



University of Fort Hare  
*Together in Excellence*



UNIVERSITY  
OF FORT HARE

**2025**

PROSPECTUS

***By entering the University premises and/or attending any University events, gatherings or projects on or off its campuses, any person doing so irrevocably:***

1. consents and authorises the University to use his/her likeness in any photograph, video or other digital media (photos) taken or to be taken on the University's premises or at an off-site event, gathering or project in any and all of its publications, including but not limited to print or web-based publications such as brochures, newsletters, invitations, books, newspapers, magazines, television, websites, social media etc.
2. consents and authorises the University to copy, edit, enhance, crop or otherwise alter any photo for use as abovementioned and waives any right for approval or inspection of any photo;
3. understands and agrees that all photos are the property of the University; and
4. acknowledges that s/he is not entitled to any compensation, royalties or any other forms of payment with respect to the use of the photos and agrees to hold harmless and indemnify the University from any and all claims involving the use of his/her photo or likeness.



## University of Fort Hare

*Together in Excellence*

### GENERAL PROSPECTUS

2025

#### **VISION**

To be a distinctive African university, advancing excellence and innovation in research, teaching, learning, administration, and social engagement

#### **MISSION STATEMENT**

To provide quality education and conduct innovative research focusing on niche areas that contribute to the advancement of knowledge that is socially and contextually relevant, with an overall emphasis on the application of digital technologies



## University of Fort Hare

*Together in Excellence*

### HERALDIC DESCRIPTION

*The coat of arms consists of a Per Fess {divided} short shield coloured with azure {blue} and sable {black}. The shield is charged (decorated) with a rising sun and an open Bible. The Bible contains the text 'in lumine tuo vide bimus lumen'.*

*The rising sun depicts Glory, Splendour and the Fountain of Life. The open Bible shows Manifest Glory. The text taken from Psalm 36 verse 10, from the Vulgate edition of the Latin Bible, may be translated as: "In thy light shall we see light."<sup>1</sup>*

**NB: Although the information contained in this Prospectus has been compiled as accurately as possible the Senate of the University of Fort Hare, its entities and officials accept no responsibility for any errors or omissions. This Prospectus is applicable only to the 2025 academic year.**

**Please Note: The University reserves the right at any time, if circumstances dictate to make and publish alterations to the contents of this prospectus. However, this will only be done under the most compelling circumstances. Further information and other details are available on the University website.**

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## **OFFICIAL ADDRESS**

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Email Address: [registrar@ufh.ac.za](mailto:registrar@ufh.ac.za)

## **OFFICE BEARERS**

### **Chancellor**

Advocate DB Ntsebeza SC

### **Vice-Chancellor**

Professor Sakhela Buhlungu

### **Deputy Vice-Chancellor: Teaching & Learning**

Professor Renuka Vithal

### **Deputy Vice-Chancellor: Institutional Support**

Mr Lebogang Hashatse

### **Deputy Vice-Chancellor: Research, Partnerships and Innovation**

Dr Nthabi Taole-Mjimba

### **University Registrar**

Mr Njabulo Zuma

# SESSIONAL DATES 2025

**FIRST SEMESTER**  
**MID-TERM BREAK**  
**WINTER VACATION**  
**MID-TERM BREAK**  
**SECOND SEMESTER**

Monday, 03 February – Fri, 27 June  
 Fri, 28 March – Sun. 06 April  
 Fri, 27 – Fri, 11 July  
 Fri, 26 Sept – Mon, 06 Oct  
 Mon, 14 July – Fri, 29 November

PRE-SEMESTER		
Mon, 06 Jan – Fri, 10 Jan	Thur, 02 Jan	University offices open
	Mon, 06 Jan	Deadline for submission of Exclusion Appeal applications (Nursing & Rehab)
	Tues, 07 Jan	Academic Exclusion Appeals Meeting (Nursing & Rehabilitative Sciences)
	Fri, 10 Jan	Deadline for submission of Exclusion Appeal applications
Mon, 13 – Fri, 17 Jan	Mon, 13 – Fri, 17 Jan	Registration for continuing students in Nursing and Rehabilitative Sciences commences
	Thu, 16 Jan	Academic Exclusion Appeals meetings
Mon, 20 – Fri, 24 Jan	Mon, 20 Jan	Registration commences (all campuses and all levels)
Mon, 27 Jan – Fri, 31 Jan	Mon, 27 Jan – Fri, 31 Jan	Orientation (new students)
	Fri, 31 Jan	Registration ends – (Undergrad, Honours, Masters Coursework)

	26 Jun Thu, 26 Jun Fri, 27 Jun	Online Exams (cont'd) 1 <sup>st</sup> Sem. Supplementary exams end First Semester ends/Mid-Term Break (Winter Vacation) start
<b>Semester 1</b>		
	<ul style="list-style-type: none"> <li>• Lecture days = 65 days</li> <li>• Study Period = 5 days</li> <li>• Main Exams = 17 days</li> <li>• Supplementary Exams = 08 days</li> </ul>	

Fri, 27 June – Fri, 11 July	MID-YEAR BREAK (Winter vacation)	12 days
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Mon, 30 Jun, Fri, 04 Jul	Mon, 30 Jun Thur, 03 Jul Fri, 04 Jul	Mid-Term Break (Winter Vacation) (cont'd) Exam Boards Publication of Results
Mon, 07 – Fri, 11 Jul	Mon 07 Jul Fri, 11 July	Online applications for Special Supplementary Mid-Term Break (Winter Vacation) Ends

SEMESTER 1		
1 Mon, 03 – Fri, 07 Feb	Mon, 03 Feb	Official Opening of the Academic Year (Alice & EL)
		First Semester commences
		Lectures Commences
	Mon, 03 to Thu, 20 Feb	Late Registration: UnderGrad, Honours, and Masters by Coursework Programmes Addition & Cancellation of Modules cycle
2 Mon, 10 – Fri, 14 Feb		Lecture week
3 Mon, 17 – Fri, 21 Feb		Lecture week
4 Mon, 24 Feb – Fri, 01 Mar		Lecture week
5 Mon, 04 – Fri, 28 Feb		Lecture week
6 Mon, 03 – Fri, 07 Mar		Lecture week
7 Mon, 10 – Fri, 14 Mar		Lecture week
8 Mon, 17 – Fri, 21 Mar		Lecture week
	Fri, 21 Mar	Human Rights Day (Public Holiday)
9 Mon, 24 – Fri, 28 Mar		Lecture week
	Fri, 28 Mar Sun, 30 Mar	Deadline for Term Marks upload and identification of modules and students at risk Deadline for Registration in PostGraduate Research Programmes: Masters and Doctoral Studies

STUDENT MID-TERM BREAK (10 days)		
10 Mon, 07 – Fri, 11 Apr		Lecture week
11 Mon, 14 – Fri, 18 Apr		Lecture week Good Friday (Holiday)
12 Mon, 21 – Fri, 25 Apr		Lecture week Mon, 21 April 2025 Family Day (Public Holiday)
	Fri, 25 April	Deadline for submission of externally moderated exam papers
	Sun, 27 April	Freedom Day
13 Mon, 28 April – Fri, 02 May		Lecture week Mon, 28 April Freedom Day (Public Holiday)
	Thu, 01 May	Workers Day (Public Holiday)
14 Mon, 05 – Fri, 09 May	Mon, 05 – Fri, 09 May	Graduation (Ceremony for all campuses held in Alice)
	Mon, 05 May	Deadline for submission of internally moderated exam papers
15 Mon, 12 – Fri, 16 May		Lecture Week Tue, 13 May Second Term Marks uploads and DPs Submission of 1 <sup>st</sup> Semester and identification of modules and students at risk
	Fri, 16 May	Lectures end
	Sat, 17 May to Wed, 21 May	Study Period
16 Mon, 19 – Fri, 23 May	Thur, 22 May	1 <sup>st</sup> Semester Main Exams Commence (incl. Online Exams)
17 Mon, 26 May – Fri, 30 May		1 <sup>st</sup> Semester Main Exams (cont'd)
18 Mon, 02 – Fri, 06 Jun		1 <sup>st</sup> Semester Main Exams (cont'd)
19 Mon, 09 – Fri, 13 Jun	Thu, 12 Jun	1 <sup>st</sup> Semester Main Exams end
	Thu, 12 – Tues, 17 Jun	1 <sup>st</sup> Semester Cont. Assessments end Break between exams
20 Mon, 16 – Fri, 20 Jun	Mon, 16 Jun	Youth Day (Public Holiday)
	Tue, 17 – Fri, 20 Jun	Supplementary exams commence (incl. Online Exams)
21 Mon, 23 – Fri, 27 Jun	Mon, 23 – Thu	Supplementary exams commence (incl.

	26 Jun Thu, 26 Jun Fri, 27 Jun	Online Exams (cont'd) 1 <sup>st</sup> Sem. Supplementary exams end First Semester ends/Mid-Term Break (Winter Vacation) start
<b>Semester 2</b>		
	<ul style="list-style-type: none"> <li>• Lecture days = 65 days</li> <li>• Study Period = 5 days</li> <li>• Main Exams = 16 days</li> <li>• Supplementary Exams = 09 days</li> </ul>	
<b>YEAR-END BREAK</b>		
Mon, 02 – Fri, 06 Dec		
Mon, 09 – Fri, 13 Dec	Tues, 10 Dec Fri, 13 Dec	Exam Boards Publication of Results
	Fri, 13 Dec	University Offices Closes
Mon, 16 – Fri, 20 Dec	Mon, 16 Dec	Day of Reconciliation (Public Holiday)

## **MESSAGE FROM THE VICE-CHANCELLOR**

I would like to welcome back our staff and our students and extend a special welcome to students who are joining the University of Fort Hare for the first time in 2025.

This is the fourth year of the implementation of our strategic plan for 2022-2026, entitled 'A Decade of Renewal'. Delivering on the promise that this iconic hundred-and-eight-year-old institution holds is central to all our endeavours.

As part of the University's Decade of Renewal (2020-2030), we are continuing our focus on improving University governance, with a particular emphasis on putting in place the necessary policies, and revising existing policies based on best practice. Our infrastructure renewal programme, with a key focus on maintenance programmes in 2025, is under way and there is firm stewardship of the University. Our focus is distinctly forward-looking, deepening the University's strengths and reimaging and developing the University in critical areas. This forward-looking approach is encapsulated in our seven institutional goals outlined in the Strategic Plan 2022-26:

- Institutional Goal 1: Pursue high quality and innovative teaching and learning
- Institutional Goal 2: Build the University's research and innovation profile
- Institutional Goal 3: Improve the quality of student life and enhance student experience
- Institutional Goal 4: Enhance the University's regional, national, and international standing and impact
- Institutional Goal 5: Strengthen good governance to ensure effective management and leadership
- Institutional Goal 6: Provide efficient and fit-for-purpose infrastructure and support services
- Institutional Goal 7: Ensure financial sustainability and a broader resource base

The end of 2024 was marked by a major recruitment drive to appoint 80 new academics to support our teaching and research. This is a major boost to the University, and we are excited about this development. Our academics are increasingly visible, and our strong social media presence means that good stories about our students and staff are getting out there. Our sport teams are performing well and are bringing honour to the University.

