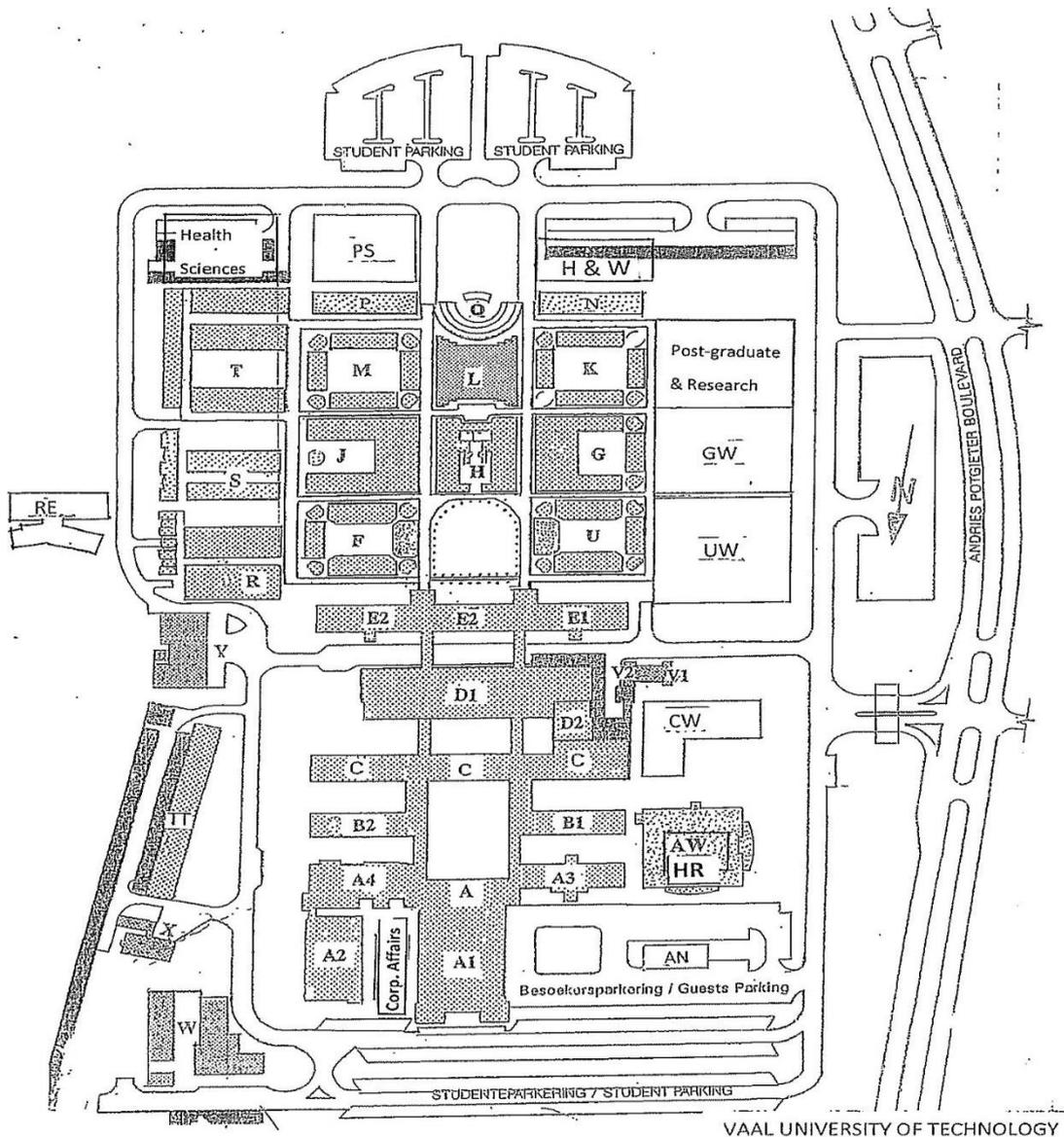




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General Prospectus

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Copies of the General Prospectus are obtainable from:

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NB:

Although the information contained in this General Prospectus has been compiled as accurately as possible, the Council and the Senate of the Vaal University of Technology accept no responsibility for any errors or omissions.

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ADMISSIONS

POLICY



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**INSTITUTIONAL POLICY/GUIDELINES
(Policies, Procedures, Rules, Guidelines etc.)**

To be completed by initiator of Policy/Policy owner:

1. POLICY TITLE:	ADMISSIONS POLICY
2. FIELD OF APPLICATION	ACADEMIC ADMISSIONS TO DEGREES & DIPLOMAS
3. COMPLIANCE OFFICER(S): (Person/s responsible for ensuring policy implementation)	DVC:A&R, REGISTRAR, EXECUTIVE DEANS
4. STAKEHOLDER CONSULTATION (State the stakeholder group/s consulted during policy formulation/revision)	EMC, SENATE
5. DESIGNATION OF POLICY OWNER: (Person responsible for maintaining policy)	REGISTRAR
6. NAME OF POLICY OWNER/S:	SENATE

POLICY HISTORY (To be completed by policy owner)

Decision Date	Status	Implementation Date	Approving Authority	Resolution Number	Policy Document Number	Pending date for next revision
(Compulsory)	(New/Revised/No Changes)	(Compulsory if "new" or "revised")	(If "new" or "revised". N/A if no changes)	e.g. 07/11-10.2 (Minute number. N/A if no changes)	(e.g. D/.../07 N/A if no changes)	(Compulsory)
2014	REVISED	REVISED	SENATE/ COUNCIL			2016

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SUBJECT	ACADEMIC ADMINISTRATION
CATEGORY (Policy Field)	ACADEMIC

Admissions Policy

1. POLICY INTENTION

The Admissions Policy finds purpose in regulating the admission of students at the Vaal University of Technology (VUT), subject to stipulations of section 74 (1) of the Higher Education Act, 1997, (Act 101 of 1997), and the Statute of the VUT.

This policy and its rules and procedures replace all previous policies and/or circulars on the admission of students to study at the VUT.

2. POLICY AIM AND OBJECTIVES

The aim of the Admissions Policy is to effectively facilitate the admission and registration process for all applicants who meet the minimum VUT admission requirements in a particular programme.

In terms of the stated aim, the objectives of the Admissions Policy are to ensure that:

- a) applicants applying for admission will not be discriminated against on the basis of race, colour, religion, gender, disability or nationality, in accordance with policies and regular practices of the VUT;
- b) projections of the number of students to be admitted and enrolled in any year at the VUT will be determined through the Enrolment Plan of the institution as agreed between VUT and the DHET, which is based on firstly, meeting national enrolment benchmarks as determined by the Department of Higher Education and Training (DHET); secondly, the capacity of the institution to meet the educational and other needs of students, and / or thirdly, registration levels approved for budgetary or other appropriate purposes;
- c) admission of an applicant to a specific faculty, department and programme of the VUT will be governed by the General Rules as reflected in the Prospectus of the VUT and specific rules set out by the relevant academic faculties;
- d) when, at any time, the number of qualifying applicants for admission exceeds the number of prospective students that can be admitted and enrolled, final admission will be on the basis of the VUT's evaluation of the applicant's potential for satisfactory performance in the specific programme to which the applicant seeks admission. Meeting the minimum requirements is, therefore, not necessarily a guarantee for admission into a particular instructional programme;
- e) provided that the criteria set out below are met, this policy of competitive admissions will not prevent the admission of selected applicants. Applicants who firstly, give evidence of possessing special talents; secondly whose admission contributes to achieving equity considerations within the total number of students admitted and enrolled; or thirdly who seek educational programmes not readily available at other institutions.

3. CLARIFICATION OF TERMINOLOGY

In this policy, unless otherwise stated:

“admission” means permission granted by a department to an applicant to commence studies, thereby allowing the applicant to register for a specific programme in a specific semester or year.

“*Council*” means the Council of the Vaal University of Technology, duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act 101 of 1997).

“*official language*” means a language selected from amongst Afrikaans, English, Isindebele, Sesotho sa Leboa, Sesotho, siSwati, Xitsonga, Setswana, Tshivenda, Isixhosa and Isizulu. The VUT considers English as the official language of its business.

“*National Senior Certificate*” means the school leaving certificate conferred by Umalusi as from 2008 in terms of the provisions of the National Curriculum Statement.

“*programme*” means any formal programme of higher education and training offered by the VUT, in respect of which a VUT certificate is issued on its successful completion.

“*prospective student*” means a person who applies to become a first-time student at the VUT, also referred to as an “*applicant*”.

“*registration*” means the formal administrative process during which the biographical and academic information of a prospective student or a student who is continuing his / her studies is recorded and the fixed fees are paid after which his / her official status as a student of the VUT, is confirmed.

“*Senate*” means the Senate of the VUT, duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act 101 of 1997).

“*Senior Certificate*” means a school-leaving certificate conferred by the South African Certification Council.

“*Umalusi*” means the Council for Quality Assurance in General and Further Education and Training.

“*university*” means any institution of higher education established in terms of the Higher Education Act, 1997 (Act 101 of 1997) with a view to the provision of university education.

“*university certificate*” means any certificate, diploma or degree issued on the successful completion of a university education.

“*VUT*” means the Vaal University of Technology, duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act 101 of 1997).

4. POLICY FRAMEWORK

The Admissions Policy should not be operationalized in isolation, but with due consideration and application of the rules and procedures stipulated in other relevant VUT policies pertaining to Teaching & Learning; Resources and Planning as well as Institutional Support.

5. POLICY PROVISIONS

The Admissions Policy differentiates between admission requirements for undergraduate qualifications and requirements for degree or post-graduate qualifications. It further stipulates admissions through transfer through preparatory courses; admission of international students; re-admission requirements; appeals against admissions and registration rules.

5.1 General Admission Requirements

- a) Council determines admission requirements to the VUT in line with regulations promulgated by the Department of Higher Education and Training (DHET). This includes:
 - determining the entrance requirements for all qualifications;
 - determining the numbers of students to be admitted for a particular qualification and the manner of their selection;
 - determining the minimum requirements for re-admission to study; and
 - determining the standards and conditions under which students may be refused re-admission to the University.
- b) A student's admission shall be subject to the student's acceptance of the rules and academic regulations of the University. Acceptance of a place at the University shall be taken to constitute acceptance of all published rules and regulations pertaining to qualifications and all lawful instructions of the University and its agents.
- c) All applications for admission to a formal qualification must be made directly to the University on the prescribed form and lodged in the manner prescribed by the University.

5.2 Undergraduate Admission Requirements

- a) All applicants will be selected on merit by the department concerned and such selection may include, interviews, selection and/or placement tests.

New Students

- b) All new students must meet the statutory minimum admission requirements as prescribed by the Department of Higher Education and Training and the University.
- c) Senate, with the approval of Council, has the prerogative to set additional and/or alternative entry requirements to the statutory minimum admission requirements.

Admission of Students based on Mature Age Exemption

- d) Admission to an undergraduate degree programme may be granted to prospective students who have reached the age of 23 years and hold a National Senior Certificate (NSC) without appropriate endorsement in accordance with the rules prescribed by USA.

General Provisions

e) The Table below shows the recognized entry qualifications and their grading scales:

Qualification	Grading Scale
Senior Certificate N3 Matric Certificate	Swedish Scale
National Senior Certificate	Admission Points Score (APS)
NASCA	Adapted APS
National Vocational Certificate	Adapted APS

Persons who do not meet the minimum requirements for admission

f) Applicants who do not meet the minimum criteria for admission as outlined in above may be admitted if they meet any of the following criteria (at the discretion of the Senate of the Vaal University of Technology). **Firstly**, applicants may be admitted on the basis of recognition of prior learning (RPL) in cases where such prior learning is assessed as equivalent to entry requirements as outlined in above. Such applicants must provide evidence of such learning acceptable to the VUT for consideration. Procedures for such alternative admission are contained in the RPL Policy of the University. **Secondly**, applicants with foreign qualifications or qualifications deemed equivalent to qualifications outlined above will be considered based on advice from a recognised equivalence setting body such as SAQA or Matriculation Board of the USA, and upon the submission of all required documentation as required by the Department of Foreign Affairs.

Admissions by Transfer

- g) Admission and registration by transfer from another tertiary institution will be conditional upon the following:
- Satisfactory academic record provided from the tertiary institution previously enrolled at.
 - Certificate of good conduct provided from the tertiary institution previously enrolled at.
 - Proof of no outstanding student debts from institution(s) previously enrolled at.
 - Approval by the relevant Head of Department (HoD).
 - Availability of space in the academic programme that the applicant is applying for.
- h) Admission and registration by transfer from another VUT Campus / Department will be at the discretion of the Executive Dean of the receiving Faculty.
- Applicants who are currently excluded or suspended from another higher education institution on grounds of poor academic performance may not be prevented from being admitted to a qualification if the exclusion is:
 - more than 3 years old; or
 - more than 1 year old and was in a field of study different from that for which application is made.
 - Applicants who are currently excluded or suspended by another institution of higher learning on financial grounds or transgressions of a serious nature will not be admitted to any qualification at VUT.
 - No student will be admitted to a formal qualification if he/she is registered for any formal qualification at another higher education institution, except that such students may register at VUT for non-degree purposes, provided that permission for such concurrent registration is granted by the other university.

Admissions through Preparatory Courses

- l) Admissions into undergraduate programmes effected through extended / introductory / bridging / foundation and similar courses will be based on satisfactory performance in these courses, the criteria of which will be determined by the Senate of the VUT.

Re-Admissions

- m) All continuing / returning (senior) students of the VUT will be required to re-register each semester / year. Such re-registration will be denied in the following cases:
 - a) Students who fail to obtain a pass grade in at least 50% of the subjects / modules registered for.
 - b) Senior students who fail a subject twice after two full registrations (the second opportunity is not to be counted as a registration).
 - c) Students who fail to obtain the qualification registered for within the minimum admissible period of time.

Appeals against admission decisions

- n) All applicants have a right of appeal against an admission decision. Appeals concerning individual admission decisions must be lodged with the VUT Registrar.

Required Documentation:

- o) All applications for admission must be accompanied by certified copies of the following documentation:
 - a) Standard 10 / Grade 12 / Matric / SC / NSC or equivalent certificate.
 - b) Certificate of conduct (if previously enrolled at another tertiary institution).
 - c) Full Academic Transcript (if previously enrolled at another tertiary institution).
 - d) Documentary evidence of all other formal qualifications attained.
 - e) Valid South African Identity Document.
 - f) A valid study permit/ SAQA Evaluation and or Matriculation endorsement (in the case of international students).

5.3 Postgraduate Admission Requirements

- 5.3.1. Admission to a postgraduate programme will be by means of a selection process for those students who, in the opinion of the Senate of the Vaal University of Technology, have demonstrated sufficient academic readiness to pursue a postgraduate qualification in their chosen field of study, in accordance with the admission criteria as outlined for the particular qualification as approved by Senate.
- 5.3.2. International applicants are subject to the same entry requirements as South African applicants, except where an exception is approved by Senate.
- 5.3.3. Re-admission to postgraduate studies will be according to the following set of criteria:
 - a) During the first and every subsequent year of study the student must demonstrate academic activity to the satisfaction of the University.
 - b) In the event of the student failing to meet this requirement in the first year of study, she/he will be admitted to another year of study.
 - c) In all other instances, if the student, after the first year of not demonstrating academic activity, continues not to demonstrate academic activity to the satisfaction of the University, the student will not be admitted to a further year of study at the University, except with the express approval of the Executive Dean of the Faculty in which the student is registered.
 - d) A student registered for a 120 credit Postgraduate Diploma qualification must complete the study programme within three years.

- e) A student registered for a 180 credit structured Coursework or research master's degree must complete the study programme within three years. A student may make application for one additional year of study to the Registrar.
- f) A student registered for a research doctoral programme must complete the study programme within six years. A student may make application for one additional year of study to the Registrar.
- g) A student may not be admitted simultaneously to more than one formal qualification at VUT save where one of the qualifications is registered for non-degree purposes and then only with the express approval of the Executive Dean(s) of the Faculty(ies) offering the qualifications for which admission is sought. A student may, however, be admitted simultaneously to both a formal qualification and a short learning programme offered at VUT.

5.4 Exclusion on grounds of poor academic performance and re-admission

- a) Except for students registered for postgraduate studies (for whom 5.3 above will be appropriate), a student admitted to a formal qualification at VUT will be required to complete the qualification as set out below:

Minimum Qualification Credits	Maximum Permissible Period for Completion
120 credits	3 years
360 credits	6 years
480 credits	8 years

- b) Senate may reduce the maximum period in which a qualification must be completed (or extend the period in a case of part-time students) upon application by a Faculty,.
- c) A student who does not comply with the requirement of paragraph a) above or any amendment approved by Senate will be excluded from further admission to the University, provided that the Executive Dean of the Faculty in which the student is registered may, at his/her discretion, grant the student permission to re-register for a further period of study.
- d) Subject to paragraphs a) and b) above, a student must, after the first year of study complete at least 60 credits in the qualification for which he/she is registered. A student who does not comply with this requirement will be dealt with in accordance with the progression decisions set out below.
- e) Subject to paragraphs a) and b) above, a student in the second and subsequent years of study must complete, at least 60 credits annually towards the qualification for which he/she is registered. A student who does not comply with this requirement will be dealt with in accordance with the progression decisions set out below.
- f) In applying paragraphs a) to e) above, the following rules will apply:
 - Each year in which the student was registered at VUT is included in the calculation of the period of registration – and not just the years in which the student was registered for a particular qualification.
 - In the case of a student who has completed a degree or diploma and is registered for a second or further qualification, only those years of registration after the completion of the degree or diploma will be taken into account for purposes of calculating the study period in respect of the second or further qualification.
 - Modules from which a student has been exempted will not be taken into consideration for purposes of determining whether he/she should be re-admitted to the University. Similarly, a student's previous academic performance at another university will not be taken into consideration.

- g) A student wishing to be re-admitted to the University after being excluded on the basis of poor performance (as defined above) in a qualification may only do so after providing proof of successful study - at NQF Level 4, 5 or higher:
- at another training institution; and
 - the student must have completed at least 48 credits.
- h) A student applying for re-admission under g) above must make application for re-admission to the Registrar.

