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HANDBOOK



DURBAN UNIVERSITY OF TECHNOLOGY  
INVUVESI YASETHEKWINI YEZOBUCHWEPHESHE

# General Handbook 2023

**HANDBOOK FOR 2023**

**GENERAL HANDBOOK  
FOR  
STUDENTS**

# CALENDAR FOR ACADEMIC YEAR: 2023

## JANUARY 2023

Sunday	1	<b>New Year's Day (Public Holiday)</b>
Monday	2	<b>'New Year's Day' day off</b>
Tuesday	3	<b>UNIVERSITY RE-OPENS</b> Administrative staff and those academic staff required for registration preparations return, as determined by Heads of Departments
Wednesday	4	
Thursday	5	
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	All other staff return to work
Tuesday	10	
Wednesday	11	Final date for submission of all outstanding 2022 annual supplementary examination scripts to the Examinations Audit Panel
Thursday	12	Final date for applications for scanning of 2022 annual and second semester main examination scripts
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	<b>Commencement of registration for all students</b> <ul style="list-style-type: none"> <li>• <b>Undergraduate: New Students &amp; Returning Students</b></li> <li>• <b>Postgraduate: Course Work Master's (New and Returning Students)</b></li> <li>• <b>Postgraduate: Full Research Master's and Doctorates (New and Returning Students)</b></li> </ul> Faculty Board EXCO approval of 2022 annual supplementary examination results Supplementary examinations commence for all 2022 second semester subjects
Tuesday	17	09:00 Faculty Research Committee Meeting: Accounting and Informatics Final date for applications for re-mark of 2022 annual and second main examination scripts Publication of 2022 annual supplementary examination results
Wednesday	18	
Thursday	19	
Friday	20	Final date for applications for scanning of 2022 annual supplementary examination scripts Supplementary examinations end for all 2022 second semester subjects Deadline for the submission of Staff Higher Education Subsidy and Staff Studying at DUT applications
Saturday	21	
Sunday	22	

Monday	23	09:00 Faculty Research Committee Meeting: Engineering and Built Environment
Tuesday	24	09:00 Faculty Research Committee Meeting: Applied Sciences
Wednesday	25	Final date for applications for re-mark of 2022 annual supplementary examination scripts 10:00 Faculty Board EXCO: Arts and Design
Thursday	26	
Friday	27	Final date for submission of all outstanding 2022 second semester supplementary examination scripts to the Examinations Audit Panel 10:00 Faculty Research Committee Meeting: Arts and Design
Saturday	28	
Sunday	29	
Monday	30	
Tuesday	31	09:00 Bid Adjudication Committee Meeting

## FEBRUARY 2023

Wednesday	1	09:00 Faculty Board EXCO: Health Sciences 09:00 Faculty Board EXCO: Applied Sciences 09:00 Faculty Board EXCO: Accounting and Informatics 09:00 Faculty Board EXCO: Engineering and Built Environment 10:30 CCPE Board of Studies Faculty Board EXCO approval of 2022 second semester supplementary examination results
Thursday	2	Publication of 2022 second semester supplementary examination results
Friday	3	09:00 Information and Technology Committee Meeting <b>Registration Ends</b> <ul style="list-style-type: none"> <li>• <b>Undergraduate: New Students &amp; Returning Students</b></li> <li>• <b>Postgraduate: Course Work Master's (New and Returning Students)</b></li> <li>• <b>Postgraduate: Full Research Master's and Doctorates (Returning Students)</b></li> </ul>
Saturday	4	
Sunday	5	
Monday	6	09:00 Faculty Research Committee Meeting: Health Sciences <b>Commencement of late registration</b> <ul style="list-style-type: none"> <li>• <b>Undergraduate: New Students &amp; Returning Students</b></li> <li>• <b>Postgraduate: Course Work Master's (New and Returning Students)</b></li> <li>• <b>Postgraduate: Full Research Master's and Doctorates (Returning Students)</b></li> </ul> <p><b>Beginning of the first term</b></p> <ul style="list-style-type: none"> <li>• <b>Commencement of lectures – annual and first semester students</b></li> </ul>
Tuesday	7	09:00 University Planning and Resources Forum Meeting Final date for student applications for 2022 annual and second semester special examinations Final date for applications for scanning of 2022 second semester supplementary examination scripts
Wednesday	8	09:00 Faculty Board Meeting: Health Sciences 10:00 Academic Executive Management 10:00 Staff Higher Education Subsidy Committee Meeting 13:30 Faculty Board Meeting: Arts and Design 14:00 Student Services Board Meeting
Thursday	9	09:00 Faculty Board EXCO: Management Sciences
Friday	10	09:00 Quality Assurance Committee Meeting 14:00 Gallery Committee Meeting Faculty Office to capture all 2022 annual and second semester special examination applications Final date for applications for re-mark of 2022 second semester supplementary examination scripts
Saturday	11	
Sunday	12	
Monday	13	09:00 Programme Evaluation Committee Meeting 09:00 Institutional Research Ethics Committee Meeting

Tuesday	14	09:00 Library Committee Meeting 14:00 Institutional Research and Innovation Committee Meeting
Wednesday	15	09:00 Senate Rules Committee Meeting
Thursday	16	09:00 Executive Management Committee Meeting 12:30 Faculty Board meeting: Accounting and Informatics Typed and moderated examination question papers and marking memorandums for the 2022 annual and second semester special examinations due at the Examinations Department
Friday	17	09:00 Higher Degrees Committee Meeting <b>Late Registration Ends</b> <ul style="list-style-type: none"> <li>• <b>Undergraduate: New Students &amp; Returning Students</b></li> <li>• <b>Postgraduate: Course Work Master's (New and Returning Students)</b></li> <li>• <b>Postgraduate: Full Research Master's and Doctorates (Returning Students)</b></li> </ul>
Saturday	18	
Sunday	19	
Monday	20	09:00 Senex Meeting
Tuesday	21	09:00 Faculty Research Committee Meeting: Accounting and Informatics 09:00 Faculty Research Committee Meeting: Engineering and Built Environment 09:00 Faculty Research Committee Meeting: Applied Sciences
Wednesday	22	10:00 Faculty Board EXCO: Arts and Design 12:00 Faculty Board Meeting: Applied Sciences 09:00 Faculty Board Meeting: Engineering and Built Environment
Thursday	23	09:00 Faculty Board Meeting: Management Sciences
Friday	24	10:00 Faculty Research Committee Meeting: Arts and Design
Saturday	25	
Sunday	26	
Monday	27	
Tuesday	28	09:00 Bid Adjudication Committee Meeting 09:00 Faculty Research Committee Meeting: Management Sciences 14:00 Professorial Appeals Committee Meeting

## MARCH 2023

Wednesday	1	09:00 Faculty Management and Quality Committee Meeting: Health Sciences 09:00 Faculty Board EXCO: Engineering and Built Environment 09:00 Faculty Board EXCO: Accounting and Informatics 09:00 Faculty Board EXCO: Applied Sciences <b>10:00 Human Capital Committee Meeting</b>
Thursday	2	<b>09:00 Finance Committee of Council Meeting</b> <b>14:00 Audit Committee Meeting</b> Conducting of 2022 annual and second semester special examinations
Friday	3	<b>09:00 Risk Committee Meeting</b> <b>Final date for any <u>changes</u> to first semester modules/ programmes already registered for (except cancellations and de-registrations)</b>
Saturday	4	
Sunday	5	
Monday	6	09:00 Faculty Research Committee Meeting: Health Sciences
Tuesday	7	10:00 Academic Executive Management
Wednesday	8	<b>11:00 Senate Meeting</b>
Thursday	9	<b>14h00 Exco of Council Meeting</b> Final date for submission of all outstanding 2022 annual and second semester special examination scripts to the Examinations Audit Panel
Friday	10	<b>■ Isaiah Shembe Day</b> 12:00 Institutional Forum Meeting
Saturday	11	10:00 CONVEX Meeting
Sunday	12	
Monday	13	09:00 Institutional Research Ethics Committee Meeting
Tuesday	14	09:00 Faculty Research Committee Meeting: Accounting and Informatics 09:00 Faculty Research Committee Meeting: Engineering and Built Environment 09:30 Safety Health and Environmental Committee Meeting Faculty Board EXCO approval of 2022 annual and second semester special examination results
Wednesday	15	09:00 Faculty Board EXCO: Management Sciences 09:30 Employment Equity and Skills Development Committee Meeting Publication of 2022 annual and second semester special examination results
Thursday	16	
Friday	17	09:00 Labour Management Consultative Forum Meeting
Saturday	18	
Sunday	29	
Monday	20	09:00 Executive Management Committee Meeting Final date for applications for scanning of 2022 annual and second semester special examination scripts Final date for academic departments to capture the approved examiner's and moderator's details for the 2023 First Semester and Annual subjects onto ITS
Tuesday	21	<b>Human Rights Day (Public Holiday)</b>
Wednesday	22	10:00 Faculty Board EXCO: Arts and Design
Thursday	23	Final date for applications for re-mark of 2022 annual and second semester special examination scripts

Friday	24	10:00 Faculty Research Committee Meeting: Arts and Design
Saturday	25	<b>09:00 Council Meeting</b>
Sunday	26	
Monday	27	
Tuesday	28	09:00 Faculty Research Committee Meeting: Applied Sciences 10: 30 CCPE Board of Studies
Wednesday	29	09:00 Faculty Research Committee Meeting: Management Sciences <b>Last day to cancel first semester modules or to de-register for first semester programmes.</b> <b>A student cancelling or de-registering <u>after</u> this date will be regarded as having failed that module/programme and officially published results will be reflected accordingly. A student cancelling or de-registering from any modules/ programme <u>prior</u> to or <u>as at</u> this date will be recorded as having withdrawn and no result will be published.</b>
Thursday	30	09:00 Bid Adjudication Committee Meeting 10:00 Staff Higher Education Subsidy Committee Meeting <b>HEMIS Census Dates for Semester I Registrations</b>
Friday	31	

## APRIL 2023

Saturday	1	
Sunday	2	
Monday	3	09:00 Faculty Board EXCO: Accounting and Informatics <b>Final date for any <u>changes</u> to annual modules/ programmes already registered for (except cancellations and de-registrations)</b> <b>Last day for submission of thesis/dissertation (for examination) to the Faculty Office / Faculty Research Office for possible Spring Graduation. Anyone submitting after this date will be considered for graduation in the next academic year Autumn Graduation Ceremony</b>
Tuesday	4	10:00 Enrolment Planning and Management Committee Meeting
Wednesday	5	10:00 Academic Executive Management
Thursday	6	<b>End of first term</b> 09:00 Higher Degrees Committee Meeting (Special)
Friday	7	<b>Good Friday (Public Holiday)</b>
Saturday	8	<b>Holy Saturday (Public Holiday)</b>
Sunday	9	<b>Easter Sunday (Public Holiday)</b>
Monday	10	<b>Family Day (Public Holiday)</b>
Tuesday	11	
Wednesday	12	09:00 Faculty Board EXCO: Engineering and Built Environment
Thursday	13	
Friday	14	<b>Final Day for capturing all graduation decisions onto the ITS systems for the Autumn graduation (inclusive of undergraduate and postgraduate students who had outstanding requirements such as applications for exemptions, transfers, completion of all WIL requirements and Special Exams- Last subject outstanding)</b>
Saturday	15	
Sunday	16	
Monday	17	<b>Beginning of the second term</b> 09:00 Institutional Research Ethics Committee Meeting 09:00 Faculty Research Committee Meeting: Health Sciences
Tuesday	18	09:00 Faculty Research Committee Meeting: Accounting and Informatics 09:00 Faculty Research Committee Meeting: Engineering and Built Environment
Wednesday	19	09:00 Faculty Board EXCO: Health Sciences 09:00 Faculty Board EXCO: Applied Sciences 09:00 Faculty Board EXCO: Management Sciences 10:00 Faculty Board EXCO: Arts and Design
Thursday	20	09:00 Executive Management Committee Meeting
Friday	21	09:00 Honorary Awards Committee Meeting 14:00 Gallery Committee Meeting
Saturday	22	□ <b>Eid-ul-Fitr</b>
Sunday	23	
Monday	24	09:00 Programme Evaluation Committee Meeting
Tuesday	25	09:00 Faculty Research Committee Meeting: Applied Sciences

Wednesday	26	09:00 Bid Adjudication Committee Meeting 09:00 Faculty Board Meeting: Health Sciences 09:00 Faculty Research Committee Meeting: Management Sciences 10:00 Faculty Management and Quality Committee Meeting: Arts and Design
Thursday	27	<b>Freedom Day (Public Holiday)</b>
Friday	28	10:00 Faculty Research Committee Meeting: Arts and Design Typed and moderated examination question papers and marking memorandums for the first semester main and supplementary examinations due at the Examinations Department
Saturday	29	
Sunday	30	

□ The University respects the religious belief of all staff and students. As a result, tests and examinations will not be scheduled on these days, however the University will remain open and operational.

# MAY 2023

Monday	1	<b>Worker's Day (Public Holiday)</b>
Tuesday	2	☐ <b>Isaiah Shembe Day</b>
Wednesday	3	Publication of final first semester main examination timetable with venues 09:00 Faculty Board EXCO: Accounting and Informatics 09:00 Faculty Board Meeting: Engineering and Built Environment 10:30 CCPE Board of Studies 12:00 Faculty Board Meeting: Applied Sciences
Thursday	4	10:00 Academic Executive Management
Friday	5	09:00 Information and Technology Committee Meeting
Saturday	6	
Sunday	7	
Monday	8	09:00 Senate Rules Committee Meeting 09:00 Institutional Research Ethics Committee Meeting Institutional Audit Site Visit
Tuesday	9	09:00 Faculty Board Meeting: Arts and Design 09:00 Faculty Research Committee Meeting: Engineering and Built Environment 14:00 Institutional Research and Innovation Committee Meeting Institutional Audit Site Visit
Wednesday	10	09:00 University Planning and Resources Forum Meeting Institutional Audit Site Visit
Thursday	11	12:30 Faculty Board meeting: Accounting and Informatics 09:00 Higher Degrees Committee Meeting Institutional Audit Site Visit
Friday	12	09:00 Faculty Board EXCO: Engineering and Built Environment 09:00 Library Committee Meeting Institutional Audit Site Visit Publication of final first semester supplementary examination timetable with venues Deadline for the submission of Staff Higher Education Subsidy and Staff Studying at DUT applications
Saturday	13	
Sunday	14	
Monday	15	09:00 Faculty Research Committee Meeting: Health Sciences 10:00 Faculty Research Committee Meeting: Arts and Design <b>Autumn Graduation Ceremony (Midlands)</b>
Tuesday	16	09:00 Faculty Research Committee Meeting: Accounting and Informatics <b>Autumn Graduation Ceremony (Midlands)</b>
Wednesday	17	09:00 Faculty Board EXCO: Health Sciences 09:00 Faculty Board EXCO: Applied Sciences 09:00 Faculty Board EXCO: Management Sciences 10:00 Faculty Board EXCO: Arts and Design <b>Autumn Graduation Ceremony (Midlands)</b>
Thursday	18	☐ <b>Ascension Day</b> 09:00 Executive Management Committee Meeting 14:00 Student Services Board Meeting
Friday	19	09:00 Bid Adjudication Committee Meeting 09:00 Senex Meeting
Saturday	20	
Sunday	21	

Monday	22	<b>Autumn Graduation Ceremony (Durban)</b>
Tuesday	23	09:00 Faculty Research Committee Meeting: Applied Sciences <b>Autumn Graduation Ceremony (Durban)</b>
Wednesday	24	<b>Autumn Graduation Ceremony (Durban)</b>
Thursday	25	<b>Autumn Graduation Ceremony (Durban)</b>
Friday	26	<b>Autumn Graduation Ceremony (Durban)</b> Final date for capturing of semester marks for the first semester subjects

Saturday	27	<b>Autumn Graduation Ceremony (Durban)</b>
Sunday	28	

Monday	29	<b>Autumn Graduation Ceremony (Durban)</b>
Tuesday	30	09:00 Faculty Research Committee Meeting: Management Sciences <b>Lectures end for all first semester students</b> <b>Autumn Graduation Ceremony (Durban)</b> <b>Last day to cancel annual modules or to de-register for annual programmes. A student cancelling or de-registering <u>after</u> this date will be regarded as having failed that module/ programme and officially published results will be reflected accordingly. A student cancelling or de-registering from any module/ programme <u>prior</u> to or <u>as at</u> this date will be recorded as having withdrawn and no result will be published</b>

Wednesday	31	09:00 Faculty Board Meeting: Management Sciences 10:00 Staff Higher Education Subsidy Committee Meeting <b>Autumn Graduation Ceremony (Durban)</b> <b>Examination study period commences for all first semester</b>
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**students**

### **HEMIS Census Dates for Annual Registrations**

□ The University respects the religious belief of all staff and students. As a result tests and examinations will not be scheduled on these days, however the University will remain open and operational.

## JUNE 2023

Thursday	1	<b>Autumn Graduation Ceremony (Durban)</b>
Friday	2	<b>Autumn Graduation Ceremony (Durban)</b>
Saturday	3	
Sunday	4	<b>Examination study period ends for all first semester students</b>
Monday	5	<b>First semester main examinations commence for all faculties</b> <b>10:00 Human Capital Committee Meeting</b> <b>14:00 Audit Committee Meeting</b>
Tuesday	6	<b>09:00 Finance Committee Meeting</b>
Wednesday	7	<b>11:00 Senate Meeting</b>
Thursday	8	<b>09:00 Joint Audit &amp; Finance Committees meeting</b> <b>14:00 Exco of Council Meeting</b>
Friday	9	<b>09:00 Risk Committee Meeting</b> 10:00 Academic Executive Management 12:00 Institutional Forum Meeting
Saturday	10	10:00 CONVEX Meeting
Sunday	11	
Monday	12	Publication of final first semester supplementary examination timetable with venues 09:00 Institutional Research Ethics Committee Meeting
Tuesday	13	09:00 Executive Management Committee Meeting 09:30 Safety Health and Environmental Committee Meeting
Wednesday	14	09:00 Faculty Board EXCO: Accounting and Informatics 09:00 Faculty Board EXCO: Management Sciences 09:00 Faculty Board EXCO: Engineering and Built Environment 09:30 Employment Equity and Skills Development Committee Meeting 13:00 Faculty Board EXCO: Arts and Design
Thursday	15	09:00 Labour Management Consultative Forum Meeting
Friday	16	<b>Youth Day (Public Holiday)</b>
Saturday	17	
Sunday	18	
Monday	19	09:00 Faculty Research Committee Meeting: Health Sciences 09:00 Faculty Research Committee Meeting: Engineering and Built Environment <b>First semester main examinations end for all faculties</b>
Tuesday	20	09:00 Faculty Research Committee Meeting: Accounting and Informatics 09:00 Faculty Research Committee Meeting: Applied Sciences
Wednesday	21	09:00 Faculty Management and Quality Committee Meeting: Health Sciences 09:00 Faculty Board EXCO: Applied Sciences 10:30 CCPE Board of Studies
Thursday	22	Final date for capturing of marks for first semester subjects assessed by continuous assessment method
Friday	23	10:00 Faculty Research Committee Meeting: Arts and Design <b>End of second term</b> <b>Last day for students to produce their original Senior Certificate / National Senior Certificate (NSC) to the Faculty Office</b>
Saturday	24	<b>09:00 Council Meeting</b>
Sunday	25	
Monday	26	
Tuesday	27	Final date for submission of signed mark sheet for first semester subjects assessed by continuous assessment

Wednesday	28	method to the Examination Department 09:00 Bid Adjudication Committee Meeting 09:00 Faculty Research Committee Meeting: Management Sciences
Thursday	29	<input type="checkbox"/> <b>Eid-ul-Adha</b>
Friday	30	

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# JULY 2023

Saturday	1	
Sunday	2	
Monday	3	Final date for submission of all outstanding examination scripts for first semester main examinations to the Examinations Audit Panel
Tuesday	4	
Wednesday	5	10:00 Academic Executive Management
Thursday	6	Faculty Board EXCO approval of first semester main examination results
Friday	7	Publication of first semester main examination results
Saturday	8	
Sunday	9	
Monday	10	First Semester supplementary examinations commence 09:00 Institutional Research Ethics Committee Meeting
Tuesday	11	
Wednesday	12	
Thursday	13	
Friday	14	First Semester supplementary examinations end
Saturday	15	
Sunday	16	
Monday	17	<b>Beginning of the third term</b> <b>Commencement of lectures for second semester students</b>
Tuesday	18	09:00 Executive Management Committee Meeting 09:00 Faculty Research Committee Meeting: Accounting and Informatics
Wednesday	19	09:00 Faculty Board Meeting: Health Sciences 09:00 Faculty Board EXCO: Accounting and Informatics 10:00 Faculty Board EXCO: Arts and Design Final date for applications for scanning of the first semester main examination scripts
Thursday	20	09:00 Programme Evaluation Committee Meeting
Friday	21	14:00 Gallery Committee Meeting Final date for submission of all outstanding examination scripts for first semester supplementary examinations to the Examinations Audit Panel
Saturday	22	
Sunday	23	
Monday	24	09:00 Information and Technology Committee Meeting 09:00 Faculty Research Committee Meeting: Health Sciences 09:00 Faculty Research Committee Meeting: Engineering and Built Environment
Environment		Final date for applications for re-mark of the first semester main examination scripts
Tuesday	25	09:00 Faculty Research Committee Meeting: Applied Sciences
Wednesday	26	09:00 Faculty Board EXCO: Health Sciences 09:00 Faculty Board EXCO: Applied Sciences 09:00 Faculty Board EXCO: Engineering and Built Environment 09:00 Faculty Research Committee Meeting: Management Sciences 12:00 Faculty Board Meeting: Arts and Design 14:00 Student Services Board Meeting

Faculty Board EXCO approval of first semester supplementary examination

results		
Thursday	27	09:00 Bid Adjudication Committee Meeting 12:30 Faculty Board meeting: Accounting and Informatics Publication of first semester supplementary examination results
Friday	28	10:00 Faculty Research Committee Meeting: Arts and Design
Saturday	29	
Sunday	30	
Monday	31	09:00 Senate Rules Committee Meeting <b>Registration Ends for New Postgraduate Students (Full Research Master's and Doctorates)</b>