It is now necessary to accelerate the renewal process and further strengthen the University. Renewal in this sense means creating stronger efficiencies in our system, building capacity where it is lacking, modernising our systems and processes, improving accountability and professionalising our support services. Our academic programmes and our research and innovation enterprise are at the core of the institution, and the University will be re-oriented to support these core functions in all ways possible. A key focus in 2025 will be further digitalisation of our process and systems.

At the heart of the University is our students, and a focus on student experience underpins everything that we do. Members of the Student Representative Council serve on all the apex structures of the University to amplify the student voice and provide critical platforms for engagement. The quality of social interaction and social integration at a university is a key indicator of student success and well-being and our staff from the Division of Student Affairs, in particular, are committed to give support to students in the areas of University sport, counselling and health services, residence management, student governance and gender, HIV/Aids and disability awareness and support.

Improving the safety and well-being of our staff and students will be a core focus area in 2025. An access-control security project was completed in 2024. The systems will be fully rolled out in early 2025. Our GBV Prevention and Gender Diversity Office was established in 2022, and the review of the Policy on Harassment, Sexual Harassment and Gender-Based Violence – which was first approved in September 2019 – was undertaken during 2024. The University community can expect many discussions and debates on this topic

and plenty of awareness programmes, coupled with firm action to curb gender-based violence and hold those who transgress to account.

I wish you all a productive and meaningful 2025, filled with opportunities and formative experiences.

**Professor Sakhela Buhlungu**  
**Vice-Chancellor and Principal**

## CHARTER OF ETHICAL PRINCIPLES AND VALUES

*In lumine tuo videbimus lumen*

*In Thy light we see light*

### Preamble

The University of Fort Hare recognizes that any institution or community is ultimately governed by norms, values and belief systems that reflect its distinctive identity, traditions and orientation. The university believes that knowledge is a positive force only if integrated with values and that it should provide a nurturing context of strong ethical norms and principles. In the absence of such values, knowledge could be a destructive force. This Charter therefore presents the crucial value- framework that defines the ethos of the University of Fort Hare. It guides the university's vision, mission, corporate goals and strategic objectives. It serves as a reference point for all its academic and administrative policies, programmes and procedures and it binds the entire university community by shared ethical principles and values. The Charter is relevant to our rights and responsibilities, as Fort Harians, in relation to each other, the wider society and the environment. Ultimately, it seeks to inspire all people to live with nobility, dignity and an active conscience.

The University of Fort Hare will always be the crucible where many of the critical ideas of South Africa's democracy, liberation, reconciliation and forgiveness germinated, developed and strengthened and it eventually reverberated throughout the country, the continent of Africa and around the globe. The Charter therefore naturally resonates with the principles and values that underlie the Freedom Charter, the South African Constitution and the Bill of Rights.

The Fort Hare Charter has grown out of an inclusive developmental process that involved the entire university community. It offers to all its members the ethical principles and values listed below, in order to guide us on our journey of discovery, exploration and realization of our intellectual and unique human potentialities. Without such ethical guidelines all teaching, learning, research and community service are of little value.

The University of Fort Hare Community is:

- Inspired by the heritage of the university and the contribution it has made to leadership, liberation and service to humanity;
- Accepting that the purposes of education include the realization of our humanity as well as our responsibility to self, family and community;
- Recognizing that in the pursuit of truth and knowledge, the university, as an institution of higher

learning, shall maintain in all that it does an unwavering focus on excellence;

- Affirming that a crucial role of education is to instil in students respect, tolerance and social responsibility in an environment of academic freedom, dialogue, friendship and understanding.

The University of Fort Hare Community hereby accepts this Charter and commits itself to living by and promoting the principles and values listed below:

## **PRINCIPLES AND VALUES**

- To ensure that the universal values of justice, integrity, discipline, love, kindness, non-injury and concern for the wellbeing of others shall serve as a source of our thought, speech and action.
- To respect and affirm the dignity, equality, freedom and rich cultural diversity of all human beings as the basis for peace and social justice.
- To commit ourselves to the pursuit of truth, intellectual honesty, openness to ideas and excellence through the attainment of the highest professional and ethical standards in teaching, learning, research and community service.
- To endorse and encourage the endeavour for academic success as being critically linked with the striving towards an ever-deepening expression of our humanity.
- To uphold and honour the dignity of the university, to preserve its heritage, spirit and assets and to observe its statute, rules and regulations as well as the laws of the country.
- To encourage an orientation of imaginative, collaborative, problem-solving and entrepreneurial thinking in addressing the challenges that we face.
- As a staff member, to be a responsible, caring mentor in all our dealings with students and with each other.
- To not discriminate, directly or indirectly, on the grounds of birth, race, colour, national, ethnic or social origin, gender, age, illness or disability, language, culture, political or other opinion, religion, conscience, belief, marital status, pregnancy or sexual orientation.
- To be ever conscious of the need to develop a responsible relationship with the earth and to understand our critical role to protect and preserve it for future generations.

To undertake teaching and research that will responsibly harness the benefits of all the sciences for the well-being of humanity, being conscious of the harm inherent in the irresponsible use of knowledge.

## **MINIMUM SPECIFICATION OF LAPTOPS REQUIRED FOR ONLINE LEARNING**

Due to COVID-19 protocols, the majority of the University offerings will be delivered through online teaching and learning. Processes such as registration will also occur online. Students are therefore required to each have a laptop matching the minimum specification listed below or better.

<b>Laptop Brand</b>	<b>Minimum Technical Specification to be met</b>
<b>HP250</b>	Part#: 6EB32ES UMA CeleroN4000 250 G7 15.6 HD AG SVA 220 4GB 1D DDR4 2400 500GB 5400 W10p64NationalAcademicEMarket No ODD 1-year HP warranty Jet keyboard TP Imagepad with numeric keypad AC Ixl +BT 4.2 Dark Ash Silver Textured with VGA Webcam no Optical Drive/ DIB Clamshell bag (optional)
<b>Acer Extensa 2</b>	Part#: NX.EFTEA.00D Acer Extensa EX215-31-C5B4 Intel Celeron Shale Black 15 PC+ABS Texture 3-pin 45W AC adapter Intel®Celeron™ N4020 Processor OB4GB Memory 500GB 5.4KS HDD No ODD 15.6" HD Acer ComfyView LED LCD Wireless+ BT HD Camera with 2Mic UMA   Windows 10 Home Academic Vendor issued 1-year Acer Educare Warranty Exchange - with Part#: SV.WNBA0.Z02 Clamshell bag (optional)

### **Acquiring a laptop through the UFH Loan-to-Own Scheme**

All first-year students are encouraged to make use of the offer provided by the University of Fort Hare to acquire laptops that comply with the National Student Financial Aid system (NSFAS) specification. These laptops must be funded from the NSFAS learning materials allowance as provided for in the NSFAS Eligibility Criteria and Conditions for Financial Aid. Students privately funded or funded by other organizations or can also make use of this *loan-to-own* scheme. The cost depends on the market value at the time of acquisition and the cost will be debited to the student's account. To apply for a laptop, please log into Student iEnabler using your student number and PIN code at: <https://ienabler.ufh.ac.za/pls/prodi41/w99pkajm/login>

# GENERAL RULES

The Higher Education Act (No 101, 1997), as amended, the Statute of the University (Government Gazette No. 43288, Vol 659, 8 May 2020) and the Institutional Rules provide the general legal background for the operation of the University of Fort Hare and the granting of qualifications. The following General Rules should be read in conjunction with these legal and statutory stipulations.

The rules contained in this section are the General Rules of the University and apply to all students. There are also other subordinate rules specific to each Faculty. On registering at this University, the student bears the responsibility of ensuring that they are familiar with the rules applicable to their registration. Ignorance of these rules will not be accepted as an excuse.

All Rules and Programmes are available online. Limited copies are also available in print format.

## GR 1 DEFINITION OF TERMS

In these rules, unless the context otherwise indicates:

- 1.1 **“Admission”** means approval to report for registration as a student at the University, irrespective of whether the person has previously been registered as a student.
- 1.2 **“Assessment”** means the evaluation of a student’s achievement of learning outcomes of a module through a process of gathering evidence and making judgements about a student’s achievement in relation to stated learning outcomes, and the recording and reporting of these judgements (refer to the University Policy and Procedures on Assessment).
- 1.3 **“Attendance requirements”** means rules pertaining to attendance of modules in respect of which a student is assessed.
- 1.4 **“Attendance module”** means a module which a student must attend to complete the requirement of a programme.
- 1.5 **“Continuous assessment module”** is a module which is examined continuously over the duration of the module and the marks obtained are used to produce a final result
- 1.6 **“Council”** means the governing structure of the University established in terms of Section 27 of the Higher Education Act No 101 of 1997 and contemplated in Chapter 4 of the revised Statute of 2020.
- 1.7 **“Credits”** are a measure of the volume of learning required for a qualification, quantified as the number of notional study hours required for achieving the learning outcomes specified for the qualification; and determine the relative value of modules, where each credit represents 10 (ten) notional hours spent by a student towards completing the module.
- 1.8 **“Credit recognition and transfer”** refers to a documented process by means of which a student receives credit for specified prescribed module(s) or coursework components of a formal programme offered by the University; may only be granted for credits obtained during studies towards a formal qualification; and maintains distinctions between programmes leading to a qualification that have been completed and those that have not been completed, and between credits received in programmes offered by the University and credits received from other recognised higher education institutions.
- 1.9 **“Dean”** means the administrative and academic head of a Faculty.
- 1.10 **“Dissertation”** means the written work submitted in fulfilment or in partial fulfilment of the requirements set for obtaining a master’s degree and constituting a specified percentage of the credits for the degree.
- 1.11 **“Duly performed (DP)”** means the achievement of minimum requirements for admission to the examination in a particular module such as attendance requirements and the minimum DP mark required
- 1.12 **“Duly performed (DP) mark”** means the mark obtained by a student during a particular module in respect of assignments, class tests, class performance, practical work, and other forms of assessment for the module.
- 1.13 **“Examination”** means the act of assessing a student’s knowledge by means of written, oral and practical tests, and also includes any ensuing supplementary or special or aegrotat examinations.