5.5 Progression Decisions

Criteria	Progression Decision			Comments & Conditions
	Year 1			
	Year Courses	S1	S2	
Student Passes more than 50% of registered subjects/modules or a minimum of 60 credits	Progresses to 2nd year: reregisters failed modules first and a selection of 2nd level subjects	Progresses to S2: enrolls for failed modules first and a selection of S2 modules	Progresses to S3: enrolls for failed modules first and a selection of S3 modules	Selection of modules at the discretion of the relevant HoD; All repeat modules have to be passed for progression into the next level.
Student Fails more than 50% of registered subjects/modules or fails to attain a minimum of 60 credits	Repeats the year, no second year modules will be enrolled.	Repeats the semester, no S2 modules enrolled for.	Repeats S2, no S3 modules enrolled for.	Students can only repeat the level once. If after a repeat year/semester the student still does not attain at least 50% success, the student will not be re-admitted to undergraduate study at the university. Compulsory academic advising and/or counselling has to be attended during the repeat year/semester.
	Year 2			
	Year Courses	S3	S4	
Student Passes more than 50% of registered subjects/modules or a minimum of 60 credits	Progresses to 3rd year of study: reregisters failed modules first and a selection of 3rd level subjects	Progresses to S4: enrolls for failed modules first and a selection of S4 modules	Progresses to S5 or WIL: enrolls for failed modules first and a selection of S5 modules	Selection of modules at the discretion of the relevant HoD; All repeat modules have to be passed for progression into the next level. To commence with WIL, all S4 modules should preferably have been completed (Faculty rules to apply).
Student Fails more than 50% of registered subjects/modules or fails to attain a minimum of 60 credits	Repeats the year, no third level modules will be enrolled.	Repeats the semester, no S3 modules enrolled for.	Repeats S4, no S5 modules or WIL enrolled for.	Students can only repeat the level once. If after a repeat year/semester the student still does not attain at least 50% success, the student will not be re-admitted to undergraduate study at the university. Compulsory academic advising and/or counselling has to be attended during the repeat year/semester.
	Year 3			
	Year Courses	S5	S6	
		WIL		
Final year students	Students given one repeat year/semester to complete their qualifications			All outstanding modules from lower levels and exit level modules to be completed taking into account the maximum permissible period of study (to prevent overstay).

- Further to the decisions set out above, a student who does not attain a satisfactory progress through their studies as explained above will sign a maximum of two warnings at each level, after which the student will not be admitted to undergraduate study at the university, except at the discretion of the Executive Dean of the Faculty.

5.6 Policy Management

The Admissions Policy is developed in accordance with the provisions of the Higher Education Act (101 of 1997 as amended), the Statute of the Vaal University of Technology as well as the following documents:

- a) Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (DoE 2005);
- b) Promotion of Access to Information Act (2 of 2000);
- c) National Senior Certificate (NSC): A qualification at level 4 on the NQF (July 2005);
- d) Government Gazette no. 29851 of 2007 – Amendments to the programme and promotion requirements of NSC (April 2007);
- e) National Certificate Vocational NC(V): A qualification at Level 2; 3 & 4 on NQF (March 2006);
- f) Entry Requirements for qualifications at the VUT; and
- g) The requirements as stipulated in the Higher Education Qualification Framework (HEQF).



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GENERAL

ACADEMIC RULES



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Vaal University Of Technology INSTITUTIONAL POLICY COVER PAGE (IPCP) (Policies, Procedures, Rules, Guidelines etc.)

To be completed by initiator of Policy/Policy owner:

1. POLICY TITLE:	GENERAL ACADEMIC RULES FOR DEGREES, DIPLOMAS AND CERTIFICATES
2. FIELD OF APPLICATION: (All persons to whom policy applies)	Academic Environment
3. COMPLIANCE OFFICER(S): (Person/s responsible for ensuring policy implementation)	Registrar, Executive Deans
4. STAKEHOLDER CONSULTATION (State the stakeholder group/s consulted during policy formulation/revision)	EMC, SENATE
5. DESIGNATION OF POLICY OWNER: (Person responsible for maintaining policy)	REGISTRAR
6. NAME OF POLICY OWNER/S:	SENATE

POLICY HISTORY (To be completed by policy owner)

Decision Date	Status	Implementation Date	Approving Authority	Resolution Number	Policy Document Number	Pending date for next revision
(Compulsory)	(New/Revised/No Changes)	(Compulsory if "new" or "revised")	(If "new" or "revised". N/A if no changes)	e.g. 07/11-10.2 (Minute number. N/A if no changes)	(e.g. D/.../07 N/A if no changes)	(Compulsory)
	Revised		Senate /Council			2016

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SUBJECT	Academic Rules
SUBJECT NUMBER: (Refer to no. on Agenda)	
CATEGORY (Policy Field)	Academic Environment
CATEGORY NUMBER: (As per date of approval by Council)	
IPCP NUMBER:	

GENERAL ACADEMIC RULES FOR DEGREES, DIPLOMAS AND CERTIFICATES

(These Rules have been approved by the Senate in terms of the Higher Education Act (Act No. 101 of 1997), as amended, as well as the Statute of the Vaal University of Technology, and are also contained in the various policies, manuals and procedures obtainable from the Office of the Registrar)

PREAMBLE:

- (a) The Senate may from time to time amend, alter or delete any rule, whether a General Rule or a rule relating to a specific module, course or qualification.
- (b) Except as otherwise stated or prescribed by the Senate and the Council, Rules G1 to G33 shall be applicable to every student of the Vaal University of Technology (hereinafter referred to as “the University”).

GENERAL RULES

G1 Changes in rules

The University may revise, rescind or add to its rules from time to time, and any such alteration, deletion or addition shall become binding upon the date of publication or upon such date as may be specified by the Senate, provided that no change in rules shall be interpreted so as to operate retrospectively to the prejudice of any currently registered student.

G2 Degrees, diplomas and certificates

The University may confer or award such degrees, diplomas and certificates as approved by the Senate and the Council. The list of degrees, diplomas and certificates is available from the Office of the Registrar on request. Rules for specific qualifications will be found in the University prospectus(es).

G3 Approval of curricula

The Senate, as delegated by Council and after consultation with the relevant Faculty Boards, shall approve the curricula for all qualifications of the University.

G4 Faculty rules

Subject to the provisions of the Higher Education Act, the Statute of the University, and the following Rules, the Council delegates to the Senate to make or amend rules for each faculty relating to:

- a) the eligibility of a student as a candidate for any qualification and/or module, which may include recognition of prior learning (RPL);
- b) the selection process;
- c) the period of attendance;
- d) the curriculum, work and other requirements for each qualification;
- e) progression and academic exclusion; and
- f) any other matter relating to the academic functions of the University.

G5 Application to study

- a) Applications to study must be made in such manner as prescribed, and must include presentation of the Matriculation Certificate/National Senior Certificate or any other document as prescribed in the Admissions Policy of the University.

An applicant who has studied at any other tertiary education institution must, in addition, present an academic record and a certificate of conduct from that institution, together with the application.

G6 Selection requirements

All applicants shall produce evidence satisfactory to the University of their competence to work for the qualification sought. The University may decline to admit a candidate for a qualification if the candidate's previous academic attainments are, in its opinion, not sufficiently high to warrant such admission.

G7 Selection for postgraduate studies

- a) Graduates of any other recognised university (whether in the Republic of South Africa or elsewhere) may, for the purpose of proceeding to a postgraduate qualification in any faculty of the University, be admitted by the Senate to a status in the University equivalent to that which they possess in their own university by virtue of any degree held by them.
- b) An applicant who has graduated from another tertiary institution or who has in any other manner attained a level of competence which, in the opinion of the Senate, is adequate for the purpose of postgraduate studies or research, may be admitted as a student in any faculty of the University.

G8 Exemption from a module/course

- a) Exemption from a module/course may be granted and credit may be awarded for a relevant module where an applicant has already obtained credit for an equivalent module or can demonstrate an equivalent level of competence through prior learning.
- b) In the case of a completed qualification: Not more than 50% of the completed qualification's modules can be exempted in respect of another incomplete qualification.
- c) In the case of an incomplete qualification: No restriction is placed on the number of module exemptions / recognitions in respect of another qualification provided that at least 50% of the subjects, are passed at the VUT.

G9 Registration

- a) In order to pursue their studies in any semester, all students of the University shall complete the applicable registration procedure, thereby affirming their acceptance of the rules of the University.
- b) The Senate may impose conditions for the registration of any student.
- c) On application to the relevant office and with the approval of the Senate, a student's registration may be suspended for a specified period of time. Such student remains subject to the rules of the University, and may return to register before or at expiry of the period of suspension. The period during which registration is suspended shall not be included in any calculation towards the minimum and maximum periods prescribed for any qualification, nor for the evaluation of eligibility for the award of degrees cum laude or magna cum laude in terms of Rules B8 and M7.

G10 Payment of fees

- a) Save by special permission of the Senate and the Council:
 - (i) An applicant shall not be registered until the minimum prescribed fees are paid;
 - (ii) A student shall not be entitled to admission to an examination, nor to receipt of examination results, until all relevant prescribed fees are paid.
- b) A student shall not be entitled to the conferral or award of a qualification until all monies due to the University have been paid.

G11 Concurrent registration

Save by special permission of the Senate:

- a) no student shall be registered for more than one qualification at the same time; nor
- b) shall any student, while registered at any other tertiary institution, be registered concurrently at the University.

G12 Period of attendance

Every candidate for a qualification shall meet the relevant attendance and performance requirements for each module/course and qualification as prescribed by the relevant Faculty and approved by the Senate, in order to obtain the requisite credit.

G13 Module registration

- a) Subject to Rule G14, no student shall be registered for any module/course unless his or her curriculum has been approved by the Senate. An approved curriculum may be modified only with the consent of the Senate.
- b) Save by special permission of the Senate, no student may attend a module/course for which he or she is not registered.

G14 Prerequisite and co-requisite requirements

- a) A minimum year mark/semester mark of 50% is required for admission to any examination.
- b) A faculty may specify the attainment of a minimum mark of more than 50% in a prerequisite module/course, a specified mark in a module/course or any other requirement before registration for the proposed module/course is permitted.
- c) Registration for a module will be conditional on meeting all co-requisite and prerequisite requirements for that module.

G15 Obsolete modules

In re-admitting a student, the Senate may withhold recognition, for the purposes of a qualification, of credits previously obtained in modules/courses which have subsequently become obsolete.

G16 Admission to examinations

- a) Students shall not present themselves for an examination in any module/course unless the Head of the Department in which they have studied that module has certified that they have met the minimum requirements (that will include the provisions of rule G14(a)) for the specified module.
- b) The year mark/semester mark referred to in rule G14 (a) shall be valid only for the examinations, including the first and second opportunity examinations, of the semester in which it is issued.
- c) With the consent of the Hod/Executive Dean concerned, in exceptional circumstances, the year mark/semester mark may be extended to the relevant subsequent semester.
- d) The minimum requirements for each module/course shall be published in the University Prospectus(es) and in any other manner deemed appropriate by the Faculty.
- e) A list of those students refused admission to examination shall be published, in a manner deemed appropriate by the Faculty, on or before the last day of teaching in each semester.

G17 Admission to examinations - right of appeal

- a) Students have the right to appeal against the refusal of an admission to examinations in terms of Rule G16.
- b) An appeal must be lodged in the relevant office, in the prescribed manner, within three (3) University working days of the last day of notification of examination admission refusal.
- c) Such appeal shall be considered by an appropriate committee, the composition of which shall be approved by the Senate.
- d) The decision of the committee shall be final.

G18 Examinations

- a) An examination may be written and/or oral, and may include practical work.
- b) On application and/or on the recommendation of the relevant Head of Department, with the approval of the Senate, a written examination may, for a particular student, be replaced or supplemented by an oral examination.

G19 External examination and moderation

- a) Except with the permission of the Senate, all modules/courses, other than exit-level modules/courses, shall be subject to internal examination and independent moderation.
- b) Except with the permission of the Senate, all exit-level modules/courses shall be subject to internal and external moderation.
- c) The portion of the total assessment subject to independent moderation or external examination moderation, in terms of (a) or (b) above, shall be at least 20%.

- d) where the mark of an internal examiner differs with that of the external examiner the mark of the external moderator prevails

G20 Examination scripts

- a) To aid academic development, students may view their examination scripts under supervision for a prescribed fee.
- b) (i) A student may, on formal application and after payment of the applicable fee, have all his/her examination scripts for a module re-marked, normally by the moderator in accordance with the policies approved by the Senate and the Council.
(ii) Such application shall be lodged in the relevant Faculty Office, in the prescribed manner, within ten (10) University working days of the release of final results.
- (iii) The student's final mark for the module shall be that determined by the re-mark (the re-mark may be above or fall below the original mark).
- (iv) The fee shall be refunded only if the re-mark causes an improvement in the class of result as reflected in Rule G29(a).
- c) Re-marking as contemplated in (b) above shall not be permitted for Bachelor and equivalent projects, Masters dissertations and Doctoral theses.
- d) Examination scripts shall be stored by the University for a maximum period of one year or such longer period as required by contractual or professional obligations.

G21 Examination sessions

All examinations shall be conducted in the prescribed sessions approved by the Senate.

G23 Special examinations

- a) A student who has not been able to attempt or complete the original final examination by reason of illness or any other reason deemed sufficient by the Senate, may, on application, be granted permission to sit a special examination, normally during the next applicable examination session.
- b) An application for a special examination shall be made on the prescribed form, accompanied by all relevant documentation, and lodged in the relevant Faculty Office within five (5) working days of the date of the examination concerned.
- c) If an application for a special examination is approved, the examination result, if any, from the original examination shall be regarded as null and void. If such an application is not approved the original examination result shall stand.
- d) A student who has one outstanding module to complete the qualification can apply for a special examination if a year-mark has been obtained. The year mark should be above 50% to qualify for this special concession.

G24 Standard of special examinations

To pass special examinations, students must demonstrate a level of academic competence equivalent to that required in the original examination.

G25 Limitation on awarding special examinations

A special examination shall not be granted in respect of any special examination awarded in terms of Rule G23.

G26 Completion of modules

Every module/course shall be completed by passing the Senate-approved assessment in that module.

G27 Pass mark

The pass mark for all modules/courses in the University shall be 50%, provided that any sub-minima required in certain components of the Senate-approved assessment have been met.

G28 Completion requirements

Save by special permission of the Council, upon the recommendation of the Senate, a qualification shall not be conferred or awarded until:

- a) credit has been obtained for all prescribed modules, including prerequisite and co-requisite modules/courses;
- b) all other faculty requirements have been met; and
- c) all monies due to the University have been paid.

G29 Classification of results

The result of any assessment shall be classified as follows:

50 – 74% = Pass The result of any assessment shall be classified as follows:

75% upward = Distinction; 70 – 74%. = First Class, 60 – 69% = Second Class; 50 – 59% = Third Class; less than 50% = Fail.

- b) module/course may be passed with such distinctions as may be prescribed by the Senate on the recommendation of the Faculty Board concerned.
- c) A qualification may be conferred or awarded with such distinctions as may be prescribed by the Senate on the recommendation of the Faculty Board concerned.

G30 Academic exclusion

- a) The Senate may, after each examination session, exclude or refuse to renew or continue the registration of a student who has failed to meet the academic requirements for continued registration.
- b) The Senate may cancel the registration of a student in all or one or more of the modules/courses for which the student is registered in a semester if, in the opinion of the Senate, the academic achievement of the student is such that the student may not at the end of the semester obtain credit in such module/course or modules/courses.
- c) The Council may, with the recommendation of the Senate, refuse readmission to a student who fails to satisfy the minimum requirements for readmission.
- d) Subject to Rule G31, students excluded or refused re-registration may not be readmitted to the University until they are able to demonstrate that they have achieved a level of competence satisfactory to the relevant Faculty and the Senate.
- e) Rules G30a to G30d are contained in their entirety in the Policy on Continuation of Studies of the University

G31 Academic exclusion – right of appeal

- a) Students have the right to appeal against academic exclusion in terms of Rule G30. Such appeal shall be lodged in the Faculty of registration, in the prescribed manner, within ten (10) University working days of the release of final results.
- b) The process for consideration of such an appeal shall be approved by the Senate.

G32 Ethics

All academic activities and research in particular, shall comply with the relevant University policies on ethics and any related requirements as determined by the Senate and the Council.

G33 Reproduction of work

Subject to the provisions of the University's policy on intellectual property rights and any limitations imposed by official contractual obligations:

- a) In presenting an assignment, prescribed project, dissertation, thesis or any such work for assessment, a student shall be deemed by so doing to have granted the University the right to reproduce it in whole or in part for any person or institution exclusively for study and research purposes; provided that the University may waive this right if the work in question has been or is being published in a manner satisfactory to the University.
- b) The work of students shall not be included in publications by academic staff without their express permission and acknowledgement; provided that such work may be included and acknowledged if all reasonable attempts to trace such students have been unsuccessful.

RULES FOR BACHELOR DEGREES

Note: The following Rules are additional to the preceding General Rules G1 - G33.

B1 Applicability

The following Rules, B2 to B8 inclusive, shall be applicable to every candidate for a Bachelor's degree.

B2 Criteria for admission to study

- a) Applicants may be registered for a bachelor's degree in any faculty provided that they have:
 - (i) Satisfied the requirements for a relevant prerequisite qualification as specified by the Faculty concerned and approved by the Senate; or
 - (ii) Been admitted to the status of that degree in terms of Rule G7(a); or
 - (iii) Attained a level of competence as defined in Rule G7(b).
- a) A faculty may prescribe further minimum criteria for admission to study.

B3 Attendance

- a) Every student for a bachelor's degree shall attend an approved course of study as a registered student of the University for a period of at least two semesters after admission in terms of Rule B2.
- b) Save by permission of the Senate, all modules shall be completed at the University.

B4 Curriculum

Save by permission of the Senate, the curriculum for a bachelor's degree shall include a prescribed project as one of the modules.

B6 Re-examination of a prescribed project

Provided that the rules of a faculty, as approved by the Senate, permit this, a prescribed project that is failed may be referred back once for revision and resubmission before the close of the applicable examination session.

B7 Failed modules

Failed modules may not be repeated, except with the permission of the Senate and in accordance with the Policy on Continuation of Studies.

B8 Award of degree *cum laude* and *magna cum laude*

- a) A bachelor's degree may be conferred *cum laude* in accordance with the examinations regulations, as approved by the Senate, provided that, subject to exceptions as approved by the Council, the student has:
 - (i) obtained a credit-weighted average of at least 75% in those modules required for the qualification; and
 - (iii) successfully completed all modules in the curriculum without recourse to special examinations; and
 - (iv) completed the degree in the prescribed minimum time

RULES FOR MASTERS DEGREES

Note: The following Rules are additional to the preceding General Rules G1 - G33.