## AUGUST 2023

Tuesday	1	14:00 Institutional Research and Innovation Committee Meeting Final date for applications for scanning of the first semester supplementary examination scripts
Wednesday	2	Final date for student applications for first semester special examinations 09:00 Faculty Board EXCO: Management Sciences 12:00 Faculty Board Meeting: Applied Sciences
Thursday	3	10:30 CCPE Board of Studies
Friday	4	Final date for applications for re-mark of the first semester supplementary examination scripts Faculty Office to capture all first semester special examination applications
Saturday	5	
Sunday	6	
Monday	7	09:00 Higher Degrees Committee Meeting
Tuesday	8	09:00 University Planning and Resources Forum Meeting
Wednesday	9	<b>National Women's Day (Public Holiday)</b>
Thursday	10	10:00 Academic Executive Management Typed and moderated examination question papers and marking memorandums for the first semester special examinations due at the Examinations Department
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	<b>Final date for any <u>changes</u> to second semester modules/ programmes already registered for (except cancellations and de-registrations)</b> 09:00 Senex Meeting
Tuesday	15	09:00 Institutional Research Ethics Committee Meeting 09:30 Safety Health and Environmental Committee Meeting
Wednesday	16	09:00 Faculty Board EXCO: Accounting and Informatics 09:00 Faculty Board Meeting: Engineering and Built Environment 10:00 Faculty Board EXCO: Arts and Design
Thursday	17	09:00 Executive Management Committee Meeting
Friday	18	10:00 Faculty Research Committee Meeting: Arts and Design
Saturday	19	
Sunday	20	
Monday	21	09:00 Faculty Research Committee Meeting: Health Sciences 09:00 Faculty Research Committee Meeting: Engineering and Built Environment <b>Final day for capturing all graduation decisions onto the ITS system for the Spring graduation (inclusive of undergraduates, postgraduates, students who had outstanding requirements such as applications for exemptions, transfers, completion of all WIL requirements and Special Exams-Last subject outstanding)</b>
Tuesday	22	09:00 University Environmental Scanning/Risk Assessment Workshop 09:00 Faculty Research Committee Meeting: Accounting and Informatics 10:00 Faculty Management and Quality Committee Meeting: Arts and Design
Wednesday	23	09:00 Library Committee Meeting 09:00 Faculty Board EXCO: Health Sciences
Thursday	24	09:00 Faculty Board EXCO: Applied Sciences

09:00 Faculty Board EXCO: Engineering and Built Environment

09:00 Faculty Board Meeting: Management Sciences

Conducting of first semester special examinations

**09:00 Risk Committee Meeting**

Friday 25

Saturday 26

Sunday 27

Monday 28

09:00 Bid Adjudication Committee Meeting

09:00 Faculty Research Committee Meeting: Applied Sciences

Final date for academic departments to capture the approved examiner's  
and moderator's details for the

second semester subjects onto ITS

**10:00 Human Capital Committee Meeting**

Tuesday 29

Wednesday 30

**11:00 Senate Meeting**

Thursday 31

**09:00 Finance Committee Meeting**

09:00 Faculty Research Committee Meeting: Management Sciences

**14:00 Audit Committee Meeting**

Final date for submission of all outstanding examination scripts for first  
semester special examinations to the

Examinations Audit Panel

Deadline for the submission of Staff Higher Education Subsidy and Staff

Studying at DUT applications

Staff Orientation-Virtual Platform

## SEPTEMBER 2023

Friday	1	
Saturday	2	
Sunday	3	
Monday	4	
Tuesday	5	09:30 Employment Equity and Skills Development Committee Meeting <b>14:00 Exco of Council Meeting</b> Faculty Board EXCO approval of first semester special examination results
Wednesday	6	10:00 Academic Executive Management Publication of first semester special examination results
Thursday	7	09:00 Professorial Committee Meeting 09:00 Faculty Board EXCO: Management Sciences <b>Last day to cancel second semester modules or to de-register for second semester programmes.</b> <b>A student cancelling or de-registering <u>after</u> this date will be regarded as having failed that module/programme and officially published results will be reflected accordingly. A student cancelling or de-registering from any modules/ programme <u>prior</u> to or <u>as at</u> this date will be recorded as having withdrawn and no result will be published</b>
Friday	8	09:00 Labour Management Consultative Forum Meeting <b>HEMIS Census Dates for Semester 2 Registrations</b>
Saturday	9	10:00 CONVEX Meeting
Sunday	10	
Monday	11	Typed and moderated examination question papers and marking memorandums for the annual main and supplementary examinations due at the Examinations Department Final date for applications for scanning of first semester special examination scripts
Tuesday	12	09:00 Institutional Research Ethics Committee Meeting 12:00 Institutional Forum Meeting
Wednesday	13	09:00 Faculty Board EXCO: Accounting and Informatics 10:00 Staff Higher Education Subsidy Committee Meeting 10:00 Faculty Board EXCO: Arts and Design 10:30 CCPE Board of Studies
Thursday	14	09:00 Executive Management Committee Meeting Final date for applications for re-mark of first semester special examination scripts
Friday	15	☐ <b>Rosh Hashanah</b> <b>09:00 Council workshop</b>
Saturday	16	☐ <b>Rosh Hashanah</b> <b>09:00 Council meeting</b>
Sunday	17	☐ <b>Rosh Hashanah</b>
Monday	18	09:00 Faculty Research Committee Meeting: Health Sciences
Tuesday	19	09:00 Faculty Research Committee Meeting: Applied Sciences 09:00 Faculty Research Committee Meeting: Engineering and Built Environment
Wednesday	20	09:00 Faculty Management and Quality Committee Meeting: Health Sciences 09:00 Faculty Board EXCO: Applied Sciences
Thursday	21	<b>Spring Graduation</b> <b>Spring Graduation</b>

Friday	22	10:00 Faculty Research Committee Meeting: Arts and Design <b>End of third Term</b>
Saturday	23	
Sunday	24	<b>Heritage Day (Public Holiday)</b> □ <b>Yom Kippur</b>
Monday	25	<b>'Heritage Day' day off</b> □ <b>Yom Kippur</b>
Tuesday	26	09:00 Faculty Research Committee Meeting: Accounting and Informatics
Wednesday	27	09:00 Faculty Research Committee Meeting: Management Sciences 09:00 Faculty Board EXCO: Engineering and Built Environment
Thursday	28	09:00 Bid Adjudication Committee Meeting
Friday	29	09:00 Information and Technology Committee Meeting
Saturday	30	

□ The University respects the religious belief of all staff and students. As a result tests and examinations will not be scheduled on these days, however the University will remain open and operational.

## OCTOBER 2023

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Sunday	1	
Monday	2	<b>Beginning of fourth Term</b> 14:00 Enrolment Planning and Management Committee Meeting
Tuesday	3	09:00 Honorary Awards Committee Meeting Final date for capturing of semester marks for the second semester subjects
Wednesday	4	09:00 Faculty Board Meeting: Health Sciences 09:00 Faculty Board Meeting: Engineering and Built Environment 10:00 Faculty Board EXCO Meeting: Arts and Design 12:00 Faculty Board Meeting: Applied Sciences
Thursday	5	10:00 Academic Executive Management 14:00 Student Services Board Meeting
Friday	6	09:00 Programme and Evaluation Committee Meeting 14:00 Gallery Committee Meeting Final date for capturing of year marks for annual subjects
Saturday	7	
Sunday	8	
Monday	9	Typed and moderated examination question papers and marking memorandums for the second semester main and supplementary examinations due at the Examinations Department 09:00 Institutional Research Ethics Committee Meeting
Tuesday	10	<b>Lectures end for all annual students</b> 14:00 Institutional Research and Innovation Committee Meeting
Wednesday	11	12:00 Faculty Board Meeting: Arts and Design <b>Examination study period commences for all annual students</b>
Thursday	12	09:00 Quality Assurance Committee Meeting 12:30 Faculty Board meeting: Accounting and Informatics
Friday Environment	13	09:00 Faculty Research Committee Meeting: Engineering and Built
Saturday	14	
Sunday	15	<b>Examination study period ends for all annual students</b>
Monday	16	<b>Annual main examination commence for all faculties</b> 09:00 Senate Rules Committee Meeting
Tuesday	17	09:00 University Planning and Resources Forum
Wednesday	18	09:00 Higher Degrees Committee Meeting 09:00 Faculty Board EXCO: Health Sciences 09:00 Faculty Board EXCO: Management Sciences
Thursday	19	09:00 Faculty Board EXCO: Accounting and Informatics 09:00 Faculty Board EXCO: Applied Sciences
Friday	20	10:00 Faculty Research Committee Meeting: Arts and Design
Saturday	21	
Sunday	22	
Monday	23	09:00 Senex Meeting
Tuesday	24	09:00 Library Committee Meeting
Wednesday	25	09:00 Executive Management Committee Meeting
Thursday	26	09:00 Faculty Board EXCO: Engineering and Built Environment 10:30 CCPE Board of Studies
Friday	27	09:00 Faculty Research Committee Meeting: Applied Sciences
Saturday	28	
Sunday	29	

Monday	30	09:00 Faculty Research Committee Meeting: Health Sciences
Tuesday	31	09:00 Bid Adjudication Committee Meeting
		09:00 Faculty Research Committee Meeting: Management Sciences
		09:00 Faculty Research Committee Meeting: Accounting and Informatics

## NOVEMBER 2023

Wednesday	1	10:00 Faculty Board EXCO: Arts and Design <b>Last Day for submission of thesis/dissertation (for examination) to the Faculty Office / Faculty Research Office for possible Autumn Graduation. Anyone submitting after this date will be considered for graduation in the Spring Graduation Ceremony</b>
Thursday	2	<b>09:00 Finance Committee Meeting</b> <b>14:00 Audit Committee Meeting</b>
Friday	3	<b>09:00 Risk Committee Meeting</b> <b>Annual main examinations end for all faculties</b> Final date for capturing of semester marks for the second semester subjects
Saturday	4	
Sunday	5	
Monday	6	09:00 Institutional Research Ethics Committee Meeting 10:00 Academic Executive Management 12:00 Institutional Forum Meeting
Tuesday	7	<b>10:00 Human Capital Committee Meeting</b> <b>Lectures end for all second semester students</b>
Wednesday students	8	<b>Examination study period commences for all second semester students</b>  <b>11:00 Senate Meeting</b> Final date for capturing of marks for annual subjects assessed by continuous assessment method
Thursday	9	<b>14:00 Exco of Council Meeting</b>
Friday	10	09:30 Safety Health and Environmental Committee Meeting
Saturday	11	
Sunday	12	□ <b>Deepavali/Diwali</b> <b>Examination study period ends for all second semester students</b>
Monday	13	<b>Second semester main examinations commence for all faculties</b> Final date for submission of signed mark sheet for annual subjects assessed by continuous assessment method to the Examination Department
Tuesday	14	09:30 Employment Equity and Skills Development Committee Meeting 09:00 Faculty Research Committee Meeting: Engineering and Built Environment
Wednesday	15	09:00 Faculty Board EXCO: Accounting and Informatics 09:00 Faculty Board EXCO: Management Sciences
Thursday	16	10:00 Faculty Research Committee Meeting: Arts and Design
Friday	17	09:00 Labour Management Consultative Forum Meeting 10:00 Faculty Research Committee Meeting: Arts and Design Final date for the submission of all outstanding annual main examination scripts to the Examination Audit Panel 10:00 CONVEX Meeting
Saturday	18	10:00 Convocation Annual General Meeting
Sunday	19	
Monday	20	
Tuesday	21	09:00 Faculty Research Committee Meeting: Accounting and Informatics 09:00 Faculty Board EXCO: Applied Sciences
Wednesday	22	09:00 Faculty Board EXCO: Engineering and Built Environment Faculty Board EXCO approval of annual main examination results
Thursday	23	09:00 Faculty Board Meeting: Management Sciences

Publication of annual main examination results

Friday	24	<b>Second semester main examinations end for all faculties</b>
Saturday	25	<b>09:00 Council Meeting</b>
Sunday	26	
Monday	27	09:00 Faculty Research Committee Meeting: Health Sciences 09:00 Faculty Research Committee Meeting: Applied Sciences Supplementary examinations commence for all annual subjects
Tuesday	28	09:00 Executive Management Committee Meeting Final date for applications for scanning of annual main examination scripts
Wednesday	29	09:00 Faculty Management and Quality Committee Meeting: Health Sciences 09:00 Faculty Research Committee Meeting: Management Sciences 10:00 Faculty Board EXCO: Arts and Design Final date for capturing of marks for second semester subjects assessed by continuous assessment method
Thursday	30	09:00 Bid Adjudication Committee Meeting

□ The University respects the religious belief of all staff and students. As a result tests and examinations will not be scheduled on these days, however the University will remain open and operational.

## DECEMBER 2023

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Friday	1	Supplementary examinations end for all annual subjects Final date for applications for re-mark of annual main examination scripts
Saturday	2	
Sunday	3	
Monday	4	Final date for submission of signed mark sheet for second semester subjects assessed by continuous assessment method to the Examination Department
Tuesday	5	09:00 Faculty Research Committee Meeting: Engineering and Built Environment
Wednesday	6	10:00 Academic Executive Management
Thursday	7	10:30 CCPE Board of Studies
Friday	8	Final date for the submission of all outstanding second semester main examination scripts to the Examination Audit Panel Final date for the submission of all outstanding annual supplementary examination scripts to the Examination Audit Panel
Saturday	9	
Sunday	10	
Monday	11	
Tuesday	12	
Wednesday	13	Faculty Board EXCO approval of second semester main examination results
Thursday	14	Publication of second semester main examination results
Friday	15	<b>End of fourth Term / University Closes</b>
Saturday	16	<b>Day of Reconciliation (Public Holiday)</b>
Sunday	17	
Monday	18	
Tuesday	19	
Wednesday	20	
Thursday	21	
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	<b>Christmas Day (Public Holiday)</b>
Tuesday	26	<b>Day of Goodwill (Public Holiday)</b>
Wednesday	27	
Thursday	28	
Friday	29	
Saturday	30	
Sunday	31	<b>New Year's Eve (Public Holiday)</b>

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## IMPORTANT NOTICE

The rules in this Handbook must be read in conjunction with the rules in the relevant Departmental Handbook.

In order to assist the reader to familiarize themselves with key terms contained in this document a glossary of terms has been provided on the Durban University of Technology (DUT) website:

[Glossary of Terms.pdf \(dut.ac.za\)](https://www.dut.ac.za/glossary-of-terms.pdf)

# FINANCIAL AID SERVICES AND SCHOLARSHIPS

## 1. Location

1. Durban - Lower Library Complex, Steve Biko Campus: (031) 3732553(Reception) / 2931/2054/ 2557/ 2726/ 2272
2. Pietermaritzburg - Gate I, Block H, Room H110, Riverside campus, Scottsville. 033 845 8889/90.

## 2. Core business

To provide a framework and supportive environment in respect of:-

- 21 The administering of NSFAS bursaries by disbursing funds to financially needy and academically deserving students;
- 22 Awarding of DUT Undergraduate Scholarship as per DUT criteria
- 23 Allocate Donor Bursaries based on academic merit as stipulated by Donors / sponsors criteria.

## 3. Guide for Financial Aid

Financial Aid is granted to full-time registered students only.

Students have to be South African citizens.

Allocation of funds is based on financial need and academic merit.

Financial Aid is granted subject to the conditions stipulated by donors/sponsors and DUT.

Funds allocated to students are credited/paid directly to the student's fee account.

Donors are entitled to a full and detailed account of the administration of their monies.

## 4. Application Process for Bursaries / NSFAS Loans

Only full-time registered students are allowed to complete and submit the application form for financial aid.

For Financial Aid applications for a DUT programme please apply online to [applications@nsfas.org.za](mailto:applications@nsfas.org.za) or call the NSFAS call centre on toll free 0800 067 327.

For an explanation on how to fill out the application form, please go to [www.nsfas.org.za](http://www.nsfas.org.za) or contact the call centre on the number above.

Please note that completing a form does not guarantee Financial Aid. For further assistance please consult the Department of Financial Aid and Scholarships on (031)373 2931/2557/2054.

## 5. Opening and Closing Date for NSFAS applications:

As announced by NSFAS Applications opens 1 September to 30 November 2019.

## 6. Bursaries

A grant allocated to a student for study and related purposes. Internal bursaries are grants made by DUT itself and by donors to DUT and are administered internally. External bursaries are of two types: those where donors and sponsors recruit and fund students based on their own criteria and process and those where sponsors/donors allocate funds to DUT for allocation and expect DUT to make its own decisions in this regard.

## 7. Advertising of Bursaries

When donors pledge funds to DUT, such funds will be advertised on the DUT website, email, and Notice Boards: -

- Department of Financial Aid
- Targeted Academic Departures
- Faculty Offices
- Department of Finance

## **I DUT Scholarship Policy (*Administered by the Department of Finance*)**

### **I.1 Undergraduate Scholarship: For New Students (First Academic Period)**

This award is made to first year full-time South African students who have obtained excellent results in the National Senior Certificate in the preceding year which takes the form of a tuition fee remission as follows:

- I.1.1 A New student who has obtained a National Senior Certificate with an aggregate of 80% or higher shall qualify for a 100% remission of tuition fees for the first year of registration (subject to 10.1.3 below).
- I.1.2 A New student who has obtained a National Senior Certificate with an aggregate of between 70% - 79% shall qualify for a 50% remission of tuition fees for the first year of registration, (subject to 10.1.3 below).

#### **Important Notes**

- I.1.3 The calculation of the aggregate percentage is made by the DUT, and is based on the sum total of the percentages achieved for individual subjects (excluding Life Orientation) divided by the total number of subjects taken. Where a student has taken more than seven subjects, the aggregate percentage of the six highest subjects (excluding Life Orientation) is calculated.
- I.1.4 Only students who have obtained the National Senior Certificate in one sitting qualify for this award. Subjects for whom 'exemptions' are granted towards the National Senior Certificate will not be eligible for this award. Matriculants who took a gap year/s after their final school year will not be considered for this award.
- I.1.5 Should a recipient of the scholarship withdraw from studies in the year for which the scholarship is granted, the full scholarship becomes payable to the Institution.
- I.1.6 Students who require and obtain exemption/s for admission to a DUT programme will not be eligible for this award.
- I.1.7 The award is made for the first and only undergraduate study.

## **1.2. UNDERGRADUATE SCHOLARSHIP AWARD SCHEME - FOR RETURNING STUDENTS (AFTER YEAR 1/SEMESTER 1)**

This award is given to full-time, second and later year/semester South African students who obtain excellent results in the various levels of undergraduate study, and takes the form of a tuition fee remission as follows:

- 1.2.1 A returning student who achieved distinctions as final results for all subjects for the previous year/level of study on the first attempt, and provided that the full curriculum was taken and passed, shall qualify for a full remission of tuition fees for the subsequent higher level of study.
- 1.2.2 A returning student who has achieved an overall pass with distinction (average of 75% and above, incl. rounding off) for the previous year/level of study on the first attempt and provided that the full curriculum was taken and passed, shall qualify for a 50% remission of tuition fees for the subsequent higher levels of study.

**NB: Performance in the Experiential Training Component is not considered in the above cases.**

### **Explanatory Notes**

1.2.2. .1 The term 'subsequent level of study' as used in this policy, shall mean: the subsequent year of study, if the student is pursuing an annual programme of study.

the first semester following the final examination in which the student obtained the qualifying distinctions/overall pass with distinction for all the subjects, if the student is pursuing a semesterised course of study. (To qualify for the remission of fees for the second semester, the student must achieve the qualifying distinctions/overall pass with distinction for all the subjects in the first semester).

The semester following the co-operative education or experiential training component, in the event that a student is placed in industry for this purpose at the beginning of the year/semester following the final examination in which the student obtained the qualifying distinctions/overall pass with distinction for all institutional offerings. Should a student achieve the qualifying distinctions/overall pass for the third year or final semester of the undergraduate qualification, such a student is entitled to a remission of fees for the programme for that year/semester provided the student registers for the full curriculum of the programme on a full time and part-time basis.

**PLEASE NOTE:** A student who registers for part of the programme i.e. part-time over two years is only entitled to the remission of the part-time tuition fees for the first year/semester of study if he/she qualified for the award in his/her third year/semester. For students who receive qualifying distinctions/overall pass with distinction for all subjects in the registered programme, the student is advised to contact the Research Department to enquire about further incentives for the M Tech programme.

- I.2.22 Should the student register for a combination of semester and annual subjects in the subsequent level of study, the remission shall apply to the annual subjects and to the first semester of the subsequent level of study only.  
(To qualify for the remission of fees for the second semester, the student must achieve the qualifying distinctions/overall pass with distinction for all the subjects in the first semester.)
- I.2.23 The onus is on the student to establish whether he/she qualifies for a remission of fees at the time of student registration.
- I.2.24 'Exemption' subjects do not qualify for the purposes of determining whether a full curriculum is taken, whether such exemptions are granted from the DUT or any other institution.
- I.2.25 Should a recipient of the scholarship withdraw from studies in the year/semester for which the scholarship is granted, the full scholarship becomes payable to the Institution.

### **I.3 Dean's Merit Award**

The Executive Dean will issue a Merit Certificate per qualification on condition that the incumbent has received the qualification with *Cum Laude* and the incumbent is the best performing student in that qualification. There will not be any money award but only one monetary award will be given to the best performing student in the Faculty.

### **I.4 Vice-Chancellor's Award**

This scholarship is awarded at the discretion of the Vice-Chancellor, not necessarily to top academic achievers, but to new students who have obtained good passes in the NSC examination, despite personal circumstances. This scholarship will be limited each year, and shall usually take the form of a remission of tuition fees for the first year of study only, except that in deserving cases, this may be reviewed.

### **I.5 Dux Award**

This scholarship is awarded to the recipient of the Dux/Top Matriculant at each school. The applicant has to satisfy the entry requirements for the programme applied for:

- This award takes the form of a remission of tuition fees for the first year of study only.
- Further remissions will be subject to the criteria identified for second and later year students (see 2 above)
- Written proof on a school letterhead, of being a Dux recipient, bearing the signature of the school principal and the official stamp of the school must accompany all applications.

**NB:** The remission of fees for each of the awards detailed above excludes any additional costs eg: breakages, experiential training etc.

## **1.6 Merit Award for Students Who Receive Other Bursaries or Scholarships**

- 10.6.1 The onus is on the student to declare the receipt of any outside bursaries/loans when applying for a DUT scholarship in the first instance. Failure to do this could result in any future scholarship awards payable to the student being forfeited.
- 1.6.2 The remission of fees as described in the above awards does not apply to students who are in receipt of any scholarship (NRF) or bursary which covers the full amount that the student qualifies for in terms of this policy and which is ear-marked for the payment of tuition fees. A merit award is made however, to such students who otherwise meet the criteria for a DUT scholarship award, and this shall take the form of:
  - 1.6.2.1 A voucher for the sum of R500 for the purchase of academic textbooks, for:
    - second and later year /semester students who achieve an overall pass with distinction (average of 75% and above);
    - first year/semester students who obtain a matriculation endorsement with an aggregate of 70% - 79% in the NSC examination.
  - 1.6.2.2 A voucher for the sum of R800 for the purchase of academic textbooks for:
    - second and later year/semester students who achieve a distinction (75% and above) for each of the subjects for the year of study;
    - first year/semester students who obtain a matriculation endorsement with an aggregate of 80% or higher in the NSC examination.
  - 1.6.2.3 If the student qualifies for a 100% remission of tuition fees and receives another bursary or scholarship that is less than the amount the student would have qualified for in terms of the student incentive scheme, the DUT shall grant a remission of fees for the difference. If the difference is less than the book voucher, the student will qualify for the book voucher of R800.
  - 1.6.2.4 If the student qualifies for less than 100% remission of tuition fees, viz 50% and receives another partial bursary, DUT shall grant a remission that is not more than the amount the student would have qualified for. This shall also be limited to the difference between the full tuition fee payable and the bursary received by the student (Top up).