- 1.14 “**Examination module**” is a module in which the final summative assessment comprises an examination mark combined with a DP mark to obtain a final mark.
- 1.15 “**Fees**” means tuition, registration, residence fees and other fees charged to the student account.
- 1.16 “**Final mark**” means the mark obtained at the end of each completed module, the composition and computation of which is determined by the rules for that particular programme.
- 1.17 “**Main examinations**” means examinations administered by the University before the end of each of the two semesters in an academic year, but does not include a supplementary examination.
- 1.18 “**Mini-dissertation**” is a dissertation of limited scope and comprises written work constituting no less than one third or a minimum of 60 credits at NQF level 9 research-equivalent output as accredited in the respective master’s degree. A mini-dissertation may be treated as equivalent to a module, albeit with a substantially different credit weighting.
- 1.19 “**Module**” means a coherent, self-contained unit of learning, which is designed to achieve a set of specific learning outcomes (overarching competencies) that are assessed within that unit and allocated period of learning, and which is the smallest unit for which a final mark is entered in the student records.
- 1.20 “**Occasional student**” means any person who has registered for one or more modules at the University, but is not registered at the University as a student for a specific qualification or programme.
- 1.21 “**Head of Department**” means the administrative and academic head of a department.
- 1.22 “**Programme**” means a structured set of learning outcomes which usually comprises a combination of modules to be completed to fulfil the requirements for a specific qualification.
- 1.23 “**Prospective student**” means any person who intends to study at the University and is applying for admission to a specific qualification, and the acceptance for the purposes of qualification for that which meets the requirements.
- 1.24 “**Qualification**” the formal recognition and certification of learning achievement awarded to mark the achievement of learning outcomes that have been properly assessed by the University as an accredited institution in compliance with national regulations.
- 1.25 “**Recognition of prior learning**” refers to the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development; and for the University means the comparison of the previous learning and experience of a student, however obtained, against the requirements for entry into a specific qualification (refer to the University Policy and Procedures for the Recognition of Prior Learning).
- 1.26 “**Registration**” means the administrative process whereby a person is enrolled to study at the University.
- 1.27 “**Semester**” means one half of the academic year.
- 1.28 “**Senate**” refers to the body contemplated in Section 28 of the Higher Education Act No 101 of 1997 and the academic structure of the University as set out in Chapter 5 of the revised Statute of 2020; and also includes any unit or person to whom the authority and/or powers in a specified area have been delegated by Senate.
- 1.29 “**Student**” means any person registered for a qualification offered by the University either within a programme or as an occasional student.
- 1.30 “**Supplementary Assessment**” is an extension of the initial work or examination, whereas “reassessment” constitutes a separate, new assessment.
- 1.31 “**Syllabus**” of a module means a description of the learning outcomes and learning content contained within a specified module.
- 1.32 “**Thesis**” means the written work submitted in fulfilment or in partial fulfilment of the requirements set for obtaining a doctoral degree.
- 1.33 “**Treatise**” means written work submitted in partial fulfilment of the requirements for a bachelor’s degree, provided that such treatise is registered as a module.
- 1.34 “**University**” means the University of Fort Hare.

## **GR 2 POWERS OF THE UNIVERSITY**

- 2.1 The University has the power in terms of its Statute to confer, in any faculty, the degrees of bachelor, master and doctor, as well as to grant a diploma, certificate, or other qualification to any person who has satisfied such requirements as may be prescribed.
- 2.2 No qualification, other than an honorary degree, may be conferred by the University upon any person who has not attended the University as a student for such period, and satisfied such other requirements, as may be prescribed.
- 2.3 The University may confer, without attendance or examination, an honorary degree of master or doctor, in any faculty, upon any person who has rendered distinguished services in any of the disciplines offered at the University or other branches of learning, or who has otherwise rendered themselves worthy of such a qualification.
- 2.4 The University provides higher education at or above level 5 of the National Qualifications Framework as contemplated in the National Qualifications Framework Act, Act No 67 of 2008, in the Higher Education Qualification Sub-Framework (HEQSF; Revised January 2013) and as stipulated in the relevant Government Gazettes.
- 2.5 The University has the power in terms of its Statute, the Higher Education Act 101 of 1997 and within the framework of national regulations, to determine the admission policy, the entrance requirements in respect of its curricula, the number of students who may be admitted for a particular curriculum or module and the manner of their selection and the minimum requirements for the readmission to a curriculum leading to a qualification in a faculty of the University. The University has the power to refuse readmission to a student who fails to satisfy such minimum requirements for readmission.
- 2.6 The University reserves the right not to offer a particular module, programme or qualification notwithstanding that such module, programme or qualification appears in the University or Faculty Prospectus.
- 2.7 The University makes no explicit or implied pledge that students who successfully complete a qualification will be guaranteed registration by a specific professional body or obtain gainful employment.
- 2.8 The University general rules for undergraduate qualifications also apply to postgraduate qualifications, except where the former clearly cannot apply to postgraduate programmes, or where the rules for postgraduate qualifications contradict the general undergraduate rules.

## **GENERAL RULES FOR UNDERGRADUATE QUALIFICATIONS**

### **GR 3 ADMISSION**

- 3.1 The University Policy and Procedures for Undergraduate Admissions and Selection regulates the admission, selection and registration of students into undergraduate academic programmes. Students seeking admission must comply with the general University minimum admission requirements, the Faculty minimum requirements and any additional admission requirements for specific programmes.
- 3.2 Every prospective student shall apply for admission to a programme offered by the University on the prescribed form through the University's online application platform. The application must be completed in full and signed by the prospective student and their parent or guardian if the applicant is a minor. The completed form with any applicable supporting documents must be submitted by the stipulated due date, together with the application fee. Only online applications will be accepted.
- 3.3 A student who was registered at another university shall, upon application for admission to the University of Fort Hare, submit their academic record, certificate of financial good standing and certificate of good conduct from the aforementioned university, which is acceptable to the University.
- 3.4 The closing date for applications for admission shall be published on the University website. A late application fee will be payable for applications received after the specified due date.
- 3.5 **Admission requirements**

- 3.5.1 No person shall be registered as a student at the University for a programme unless that person meets the general entrance requirements for admission and the entrance requirements as stipulated in the rules for a particular programme.
- 3.5.2 The minimum entry requirement into undergraduate qualifications is the National Senior Certificate (NSC) and the National Certificate Vocational (NCV) with appropriate subject combinations and levels of achievement specified for entry into the Higher Certificate, Diploma and Bachelor's degree programmes.
- 3.5.3 An Admission Point Score (APS) is calculated as part of the minimum requirement for entry into each undergraduate qualification as per Table 1 below. A point value is allocated to the level of achievement for each of seven subjects taken in the NSC; and the values are then added to obtain an Admission Point Score.

**Table 1: University Admission Point Score (APS) and NSC Achievement Levels**

NSC	NSC Percentage	University APS	APS Percentage
		8	90 -100 %
7	80 -100 %	7	80 -89 %
6	70 -79 %	6	70 -79 %
5	60 -69 %	5	60 -69 %
4	50 -59 %	4	50 -59 %
3	40-49%	3	40-49%
2	30-39%	2	30-39%
1	0-29%	0	0-29%

- 3.5.4 The minimum admission requirement for a Bachelor's degree at the University for holders of the NSC are the following subject combinations and achievement ratings:  
Pass in seven (7) NSC subjects with a minimum (see Table 2):
- Achievement rating of 4 (50 – 59%) or higher in English Home Language; or English 1<sup>st</sup> additional language as the language of learning and teaching of the University; and
  - Achievement rating of 4 (50 – 59%) or higher in four 20-credit NSC subjects; and
  - Achievement rating of 2 (30 – 39%) or higher in one 20-credit NSC subject; and
  - An achievement rating of 4 (50 – 59%) or better in Life Orientation.

Note: Life Orientation is a 10-credit NSC subject for which a maximum of 4 points are allowed when calculating the Admission Point Score (APS). This is applicable for admission to all undergraduate academic programmes at the University. (For example: even if an applicant obtains 70% in Life Orientation, they are allocated 4 points.)

- 3.5.5 **Table 2:** The Minimum APS for entry into Bachelor's Degrees at the University for holders of the NSC

NSC Subject	Admission Point Score
English Home language OR English 1 <sup>st</sup> additional language	4 (minimum) = 4
Four (4) 20-credit subjects	4 x 4 (minimum) = 16
One (1) 20-credit subject	1 x 2 (minimum) = 2
Life Orientation	4 (maximum) = 4
<b>Minimum APS Total</b>	<b>26</b>

- 3.5.6 Faculties may prescribe higher minimum requirements and specify the subjects with their respective minimum pass level requirements for different programmes and qualifications.
- 3.5.7 The minimum requirements for admission to undergraduate Bachelor's Degree programmes for holders of the NCV or Senior Certificate (i.e. prior to NSC) are set out in the University Policy and Procedures for Undergraduate Admissions and Selection and in the respective Faculty Prospectus or may be obtained from the Office of the Registrar.
- 3.5.8 An applicant may be considered for admission into a Bachelor's degree if they have successfully completed an appropriate NQF level 6 qualification or obtained a complete full exemption certificate from the Matriculation Board (applicable to International applicants).