M1 Applicability

The following Rules, M2 to M17 inclusive, shall be applicable to every candidate for a masters degree.

M2 Criteria for admission to study

- a) An applicant shall not be registered for a Masters degree in any faculty unless the applicant has:
 - (i) satisfied the requirements for a relevant prerequisite degree as specified in the entrance requirements for such a degree as approved by Senate; or
 - (ii) been admitted to the status of that degree in terms of Rule G7(a); or
 - (iii) attained a level of competence as defined in Rule G7(b).
- b) A faculty may prescribe further minimum criteria for admission to study.

M3 Recognition of examinations

The Senate may accept examinations passed or certificates of proficiency completed in any module by a student in any faculty of the University or of any other university or institution recognised by the Senate for this purpose, or accept demonstration of an equivalent level of competence through prior learning, in terms of Rule G7(b), as exempting the student from examination in module(s) prescribed for a Masters degree by coursework, provided that:

- a) no more than 50% of the required credits for the degree may be so exempted and provided further that such credits shall be awarded for coursework modules only; and
- b) at least 75% of the total number of credits required for the degree are at Masters level and the remainder at Honours/Postgraduate diploma level or above; and
- c) students shall not have the Masters degree conferred unless the conditions laid down in Rules M4 and M5 are satisfied.

M4 Periods of registration

A student registered for the Masters degree by coursework in any faculty shall be so registered for a minimum period of two semesters for full-time students or four semesters for part-time students before the degree may be conferred.

M5 Recognition of attendance

Senate may accept, as part of the attendance of a student for a Masters degree by coursework, periods of attendance as a registered or graduated student at any other university or institution or in any other faculty, provided that students shall not have the Masters degree conferred unless:

- a) their periods of attendance are together not less than the complete period prescribed for conferral of the degree; and
- b) the research component is completed at the Vaal University of Technology.

M6 Curriculum

- a) A student for the Masters degree by coursework shall complete all prescribed modules, at least one of which shall be a dissertation module comprising research on a particular topic approved by Senate, and comply with such other conditions as may be prescribed by Senate and the rules of the Faculty concerned.
- b) The dissertation module shall comprise 25% to 50% of the total credits for the degree.
- c) A student for the Masters degree by research shall be required to pursue an approved programme of research on some subject falling within the scope of the studies represented

in the University. A student shall also comply with such other conditions as may be prescribed by Senate and the rules of the Faculty concerned.

M7 Proposed subject of study and research topic

- a) Before registration, an applicant for the Masters degree by research in any faculty shall submit for the approval of Senate a research proposal for the chosen subject of study.
- b) Senate may, at its discretion, decline to approve such subject (and a research topic in the case of Masters by coursework) if, in its opinion:
 - (i) it is unsuitable in itself, or
 - (ii) it cannot profitably be studied or pursued under the supervision of the University, or
 - (iii) the conditions under which the applicant proposes to work are unsatisfactory.
- c) Ethical approval in terms of Rule G32 is required where applicable.

M8 Supervision

A Faculty Board shall, in terms of the policies of Senate, appoint one or more appropriate supervisors, at least one of whom shall be a member of the University staff, to advise a student whose research topic is approved, and the student shall be required to work in such association with the supervisor or supervisors as the Senate may direct.

A memorandum of understanding (MOU) must be signed by both the student and the supervisor and be submitted to the office of submitted to the relevant Head of Department.

M10 Failed coursework modules

Failed coursework modules may not be repeated, except with the permission of the Senate.

M11 Progression

A student who, after six semesters as a full-time student or ten semesters as a part-time student, has not completed the requirements for the degree shall be required to apply for re-registration, which will only be permitted on receipt of a satisfactory motivation.

M12 Submission of a dissertation

- a) Every student for the Masters degree by research shall be required to submit a dissertation embodying the results of their research.
- b) For both Masters degree types (by coursework and by research): At least three months before the dissertation is to be submitted for examination, a student shall give notice, in writing, to the Executive Dean of the faculty concerned of the intention to submit such dissertation for examination, provided that, in the event of a student failing to submit the dissertation for examination within six months thereafter, the notice will lapse and a further notice of intention shall be submitted.

- c) Students must submit dissertation/thesis four (4) months prior to the upcoming graduation ceremony.

M13 Format of dissertation

- a) Every dissertation submitted shall include a declaration to the satisfaction of the Senate stating that it has not previously been submitted for a degree in this or any other university, and that it is the student's own original work.
- b) Every dissertation submitted shall be in such a format as prescribed by the Senate and the rules of the relevant Faculty; provided that each dissertation shall include an abstract in English not exceeding 350 words.

M14 Supervisor's report

Upon submission of the dissertation, the supervisor or supervisors shall furnish a report on the conduct of the student's work; the report shall not include an evaluation of the quality of the dissertation.

M15 Examination of a dissertation

- a) The Senate shall appoint for each dissertation two examiners, at least one of whom shall be responsible for external examination.
- b) Except with the permission of the Senate, a supervisor or co-supervisor shall not be appointed as an examiner.

M16 Re-examination of a dissertation

- a) A failed dissertation may not be re-examined.
- b) On the advice of the Faculty Board, the Senate may invite a student to re-submit a dissertation in a revised or extended form.

M17 Award of degree cum laude and magna cum laude

- a) The Masters degree by coursework shall be awarded cum laude if:
 - (i) the student produces a particularly outstanding dissertation and the examiners recommend to the Faculty Board that the degree be awarded cum laude; and
 - (ii) the student obtains a weighted average of 75% or more in the coursework component of the degree at the first attempt.
- b) The Masters degree by coursework shall be awarded magna cum laude if:
 - (i) the student produces a particularly outstanding dissertation and the examiners recommend to the Board of the Faculty that the degree be awarded magna cum laude; and
 - (iii) the student obtains a weighted average of 85% or more in the coursework component of the degree at the first attempt.
 - (iv) On the recommendation of the examiners, and in accordance with rules of the relevant faculty, the degree of Master by research may be awarded cum laude or magna cum laude.

RULES FOR DOCTORS DEGREES

Note: The following Rules are additional to the preceding General Rules G1 - G33.

D1 Applicability

Except as may be prescribed by the Senate in the rules of any particular faculty, the following rules, D2 to D13 inclusive, shall be applicable to every candidate for the Doctors degree.

D2 Criteria for admission to study

- a) An applicant shall not be registered for the Doctors degree in any faculty unless the applicant has:
 - (i) satisfied the requirements for a relevant prerequisite degree as specified in the admissions requirements approved by the Senate; or
 - (ii) been admitted to the status of that degree in terms of Rule G7(a); or
 - (iii) attained a level of competence as defined in Rule G7(b).
- b) A faculty may prescribe further minimum criteria for admission to study.

D3 Periods of registration

A student registered for the Doctors degree in any faculty shall be so registered for a minimum period of four semesters for full-time students or eight semesters for part-time students before the degree may be conferred.

D4 Curriculum

- a) A student for the Doctors degree shall be required to pursue an approved programme of research on some subject falling within the scope of the studies represented in the University.
- b) Such programme shall make a distinct contribution to the knowledge or understanding of the subject and afford evidence of originality shown either by the discovery of new facts and/or by the exercise of independent critical thinking.
- c) A student shall also comply with such other conditions as may be prescribed by the Senate.

D5 Proposed subject of study

- a) Before registration, an applicant for the Doctors degree shall submit for the approval of the Senate a statement of the proposed subject of study.
- b) The Senate may, at its discretion, decline to approve such subject if, in its opinion:
 - (i) it is unsuitable in itself, or
 - (ii) it cannot profitably be studied or pursued under the supervision of the University, or
 - (iii) the conditions under which the applicant proposes to work are unsatisfactory.
- c) Ethical approval in terms of Rule G32 is required where applicable.

D6 Supervision

The Faculty Board shall appoint one or more appropriately qualified promoter, at least one of whom shall be a member of the University staff, to advise a student whose research topic is approved, and the student shall be required to work in such association with the promoter or promoters as the Senate may direct.

D7 Progression

A student who, after eight semesters as a full-time student or twelve semesters as a part-time student, has not completed the requirements for the degree shall be required to apply for re-registration, which will only be permitted on receipt of a satisfactory motivation from the student, and the supervisor and supported by the HoD and Executive Dean of the Faculty.

D8 Submission of a thesis

- a) Every student for the Doctors degree shall be required to submit a thesis embodying the results of their research.
- b) At least three months before the thesis is to be submitted for examination, a student shall give notice, in writing, to the Executive Dean of the faculty concerned of the intention to submit such thesis for examination, provided that, in the event of a student failing to submit the thesis for examination within six months thereafter, the notice will lapse and a further notice of intention shall be submitted.

D9 Format of a thesis

- a) Every thesis submitted shall include a declaration to the satisfaction of the Senate stating that it has not previously been submitted for a degree in this or any other university, and that it is the student's own original work.
- b) Every thesis submitted shall be in such format as prescribed by the Senate and the rules of the relevant Faculty; provided that each thesis shall include an abstract in English not exceeding 350 words.

D10 Supervisor's/ Promoter's report

Upon submission of the thesis, the promoter or promoters shall furnish a report on the conduct of the student's work; the report shall not include an evaluation of the quality of the thesis.

D11 Examination

- a) The Senate shall appoint for each thesis three examiners, at least two of whom shall be responsible for external examination.
- b) Except with the permission of the Senate, at least one of the external examiners shall be based external to the country.
- b) Except with the permission of the Senate, a promoter or co-promoter shall not be appointed as an examiner.

D12 Re-examination of a thesis

- a) A failed thesis may not be re-examined.
- b) On the advice of the Faculty Board the Senate may invite a student to re-submit a thesis in a revised or extended form.

D13 Defence of thesis

The Senate may require a student to defend a thesis.



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

REGISTRATION

RULES



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Vaal University Of Technology INSTITUTIONAL POLICY COVER PAGE (IPCP) (Policies, Procedures, Rules, Guidelines etc.)

To be completed by initiator of Policy/Policy owner:

1. POLICY TITLE:	REGISTRATION RULES
2. FIELD OF APPLICATION: (All persons to whom policy applies)	All Stakeholders dealing with registrations at the VUT
3. COMPLIANCE OFFICER(S): (Person/s responsible for ensuring policy implementation)	Registrar, (Snr) Deputy Registrars, Admissions Office, Faculties
4. STAKEHOLDER CONSULTATION (State the stakeholder group/s consulted during policy formulation/revision)	Faculty Boards, Academic Administration, relevant Senate Committees
5. DESIGNATION OF POLICY OWNER: (Person responsible for maintaining policy)	REGISTRAR
6. NAME OF POLICY OWNER/S:	Senate

POLICY HISTORY (To be completed by policy owner)

Decision Date	Status	Implementation Date	Approving Authority	Resolution Number	Policy Document Number	Pending date for next revision
(Compulsory)	(New/Revised/No Changes)	(Compulsory if "new" or "revised")	(If "new" or "revised". N/A if no changes)	e.g. 07/11-10.2 (Minute number. N/A if no changes)	(e.g. D/.../07 N/A if no changes)	(Compulsory)
		Revised	Senate			2016

For office use only

SUBJECT	Academic Rules
SUBJECT NUMBER: (Refer to no. on Agenda)	
CATEGORY (Policy Field)	Examinations
CATEGORY NUMBER: (As per date of approval by Council)	
IPCP NUMBER:	

Registration Rules

The Registration Rules as outlined below supplement and give effect to the Admissions Policy of the Vaal University of Technology and should therefore be read in conjunction with this policy. The rules should also be read in conjunction with the General Rules for Students.

R1. Eligibility for registration

Students may not register for a course unless an offer of a place in the course has been made, the offer has been accepted in the prescribed manner and all the conditions for registration have been met, as prescribed the Senate of the VUT.

R2. Responsibility for correct registration

Students are responsible for ensuring that they are correctly registered for each semester / year.

- a) Correct information
Students must ensure that information required on the registration form is complete and correct.
- b) Correct subjects
Subjects must be entered correctly by subject code, and must be part of the course in which the student is enrolled.
- c) Prerequisites
Students can only register for subjects for which prerequisites have been met. Students who register for subjects for which they do not fulfil the necessary prerequisites will automatically be blocked / deregistered by the Student Administration Office.
- d) Due dates
All registration conditions, including the payment of fees, must be met by the specified due date.

R3. Registration forms

In order to effect registration, students must complete all relevant sections of their registration form and sign the declaration on the form.

R4. Payment of fees

- a) Registration and the payment of fees
The payment of fees associated with registration as a student at the VUT is an integral and compulsory component of the registration process. Registration is not complete until and unless all fees associated with such registration have been paid.
- b) Fees payable at registration
The fees payable at registration include any fees or other charges outstanding from previous academic years or semesters; course or tuition fees, if applicable; the applicable fee for late registration, if registration is done after closing date and any other fees as may be determined from time-to-time.
- c) Amounts payable
The amount payable for a particular fee in a particular year is published in the Schedule of Fees which is obtainable from the Finance Department.

- d) Due dates for payment
Fees associated with registration will be paid by the due date for payment. The annual due dates for payment are published in the Academic Calendar section in the VUT Prospectus; the Student Information Booklet issued to students at registration; and on individual notices or invoices issued to students.
- e) Late fees
Students who do not enrol by the advertised last date for registration must, if permitted to enrol late, pay a late registration fee.
- f) Extension-of-time for payment
An extension of time for the payment of fees associated with registration will not normally be granted. Where an extension-of-time is granted, a deferred payment fee may also be payable.
- g) Waiver of fees
Fees associated with registration will not normally be waived. Exceptions to this can only be allowed by the EMC.
- h) Liability for additional costs
Costs incurred by the VUT in seeking to collect fees associated with registration will be charged to the student's account and will be considered as an additional cost associated with the student's registration.
- i) Refunds for cancelled courses
Students, who withdraw from a subject by the published closing date for changes in registration status for the period, will not incur a financial liability for that subject. If a student has paid any fees towards that subject or subjects before withdrawal, the student will receive a refund of the fees paid. Students, who withdraw from a subject after the published closing date for changes in registration status, will incur a financial liability for that subject that may vary from one academic year to the next. Withdrawal will not be processed for students that have written tests or have a final mark for the subjects. Enquiries should be directed to the Student Administration Office.

R5. Selection of subjects

The following restrictions to subject selections will apply:

- a) Approval of subject selections
All subject selections must be done in conjunction with and / or be approved by the relevant HoD. Registration forms must be signed by the HoD before being lodged with the Student Administration Office.
- b) Maximum subject load
Students may not enrol for more than the normal subject load for each session. The normal subject load for each qualification is stipulated in the VUT Prospectus.
- c) Restrictions on subject registration
The HoD may place restrictions on the number of subjects / courses / modules students may register for in a given semester / year and / or may specify particular subjects / courses / modules students have to take.
- d) Subject quotas
Students may be prevented from enrolling in particular course / module due to subject registration quotas.

R6. Prerequisites

- a) Failure to meet prerequisites
Registration in a subject / course / module is null-and-void if students have not met the prerequisite / s for that subject / course / module.
- b) Changes to prerequisites
Students will not be disadvantaged by any change of prerequisites provided that the student remains continually registered in the course. Should students withdraw from a course and be subsequently re-admitted, the new prerequisites will apply upon re-admission.

R7. Student identification

- a) Student numbers
Upon initial registration at the VUT, students will be issued with a student number which must be quoted in all correspondence with the VUT. This number will be retained by a student and used whenever the student commences a new course with the VUT.
- b) Identification cards
Issue of cards: Students enrolling for the first time with the VUT will be issued with an identification card. Students re-enrolling with the VUT will have their identification card validated as current for the period of their re-registration.

Use of cards: An identification card is a student's authority to access a range of the VUT's services and facilities as determined by the VUT; including the authority to attend classes, receive teaching materials, access to the examination venues and to borrow specified materials from the VUT.

Obligations regarding use: Acceptance of an identification card confirms that a student undertakes to use the card for the purposes for which it is issued and therefore accepts the rules or conditions, as amended from time-to-time, which are specified in relation to any of those purposes.

Replacement of cards: Identification cards will be replaced subject to the payment of a prescribed fee.

R8. Personal data

- a) Responsibility for personal data
Students must notify the Student Administration Office of any change of name, address, cellphone number or other data recorded on their registration form. Students will be asked to check all personal data at each registration session, but they must advise the Student Administration Office of changes as they occur by completing a change of details form available for this purpose at the Student Administration Office, or by writing to the Student Administration Office.
- b) Appeals against decisions
Failure to inform the Student Administration Office of changes to personal data will not be accepted as grounds for appeal against any VUT decision.
- c) Preferred forms of communication
The preferred method of communication to students is through the VUT allocated e-mail address of each student. It is therefore the student's responsibility to check e-mails regularly. Failure to comply with this provision will not be accepted as grounds for appeal against any VUT decision. Information will also be communicated to students via a short message service (SMS). It is therefore incumbent on the student to ensure that the VUT has on record their current cellphone numbers at all times.

R9. Confirmation of registration

Students are required to confirm their registration by the published closing date for changes in registration status specified in the Academic Calendar by checking the information on a form issued by the Student Administration Office which shows each student's registration status.

a) Corrections to registration

Corrections to registration resulting from the registration confirmation must be lodged with the Student Administration Office by the published closing date for changes in registration status.

b) Late corrections

Corrections to subject registration after the published closing date for changes in registration status will not be entertained.

R10. Re-registration

All continuing students are required to re-register each semester / year by a date specified in the Academic Calendar. Students who fail to re-register by such date will incur a late registration fee.

R11. Addition of subjects

a) Application

Applications to add a subject should be made on the relevant form available from the Student Administration Office.

b) Deadlines

Subject to a place being available in a subject, registered VUT students may add subjects to their registration by the final date published for this purpose in the VUT Academic Calendar.

c) Applications received by the deadline

The Student Administration Office will process an application received by the deadline provided that there is a place available in the subject and the student is eligible to enrol in the subject. Such an application must be signed by the relevant HoD.

d) Applications received after the deadline

The Student Administration Office will decline an application received after the deadline. In exceptional cases, the Executive Dean of the Faculty will have the discretion to recommend such an addition.

e) Notification

Students will receive written advice regarding their application from the Student Administration Office.