# LIBRARY RULES AND REGULATIONS

## Introduction

The main purpose of the rules of the library is to protect/safeguard the common interest of all library users and to enable the library to carry out its functions effectively and efficiently.

## Membership

1. Membership of the DUT libraries and access to its services are open to all registered DUT students and staff who are in possession of a valid identification card issued by the university. The student or staff card is required for accessing the physical library, borrowing of library resources, and usage of facilities as well as online resources.
2. Other persons, who are not a DUT student or staff may apply for visitor membership. The application for membership must be approved by the library director or by a library manager. Visitor members must pay the approved fee as decided by the library committee which will entitle them to limited use of the library facilities. Visitor members will be issued with a membership card for the current year and must apply for membership each year.
3. Membership allows access to all site/campus libraries in DUT.

## Borrowing

4. The member is responsible for all items borrowed in his/her name. The onus is therefore on the member to report a lost or stolen card to the library immediately to prevent unauthorized use thereof.
5. All items borrowed are subject to the loan period prescribed for that particular type of material. The onus is on the member to check the due date of the items.
6. Members are advised to ensure that the item they return is given to library staff or deposited in the library book drop facility or returned at a self-check/return facility, and the loan record is cancelled. Items should not be left on the counter or any other place in the library, as the library will not accept responsibility for any loss or negligence.
7. Items borrowed on interlibrary loans are subject to the rules of the interlibrary loan services, including costs involved to use this service.
8. Fines are payable on all overdue items.
9. Items which have not been returned or have been lost will result in the member's examination results being withheld or the member being denied further use of the library until such time as the item has been returned in reasonable condition or the replacement value of the item has been paid in full and all outstanding fines settled.
10. Before exiting the library, all library items must be officially issued by the library staff member on duty at the circulation desk or via the self-check/return facility. Any person who activates the security system with items which have not been officially issued will have disciplinary proceedings instituted against them, in accordance with DUT disciplinary code.
11. Any alleged offender who refuses to sign the Infringement of Library Rules form, pay the due fine, and / or pay replacement cost will be referred to the DUT Student Disciplinary Tribunal.

12. Disciplinary proceedings, in accordance with DUT disciplinary code may be instituted against persons who attempt to leave the library with an unissued item:
  - (i) 1st time offender will be required to sign the Infringement of Library Rules form and will be given a warning with a message on the library system indicating the offence;
  - (ii) 2nd time offender will be fined R100.00 with a message on the library system indicating the offence;
  - (iii) 3rd time offender will be referred to the DUT Student Disciplinary Tribunal.
13. Disciplinary proceedings, in accordance with DUT disciplinary code must be instituted against persons who cause deliberate damage to library resources by attempting to mutilate material by marking, underlining, or removing pages, removing binding or electronic detection devices, maliciously accessing, altering, deleting, damaging or destroying any furniture, equipment, computer system, network, computer program or data:
  - (i) 1st time offender will sign the Infringement of Library Rules form, and will be fined R500.00 with a message on the library system indicating the offence. If the price of the item exceeds R500.00, the offender will pay the replacement cost of the item
  - (ii) Subsequent offender, will be referred to the DUT Student Disciplinary Tribunal
  - (iii) If a member returns an item that is damaged, i.e. loose cover, loose pages or missing pages, the member will either be required to pay repair costs or the replacement cost of the item
  - (iv) If a member returns items late three times in succession, she/he will not be allowed to borrow any items from the library for one month.
  - (v) No items will be issued to the member until all outstanding fines are paid and the member's name has been cleared from the library system.
  - (iv) In certain circumstances, library users may be asked to show their books, files, bags, etc. to the security guard or a library staff member before leaving the library.

#### **14. Hours of Operation**

The hours of operation differ between the various site libraries and during vacation periods. Use of the respective libraries is restricted to the official hours of opening as displayed outside the entrance to the libraries or on electronic noticeboards, library website, library social media platforms or library APP.

#### **15. Copyright**

Members must ensure that any material printed or photocopied on library printers or photocopiers is carried out in compliance with the current Copyright Act. Notices to this effect are posted near the public printers and photocopiers.

Use of electronic resources in the Library or accessed remotely from outside the Library, is governed by the Copyright Act and also by licence agreements signed by the Library.

Members are deemed to have undertaken to abide by these license agreements when they register as members of the DUT Library and to have acknowledged that any material obtained under these agreements is solely for educational use.

## 16. Library Code of Conduct

In order to create an environment that is conducive to teaching, learning and research, users must adhere to the following:

- (i) The needs of others for a quiet study environment must be observed and noise levels kept to a minimum;
- (ii) No smoking, eating and/or drinking in the library (bottled water is allowed);
- (iii) Cell phones/ Tablets must be switched to silent before entering the library;
- (iv) Bags are allowed in the library except at the Brickfield Library;
- (v) Personal property should not be left unattended. The library will not accept responsibility for loss of personal property.
- (vi) Misuse of library computers/equipment may result in the withdrawal of the privilege to use them.
- (vii) Members must comply with copyright regulations and observe academic integrity.
- (viii) E-zone/ group rooms or use of library equipment and facilities rules must be adhered to as stipulated in the library notice boards/webpage/ library computer use guidelines or DUT computer use policy

# GENERAL RULES FOR ALL INSTRUCTIONAL PROGRAMMES

## GI Definitions and Legal Force of Rules:

**Academic year** means January to December of a particular year. (*Inserted w.e.f 2020/01*)

**Act** means the means the Higher Education Act 1997 (Act 101 of 1997), as amended.

**Assessment** is the structured process for gathering evidence and making judgments, either formative or summative, about a student's performance. Formative judgments provide the student with guidance on how to improve on their performance prior to final assessment, at which point a summative judgment of pass/fail is made.

A subject which is **complementary** to another is one for which a student must register and write all test and examinations but not necessarily pass, prior to, or simultaneously with, that other subject.

A **co-requisite subject** is one that must be passed prior to, or simultaneously with, another subject before a credit will be given for that latter subject.

**Council** means the Council of the Institution.

A **credit** is given for every subject in accordance with its importance, its scope and the time to be spent on it. The credit value of each subject is therefore in direct proportion to its scope and is expressed to the third decimal place, e.g. 0,025 credits. A complete full time instructional programme involving a full year's academic study represents one credit.

**Equivalent** - insofar as it refers within the G-Rules to the admission requirements of the National Higher Diploma, Bachelor in Technology Degree, Master's Diploma in Technology, Master's Degree in Technology and Doctor's Degree in Technology - means a complete or incomplete qualification equal in academic value or academic importance.

An **exposure module (or subject)** is one that the student must have been enrolled for previously, before being allowed to commence with another module that the exposure is deemed necessary for. The individual programme rules will specify a sub minimum final mark that must be achieved before the student may progress to the latter. (*Inserted w.e.f 2019/01*)

A **final level** subject (in respect of pre-HEQSF qualifications) is one with a SAPSE code ending with 03 for National Diploma, 06 for National Higher Diploma and B. Tech Degree and 07 for M. Tech Degree. (In respect of HEQSF) A module at the exit level of the programme/qualification AND A module contributes to the highest level of achievement of the exit level outcomes of the programme/qualification

**Formal Courses/Instructional Programmes:** Senate approved courses/instructional programmes of at least one semester/six months full-time equivalent duration can either be state approved subsidy generating courses/instructional programmes or self-funding approved courses/instructional programmes registered with the national qualifications authority.

## GI (cont)

The **Higher Education Qualifications Sub-Framework (HEQSF)**, effective from December 2012, is a policy which specifies the minimum legal aspects of higher education formal qualifications in South Africa and how these qualifications fit within South Africa's overall National Qualifications Framework (NQF).

The formal qualifications offered by the Durban University of Technology (DUT) comply with all legal requirements stipulated by the Department of Higher Education and Training (DHET). These include their accreditation by the Higher Education Qualifications Council (HEQC) and registration on the NQF by the South African Qualifications Authority (SAQA).

The DUT is in the process of aligning existing formal qualifications with the HEQSF. This process is being followed by all South African higher education institutions as a legal requirement and will take these institutions a number of years to complete. DUT gives the assurance that the status and value of DUT qualifications will in no way be adversely affected during this transitional period and beyond.

The **Institution** refers to the Durban University of Technology.

**Institutional Rules** means the Rules of the Institution as approved by Senate and/or Council.

**Linked modules** may be specified with respect to two consecutive semester modules that show continuity in terms of content. (*Inserted w.e.f 2019/01*)

A **module** is a unit of study which:

- (i) is evaluated in a manner determined by the Institution;
- (ii) contributes a certain value to the total credit requirements for the given year/semester of an instructional programme;
- (iii) is started, completed and evaluated in its entirety within part of a year/semester;
- (iv) may have prerequisites; and
- (v) has a credit value which determines when a student has complied with all the requirements of an instructional programme.

**Non-subsidised programmes** are:

Self-supporting programmes which are offered by the Institution that are not subsidised by the State and have been approved as follows:

- 120 contact hours or less, by Faculty Board;
- greater than 120 contact hours and less than or equal to 360 contact hours, by Senex (via Faculty Board);
- more than 360 contact hours, by Senate (via Faculty Board)

A **prerequisite** subject is one that must be passed before a student may register for one or more further subjects as specified in any departmental handbook. This includes a subject which continues from one level to the next higher level.

**GI** (cont)

**Recognition of Prior Learning (RPL)** means the assessment of an applicant's previous non-formal and informal learning and experience to determine the extent to which this meets the required learning outcomes, competency outcomes, or standards for entry or access into a specified level of study at the University. A variety of assessment methods is used to determine the relevance, depth and extent of an applicant's prior learning.

**Report 150** means the General Policy for Instructional Programmes of the Department of Higher Education and Training.

**Senex** means the Executive Committee of Senate.

**Statute** means the DUT Statute.

A **subject** is an identifiable unit of study which:

- (i) is evaluated in a manner determined by the Institution;
- (ii) contributes a certain value to the total credit requirements for the given year/semester of an instructional programme;
- (iii) may have prerequisites;
- (iv) has a credit value which is used to determine when a student has complied with all the requirements of an instructional programme; and
- (v) extends over a whole year/semester with a minimum of one contact period per week over the whole year/semester and an examination conducted during a specific examination period at the end of the year/semester (except in the case of continuous assessment). Rule G28 is the only G-Rule applicable to subjects categorized as experiential learning. Refer also to departmental handbooks.

**Subsidised** instructional programme/subjects are those funded by the State.

A **substitute module** is a module (or subject) that is equivalent to another module as far as a pre-requisite is concerned.

*(Inserted w.e.f 2017/01)*

## GI (cont)

- (1) The rules and syllabi which appear in this General Handbook and the Departmental Handbooks are based inter alia:
  - resolutions of the Senate by virtue of authority given under the Act;
  - the Statute;
  - the Institutional Rulesand except where otherwise stated or prescribed by the Senate, shall be applicable to every student of the Institution.
- (2) Except where otherwise laid down expressly by the rules for an instructional programme or by necessary implication, the General Rules, where applicable, hold good for individual instructional programmes as well. Where a General Rule and a Department Rule deal with the same matter, the more limiting rule shall apply.
- (3) The Council may enter into agreements with other bodies to offer qualifications and/or the tuition leading to qualifications. Any special rule which is a requirement of such an agreement is specified in the rules of the instructional programmes of the Faculty/ies concerned. (Faculty is interpreted as an aggregation of departments.)
- (4) The Senate may revise or add to its rules from time to time and any such alteration or addition shall become binding upon publication of the Institution's General Handbook for Students or upon such date as may be specified by the Senate, provided that no change in rules shall be interpreted to operate retrospectively to the prejudice of any currently registered student.
- (5) All rules applying to an instructional programme when a student registers for that instructional programme shall remain in force and effect for as long as the student remains registered for every consecutive year/semester thereafter for that instructional programme. For the purposes of this rule, consecutive registration shall be regarded as including periods of experiential learning.
- (6) Notwithstanding Rule GI(5) a student must comply with those rules applicable to a subject at the time the student registers for that subject.
- (7) If for any reason the Institution has omitted to enforce a rule, this shall not be interpreted as a condonation of a breach of these rules and the new Institution shall at all times retain the right to enforce the rule.
- (8) Any student wishing to appeal against:
  - (a) the implementation of any rule must do so in the first instance to the relevant Head of Department;
  - (b) the decision of a Head of Department must do so via the relevant Executive Dean who will make a final decision, in terms of national legislation as well as policies and procedures of the institution

*(Amended w.e.f. 2016/01)*

All appeals must be in writing and include a clear motivation as to why the rule/s and/or decision in issue should not be enforced in the particular circumstances.
- (9) Any student wishing to appeal against a decision which is not rule related must follow the steps set out in the "Process for dealing with student issues" included at the end of these rules.

*(Inserted w.e.f. 2013/01)*

## **G2 ELIGIBILITY AND REQUIREMENTS**

Subject to the provisions of the Act, and the rules contained herein, the Senate shall make rules for each instructional programme, relating to:

- (1) the eligibility of a person to register as a student at the Institution for each certificate, diploma or degree as approved by Senate;
- (2) the period of attendance; and
- (3) instructional programme, work and other requirements which shall be complied with in order to qualify for each certificate, diploma or degree

## **G3 REGISTRATION**

(1) Persons who wish to register as a student of the Institution must comply with all of the following:

- (a) meet the Institution's admission requirements as stated in the General Rules and relevant Departmental Rules. While the Institution takes all reasonable precautions to ensure that students who are admitted for study to an academic programme meet the Institution's rules and the programme admission requirements and rules, any student admitted in error shall be deregistered from the programme;  
(Amended w.e.f. 2021/01)
- (b) agree to any measure taken by the Institution to check and authenticate any documentation submitted for admission. Any incorrect and false information submitted may render a registered student to be charged with misconduct which could lead to the termination of a student's registration with the Institution. Applicants submitting incorrect and false information will be disqualified from admission to the Institution;  
(Amended w.e.f. 2019/01)
- (c) undergo (where applicable) any selection procedures, which may be unique to the instructional programme the student has chosen;
- (d) be academically accepted for registration by the department offering the relevant instructional programme.
- (e) pay (where applicable) the prescribed non-refundable acceptance deposit, before due date;
- (f) complete, sign and have the official registration forms accepted by the relevant Office, whereby they bind themselves to all rules of the Institution;
- (g) register with the Institution on the prescribed registration date or, with the permission of the relevant Head of Department, not later than the final date for registration as determined by Senate, and then subject to any penalty fees;
- (h) pay all fees by due dates;
- (i) register for subjects only where there are no examination timetable clashes;
- (j) in the case of clashes in the lecture timetable, refer to the rules of the programme, and register only at the discretion of the Head of Department of the relevant instructional programme, and then by mutual written agreement; and
- (k) submit acceptable documented proof, when registering, of compliance with the relevant entrance requirements. Notwithstanding full compliance with all necessary requirements as stipulated in Rule G3, a person's unconditional registration will only occur when the person's relevant original certificate, diploma or degree, as well as all other relevant information / documentation has been vetted by and to the satisfaction of the Institution. (Rule G3(5)(a)(iv) refers.)

### G3 (cont)

- l) Fulfil any health, safety and capacity requirement, including vaccinations and/or medical tests that may be a specific professional board requirement for the instructional programme that the student has chosen. Failure to comply with this requirement will result in the termination of the student's registration for the programme.  
*(Inserted wef from 2019/01)*
- m) Immediately report to the Head of Department any notifiable medical condition that the student may have contracted, in accordance with National Health Act (Act 61 of 2003).  
*(Inserted wef from 2019/01)*
- (2) Failure to pay any prescribed deposits by the due date may lead to the forfeiture of the acceptance for an instructional programme. Failure to register on the due date may lead to forfeiture of acceptance and any deposit paid.
- (3) No person shall attend any instructional programme offered by the Institution, submit any work for assessment or use the Library or other facilities or property of the Institution, unless the person has registered as a student.
- (4) (a) Except with the prior permission of the Senex, no student shall be registered simultaneously for more than one instructional programme and/or at another institution.  
(b) If a student is granted such permission, it should in no way be implied that exemption, as envisaged in Rules G8 and G9 respectively, will automatically be granted by the Institution. Furthermore, should a clash in examination dates and times occur between the Institution's examination timetable and that of the other institution, the Institution's timetable must take precedence.
- (5) (a) The registration of a student shall be considered to be provisional if the student's admission requirements are:
  - (i) subject to compliance with Rules G8, G9 and/or G10.
  - (ii) subject to delay in the publication of the results of the immediately preceding examination; such delay not to exceed one calendar month after the student's registration;
  - (iii) *(Deleted w.e.f. 2021/01)*
- (b) Provisional registration shall become unconditional registration when the student has complied with all the outstanding requirements as dealt with in Rule G3(5)(a) within the period stipulated by the Institution.
- (c) Provisional registration shall be cancelled if the student fails to comply with the outstanding requirements as dealt with in Rule G3(5)(a), within the period stipulated by the Institution.
- (d) A provisionally registered student shall be permitted to write the examinations provided the stipulated period for such provisional registration has not expired (Rule G3(5)(c) refers). No credit for any subject passed will be given until such time as the outstanding requirements have been complied with.
- (6) A registered student is entitled to further register at the Institution for a subject(s) which is/are additional to the requisite number of subjects for the student's current year/semester of study as determined by the Institution provided that:
  - (a) in the case of clashes in the lecture timetable, the student registers only at the discretion of the Head of Department of the relevant instructional programme, and then by mutual written agreement;

### **G3(6)** (cont)

- (b) there is no examination timetable clash;
  - (c) the student, before enrolling for such subject(s), obtains the written approval of all relevant heads of academic departments, including the Head of Department for the student's current instructional programme;
  - (d) the relevant subject fee(s) is/are paid by the due date;
  - (e) such subject(s) will be deemed subject(s) taken for non-certificate/diploma/degree purposes and may become part of an instructional programme with the approval of the relevant Faculty Board (Rule G7(6) refers). *(Amended w.e.f. 2020/01)*
- (7) The Senate reserves the right to cancel an advertised class, to discontinue an instructional programme and, in the event of insufficient enrolment for an instructional programme, to de-register those students who have registered for it for the first time in the current academic year/semester.
- (8) A student who was formerly, or is currently, registered for a qualification at any other educational institution and, before completing the requirements towards such qualification, wishes to register for an instructional programme towards a qualification at the Institution, must produce, to the satisfaction of the Institution, a "certificate of conduct" from that other educational institution before being permitted to register.
- (9) Only registered students may nominate, be nominated, vote or hold office for/on the SRC.  
For the purposes of nominating or being nominated, voting and holding office on the Students Representative Council (SRC), a registered student is any student who has been registered for at least one semester in terms of the provision of Rule G3(1) for a formal instructional programme recognised by the Senate as of a standard at least equal to that of a programme in respect of which any State subsidy is granted or may be granted.  
If a student's registration ceases for whatever reason after the student's election to the SRC, such holding of office shall correspondingly terminate.
- (10) A student is not permitted to re-register for a subject that he/she has already passed at the Institution.  
*(Inserted w.e.f. 2011/01)*

### **G4 INTERNATIONAL STUDENTS**

**NOTE: The Institution regards International Students as those who require study visas.**

An international student who wishes to follow an instructional programme at the Institution must, after being accepted by the Head of Department for a particular instructional programme, obtain the required study visa before registration. Acceptance by the Head of Department as a potential student will not place any obligation on the South African Government to issue a study visa or to renew a study visa for a subsequent year of study.

- (1) When selecting students the Institution reserves the right to give preference to South African citizens and permanent residents.
- (2) No international person shall be registered, even provisionally, for any instructional programme, without inter alia:
  - (a) a valid study visa issued by the Department of Home Affairs;
  - (b) payment of a prescribed levy;

## **G4 (cont)**

- (c) complying in full with all academic admission requirements; and
  - (d) proof of medical aid cover to the satisfaction of the Institution.  
*(Amended w.e.f. 2013/01)*
- (3) When registered, an international student will be required to comply fully with all requirements of the relevant instructional programme including any subject which involves any official South African language.

## **G5 LIMITATION ON THE NUMBER OF STUDENTS ACCEPTED**

The Senate shall determine the maximum and minimum number of students that may be accepted for registration for an instructional programme in any year.

## **G6A DATES OF REGISTRATION / DE-REGISTRATION**

- (1) The dates for registration for any instructional programme will be determined by the Senate annually.
- (2) The Senate may stipulate dates after which a student shall neither be registered nor de-registered in any academic year, nor shall make any change to the student's approved instructional programme.

## **G6B INTERRUPTION OF STUDIES**

- (1) If, for whatever reason, a student does not register consecutively for every year/ semester of the programme, his/ her existing registration contract with the University shall cease unless the student has applied to the Department for permission to interrupt studies.
- (2) Where such permission has not been given, re-registration will be at the discretion of the University and, if permitted, will be in accordance with the rules applicable at that time.
- (3) A student may appeal against the application of Rule G6B in accordance with Rule G1(8).  
*(Inserted wef 2019/01)*

## **G7 MINIMUM ADMISSION REQUIREMENTS**

### **G7(1) GENERAL ADMISSION REQUIREMENTS**

A person will only be considered for registration for an instructional programme approved by the Institution's Senate if the person complies with:

- (a) the minimum admission requirements stated in Rule G7 and Rules G19 to G25 inclusive, as applicable;
- (b) Institutional faculty, departmental and/or instructional programme specific rules; and
- (c) Rules G3 and G4.

### **G7(2) ADMISSION REQUIREMENTS BASED UPON SCHOOL LEAVING OR TECHNICAL EXAMINATIONS**

- (a) Pre 2009:  
PRIOR TO THE PROMULGATION OF THE HIGHER EDUCATION  
QUALIFICATIONS FRAMEWORK (HEQF):  
For National Certificate, National Higher Certificate and National Diploma:

a Senior Certificate certified by the Council for General and Further Education and Training (Umalusi), provided:

- (i) that the subjects passed in obtaining such a certificate include a minimum of four subjects (which may not include more than two of the official languages) passed on the Higher Grade and/or the Standard Grade, one of which must be English at least on Second Language Standard Grade level; and
- (ii) any Functional Grade subject(s) and/or Lower Grade subject(s) offered is/are not a prerequisite for the proposed instructional programme;

**OR**

(b) With effect from 1 January 2009:

- (i) **PRIOR TO THE PROMULGATION OF THE HIGHER EDUCATION QUALIFICATIONS FRAMEWORK (HEQF):**

For National Certificate, National Higher Certificate and National Diploma: a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi) provided that a minimum of 4 recognised NSC 20-credit subjects must be passed. These 4 subjects must:

- (.i) include English with a minimum achievement rating of 3;
- (.ii) not exceed 2 official languages; and
- (.iii) have a minimum achievement rating of 3, in accordance with the following NSC levels of achievement:

Rating Code	Rating	Marks %
7	Outstanding Achievement	80 - 100
6	Meritorious Achievement	70 - 79
5	Substantial Achievement	60 - 69
4	Adequate Achievement	50 - 59
3	Moderate Achievement	40 - 49
2	Elementary Achievement	30 - 39
1	Not Achieved	0 - 29

*(Inserted wef 2009/01)*

- (ii) **IN TERMS OF THE HIGHER EDUCATION QUALIFICATIONS FRAMEWORK (HEQF):**
  - For Higher Certificate: a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi), with a minimum achievement rating of 3 for English.
  - For Diploma: a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi), with a minimum achievement rating of 3 for English and a minimum achievement rating of 3 in four recognised NSC 20-credit subjects.
  - For Bachelor's Degree: a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi), with a minimum achievement rating of 3 for English and a minimum achievement rating of 4 in four NSC 20-credit subjects chosen from the NSC designated subject list.

