31

# SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 RECESS	3 RECESS	4 RECESS	5 RECESS	6 RECESS	7 Council (BC@10:00)
8	9 START OF TERM 4	10 Supply Chain Management Committee (BC@09:00)	11	12 CPUTRF Special Finance Investment and Audit Committee: Risk Policy Review (14:00)	13	14
15	16 Physical Planning and Space Utilisation Committee (D6@09:00)	17 Business ICT Committee (D6@09:00)	18 Management Committee (MC@09:00)	19 Quality Assurance and Risk Management Committee (D6@09:00)  Senate Ethics Committee (D6@14:00)	20	21
22	23 UNIVERSITY HOLIDAY	24 HERITAGE DAY	25 Executive Management (D6@09:00)  Management and Unions (D6@14:00)	26 Staffing Committee (BC@09:00)	27 Council Governance and Ethics Committee (BC@10:00)  Council Student Services Committee (BC@14:00)	28
29	30 Cut-off date for application for exemptions and recognitions  Cut-off date for mark changes approved by Senex					

# OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p>1</p> <p>Institutional Strategic Planning Committee (D6@09:00)</p> <p>Hotel School Management Board (GB@14:00)</p>	<p>2</p>	<p>3</p> <p>Senate Language Committee (D6@09:00)</p> <p>Senate Language Committee (D6@13:00)</p>	<p>4</p> <p>Council Physical Planning Committee (BC@10:00)</p> <p>Council Human Resources Committee (BC@14:00)</p>	<p>5</p>
<p>6</p>	<p>7</p> <p>Senate Research and Innovation Committee (D6@09:00)</p> <p>Senate Library Committee (D6@13:00)</p> <p><i>Cut-off date for Master's and Doctoral candidates</i></p>	<p>8</p> <p>Supply Chain Management Committee (D6@09:00)</p> <p>Naming Committee (D6@14:00)</p> <p><b>Faculty Board: Informatics and Design</b></p>	<p>9</p> <p>Student Administration Committee (D6@09:00)</p>	<p>10</p> <p><b>Faculty Board: Applied Sciences</b></p> <p><b>Faculty Board: Engineering</b></p> <p><i>CPUTRF Special Finance, Investment and Audit Committee: Investment Strategy Review (14:00)</i></p>	<p>11</p> <p>Council IT Governance Committee (BC@10:00)</p> <p>Council Audit and Risk Oversight Committee (BC@14:00)</p> <p><b>Faculty Board: Business and Management Sciences</b></p> <p><b>Faculty Board: Education</b></p>	<p>12</p>
<p>13</p>	<p>14</p> <p>Central Academic Planning Committee (D6@09:00)</p>	<p>15</p> <p><b>Faculty Board: Health and Wellness Sciences</b></p>	<p>16</p> <p>Management Committee (GB@09:00)</p>	<p>17</p> <p>Human Resources and Transformation Committee (D6@09:00)</p> <p>Institutional Forum (D6@14:00)</p>	<p>18</p> <p>Investment Sub-Committee (BC@10:00)</p> <p>Council Finance Committee (BC@14:00)</p>	<p>19</p>
<p>20</p>	<p>21</p>	<p>22</p> <p>Executive Committee of Senate (D6@12:00)</p>	<p>23</p>	<p>24</p> <p>Higher Degrees Committee (D6@09:00)</p> <p><i>CPUTRF Trustee Training Session (12:00)</i></p>	<p>25</p> <p>Council Honorary Degree Awards Committee (BC@10:00)</p>	<p>26</p>
<p>27</p>	<p>28</p> <p>Staffing Committee (BC@09:00)</p>	<p>29</p>	<p>30</p> <p>Executive Management (D6@09:00)</p> <p>Management and SRC (BC@14:00)</p>	<p>31</p>		

# NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Council Remuneration Committee (BC@14:00)  <i>SARETEC Governance Board Meeting (09:00)</i>	2
3	4 Senate (BC@12:00)	5 Supply Chain Management Committee (BC@09:00)	6	7 <i>CPUTRF Admin &amp; Benefits Committee (13:00)</i>  <i>CPUTRF Finance &amp; Investment Committee (14:30)</i>	8 Executive Committee of Council (BC@10:00)	9
10	11	12	13 Management Committee (BC@09:00)	14	15	16
17	18	19 Executive Committee of Senate (BC@12:00)	20	21	22 Council Strategic Planning (BC@10:00)	23 Council (BC@10:00)
24	25 Staffing Committee (BC@09:00)	26	27 Executive Management (BC@09:00)  Management and Unions (BC@14:00)	28 Institutional Strategic Planning Committee: Strategic Planning Workshop (BC@09:00)  <i>CPUTRF Board of Trustees (14:00)</i>	29 Institutional Strategic Planning Committee: Strategic Planning Workshop (BC@09:00)  <i>Publication of Results</i>	30

# DECEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Executive Committee of Senate (EC@12:00)	3	4	5 Supply Chain Management Committee (BC@09:00)	6 END OF TERM 4	7
8	9 SUMMER GRADUATION	10 SUMMER GRADUATION	11 SUMMER GRADUATION	12 SUMMER GRADUATION	13 End of Year for Academic Staff SUMMER GRADUATION	14
15	16 DAY OF RECONCILIATION	17	18	19	20 End of Year for Admin Staff	21
22	23	24	25 CHRISTMAS DAY	26 DAY OF GOODWILL	27	28
29	30	31				