R12. Cancellation of subjects

a) Application

Students must advise the Student Administration Office in writing of their intention to cancel a subject. In order to avoid a fail grade in a subject, notification of withdrawal should be received by the Student Administration Office before the published closing date for subject withdrawals for the particular registration session.

b) Withdrawal by the published closing date

If a student notifies the Student Administration Office of the cancellation of a subject by the published closing date for the session registration in the subject will not be recorded on the student's transcript. If a student withdraws from all subjects by the published closing date for the session, the student will be considered not to have registered and will be withdrawn from the course / programme. The appropriate form obtainable from the Student Administration Office will have to be completed and signed by the relevant authorities to effect such withdrawal.

R13. Closing dates for registration

Closing dates for registration for each session are published in the annual academic calendar. Except by special permission from the EMC, no late registrations will be allowed.

R14. Refusal of registration

- a) Students who are indebted to the University by reason of non-payment of any fee or charge, and who fail to make satisfactory settlement of indebtedness after receipt of due notice, may be refused registration or have their registration cancelled.
- b) Students who fail to show satisfactory academic progress, after due warnings have been served on them, will be refused registration or have their registration cancelled.
- c) Students who fail to disclose such information as is required for registration, or deliberately falsify information to effect registration, or conduct themselves in a manner that contravenes the provisions of any policy, rule, regulation or the Statute of the Vaal University of Technology, will be refused registration or have their registration with the VUT cancelled.
- d) Transferring students who fail to disclose a full academic record and / or Statement of Conduct from the transferring institution will be denied registration or have their registration with the Vaal University of Technology cancelled.

R15. Classes

Students are required to present themselves for all scheduled classes and tutorials from the commencement of the annually advertised academic calendar.



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EXAMINATION RULES

REGULATIONS AND PROCEDURES



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Vaal University Of Technology INSTITUTIONAL POLICY COVER PAGE (IPCP) (Policies, Procedures, Rules, Guidelines etc.)

To be completed by initiator of Policy/Policy owner:

1. POLICY TITLE:	EXAMINATION RULES, REGULATIONS AND PROCEDURES
2. FIELD OF APPLICATION: (All persons to whom policy applies)	All Stakeholders dealing with examinations at the VUT
3. COMPLIANCE OFFICER(S): (Person/s responsible for ensuring policy implementation)	Registrar, (Snr) Deputy Registrars, Examinations Office, Faculties
4. STAKEHOLDER CONSULTATION (State the stakeholder group/s consulted during policy formulation/revision)	Faculty Boards, Academic Administration, relevant Senate Committees
5. DESIGNATION OF POLICY OWNER: (Person responsible for maintaining policy)	REGISTRAR
6. NAME OF POLICY OWNER/S:	Dr TD Mokoena

POLICY HISTORY (To be completed by policy owner)

Decision Date	Status	Implementation Date	Approving Authority	Resolution Number	Policy Document Number	Pending date for next revision
(Compulsory)	(New/Revised/No Changes)	(Compulsory if "new" or "revised")	(If "new" or "revised". N/A if no changes)	e.g. 07/11-10.2 (Minute number. N/A if no changes)	(e.g. D/.../07 N/A if no changes)	(Compulsory)
2004	Approved	Revised	Senate			2007
2016	Revision	Draft	Senate			

For office use only

SUBJECT	Academic Rules
SUBJECT NUMBER: (Refer to no. on Agenda)	
CATEGORY (Policy Field)	Examinations
CATEGORY NUMBER: (As per date of approval by Council)	
IPCP NUMBER:	

VAAL UNIVERSITY OF TECHNOLOGY

EXAMINATION RULES, REGULATIONS AND PROCEDURES

The following Rules, Regulations and Procedures are intended to give effect to the Academic Rules as approved by the Senate and Council in as far as they relate to the conduct of examinations at the Vaal University of Technology.

1. TERMINOLOGY

- 1.1 Examination(s)
Refers to formal assessment events, in particular summative assessments at the end of a module or learning unit.
- 1.2 Examinations Committee
The committee appointed by the Senate to deal with assessment and examination matters.
- 1.3 Examinations Officer
The Deputy Registrar: Examinations (Main Campus)
Head: Administration (Sites of Delivery)
- 1.4 Senate
The official academic body constituted in terms of the Higher Education Act and the VUT Statute.
- 1.5 Senex
The executive committee of Senate.

2. APPROVAL

- 2.1 All examination rules, regulations and procedures in connection with examinations shall be approved by Senate.

3. TYPES OF EXAMINATIONS

- 3.1 Examinations at the end of a module (*Also see section B - 15*).
- 3.1.1 These constitute main assessment events that occur at the completion of a module.
- 3.1.2 The examinations referred to in 4.1.1 above are divided into two examination opportunities (explained in detail under 5. below).
- 3.2 Continuous assessment (CASS) which constitutes formative assessments during the course of a semester.
- 3.3 Re-assessment opportunities (*Also see 22*)
- 3.3.1 A re-assessment opportunity (in line with the CASS policy), is a final opportunity to be assessed on outcomes not achieved yet and will be implemented in accordance with the CASS policy. The assessment strategy outlined in the learning guide will describe the re-assessment opportunities per module.
- 3.4 Additional assessment opportunities
- 3.4.1 Under exceptional circumstances, a student may be admitted to a special assessment event (see 10).

4. EXAMINATION OPPORTUNITIES

- 4.1 All examinations conducted at the end of a module (normally in May/June and October/November of each year) will be made up of two opportunities. This means that a student will be offered two opportunities to sit for an examination for every paper.

- 4.2 Both examination opportunities are of equal value and none of the two is the main examination. The standard of the papers written in both opportunities shall be equal.
- 4.3 Students may choose any of the two opportunities to sit for an examination in a module/subject. This means that a student who has to sit for 5 papers may choose to write 3 during the first opportunity and two during the second opportunity, without prejudice).
- 4.4 A student who sits for an examination in a subject/module during the first opportunity and fails, will automatically be admitted to the second opportunity to sit for the failed examination.
- 4.5 A student who sits for an examination in a subject/module during the first opportunity and passes, may opt to write the same subject again during the second opportunity. In this case only the grade/mark obtained during the second opportunity will be recognized.
- 4.6 In the case of 4.5 above, the student will be required to pay a fee.
- 4.7 In the case of 4.4 and 4.5 above, only a single entry will be made on the results and transcript of a student. This entry will show the grade and result code achieved in the second opportunity examination.

5. APPOINTMENT AND DUTIES OF EXAMINERS AND MODERATORS

- 5.1 Appointment of examiners
 - 5.1.1 Examiners are appointed by Senex on recommendation of the Executive Dean concerned and the Deputy Vice-Chancellor: Academic and Research and these appointees are considered to be the examiners for specific modules. Appointments are valid for one year only.
 - 5.1.2 Replacement of examiners are made by the Executive Executive Dean concerned and the Deputy Vice-Chancellor: Academic and Research and Research and submitted to Senex for approval.
- 5.2 Duties of examiners when setting a question paper.
 - 5.2.1 The examiner drafts the question paper and marking guidelines / memorandum for the various modules, to the satisfaction of the moderator. The examiner shall set all question papers to an acceptable standard according to the prescribed syllabus / outcomes and learning guides. Examiners may not use more than one third of a previous year's exam paper in a current exam.
 - 5.2.2 The examiner in collaboration with the Examination Department, shall have the module question paper and memorandum / marking guidelines moderated. Each moderated question paper shall be signed by both the examiner and the moderator. These signatures will indicate that the question paper has been approved for use for that particular assessment event/examination.
 - 5.2.3 The examiner shall hand in the question papers for exit-level modules at the Examinations Office, from where it will be distributed to the relevant external moderators.
 - 5.2.4 The examiner shall use the prescribed standard front page when drawing up memoranda.
 - 5.2.5 The examiner and moderator shall ensure strict confidentiality at all times.
 - 5.2.6 The examiner shall ensure that all question papers and memoranda clearly indicate the marks to be awarded per question and per sub-section as well as the total number of marks for the question paper. If question papers are divided into sub-sections, the number of questions that candidates should answer in each sub-section shall be indicated just below the heading of the sub-section.
 - 5.2.7 In the case of CASS events, the sub-sections should be clearly distinguishable to afford the candidate the opportunity of completing only those sub-sections for which the outcomes have not yet been reached.
 - 5.2.8 The examiner shall set all question papers (excluding language question papers) in the language of teaching and learning of the University.
 - 5.2.9 The examiner shall carefully consider the time factor involved in answering a question paper.

- 5.2.10 The examiner shall ensure that the following information appears on the front page of each question paper
- Name and level of module (e.g. Physics II)
 - Internal code of the subject or module (e.g. APFSA2B)
 - Instructional programme into which the module falls (e.g. N.D. Chemical Engineering)
 - The examiner shall ensure that a list of all material which is permissible for the answering of the question paper is indicated on the question paper, e.g. pocket calculators are allowed (type of calculator shall be specified).
 - The examiner shall ensure that instructions are clearly stated to prevent any misinterpretation, e.g. "answer any six questions", or "answer all the questions".
 - The examiner shall ensure that appendices or supplements to a question paper e.g. tables, sketches, answer sheets are indicated at the beginning of each question paper with clear reference to which questions they apply.
- 5.3 Duties of examiners when marking scripts
- 5.3.1 The examiner receives the scripts together with the necessary memoranda from the Examinations Office and checks the number of scripts received and the examination numbers. The examiner is responsible for the allocation of answer scripts to the various co-examiners for marking.
- 5.3.2 The examiners shall hold discussions and issue instructions to co-examiners regarding the interpretation and awarding of marks according to the memorandum timeously. The discussions should take place as soon as the co-examiners receive the allocated question papers and memoranda.
- 5.3.3 The examiner shall ensure that marks are awarded according to the marking guidelines / memorandum. As far as possible, marking guidelines / memoranda should make provision for a variety of different answers.
- 5.3.4 The examiner shall ensure that the marking by co-examiners is of the same standard as those scripts marked by the examiners. To achieve this, the examiner shall check at least 10% (ten percent) of the scripts which have been marked by the co-examiner.
- 5.3.5 The examiner shall award marks for every section of the question. These marks shall be indicated in the right-hand margin of the answer script.
- 5.3.6 The total marks for the question shall be recorded and encircled next to the question number. The total marks for each question shall be recorded on the space provided on the back cover of the answer script.
- 5.3.7 Should an examiner not award any marks for a specific question or part thereof, he / she shall indicate that by means of a 0 and also record it on the space provided on the back cover of the answer script.
- 5.3.8 Should a question not have been answered at all, the examiner shall record a X next to the question number on the back cover of the answer script.
- 5.3.9 After marking, the total mark shall be calculated and recorded on the back cover of the answer script. This mark should now be converted, on the back cover, to the appropriate exam mark.
- 5.3.10 The examiner shall use a red pen.
- 5.3.11 The examiner shall mark all the questions that have been answered. If a candidate has answered more than the required number of questions, the examiner shall mark the requisite number of questions as originally indicated on the question paper, the choice of which at the discretion of the examiner.
- 5.3.12 The examiner shall complete and sign the required report and mark / invigilator's list, which shall be handed in together with the answer scripts at the Examinations Office.
- 5.4 Appointment and duties of co-examiners
- 5.4.1 Full-time and part-time lecturers of a module, with the exception of the moderator of the module, may be appointed as co-examiners.
- 5.4.2 The examiner shall, in all cases, cross-check the answer scripts as marked by each co-examiner as per 5.3.1 above. Cross checking should be done in a colour other than green or red.
- 5.4.3 The duties of the co-examiners are the same as those of the examiner as detailed in 5.3.

- 5.5 Appointment of moderators
- 5.5.1 Moderators are appointed by Senex on recommendation of the Executive Dean and submitted to Senex for approval. Appointments are valid for one year.
- 5.5.2 Replacements of moderators are made by the Executive Dean concerned and submitted to Senex for approval.
- 5.5.3 Moderators for terminating/exit-level modules should be competent subject-matter experts who are not members of staff. Should no suitable person be available, Senex may appoint a member of staff as moderator on the recommendation of the relevant Executive Dean. However, if the examiner is a subject expert, who is not a member of staff, the moderator may be a staff member.
- 5.5.4 Moderators for non-terminating modules may be full-time or part-time lecturers and / or other competent persons.
- 5.6 Duties of a moderator when moderating question papers and memoranda
- 5.6.1 The moderator shall be satisfied that the examiner has strictly abided by the prescribed rules. (See 5.2). The moderator is ultimately responsible for the following:
- that the standard of the questions are acceptable;
 - that questions cover the entire syllabus;
 - that the awarding of marks is fair and acceptable;
 - that the time factor has been carefully considered;
 - that there is no gross repetition from previous examination and test question papers; and
 - that the use and standard of language is correct.
- 5.6.2 The moderator shall sign both the cover pages of the question paper and the memorandum / marking guidelines which will indicate that they are suitable for use.
- 5.7 Duties of moderator when moderating an answer script
- 5.7.1 The moderator shall check those answer scripts which have been submitted to him / her and shall ensure that:
- all regulations regarding the marking of the question paper have been adhered to;
 - the awarding of marks has been fair and that a consistent standard has been maintained throughout;
 - no addition or calculation errors have been made;
 - borderline cases have been carefully re-considered;
 - all the moderated scripts are signed.
- 5.7.2 Should a moderator recommend a mark adjustment, it should be clearly specified and motivated, e.g. increase / decrease all candidates' examination marks by X, etc. The adjustment should be approved by the Examination Committee.
- 5.7.3 The moderator is responsible for the re-mark of an answer script after a candidate's application for a re-mark has been approved by the Examinations Office.
- 5.7.4 The moderator shall use a green pen to moderate.
- 5.7.5 The moderator shall complete the prescribed moderator's report and hand it in at the Examinations Office together with the moderated answer scripts.
- 5.8 Amendments by the moderator
- 5.8.1 Should a moderator not be satisfied with the question paper or the marking guide / memorandum, amendments shall be discussed with the examiner and after consensus has been reached, changes can be made.
- 5.8.2 Should consensus not be reached, the matter shall be taken up with the Head of the Department and the Executive Dean for settlement. If settlement is still not reached, it shall be referred to the Deputy Vice-Chancellor: Academic and Research.
- 5.9 Selecting answer scripts for moderation:
- 5.9.1 The Examinations Office will select ten percent (10%) of all marked scripts per module, including those marked by co-examiners, for moderation.
- 5.9.2 Should 20 or fewer candidates have written the particular module, all the scripts are submitted for moderation.

6. EXAMINATION COMMITTEES

6.1 Faculty Examination Committees (FECs)
Each faculty should set up a Faculty Examination Committee, the composition of which should be decided by the Faculty Board.

6.1.1 Faculty Examination Committees (FECs) shall deal with all matters relating to examinations, such as:

- admission to examinations (where applicable)
- monitoring and adjustment of results
- approval of results
- all other matters which are referred to the examinations committee
- applying the Continuation of Studies Regulations

6.1.2 Each FEC will report on/make recommendations regarding the matters listed above to the Senate Examinations Committee as discussed in 6.2 below.

6.2 Senate Examinations Committee (SEC)
A Senate Examinations Committee is a committee of the Senate dealing with all examination matters.

6.2.1 Minutes

6.2.1.1 Minutes of all decisions of the committee shall be kept in the Registrar's Office.

6.2.2 Operation

6.2.2.1 The Senate Examinations Committee shall meet at least once at the conclusion of each examination session in order to deal with matters which have been referred to it.

6.2.2.2 During examination sessions, day-to-day matters are handled by the Management Committee of the SEC, on the understanding that all decisions taken by the Management Committee will be presented to the SEC for authorisation and that such decisions are added to the minutes of the SEC as appendices.

6.3 Composition of Examination Committees

6.3.1 The Senate Examination Committee (SEC):

<i>Chairperson</i>	Deputy Vice-Chancellor: Academic and Research
<i>Secretary</i>	Secretary : Allocated by the Registrar
<i>Members</i>	Registrar Executive Deans of Faculties Directors of Satellite Campuses Deputy Registrar: Examinations All Academic HoDs

6.3.2 Management Committee of the Senate Examinations Committee:

<i>Chairperson</i>	Deputy Vice-Chancellor: Academic and Research
<i>Secretary</i>	Senior Deputy Registrar responsible for Examinations
<i>Member</i>	Executive Deans

6.3.3 Faculty Examinations Committee (FEC):

<i>Chairperson</i>	Executive Dean
<i>Secretary</i>	Administrator of the Faculty
<i>Members</i>	Faculty Academic Officer(s) of the Faculty Heads of Department in the faculty Assistant Registrar(s)

The Faculty Examinations Committee is a standing committee.

6.4 Examinations Disciplinary Committees

6.4.1 The following Examinations Disciplinary Committees shall be included in the Code of Conduct for Students:

6.4.1.1 Main Campus: Examinations Disciplinary Committee:

<i>Chairperson/Presiding officer</i>	Judicial Officer or an appointed chairperson
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	<i>Member one</i>	Relevant Academic HOD
	<i>Member two</i>	One SRC member: Faculty representative
	<i>Member three</i>	University's Legal Expert
	<i>Complainant</i>	Deputy Registrar responsible for Examinations
	<i>Secretary/scribe</i>	Provided by the Judicial Officer
6.4.1.2	Satellite Campuses: Examinations Disciplinary Committee:	
	<i>Chairperson/Presiding officer</i>	Faculty co-ordinator / Head Academic
	<i>Member one</i>	Relevant Academic HOD / subject head
	<i>Member two</i>	One SRC member : Faculty / academic representative
	<i>Complainant</i>	Head : Administration
	<i>Secretary/scribe</i>	Provided by the Judicial Officer
6.4.1.3	Main Campus: Examinations Appeals Committee:	
	<i>Chairperson/Presiding officer</i>	Deputy Vice-Chancellor: Academic and Research/Registrar/any other DVC.
	<i>Member one</i>	Relevant Academic Executive Dean
	<i>Member two</i>	One SRC member: Academic Co-ordinator from main campus
	<i>Member three</i>	University's Legal Expert
	<i>Secretary/scribe</i>	Provided by the Judicial Officer
6.4.1.4	Satellite Campus: Examinations Appeal Committee:	
	<i>Chairperson</i>	Campus Director/Official designated by the DVC: A&R
	<i>Member one</i>	Relevant Head of Department
	<i>Member two</i>	One SRC member who did not serve on the DC Hearing
	<i>Member three</i>	University's Legal Expert
	<i>Secretary/scribe</i>	Provided by Judicial Officer

7. OBTAINING A QUALIFICATION

- 7.1 A candidate obtains a qualification as soon as he / she has met all the requirements within a stipulated period, as prescribed in the HEQF and as per an approved curriculum. Where a work integrated learning (WIL) component is prescribed, this should have been successfully completed.
- 7.3 Pass with distinction:
- 7.4 Undergraduate qualifications, postgraduate diplomas and certificates and BTech qualifications may be awarded *Cum Laude* if the candidate obtains an average of 75% in all the subjects of the qualification including the final level subjects at the first attempt.
- 7.5 Masters level qualifications may be awarded *Cum Laude* to the candidate in respect of:
- *Subject and dissertation option*: passes all the subjects with an average of 75% and passes the dissertation with 75%.
 - *Dissertation only*: obtains a mark of 75% or more.
- 7.6 Doctoral level qualifications are not awarded *Cum Laude*. It is only indicated that the candidate passed or failed.