*(Inserted wef 2012/01)*

**OR**

**G7(2)(cont)**

**(c) PRIOR TO THE PROMULGATION OF THE HIGHER EDUCATION QUALIFICATIONS FRAMEWORK (HEQF):**

For National Certificate, National Higher Certificate and National Diploma:

- (i) an N3 Certificate or NTC III obtained with passes in at least four subjects, plus two of the official languages, one of which must be English; provided that one of the official languages must be passed at least on First Language Standard Grade level and the other at least on Second Language Standard Grade level. (See notes to (c) below); or
- (ii) passes in two official languages or equivalent as described in (i) above and one of the following credit combinations of four subjects:
  - 3 Senior Certificate subject passes on at least Standard Grade and one N3 subject; or
  - 2 Senior Certificate subject passes on at least Standard Grade and two N3 subjects; or
  - 1 Senior Certificate subject pass on at least Standard Grade and three N3 subjects

Notes to (c):

1. An N3 subject pass is equivalent to a corresponding Senior Certificate Standard Grade subject pass.
2. The N3 and Standard Grade subjects must each be passed with at least 40 per cent.
3. The percentages obtained for each of the subjects offered towards any of the above credit combinations (including the required languages) must be converted to marks out of 300 for Standard Grade or N3 passes and out of 400 for Higher Grade passes. These marks must then be added together for all six subjects and a minimum total of 720 marks must be obtained for full compliance with G7(2)(c);

**OR**

**(d) PRIOR TO THE PROMULGATION OF THE HIGHER EDUCATION QUALIFICATIONS FRAMEWORK (HEQF):**

For National Certificate, National Higher Certificate and National Diploma:  
four N4 credits in appropriate subjects (attaining a mark of at least 50% in each of the 4 subjects) provided that the person can prove communicative competence in English;

**OR**

**(e) with effect from 1 January 2009:**

**IN TERMS OF THE HIGHER EDUCATION QUALIFICATIONS FRAMEWORK (HEQF):**

- For Higher Certificate:
  - a National Certificate (Vocational) Level 4 with at least 50% in English
- For Diploma:
  - a National Certificate (Vocational) Level 4 with the following minimum requirements:
    - (i) at least 50% in three fundamental subjects, including English; and
    - (ii) at least 60% in three compulsory vocational subjects.

## **G7(2)(e)(cont)**

For Bachelor's Degree:

a National Certificate (Vocational) Level 4 with the following minimum requirements:

- (i) at least 60% in three fundamental subjects, including English; and
- (ii) at least 70% in four compulsory vocational subjects, chosen from the National Certificate (Vocational) Level 4 subjects.  
*(Inserted wef 2012/01)*

### **OR**

- (f) Any other qualifications which the Senate may accept for the admission of a student for study at the Institution including as per Rule G7(5), provided that the person's standard of communication skills, ability to study successfully and/ or work experience are such that the person, in the opinion of the relevant head of department, should be able to complete the instructional programme.

## **G7(3) ADMISSION REQUIREMENTS BASED UPON WORK EXPERIENCE, AGE AND MATURITY**

- A) For admission to entry level degree studies:

A person may, subject to such requirements as the Senate may determine, be admitted if such a person is in possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, but lacks the minimum requirements for admission to the degree provided that:

- (a) the person shall have reached the age of 23 in the first year of registration and shall have at least:
  - three years' appropriate work experience; and/or
  - capacity for the proposed instructional programme, which shall be assessed by a Senate approved admission assessment comprising of a DUT Standardised Assessment Test for Access and Placement (SATAP), Academic Literacies (AL) & English for Academic Purposes (EAP) (2,5 hours) and/or an appropriate subject- or programme-specific written assessment designed and marked by the relevant Department; and the person has obtained  
*(Amended wef 2019/01)*
- (b) a conditional certificate of exemption from the Matriculation Board (when in possession of the Senior Certificate (SC)); OR has met
- (c) the requirements for Senate discretionary admission (when in possession of the NSC or equivalent), where Senate is satisfied the applicant has shown sufficient academic ability to ensure success, and that the person's standard of communication skills, and/or work experience are such that the person, in the opinion of the Senate, should be able to complete the proposed instructional programme successfully.
- (d) Applicants intending to gain admission through Rule G7 (3)(A) must submit their applications at least four months before commencement of the academic year inclusive of the date of scheduling writing a requisite eligibility assessment.  
*(Inserted wef 2019/01)*
- (e) the person's application for admission in terms of Rule G7(3)(A) is approved prior to registration.

### **G7(3)(cont)**

- B) For admission to entry level diploma and certificate studies:  
A person may, subject to such requirements as the Senate may determine, be admitted to the Institution if such a person does not comply with the requirements set out in sub-paragraphs G7(1) and G7(2) provided that:
- (a) The person shall have reached the age of 23 in the first year of registration and shall have at least:
- three years' appropriate work experience; and/or capacity for the proposed instructional programme, which shall be assessed at the discretion of the respective Head of Department by a Senate-approved admission assessment comprising of a DUT Standardised Assessment Test for Access and Placement (SATAP), Academic Literacies (AL) & English for Academic Purposes (EAP) and/or an appropriate subject- or programme-specific written assessment designed and marked by the relevant Department; and  
*(Amended wef 2019/01)*
- (b) the relevant Faculty Board shall be satisfied that the person's standard of communication skills, ability to study successfully and/or work experience are such that the person, in the opinion of the relevant Faculty Board, should be able to complete the proposed instructional programme successfully. If required, the communication skills and study skills should be tested; and
- (c) the person's application for admission in terms of Rule G7(3) is approved prior to registration.
- (d) Applicants intending to gain admission through Rule G7 (3)(B) must submit their applications at least four months before commencement of the academic year inclusive of the date of scheduling writing a requisite eligibility assessment.  
*(Inserted wef 2019/01)*
- (e) the person's application for admission in terms of Rule G7(3)(B) is approved prior to registration.  
*(Amended w.e.f. 2017/01)*

### **G7(4) SOUTH AFRICAN SENIOR CERTIFICATE EXAMINATION AUTHORITIES ACCEPTABLE FOR ADMISSION PURPOSES**

(a) PRE-1996:

Transvaal Education Department  
Cape Education Department  
OFS Education Department

Natal Education Department

National Department of Education  
Department of Education and Training  
Department of Education and Culture:  
Administration: House of Representatives  
Department of Education and Culture:  
Administration: House of Delegates

(b) FROM 1996:

Gauteng Education Department  
Mpumalanga Education Department  
Limpopo Education Department  
Northwest Education Department  
Northern Cape Education Department

Western Cape Education Department  
KwaZulu-Natal Education Department  
Eastern Cape Education Department  
Free State Education Department  
National Department of Education  
National Department of Higher Education  
and Training (since 2009)  
Independent Examinations Board

(c) **ACE SCHOOL OF TOMORROW CERTIFICATES**

A person may be admitted to the Institution for education and training if the person meets the following requirements:

- (i) completion of the ACE School of Tomorrow Grade 12 Graduation Certificate, ACE School of Tomorrow NCSC or ACE School of Tomorrow ICCE, and Previous (ii) Deleted wef 2019/01.
- (iii) Completion of any further tests prescribed by Senate and administered by the Institution which demonstrates a candidate's preparedness for diploma/degree studies.
- (iv) ACE School of Tomorrow Candidates who write accredited NSC examinations i.e. DBE or IEB examinations will be admitted in terms of their status of their NSC certificates  
(Amended wef 2019/0)

**G7(5) INTERNATIONAL SCHOOL LEAVING EXAMINATIONS**

The Institution:

- 1. recognises, for admission purposes:
  - (a) any General Certificate of Education (GCE), or General Certificate of Secondary Education (GCSE) that is quality assured by Cambridge International Examinations (CIE); provided that the holder of such a Certificate has, at one or more examination sitting/s, passed a minimum of five approved Ordinary (O) Level subjects, of which:
    - (i) at least four must be at symbols A,B, or C;
    - (ii) no more than one may be a symbol D; and
    - (iii) at least one must be English Language or English Literature;and
  - (b) certain other international qualifications. Further details are obtainable from the Student Admissions Office or relevant Faculty Office.
- 2. reserves the right to request any person to have their international qualifications assessed by the South African Qualifications Authority (SAQA).  
(Amended w.e.f. 2013/01)

**G7(6) ADMISSION FOR NON-CERTIFICATE/DIPLOMA/DEGREE PURPOSES**

A person, including those who have not qualified for admission for certificate, diploma or degree studies, may, with the permission of the relevant Faculty Board, be admitted for non-certificate, non-diploma or non-degree purposes. In alignment with the Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education, credit/s may be granted towards an instructional programme with the approval of the relevant Faculty Board. (Rule G3(6)(e) refers). (Amended w.e.f. 2020/01)

**G7(7) ADMISSION TO A NON-SUBSIDISED PROGRAMME**

In respect of programmes for which no state subsidy is granted in terms of the Act, the Senate may accept lower qualifications for the purpose of admission. The administration of such courses is governed by the Institution's Non-subsidised Course Policy as approved by Senate.

## **G7(8) ADMISSION VIA RECOGNITION OF PRIOR LEARNING**

A person may on formal application and payment of the prescribed fee, and with the approval of the Executive Committee of the relevant Faculty Board be admitted for registration for an instructional programme approved by the Institution's Senate, in accordance with the Institution's Recognition of Prior Learning (RPL) Policy.

*(Amended w.e.f. 2013/01)*

## **G8 TRANSFER OF SUBJECTS PASSED AT THE INSTITUTION FROM ONE INCOMPLETE INSTRUCTIONAL PROGRAMME TO ANOTHER**

A student who has passed any number except all of the subjects towards an instructional programme at the Institution may transfer one or more of them from that instructional programme to another at the Institution, provided that these subjects are common to both instructional programmes. A student must, however, obtain the approval of the relevant academic Head of Department, who shall have full discretion in the granting of such subject transfer/s.

When a subject transfer is approved, the corresponding final result will also be transferred.

No fee is payable.

## **G9 EXEMPTIONS OF SUBJECTS A EXEMPTIONS OF SUBJECTS PASSED**

- (l) In compliance with Rule 18(4) a registered student may, on formal application and payment of the prescribed fee, and for the purpose of such student obtaining a qualification at the Institution, be granted an exemption from registration for a subject(s) which the student has already passed as part of an instructional programme which is accredited by the Council for Higher Education
- at the Institution or any other educational institution registered with the Department of Higher Education and Training as a higher education and training provider and regarded by the Council as equivalent to a university of technology,
  - towards a tertiary qualification which is registered with the South African Qualifications Authority provided that:
    - (a) the student must write and pass at the Institution:
      - ⓐ 50% or more, by FTE weight, of the student's subjects, which must include at least 50%, by FTE weight, of that student's final level subjects. (If the number of subjects that must be passed is not an integer, then it must be rounded up to the nearest whole number.); or
      - ⓑ all the student's final level subjects (refer to Rule G1 for definition of "final level"); or
      - (i) *(Deleted w.e.f. 2016/01)*
    - (b) such exemptions shall not be granted with distinction.
    - (c) exemptions may be granted for work-integrated learning in accordance with the requirements set by each respective academic department.
    - (d) exemptions of portions of subjects may only be granted provided such portions are separately identifiable and are normally examined/assessed separately; and
    - (e) except in special circumstances, as approved by the relevant Faculty Board, no subject appearing on a lower level qualification already granted to a student can be offered for exemption purposes towards a higher level qualification for which the former qualification is prerequisite;

## **G9A(cont)**

- (2) An exemption may be granted for subject(s) which a student has passed towards a National “N” instructional programme for the purpose of registering for National Diploma examinations offered by the Institution subject to the following conditions:
  - (a) exemption will be considered only for first and second level Institution subjects;
  - (b) exemption will be allowed only in those cases where a student has acquired at least a 50 per cent mark in the particular N-course subjects;
  - (c) a maximum of 6 months’ experiential training completed towards the student’s N instructional programme may be recognised, provided such training is appropriate to the student’s national diploma instructional programme;
  - (d) no subject exemption can be considered unless the student has passed at least one related N5 subject with a minimum of 50%;
  - (e) such exemptions shall not be granted with distinction.
- (3) The full discretion for the granting of all exemptions in accordance with Rule G9 lies with the relevant Head of Department after analysis of:
  - (a) the alignment of qualification specification as registered, including outcomes, assessment criteria, credits of competence and NQF level, and
  - (b) programme and subject design including level, syllabus, assessment and NQF level

## **B EXEMPTIONS OF SUBJECTS FOR WHICH CREDITS HAVE BEEN RECEIVED VIA RECOGNITION OF PRIOR LEARNING**

A student may, on formal application and payment of the prescribed fee, and with the approval of the Executive Committee of the relevant Faculty Board, be granted an exemption(s) 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 Institution or any other educational institution regarded by the Council as equivalent to a university of technology, for the purpose of such student obtaining a qualification at the Institution. Such exemptions shall not be granted with distinction.

*(Amended w.e.f. 2012/01)*

### **G10A CONFERMENT OF STATUS**

An assessment panel comprising minimally of the relevant Head of Department and one other representative appointed by the Head of Department may, for the purpose of registration for a higher qualification and after having complied with the prescribed procedures, recommend the conditional or unconditional conferment of status of any of the pre-requisite qualification(s) offered at the Institution on a person who has complied with all or some of the requirements of an equivalent qualification in an appropriate field. Such recommendation requires the approval of the Executive Committee of the relevant Faculty Board.

*(Amended w.e.f. 2009/01)*

### **G10B ADVANCED STANDING VIA RECOGNITION OF PRIOR LEARNING**

A student may, on formal application and payment of the prescribed fee, and with the approval of the Executive Committee of the relevant Faculty Board be granted conditional or unconditional advanced standing for a specified qualification on the basis of Recognition of Prior Learning (RPL) assessment, for the purpose of registration for a higher qualification.

*(Amended w.e.f. 2013/01)*

## **G11 REFUSAL OF ADMISSION OR READMISSION**

The relevant Faculty Board or the Vice Chancellor's Tribunal may refuse the admission or readmission of any person as a student of the Institution or expel any student if the relevant Faculty Board or the Vice Chancellor's Tribunal considers it to be in the interest of the Institution to do so. (The Institution's Undergraduate and Post Graduate Admissions Policies, Rule G17 and the Student Code of Conduct refer.)  
(Amended w.e.f. 2010/01)

## **G12 ELIGIBILITY FOR EXAMINATIONS**

- (1) The minimum year or semester mark for admission to the examination shall be 40%, unless prescribed differently for the subject in the relevant programme regulations, subject to the proviso that the year or semester mark shall not be lower than 40%.
- (2) The year/semester mark shall comprise marks in respect of one or more of the following components:
  - (a) a theory test;
  - (b) an assignment or project;
  - (c) a practical component;
  - (d) a portfolio.
- (3) The requirements of each subject in regard to the composition of the year/semester mark are detailed in the rules for each instructional programme.
- (4) Where other external examining bodies (Institutes, Universities, etc.) are involved, the requirements of these bodies must be complied with as detailed in the particular rules for the instructional programmes concerned.
- (5) A student may be required to fulfil additional requirements related to attendance as detailed within the relevant Faculty/ Departmental prospectus/study guide.
- (6) Final year/semester marks will be published at least 5 working days prior to the start of the examinations. A student may appeal to the Head of the Department concerned if the student considers that a year/semester mark is incorrect owing to typographical, clerical or computational errors. Such appeals shall be made in writing within 5 working days of the publication of the final year/semester mark.
- (7) No year/semester mark may be altered without the approval of the Head of Department.
- (8) Condonation or Aegrotat in respect of a particular test, practical or other assignment may be granted by the lecturer in consultation with the Head of Department.
- (9) Except as provided for in Rule G12(4), or any departmental rules relating to the specific subject/s, for which a student is registered, the year/semester mark counts 40% towards the final result.
- (10) A student is not permitted to transfer the year/semester mark for a subject from one examination period to another.
- (11) A student who re-registers for any subject forfeits the previous year/semester mark for that subject (Rule G3(10) also refers).

## **G13 EXAMINATIONS**

### **(1) General**

#### **(a) Examination timetables**

Timetables giving dates, times and venues are published on the Institution noticeboards, DUT website and Student portal. The onus rests on each student to become acquainted with timetable details. These are not given telephonically. Timetables are posted only to re-write students who are not currently registered.

Morning sessions commence at 09:00 and afternoon sessions at 14:00 unless otherwise indicated on the timetable.

#### **(b) Admission to an examination**

No student will be entitled to write an examination in any subject:

- (i) unless the student has a valid year/semester mark of at least 40%;
- (ii) at any time or date other than those indicated on the time-table, except in the case of a clash of examinations arising on the official timetable, when the matter must be reported within two weeks of publication of the final examination timetable, by the student, on the prescribed form to the Examinations Department, who will make arrangements for all such subjects to be written on the same date but at different times; and
- (iii) unless the student complies with Rule G13(1)(h).

#### **(c) Examination periods**

- (i) There are two main examination periods, one at mid-year (May/June), the other at year-end (October/November), with a supplementary/special examination period (where permitted by the rules of a specific instructional programme) following from each of these, one at the end of the year (November/ December) and the other at mid-year (June/July) or as separately determined by a faculty and published as such in the Academic Calendar (Rule G13(2)(a) refers). Unless stipulated otherwise by a Departmental rule, an extraordinary examination sitting is scheduled for students who qualify for a further examination as a result of having one outstanding subject towards qualifying (Rule G13 (2)(b)(iv) refers).

*(Inserted w.e.f. 2015/01)*

In addition,

- (.i) subjects may, with the consent of the Senate, be assessed by means of continuous assessment throughout the year/ semester (Rule G13(1)(k) refers);
- and
- (.ii) Master's Degree in Technology or Doctorate research dissertations/theses may be examined at any time during the year.
- (ii) Students are examined at Levels 4 and 5 for:
  - (.i) annual subjects, at the end of the year in which they were registered for such subjects;
  - and
  - (.ii) semester subjects, at the end of the semester in which they are registered for any such subjects.

#### **(d) Examination of annual subjects**

No examination for an annual subject will be offered at mid-year unless contained in the rules of the relevant academic department.

**(e) Examiners/Moderators**

For all the Institution's examinations, the examiners and moderators will, on recommendation of the relevant Head of Department, be approved and appointed by the Faculty Board.

**(f) Concessions**

Extra time to a maximum of 20 minutes per hour, or an aid to be used while the examination is to be written, may be granted for the completion of an examination if a student is affected by one or more of the following conditions:

- proven neurological dysfunctions which affect writing rate and/or rate of reading/processing information;
- a history of learning disabilities;
- physical handicaps/injuries which impair the rate of writing/drawing performance during examinations;
- provided that an application, supported by Student Counselling, is made by the student to the Examinations Department no later than 5 weeks prior to the commencement date of examinations as reflected in the calendar for the current academic year.
- Late applications will be considered only where the problem has initially occurred after the five weeks deadline and the student concerned immediately contacts the Examinations Department direct.

**(g) Examination venues**

(i) Where a subject is scheduled to be written in a number of rooms, a student must establish in which room that student is to write from the examination numbers appearing on the doors of the rooms concerned.

(ii) The transfer of examination entries to other centres where students are unable to write their examination/s at the Institution:

- (.i) The transfer of examination entries within the Republic will be permitted only:
  - in the case of registered students, on sound academic grounds approved by Senex
  - in the case of re-write students not currently registered, and
  - to other educational institutions registered with the Department of Education as higher education and training providers and regarded by Council as equivalent to a university of technology. In exceptional circumstances, Senex may consent to examination entries being transferred to a venue other than the aforementioned. The onus rests on the students concerned to obtain the permission of those authorities which are to accommodate them.
- (.ii) The transfer of examination entries outside the Republic:
  - will be permitted only with Senex approval, and
  - may be written only at a South African diplomatic office.Such arrangements must be finalised by the students with the Institution and the other centres and the Institution's prescribed fee paid to the Examinations Department at least four weeks prior to the date of the students' first examinations.

The onus rests on the students concerned to pay all prescribed fees to the accommodating examination centres.

**(h) Proof of identity**

Any student attending an examination must ensure that the following items are in the possession of the student:

- (i) the student's registration card, or
- (ii) an official identity document and a letter from the relevant Faculty Office proving that the student is fully registered.

It is a serious offence to impersonate a student by using a student card or identity document belonging to another individual. Parties involved in this practice will face disciplinary/legal action.

*(Amended w.e.f. 2016/01)*

**(i) Time of arrival and minimum period before leaving examination venue**

- (i) A student must be seated in the correct examination room in the place allocated by the Chief Invigilator fifteen minutes prior to the commencement of the examination. Any student arriving late will be allowed entry into the examination room only up to one hour after the commencement of the examination. Such a student will not be allowed extra time.
- (ii) No student may leave an examination room within the first hour of an examination or thereafter without the permission of the Chief Invigilator. No student may temporarily leave an examination room unless accompanied by an officer of the Institution.

**(j) A student who requires a certificate of attendance must obtain a blank form prior to the commencement of the examination from an invigilator and fill in all details thereon, except the time of leaving the examination room. The form must then be completed by the invigilator before the student leaves the examination room. Attendance certificates will not be issued at any other time.**

**(k) Assessment**

The Institution's Assessment Policy governs the practice of assessment by providing a framework to ensure the provision of credible, high quality, relevant learning programmes. The framework ensures that assessment is an integral part of the learning and teaching process. Each faculty and academic department is responsible for contextualising its assessment practice within the framework.

*(Amended w.e.f. 2009/01)*

**(l) Examination Results**

- (i) All examination results must be approved by the relevant Faculty Boards, or their Executive Committees, before publication.
- (ii) All officially approved examination results will be published as soon as they become available.