- 3.5.9 Applicants seeking admission into undergraduate qualifications may also do so through the Recognition of Prior Learning (RPL) by consulting the RPL Officer in the Teaching and Learning Centre. The University Policy and Procedures for the Recognition of Prior Learning regulates the process for the admission of students through RPL.
- 3.5.10 All applications for admission who meet the minimum requirements are subject to a selection process. Applicants must comply with the general University admission requirements and any other specific requirements as prescribed by the respective Faculty. An applicant may be expected to attend an interview, undergo a selection test, submit a portfolio and/or make a written presentation to the Faculty and/or Department.
- 3.6 Credit recognition and transfer:**
- 3.6.1 Credit recognition and transfer applies to
- A student of the University who is registered for, but has not completed a programme, and who wishes to change to a different programme linked to the same qualification or a different qualification;
  - A student registered at another recognised higher education institution who has not completed the programme at that institution, and who wishes to register for the same or a different programme at the University; and
  - A student who has completed a qualification at the university or at another recognised higher education institution who wishes to enrol for a programme leading to another qualification at the University.
- 3.6.2 Senate may exempt a student from attendance and assessment in a module on the grounds of their having obtained credits for the same or equivalent NQF level modules prescribed for another qualification of the University.
- 3.6.3 Students who are already in possession of a first qualification may be granted recognition towards a second qualification at the same or at a lower NQF level in respect of modules previously completed only up to a maximum of half of the prescribed credits required for a second qualification provided the modules are at the same or equivalent NQF level.
- 3.6.4 Credit recognition and transfer can only be granted to a student who meets the minimum admission requirements of the qualification and programme for which the student wishes to register.
- 3.6.5 A student who is eligible to make an academic credit transfer application must do so before or within the first year of their registration for the qualification. Failure to submit the said application within the period contemplated by this rule shall render the application irregular. It shall be the responsibility of the student eligible to make the application, to acquaint themselves with the time requirements and consequences of this rule.
- 3.7 Minimum credits for degree qualifications:** All University academic programmes/qualifications shall, in terms of SAQA credits, be configured such that each year of study shall entail students completing a minimum of 128 credits. Accordingly, students shall only qualify for a University three-year or four-year or five-year degree after completing a minimum of 384 credits or 512 credits or 640 credits, respectively.
- 3.8 Minimum time spent towards a qualification:** In order to graduate with a University qualification, a student must, in the course of their studies at the University, successfully complete a minimum of 120 credits at the exit level on which the relevant qualification is registered.
- 3.9 Currency of undergraduate modules:** Undergraduate modules from other institutions for which credits are requested may not be older than 5 years. University modules retain their validity towards unfinished qualifications for 8 years. Senate may refuse recognition of a module (credit) on the basis that its content has changed and/or the module (credit) is too old to be given recognition.

#### **GR 4 REGISTRATION AND PROGRESSION**

- 4.1 A prospective student must first be admitted to the University in accordance with the provisions of GR3 above before they may register; they must supply proof of such admittance at registration. The University shall not be obliged to register a prospective student even though they have been admitted to the University; the student must also comply with the requirements of registration.

- 4.2 Before commencing their studies in any year prospective students shall register as students of the University online and on the date and time published beforehand by the Registrar by signing their names on the official registration form, thereby signifying their acceptance of the rules of the University and of liability to pay the prescribed fees including residence fees, where applicable. No person who is in arrears with the payment of any fees due to the University shall be registered as a student unless specifically exempted by a University concession.
- 4.3 Students who have been admitted to a programme shall register for the specified modules before the commencement of such modules. No late registrations shall be accepted except with the written permission of the Registrar/Dean concerned, and within the period indicated in the sessional dates.
- 4.4 **Compliance with programme requirements**
- 4.4.1 It is the responsibility of the student to ensure that the modules for which they are registered comply with the requirements of the relevant programme.
- 4.4.2 Senate may approve a special curriculum within the framework of the rules for a qualification or programme for a student who has been exempted from any module(s) in terms of the provision of the Statute.
- 4.5 **Concurrent registration.** No student shall be concurrently registered for more than one programme or qualification. Any exception shall only be allowed with the permission of Senate.
- 4.6 **Limitation of registration.** Every person registered as a student at the University shall be deemed registered:
- 4.6.1 for one calendar year, semester or such shorter period as Senate generally, or in any particular case, may specify; and
- 4.6.2 for the modules as specified in the official registration. Registration of the student shall lapse after expiry of this period of registration. If a person wishes to remain a student at the University or to be reassessed in a particular module, that person shall renew their registration.
- 4.7 **Offering of modules.** If only a small number of students wish to enrol for a given module in any year, the relevant Faculty may, after consideration of the staffing position and module viability, and after consultation with the Department(s) offering the programme concerned, decide that such module shall not be offered in that year. Faculty Boards may also set a maximum class size for a programme in consideration of the staffing and facilities available for the programme. This rule shall be especially applicable to the offering of modules on a part-time basis. In terms of the rule, a part-time student shall not be entitled to demand and receive tuition in every module forming part of the curriculum of the University qualification for which they are/were registered by virtue only of having been allowed to commence their studies at the University on a part-time basis.
- 4.8 **Timetable clashes.** Students may not register for modules with a clash on the lecture, practical or examination timetables without the approval of the Dean of the Faculty and the Registrar. The University is not obliged to rearrange an examination timetable to accommodate instances where a student registered for modules which clash on the lecture or practical timetables.
- 4.9 **Special prerequisites and ancillaries for particular modules.** Senate may determine that students shall not be admitted to a particular module unless they have obtained credit for another specified module or simultaneously registered for another specified module. Failure to adhere to the above-mentioned rule of prerequisites and co-requisites, where applicable, may result in the immediate cancellation of the module(s) involved.
- 4.10 **Registration of occasional students.**
- 4.10.1 Senate may permit any person to register as an occasional student for a module or modules other than as a student for a degree, subject to such conditions as may be prescribed by the Head of Department/Dean concerned.
- 4.10.2 Senate may, subject to conditions as may be prescribed, permit a student to register for a module or modules other than as part of their curriculum.
- 4.10.3 Subject to the provisions of GR 3.6, Senate may grant a student credit towards a qualification for one or more modules completed while registered in terms of the provisions of GR 4.10.1

and/or GR 4.10.2, subject to such conditions as it may prescribe in an individual case, provided that a student shall, on registration, qualify for admission to the programme concerned and the module can form part of an approved curriculum for the qualification/programme.

- 4.11 **Registration with another institution.** Where a student is for any reason whatsoever unable to register for a University module required in order for that student to complete the curriculum of the qualification for which they are registered at the University, the University **may** (through the relevant Faculty Board) provide permission for the student to register for that module with any other higher education institution. A student who has completed a module with another higher education institution pursuant to this rule shall be entitled to apply for recognition of the credit as soon as possible after they obtain a pass in the relevant module. **Save for exceptional circumstances**, this rule/provision shall not apply to a module which constitutes a "major" in an undergraduate degree curriculum. **What qualifies as "exceptional circumstances" shall be determined by the relevant Faculty Board.**
- 4.12 **Registration of last outstanding module.** Students who have ONE module outstanding and have exceeded the maximum time allowed for completion of the curriculum of the qualification for which they are registered shall not be eligible to register for that module on a full-time basis, with or without any other modules, but may request permission to register for the said (last outstanding module) at another institution in terms of the immediately preceding GR 4.11. **Save for exceptional circumstances**, this rule or provision shall not apply to a module which constitutes a "major" in an undergraduate degree curriculum. **What qualifies as "exceptional circumstances" shall be determined by the relevant Faculty Board.**
- 4.13 **Student identification.** Every student, while on campus or using University facilities shall produce their student registration card upon request.
- 4.14 **Progression criteria.** Progression of students shall be determined by Faculties, for which purpose Faculties shall provide specific criteria within the general University rules.
- 4.15 **Academic exclusion of full-time students.** Full-time students who have failed to obtain the minimum number of credits towards the qualification for which they are registered shall be excluded from the University on academic grounds:
- 4.15.1 **In the case of a three-year degree programme**
- 4.15.1.1 After one year, a minimum of 50% of the credits for level 1;
  - 4.15.1.2 After two years, a minimum of 55% of the credits for level 1 + 2;
  - 4.15.1.3 After three years, a minimum of 60% of the credits for level 1+2+3;
  - 4.15.1.4 After four years, a minimum of 85% of the credits for level 1+2+3;
  - 4.15.1.5 After five years, if a degree has not been obtained;
- 4.15.2 **In the case of a four-year degree programme** (including extended programmes)
- 4.15.2.1 After one year, a minimum of 50% of credits for level 1;
  - 4.15.2.2 After two years, a minimum of 55% of credits for level 1+2;
  - 4.15.2.3 After three years, a minimum of 55% of credits for level 1+2+3;
  - 4.15.2.4 After four years, a minimum of 60% of credits for level 1+2+3+4;
  - 4.15.2.5 After five years, a minimum of 85% of the credits for level 1+2+3+4+5;
  - 4.15.2.6 After six years, if a degree has not been obtained.
- 4.15.3 **In the case of a five-year degree programme** (including extended programmes)
- 4.15.3.1 After one year, a minimum of 50% of credits for level 1;
  - 4.15.3.2 After two years, a minimum of 55% of credits for level 1+2;
  - 4.15.3.3 After three years, a minimum of 55% of credits for level 1+2+3;
  - 4.15.3.4 After four years, a minimum of 55% of credits for level 1+2+3+4;
  - 4.15.3.5 After five years, a minimum of 60% of credits for level 1+2+3+ 4+ 5;
  - 4.15.3.6 After six years, 85% of the credits for level 1+2+3+4+5+6.

- 4.15.3.7 After seven years, if a degree has not been obtained.
- 4.15.4 Change of programme and interruption of study**
- 4.15.4.1 Where a student has been allowed to change registration from one programme to another after the first or any subsequent year of study, the prescribed period of study shall continue to be calculated from the registration of the first year of study of the first programme;
- 4.15.4.2 In calculating the prescribed period of study, the frequency or duration of the period of interruption of study by a student shall not be taken into account, provided the student has received the necessary permission to suspend their studies;
- 4.15.4.3 A student shall be permitted to change registration from one programme to another on one occasion only provided the second programme can be completed within the maximum time allowed since first registration and is subject to the admission requirements.
- 4.16 Academic exclusion of part-time students**
- 4.16.1 A student shall be excluded from the University if the student has not fulfilled all the requirements for their proposed qualification within the maximum time allowed, except in special circumstances approved by Senate.
- 4.16.2 Periods of attendance and examination results at another university shall be taken into account, with one year of full-time study being regarded as equivalent to two years of part-time study.
- 4.17 Matters relating to academic exclusion**
- 4.17.1 The relevant Faculty Board may re-admit a student who has been excluded from the university where their subsequent academic achievement or experience justifies readmission.
- 4.17.2 A student who was previously eligible for exclusion, but who was not excluded at that time, may be excluded on that basis at the end of any subsequent year.
- 4.17.3 If a student by means of written notification received by the Registrar by the date specified cancels their registration, the registration for that year shall not be taken into account for exclusion purposes.
- 4.17.4 Any person who is not registered as a student, shall not attend lectures, undertake assessments, access the University Learning Management System, have marks assigned or use any of the facilities or privileges offered by the University to its duly registered students.
- 4.18 Appeal against academic exclusion from the University**
- 4.18.1 A student who has been excluded on academic grounds shall be entitled to appeal their exclusion to the Faculty Academic Exclusion Appeals Committee (FAEAC) in which the student is registered and as set out in the University Principles and Procedures for Academic Monitoring, Exclusions and Appeals. Such appeal must be lodged with the relevant Faculty Manager as indicated in the letter informing the student of their exclusion. The FAEAC must consider and decide upon such appeals no later than two weeks after receipt of the appeal documentation by the Faculty Manager.
- 4.18.2 In deliberating on an appeal pursuant to this rule, the FAEAC shall be entitled to consider all factors deemed pertinent to such a matter, including the student's historical academic performance, physical and mental health (supported by appropriate documentation), and any compelling personal circumstances as evidence by appropriate documentation. Where the Committee considers it appropriate, it may impose clear/specific conditions on the re-admission of a student excluded on academic grounds.
- 4.18.3 A student who is dissatisfied with the outcome of a decision of the FAEAC rendered in accordance with the immediately preceding paragraph shall be entitled to appeal the decision to the Faculty Board. The Faculty Board may set aside the decision of the FAEAC or upholds the Committee's decision in its entirety or vary the terms thereof. With respect to the appeal process prescribed under this rule, the decision of Faculty Board shall be final.