RECOGNITIONS AND EXEMPTIONS (REFER to RPL policy)

8.

- 8.1 Completed qualification:
- 8.2 Not more than 50% of the completed qualification's modules can be exempted in respect of another incomplete qualification.
- 8.3 Incomplete qualifications:
 - 8.3.1 No restriction is placed on the number of module exemptions / recognitions in respect of another qualification provided that at least 50% of the subjects, are passed at the VUT.

9. EXAMINATION OF THESES/DISSERTATIONS IN FULL OR PARTIAL COMPLETION OF MASTERS AND DOCTORAL QUALIFICATIONS

- 9.1 Initiation of the examination process:
 - 9.1.1 The supervisor must sign a declaration that the thesis is ready for examination.
 - 9.1.2 In the event of a significant discrepancy in marks between the supervisor and examiners, the Higher Degrees Committee should use its discretion in allocating a mark or initiating re-examination.
 - 9.1.3 The purpose of this is to ensure that there is due quality control on a thesis before it is subjected to external examination, and to give experience in thesis examination to other staff members.
 - 9.1.4 In the event of the absence of the supervisor or of a dispute between the student and the supervisor, a student can approach the Head of Department and / or Faculty Executive Dean with the request that the thesis / dissertation be examined. Final approval for examination in these cases, shall reside with the Higher Degrees Committee.
- 9.2 Number of examiners:
 - 9.2.1 Examination of full and partial Masters dissertations shall be done by two examiners of which at least one must be external. The supervisor cannot be an examiner.
 - 9.2.2 Examination of a Doctoral thesis shall be done by three examiners of which at least two must be external. One of the external examiners should preferably be from a reputable academic institution outside South Africa. The promoter cannot be an examiner.
- 9.3 Identification of, approval of, and correspondence with examiners:
 - 9.3.1 The proposed examiners for each thesis / dissertation shall be identified by the relevant academic Head of Department in consultation with the supervisor/promoter where feasible and supported by the executive Dean, for approval by the Higher Degrees Committee.
 - 9.3.2 All correspondence with the examiners shall be done through the Higher Degree office and the Examinations Department.
- 9.4 Qualifications of supervisors / promoters and examiners:
 - 9.4.1 Supervisors / promoters and examiners should be in possession of a qualification at least equivalent to or preferably higher than that of the candidate. Should a supervisor / promoter or examiner not possess an equivalent or higher qualification, it should be established that such a person possesses the necessary specialised knowledge and experience in the field of study concerned.
- 9.5 Pass and Failure
 - 9.5.1 A candidate passes when all members of the examination panel award a mark of 50% or more for a Masters calculating the average of all the marks awarded by the members of the panel. A 'pass' is required in case of a Doctoral degree.
 - 9.5.2 Should one of the members of the panel fail the dissertation / thesis, an arbitrator with a selected group of experts from the faculty board to assess all reports and provide a consolidated view of the faculty, endorsed by the Dean for consideration by Senate.

- 9.6 A candidate's final mark is calculated as follows:
- 9.6.1 Masters Degree: For a pass the arithmetical average of the allocated marks is calculated. For a failure no final mark is calculated, it is only indicated that the candidate has failed.
- 9.6.2 Doctoral Degree: No final mark is calculated. It is only indicated that the candidate passed or failed.
- 9.6.3 Should two or more members of the examination panel fail the candidate, the candidate fails, and no final mark is calculated, it is only indicated that the candidate has failed.
- 9.6.4 The final examination marks shall be submitted to the Higher Degrees Committee for final approval and SENEX for ratification.

10. SPECIAL EXAMINATIONS

- 10.1 Under exceptional circumstances, a student may be admitted to a special examination provided that a written request, supported by the necessary documentation, shall be submitted to the Examinations Office within seven (7) days after the original date of the main examination.
- 10.2 In the case of illness, a valid medical certificate shall accompany the student's request provided that the Examinations Office reserves the right to obtain further information to authenticate such illness.
- 10.3 All special examinations shall be written during the time slots scheduled for normal examinations, unless otherwise arranged through the Executive Dean of the Faculty.
- 10.4 No special examinations shall be granted in lieu of re-examination events.
- 10.5 Acceptable reasons for admission to a special examination:
- 10.5.1 Serious illness or injury during the official examination sessions.
- 10.5.2 Death of a first level blood relation member of the family. First level refers to vertical and horizontal relation e.g. father, mother, child, brother / sister. Valid documentation should be submitted.
- 10.5.3 Problems that may occur due to the University authorities postponing the official examination sessions as a result of unforeseen circumstances.
- 10.5.4 Exceptional cases will be considered on merit.
- 10.6 Reasons that are **unacceptable** for admission to a special examination:
- Overseas visits / tours
 - Sports appointments / engagements except where the candidate will represent South Africa
 - Attendance of meetings, symposiums or any other gatherings
 - Special holiday arrangements
 - Misinterpretation of the examination time-table
 - All other reasons not listed under 10.5 above.

11. EXTENDING THE NORMAL TIME ALLOWED FOR THE ANSWERING OF A QUESTION PAPER

- 11.1 Extension of time may be considered on the grounds of temporary or permanent disability.
- 11.2 When granting additional time the following procedures shall be followed:
- Candidates shall apply in writing to the relevant faculty at least three weeks in advance.
 - The Faculty shall involve the Department: Student Counselling, in making a recommendation to the Mancom of the Examinations Committee.
 - The Management Committee of the Examinations Committee will decide the matter and inform appropriately.
 -

12. IRREGULARITIES DURING EXAMINATIONS AND CLASS TESTS

- 12.1 An irregularity shall be deemed to have occurred and caused by:
- 12.1.1 Any student who takes into the venue, or has in his / her possession or has on his / her person after the question paper has been handed out, any book, memorandum, note, sketch, map, film, programmable calculator, non-permissible material or any other document other than his / her admission pass, unless authorised by the examination rules or specified by a requirement in a particular question paper.
 - 12.1.2 Any student who assists or attempts to assist another candidate, obtains or attempts to obtain help, or communicates or attempts to communicate with another person other than the invigilator while in the examination room.
 - 12.1.3 Any student who falsely represents him / herself as being a specific candidate for an examination.
 - 12.1.4 Any student who creates a disturbance in the examinations room or behaves in an improper or an unseemly manner and refuses to stop such disturbance or improper unseemly behaviour after he / she has been warned by the invigilator.
 - 12.1.5 Any student who disregards the instructions of the invigilator concerned and, after he / she has been warned by the invigilator, continues to disregard such instructions.

13. PROCEDURES FOLLOWING EXAMINATION IRREGULARITIES

- 13.1 Steps to be taken by the invigilator following an examination irregularity:
- 13.1.1 The invigilator confiscates the relevant answer script(s) and all other unauthorised material.
 - 13.1.2 The invigilator endorses the confiscated answer script on the outside of the cover with the words "answer script confiscated at ... (time)."
 - 13.1.3 The invigilator supplies the candidate with a new answer script and endorses it on the outside of the cover with the words "new answer script issued at (time)."
 - 13.1.4 The invigilator contacts the Judiciary Officer immediately after an examination irregularity occurred.
 - 13.1.5 The invigilator ensures the student who committed the alleged irregularity, does not leave the examination venue until the examination session comes to an end.
 - 13.1.6 The invigilator ensures that the student who committed the alleged irregularity reports to the Examinations Office.
 - 13.1.7 The invigilator submits a report and relevant evidence on the irregularity to the Examinations Office.
 - 13.1.8 The invigilator confiscates the answer script of a candidate who, after due warning, continues causing a disturbance or persists in contravening any other examination regulation.
 - 13.1.9 The invigilator expels a candidate from the examination room who, after due warning, continues causing a disturbance or persists in contravening any examination regulation and sees that the student reports to the Examination Office.
- 13.2 Duties of the Judiciary Officer following an examination irregularity:
- 13.2.1 The date for disciplinary hearings should be set at the end of the examination session.
 - 13.2.2 The Judiciary Officer should attend to an examination irregularity as soon as possible after the irregularity has occurred.
 - 13.2.3 The Judiciary Officer shall ascertain that the correct procedure has been followed in the handling of the irregularity.
 - 13.2.4 The Judiciary Officer / Head of Administration at Satellite Campuses acts as the complainant in the disciplinary hearings regarding examination irregularities. The complainant shall ensure that the following tasks are executed:
 - 13.2.5 The student who reports to the Judiciary Officer in terms of 13.1.6 may freely and voluntarily give a statement to the Judiciary Officer regarding the alleged misconduct. The student shall be warned in writing that such a statement may be used as evidence against him / her and the student shall sign such a warning if willing to make a statement.
 - 13.2.6 The student shall be informed of the charge and the student shall acknowledge receipt of the notification of the charge.
 - 13.2.7 The student shall be informed of his / her rights.

- 13.2.8 The student shall be informed of the day, time and venue of a disciplinary hearing to be held and the student shall acknowledge receipt of the notification thereof.
- 13.2.9 The student shall be informed that absence from a scheduled disciplinary hearing does not prevent a disciplinary hearing from taking place.
- 13.2.10 The student shall be informed that he / she may sit for further examinations in the present examination session but that, if found guilty on the charge of committing an irregularity, these further examinations will be declared null and void.
- 13.2.11 The Judiciary Officer shall inform the disciplinary committee of the day, time and venue of a disciplinary hearing.
- 13.2.12 The Judiciary Officer shall arrange for a venue.
- 13.2.13 The Judiciary Officer shall arrange for a minutes clerk / secretary to record the proceedings of the hearing.
- 13.2.14 The Judiciary Officer shall report all irregularities to the Examinations Committee.
- 13.3 Penalties for irregularities during summative events
- 13.3.1 If found guilty, the student will be suspended from the University for a minimum period of 6 to 12 months as from the day of the irregularity. He / she may not register for any module, or write any other examination for the entire duration of his / her suspension.
- 13.3.2 The examination in the relevant subject and remaining subjects in the examination period after occurrence of the irregularity will be considered null and void. The student retains all subject credits accrued up to the date when the irregularity occurred.
- 13.3.3 An examination irregularity code may be included on the student's statement of results.
- 13.3.4 The University retains the right to provide information on suspension to outside parties.
- 13.4 Irregularities during formative events / class tests
- 13.4.1 The procedure pertaining to irregularities during formative events / class tests is the same as stated in the procedure for irregularities during examinations.
- 13.4.2 In the case of an irregularity during a class test the penalties will be:
- The studies in the relevant subject / module will be suspended for the study period concerned.
 - The year mark in the relevant subject will be declared null and void.
 - The student will only be allowed to enrol / register for the subject / module in the following semester / year to attain a new year / semester mark.

14. INVIGILATION

- 14.1 Invigilators shall carry identification cards.
- 14.2 One (1) invigilator is appointed for every 40 candidates.
- 14.3 The invigilator shall collect the following from the Examinations Office, ensuring that sufficient time has been allowed to carry out all the instructions.
- The sealed envelope containing the question papers for each session for each particular venue. On collecting the sealed envelope, the invigilator should be satisfied that the envelope has not been opened or tampered with. Should any irregularity be suspected, it shall immediately be brought to the attention of the Examinations Officer. The Examinations Officer in conjunction with the Examinations Committee will decide on a plan of action.
 - The correct number and type of examination answer scripts and other material required for each examination.
 - The invigilator's lists and other control material required.
- 14.4 Invigilators shall be in the examination room at least 30 minutes before the beginning of an examination session.
- 14.5 Before candidates are permitted to enter the examination room, the invigilator shall ensure that all cell phones, figures, envelopes, drawings, notes and other material that could possibly be relevant to the particular module, have been removed from the examination room. He / she shall also ensure that no such materials, books or papers are in or on the tables in the examination room.

- 14.6 When admitting candidates to an examination room, invigilators shall ensure that candidates are seated far enough away from each other so that it is not possible for one candidate to copy the work of another, or in any way communicate with another candidate. The invigilator shall be able to see each candidate. As far as practically possible, candidates should be seated at least one (1) meter from each other. In cases where more than one module is being written in the same room the groups shall be dispersed so that two candidates writing the same module are not placed next to each other.
- 14.7 Candidates shall be seated 15 (fifteen) minutes before an examination commences, and may not leave the examination room within one (1) hour of the commencement of the examination and also not during the last 15 minutes of the session. Should a candidate be compelled to temporarily leave the examination room for any personal reason, he / she should only do so under supervision.
- 14.8 A candidate may be permitted to enter an examination room after commencement of the examination session under the following conditions:
- Only during the first hour of the relevant examination session.
 - The candidate will only be permitted to utilise the remaining time of that particular session to answer questions.
- 14.9 In order to be admitted to the examinations, each candidate shall present his / her proof of admission to that particular examination as well as proof of identity to the satisfaction of the invigilator. Proof of identity should preferably be an identity document or a student card. A driver's license or passport is also acceptable. Should a candidate not have any of the above-mentioned documents, that person will only be admitted to the examination on the recommendation of the Examinations Officer, who will ensure that the candidate is identified.
- 14.10 Only candidates registered for a particular examination, the invigilator concerned, the Examinations Officer or persons authorised by the Examinations Office may be present in an examinations room during an examination. The Examiner and Moderator who are conducting an oral examination or the reader of a speed test may also be present for the time it takes to perform their duties.
- 14.11 Additions may be indicated on the invigilator's list by the invigilator.
- 14.12 All unauthorised persons shall leave the examination room before the envelope is opened. After candidates have been seated the invigilator shall make the following announcements:
- The modules which are to be examined.
 - Request candidates not writing those particular modules to leave the room.
 - No candidate may have unauthorised material or notes in their possession.
 - No candidate may leave the examination room within one (1) hour of the commencement of the examination session and also not during the last 15 minutes of the session.
 - No examination answer scripts, used or unused, may be removed from the examination room.
 - Candidates may, in no way whatsoever, communicate with one another.
 - Answers should be written with a blue or black inked pen or in any medium as specified in a particular question paper e.g. pencil for sketches or drawings, etc. Should an examiner not allow questions to be answered in pencil, this rule shall clearly be stated in the instructions on the question paper.
 - All information should be correctly filled in as instructed on the cover of the answer scripts or file.
 - Should more than one answer script be used, the cover of the final and any additional answering books should be correctly and completely filled in and the additional answer script should be placed inside the back cover of the first answer script.
 - Any request to communicate with the invigilator should be indicated by raising a hand.
 - Any errata and changes to question papers as instructed by the Examinations Officer.
- 14.13 Sealed envelopes containing question papers shall be opened in the presence of candidates, after all candidates have been seated and supplied with the necessary examination material. Question papers are then handed out with the cover uppermost.

- Candidates are instructed not to begin until all candidates have received their question papers, at which time all question papers shall be opened simultaneously.
- 14.14 Invigilators may give no explanations of examination questions.
- 14.15 Invigilators shall ensure that no disruptions are caused and that no candidate attempts to get assistance from another candidate or attempts to communicate with another candidate or any other person with the exception of the invigilator/s.
- 14.16 Unless otherwise stated for a particular examination, invigilators shall check that no candidate has in his/her possession, and for the duration of the examination, any books, memoranda, notes, charts, maps, figures, photos, documents or papers (including blank paper) of any kind, or any aids relevant to the module being examined except aids which have been supplied and proof of admission to the examination. Pocket calculators and other specified aids may be used unless an instruction forbidding their use appears on the question paper. Papers are to specify clearly which aids to be used.
- 14.17 If instructions are not followed or if a candidate commits an act which is considered to afford an unfair advantage, that candidate is guilty of an offence. (See 13).
- 14.18 All examination aids and answer scripts which have been handed out shall be collected before a candidate may leave the examination room.
- 14.19 Duties during examination sessions:
- During an examination the invigilator shall devote his / her entire attention to supervision and he / she shall particularly ensure that the candidates comply with the examination regulations.
 - He / she shall not spend his / her time sitting or standing in one place or alongside any one candidate, but shall move about continually in the examination room without disturbing the candidates.
 - It is important that candidates should not be given the impression that there are opportunities for contravening the regulations as a result of a lack of vigilance on the part of invigilator.
 - Where there is only one invigilator, he / she may leave the examination room only in exceptional circumstances, and then only when his / her place has been taken by another invigilator. An invigilator may not leave the examination room during examinations in order to take refreshments unless he / she has been relieved by another invigilator.
 - Additional answer scripts and other stationery may be supplied to a candidate, but the invigilator shall first ascertain that the additional material is necessary and shall make a note on the invigilator's report against the examination number of the candidate to whom more than one answering book has been given in order to ensure that the candidate has handed in all the answer scripts that were issued.
 - In the case of a confirmed fire or bomb scare that specific exam session is immediately cancelled and the University evacuation procedure would be followed.
- 14.20 An invigilator may not:
- Reply to any question by a candidate that may lead to an explanation of the examination question.
 - Effect an amendment to a question paper without the prior consent of the Examinations Officer.
 - Act in such a manner that he / she disturbs the candidates.
 - Give a copy of any examination question paper to anyone except a candidate before that particular examination has been concluded.

SECTION B: EXAMINATIONS AT THE END OF A MODULE

15. ADMISSION TO EXAMINATIONS

15.1 Registration for all examinations takes place automatically when a student registers for a module, but admissions to examinations is dependent on the student meeting the necessary year/semester mark requirements as set out below.

15.2 Year / semester marks

15.2.1 The final year-mark/semester mark shall be calculated as prescribed in the syllabus of a module (e.g. 50% or 60%) by the examiner before commencement of the examination. All such calculated marks shall be published by the closing date as indicated in the institutional annual academic calendar. Should a student obtain 48% or 49% for a year/semester/ such a mark will be converted into a 50%.