- (iii) Finalise results once confirmed are made available on the student portal on the release date. The onus is on the student to check their results and liaise with the Academic Department or Faculty Office to ascertain the results. Non-receipt or viewing of released results will not be accepted as a valid reason for missing deadlines for applications for remarks, scanning, supplementary examinations, etc.
  - (iv) Under no circumstances will results be given verbally by the Institution.
- (m) **Withholding of examination results and graduation certificates**  
The examination results of a student may be withheld for any of the undermentioned reasons occurring at the time of publication of examination results and/or the certificate, academic transcript of a diplomate/graduate may be withheld for any of the undermentioned reasons occurring at the time a person meets the academic requirements in order to graduate:
- (i) failure to pay any outstanding monies owed to the Institution;  
(Amended wef 2012/01)
  - (ii) failure to return any property on loan from the Institution of R100 or more in value, unless prior arrangement has been made with the department concerned;
  - (iii) failure to submit valid documentary proof of admission requirements;
  - (iv) failure to return or to pay the replacement value of material due to the Institution library; or
  - (v) pending the outcome of a disciplinary enquiry concerning a breach of examination rules and/or procedure; or
  - (vi) pending any enquiry into a student's year/semester mark, examination result and/or final result.
- (Amended w.e.f. 2022/01)

(n) **Scanning, or re-marking of examination scripts after publication of results**

**Definitions**

An **examination script** means an official book issued by the Institution and written in by a student to answer an examination question paper.

**Scanning** means a single viewing by only the student of that student's examination script and relevant marking memorandum, permissible only in the Examinations Department and under the supervision of an Institution official. The period of the scanning is not to exceed thirty minutes.

**Re-marking** means the marking afresh of an examination script, by the moderator.

- (i) Applications for the re-marking of examination scripts are permitted to afford students the means of appeal against their published examination results for theory examinations.
- (ii) Applications for scanning and/or re-marks, plus payment of the respective prescribed fees, must be made on or before the date stipulated at the time that examination results are published. Notwithstanding the aforementioned, late applications will be accepted, provided:

- they are made before the end of the semester/year which is subsequent to the semester/year in which the examination was written; and
- the applicant gives acceptable reasons to the relevant Head of Department and Dean; and
- the applicant pays the prescribed fee plus penalty fee.

Under no circumstances will applications be accepted thereafter or any other correspondence entered into in respect of a published result.

Scanning and re-marking are not permitted in respect of practical, portfolio and oral examinations and in subjects evaluated by continuous assessment.

- (iii) 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 or review, from a fail to a pass of 50% or more, or from a final result which is already a pass to a higher final result which then constitutes a pass with distinction (i.e. 75% or more).
- (iv) If, as a result of a re-mark, an examination mark is decreased and a student is thereby no longer eligible for a previously granted supplementary examination, the entry for the latter will be cancelled and the prescribed fee refunded.
- (v) The result of a re-mark application is final and no further communication in respect of it will be entered into by the Institution.

**(o) Academic Integrity**

Note: The credibility of the Institution as a proud provider of top caliber tertiary, career-specific education and training is dependent on its academic integrity as embodied in the worthiness and honesty of its staff, students and graduates, and consequently of the qualifications it awards.

The Institution is uncompromising in safeguarding its academic integrity. The following fraudulent acts will be regarded as undermining the Institution's academic integrity and will therefore be severely dealt with:

- falsification of academic records, e.g. the altering of results on a Senior Certificate or any authorised results statement;
- plagiarism, ie, the submission, by any person or group of persons, without acknowledgement, of written, visual or oral material, or an idea or opinion, originally produced by someone else and passing it off as one's own original work. The Institution's Plagiarism Policy and Procedures for staff and students also refers; and
- cheating, ie, the gaining of an unfair advantage by a student in any assignment, test, practical, tutorial, experiential training or examination.

**(p) Examination/Test Venue Regulations**

In order to avoid the institution of disciplinary proceedings against them, students must be fully acquainted and comply with the following regulations which apply at each test/examination session:

### G13(I)(p)(cont)

- (i) A student must fully complete and sign both the attendance slip and the requisite personal details in the spaces provided on the cover of his/her answer book. A student is not permitted to write any other information in his/her answer book before the invigilator announces the commencement of the test/examination and allows all student to commence writing.
- (ii) No explanation of test/examination questions may be asked for, and none will be given.
- (iii) Except with prior consent of the Registrar, which must be requested in writing, and supported by acceptable medical evidence at least two months prior to the commencement of tests/examinations, the wearing of any audio device in the ear is not permitted by any student in any examination/test venue.
- (iv) The invigilator is officially in control of the examination/test venue and must be obeyed in all matters relating to the examination/test. If a student wishes to attract the invigilator's attention, he/she must remain at his/her desk and raise his/her hand.
- (v) Before a student commences an examination/test he/she must carefully check that he/she has the correct question paper, he/she must read the instructions appearing on the question paper and answer book and strictly comply with them.
- (vi) A student is not allowed to help another student or attempt to help another student to get help or attempt to get help, to communicate with anybody or attempt to communicate with anybody except the invigilator. The use or attempted use of a cellular phone and/or other communication device during an examination/test is prohibited. A student in possession of such device/s must ensure that they are switched off prior to entering an examination/test venue that they remain so and are placed out of sight until the student has left such a venue at the end of an examination/test.
- (vii) No calculator or any other article may be lent by one student to another.
- (viii) A student may not create a disturbance in an examination/test venue or misbehave in any way.
- (ix) A student may not disregard the instructions of an invigilator. An invigilator may confiscate a student's answer book(s) and expel a student from the examination/test venue who, after a warning, persists in making a disturbance or in disobeying examination/test instructions.
- (x) A student may not have any of the items listed below in his/her possession during an examination/test. No excuse that he/she had forgotten or did not know that he/she had one or other of such items in his/her possession will be accepted after a question paper has been handed to him/her. The onus rests with a student to ensure that any of the excluded items below, if brought to the examination/test venue, are placed in the area designated for this purpose by the Chief Invigilator and are not kept within reach of the desk where a student writes his/her examination/test. The Institution accepts no responsibility for any loss or damage suffered by a student as a consequence of compliance with these requirements.

The excluded items are:

- (.i) any bag, book, dictionary (including electronic and bilingual versions), memorandum, notes, map, photograph or other document or paper (including unused paper), or other material in any format; other than
  - those specified as a requirement on the question paper, and/or,
  - books, notes and other materials required where the examination/test is of an Open Book nature, and/or
  - materials provided to a student by the invigilator, and
  - proof of a student's identity;
- (.ii) any container (including for a calculator, stationary, or any material referred to in (x.i) above). A student may, however, use a transparent plastic bag.
  - (.iii) any calculator that subverts the purpose of the examination/test which would include one other than the type specified as a requirement on the question paper (for example, alphanumeric, non-programmable scientific, arithmetic). For the purposes of all examinations/tests conducted by the Institution, the following meanings shall be attached to these categories of calculators:
    - alphanumeric - one which stores text;
    - scientific - one which performs arithmetic and mathematical/scientific functions (including trigonometric functions) and which may be programmable;
    - arithmetic - one which performs arithmetic functions (for example, addition, subtraction, multiplication, division, percentage);
    - financial - one which performs certain financial and arithmetic/mathematical functions (for example, yx, log, ln, interest, annuities)
- (.iv) any electronic device that can assist students gain an unfair advantage  
*(Inserted w.e.f. 2016/01)*
- (xi) The possession of firearms in an examination/test room is prohibited. Furthermore, the Institution accepts no responsibility for their safekeeping during an examination/test.
- (xii) A student's attention is especially drawn to the fact that anybody who commits an act calculated to obtain or confer upon a student an unfair advantage is guilty of a criminal offence.
- (xiii) All aids and answer books issued to a student must be handed to the invigilator before he/she leaves the examination/test venue. This includes all blank and used answer books issued to a student.

### **G13(1)(p) (cont)**

- (xiv) Rough work including any notes a student may wish to make after entering the examination/test venue must be done in his/her answer book only. Any work a student does not wish to have marked must have a line drawn through it. A student is not permitted to remove any pages from any answer book. In addition certain question papers, as determined by the Institution, may not be retained and must be returned to the invigilator.
- (xv) When a student has finished and wishes to leave the examination/test venue, he/she must remain at his/her desk, raise his/her hand and wait until the invigilator has collected his/her answer book and gives him/her the necessary permission to leave. No student may temporarily leave the examination/test venue without the permission of the invigilator and supervision. Notwithstanding the aforementioned, a student may not leave the room in the first hour or the last 15 minutes of an examination/test. No student may exceed the prescribed duration of an examination/test.
- (xvi) No one is allowed to smoke in the examination/test venue.
- (xvii) For drawing examinations/tests, a student must provide his/her own drawing clips. Drawing pins may not be used.
- (xviii) Once the Chief Invigilator has declared that an examination has ended, all students must stop writing, and remain seated until all answer books have been collected and accounted for, and the Chief Invigilator gives the students permission to leave the venue.
- (xix) A student may not address any personal remarks to an examiner or record any information on the script which is not related to the subject being assessed.

### **G13(2) Supplementary Examinations**

- (a) In addition to the two main examination periods, supplementary examinations are held in certain subjects in accordance with dates published in the Calendar of the Institution.

Except where the rules for an instructional programme determine otherwise, a student will be admitted to a supplementary examination if the student has failed a subject in the preceding examination period, having obtained a final mark (year/semester mark and examination mark) of at least 45% in the preceding examination period.

#### **Notwithstanding the above:**

- (i) A student in his/her final year of study who has one subject outstanding to complete a qualification is also entitled to one supplementary examination where the student has failed the examination of the last outstanding subject towards qualifying, regardless of:
  - the final result obtained for that subject;
  - whether the failure occurred in the main or supplementary examination period, subject to Rule G13(2)(b)(iv);and
  - whichever year/semester the student had failed the subject.

## G13(2)(a)(i)(cont)

In addition, the following will apply to such supplementary examination:

- must be written in the supplementary examination period of the student's current semester/year of registration in which the student is left with one subject outstanding to qualify, unless otherwise stipulated in a departmental rule;  
(Amended w.e.f. 2015/01)
- may, at the discretion of the relevant Executive Dean, be granted for a continuously assessed subject  
(Amended w.e.f. 2011/01)
- if a student fails the supplementary examination, he/she must re-register for the subject and obtain a new year/semester mark.
- an application to write the above supplementary examination is required to be submitted to the relevant Faculty Office by the closing dates published in the General Handbook for Students.  
(Amended w.e.f.2020/01)

- (i) where a student has obtained a year/semester mark which is 20% or higher than the examination sub-minimum for any subject, and the student attempts and fails the examination in that subject, the student will be eligible for a supplementary examination.
  - (i) the year/semester mark that applied to the preceding examination will apply to the supplementary;
  - (iv) the Executive Committee of the Faculty Board concerned may decide to hold an oral instead of a written supplementary examination;
  - (v) the student's account will be debited with the prescribed fee if the student attempts the supplementary examination. Where a supplementary examination is granted following the outcome of a late application for scanning, re-mark or review (Rule G13(1)(n)(ii) refers), or where a student has not entered timeously in terms of Rule G13(2)(d), such supplementary examination may only be written in the next consecutive main examination period, and upon payment of:
    - the prescribed fee plus penalty fee, where an examination question paper/s for the subject in question will in any event be set because of other examination candidates; or
    - treble the prescribed fee, plus penalty fee, where there are no other examination candidates.
- (b) No supplementary examinations are granted for:
- ⓪ portfolios;
  - ⓪ continuously assessed subjects, except as provided for in Rule G13(2)(a)(i);  
(Amended w.e.f. 2009/01)
  - ⓪ special examinations; and/or
  - (iv) an already written supplementary examination. However, if as a result of failing such a supplementary examination, a student is left for the first time with one outstanding subject towards qualifying, that student will be eligible for an examination in terms of Rule G13(1)(c)(i).
  - (v) Rule G14(4) refers (Inserted w.e.f 2021/01)

### **G13(2)(cont)**

- (c) Where a supplementary examination is granted for a subject comprising more than one question paper, it will be in respect of all question papers.
- (d) In order to ensure timeous entry for a supplementary examination for which a student may become eligible as a result of:
- ⓪ a re-mark application;
  - ⓪ a formal written appeal lodged with the relevant Head of Department regarding a disputed year/semester mark; or
  - ⓪ unpublished results,
- the student must enter and pay the prescribed fee by the due date as indicated when examination results are published on the Institution noticeboards. When the outcome of (i), (ii) or (iii) above is known the supplementary examination entry will either be:
- confirmed, if the student is thereby eligible; or
  - cancelled (with no remission of the prescribed fee), if the student remains ineligible for the supplementary examination.
- Rule G13(2)(a)(v) applies if a supplementary examination is granted as the result of (i), (ii) or (iii) above and the student has not entered for it by due date.
- (e) The final result obtained will be published but no distinction will be awarded for a supplementary examination.
- (f) For the purposes of interpretation of Rules G13(2) and G13(3), the same examination question paper shall be set for supplementary and special examinations.

### **G13(3) Special Examinations**

- (a) A special examination may be granted to a student who has been prevented from taking the examination:
- ⓪ for medical or psychological reasons on the day of the examination or immediately before it, provided that the student submits an application acceptable to the Senate, on the prescribed form obtainable from the relevant Faculty Office, on which a medical practitioner or psychologist from the Institution's Student Health Clinic (registered by the Health Professions Council of South Africa), homoeopath or chiropractor, (registered with the Chiropractors and Homoeopaths and Allied Health Service Professions Council of South Africa) or a Sister (registered with the South African Nursing Council as a primary health care nurse), specifies the nature and duration of the illness or condition and that for health reasons indicates that it was impossible or undesirable for the student to sit for the examination at the scheduled time as a direct result of this illness or condition; or
  - ⓪ by circumstances which in the opinion of the Senate were beyond the student's control at the time of the examination provided that satisfactory evidence of such circumstances is produced. Such circumstances shall not include:
    - (.i) any clash of subjects on, or any misinterpretation of any examination timetable,
    - ⓪ illness or death of any distant acquaintance or distant relative, or
    - (.iii) participation in any event unless to represent a province or South Africa.

### **G13(3)(cont)**

- (b) A special examination will not be granted:
  - ⓪ in a subject in which the student has attended the main examination; or
  - ⓪ where the student's application for one or more special examinations fails to reach the relevant Office within five (5) working days from the date on which the examination was scheduled to be written or, where the student has more than one examination, the date on which the last examination was scheduled to be written;
  - ⓪ for failure to attend the supplementary or special examination without a valid reason. Where a valid reason is forthcoming the special examination so granted may only be written in the next consecutive main examination period.
- (c) Where a special examination is granted for a subject examined by more than one question paper, the special examination must be in respect of all question papers regardless of whether the student completed any question paper in the main examination period.
- (d) For the purposes of interpretation of Rules G13(2) and G13(3), the same examination question paper shall be set for supplementary and special examinations.
- (e) Students granted a special examination are required to pay a prescribed fee. Although the result of a student's application will be conveyed to the student by post the onus rests upon the individual student to ascertain the outcome of the application.

### **G14 PASS REQUIREMENTS**

- (1) The final pass mark for all subjects is 50%. Notwithstanding Rule G1(2), no departmental rule may differ from this rule.
- (2) Except in those cases of a more limiting departmental rule, a sub-minimum of 40% shall apply to all written examinations. Where an examination comprises more than one question paper, a sub-minimum of 40% must be obtained in each question paper. This rule is also applicable to subjects which have been modularised. The student will only receive credit for the main subject when the student passes all modules for that subject in accordance with the Departmental Rules. NOTE: Such sub-minimum is not required when determining eligibility for a supplementary examination in terms of Rule G13(2)(a).
- (3) Except where the rules for an instructional programme determine otherwise, a student retains credit for all subjects the student has passed and subject to any time restrictions imposed by any departmental rules, such subject successes may be accumulated until the respective award has been obtained.
- (4) Linked modules refer to two consecutive semester modules that show continuity in terms of content, where the second module "builds" on the academic content of the first module. A student who fails to obtain a pass mark of 50% in the first semester of the linked modules, but obtains a minimum mark of 40%, shall be allowed to proceed to semester two. Where the credit-weighted average of the final examination marks of both the modules in the linked group is 50% or more, the result of the first semester module shall reflect the actual mark and be recorded on the student's academic transcript as a "Condoned Pass".

## **G14(4)**(cont)

In addition to the above, the following shall apply in respect of linked modules:

- In the computation of the marks, the results from the second semester module 'pulls' the module from semester one through to semester two, but not the other way round.
- No supplementary examinations shall be granted where the modules are deemed to be linked. (Rule G13(2)(b) refers). However, applications for Special Examinations, can be considered for qualifying students as per Rule G13(3).
- Any year/semester mark obtained for a failed module in a linked group shall not be transferred from one examination period to another. (Rule G12(10) and (11) refers). Both the linked modules must be passed in the same academic year for a pass to be recorded for the first semester module. If the first semester of the linked modules is not passed on the basis of the combined marks, the failed module must be repeated in the following year.
- Where a student has passed one linked module and failed another in a given year, the credit for the passed module shall be retained; however, the failed module/s must be re-registered for and will thereafter be regarded as a standalone module.
- Applications for modules to be deemed to be linked modules must be submitted to the Centre for Quality Promotion and Assurance (CQPA) for authorization in the academic year prior to such modules being offered. Such authorization must be referred to Senex for approval.  
(Amended w.e.f. 2021/01)

## **G15 PASSES WITH DISTINCTION**

- (1) A student who obtains a final result for a subject of 75% or more, at the first attempt, will be awarded a pass with distinction for that subject and this will be reflected on their student record.
- (2) On the recommendation of the examiners and the approval of the Higher Degrees Committee, a student will be awarded a pass with distinction for the full dissertation for a Master's Degree and this will be reflected on their student record (Rule G18(9)(b)(ii) also refers).
- (3) On the recommendation of the examiners and the approval of the relevant Executive Committee of Faculty Board, a student will be awarded a pass with distinction for the mini-dissertation towards a Master's Degree and this will be reflected on their student record.

## **G16 PROMOTION TO HIGHER LEVEL**

In order to register for the next higher level in any subject a student shall have passed all prerequisite subjects for that level as specified in the rules for the instructional programme concerned. If a student's examination results have not yet been published, or if the student has been granted a supplementary examination in a prerequisite subject, the student may register provisionally for the next higher level subject until such time as the examination result or the supplementary examination result is published. If the student passes the examination or the supplementary examination, the student's registration in the next higher level shall be deemed unconditional.

If the student fails the examination or the supplementary examination, the student's registration for the next level subject shall be cancelled.

The term 'prerequisite' includes:

'those subjects specified as such in the instructional programme as well as previous grades of subjects which continue at the higher level. Individual instructional programmes may have additional regulations for promotion as detailed in their particular rules'.

## **G17 UNSATISFACTORY ACADEMIC PROGRESS**

NB: This rule must be read in conjunction with any departmental rules dealing with unsatisfactory academic progress (Rule G1 (2) refers).

- (1) A student will be refused re-registration at the Institution for any instructional programme if he/she is unable, due to unsatisfactory academic progress, to complete the instructional programme for which he/she is, or has most recently been registered, within the maximum period of registered study stipulated in the relevant Rule (Rules G19 to G25 refer).  
(Amended w.e.f. 2013/01)
- (2) Notwithstanding Rule G17(1), the Executive Committee of the relevant Faculty Board may, in circumstances which they deem exceptional, grant a student a further period/s of registration for completion of any instructional programme.
- (3) A student may appeal against the application of Rule G17(1) in accordance with Rule G1 (8).  
(Amended w.e.f. 2013/01)

## **G18 AWARDING OF QUALIFICATIONS**

- (1) All qualifications of the Institution are issued with the approval of the Council on application by a student when that student has satisfied the requirements for such an award.
- (2) (a) Qualifications are awarded to students who successfully complete to the satisfaction of their respective academic Heads of Department all the approved requirements (including work- integrated learning, where applicable) for such qualifications.  
(b) When a qualification cannot be issued because of non-compliance by a student with Rule G18(2)(a), the Institution will, upon application by that student and payment of the prescribed fee, issue the student with a statement of results provided the student has passed a minimum of one subject.
- (3) (a) The date of issue of a qualification shall be indicated on a certificate, diploma or a degree as the date "with effect from", and such date shall be determined by the following:
  1. The date of publication of the results of the main examinations; or
  2. The date of publication of the results of the supplementary examinations; or
  3. the date of publication of the results of the special examinations  
(Amended w.e.f. 2016/01)
- (b) The effective date of issue of a Master's Degree or a Doctor's Degree will be:
  - (i) the date on which the student submits the electronic pdf version of the dissertation/thesis to the relevant Faculty Office, following approval of the examiners' recommendations by the Higher Degrees Committee

**G18 (3)** (cont)

and, where applicable, written confirmation from the relevant HOD that all required editorial corrections/ revisions have been effected (Rule G26(5) also refers);

or,

- (ii) in the case of a Master's Degree comprising a combination of theoretical study and a short research project, the date of approval of the student's final examination result(s), if this is a later date than (i) above.  
(Amended w.e.f. 2010/01)
  - (c) Notwithstanding (a) and (b) above, the earliest effective date of issue of a qualification will be the day following the minimum duration of the relevant instructional programme. (These minimum durations are stipulated in Rules G19 to G25.)
- (4) The Institution will issue qualifications only to students who have met all the requirements of the relevant instructional programme to the satisfaction of their respective academic Heads of Department and have passed at the Institution:
- (a) 50% or more, by FTE weight, of the student's subjects which must include at least 50%, by FTE weight, of that student's final level subjects (Rule G9 A (1)(a)(i) also refers); or
  - (b) all their final level subjects (Rule G9 A (1)(a)(ii) also refers); or
  - (c) *(Deleted w.e.f. 2016/01)*

The relevant Executive Dean may, in exceptional circumstances, waive compliance with Rule G18(4)

(Inserted w.e.f. 2009/01)

- (5) If a substantial irregularity has occurred in relation to the sitting for an examination, or if a qualification has been issued to a student who in the opinion of Council has not complied with the norms and standards for obtaining that qualification, Council may refuse the issue of the relevant qualification or cancel a qualification that has been issued, as the case may be.
- (6) Except as provided for by Rule G18(7), no duplicate certificate of a qualification conferred at a graduation ceremony will be issued under any circumstances. The graduate may, instead, apply for a statement in lieu of a lost certificate, for which there is a prescribed fee.
- (7) Only changes necessitated by typographical errors will be made to the certificate of a qualification conferred at a graduation ceremony.
- (8) A student may not qualify for a qualification for which the student has not been specifically registered. See Rule G3(6)(e) in respect of extra credit subjects.
- (9) **QUALIFICATIONS AWARDED CUM LAUDE**
  - (a) Unless Senate has approved a different rule pertaining to an instructional programme in terms of Rule G2(3), students will be awarded a qualification cum laude if they:
    - (i) pass all the requisite subjects of the qualification at the first attempt;
    - (ii) obtain an average of 75% or more in all the subjects of the qualification and an average of 75% or more in the final-level subjects (Refer to Rule G1 for definition of "final level");
    - (iii) complete the relevant qualification, whether registered for wholly on a part-time or full-time basis, in the respective minimum period of study as determined by the rules for the instructional programme; and  
(Amended w.e.f. 2014/01)

## **G18(9)(cont)**

- (iv) have not been granted any exemptions towards the qualification. Subject transfers in terms of Rule G8 are permitted.
- (v) In the absence of approved final-level subjects as provided for in (ii) above, no weighted average for final-level subjects will be required. *(Inserted w.e.f 2019/01)*
- (b) Students will be awarded a Master's Degree cum laude if:
  - (i) in respect of the subjects and mini-dissertation option, they pass all the subjects of the qualification at the first attempt with an average of 75% or more and pass the mini-dissertation with distinction (Rule G15(3) refers); and
  - (ii) in respect of the full dissertation option, they pass with distinction (Rule G15(2) refers).
- (c) A Doctor's Degree is not awarded cum laude. In the case of Doctor's Degrees, a student's result is published as "pass" or "fail".
- (10) The award of qualifications shall take place at the annual graduation ceremonies. Students unable to attend the relevant graduation ceremony will have their qualifications awarded "in absentia".