## **GR 5 MODULE PARTICIPATION REQUIREMENTS**

- 5.1 Unless Senate decides otherwise, a student shall obtain credits only for modules which have been satisfactorily attended and in which there have been sufficient participation in assessment opportunities.
- 5.2 Students may be required to produce proof of registration for a module as and when required by the Head of Department/Dean or someone who has been delegated to do so.
- 5.3 The Head of Department/Dean concerned shall determine what constitutes satisfactory attendance and shall notify students thereof in writing at the commencement of each module

## **GR 6 ASSESSMENT**

- 6.1 Assessment of all students in every module shall be conducted in such a manner and through such methods as approved by Senate and as set out in the University Policy and Procedures on Assessment. The final mark so obtained for a module shall be entered into the academic records of the students. A moderator must be appointed for the summative assessment of every module.
- 6.2 Unless approved by Senate, a student's DP mark shall be combined in equal proportion with the examination mark and the average will constitute the final mark in all examination modules. In continuous assessment modules, students are examined continuously over the duration of the module and the marks obtained are used to produce a final result as approved by Senate.
- 6.3 Upon return of samples of examination scripts for an examination module or relevant assessment in a continuous assessment module sent to an external moderator, the Head of Department/Dean and the internal examiner shall, in consultation with the Dean of the Faculty, scrutinize the scripts with a view to determine whether the external moderator would have adjusted the marks across the board and by what number of marks they would have done so. After making such determination, the Head of Department/Dean (or Dean of Faculty where the internal examiner is the Head of Department/Dean) shall direct the internal examiner to make the required mark adjustment on all the examination scripts or assessments including those included in the sample that went to the external moderator.
- 6.4 The time when and the place where summative assessment of a module shall take place shall be determined by Senate. In a case where the module is assessed through the performance of a comprehensive assignment, a practical test or any other task outside the examination room, the details of such an assessment shall be circumscribed in the description of the module and the assessment shall take place under the oversight of the Head of Department/Dean or a person designated by the Dean.
- 6.5 **Identification of students during assessment.** Students must produce satisfactory proof of their identity by means of their current student registration cards.

### **6.6 Academic misconduct**

#### **6.6.1 Cheating/assessment and examination-related fraudulent misconduct**

During an assessment session, a student shall not have any notes or any other assistance, unless such assistance is specifically circumscribed and allowed for that session. A breach of this rule will result in disciplinary action against the person(s) involved.

#### **6.6.2 Plagiarism**

The commission of acts of plagiarism is strongly forbidden by the University. Conduct that may constitute plagiarism shall be scrutinized, processed and the appropriate institutional response or sanction shall be determined in accordance with the University Policy and Procedures on Plagiarism.

### **6.7 Release of final marks**

- 6.7.1 The University shall endeavour to publish examination results as soon as possible after they are validated by the Faculty Examinations Committees.
- 6.7.2 Students shall proactively seek out their examination results. Accordingly, it is the responsibility of students to obtain notification of their results.
- 6.7.3 A student shall not be entitled to a special supplementary examination merely because of lack

- (or delay) of notification of their results.
- 6.7.4 The Office of the Registrar publishes examination results. No other individual or structure may release examination or final marks.
- 6.8 **Final mark, pass mark, exam mark and distinction:** After every assessment, a student shall be awarded a final mark not exceeding 100 percent. The pass mark for every module shall be 50 percent. The student shall be awarded a pass with a distinction in a module if, at the first attempt, a final mark of at least 75 percent was obtained.
- 6.8.1 In examination modules, subject to the requirements of GR 6.9 (relating to the requirement of a minimum DP mark) and GR 6.10 (relating to the requirement of an examination sub-minimum), where a student has obtained a DP mark or an examination mark of 39 percent and/or a final mark of 44 percent or where a student has obtained a final mark of 49 percent or 74 percent, they shall be entitled to an automatic condonation towards the higher mark. This rule shall be implemented by the University's Examination Office without the requirement of any faculty/departmental resolution or formality. In the application of this rule, the number of modules in which a student has obtained the examination mark of 39 percent or final mark of 44 percent or 49 percent or 74 percent shall be immaterial.
- 6.8.2 In continuous assessment modules, where a student has obtained a final mark of 49 percent or 74 percent, they shall be entitled to an automatic condonation towards the higher mark. This rule shall be implemented by the University's Examination Office without the requirement of any faculty/departmental resolution or formality. In the application of this rule, the number of modules in which a student has obtained the final mark of 49 percent or 74 percent shall be immaterial.
- 6.9 **Examination admission requirement (DP mark)** A student shall not be eligible to write the main examination, supplementary or aegrotat examination in an examination module for which they are registered unless they have obtained a minimum DP mark of 40% in the module. This rule shall not apply to a student who is registered for a module under GR 8 or under any other institutional rule that exempts them from the requirement of a DP mark. Where a student writes an examination without a DP mark, such examination mark shall be null and void and shall not be considered or processed.
- 6.10 **Requirement of an examination sub-minimum:** A student shall only be credited with a final pass mark in an examination module if they obtained a minimum of 40 percent in the main or supplementary examination. A student who has been unsuccessful in obtaining the examination sub-minimum mark of 40 percent in the main examination qualifies to write a supplementary examination provided they have obtained a minimum final mark of 45 percent.
- 6.11 **Online or Electronic Assessments:** Online or electronic assessments are conducted in accordance with the University Policy and Procedures on Assessment and conducted in the virtual space using University-approved platforms. Students are responsible for availing themselves for the assessment with the appropriate resources.
- 6.12 **Awarding of qualifications cum laude:** Unless Senate decides otherwise, a qualification shall be awarded cum laude if a student obtained a weighted average of at least 75 percent to the credit value obtained in all the modules in the student's prescribed programme, and further provided that:
- 6.12.1 the weighted average according to the credit value of the modules at the exit level of the qualification must be at least 75 percent;
- 6.12.2 none of the modules prescribed in the programme must have been failed;
- 6.12.3 all of the modules prescribed in the programme have been completed at the University.
- 6.13 A Dean's Commendation is awarded to a student for each semester in which the student is registered for a full semester credit load and who has obtained distinctions in all modules at first attempt.

## **GR 7 SUPPLEMENTARY ASSESSMENT**

- 7.1 Students in an examination module may be required to present themselves for a supplementary assessment or reassessment of any work or examination previously completed by them. If a student fails to report for such an assessment, due to reasons other than those mentioned or contemplated

- in GR 9.1 and GR 9.3, the opportunity shall be forfeited.
- 7.2 A supplementary assessment shall be based on the work prescribed for the previous assessment, but a department may exempt a student from a section of the work which has already been passed.
- 7.3 Supplementary assessments shall be granted in accordance with the rules and are applicable only to examination modules. Supplementary examinations are not applicable to continuous assessment modules. Unless otherwise specified, students shall be admitted to a supplementary assessment in an examination module provided they obtained a final mark between and inclusive of 45 percent and 49 percent in the module concerned or qualify in terms of rule 6.10 above.
- 7.4 **Automatic supplementary examinations for final year students.** Notwithstanding the provisions of the above GR7.3.1, a final year student shall be eligible for a supplementary examination in any one module in respect of which they have obtained a subminimum DP mark of 40 per cent where applicable and which module has turned out to be the student's last outstanding module towards the degree/qualification for which they are registered. Eligibility to write a supplementary examination in terms of this rule shall only be determined by reference to the academic status of a final year student at the end of the main examinations. It shall be the responsibility of the student to determine their eligibility to write a supplementary examination under this rule and to bring that fact to the attention of the relevant Head of Department who will validate it at the Faculty Examination Committee and who shall notify the Examination Office accordingly. This rule only applies to Examination modules. For the purposes of this Rule, the expression "main examinations" is as defined in GR 1.17
- 7.5 The Head of Department/Dean, in consultation with the examiners of a module, may require students to present themselves for an additional oral examination immediately after the ordinary examination, and students shall be available for this purpose for ten days after the examination in the module that was written.

## **GR 8 REASSESSMENT**

- 8.1 A student who has been admitted to the examination in a module, but has failed in the examination in such a module or has failed a continuous assessment module, which is the last outstanding requirement for their degree, may be granted permission by the Dean of the Faculty in which the module is to be taken, on recommendation of the relevant Head of Department/Dean, to present themselves, without attending the University, for reassessment by or at the end of the following semester in which the module is offered, provided their written application to this effect is received by the Registrar at the normal time for registration of the module, and provided the student registers for the module and pays the prescribed fees. The module equivalent shall not exceed 16 credits per semester.
- 8.2 In cases where the module is an Examination module, the student will retain the previously attained DP mark or semester mark.