15.2.2 Only candidates registered for modules at the Vaal University of Technology for that particular year or semester will be granted admission to write examinations.

15.2.3 A candidate will be admitted to sit for examinations for a module/subject only on condition that the candidate has met the compulsory admission requirements of at least 50% for the year / semester mark in that module/subject.

15.2.4 A candidate who sits for an examination in a subject/module in which the minimum admission requirements as outlined in 15.2.3 above have not been met, will be disqualified from such an examination and their answer sheets will not be marked and shall be destroyed.

15.3 First and Second Opportunity Examinations

15.3.1 Only candidates registered for modules at the Vaal University of Technology for that particular year or semester will be granted admission to write first and second opportunity examinations on condition that the requirements of 15.2.3 above are met.

16. CONDUCTING OF EXAMINATIONS

16.1 Functions of the Examinations Office (see examinations standard operating procedures (ESOP))

16.1.1 The schedule for all summative events should reach the Examinations Office within one month after commencement of classes. The finalisation of schedules and administration of the examination function will be conducted by the Examinations Office.

16.2 Preparation of examination question papers

16.2.1 The Examinations Office hands the marked examination answer scripts, together with the necessary documentation to the moderator, made up according to the applicable schedule (5.9.1). Internal moderators, i.e. moderators employed by the University, collect the examination answer scripts at the Examinations Office and sign for them. Examination answer scripts are sent to external moderators by registered post / courier services with a cover letter detailing the number of answer scripts and the name of instructional offerings.

16.2.2 Moderators then perform their duties as prescribed in 5.8.

16.2.3 On completion of marking, moderators deliver examination answer scripts together with the necessary documentation, or dispatch them via registered post, to the Examinations Office of the Vaal University of Technology.

17. PASS/FAIL

17.1 *Pass:*

- A module is passed when a candidate obtains at least 50% or more in the final mark, on condition that the candidate firstly meets the admission requirements of at least 50% in the year / semester mark, and finally meets the sub-minimum requirement of at least 40% in each paper in the module concerned.
- Should a candidate obtain 49% as a final mark it is published as 50% provided the candidate meets the sub-minimum requirements and that through such a condonation, a pass will be effected.

- 17.2 *Fail:*
- A module is failed if a candidate obtains less than 50% in the final mark and does not qualify to pass according to 17.1
 - Should a candidate obtain 50% or more as a final mark but fails to meet the sub-minimum requirement of 40% in the examination or question papers for the module concerned, the candidate fails, and the final mark is published as e.g. "51 FM" where FM indicates that the candidate has failed to obtain the sub-minimum in the module concerned.
 - Should a candidate obtain 38% or 39% in an examination (examination mark), such marks will be converted to 40% only in cases where this will lead to a final mark of 50% and above (thus effecting a pass).

18. PUBLICATION OF RESULTS

- 18.1 After approval of the results by the Examinations Committee, schedules of results are prepared, checked and published. Candidates are notified in writing of their results, with notification of the date on which the next opportunity examinations will be held.

19. RE-MARK / CHECKING OF EXAMINATION ANSWER SCRIPTS

- 19.1 Applications for a re-mark / checking of examination answer scripts shall be made on the prescribed form, and handed in, together with the required fee, at the Examinations Office. Applications for a re-mark shall be made within one (1) month in the case of November examinations and fourteen (14) days in the case of June examinations after the publication of results.

SECTION C: EXAMINATIONS AT THE END OF A LEARNING UNIT

20. ADMISSION TO EXAMINATIONS

- 20.1 Registration for all examinations takes place automatically when a student registers for a module.

21. CONDUCTING OF EXAMINATIONS

- 21.1 Functions of Examinations Office (see examination standard operating procedures)
- 21.1.1 The schedule for all summative events should reach the Examinations Office within one month after commencement of classes. The finalisation of schedules and administration of the examination function will be conducted by the Examinations Office.
- 21.1.2 A maximum of three summative events per module can be administered by the Examinations Office.
- 21.1.3 Where a syllabus prescribes for full continuous assessments in a module, summative events are scheduled at the completion of learning units. A candidate should obtain a minimum mark of 50% for a summative event to pass that module.
- 21.1.4 The Examinations Office at the site of delivery will be responsible for entering the results on ITS. Results from satellite campuses will be moderated, returned to the satellite and results entered by their Examinations Office.
- 21.1.5 If a candidate cannot write on a specific date, due to a religious principles, written notification should be submitted to the Examinations Office within 5 days after receiving the schedule. The Examinations Office will refer this to the examiner.

22. RE-EXAMINATION

- 22.1 Re-examination can be conducted during the first examination opportunity or be integrated into the module. The re-examination should be conducted in the semester of enrolment. No re-examination is permissible thereafter.
- 22.2 For a theory module, re-examination could be conducted at the end of the module. Students should be assessed on outcomes not yet achieved. Sections should be clearly indicated on the question paper, as SECTION A, SECTION B or SECTION C.
- 22.3 All learners will start writing at the start of the session.
- 22.4 The same regulations for invigilation apply as under Section 16.
- 22.5 The results of the re-examination will replace the result of the learning unit that the student is re-assessed on.
- 22.5.1 In the case of a special examination the actual mark obtained by the candidate will be the final mark.
- 22.5.2 A maximum of 50% can be obtained when writing a re-examination as a final chance.

23. PASS/FAIL

- 23.1 *Pass:*
- A module is passed when a candidate obtains at least 50% in all summative events and an average of at least 50% for the final mark that may be compiled from formative and summative events.
 - Should a candidate obtain 49% as a final mark it is published as 50% provided the candidate meets the sub-minimum requirements and the candidate is regarded as having passed the module concerned.
- 23.2 *Fail:*
- A module is failed if a candidate obtains less than 50% in any summative event or does not obtain a final average of 50%.
 - Should a candidate obtain 50% or more as a final mark but fails to meet the sub minimum requirements of 50% for all summative events, the candidate fails, and the final mark is published as e.g. "51 FM" where FM indicates that the candidate has failed to obtain the sub-minimum in the module concerned.
 - Should a candidate fail any unit after re-examination, the student must re-register for the module during the next semester.
- 23.3 Publication of results
- 23.3.1 After moderation, the results will be published by the Examinations Office.
- 23.3.2 The students will ONLY be notified in writing at the end of the module after approval of the results by the Examinations Committee.
- 23.4 Record keeping
- 23.4.1 Based on the examiner's discretion and depending on the type of examination method, the examiner may decide whether summative examination scripts / assignments / reports be discussed or shown to learners in class. They should however be taken in for record keeping afterwards.
- 23.4.2 If examination scripts / assignments / reports were revealed, no re-marking will be allowed to take place.
- 23.4.3 Scripts need to be kept at the Examinations Office for a period of three years.
- 23.4.4 Unseen scripts may be subjected to a re-mark.

- 23.5 Re-mark/checking of examination answer scripts
23.5.1 Applications for a re-mark / checking of examination answer scripts shall be made on the prescribed form, and handed in, together with the required fee, at the Examinations Office. Applications for a re-mark shall be made within fourteen (14) days after the publication of results.

24. ORAL EXAM

- 24.1 Names of students that qualify for an oral exam, shall be submitted to Head of the Department.
24.2 The date and time of the oral exam will be scheduled by the head of Department.
24.3 Composition of the Examination Committee for oral examinations:
24.3.1 The Examination Committee for oral examinations will be made up of three faculty members, one of which will be the Chairperson and one which will be the Examiner and one which will be the moderator **or** a subject expert. The student's examiner may not be the chairperson of the committee.
24.4 Role of the chair and examination committee
24.4.1 It is the chairperson's responsibility to find an examination date and time suitable for everyone, to reserve a room, and to send a notice of the examination's location, date, and time to all participants.
24.4.2 It is the examiner's responsibility to have appropriate student records on hand during the session (this must be done no later than one week prior to the examination date).
24.4.3 The questions and memorandum must be compiled by the examiner and distributed to all committee members.
24.4.4 Evidence of student answers to be recorded by the examiner. After leaving the venue, the answers will be evaluated and a mark allocated.
24.4.5 The mark to be recorded on ITS as appropriate for the purpose of the oral (special examination or re-examination).

SECTION D: STANDARD OPERATING PROCEDURES

25. CONDUCTING OF EXAMINATIONS:

- 25.1 Preparation of schedules:
25.1.1 After the closing date for registration and changes in instructional offerings the following take place:
25.1.2 **Calculated** Year / semester marks shall be printed on the invigilator's lists.
25.2 Preparation of examination papers:
25.2.1 Question papers and memoranda which have been approved and signed by the examiner and moderator shall be handed in at the Examinations Office. Receipt of all question papers and memoranda is recorded in a register. Memoranda shall immediately be put in safekeeping. They are not typed by Examinations Officers. Question papers shall be typed and then proof-read by the examiner concerned. This proof-reading takes place in the Examinations Office. Under no circumstances may typed question papers be removed from the Examinations Office. Where necessary, further proof-reading will also be done by the examiner. Question papers of terminating instructional offerings will be sent to the external moderator by the Examinations Office, after typing and proof-reading.
25.2.2 After final proof-reading, question papers are duplicated. During duplication care shall be taken to ensure that question papers are treated confidentially. All poorly printed copies shall be shredded. Copies are destroyed and usable copies are sealed and placed in the safe with a written declaration of the number of copies made.
25.2.3 Handling of question papers during examinations:

- 25.2.3.1 Question papers and answer scripts are sorted daily according to the invigilators' roster. Question papers are sorted per examination room / hall and each instructional offering is sealed in an envelope.
- 25.2.3.2 Sealed question papers are opened by the invigilator at the beginning of each examination session in the presence of the candidates concerned. After opening the envelope the invigilator hands out the question papers.
- 25.2.3.3 Question papers are placed with the front page, on which no question appears, uppermost. Once all the candidates have received their question papers and examination answer scripts, the invigilator gives the instruction to begin. Invigilators shall ensure that the commencement time corresponds with the official timetable. Should it not be possible to start at the specified time, this should be reported as soon as possible to the examinations office staff who will adjust the time on the timetable to that of the actual starting time of that particular examination session.
- 25.2.3.4 At the end of the session, invigilators shall check the answer scripts against the invigilator's list. Answer scripts are then handed in at the Examinations Office. A member of staff signs for answer scripts and memoranda received.

26. CONTROL OF MARKED ANSWER SCRIPTS

- 26.1 After answer scripts have been marked by the examiners and have been moderated by the moderators, they become the responsibility of the Examinations Officer that will:
 - 26.1.1 Check that all answer scripts have been returned.
 - 26.1.2 Check that all answer scripts have been initialled by the examiner.
 - 26.1.3 Check that all answer scripts sent to the moderator have been initialled by the moderator.
 - 26.1.4 Check that all examiners' and moderators' reports have been correctly completed and signed.
 - 26.1.5 Go through all answer scripts and check that all answers have been marked and marks allocated.
 - 26.1.6 Check that the marks of all sub-divisions of questions have been calculated correctly and carried over to the back page of the answer scripts of file / folder.
 - 26.1.7 Check additions and calculations on the back page as well as their transfer to the cover page.
 - 26.1.8 Check that year / semester marks have correctly been transferred to the cover page.
 - 26.1.9 Check that the year mark and final summative mark have been correctly calculated into a final mark.
 - 26.1.10 Check transfer of marks from answer scripts to invigilator's list.
 - 26.1.11 Ensure that where the moderator has recommended an adjustment of marks, the examiner, Head of Department and moderator shall reach consensus and then submit to the Executive Dean of the Faculty, who will in turn submit for approval by the examination committee.

27.

DESCRIPTION OF RESULT CODES

27.1	F	FAIL
	FX	FAIL ABSENT FROM EXAM
	FM	FAIL SUB MINIMUM
	FA	FAIL: NO ADMISSION TO EXAM
	FK	FAIL: IRREGULARITY
	FI	FAIL INCOMPLETE
	F7	ADMISSION TO EXAM SPECIAL
	FZ	FAIL REMARK
	P	PASS
	PD	PASS WITH DISTINCTION
	PE	PASS EXEMPT / RECOGNITION
	PR	PASS REMARK
	PZ	EXP TRAINING COMPLETE
	WIP	WORK IN PROGRESS

28. COMMENCEMENT

The date on which the examination rules, regulations and procedures come into effect is determined by Senate.



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PROCEDURE GOVERNING EXEMPTIONS

AND CREDIT REQUIREMENTS



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**INSTITUTIONAL POLICY/GUIDELINES
(Policies, Procedures, Rules, Guidelines etc.)**

To be completed by initiator of Policy/Policy owner:

1. POLICY TITLE:	PROCEDURE GOVERNING EXEMPTIONS AND CREDIT REQUIREMENTS
2. FIELD OF APPLICATION	ACADEMIC ENVIRONMENT
3. COMPLIANCE OFFICER(S): (Person/s responsible for ensuring policy implementation)	SENATE and FACULTIES
4. STAKEHOLDER CONSULTATION (State the stakeholder group/s consulted during policy formulation/revision)	RELEVANT SENATE COMMITTEES
5. DESIGNATION OF POLICY OWNER: (Person responsible for maintaining policy)	REGISTRAR
6. NAME OF POLICY OWNER/S:	SENATE

POLICY HISTORY *(To be completed by policy owner)*

Decision Date	Status	Implementation Date	Approving Authority	Resolution Number	Policy Document Number	Pending date for next revision
(Compulsory)	(New/Revised/No Changes)	(Compulsory if "new" or "revised")	(If "new" or "revised". N/A if no changes)	e.g. 07/11-10.2 (Minute number. N/A if no changes)	(e.g. D/.../07 N/A if no changes)	(Compulsory)
	Revised	2016	SENATE			2016

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SUBJECT	Exemptions, Sunset Clause, Credit Requirements
CATEGORY (Policy Field)	Academic Rules

Procedure Governing Exemptions and Credit Requirements

Preamble

The following procedure gives effect to Rule G8 and G15 of the General Academic Rules as well as Section 5.3 of the Admissions Policy of the University.

Provisions

- SC1 All students transferring from another Higher Education Institution should apply for exemptions (on the prescribed forms meant for this purpose) for modules completed successfully at that institution. The completed form with relevant documentation which should include the academic record, syllabus and certificate of good conduct must be submitted at the time of registration with VUT.
- SC2 The relevant HOD approves exemptions referred to in 1.1 above. The HOD should indicate which credits will be awarded and the students must be informed. The Assistant Registrar and the Head Faculty Administration should ensure that the process does not exceed two (2) weeks.
- SC3 A module passed at a particular NQF level and NQF credit value may not be recognised as an equivalent of a module at a higher NQF level or different NQF credit.
- SC4 A student retains a credit for exemption for a period not exceeding seven (7) years, provided that there are no material changes to the curriculum content in that period. This provision includes the stop-out period for those students who stop-out during the course of their studies.
- SC5 The Executive Dean of a Faculty, in consultation with the relevant Head of Department may grant exemption for a module on the grounds that a student has passed a relevant module at the University or at another accredited higher education institution.
- SC6 Requirements of professional bodies will be taken into account when decisions on exemptions and credits are taken.
- SC7 Regulation 8 of the Examination Regulations remains in force. Only in exceptional circumstances (and with Senate approval) may the Executive Dean refuse to grant exemption from an exit-level, final year or semester core module (major module) that has been passed at another institution or in another programme. Students need written permission from the Registrar and relevant HoD to register for an outstanding module at another institution.



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POLICY ON

CERTIFICATION



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**INSTITUTIONAL POLICY/GUIDELINES
(Policies, Procedures, Rules, Guidelines etc.)**

To be completed by initiator of Policy/Policy owner:

1. POLICY TITLE:	POLICY ON CERTIFICATION
2. FIELD OF APPLICATION	GOVERNANCE
3. COMPLIANCE OFFICER(S): (Person/s responsible for ensuring policy implementation)	EXECUTIVE MANAGEMENT, SENATE and COUNCIL
4. STAKEHOLDER CONSULTATION (State the stakeholder group/s consulted during policy formulation/revision)	EMC, SENATE, and COUNCIL
5. DESIGNATION OF POLICY OWNER: (Person responsible for maintaining policy)	REGISTRAR
6. NAME OF POLICY OWNER/S:	SENATE

POLICY HISTORY (To be completed by policy owner)

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(Compulsory)	(New/Revised/No Changes)	(Compulsory if "new" or "revised")	(If "new" or "revised". N/A if no changes)	e.g. 07/11-10.2 (Minute number. N/A if no changes)	(e.g. D/.../07 N/A if no changes)	(Compulsory)
19/08/2016	NEW	2016	SENATE			2018

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SUBJECT	Governance and Management
CATEGORY (Policy Field)	Certification

Acknowledgement: University of Western Australia's Policy on Certification used as a base.

Policy on Certification

Purpose

This policy standardizes the certification for award and non-award courses, requesting replacement certificates and posthumous awards.

The purpose of the policy is to:

- Maintain the integrity of the university and its certification processes;
- Ensure consistency in the standards that apply to the awarding of certificates for award courses and to the awarding by faculties, other academic units or administrative divisions of certificates for non-award courses; and
- Ensure that awarding of certificates for non-award courses does not imply the granting or conferring of any award qualification of the University.

Definitions

In this policy and any associated procedures:

“award courses”	means courses leading to the award of a degree, diploma or certificate established by the Senate and Council, and listed in the Programme Qualification Mix (PQM) approved for the University;
“CHE”	refers to the Council for Higher Education;
“DHET”	refers to the Department of Higher Education and Training;
“HEQC”	refers to the Higher Education Quality Committee of the CHE;
“non-award courses”	means courses that do not lead to a degree, diploma or certificate registered on the PQM, and do not articulate with award courses of the University;
“Senate”	refers to the highest academic decision-making body of the University established in accordance with the Higher Education Act and the VUT Statute;
“the University” and “VUT”	refer to the Vaal University of Technology;

Policy statement

PART 1 – AWARD COURSES

1. General Principles

- 1.1 The Council of the University is empowered by the Higher Education Act and the Statute of the University to confer degrees, diplomas and certificates.
- 1.2 An award certificate is issued to each person who is eligible to graduate, and who has applied to have an award conferred.
- 1.3 A student will only be awarded a degree, diploma or certificate if the student has met the requirements set out in 2. below.
- 1.4 Details of each graduate and the award conferred upon the graduate are entered in the graduation programme, which is maintained by the Registrar as the University's formal record of those holding an award of the University

2. Requirements to qualify for an award of the University

- 2.1 To qualify for the award of a degree, diploma or certificate of the University, a student must:
- a) fulfil the relevant course requirements specified in the rules that apply to that degree, diploma or certificate, as approved by the Senate and Council of the University, the DHET and the CHE/HEQC;
 - b) comply with all rules that apply to that degree, diploma or certificate; and
 - c) comply with all statutes, policies, rules and regulations of the University that apply to that student.
- 2.2 Unless Senate approves otherwise, normally through a formal institutional or inter-institutional agreement, a student must complete at least half of the total credit value of the course at VUT to be eligible for an award of the University.