## **G19 NATIONAL CERTIFICATE**

(prior to the promulgation of the Higher Education Qualifications Framework (HEQF))

### **(1) Admission requirements**

A person may only register for a National Certificate if that person complies with Rules G7(1) and (2)(b)(i).

### **(2) Minimum duration**

The minimum duration is one year of registered study, including any periods of work-integrated learning.

*(Amended w.e.f. 2009/01)*

### **(3) Maximum duration**

The maximum duration is two years of registered study, including any periods of work-integrated learning (Rule G17 also refers).

*(Amended w.e.f. 2009/01)*

## **G20A NATIONAL HIGHER CERTIFICATE**

(prior to the promulgation of the Higher Education Qualifications Framework (HEQF))

### **(a) One-year qualification**

#### **(1) Admission requirements**

Except as provided for in Rule G20 A(2), a person may only register for a one-year National Higher Certificate if they comply with Rules G3 and G4 and the rules of the academic department offering the qualification, and are:

- (a) in possession of an appropriate National Certificate or equivalent; or
- (b) have been granted status of, or advanced standing for, the relevant National Certificate (Rule G10 refers).

- (2) A person may be provisionally registered for a National Higher Certificate, pending the outcome of a re-mark application or publication of result(s) for examination(s) which has/have already been written. When the result(s) is(are) published, or after one calendar month of the person's registration whichever is the earliest, the person's registration will either be:

- (a) confirmed, if the person is thereby eligible for unconditional registration; or
- (b) cancelled, with any remission of fees being strictly in accordance with

## **G20A(cont)**

the Institution's Finance Rules.

- (3) Minimum duration**  
The minimum duration is one year, of registered study, including any periods of work-integrated learning, after completion of a National Certificate or equivalent.  
*(Amended w.e.f. 2009/01)*
- (4) Maximum duration**  
The maximum duration is two years of registered study, including any periods of work-integrated learning (Rule G17 also refers).  
*(Amended w.e.f. 2009/01)*
- (b) Two-year qualification**
  - (1) Admission requirements**  
A person may only register for a two-year National Higher Certificate if the person complies with Rules G7(1) and (2)(b)(i).
  - (2) Minimum duration**  
The minimum duration is two years of registered study including any periods of work-integrated learning.  
*(Amended w.e.f. 2009/01)*
  - (3) Maximum duration**  
The maximum duration is three years of registered study, including any periods of work-integrated learning (Rule G17 also refers).  
*(Amended w.e.f. 2009/01)*

## **G20B HIGHER CERTIFICATE**

(in terms of the Higher Education Qualifications Framework (HEQF))

- (1) Admission requirements**  
Refer to Rules G7(1) and (2)(b)(ii).
- (2) Minimum duration**  
The minimum duration is one year of registered study, including any periods of work-integrated learning.
- (3) Maximum duration**  
The maximum duration is two years of registered study, including any periods of work-integrated learning (Rule G17 also refers).  
*(Inserted w.e.f. 2013/01)*

## **G20C ADVANCED CERTIFICATE**

(in terms of the Higher Education Qualifications Framework (HEQF))

- (1) Admission requirements**  
No person shall be registered for an Advanced Certificate unless that person is in possession of an appropriate Higher Certificate or has been granted status or advanced standing (Rule G10 refers), and complies with Rules G3 and G4, and the rules of the academic department offering the qualification.
- (2) Minimum duration**  
The minimum duration is one year of registered study, including any periods of work integrated learning.
- (3) Maximum duration**  
The maximum duration is two years of registered study, including any periods of work integrated learning (Rule 17 also refers).  
*(Inserted w.e.f. 2013/01)*

## **G21A NATIONAL DIPLOMA**

(prior to the promulgation of the Higher Education Qualifications Framework (HEQF))

### **(a) One-year qualification**

#### **(1) Admission requirements**

Except as provided for in Rule G21A(a)(2), a person may only register for a one-year National Diploma if the person complies with Rules G3 and G4, and the rules of the academic department offering the qualification, and is:

- (a) in possession of an appropriate National Higher Certificate or equivalent; or
- (b) has been granted status of, or advanced standing for, the relevant National Higher Certificate (Rule G10 refers).

#### **(2) A person may be provisionally registered for a National Diploma pending the outcome of a re-mark application or publication of result(s) for examination(s) which has/have already been written. When the result(s) is(are) published, or after one calendar month of the person's registration, whichever is the earliest, the person's registration will either be:**

- (a) confirmed, if the person is thereby eligible for unconditional registration; or
- (b) cancelled, with any remission of fees being strictly in accordance with the Institution's Finance Rules.

#### **(3) Minimum duration**

The minimum duration is one year of registered study, including any periods of work-integrated learning, after completion of a National Higher Certificate or equivalent.

*(Amended w.e.f. 2009/01)*

#### **(4) Maximum duration**

The maximum duration is two years of registered study, including any periods of work-integrated learning (Rule G17 also refers).

*(Amended w.e.f. 2009/01)*

### **(b) Three-year qualification**

#### **(1) Admission requirements**

A person may only register for a three-year National Diploma if that person complies with Rules G7(1) and (2)(a) or (b)(i).

#### **(2) Minimum duration**

The minimum duration is three years of registered study, including any periods of work-integrated learning.

*(Amended w.e.f. 2009/01)*

#### **(3) Maximum duration**

The maximum duration is five years of registered study, including any periods of work-integrated learning (Rule G17 also refers).

*(Amended w.e.f. 2009/01)*

## **G21B DIPLOMA**

(in terms of the Higher Education Qualifications Framework (HEQF))

### **(1) Admission requirements**

Refer to Rules G7(1) and (2) (b)(ii).

### **(2) Minimum duration**

The minimum duration is three years of registered study, including any periods of work-integrated learning.

### **(3) Maximum duration**

The maximum duration is five years of registered study, including any periods of work- integrated learning (Rule 17 also refers).

*(Inserted w.e.f. 2013/01)*

## **G21C ADVANCED DIPLOMA**

(in terms of the Higher Education Qualifications Framework (HEQF))

### **(1) Admission requirements**

No person shall be registered for an Advanced Diploma unless that person is in possession of an appropriate Diploma or Bachelor's Degree, or has been granted status or advanced standing (Rule G10 refers) and complies with Rules G3 and G4, and the rules of the academic department offering the qualification.

### **(2) Minimum duration**

The minimum duration is one year of registered study, including any periods of work integrated learning.

### **(3) Maximum duration**

The maximum duration is two years of registered study, including any periods of work integrated learning.

*(Inserted w.e.f. 2013/01)*

## **G22A NATIONAL HIGHER DIPLOMA**

(prior to the promulgation of the Higher Education Qualifications Framework (HEQF))

### **(a) One-year qualification**

#### **(1) Admission requirements**

Except as provided for in Rule G22 A(2), no person shall be registered for a one-year National Higher Diploma unless that person complies with Rules G3, and G4, and the rules of the academic department offering the qualification, and is:

- (a) in possession of an appropriate National Diploma or equivalent; or
- (b) has been granted status of, or advanced standing for, the relevant National Diploma (Rule G10 refers).

- (2) A person may be provisionally registered for a National Higher Diploma, pending the outcome of a re-mark application or publication of result(s) for examination(s) which has/have already been written. When the result(s) is(are) published, or after one calendar month of the person's registration whichever is the earliest, the person's registration will either be:

## **G22A(2)(cont)**

- (a) confirmed, if the person is thereby eligible for unconditional registration, or
  - (b) cancelled, with any remission of fees being strictly in accordance with the Institution's Finance Rules.
- (3) **Minimum duration**  
The minimum duration is one year of registered study, including any periods of work-integrated learning, after completion of a National Diploma or equivalent.  
*(Amended w.e.f. 2009/01)*
- (4) **Maximum duration**  
The maximum duration is two years of registered study, including any periods of work-integrated learning (Rule G17 also refers).  
*(Amended w.e.f. 2009/01)*
- (b) **Four-year qualification**
- (1) **Admission requirements**  
A person may only register for a four-year National Higher Diploma if that person complies with Rules G7(1) and (2)(b)(i).
  - (2) **Minimum duration**  
The minimum duration is four years of registered study, including any period of work-integrated learning.  
*(Amended w.e.f. 2009/01)*
  - (3) **Maximum duration**  
The maximum duration is six years of registered study, including any periods of work-integrated learning (Rule G17 also refers).  
*(Amended w.e.f. 2009/01)*

## **G22B POST GRADUATE DIPLOMA**

(In terms of the Higher Education Qualifications Framework (HEQF))

- (1) **Admission requirements**  
No person shall be registered for a Postgraduate Diploma unless that person is in possession of an appropriate Advanced Diploma, or Bachelor's Degree, or has been granted status or advanced standing (Rule G10 refers), and complies with Rules G3 and G4, and the rules of the academic department offering the qualification.
- (2) **Minimum Duration**  
The minimum duration is one year of registered study.
- (3) **Maximum duration**  
The maximum duration is two years of registered study.  
*(Inserted w.e.f. 2013/01)*

## **G23A BACHELOR'S DEGREE IN TECHNOLOGY**

(prior to the promulgation of the Higher Education Qualifications Framework (HEQF))

### **(a) One-year qualification**

#### **(1) Admission requirements**

Except as provided for in Rule G23A(a)(2), no person shall be registered for a one year Bachelor's Degree in Technology, or any level 4 subject(s) thereof, unless that person complies with Rules G3 and G4, and the rules of the academic department offering the qualification, and is:

- (a) in possession of an appropriate National Diploma or equivalent; or
- (b) has been granted status of, or advanced standing for, the relevant National Diploma. (Rule G10 refers)

(2) A person may be provisionally registered for a Bachelor's Degree in Technology, pending the outcome of a re-mark application or publication of result(s) for examination(s) which has/have already been written. When the result(s) is(are) published, or after one calendar month of the person's registration, whichever is the earliest, the person's registration will either be:

- (a) confirmed, if the person is thereby eligible for unconditional registration, or
- (b) cancelled, with any remission of fees being strictly in accordance with the Institution's Finance Rules.

#### **(3) Minimum duration**

The minimum duration is one year of registered study, including any periods of work-integrated learning, after completion of a National Diploma or equivalent.

*(Amended w.e.f. 2009/01)*

#### **(4) Maximum duration**

The maximum duration is two years of registered study, including any periods of work-integrated learning (Rule G17 also refers).

*(Amended w.e.f. 2009/01)*

### **(b) Four-year qualification**

#### **(1) Admission requirements**

A person may only register for a four-year Bachelor's Degree in Technology if that person complies with Rules G7 (1) and (2)(b)(i).

#### **(2) Minimum duration**

The minimum duration is four years of registered study, including any periods of work-integrated learning.

*(Amended w.e.f. 2009/01)*

#### **(3) Maximum duration**

The maximum duration is six years of registered study, including any periods of work-integrated learning (Rule G17 also refers).

*(Amended w.e.f. 2009/01)*

## **G23B BACHELOR'S DEGREE**

(in terms of the Higher Education Qualifications Framework (HEQF))

### **(1) Admission requirements**

Refer to Rules G7(1) and (2)(b)(ii).

### **(2) Minimum duration**

The minimum duration of registered study for a Bachelor's Degree at NQF level 7 is three years and for a Bachelor's Degree at NQF level 8 is four years, including any periods of work-integrated learning.

### **(3) Maximum duration**

The maximum duration of registered study for a Bachelor's Degree at NQF level 7 is five years and for a Bachelor's Degree at NQF level 8 is six years, including any periods of work-integrated learning.

*(Inserted w.e.f. 2013/01)*

## **G23C BACHELOR HONOURS DEGREE**

(in terms of the Higher Education Qualifications Framework (HEQF))

### **(1) Admission requirements**

No person shall be registered for a Bachelor Honours Degree unless that person is in possession of an appropriate Bachelor's Degree, or has been granted status or advanced standing (Rule G10 refers) and complies with Rules G3 and G4, and the rules of the academic department offering the qualification.

### **(2) Minimum duration**

The minimum duration is one year of registered study, including any periods of work-integrated learning.

### **(3) Maximum duration**

The maximum duration is two years of registered study, including any periods of work-integrated learning.

*(Inserted w.e.f. 2013/01)*

## **G23D MINIMUM AND MAXIMUM DURATION FOR PART-TIME UNDERGRADUATE QUALIFICATIONS**

- (a) The minimum and maximum duration as listed in Rules G19-G23c refer to full-time registered students.
- (b) In the case of part-time studies, the minimum duration shall be the same as that for full-time studies, however the maximum duration in the case of part-time studies (if offered), shall be double that of the minimum duration of full-time studies, for example, a three-year qualification must be completed within a maximum period of six years.

*(Inserted w.e.f. 2020/01)*

## **G24 MASTER'S DEGREE**

### **(1) Admission requirements**

- (a) No person shall be registered for the

- ⓪ pre-Higher Education Qualifications Framework (HEQF) Master's Degree unless that person is in possession of a related Bachelor's Degree or has been granted status or advanced standing (Rule G10 refers); or

**G24(1)(a)(cont)**

- (i) Higher Education Qualifications Framework (HEQF) Master's Degree, unless that person is in possession of a related Postgraduate Diploma, or Bachelor Honours Degree, or "professional" Bachelor's Degree, or has been granted status or advanced standing (Rule G10 refers); and complies with Rules G3, G4, G26, G27, and the rules of the academic department offering the qualification.  
*(Amended w.e.f. 2013/01)*
- (b) The Council, on recommendation of the Senate, may require a person to pass specified subject(s), including Research Methodology, before that person registers, if, in the opinion of the Senate, the qualification(s) and subjects which the person possesses are related but not fully equivalent or appropriate in terms of Rule G24(1).
- (c) Formal registration will occur only after the Senate is satisfied that:
  - ⓪ the person will be able to make progress on the advanced level of study required, and
  - ⓪ suitable supervisors and examiners are available.
- (d) Except with special permission of the Senate, a student shall be excluded from and refused re-registration for an instructional programme if, in the opinion of the supervisor(s) and the Faculty Board, the student fails to maintain minimum progress in the student's studies or research project.
- (e) All applications for registration of an instructional programme containing a research project (see G24(3) below) must be submitted in the format prescribed in the Rules relating to Research.

**(2) Minimum and maximum duration**

- (a) The minimum duration for Master's Degree shall be one academic year of registered study.
- (b) If a Master's student fails to complete the qualification after three years of registered study, the Senate may refuse to renew the student's registration or may impose any conditions it deems fit. A student may apply to the Executive Committee of the Faculty Board for an extension.
- (c) For the full research option of the qualification, a person must:
  - ⓪ register in order to complete his/her proposal for approval by the relevant Faculty Research Committee and begin to work on the research project as soon as registration takes place.
  - ⓪ *(Previous Rule G24 (2) (c) (ii) has been deleted and moved to Rule G 26 (6). (w.e.f 2020/01))*
  - ⓪ The first registration for a Master's Degree must take place on or before the last working day in July. With the approval of the Faculty, a Master's student may be granted an extension to the date of the first registration, which shall not be later than the last working day in September.
  - ⓪ Re-registration for a Master's Degree shall take place as per the dates in the annually published registration timetable which is applicable to all students.
  - ⓪ The prescribed fee is payable whenever a student first registers and the prescribed re-registration fee is payable for every subsequent year for which the student is permitted to continue with the requisite research.

*(Amended w.e.f. 2020/01)*

**(3) Minimum instructional programme**

The student shall follow such instructional programme or research as may be prescribed or approved by the Senate.

- (a) The minimum instructional programme for the Master's Degree in Technology shall be:
  - (i) a combination of theoretical study and a short research project culminating in a mini-dissertation which, taken together, must be at least the equivalent of (b). With this option the mini-dissertation component must constitute a minimum of 50% of the instructional programme; or
  - (ii) a comprehensive full research project culminating in a dissertation which may be required to be supported by a specific presentation.
- (b) The minimum instructional programme for the Master's Degree shall be successful completion of a:
  - (i) single advanced research project, culminating in the production and acceptance of a thesis or dissertation; or
  - (ii) course work programme requiring a high level of theoretical engagement and intellectual independence and a research project, culminating in the acceptance of a dissertation. In the latter case, a minimum of 60 credits at level 9 must be devoted to conducting and reporting research.

*(Amended w.e.f. 2013/01)*

**(4) Assessment, examination and dissertations**

- (a) A student shall satisfy such requirements for assessment, viva voce or written examination, as are determined by the relevant academic department.
- (b) The application, format and examining of the short or full research project and mini-dissertation or dissertation prescribed respectively as part of the whole of the instructional programme, shall be in accordance with the Rules relating to Research.

**(5) Conversion of a Master's Degree to Doctor's Degree**

- (i) In exceptional circumstances, the supervisor(s), may motivate for a conversion of Master's Degree registration to a Doctorate Degree registration to the relevant Faculty Research Committee indicating that the project is of doctoral standard.  
Evidence of at least one scholarly article from the master's work either published or accepted by publication in an accredited journal should be submitted.  
Consideration will be given by the Higher Degrees Committee to allow the student to convert the study into a doctoral thesis. The procedures for upgrading of Master's Degrees to Doctorate Degrees have to be adhered to.
- (ii) The student is then given the option not to have the Master's Degree conferred, but to extend the research towards a Doctor's Degree;
- (iii) The student must respond in writing, and indicate agreement or not, to the conversion recommendation;
- (iv) To convert the registration towards the Doctor's Degree in Technology, the student must submit a doctoral research proposal to the Faculty Research Committee;
- (v) The reviewer of a possible conversion should not be the examiner of the doctoral thesis.

*(Amended w.e.f. 2012/01)*

## **G25 DOCTORALDEGREE**

### **(1) Admission requirements**

- (a) No person shall be registered for the:
- ⊖ pre-Higher Education Qualifications Framework (HEQF) Doctor's Degree in Technology unless that person is in possession of an appropriate Master's Diploma/ Degree in Technology, respectively, or has been granted status or advanced standing. (Rule G10 refers.); or
  - ⊖ Doctoral Degree (Higher Education Qualifications Framework (HEQF) aligned qualification), unless that person is in possession of a related Master's Degree, or has been granted status or advanced standing (Rule G10 refers); and complies with Rules G3, G4, G26, G27, and the rules of the academic department offering the qualification.
- (Amended w.e.f.2013/01)*
- (b) An appropriate Master's Diploma or Degree in Technology or Master's Degree, by course work option only, is acceptable as entry to the Doctor's Degree in Technology and Doctoral Degree, respectively, provided a person submits proof, to the satisfaction of the relevant Faculty Board and the Research Committee, of a proven research track record including the knowledge required for the subject Research Methodology.
- The Council, on recommendation of the Senate, may require a student to pass specified subject(s), including Research Methodology, before the student registers for the Doctor's Degree in Technology or Doctoral Degree, if, in the opinion of the Senate, the qualification(s) and subjects which the student possesses are related but not fully equivalent or appropriate in terms of Rule G25(1)(a).
- (c) Formal registration will occur only after the Senate is satisfied that:
- ⊖ the student will be able to make progress on the advanced level of study required, and
  - ⊖ suitable supervisors and examiners are available.
- (d) Except with special permission of the Senate, a student shall be excluded from and refused re-admission to an instructional programme if, in the opinion of the supervisor(s) and the Faculty Board, the student fails to maintain minimum progress in the requisite studies or project.
- (e) All applications for registration of a curriculum containing a research project (see G25(3) below) must be submitted in the prescribed format.

### **(2) Minimum and maximum duration**

- (a) The minimum duration for a Doctoral Degree shall be two consecutive academic years of registered study.
- (b) If a Doctoral student fails to complete the qualification after four years of registered study, the Senate may refuse to renew the student's registration or may renew it subject to any conditions it may deem fit to impose. A student may apply to the Executive Committee of the Faculty Board for an extension.
- (c) A person must:
- ⊖ register in order to complete his/her proposal for approval by the relevant Faculty Research Committee and begin to work on the research project as soon as registration takes place.

## **G25(2)(c)(cont)**

- † *(Previous Rule G25 (2) (c) (ii) has been deleted and moved to Rule G 26 (6). (w.e.f.2020/01))*
- Ⓢ The first registration for a Doctoral Degree must take place on or before the last working day in July. With the approval of the Faculty, a Doctoral student may be granted an extension to the date of the first registration, which shall not be later than the last working day in September.
- Ⓢ Re-registration for a Doctoral Degree shall take place as per the dates in the annually published registration timetable which is applicable to all students.
- Ⓢ The prescribed fee is payable whenever a student first registers and the prescribed re-registration fee is payable for every subsequent year for which the student is permitted to continue with the requisite research.  
*(Amended w.e.f. 2020/01)*

### **(3) Minimum instructional programme**

- (a) The minimum instructional programme for both the Doctor's Degree in Technology and Doctoral Degree shall be a comprehensive independently executed full research project culminating in a thesis.
- (b) The student shall follow such instructional programme or research as may be prescribed or approved by the Senate.