## **GR 9 SPECIAL EXAMINATIONS**

- 9.1 Special examinations are applicable only to examination modules and may be granted to a student who, by reason of special circumstances, has been unable to sit for an examination including a supplementary examination. Satisfactory evidence of the special circumstances must be produced.
- 9.2 The words "special circumstances" as used in this rule shall at all times be narrowly construed to refer to uncontrollable events, such as bereavements, loss of property through fire, flooding, or a criminal attack. Where in doubt, a decision shall be requested from the Registrar.
- 9.3 An Aegrotat examination, which is a special examination, may be granted to a student who, by reason of illness, has been unable to sit for or complete an examination including a supplementary examination. Satisfactory proof of the illness must be produced.
- 9.4 Save as provided for in GR 9.5 and GR 9.8 below, special or aegrotat examinations shall be held on dates determined by Senate for main and supplementary examinations.
- 9.5 Where a student is a final year student, the Dean of the Faculty shall, on the recommendation of the relevant Head of Department and in consultation with the Registrar, determine the date for the special or aegrotat examination. However, the date of that special or aegrotat examination should be no later

- than 30 days from the date of the examination that the student was unable to write due to illness or special circumstances.
- 9.6 The prescribed application form must be submitted to the Manager of the Examinations Department no later than seven (7) calendar days from the date of the relevant examination together with the necessary proof or evidence as the case may be.
  - 9.7 Where a student was unable to apply for a special or aegrotat examination, as stipulated in GR9.6, due to illness or special circumstances, such a student must make the required application and provide the accompanying documentation at the earliest opportunity available to the Faculty. The Faculty shall accept such application where the documentation provided by the student shows that they could not possibly have complied with the requirements of GR 9.6 due to illness or special circumstances.
  - 9.8 In the event that the student is unable to sit for or complete the special or aegrotat or supplementary examination due to illness or special circumstances, the Dean of the Faculty shall, on the recommendation of the relevant Head of Department and in consultation with the Registrar, determine the date for the special or aegrotat examination. However, the date of that special or aegrotat examination should be no later than 30 days from the date of the examination that the student was unable to write due to illness or special circumstances.
  - 9.9 If a student fails to report for a special or aegrotat or supplementary examination, due to reasons other than illness or special circumstances, the opportunity to sit for the special or aegrotat or supplementary examination is thereby forfeited.
  - 9.10 A special or aegrotat examination may be conducted orally or in writing. Where a Dean has decided to act in terms of GR 9.5 or GR 9.8 above, the special or aegrotat examination may be conducted orally with the involvement of the relevant module's External Moderator.

#### **GR 10 RE-MARKING OF EXAMINATION SCRIPTS**

- 10.1 Students are entitled to have one or more of their examination scripts remarked after they have submitted a written application to the Examinations Officer and have paid the prescribed fees. Re-marking shall not be permitted for examination scripts in which external examiners are involved, nor for supplementary, special or practical examinations.
- 10.2 Unless Senate decides otherwise, application for the re-marking of an examination script must be submitted not later than 30 days after the marks for the previous semester have been published. A student who has applied for re-marking of scripts shall not thereby forfeit any right they may have to a supplementary examination. If the re-marking results in the student passing the module, this mark shall supersede any supplementary examination results in the same module. A student who qualified for and wrote a supplementary examination, and who also applied for the re-marking of a script or scripts for the same module shall pay the prescribed fee for both re-marking and the supplementary examination.
- 10.3 The fees for re-marking paid in terms of GR 11.1 and GR 11.2 shall be refunded if the re-marking results in a correction of the mark so that the student qualifies for a supplementary examination, a pass or a distinction in the module concerned.
- 10.4 Re-marking will be done by an examiner, hereinafter referred to as the arbiter, who was not involved in the original marking of the scripts. The marks allocated by the arbiter shall be averaged with the closer of the original marks to constitute the result of re-marking.

#### **GR 11 SCRUTINY OF EXAMINATION SCRIPTS**

- 11.1 A student who believes that an error may have occurred in the examination of their scripts, may have their scripts scrutinised. Such scrutiny shall be limited to a checking of the addition of the marks which have been allotted, and to making sure that marks have been allotted to every section of every question attempted.
- 11.2 Any registered student may apply in writing to the Examinations Office within two weeks of the semester following the examination, for a photostat copy of an examination script. Upon payment of the prescribed fee, such copy will be made available to the student within two working days. The student

- may then request the original to be scrutinized (GR 11.3 below), or re-marked (GR 10, if applicable).
- 11.3 The student must apply in writing to the Manager: Examinations within a week after the official examination results for the papers concerned are officially available to have the relevant scripts scrutinized. The prescribed fee for scrutiny must accompany the application. The fee will be refunded if such scrutiny results in a correction of the mark so that the student qualifies for a supplementary examination, a pass or distinction in the module concerned.

## **GR 12 RULES APPLICABLE DURING EXAMINATIONS**

- 12.1 Students must display their official and valid student registration cards during examinations by placing them on the right-hand corner of their desks. No student will be handed an examination question paper if they cannot present their registration card.
- 12.2 Students are reminded that examination scripts with illegible handwriting may impede the marking process.
- 12.3 No student may, without the necessary authorization, take into the examination room any documents, notes, cell phones or objects which may be of assistance to him/her.
- 12.4 Students with disabilities will be entitled to the necessary concessions if registered with the Disability Unit. The Disability Unit will liaise with the Examinations Manager in the provision of such concessions.
- 12.5 In certain open book examinations, students will be allowed to use only the tutorial matter as specified on the examination question paper. Students are not allowed to exchange such matter with one another during the examination session.
- 12.6 Students should refrain from doing rough work on examination question papers and should rather use answer books for any rough work. Such rough work should be clearly indicated.
- 12.7 Under no circumstances may a student retain their examination answer booklet, remove it from the examination room or tear pages from it.
- 12.8 Misreading the examination dates will under no circumstances be considered as grounds for supplementary examinations.
- 12.9 No student may leave the examination room during the first 30 minutes and the last 30 minutes of the session.
- 12.10 Students must present themselves at the examination room at least 15 minutes prior to the commencement of the session. No student will be admitted to the examination venue later than 1 hour after the commencement of the session.
- 12.11 Students must supply their own writing equipment and calculators (where permitted) and may not borrow such items from other students.

## **GR 13 AMENDMENT OF RULES AND RULE BREACHES**

- 13.1 If the rules regarding the arrangement of a programme are amended, students registered under the old rules will be subject to the rules applicable in the year in which they were first registered for the programme, unless otherwise decided by Senate.
- 13.2 Condonation of rule breaches. Senate may condone a rule breach if it is satisfied that such a breach was due to an error and that the student concerned, not having contributed to such error, would suffer undue hardship should the rule be applied.
- 13.3 Faculty rules may further circumscribe the general rules and then act as an extension of the general rules; in such cases Faculty rules shall take precedence provided such extensions of general rules were approved by Senate.

# **GENERAL RULES FOR POSTGRADUATE QUALIFICATIONS**

## **GENERAL RULES FOR BACHELOR HONOURS DEGREES AND POSTGRADUATE DIPLOMAS**

### ***HD1 Entry Requirements***

- HDI.1 A person shall not be admitted as a candidate for a bachelor honours degree or a postgraduate diploma (NQF level8) unless he/she:
- HDI.1.1 has successfully completed an appropriate bachelor's degree or advanced diploma (NQF level 7) at the University; or
  - HDI.1.2 has successfully completed a similar higher education qualification at the appropriate level on the NQF, and which, in the opinion of Senate, and in compliance with the South African Qualifications Authority evaluation, is equivalent to or higher than the examinations prescribed for a NQF level 7 qualification at the University; or
  - HDI.1.3 has passed the examinations on the grounds of which he/she will be awarded a bachelors degree or equivalent NQF level qualification by the University.
- HDI.2 Further additional programme-specific entry requirements may be found in the respective Faculty Prospectus.
- HDI.3 The above requirements should be read in conjunction with the University's Policy and Rules on Recognition of Prior Learning (RPL).

***HDZ Admission and Registration***

- HD2.1 A candidate seeking admission to a postgraduate qualification at NQF level 8 honours degree or postgraduate diploma must submit a written application to Student Admissions Office, which will then forward it to the relevant Faculty Manager, who, in turn, will forward it to the relevant academic department. The application must set out the candidate's qualifications and state the intended qualification and programme chosen for study.
- HD2.2 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on his/her proficiency in the subject of his/her proposed study if he/she either:
- HD2.2.1 obtained the qualification on which the application is based at another university or institution, or
  - HD2.2.2 being a graduate of the University or another institution, did not include the subject as a major subject in the undergraduate curriculum.
- HD2.3 Senate may require a candidate to attend specified ancillary modules in addition to the prescribed modules (where applicable) and/or may require that such modules be completed, before the candidate presents himself/herself for any specified part of the final assessment.
- HD2.4 A candidate for a postgraduate programme may be required to pass a proficiency test in a specified language(s) before admission to the programme.
- HD2.5 Postgraduate registration is valid for one year only, and candidates are required to re-register annually until graduation or termination of studies. Re-admission is subject to the candidate meeting minimum progression requirements.

***HD3 Curriculum and Progression***

- HD3.1 The bachelor honours degree is a postgraduate specialisation qualification, which prepares students for research-based postgraduate study. It serves to deepen the student's expertise in a particular discipline and to develop research capacity in the methodology and techniques of that discipline.
- HD3.1.1 The bachelor honours degree programmes must include conducting and reporting research under supervision, worth at least 30 (or one quarter) credits, in the form of a discrete research component that is appropriate to the discipline or field of study.
- HD3.2 The postgraduate diploma is generally multi- or interdisciplinary, which serves to deepen the student's knowledge in a particular discipline or profession. It enables professionals to undertake advanced reflection by means of a systematic survey of current knowledge, practice and research methods in an area of specialisation; and apply that knowledge and skills to a range of contexts in their professional work. A research project is not required but may be included.
- HD3.3 The bachelor honours degree and postgraduate diploma shall comprise not less than 120 credits **at** NQF level 8 and must comply with the specifications for each programme as prescribed in the accredited and registered programme and as disseminated in the University and relevant Faculty Prospectus.

- HD3.4 The bachelor honours degree and the postgraduate Diploma shall extend over not less than two consecutive semesters and not more than four consecutive semesters of full time study.
- HD3.5 Where a programme is accredited and approved to be offered on a part-time basis, the programme shall extend over not less than four consecutive semesters and not more than six consecutive semesters of part-time study.
- HD3.6 Where these maximum periods are exceeded, the candidate shall be excluded. The candidate may appeal the exclusion and submit a motivated application to the Faculty. The relevant Faculty Research and Higher Degrees Committee may then recommend an extension of the period to Senate, which will then make a final determination.
- HD3.7 To promote the attainment of appropriate monitoring and consistent compliance with minimum and maximum study prescriptions in the preceding rules, it shall be the responsibility of the Chairs of the respective Faculty Research and Higher Degrees Committees and supervisor(s) to ensure adherence to these rules.
- HD3.8 A candidate transferring from another institution shall be registered for at least two consecutive semesters at the University before s/he may be awarded a bachelor honours degree or a postgraduate diploma from the University.
- HD3.9 The programme description for a bachelor honours degree or a postgraduate diploma qualification shall include:
  - HD3.9.1 a description of the various components (modules) and the credit value of each; and
  - HD3.9.2 the method of assessment for each module, which may include assignments research reports, projects, practical work and examinations; and
  - HD3.9.3 the due date for each submission (assignment, research report, project, or practical work); provided that the Faculty may refuse to accept late submissions.
- HD3.10 A candidate registered for a bachelor honours degree shall have their research proposal approved within a period of two semesters for full time study; and within a period of three semesters for part-time study.
- HD3.11 Candidates who fail to have their research proposal approved in the stated period, shall be excluded. Candidates may appeal their exclusion on the basis of a written motivation by the candidate and his/her supervisor, for an extension of one additional semester (or six months) to the Faculty Research and Higher Degrees Committee for a final decision.
- HD3.12 A candidate who has obtained approval for his/her research proposal shall apply for and obtain ethical clearance to conduct their research before proceeding with their study.
- HD3.13 Annual re-registration of a candidate is conditional on Department and Faculty evaluation of progress made by the candidate. For re-admission, the candidate must meet minimum progression requirements in their respective programme.
- HD3.14 A candidate registered for a bachelor honours degree is required to submit a research report as stipulated in the accredited programme.
- HD3.15 The format of the research report, which forms part of a bachelor honours programme, shall comply with the format and requirements of a full dissertation as stipulated in the rules for Masters qualifications.
- HD3.16 For the purposes of examination candidates shall submit an electronic copy of their research report.