3. Design of Award Certificates

- 3.1 Printing of Award certificates is done as prescribed by the Registrar.
- 3.2 Award certificates must contain the following:
- a) the University coat of arms;
 - b) the name of the body conferring the award i.e. the Senate of the Vaal University of Technology;
 - c) a statement confirming that the recipient has fulfilled all the requirements for the award;
 - d) the full name of the recipient;
 - e) the name of the award conferred;
 - f) where applicable, the major field of study;
 - g) where applicable, whether the award was made with distinction;
 - h) the signature of the Vice-Chancellor and Principal and of the Registrar;
 - i) the seal of the University; and
 - j) the date of conferral.

4. Award courses undertaken in collaboration with other institutions

- 4.1 The University may, now or in future, develop award courses in collaboration with another institution or group of institutions.
- 4.2 The arrangements for the conferral and design of award certificates in the case of 4.1 above must be agreed between the institutions before the collaborative course is offered.
- 4.3 Collaborative arrangements will typically fall into one of the following categories:
- award courses undertaken in association with another institution or group of institutions;
 - award courses undertaken as joint awards of the University and another institution or group of institutions; and
 - award courses offered by another institution, but not by VUT, in relation to which the University collaborates in the teaching and/or supervision of students.

5. Award courses undertaken in association with another institution or group of institutions

- 5.1 Within this category, all students undertaking the course intend to graduate from the VUT. Whilst one or more institutions may collaborate in the teaching and/or supervision of the award course, the other institution(s) do not offer the course as an award of their institution.
- 5.2 The collaboration of the other institution(s) is acknowledged at the foot of the University award certificate in the following manner:

"in association with the (name of institution(s))."

- 5.3 The approved logo of the collaborating institution(s) may also be included at the foot of the award certificate.

- 5.4 No form of endorsement or acknowledgement is approved other than those set out in 5.2 and 5.3.
- 5.5 The award certificate bears the seal of the University and the signatures of relevant office-bearers of the University. It does not include the seal or the signature of any office-bearer of any other institution.
- 5.6 The signatures on the award certificate are set out as on a standard University award certificate.

6. Award courses undertaken as joint awards of this and another institution or group of institutions

- 6.1 Within this category, the award course is offered by both or all collaborating institutions.
- 6.2 Students must nominate a home institution.
- 6.3 A student's home institution is where the student anticipates undertaking the greater or greatest portion of study or research leading to the completion of the award.
- 6.4 Clause 2.2 applies to the minimum amount of work that a student must complete at the University to be eligible for an award of the University.
- 6.5 The collaboration of the other institution(s) is acknowledged at the foot of the University award certificate in the following manner:

"undertaken jointly with the (name of institution(s))."

- 6.6 The approved logo of the collaborating institution(s) may be included at the foot of the award certificate.
- 6.7 No form of endorsement or acknowledgement is approved other than those set out in 6.5 and 6.6.
- 6.8 The award certificate bears the seal of the University and the signatures of relevant office-bearers of the University. It does not include the seal or the signature of any office-bearer of any other institution.
- 6.9 The signatures on the award certificate are set out as on a standard University degree certificate.
- 6.10 If the award certificate for a joint degree or diploma is issued by another institution, it is expected that the University's contribution be similarly acknowledged on the award certificate issued by the other institution.

7. Award courses offered by another institution to which the University contributes teaching and/or supervision

- 7.1 If the University enters into an agreement to collaborate in the teaching and/or supervision of students in an award course offered by another institution but not by VUT, it is expected that the University's collaboration will be acknowledged in a similar way to that described in 5.2.

8. Conferral of Awards

- 8.1 A University graduand, including graduands of awards offered in association with another institution or group of institutions and graduands of joint awards who have nominated the University as their home institution, may apply to have their award conferred at a graduation ceremony or "in absentia".
- 8.2 Prospective graduands receive detailed information about graduation arrangements from the University's Graduation Office/Examinations Office.

9. Replacement Certificate for an Award Course

- 9.1 Request of replacement certificate for an award course must be submitted in writing to the Registrar.
- 9.2 If a certificate has been damaged, misspelt or never received, a replacement certificate may be issued if the graduate applies in writing to the Registrar. In the case of a damaged or

misspelt certificate, the graduate is required to surrender the damaged original award certificate before a replacement certificate may be issued.

- 9.3 In the case of 9.2 above, the graduate is required to provide a compulsory affidavit undertaken with a certified Commissioner of Oaths before a certificate may be issued.
- 9.4 The University reserves the right to refuse the issuing of a replacement certificate.

10. Posthumous Award

- 10.1 Authority to confer awards posthumously is vested in the Senate.
- 10.2 Applications for posthumous awards are forwarded to the Senate for consideration if they meet either of the following criteria:
- 10.3 The student had completed all requirements for their course but had not formally taken out the award.
- 10.4 The student had embarked on all remaining units required to complete their course, and in each of those units had completed either:
- a) sufficient assessable work to qualify for a pass; or
 - b) sufficient work at a high enough standard to enable the faculty concerned to make a reasonable judgement that the student would have passed the unit.

PART 2 – NON-AWARD COURSES

1. General Provision

- 1.1 Faculties, other academic units and administrative departments may offer and provide certification for attendance at or completion of non-award courses.
- 1.2 Non-award courses usually include short learning programmes (SLPs).
- 1.3 All certificates for non-award courses have to be approved by the Registrar.

2. Certification for non-award courses

- 2.1 Certification for non-award courses must not imply the granting of any award or the conferring of any qualification of the University.
- 2.2 Certification of attendance at or completion of non-award courses at the University is provided:
- where the course has been run as a non-award course by the University;
or
 - where the course has been run as a non-award course by the University in conjunction with another body; or
 - where the course has been run by the University on behalf of another body.
- 2.3 Information to be included on the certification of a non-award course is:
- 2.3.1 where the course has been run as a non-award course by the University:
- a) the University coat of arms;
 - b) the name of the faculty/faculties, other academic units or administrative departments presenting the certification;
 - c) the name of the non-award course;
 - d) the name of the person who is the subject of the certification;
 - e) the type of certification, for example:
 - Certificate of Participation
 - Certificate of Achievement
 - Certificate of Attendance
 - f) the signature of the dean of the faculty/head of department/course co-ordinator or delegate; and
 - g) the date of certification.

- 2.3.2 where the course has been run as a non-award course by the University in conjunction with another body:
- a) the University coat of arms along with that of the other body (optional);
 - b) the name of the faculty/faculties, other academic units or administrative departments presenting the certification and that of the other body;
 - c) the name of the non-award course;
 - d) the name of the person who is the subject of the certification;
 - e) the type of certification, for example,
 - Certificate of Participation
 - Certificate of Achievement
 - Certificate of Attendance
 - f) the signature of the dean of the faculty/head of department/course co-ordinator or delegate; and
 - g) the date of certification.
- 2.3.3 where the course has been run by the University on behalf of another body:
In such cases, the other body is responsible for providing the standard form of certification to be used. This is acceptable as long as it is in accordance with the principle that no certification can imply the granting of any award or the conferring of any qualification of this University.

3. Presentation of a non-award course certificate

- 3.1 The faculty, other academic unit or administrative department may present the certificate:
- a) in person at a ceremony organised by the faculty, academic unit or administrative department responsible; or
 - b) in person during the final class at the completion of the course; or
 - c) by posting the certificate.
- 3.2 Non-award certificates are not presented at a formal graduation ceremony of the University, except by the express permission of the Vice-Chancellor and Principal with the concurrence of the Registrar.



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

CODE OF STUDENT CONDUCT

AND JUDICIARIES

Code of Student Conduct and Judiciaries

PREAMBLE

Student behaviour, both academic and non-academic, is governed by a specific set of written rules called the Code of Student Conduct.

These rules prohibits unethical practices such as cheating, plagiarism and double submissions, as well as offences such as theft, vandalism, misuse of equipment, supplies and documents, and harassment. Students accused of such offences are entitled to a hearing before an impartial committee and are entitled to representation by an advisor from within the University.

Vaal University of Technology expects all students to demonstrate qualities of integrity, honesty, civility and respect. These values are important to the establishment and maintenance of a community where there is freedom to teach and learn. However this is dependent upon the maintenance of appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruptions.

In the interest of maintaining civility on campus all students must comply with the University's Code of Student Conduct, which reasonably limits some activities and prohibits certain behaviour which could interfere with the classroom sitting, the orderly operation of the University, and the pursuit of the University goals and core values of respect, integrity, collaboration, well-being, innovation and quality. It is expected that the student conduct will be in concert with and supportive of the University's central purpose and core values.

Each student is responsible and has a duty to be acquainted with all provisions of the Code. It is also presumed that every student, from the date of his / her initial enrolment at the University, has knowledge of the Code, as well as, policies and procedures contained in the Student Hand-book. All students are deemed to have agreed to the provisions contained in the Code and are required to adhere to such provisions as a condition of their enrolment as students of the University.

The University further recognises each student's procedural right to due process and the *audi alteram partem* rule, which includes providing notice setting forth the alleged violation(s), and a speedy, fair hearing and appeal process, any member of the University community can initiate accusation of an alleged violation.

The Student Code of Conduct is available as a separate publication through the offices of Student Life Department and the office of the Student Facilitator Judicial and Training can help students understand the Code.

DEFINITIONS

Definitions provided elsewhere in this Code are applicable to the Student Code of Conduct in its entirety. Terms not expressly defined in the Student Code of Conduct will be interpreted in accordance with the rule of interpretation as provided for by Interpretation of Statutes Act.

“University” means Vaal University of Technology.

“Student” for the purposes of this code, includes all persons applying for admission or taking courses provided by the University both full-time and part-time.

“Official” includes any person employed by the University performing assigned administrative and / or professional staff duties.

“Member of the University community” includes any person who is a student, faculty member, University official, or any other employed by or visiting the University.

“University Premises” includes all land, buildings, facilities and other property in the possession of and / or owned, used and / or controlled by the University.

“Student organisation” “an organisation composed primarily of students which has been registered or has received recognition according to University policies and procedures or is affiliated with a University department.

“Judicial body” any person or persons authorised by the Assistant Director Student Life to determine whether a student has violated the Student Code and to recommend imposition of sanction.

“Will” is used in the imperative sense.

“May” is used in the permissive sense.

“Trained students” refers to those students selected by the Student Facilitator Judicial and Training to participate in the judicial process upon completion of a group or one-on-one judicial affairs orientation.

“Preponderance of evidence” refers to when considering all the evidence in the case the proposition on which such party has the burden of proof is more probably true than not true.

“Bias incident” refers to behaviour and / or action discriminating against another based on race, religion, sexual orientation, ethnicity, national origin, gender, age, disability, or veteran status.

“Hate crime” refers to the bias incident that has risen to a level of a criminal statute, which includes but not limited to assault, property damage, or other illegal conduct.

“University-sponsored activity” any activity on or off campus initiated, approved or supervised by the University.

SCOPE, LIMITATION AND APPLICATION OF THE STUDENT CODE OF CONDUCT

The Code applies to incidents occurring on campus and others that occur off campus, incidents that involve students and including those that occur at the satellite campuses of the University.

Judicial action against any student committing a violation of the Code off-campus will be considered on a case-by-case basis upon filing by a complainant of an allegation of an off-campus violation of the Confidential Complaint Lodgement Form. The complainant must obtain the form from Protection Services and an officer / investigator must assist the complainant to fill the form. After review of the form, the officer at Protection Services will investigate the complaint and write a report to be submitted to the office of the Student Facilitator Judicial and Training who will then make a determination on the appropriateness for a judicial action to be initiated.

The adoption of the Student Code of Conduct does not prohibit the University from adopting or maintaining additional rules to govern the conduct of students. Allegations of misconduct under the Student Code of Conduct may be combined with allegations arising under other University rules.

The Student Code of Conduct applies to individual students and to student organisations.

Students and student organisations are also subject to the following rules:

- Rules adopted by the University to govern the control of vehicles and other modes of transportation on University property, to and from University premises;
- Rules relating to student classroom conduct, academic dishonesty, academic eligibility, performance and evaluation;
- Rules governing student housing;
- Rules governing the maintenance of public order;
- Rules governing the conduct of student athletes;
- Rules governing the use of University communication and computing resources; and

- Such other rules as may be adopted by the University in furtherance of the University and educational goals.

Notwithstanding anything contained herein to the contrary, acts of academic dishonesty, disruptive student behaviour in the classroom, and appeals to sanctions imposed in each case, are under the jurisdiction of the Head of Department, Dean of Faculty and Head Examination Department.

The office of the Student Facilitator Judicial and Training will determine the composition of judicial bodies and conduct appeal committee and also determine which will be authorized to hear each case. Student composition if any will be dependent upon availability of trained students as recommended by the office of the Student Facilitator Judicial and Training.

The judicial advisor will develop procedures for the administration of the judicial program and procedural rules for the conduct of hearings, which are not inconsistent with the provisions of the student code. Decisions made by the judicial body and / or judicial advisor shall be final, pending the normal appeal process.

A judicial body may be designated as arbiter of disputes within the student community in case that, do not involve a violation of the Code. All parties must agree to the arbitration, and to be bound by the decision with no right of appeal.

Student conduct discipline records are confidential and will be treated as such by all parties concerned.

COOPERATION WITH LAW ENFORCEMENT AUTHORITIES

The University cooperates fully with law enforcement authorities. Violations of the Code are also violations of the various Acts of Parliament, Provincial legislations and Municipal bylaws and ordinances, may be referred to the appropriate non University authority.

The University Protection Services Office work closely with the local law enforcement authorities, particularly the Vanderbijlpark, Vereeniging, Sebokeng, Bophelong, Boipatong and Sharpville. The Campus Protection Services Officers have full powers to arrest search and seizure on all University owned and operated property, and are usually the first to respond to calls for police services on campus.

STUDENTS RIGHTS AND FREEDOMS

With appreciation for the tradition of freedom of speech and expression on campus the University fosters tolerance for differing viewpoints. It is acknowledged that points of view will diverge and that some students will believe it necessary to express themselves by means of protest. However, the University cannot tolerate disruption to its academic mission or means of protest that interferes with the legitimate rights of others.

General Rights and Freedoms

Students shall have the following rights and freedoms:

As members of the University community all students are guaranteed freedom of expression, inquiry and assembly, the right to form a student government, organise groups, to join associations in support of any cause or common interest, and to peacefully protest, provided that, such activity is conducted in a legal manner, is in accord with University regulations, and does not abridge the rights of others.

Students have the right of fair access to all educational opportunities and benefits available at the University in an environment that is safe, free of invidious harassment, discrimination, or intimidation. Students have a right to privacy as it is entrenched in the Constitution of South Africa Act 108 of 1996.

Students have the right and responsibility to report, in good faith, and without fear of retaliation, violations of this code, the University Code of Conduct and violations of any other policy of the University, to appropriate academic and administrative officer of the University.

Procedural Rights and Freedoms

Students accused of violating this code have the following rights

1. To have access to all University policies and procedures regarding the functioning of the judiciaries.
2. To be informed of and to have explained as required the charges pending.
3. To be free from intimidation by university charging officers to coerce admissions.
4. To face his / her accuser(s) and have the opportunity to cross-examine them and any witnesses.
5. To be free from searches or seizures unless based on reasonable cause. In accordance with written procedures approved by the Senior Director for Student Affairs, searches and seizures may be carried out by the officers of protection services, housing staff, University officers and officials.
6. To a fair and impartial judicial hearing before an appropriately appointed judicial board, appeal board and administrative hearing officer.

Responsibilities

All students share the following responsibilities:

1. To read, become familiar with and adhere to the code, the University's Code of Conduct, the Academic Code of Conduct, the Residences Code of Conduct and the Student hand-book of the university.
2. To respect the personal and property rights of others and to act in a responsible manner at all times.
3. To protect and foster the intellectual, academic, cultural, social and other missions of the University.
4. To observe the laws of Local, Provincial and National government.

PROHIBITED CONDUCT / BEHAVIOR (NON-ACADEMIC OFFENCES)

Self-discipline is an essential element of individual learning and development accordingly all students are expected to conduct themselves as mature, responsible citizens of the Republic of South Africa and members of the University community in accordance with public laws and accepted standard of morality and decency. As such all students are expected to be:

Courteous to fellow students, faculty staff members and to the public at large.

To be honest in his / her academic work and his / her dealings with others, obey local, provincial and national government.

The following is an illustrative list of the types of conduct that are prohibited by this code. It includes not only actual conduct, but also attempts to engage in such conduct. A reasonable suspicion that a student has engaged in such prohibited conduct, or attempted conduct, will result in the immediate consideration of disciplinary action under this code.

Safety

1. Causing or creating a fire or any other condition that jeopardises the safety of individuals on campus and during off-campus activities,
2. Tampering with safety measures or devices such as alarm systems fire extinguishers, exit signs emergency phone systems smoke or heat detectors, fire hoses security systems locked exterior doors and the sprinkler systems.
3. Failing to conform to safety regulations, such as falsely reporting an incident, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the alarm system and similar conduct.

4. Falsely reporting the presence of a bomb or any other dangerous device or condition.

Firearms

Possessing, using, storing, transporting firearms, other weapons explosives, fireworks, ammunition or dangerous chemicals (except authorised for use in class or in connection with university sponsored research or other approved activities).

Discrimination

Engaging in verbal or physical behaviour directed at an individual or group that according to a person of reasonable sensibilities, is likely to create an intimidation or demeaning environment that impedes the access of other students, faculty and staff to the educational benefit available from or through the university.