### **(4) Assessment and examination of Doctor's degree qualifications**

- (a) The application, format and examining of the thesis shall be in accordance with the Rules relating to Research.
- (b) In addition to the examination of the thesis, a candidate may be required to undergo an oral examination conducted by a panel constituted in terms of the relevant departmental rule.  
*(Amended w.e.f. 2021/01)*

## **G26 RESEARCH FOR MASTER'S DEGREES AND DOCTOR'S DEGREES**

- (1) The research proposal shall be a scheme of work and shall describe the topic to be investigated and the methodology for conducting the research. The title of the proposed dissertation or mini-dissertation (Master's) or thesis (Doctor's Degree in Technology/Doctoral Degree), plus the proposal, shall be submitted to the Head of Department in the department in which the research project will be undertaken.
- (2) Responsibility for ethical clearance of research proposals resides with the Faculty Research Committees. Issues considered sensitive or contentious by these Committees must be forwarded to the Research Ethics Committee for decision.  
*(Amended w.e.f. 2010/01)*
- (3) All research must be monitored by an appointee of the Ethics Committee for adherence to approved ethical procedures.
- (4) Once a person has registered that person must re-register annually thereafter until Rule G26(5) is fully complied with. Failure to comply will nullify the approval of the student's research proposal. In addition, a student and supervisor/promoter are required on an annual basis to report on the student's progress to the relevant Research Committee.  
*(Amended w.e.f. 2010/01)*

## **G26(cont)**

- (5) After approval of the mini-dissertation/ dissertation/thesis by the Higher Degrees Committee the student must submit to the relevant Faculty Office one copy in an electronic pdf format copy of the dissertation/thesis duly amended in accordance with the examiners' reports as approved digitally by the supervisor/s and relevant Head of Department. Rule G18(3)(b)refers  
*(Amended w.e.f. 2021/11)*
- (6) Complete the proposal for the Master's Degree and the Doctor's Degree within the first six months of registration and submit a progress report to the relevant academic department for monitoring purposes. If the progress is unsatisfactory the student may be de-registered depending on the Faculty Research Committee recommendation.  
*(Inserted w.e.f. 2020/01)*

## **G27 SECRET PROJECTS**

- (1) In order for the research to be registered as secret, the student and the supervisor/promoter are required to recommend this, together with a detailed motivation to the Faculty Research Committee for consideration.
- (2) The Faculty Research Committee decides on the merits of the recommendation and submits its recommendation with regard to secrecy to the Higher Degrees Committee for approval.
- (3) Copies of the project report, as required in G26(5), will be retained for safekeeping by the Office of the DVC: TIP or designated authority, for a period of up to three (3) years before being made available in the normal prescribed manner.  
*(Amended w.e.f. 2010/01)*

## **G28 WORK-INTEGRATED LEARNING**

- (1) All students who are required to undergo work-integrated learning as an integral part of their instructional programme must:
  - (a) upon obtaining suitable employment, register with the Institution for such training and pay the prescribed fee; and
  - (b) pass all prescribed compulsory and elective subjects and the prescribed work-integrated learning component in order to obtain sufficient credits to qualify for the qualification.
- (2) A student will only be credited with work-integrated learning which has been:
  - (a) conducted in accordance with the requirements of the Institution, of which the student will be advised in written form prior to the first period of such training;
  - (b) documented in a format approved by the Institution (e.g. work-integrated learning manual/handbook);and
  - (c) undertaken, to the Institution's satisfaction, after at least one year/semester of academic study. In cases of exception, as approved by the relevant Head of Department, no more than six months of work-integrated learning prior to academic study will be credited in the case of a student registered for a National Diploma or National Higher Diploma, or equivalent. With respect to the B.Tech degree, the work-integrated learning must be:
    - (i) evaluated as appropriate to the field of specialised study being undertaken;

**G28(cont)**

- (ii) not have already been credited to another qualification or level of formal study; and,
- (3) not have occurred prior to the date of effect of a previous qualification. (Rule G18(2) also refers.) (*Deleted wef 2019/01*)

**G29 PHASING OUT OF DISCONTINUED PROGRAMMES**

The Senate reserves the right to discontinue existing programmes when deemed necessary. In such cases, there shall be a *phase-out* period for students to complete a discontinued programme.

The institution shall publish the date of the last registration period during which first-time registering students will be permitted to register (Rule G3 also refers).

The phase-out period shall end when a number of consecutive calendar years, including the year of final first-time registrations, has passed that is equal to the maximum duration of study permitted for the qualification as stipulated in Rules G19 to G26.

Notwithstanding Rule G17, no student shall be permitted to register for the programme after the phase-out period has ended, irrespective of how many credits may be outstanding for completion of the qualification.

NOTE: In certain instances the phased out qualification may be replaced with another similar programme. In this case the student may approach the relevant department to request transfer subjects as per Rule G9.

<b>Programme Type</b>	<b>Phase out period (in years)</b>
<b>1) Pre-HEQSF Programmes</b>	
National Certificate	1
National Diploma (Three - year)	5
Bachelor's Degree in Technology (One- year)	1
Bachelor's Degree in Technology (Four-year)	5
<b>2) HEQSF Programmes</b>	
Higher Certificate	1
Advanced Certificate	1
Diploma	4
Advanced Diploma	1
Post Graduate Diploma	1
Bachelor' Degree (NQF level 7)	4
Bachelor' Degree (NQF level 8)	5
Bachelor Honours Degree	1

(*Inserted w.e.f. 2016/01*)

**G30 MEDIUM OF INSTRUCTION**

The main medium of instruction at the Institution is English. (The Language Policy of the Institution also refers).

(*Numbered w.e.f. 2016/01*)

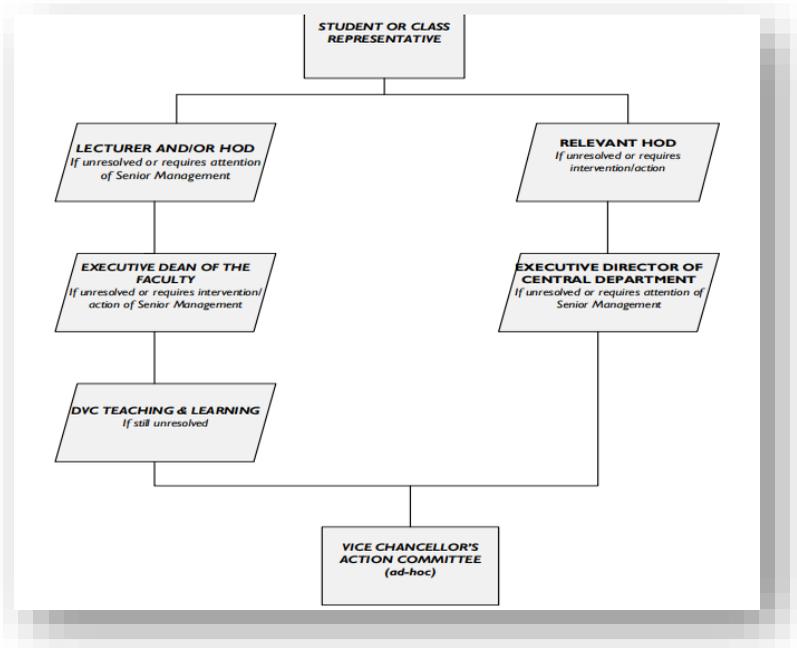
## PROCESS FOR DEALING WITH STUDENT ISSUES

(Approved by Senate: 08 December 2004)

The Durban University of Technology (DUT) is committed to maintaining and enhancing the quality of the learning experience of students and to securing and safeguarding the standards of its qualifications. To this end DUT welcomes constructive criticism from students in accordance with the procedural steps set out in the following flow diagram.

Learning, Teaching & Assessment Issues including:

- 1) All matters related to lecturing staff and the subjects they teach
- 2) Programme related issues
- 3) Registration
- 4) Assessments (eg tests, examinations, assignments)
- 5) Student Support (academic)
- 6) Library



Students must ensure that any criticism is factually well founded and allow a reasonable time for their issues to be resolved.

## **STUDENT DISCIPLINARY CODE** *(Amended wef 2020/01)*

### **PREAMBLE**

Chapter 4, Section 36 of the Higher Education Act (Act 101 of 1997 as amended), prescribes that every student at a public higher education institutions is subject to such disciplinary measures and procedures as may be determined by the University's Statute or the institutional rules.

Paragraph 56 of the Statute of the Durban University of Technology states that every student is subject to the disciplinary measures and procedures determined by council, after consultation with senate and the SRC and as determined by the rules.

In accordance with the relevant consultation processes, Council hereby adopts the following as its disciplinary code for students of the Durban University of Technology.

Any student who contravenes rules prescribed by this Disciplinary Code for students or becomes liable to such punishment and penalties as indicated in the Code.

## DEFINITIONS

Appeal	An appeal as contemplated in Sections SR6 and SR9
<i>Audi Alteram Partem</i>	To listen to the other side, let the other side be heard as well
Cheating	Cheating refers to actions taken by students where they obtain or try to obtain an unfair advantage in examinations, tests, assignments, projects and assessments. Examples of cheating are when students copy or allow their work to be copied, give or ask for assistance from another student without permission, refer to unauthorised notes, books, electronic devices or other reference material, or take part in the assessment pretending to be another student, or allow another student to impersonate them
Council	Means the Council of the University
Defeat the ends of justice	“Defeat the ends of justice” is a formal legal phrase that means an attempt to prevent the outcome of justice. False evidence or conspiracy to hide evidence from a disciplinary tribunal would be an attempt to defeat the ends of justice
Expulsion	Means the permanent termination of a student’s registration with the University, along with the immediate loss of all privileges flowing from such registration. A student who is expelled from University is, by virtue of such expulsion, automatically also expelled from any Residence the student may reside in.
Institution	Refers to the Durban University of Technology
Institution’s Policy	A policy approved by the Durban University of Technology
Misconduct	Misconduct refers to actions/offences that are in breach of University rules
Plagiarism	Plagiarism the submission, by any person or group of persons, without acknowledgement, of written, visual or oral material, or an idea or opinion, originally produced by someone else and passing it off as one’s own original work. The Institution’s Plagiarism Policy and Procedures for staff and students also refers
Precautionary Suspension	When a student is ordered not to attend any University activity and/or remain in residence pending representations from the student and a final decision on whether to proceed with formal charges in a disciplinary matter
Presiding Officer	An individual appointed by the University to chair a disciplinary tribunal
Prosecutor	An individual appointed by the University to present the charges and lead evidence against an accused student before a disciplinary tribunal
Registrar	The Registrar of the University
Representative	Any person representing or assisting an accused student at a disciplinary hearing

Residence	means a building belonging to or leased by the University for housing students, either on or off the campus
Student	<p>When disciplinary action is being contemplated in terms of this disciplinary code a student means the following persons:</p> <p>(a) Any person who is registered as a student at the University.</p> <p>(b) Any person who has been accepted by the University with a view to his/her becoming a registered student.</p> <p>(c) Any person who, after being a registered as a student has left the University where the question of the propriety of a degree improperly obtained, or of conduct during an examination, is in issue.</p> <p>(d) Any person contemplated in (a) to (c) above when disciplinary proceedings are instituted (this will include when notice of a hearing has been served on that person) until disciplinary proceedings (including any appeal proceedings) are finalised;</p>
Student Disciplinary Tribunal	A panel of members constituted by the University to consider evidence and arguments presented to it when a student faces charges of misconduct
Student Representative Council	The body appointed to represent all students in terms of the Statute
Suspension	Suspension in the context of a disciplinary sanction means that a student may be ordered not to attend classes live in a student residence of the University and/or participate in any other University activities for a period of time.

## **SRI REGULATION OF STUDENT LIFE ON CAMPUS**

### **(1) THE ENACTMENT OF REGULATIONS**

The Institution respects and is determined to protect the dignity, integrity and reputation of the individual. At the same time it requires that students comply with those conventions and regulations of Institutional processes and life which it feels are necessary to maintain order, to protect individuals and property and to fulfil its purposes and responsibilities as a tertiary academic institution. To this end the Institution realises that the prevailing rules in matters of student discipline must continue to be that of common sense, the balance of probabilities, the *audi alteram partem* rule and other relevant rules of natural justice. The Institution's regulations are intended to formalise general standards of student conduct and will come into effect only after approval by Council on recommendation of appropriate committees on which the student body shall be represented by its Student Representative Council.

The Institution's regulations do not contemplate specialised regulations or rules governing academic, business or contractual matters, or rules or regulations published by administrators, students or staff for the control of facilities or programmes, such as those not normally submitted to Council for approval. Generally understood standards of conduct, such as respect for the persons and property of others, continue to apply and may form the basis of disciplinary action though nowhere specified in particular detail.

It is the general intention of the Institution to bring students into active participation in the formulation of Institution regulations and to encourage the inclusion of students as active participants in the formulation of those regulations to the extent that such involvement can be accomplished reasonably and practicably.

The Students' Disciplinary Code is aimed at:

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

Any conduct of a student which contravenes the Disciplinary Code and/or negatively impacts on these goals may be regarded as misconduct and subject to disciplinary measures.

### **(2) STANDARD OF FAIRNESS AND STUDENT RIGHTS IN DISCIPLINARY CASES**

Certain procedural rights are guaranteed to a student in any Institution's disciplinary proceedings in which the student stands to bear a significant injury, such as expulsion, suspension or recorded reprimand. A student subject to such disciplinary action is in danger of injury to that student's reputation, opportunity to learn and earning power. Following an alleged act of misconduct and until final disposition of the charges, the status of a student shall not be altered nor the student's right to be present on campus and to attend lectures suspended, except for reasons relating to the student's physical or emotional safety and wellbeing or for reasons relating to the safety and wellbeing of other students, staff, or Institution property, or for reasons relating to the protection of the normal functions of the Institution.

## SR(1)(2)(cont)

Changes of the status of a student that are not disciplinary in character and intended neither as punishment nor as censure, but required by administrative, academic or security interests of the Institution and its community, are not governed by these disciplinary procedures. A list of basic rights of students in any disciplinary proceeding is set out below:

- (a) The right to notice on charges whenever formal action upon such charges is initiated, such notice to be given within a reasonably prompt period and with sufficient particularity as to the facts that the student may reasonably prepare a defence, with reasonable and appropriate recesses and continuances being provided to all parties.
- (b) The right to cross-examine any witnesses appearing against the student, to produce witnesses on the student's own behalf, to present evidence, to know prior to hearing the contents of and the names of the authors of any written statements which may be introduced against the student, and to rebut unfavourable inferences that may be drawn from such statements. The right not to be compelled to be a witness against oneself or to have one's silence taken as an indication of guilt.
- (c) The reliance upon evidence shall be determined on the balance of probabilities. However, rules of evidence in courts of law shall not as such be strictly enforced.
- (d) The right to be accompanied and represented in all procedures by a representative, including a legal representative of the student's own choosing, and at the student's own cost.
- (e) The right to appeal against decisions to a higher authority or hearing body within the administrative processes provided.
- (f) The right to have one's case processed without prejudicial delay.

## (3) RULES FOR STUDENTS

Every student, by completing a declaration of acceptance of the rules and regulations of the University at registration or by merely being registered, becomes subject to all the rules of the Institution as approved by the Council and liable for any proven offence committed whilst a registered student.

- (a) Offences which could result in disciplinary action include, inter alia, the following:
  - (i) any act or omission which constitutes or amounts to a common law or statutory crime;
  - (ii) interference by violence, threats of violence, or any other means, with the rights of others to express their views by means of speech, writing or print or other media dealing with the matter;
  - (iii) use of the freedom of expression allowed within the Institution to make statements or propagate views or encourage actions that threaten or infringe the dignity or the rights of others including social media bullying;
  - (iv) failing, without just cause, to comply with an order given by the Vice Chancellor or his/her nominee to attend an inquiry in terms of the rules approved by the Council for the purpose of giving evidence or responding to allegations;
  - (v) knowingly giving false evidence at, or in connection with, such inquiry;
  - (vi) intimidating a person who is a potential witness at such an inquiry;
  - (vii) *behaving inappropriately* when participating in any Institutional activity, academic or non-academic, whether within or without the precincts of the Institution, misbehaving in any part of the Institution and conduct whether within or without the precincts of the Institution that tends to bring discredit upon the Institution;or

### **SRI(3)(a)(cont)**

- (vi) *refusal to comply with a lawful, reasonable instruction issued by a competent authority of the University*

Furthermore, a student shall not under any circumstances:

- (x) use violence, threats of violence, intimidation or any other behaviour which either causes or threatens to cause harm to another individual or damage to property;
- (x) obstruct, attempt to obstruct, or engage in conduct likely to obstruct any officer or member of the staff of the Institution in the performance of their duties;
- (x) wilfully damage, deface, or remove any property in the ownership, occupation or possession of the Institution;
- (xi) occupy, use or be present upon any property or premises of which the Institution is owner or occupier after being required to leave by a member of staff of the Institution (including but not confined to a warden of a residence and a security officer), acting within the scope of their duties;
- (xi) participate in any initiation processes of students;
- (xiv) be in possession of firearms or explosives on the Institution's premises;
- (xv) be in possession of, use or deal in drugs in contravention of the Abuse of Dependence Producing Substances and Rehabilitation Centres Act (Act 41 of 1971);
- (xvi) consume, possess, sell or serve any alcoholic beverage or any intoxicating substance on the Institution's premises or present themselves at the University when intoxicated;
- (xvi) smoke in areas designated as non-smoking areas;
- (xvi) be present on the Institution's premises while suffering from a notifiable disease until the Head of Department concerned has received a medical certificate to the effect that the student may return to the Institution without risk of infecting others (Rule G3(1) (l) and (m) refers);
- (xix) refusal to comply with health and safety requirements as prescribed by a department for health, safety and professional reasons.
- (xx) breach the traffic rules of the university; or
- (xx) contravene the rules embodied in this Rule Book for Students and/or the Departmental Handbook for the instructional programme for which the student is registered, or any other rules approved by Council.
- (xxi) declare any false information when completing any prescribed Institution form, or in any submitted documentation, or withhold any material information (e.g. when registering, applying for financial assistance) - (Rule G3(1) (b) refers;.
- (xxi) Non-compliance with any protocols relating to student demonstrations, university gatherings and functions
- (xxiv) Non-compliance with any executive orders issued by the executive management or an officer so delegated to issue such;
- (xxv) Impersonate any official of the university
- (xxv) Participate in any fraudulent and/or corrupt activities
- (xxvi) Defeat the ends of justice

- (b) Students shall also acquaint themselves with and comply with such rules as are prescribed by the following university structures and institutional policies:
- Institution libraries; residences;
  - Students' Representative Council (and committees);
  - Sports Union Council;
  - Computer laboratories and
  - Policy for Students on Access and Acceptable Use of Electronic Resources.
  - Social Media Policy
  - Any other official structure or institutional policy of the institution aimed at promoting good order and governance.
- (c) Furthermore, students must also acquaint themselves with all rules of the institution not covered in this general handbook and comply with the rules relating to examinations and academic programmes.

**(d) Admission of Guilt**

(Only applicable to offences in relation to Rule G13(1))

1. A student who is alleged to have cheated in any class test, examination, assignment, project or similar form of assessment may, instead of being charged as provided in these rules, be permitted by the Prosecutor to admit guilt by signing the approved form if the offence or a similar one has not occurred previously.
2. For the purpose of this rule, cheating includes all forms of cheating as defined in this Code.
3. If a student admits guilt as above, the result of the assessment in question shall automatically be cancelled and one or more of the following sentences shall apply:
  - (i) Automatic cancellation of registration from the subject/module in question; and
  - (ii) Registration for the module/subject in question may only take place after serving a period of suspension from the subject/module for a semester or year depending on whether the subject/module is an annual or semesterized one;
  - (iii) A fine not exceeding R2000 and/or with the relevant HOD's consent, duties as specified by the HOD, to be performed by the student under the HOD's supervision for a period stipulated by the Prosecutor, for which no remuneration or credit will be received by the student and
  - (iv) The admission of guilt shall be recorded on the record of the student for the duration of the student's studies at the Institution for use only within the University.
4. A student who alleges that an admission of guilt form was signed by mistake, or by reason of irregular procedure may, within 3 days of signing the admission, apply in writing to the Prosecutor, giving reasons for the application to withdraw the admission of guilt. Such an application shall be investigated by the Prosecutor who may set aside the admission of guilt, in which case the matter shall be referred to the Student Discipline Court for a charge of cheating.

## **SR2 OFFICIALS AND PROCEDURE FOR DISCIPLINARY PROCEEDINGS**

### **(1) The Vice Chancellor**

The general supervision and control of student discipline is vested in the Vice Chancellor by virtue of the provisions of the Higher Education Act (No. 101 of 1997) as amended and its accompanying regulations. By virtue of the powers vested in the Vice Chancellor, he/she may request any member of staff to assist with the execution of his/her duties, which includes the maintenance of discipline and order in the Institution. The officers and tribunals described in this document are thus appointed and constituted by the Vice Chancellor or an official delegated by him/her, and any powers that these officers or tribunals have by virtue of this document are delegated to them by the Vice Chancellor. The officers and tribunals appointed and constituted by this document are thus directly responsible to the Vice Chancellor for the execution of their duties.

- (1) The Executive Manager responsible for student discipline, who shall normally be the Registrar, shall exercise all executive authority regarding levels 1 and 2.

### **(2) Preliminary Investigation**

Prior to any matter being referred to the Registrar for the purposes of disciplinary action being taken against any student, there must be a preliminary investigation, authorised by the relevant HOD, which has determined that there is *prima facie* evidence that misconduct has taken place.

Such a preliminary investigation must provide written submissions to the Registrar as to why disciplinary action must be instituted and must include statements and evidence relating to the misconduct.

### **(3) The Presiding Officer**

Each of the official tribunals mentioned below shall have a Presiding Officer.

The Presiding Officer for the respective tribunals shall be:

#### First Level Tribunals

Academic Heads of Department

Residence Disciplinary Tribunal – Residence Coordinator

#### Second Level Tribunals

Student Disciplinary Tribunal – Executive Manager or the Registrar’s nominee/s

#### Third Level Tribunal

Appeals Tribunal - Vice Chancellor’s nominee/s

### **(4) Prosecutors**

The prosecutors appointed in terms of the respective constitutions of each tribunal shall:

- (a) consider any report or written statement which may have been made concerning the conduct of the student concerned;
- (b) obtain such other evidence as they may deem necessary;
- (c) decide whether the tribunal which they serve has the jurisdiction to hear the matter and if not to refer it to the appropriate tribunal;

- (d) decide whether to charge the student concerned;
- (e) recommend to the Registrar that the student should be placed on precautionary suspension until the matter is heard by a Tribunal. Students placed on precautionary suspension may not participate in any academic and non-academic activities, unless the terms of the precautionary suspension indicate otherwise.
- (e) draft the charge; and
- (f) appear before the relevant tribunal and prosecute the charge.
- (g) ensure that there are reliable witnesses for the case and that they will appear before the tribunal.

### **SR3 FIRST LEVEL TRIBUNALS**

The following form the primary level of disciplinary control for minor transgressions (those transgressions that are not included in SRI(3) above (Rules for Students):

- (1) Academic Heads of Departments
- (2) Residence Disciplinary Tribunal.

Reports on cases dealt at these levels must be filed quarterly with the Registry, for record, monitoring and evaluation purposes.

#### **(1) Academic Heads of Department**

- (a) Any person may report any incident relating to an alleged breach of discipline or an act amounting to misconduct by a student to the relevant Head of Department. The Head of Department or his/her delegate with relevant seniority and experience, having conducted an informal investigation into the alleged incident of misconduct, may:
  - Write a letter of warning to the student, setting out clearly, the reasons for such a warning.
  - In more serious cases, as those covered in Rule SR3 above as well as Rule G13 (Rules for students), decide to report the matter for disciplinary action to the Registrar. Depending on the severity of the alleged offence, and as determined by the Registrar, the student concerned may attend further lectures pending the finding of the Student Disciplinary Tribunal. However, if during this time, the student allegedly commits any further breach of discipline or act of misconduct during a lecture, which is similarly reported to the Prosecutor of the Student Disciplinary Tribunal, the student may, at the discretion of the Registrar, be refused entry onto any Institution campus, including a student residence, pending the finding of the Student Disciplinary Tribunal.
  - Not pursue the matter further
- (b) A student may appeal against the decision of the Head of Department to the Executive Dean of the Faculty, in terms of the approved process of dealing with student issues, as approved by Senate. The Executive Dean's decision is final for this level of cases.

#### **(2) RESIDENCE DISCIPLINARY TRIBUNAL**

In the first instance, transgressions in the residence must be investigated by the Manager: Housing or his/her nominee who should attempt to resolve the matter. In certain instances matters maybe referred to the Residence Disciplinary Tribunal or in more serious cases, to the Student Disciplinary Tribunal. In the event that a matter shall be referred to a Residence Disciplinary Tribunal, the following arrangements shall apply.