#### ***HD4 Assessment***

- HD4.1 Candidates in a programme that consists of, or includes, course-work, shall present themselves for examination as required by the Faculty and Senate.
- HD4.2 The Faculty shall submit a final mark for each module completed by each candidate as soon as it is available.
- HD4.3 To obtain a bachelor honours or postgraduate diploma qualification the candidate must obtain:
  - HD4.3.1 a pass mark of at least 50 percent in each module comprising the specific programme;
  - HD4.3.2 a subminimum DP mark of 40% where applicable in order to qualify to write the main examination;
  - HD4.3.3 a sub-minimum of 40 percent examination mark in each module; and
  - HD4.3.4 a pass mark in every examination (ancillary modules, language tests etc.) as may be

- specified in the programme description and/or as required by Senate.
- HD4.4 Unless Senate decides otherwise, a bachelor honours and postgraduate diploma qualification shall be awarded cum laude if a candidate:
- HD4.4.1 obtained a weighted average of at least 75 (or rounded off to 74.5) percent to the credit value obtained in all the coursework modules in the candidate's prescribed programme at first attempt, and including at least 75 (or rounded off to 74.5) percent for the research report in the bachelor honours programme; and
  - HD4.4.2 completed the qualification within the prescribed maximum period of study for the applicable full-time or part-time programme.
- HD4.5 A candidate shall normally retain credit for any individual module passed for a period not exceeding five years.
- HD4.6 The assessment of the research report, which forms part of a bachelor honours programme, shall comply with the general assessment requirements of a mini-dissertation as stipulated in the rules for master's qualifications and the conditions set out therein.

## **GENERAL RULES FOR MASTER'S QUALIFICATIONS**

### ***MI Entry Requirements***

- MI.1 A person shall not be admitted as a candidate for a master's degree unless he/she:
- MI.1.1 has successfully completed a four-year bachelor's degree (NQF level 8) at the University; or
  - MI.1.2 has successfully completed a bachelor honours degree following a three-year bachelor's degree at the University; or
  - MI.1.3 has successfully completed a postgraduate diploma that articulates with a cognate master's degree at the University; or
  - MI.1.4 has successfully completed a similar higher education qualification at the appropriate level on the NQF, and which, in the opinion of Senate, and in compliance with the South African Qualifications Authority evaluation, is equivalent to or higher than the examinations prescribed for a NQF level 8 qualification at the University; or
  - MI.1.5 has passed the examinations and approved by Senate on the grounds of which he/she will be awarded a honours degree or equivalent NQF level qualification by the University.
- MI.2 Further additional programme-specific entry requirements may be found in the respective Faculty Prospectus
- MI.3 The above requirements should be read in conjunction with the University's Policy and Rules on Recognition of Prior Learning (RPL).

### ***M2 Admission and Registration***

- M2.1 A candidate seeking admission to a master's qualification must submit a completed application to Student Admissions Office, which will then forward it to the relevant Faculty Manager. The application must set out the candidate's qualifications, the subject field in which the study is located, and for application to a master's degree by full dissertation, must include a statement of intent in the form of a brief preliminary research proposal. A recommendation will be made, through the respective Faculty to Senate regarding the programme to be followed as well as supervisor(s) and/or, co-supervisor(s). Registration may only be completed once Senate has given approval, provided that the names of examiners need not be submitted at registration, but must be approved by Senate before the completion of the programme for which the candidate is registered.
- M2.2 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on his/her proficiency in the subject of his/her proposed study if he/she either:
- M2.2.1 obtained the qualification on which the application is based at another university or institution, or
  - M2.2.2 being a graduate of the University or another institution, did not include the subject as a major subject in the undergraduate curriculum.

- M2.3 Senate may require a candidate to attend specified ancillary modules in addition to the prescribed modules (where applicable) and/or may require that such modules be completed, before the candidate presents himself/herself for any specified part of the final assessment.
- M2.4 A candidate may be required to pass a proficiency test in a specified language(s) before admission to the master's programme or before admission to the final assessment.
- M2.5 Unless a student wishing to register for master's degree, can provide evidence of having successfully completed a course in research methodology, s/he must register for and successfully complete such a module at the University prior to submitting the final research proposal. Non-completion of this requirement will be deemed to not have successfully completed the research proposal approval.
- M2.6 Acceptance into a master's degree programme by full dissertation is conditional on:
- M2.6.1 the candidate having satisfied the necessary academic criteria (as stipulated by the relevant Faculty and Department);
  - M2.6.2 the availability of a suitably qualified, relevant and appropriate supervisor(s) with a workload, capability and expertise in the candidate's proposed study having been taken into account; and
  - M2.6.3 the candidate having developed a suitable and acceptable topic in relation to the discipline and its requirements.
- M2.7 Master's degree registration is valid for one year only, and candidates are required to re-register annually until graduation or termination of studies. Re-admission is subject to the candidate meeting minimum progression requirements.

### ***M3 Supervision***

- M3.1 Senate, on the recommendation of the relevant Faculty, shall appoint a supervisor for each candidate for a master's qualification. A supervisor of a master's dissertation shall have a minimum master's qualification but should preferably have a doctoral qualification.
- M3.2 Senate, on the recommendation of the relevant Faculty, may also appoint a co-supervisor for a candidate, especially where the proposed programme will extend over more than one recognized subject field or goes beyond the research expertise of a single supervisor.
- M3.3 The supervisor shall normally be a member of the academic staff attached to the University, while the co-supervisor may be an academic from another university or another person who is a recognized authority in the subject field.
- M3.4 In exceptional cases the supervisor may be appointed from outside the University, in which case a co-supervisor who is a member of staff of the University shall be appointed to administer the study programme.
- M3.5 In the event that a supervisor leaves the employ of the University before a candidate s/he is supervising has completed the relevant master's qualification, Senate may:
- M3.5.1 request the supervisor to continue as such and appoint an internal co-supervisor to act as a liaison officer and for administrative purposes; or
  - M3.5.2 appoint a new internal supervisor and request the original supervisor to continue in an advisory capacity or as a co-supervisor; or
  - M3.5.3 appoint an internal supervisor where a person competent in the field of the study is available.

### ***M4 Curriculum***

- M4.1 The University offers two types of master's degree, which aim to educate and train researchers who can contribute to the development of knowledge at an advanced level: a master's degree by dissertation; or a master's degree by coursework plus mini-dissertation. Both include a significant research component.
- M4.1.1 For the master's Degree by dissertation, the curriculum comprises a single advanced research project, culminating in the production and acceptance of a dissertation or other forms of research as stipulated and accredited in the respective master's programme

- (e.g. creative performances or works, or a series of peer-reviewed articles or other research-equivalent outputs)
- M4.I.2 For the master's Degree by coursework plus mini-dissertation, the curriculum comprises a series of modules requiring a high level of theoretical engagement and intellectual independence, and/or demonstration of the ability to relate knowledge to a range of contexts for professional practice. In this master's degree, the research project comprises a minimum of 60 (or one third) credits at NQF level 9, in the form of a mini- dissertation or research-equivalent output as accredited in the respective master's programme (see above examples).
- M4.2 A master's degree programme shall comprise not less than 180 credits at master's NQF level 9 and must comply with the specifications for each programme as prescribed in the accredited and registered programme and disseminated in the relevant Faculty Prospectus.
- M4.3 A master's programme shall extend over not less than two consecutive semesters and not more than six consecutive semesters of full-time study.
- M4.4 Where a programme is accredited and approved to be offered on a part-time basis, a master's programme shall extend over not less than four consecutive semesters and not more than eight consecutive semesters of part-time study.
- M4.5 Where these maximum periods are exceeded, the candidate shall be excluded. The candidate may appeal the exclusion and submit a motivated application to the Faculty. The relevant Faculty Research and Higher Degrees Committee may then recommend an extension of the period to Senate, which shall make a final determination.
- M4.6 To promote the attainment of appropriate monitoring and consistent compliance with minimum and maximum study prescriptions in the preceding rules, it shall be the responsibility of the Chairs of the respective Faculty Research and Higher Degrees Committee and supervisor(s) to ensure adherence to these rules.
- M4.7 A master's candidate transferring from another institution must be registered for at least two consecutive semesters at the University before they may be awarded a master's degree from the University.
- M4.8 The programme description for a master's qualification by coursework shall include:
- M4.8.1 a description of the various components (modules) and the credit value of each; and
  - M4.8.2 the method of assessment for each module, which may include assignments, mini-dissertations, projects, practical work and examinations; and
  - M4.8.3 the due date for each submission (assignment, mini-dissertation, project, or practical work); provided that the Faculty may refuse to accept late submissions.

#### ***MS Progression***

- MS.1 A candidate registered for a master's degree by full dissertation shall have their final research proposal approved within a period of one semester (or six months) for full time study; and within a period of two semesters (or twelve months) for part-time study.
- MS.2 Candidates who fail to have their research proposal approved in the stated period, shall be excluded. Candidates may appeal their exclusion on the basis of a written motivation by the candidate and his/her supervisor, for an extension of one additional semester (or six months) to the Faculty Research and Higher Degrees Committee for a final decision.
- MS.3 A candidate who has obtained approval for his/her research proposal shall apply for and obtain ethical clearance to conduct their research before proceeding with their study.
- MS.4 At the end of each semester the supervisor and the master's candidate shall provide reports to the Faculty Head of Department/Dean on the progress of the candidate(s) under his/her supervision.
- MS.5 Annual re-registration by a master's candidate is conditional on Department and Faculty evaluation of progress made by the candidate. For re-admission, the candidate must meet minimum progression requirements in their respective programme.