Harassment

Engaging in verbal, electronic, visual, written or physical behaviour directed at an individual or group that in the view of a person of reasonable sensibilities is likely to provoke or otherwise result in negative or injurious response or reaction. This behaviour may include:

1. making an expressed or implied threat affecting another person's academic pursuits, university employment, or participation in activities sponsored by the university or organisation or group related to the university, or;
2. engaging in unwarranted retribution or interference with respect to such pursuit, employment or participation, or;
3. creating an intimidating or demeaning situation or environment or inflicting psychological or emotional harm or undue stress.

Sexual harassment

Sexual harassment of the institution shall be application.

Assault

Any wilful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the victim reason to fear bodily harm constitutes as assault. An assault may be committed without actually touching or striking or doing bodily harm. Self-defence may be a mitigating factor to this charge, depending on the circumstances.

Indecent Assault

Indecent assault means, the unlawful and intentional assault of another with the intention of committing an indecency. Assault in this matter is not qualified by an indecent act but by the intention of the person committing the assault to behave indecently. This form of assault can be committed even though the accused does not direct his conduct at the victim's private parts. What is important is the accused intention, expressed by words or conduct, and not the nature of the act.

Battery

An encounter in which physical contact occurs or is threatened between two or more persons with weapons, blows or other personal violence and that may include pushing, shoving and other acts of physical abuse. Self-defence may be a mitigating factor to this charge depending on the circumstances of each case.

Alcoholic Beverages

Violation of the University's alcoholic beverages regulations and guidelines, including:

1. The sale, service, possession and / or consumption of an alcoholic beverage in academic faculties, including classrooms, studios, theatres, auditoria and / or laboratories is prohibited.
2. Student organisations may not serve alcoholic beverages at events without the express approval of the Senior Director Student Affairs regarding the location and conditions of possession and consumption. If approved alcoholic beverages may not be consumed outside of the designated areas for the event.
3. Students serving alcoholic beverages at off-campus events may not identify these events as university sponsored events.
4. After consuming alcoholic beverages students must assume full responsibility for their conduct as it relates to the need for good judgment, discretion, moderation, respect for the rights of others and the legal regulations of the jurisdictions involved.

Drugs and Controlled Substances

The University has a “**zero**” **tolerance** policy on the improper use of controlled substances that expressly prohibits:

1. The illegal possession, use, distribution and / or sale of a controlled substance.
2. The illegal possession, use, distribution and / or sale of drugs paraphernalia.
3. Aiding or abetting the illegal possession, use, sale and / or distribution of controlled substances or drug paraphernalia.

Hazing

Hazing is defined as conduct that causes or is intended to cause psychological, emotional or physical harm to any person as a part of initiation into or affiliation with any campus-based organisation.

Forgery, Fraud, Dishonesty and Uttering

Altering or misusing official University forms, documents, records, stored data or instrument of identification, electronic files or knowingly furnishing false information to the university officers, officials, faculty and / or employees or providing such information involving or referring to the university to off-campus organisations, institutions or individuals and making false statements in public or private, including, knowingly making false charges under the code. Further, students may not use the seal, logo(s), motto, trademarks or other intellectual property of the University without written permission from the University Council.

Damage to Property

When a student knowingly damages the property of another or of the University without his / her / its consent by defacing, deforming, or otherwise damaging the property by the use of paint or any other similar substance, by the use of writing instruments, etching tools or similar devices, through means of fire or explosives, or through the use of any other instrumentality of any kind and mixture.

Unauthorized removal, destruction or damage of University property, or the property of another student, or the property under University custody or control.

Theft

Possession of stolen items from a member (s) of the University community, or the sale of stolen items from any source whatsoever.

Stealing property and / or services, knowingly possessing or transporting stolen property, or improperly converting the property of another for personal use.

Unauthorized Entry, Use or Trespassing

Entering or using university facilities or property, or property in the custody or control of the University, for an improper purpose or without proper authorisation or assisting others to do so.

Incitement

Prohibition of incitement to commit a crime is punishable in terms of section 18(2) of the Riotous Assemblies Act 17 of 1956 which reads as follows:

Any person who... incites, instigates, commands or procures any other person to commit any offence, whether at common law or against a statute or statutory regulations, shall be guilty of an offence and liable on conviction to the punishment to which a person convicted of actually committing that offence would be liable.

Corruption

This offence is punishable in terms of the Corruption Act 94 of 1992 section 1(1).

Prohibition on offer or acceptance of benefit for commission of act in relation to certain powers or duties.

Any person –

1. who corruptly gives or offer or agrees to give benefit of whatever nature which is not legally due, to any person upon whom –
 - any power has been conferred or who has been charged with any duty by virtue of any employment or the holding of any office or relationship of agency or any law or to anyone else, with the intention to influence the person upon whom such power has been conferred or who has been charged with such duty to commit or omit to do any act in relation to such power or duty; or
 - any power has been conferred or who has been charged with any duty by virtue of any employment or holding of any office or any relationship of agency or any law and who committed or omitted to do any act constituting any excess of such power or any neglect of such duty, with the intention to reward the person upon whom such power has been conferred or who has been charged with such duty because he / she so acted; or
 - upon whom any power has been conferred or who has been charged with any duty by virtue of any employment or the holding of any post or any relationship of agency or any law and who corruptly receives or obtains or agrees to receive or attempts to obtain any benefit of whatever nature which is not legally due, from any person, either for himself or herself or for anyone else, with the intention –
 - i. that he / she should commit or omit to do any act in relation to such power or duty, whether the giver or offeror of the benefit has the intention to influence the person upon whom such power has been conferred or who has been charged with such duty, so to act or not; or
 - ii. to be rewarded for having committed or omitted to do any act constituting any excess of such power or any neglect of such duty, whether the giver or offeror of the benefit has the intention to reward the person upon whom such power has been conferred or who has been charged with such duty so to act or not, shall be guilty of an offence.

Extortion

When a person unlawfully and intentionally obtains some advantage, which may be of either a patrimonial or non-patrimonial nature, from another by subjecting the latter to pressure which induces him/her to hand over the advantage.

Murder

The unlawful and intentional causing of death of another human being.

Culpable Homicide

The unlawful and negligent causing of the death of another human being.

Rape

A person having unlawful and intentional sexual intercourse with a person without her consent.

Criminal Defamation

Unlawful and intentional publication of matter concerning another which tends to injure his / her reputation.

Robbery

Theft of a property by unlawfully and intentionally using violence or threats of violence to take the property or to induce submission to its taking.

PROHIBITED CONDUCT / BEHAVIOR (ACADEMIC OFFENCES)

The integrity of University academic life and of degrees and diplomas the University confers is dependent upon the honesty and soundness of the teacher-student learning relationship and, as well, that of the evaluation process. Conduct by any member of the University community that adversely affects this relationship or this process must, therefore, be considered a serious offence.

Plagiarism

- a. No student shall, with intent to deceive, represent the work of another person as his / her own in any academic writing, essay, thesis, research report, project or assignment submitted in a course or program of study or represent as his / her own an entire essay or work of another, whether the material so represented constitutes a part or the entirety of the work submitted.
- b. Upon demonstration that the student has represented and submitted another person's work as his / her own, it shall be presumed that the student intended to deceive; the student shall bear the burden of rebutting this presumption by evidence satisfying the person or body hearing the case that no such intent existed.
- c. No student shall contribute any work to another student with the knowledge that the latter may submit the work in part or whole as his / her own. Receipt of payment for work contributed shall be cause for presumption by evidence satisfying the person or body hearing the case that no such intent existed.

Cheating

No student shall:

- a. In the course of an examination obtain or attempt to obtain information from another student or unauthorised source or give or attempt to give information to another student or possess, use or attempt to use any unauthorised material.
- b. Represent or attempt to represent oneself as another or have or attempt to have oneself represented by another in the taking of an examination, preparation of or paper or other similar activity.
- c. Submit in any course or program of study, without both the knowledge and approval of the person to whom it is submitted, all or a substantial portion of any academic writing, essay, thesis, research report, project or assignment for which credit has previously been obtained or which has been or is being submitted in another course or program of study in the University or elsewhere.
- d. Submit in any course or program of study any academic writing, essay, thesis, research report, project or assignment containing a statement of fact known by students to be false or a reference to a source which reference or source has been fabricated.

Confidential material

It shall be an offence knowingly to procure, distribute, or receive any confidential academic material such as pending examinations or laboratory results from any source without prior and express consent of the instructor.

Misrepresentation of facts

It shall be an offence to knowingly misrepresent material facts to another for the purpose of gaining admission to the University or obtaining academic advantage or credit.

Disruption of teaching activities

No student shall, by action, threat or otherwise, knowingly cause a disturbance which obstructs teaching and / or research activities.

DISCIPLINARY SANCTIONS

The purpose of the disciplinary sanctions for violations of the Code is to educate about responsible behaviour as members of the University community, to maintain order and to protect the rights of others.

Students found guilty of violating the Code will be notified of any sanction by the disciplinary chairperson. There is no set sanction for any particular offence with the exception of automatic expulsion for any felony conviction. Sanctions will be determined individually and will be considered with the severity of the offence. Every case will be evaluated on its own merits.

Sanctions will be classified in schedule 1 and schedule 2 for minor and sever offences. All sanctions will be issued in writing. Sanctions in the schedule 1 will be placed in the student's confidential discipline file as an official part of a students' educational record for five years beyond the student's departure from the University and will become part of the student's permanent discipline record. Acts of academic dishonesty will be made part of the permanent discipline record as determined by the Registrar, Dean of Faculty and Head of Examination Office.

General Terms

Parents of minor or dependent students who receive a disciplinary sanction shall be notified of that action by the University.

The University reserves the right to apply any sanction for a violation of the Code that, in its sole discretion, appropriately address the gravity and frequency of the offence. Prior offences are cumulative, and any student found guilty of the same offence or second offence of equal or greater magnitude, may be suspended or expelled from the University. Evidence of prior violations of the Code, however, may be considered after a determination of guilt has been made as part of the process of determining sanctions.

Sanctions are imposed under the Code without regard to student classification, prospective graduation date, the time in the semester or term when the violation occurs, scholarship status or any other factor.

Students who have not completely fulfilled their sanctions may be allowed to participate in general mandatory registration for the subsequent semester if all other financial and academic conditions have been met. However, their registration will be cancelled if they fail to comply with all the stipulations of the sanctions within the time limit set.

Types of Disciplinary Sanctions

One of the following sanctions may be imposed for any violation of the Code. The failure to perform a sanction, as directed, can lead to the imposition of a severe sanctions, including suspension and / or expulsion.

Minor Sanctions

- **Disciplinary warning or Reprimand**

A disciplinary warning or reprimand is an official written statement of censure. It is used when a student's behaviour is unacceptable but is considered to be minor and / or unintended. It includes a warning that any other violation of the University Code for which the student is found guilty will result in more severe disciplinary action. The written statement shall be delivered to the student and also kept in the student's record for a period of six (6) months.

- **Letter of Apology to the Aggrieved Party**

A student may be required to write a letter of apology to the aggrieved party. A draft copy of the letter must be submitted to the SFJT for prior approval. This is a discretionary sanction.

- **Requirement to seek counselling**

This sanction may be imposed when a student was found guilty of engaging in disruptive or uncivil behaviour, in such cases the student shall be required to provide evidence to SFJT of attendance of counselling by a qualified profession in the Student Counselling department at the university. This is a discretionary sanction.

- **Research assignment**

A student may be required to complete a research assignment on a topic related to the Code violation within a specified period of time and to make other students aware of the seriousness of the violation. This is a discretionary sanction.

- **Restitution**

Restitution is reimbursement to compensate for the personal injury, property damage or misrepresentation of university or other personal property. It may be in the form of money or services. This is a discretionary sanction.

- **Mandatory University or community service**

A student may be required to perform work assignment at the University or in the local community. This is a discretionary sanction.

Severe Sanctions

- **Disciplinary probation**

A disciplinary probation may be imposed for a specified period of time. A student who is under disciplinary probation will not be permitted to participate in intramural, intercollegiate, sports, student clubs or organisations. Such student may not represent the University in any public function, competition or performance, hold office in a student organisation or be eligible to join a fraternity or sorority. Students receiving scholarships for any activities enumerated above may have that scholarship suspended or terminated. Decisions regarding scholarships will be made by the office of the Senior Director Student Support Services in consultation with the Assistant director Student life and Student Facilitator Judicial and Training and DVC Academic will make the final decision.

- **Withdrawal from class**

Decisions regarding withdrawal from class will be made by the office of the Senior Director Student Support Services in consultation with the Assistant director Student life and Student Facilitator Judicial and Training and DVC Academic will make the final decision.

- **Limited access to University property**

Administrative restriction to various parts of the University campus, including but not limited to research, communication and computing resources for a specified period of time or until certain conditions are met. Decisions regarding limited access to University property will be made by the office of the Senior Director Student Support Services in consultation with the Assistant director Student life and Student Facilitator Judicial and Training and DVC Academic will make the final decision.

- **Fines**

For possession and use of drug paraphernalia from R50-R500.00 to be utilized for the awareness campaign of such drugs use.

- **Limited term suspension**

Suspension is appropriate in cases of serious misconduct or in cases when a student has violated a condition of disciplinary probation, or has failed to meet the stipulations of lesser sanctions. A student may be suspended from the University for the remainder of the semester in which the sanction is applied, or any portion thereof, for the next semester or for any other additional periods determined appropriate by the university.

Suspensions are recorded on the students' permanent record (official transcripts). Students suspended from the university are required to return their student identification cards room keys and other university property and shall be barred from the campus for the duration of their suspension.

Exceptions may be granted to this prohibition by the SFJT if it first determines that the barred student must enter university property for the purpose of conducting official business. If the student returns to the campus without permission during the period of suspension, his / her eligibility to be re admitted to the university is jeopardised and such persons may also be charged with unlawful entry and thereby made subject to arrest.

- ***Indefinite suspension***

Provides for all the conditions described in Limited Term Suspension but does not give a specific date for the consideration of readmission of the suspended student. This sanction is used in cases of extremely serious misconduct when evidence of rehabilitation must be presented by the student to the Office of the Senior Director Student Support Service and forwarded to the office of the Registrar before the student is readmitted.

- ***University expulsion***

Expulsion is the most severe sanction that the University may impose. Expulsion is permanent dismissal or separation of the student from the University. In addition the student is not eligible for readmission to the University and is permanently barred from the university owned or operated property and from all University-sponsored events. Expulsions are recorded on the student's permanent record (official transcript). Students expelled from the University are required to return any identification cards, room keys and other university property and must leave campus immediately upon notification of being expelled. An expelled student may not return to the campus and is permanently barred from the university owned and operated buildings or property and from all University-sponsored events. If an expelled student returns to the campus, he / she will be charged with unlawful entry and may be arrested. An expelled student's relationship with the University is severed permanently.

Determining which sanction to impose

Mitigating and aggravating factors may be considered. Factors to be considered in mitigation or aggravation may include the individual's prior disciplinary record, the nature of the offence, the severity of any damage, injury or harm resulting from the violation, the payment of restitution to the university or to any victims, or any other factors deemed appropriate under the circumstances, including but not limited to the individual's participation in an approved counselling program. Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

Procedure for readmission after judicial suspension

A student temporarily suspended will be considered for readmission only after filing a request for readmission after judicial suspension form with the office of the Student Facilitator Judicial and Training and Senior Director Student Support Services and it shall be forwarded to the office of the Registrar for a final decision. The Registrar shall inform University officials, including the appropriate Academic and Administrative Heads.

Hearing Rights and Procedures

Initiating a Complaint

A student will become involved with the judicial system as a result of alleged violations of the community standards of the University. Such violations will be documented and a report submitted by the Protection Services official responsible for the investigation of the matter. While most violations occur on the campus (University premises), the student population, living in the surrounding community off-campus, also falls within the jurisdiction of the University judicial system.

Anyone who has a ground for initiating a complaint regarding any University student may do so by filling in a form at the offices of Protection Services the following information:

- The name of the accused;
- A clear statement explaining the nature and circumstances of the complaint; and
- The names, addresses, and telephone numbers of those filing the complaint.

A student who has had a complaint lodged against him / her will be called by the Student Facilitator: Judicial and Training to discuss the complaint. At the meeting, the case may be held, dropped, adjudicated or referred to an appropriate Committee as provided for by the Code.

The disciplinary officer concerned who may be assisted by an advisor shall, at the outset of the hearing, and in the presence of the student and the student representative, apprise the hearing committee of the facts and allegations of the case, shall present the relevant documentary evidence and relevant practices and present the names of the witnesses to be called. The student or the student's advisor may make a summary statement in response.

All questions of procedure and evidence that may arise during the hearing, including any challenge to procedures antedating the hearing, shall be resolved by the Chair after consulting with the Student Facilitator Judicial and Training.

The Student Facilitator Judicial and Training is neutral between the parties. His / her role is to advise as to the fair conduct of proceedings, but the Student Facilitator Judicial and Training shall not participate in the decisions.

A ruling that a procedure in the code has been followed shall not result in annulment of the proceedings if in the judgment of the hearing the error did not cause prejudice to the student or any prejudice that did result can be remedied without causing undue delay in the proceedings.

Witnesses shall be called by the Chair of the hearing and heard one at a time. Any member of the Committee, voting or non-voting, may suggest that a witness be called or re-called, including a witness not named in the list of witnesses. The student and the student advisor shall be allowed an opportunity to call witnesses.

In the case of academic offences, the instructor in the course in which the offence took place may be present throughout the hearing, may be called as a witness and may consult with the disciplinary officer throughout the hearing.

All parties who are present throughout the hearing must observe the same rule of confidentiality as the members of the committee.

All witnesses shall give their testimony and evidence in the presence of the accused student, the complainant, their advisors, members of the committee and the Chair. Any of the aforementioned persons may put questions to the witnesses. However, the Student Facilitator Judicial and Training may not ask questions of the parties or speak during the disposition of the case except with permission of

the Chair. The accused student, complainant and their advisors shall have access to any documents considered by the hearing committee as evidence in the case.

The accused student and complainant shall be given an opportunity to give evidence on their behalf, should anyone of them decide to give evidence, they will be subject to questions from the hearing committee and advisors. No inference may be drawn against the accused student for refusing to give evidence, except to the extent that allegation against the accused student, because of his / her refusal, stands uncontradicted.

The rules of evidence applicable in civil and criminal court proceedings shall not apply to the hearing so long as the evidence has been obtained in good faith and by reasonable means. Evidence which is not relevant, or is only remotely relevant, shall be excluded. All questions of the admissibility of evidence shall be resolved by the Chair after consulting with the Student Facilitator Judicial and Training.