### **(a) Composition**

The Residence Disciplinary Tribunal consists of at least three of the following:

- A properly qualified and experienced chairperson appointed by the Manager of Housing
- The Residence Coordinator of a specific residence (Prosecutor)
- 1 residence advisor in the respective residence of the student
- 1 Central House Committee (CHC) chairperson or delegated representative
- 1 House Committee (HC) representative of the respective residence
- 1 Residence Advisor (RA) from another residence, appointed by the Manager Housing

### **(b) Scope of Jurisdiction**

- (i). The tribunal shall deal with first – time offences related to but not limited to the following:
  - Vandalism
  - Breakages
  - Behavioural offences such as instigation of misconduct, refusal to comply with a lawful instruction, possible damage to the image of the residence, unauthorized activities, disrespectful behaviour to other students or officials at the residence.
  - Making false statements
  - Squatting, subletting, cohabitation.
  - Any other matter that in the opinion of the Manager : Housing is a breach of residence rules, but not serious enough to be referred to the second level Student Disciplinary Committee
- (ii). Repeated contraventions and transgressions of the same offence or offences of a more serious nature must be referred to the Student Disciplinary Tribunal.
- (iii). Should the student charged not appear before the Tribunal at the time and place indicated in the written notice or subsequently at any postponement of such enquiry, the Tribunal may proceed in either of such events with its consideration of the charge in the absence of such student if the Tribunal is satisfied that the student's non-appearance is wilful and without just excuse.

### **(c) Range of Sentences**

In the event of a student being found guilty by the Tribunal, one or more of the following sentences may be imposed:

- (i) A fine not exceeding R1000 or duties to be performed by the student for a stipulated period as prescribed by the Residence Manager.
- (ii) Costs of breakages/damages
- (iii) Final warning

### **(d) Appeals at First Level Sentencing**

All appeals at this level must be dealt with by the Executive Dean/Dean of Students who shall be the final authority on such appeals.

## **SR4 SECOND LEVEL TRIBUNAL**

The second level tribunal is called the Student Disciplinary Tribunal. This tribunal will hear all cases outside the jurisdiction of the first level tribunal as determined by the respective prosecutors. These cases will include those breaches of Rule SR I (3) as well as rules included in the University's rulebooks.

### **(a) Composition**

The Student Disciplinary Tribunal shall consist of a Presiding Officer from an approved panel; and at least two of the following:

- the Registrar's nominee;
- the head of the department in which the accused student is registered, or the head's nominee;
- a registered student nominated by the SRC unless the accused is a member of the SRC, in which case this position on the Tribunal shall be occupied instead by the elected student representative of the faculty in which the accused student is registered;
- the Executive Dean of the Faculty or nominee in which the alleged offender is a student.

The composition of the Tribunal for any particular case shall be determined by the Registrar.

Any potential member of the Tribunal shall recuse him/herself if the member has been closely involved in the matter which is the subject of the inquiry.

The decision of the majority of members of the Tribunal shall be the decision of the Tribunal. The Presiding Officer shall have a deliberate and deciding vote.

### **(b) Scope of Jurisdiction**

- (i) The Student Disciplinary Tribunal shall deal with all cases allocated to it by the Registrar, and all cases outside the jurisdiction of the first level tribunal. The provisions of the Higher Education Act and the Statute and any amendments thereto shall apply in respect of all matters relating to such adjudication.
- (ii) A student against whom a charge of misconduct is being investigated by the Tribunal shall be informed of the nature of the charge and shall be required to appear personally before the Tribunal. Provided that in the case of a minor the student's parent or legal guardian shall be informed, if possible, of the charge against the student.
- (iii) Should the student charged not appear before the Tribunal at the time and place indicated in the written notice or subsequently at any postponement of such enquiry, the Tribunal may proceed in either of such events with its consideration of the charge in the absence of such student if the Tribunal is satisfied that the student's non-appearance is wilful and without just excuse.

### **c) Range of Sentences**

In the event of the Tribunal finding the student concerned guilty it may impose one or more of the following sentences:

- (i) in the case of academic irregularities such as cheating in examinations and or tests [Rule G13(1)] refers:
  - disqualification from entry to examinations and/or cancellation and forfeiture of year/semester marks and/or examination results on conviction for dishonest or irregular conduct in relation to tests, examinations or other forms of assessed work;
  - a fine not exceeding R3000 and/or with the relevant HOD's consent, duties as specified by the HOD, to be performed by the student under the HOD's supervision for a period stipulated by the Tribunal, for which no remuneration or credit will be received by the student.
  - A period of suspension from registration for the subjects/modules affected by the transgression for a period of registration, not exceeding a semester or a full year (in the case of annual subjects/modules).
  - Longer-term suspension or Expulsion in the case of a repeat offence.
  
- (ii) in the case of other behavioural, non-academic irregularities:

One or more of any of the following and any other as determined by the Tribunal:

  - any of the sentences that fall within the jurisdiction of first level tribunals;
  - a requirement that the student write a letter/s of apology to persons affected by the student's misdemeanour;
  - a fine not exceeding R3000;
  - Costs of any damages caused by the student.
  - prohibition from visiting certain specified areas;
  - suspension from the university, including the university residences, for a period of registration;
  - expulsion from the Institution;
  - with the relevant HOD's consent, duties as specified by the HOD, to be performed by the student under the HOD's supervision for a period stipulated by the Tribunal, for which no remuneration or credit will be received by the student.
  - Exclusion from participating in any student leadership positions

### **(d) Suspension of Sentence**

The Tribunal may suspend any sentence imposed by it for the remainder of the time that such student is registered as a student at the Institution upon such conditions of good behaviour as it deems proper and provided that a similar offence is not committed during that period.

### **(e) Publications of Findings**

The Tribunal may direct that its findings, together with the sentence or sentences imposed and, if the Tribunal specifically so directs, without reference to the name of the student, be published in such a manner as the tribunal may determine.

**(f) Reporting of Findings**

At the conclusion of every inquiry the Tribunal shall notify the student concerned and the Vice-Chancellor's Tribunal of its findings and sentence it may have imposed and any publication it may have directed. The Tribunal may instruct the Registrar to report the findings of any particular case to the parents, guardians, sponsors of the student(s) involved, and/or other educational institutions.

**(g) Record Keeping**

The Tribunal shall keep a record of all sentences imposed by the Tribunal.

**(h) Automatic Review of Certain Sentences**

The case of any student who, upon being found guilty, is sentenced to exclusion from the Institution for a stated period, disqualification from writing examinations, expelled from a residence or expelled from the Institution, shall be reviewed by the Appeals Tribunal before the sentence becomes final (SR5 (1)(b) also refers). Such exclusion, disqualification or expulsion shall be suspended pending the outcome of the review of the Appeals Tribunal. However, no test, assessment and/or examination result of the student(s) involved will be published in the interim.

**SR5 THIRD LEVEL TRIBUNAL**

**(1) The Appeals Tribunal**

The Vice-Chancellor is the final authority for all matters of student appeals. To assist the Vice-Chancellor in making a decision on appeals, the Vice-Chancellor may constitute an appeals tribunal to hear a specific case, and to make a recommendation to him/her.

**(a) Composition**

The Appeals Tribunal shall consist of:

- (i) A Chairperson appointed by the Vice-Chancellor, and at least 2 of the following:
  - A Deputy Vice-Chancellor;
  - Dean of Students;
  - One or more members of staff nominated by the Vice-Chancellor;
  - Relevant Executive Dean or his/her nominee.
- (ii) The President of the SRC or an SRC member nominated by the President or a member of staff nominated by the SRC shall be invited to attend any hearing of the Tribunal as non-voting members, provided that the SRC member nominated by the President may not attend if he/she is the subject of the appeal, or acted as a member of or was a witness in a lower level tribunal for the same case.
- (iii) Any member of the Appeals Tribunal who acted as a member of or was a witness in a lower tribunal for the same case shall be asked to recuse him/herself from the Appeals Tribunal.

**(b) Scope of Jurisdiction**

The Appeals Tribunal is the highest disciplinary tribunal in the Institution and will deal only with appeals submitted to it by students who have had sentences imposed by the lower tribunal and shall automatically review sentences involving suspension and expulsion of students determined by the Student Disciplinary Tribunal. The Appeals Tribunal makes recommendations to the Vice-Chancellor who makes the final decision on any appeal/automatic review.

**(c) Range of Sentences**

The Appeals Tribunal has the same range of sentences as that of the Student Disciplinary Tribunal - see paragraph SR4(c) above. The Tribunal may confirm, set aside, or change any sentence passed by a lower tribunal. In the event of the Tribunal changing a sentence passed by a lower tribunal, the Tribunal shall supply the lower tribunal with reasons for changing the sentence.

**(d) Collective Sentences**

The Tribunal may impose one or more of the abovementioned sentences upon the SRC or upon the Residence Committees, Sports Union, student societies, clubs or any other Institution organisation or body, or upon a group of students, provided that collective sentences may be imposed only if, after all reasonable steps have been taken, none or only some of the individual students who were responsible for the breach of discipline or misconduct can be identified, and provided further that where such collective sentence takes the form of an imposition of a fine, no individual student shall be required to pay more than R2000 excluding any cost of damages.

**(e) Precautionary Suspension of Student Pending an Inquiry**

The Tribunal may, if it considers such a step to be in the interests of the student or the Institution, order any student against whom there is an allegation of breach of these rules to comply with one or more of the following directions until the expiry of a period not exceeding 60 days or until the final disposition of the inquiry under these rules, whichever shall occur first:

- (i) to cease attending lectures;
- (ii) not to enter the precincts of the Institution or such portion thereof as may be specified by the Tribunal;
- (iii) not to bring a motor vehicle into the grounds of the Institution; or
- (iv) to cease to reside in a residence of the Institution.

**(f) Suspension of Sentences**

The Tribunal may suspend the operation or execution of any sentence imposed by it or by any other tribunal (upon appeal or referral) for a period not exceeding 90 days and upon such conditions of good behaviour as it deems proper.

**(g) Retention of sentences on academic transcripts of students**

Should a student be found guilty of any misconduct, the statement of conduct on the academic transcript shall indicate the nature of the misconduct and the sentence. The statement shall be retained on the transcript of the student for the duration of the student's studies at the University, unless the Tribunal specifically directs:

- I. That the records of the student shall not be endorsed,

or

- 2 That the endorsement shall remain on the student's record after completion of the student's studies at the University and stipulate the period for such endorsement to remain.

## **SR6 APPEALS**

### **(1) Hierarchy of Appeal**

A student, who is found guilty by any tribunal discussed above, may appeal against the verdict or the sentence. Appeals against a verdict of a first level tribunal shall be heard by the Executive Dean/Dean of Students. Appeals against a verdict of the Student Disciplinary Tribunal will be heard by the Appeals Tribunal. There are no further internal appeals processes against decisions passed by the Appeals Tribunal.

### **(2) Procedure**

As a result of a finding of guilty, a student may within a period of 10 days of the imposition of any sentence appeal in writing to the next higher tribunal, setting out fully the grounds for such appeal. The appeal body may call for any additional documentation or other evidence it deems relevant.

The appeal body shall, based on the evidence before it, have the power to confirm the decision of the tribunal *a quo* in all respects, or to alter it as to the findings and/or the sentence imposed.

### **(3) Suspension of Sentence during Appeals**

The lodging of an appeal shall suspend the operation of any sentence by a tribunal pending the outcome of the appeal.

## **SR7 ENFORCEMENT AND NON-ENFORCEMENT OF CERTAIN SENTENCES**

Whether the sentence imposed on a student in terms of these Rules consists of the payment of a fine or of reparation of damage caused or the performance of some other act, the student concerned may be excluded by the Vice Chancellor from the Institution until the payment is made or action performed.

If the operation or execution of any punishment has been suspended in terms of these Rules and the student has observed, throughout the period of suspension, all conditions specified, such punishment shall not be enforced.

## **SR8 PROCEEDS OF FINES**

The proceeds of any fine or payment of reparation of damage caused imposed in terms of these Rules shall be paid into the general funds of the Institution.

## **SR9 APPEALS AGAINST EXPULSION**

- (1) Should the Appeals Tribunal, in reviewing a case before it, imposes a sentence of expulsion against a student, or decides to uphold a sentence of expulsion passed by the Student Disciplinary Tribunal, no further appeals may be made by the student until a period of four years has elapsed following the expulsion.
- (2) An appeal made in terms of SR9 must be made in writing to the Registrar and must provide a motivation with supporting evidence as to why the student should be reconsidered for admission to the University.
- (3) Should a student appeal an expulsion from the University after the four year period, such an appeal may be considered by an ad-hoc committee or individual appointed by the Vice-Chancellor.

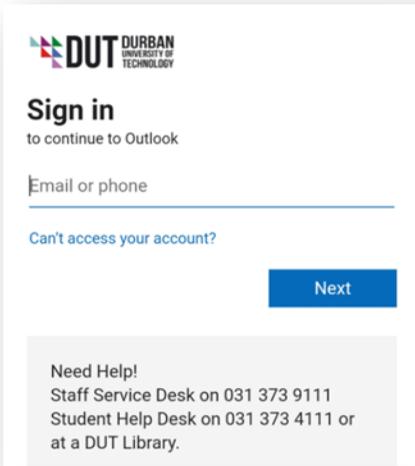
# STUDENT IT SERVICES INFORMATION

## I. Student IT Services

If you have registered as a student at DUT, an email account would have automatically been created for you upon enrolment and payment of fees. Log in using your student number that you have received via email or SMS and pin (pin must be entered starting with number 9, followed by your birth month and day), enter pin in this format: 9mddd.

To gain access to your account on the e-mail system, you will need to know your DUT student number which is printed out on your identification card below the bar code.

You can access your DUT mailbox either on campus or from home by typing the following URL into your web browser: <https://outlook.com/dut4life.ac.za> you will be prompted for a user login and password as shown below:



You will need to type in your student number and password to login, for example

Username: 20612345@dut4life.ac.za

Password: \*\*\*\*\* your password will be as follows:

### First Time Entering Students

DUT (password for the first time is in the format \$\$DutYYMMDD where “YYMMDD” is the first 6 digits of your id number). An example of this is:

Username: 20612345@dut4life.ac.za

Password: \$\$Dut760504

### Returning Students

They must use the password that you have been using to access your email and or student portal Note that this password is case sensitive.

### International Students

The Faculty Office along with the International office will assist with any queries in this regard.

The official email address that MUST be used for all student correspondence will be via the dut4life email address.

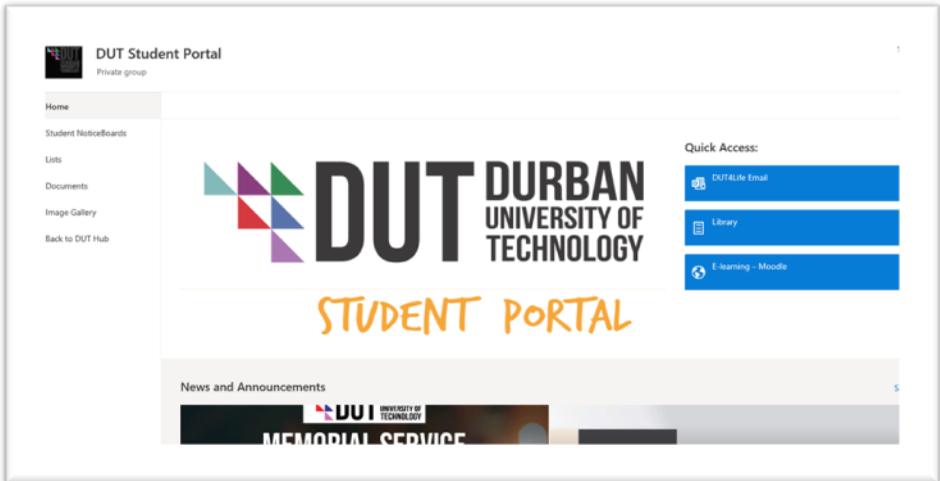
## 2. Student Portal

As a DUT student, you have access to the Student Portal which will consist of student related information and links to other systems.

To access the student use the following link:

<https://dut4lifeac.sharepoint.com/sites/dutstudentportal>

When the browser opens you will see the Student Portal which looks similar



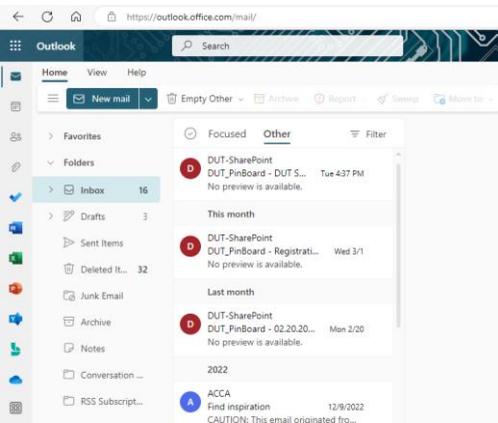
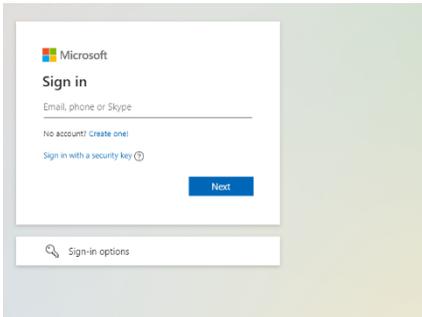
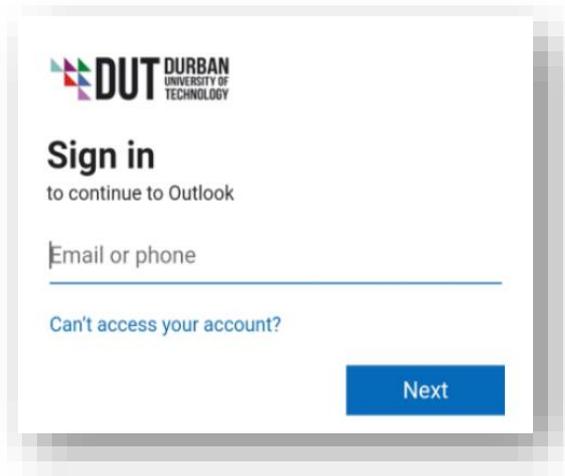
The Student Links on the Student Portal above are for the following applications:

- ITS (Student Information)
- DUT4LIFE
- DUT Internet Site
- Library
- Blackboard
- Detail User Guide (OWA)

### 3. DUT4life - Office 365 Suite

DUT4life is a branded collaboration suite, which is part of Microsoft's Live Services. The suite consists of e-mail, One Drive (on-line storage) and on-line office applications (Word, Excel, PowerPoint & OneNote). To access the office 365 suite, browse the following URL: <https://office.com> login with your email address

Note: ALL official DUT communication will be sent to your



### DUT4life account.

Upon successful logon, if prompted, enter the time zone or search for Pretoria/Harare. Thereafter your mailbox will open.

Send an e-mail, select New, and enter the recipient in the To: field, type in the subject, the body of the e-mail and select Send.

change the default password, Select Options, Select See all Options and Select Change your Password from the list of shortcuts.

For more details go to [www.outlook.com/dutlife.ac.za](http://www.outlook.com/dutlife.ac.za)

#### 4. Student Information

From the student portal click on 'Internal access to ITS student information...'. If you do not have a pin, first REQUEST A PIN by entering your student number and clicking on the [Request A Pin] tab in the screen that appears below.

A PIN will be emailed to your dut4life email account. Access your email from the student portal to retrieve your pin. Use your student number and the PIN provided to access the ITS system.

Registered Users: Login Credentials

Student  Personnel  Other  Alumni

**Student Number:**

**Pin:**

[5 numeric digits. Do not start with a 0.]

Login   Forgot Pin   Change Pin   Request A Pin

Forgot Student Number

The ITS iEnabler system allows you access to the following:



**Student Web (Menu Pane)**

- ✓ Application
- ✓ Residence Application
- ✓ Registration
- ✓ Residence Registration
- ✓ Student Admin
- ✓ Financial Aid
- ✓ Student Enquiry
- ✓ MyGate Online Payment
- ✓ Maintain Banking details
- ✓ Request For Information
- ✓ Access Control
- ✓ Medical Web
- ✓ Residence Appl and Regist EP
- ✓ OPAC
- ✓ DUT E-Payments

Logout

## 5. Student Kiosk

Some campuses have student kiosks that can also be used to access student information.

### Requirements to use Kiosk

Students must have a PIN which is obtainable as mentioned previously in this document (see number 4 on the previous section regarding Request a Pin) or contact your faculty office or open access labs for assistance.

### Steps to use Kiosk after obtaining pin code

Click on Student using the mouse or the touch screen

Swipe your student card, mag-strip facing you and swipe from left to right or

Type in your student number manually

Click on pin using the mouse and enter your pin code

If pin code does not work, click on help to obtain assistance

Click on login or touch on login button with your finger

You can now use the mouse to touch screen to explore using the student enquiry option Do not forget to logout.

NB: If the Kiosk is not working please report it to the nearest Faculty Office or Open Access Lab

## 6. Student SMS Services

Do you want your Financial Balance OR Examination Results SMS the following to 34763 For Financial balance:

DUT space STUDENT NUMBER space B For Exam results:

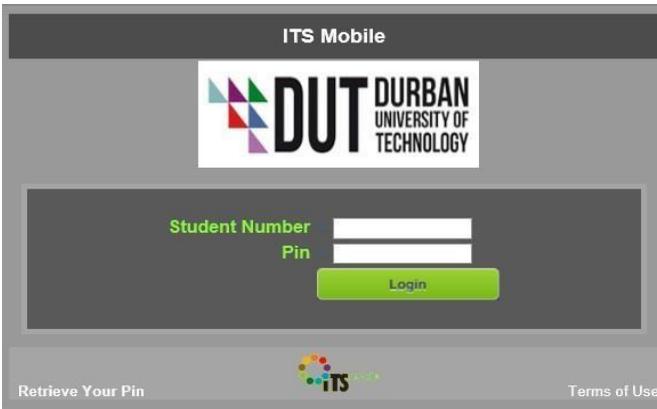
DUT space STUDENT NUMBER space R

## 7. ITS Mobi App Did you

know?

You can get use the ITS Mobi App to obtain your financial balance and examination results and much more?

Link is available on the Student Portal and DUT Website. Use your iEnabler Student Number & Pin to log on.



## 8. Student MySite

What is a MySite

Student My Site is a personal site that gives you a central location to manage and store your documents, content, links, and contacts. My Site serves as a point of contact for other users in your organization to find information about you and your skills and interests.

How to Create your MySite

As a DUT student, you have access to the Student Portal. When you login to the student portal, you see a link to MySite on the top right-hand corner. When you click on it for the first time it will request you for a user id and password. Once you entered a valid user id and password, the system will create a mysite for you. Or if you already created your Mysite you would be able to login to your mysite.

See below for sample of a Student Mysite



If you have further enquiries about IT Services, please ask the LAB Technicians in your faculty.