#### ***M6 Dissertation Format***

- M6.1 A candidate registered for a master's degree may be required to submit a dissertation, which

- may be a full dissertation or a mini-dissertation as stipulated in the accredited programme.
- M6.2 The format of a mini-dissertation, which forms part of a master's programme, shall comply with the format and requirements of a **full** dissertation as stipulated in the rules.
- M6.3 A dissertation must be satisfactory as regards form and literary presentation and shall include a full bibliography of the material, whether published or otherwise, used in its preparation.
- M6.4 A dissertation shall contain an abstract of its contents not exceeding 200 words in length. This summary must appear at the front of the dissertation just after the index and must end with a list of not more than ten key words
- M6.5 The title page of the dissertation shall contain the following particulars:
- M6.5.1 full title as submitted at registration
  - M6.5.2 full name of candidate
  - M6.5.3 the following declaration:  
"submitted in fulfilment (or, in partial fulfilment) of the requirements for the degree of ..... in the Faculty of .....at the University of Fort Hare."
  - M6.5.4 date of submission;
  - M6.5.5 name(s) of the supervisor(s) and/or co-supervisor(s)
- M6.6 The candidate must also include the following declarations **in** the Dissertation:
- M6.6.1 declaration on previous submission:  
I....., student number ..... declare that this Dissertation titled ..... submitted for the award of ..... in the Faculty of ..... at the University of Fort Hare, is my own work and has never been submitted for any other degree at this university or any other university.
  - M6.6.2 declaration on plagiarism:  
"I.....student number.....hereby declare that I am fully aware of the University of Fort Hare's policy on plagiarism and I have taken every precaution to comply with the regulations. This document has been submitted through a similarity detection software and the report was reviewed by my supervisor. I declare there is no plagiarism in this dissertation. Signature:.....";
- M6.7 In all cases, and especially in the case where a student collected research data from humans, animals or plants, the following declaration on research ethical clearance:
- "I ..... student number ..... hereby declare that I am fully aware of the University of Fort Hare's policy on research ethics and I have taken every precaution to comply with the regulations. I have obtained an ethical clearance certificate from the University of Fort Hare's Research Ethics Committee and my reference number is the following: .....  
Signature: .....";
- M6.8 For the purposes of examination candidates shall submit an electronic copy of their dissertation.

### ***MI Assessment***

- M7.1 Candidates in a master's programme that consists of, or includes, course-work, shall present themselves for examination as required by the Faculty and Senate.
- M7.2 The Faculty shall submit a final mark for each module completed by each candidate as soon as it is available.
- M7.3 To obtain a master's qualification based on course-work the candidate must obtain:
- M7.3.1 a pass mark of at least 50 percent in each module comprising the specific programme; and
  - M7.3.2 a pass-mark in every other examination (ancillary modules, language tests, etc.) as may be specified in the programme description and/or as required by Senate.
  - M7.3.3 No opportunity for reassessment shall be allowed in respect of a module forming part of the coursework component of a master's programme. For the purposes of this rule, the credit weighting of such a module or special circumstances of any student(s) shall not be material.
- M7.4 A candidate for a master's qualification shall ordinarily retain credit for any portion of the study passed for a period not exceeding five years.
- M7.5 The assessment of a mini-dissertation which forms part of a master's programme shall comply with the assessment requirements of a full dissertation as stipulated in the rules.

- M7.6 Where a master's qualification is based on course-work plus a mini- dissertation or a full dissertation only, the candidate shall comply with the abovementioned conditions and the conditions set out below for full dissertations.
- M7.7 The approval of a master's proposal, which shall be based on the approved topic, shall require a written proposal and shall require an oral defence of the research proposal.
- M7.8 A dissertation must afford evidence of the student being conversant with the particular subject's method of research and the existing literature thereof.
- M7.9 A master's candidate who intends submitting her/his dissertation for examination shall provide, at least three months prior to their submission, a notice of their "Intention to submit a dissertation for examination". This notice shall be submitted to the Faculty by the supervisor together with a recommendation and motivation for external examiners appropriate and relevant to the dissertation being examined. For full dissertations, three external examiners must be recommended; and for mini-dissertations, two external examiners and one internal examiner must be recommended.
- M7.10 Senate, on the recommendation of the relevant Faculty, shall appoint:
- M7.10.1 for each full dissertation, two external examiners; and
  - M7.10.2 for each mini-dissertation, one external examiner and one internal examiner who is not the supervisor of the mini-dissertation.
- M7.11 There shall be no contact between the examiners and the supervisors(s) and candidate whose dissertation is being examined during the dissertation examination process.
- M7.12 To assure the quality of dissertation examination reports, Faculties shall ensure that examiners recommended for approval by Senate, demonstrate expertise directly relevant to the dissertation to be examined; are diverse in composition; from diverse institutions; show evidence of successful minimum master's supervision but preferably doctoral supervision; have a minimum masters qualification but preferably a doctoral qualification, have an appropriate and established research publication record in accredited data bases; and are appointed at most once in a three-year period.
- M7.13 Except by permission of Senate, no dissertation may be submitted without the written consent of the supervisor or co-supervisor. Such consent does not commit the supervisors to recommend the approval of the dissertation for examination.
- M7.14 A dissertation must be accompanied by a written declaration on the part of the candidate to the effect that it is their own work and has not been previously submitted to another university or institution.
- M7.15 A dissertation shall not be accepted if it has previously been submitted in fulfillment of another degree. Material from publications by the candidate may be embodied in a dissertation, provided these are appropriately acknowledged.
- M7.14 A master's dissertation may be submitted anytime during the year but must be submitted on or before 30 November for the subsequent Autumn graduation; alternatively, on or before 31 March for the Spring graduation in the same year of submission to provide adequate time for the examination processes.
- M7.15 Any master's candidate who submits a dissertation on or before the 30<sup>th</sup> November, shall not be liable for the payment of registration fees for the subsequent academic year should there be a delay in the process of examination of the dissertation due to the late receipt of external examiners' reports.
- M7.16 Any candidate who submits a dissertation after the 30<sup>th</sup> November deadline shall be liable for the prescribed fees in order to register for the subsequent academic year.
- M7.17 Dissertations submitted for examination shall become the property of the University. Examiners shall ensure confidentiality of the dissertation submitted for examination.
- M7.18 Dissertation examination shall be processed as follows:
- M7.18.1 The Examinations Department shall release dissertation examiners' reports to the relevant Faculty only after receipt of all examiners' reports.
  - M7.18.2 The examiners of dissertations shall be required to award a mark for the dissertation for both full and mini-dissertations

- M7.18.3 Upon receipt of the examiner's reports, these shall be presented together with the co-ordinating examiners' report recommending the examination outcome and amendments to be made (where applicable) to the relevant Faculty Research and Higher degrees Committees as soon as possible.
- M7.18.4 Where the Faculty Research and Higher Degrees Committee accepts the examination outcome of the dissertation being passed provisionally as is; or with amendments to the satisfaction of the supervisor; the examiners' reports and the coordinating examiner's report with the provisional Faculty examination outcome shall be forwarded to the candidate and his/her supervisor with a request to respond to the reports.
- M7.18.5 Where the Faculty Research and Higher Degrees Committee recommends that a dissertation be failed, all examination reports and the Faculty recommendation shall be tabled at Senate for final approval.
- M7.18.6 Where examiners of a dissertation are divided on whether the dissertation should be passed, or the marks awarded to the dissertation differ by more than 20 points, an additional examiner must be appointed. The appointment of an additional examiner as arbitrator shall be recommended by the Faculty Research and Higher Degrees Committee for consideration and approval by Senate. The arbitrator shall be provided with the original dissertation and all the examiners' reports. The recommendation of the arbitrator shall serve as a casting vote and final result in the assessment of the dissertation.
- M7.18.7 Unless Senate decides otherwise, a master's qualification shall be awarded cum laude if a candidate:
  - M7.18.7.1 registered in a master's degree by full dissertation, obtained a final average mark of at least 75 percent (rounded off from 74.5); or
  - M7.18.7.2 registered in a master's degree comprising coursework and mini-dissertation, obtained a weighted average of at least 75 percent (rounded off from 74.5) to the credit value obtained in all the coursework modules in the candidate's prescribed programme at first attempt, and including at least 75 percent for the mini-dissertation; and
  - M7.18.7.3 in both the full research master's and the coursework master's degree, the candidate completed the qualification within the prescribed maximum period of study for the applicable full-time or part-time programme. If a student exceeds the maximum period of the degree s/he cannot be awarded a cum laude no matter how good the mark.
- M7.19 For dissertations that have been examined, all the examiners' reports, reports on amendments made and the coordinating examiner's report with the recommendation on the results of the dissertation, shall, following their consideration by the relevant Faculty Research and Higher Degrees Committee, be tabled before Senate, which shall make the final determination on the reports and examination results.
- M7.20 The candidate shall submit the final dissertation electronically only after approval by Senate. Unless Senate decides otherwise, a successful candidate shall, before admission to the degree:
  - M7.20.1 Amend the electronic copy in line with the amendments (if applicable) required by the examiners;
  - M7.20.2 Submit a PDF copy of the final dissertation to the supervisor;
- M7.21 On receiving the final dissertation, the supervisor must:
  - M7.21.1 verify that the final dissertation submitted by the candidate is a true copy of the approved version (with corrections incorporated); and
  - M7.21.2 verify that all the preliminary pages, chapters and references are included in the electronic version of the dissertation; and
  - M7.21.3 forward the final electronic version of the dissertation to the Faculty Manager, the Examination Office and the University Library.
- M7.22 A master's candidate shall be deemed to not have completed the requirements for conferment of the degree if the final corrected electronic copy of the dissertation has not been submitted to the relevant Faculty Manager prior to the closure of the graduation list of the forthcoming graduation ceremony.

- M7.23 In the event of a dissertation being rejected by Senate, the decision of Senate is final and there shall be no further appeals. In exceptional cases where an appeal is made within 21 days of the release of the result to the Registrar, as Secretary to Senate, the case may be brought before Senate and considered on procedural but not substantive grounds.

***M8 Publication***

- M8.1 If a dissertation or an adaptation thereof, is published or otherwise presented, the candidate must state that it originated from her/his master's studies at the University.
- M8.2 Candidates shall normally retain the copyright of their dissertation, but it is a condition of registration for the degree (unless specifically excluded) that the University shall have the right to publish the dissertation in its original or an amended form six months after the award of the degree if the candidate has not himself/herself published it within this period, provided the student remains the main author.
- M8.3 The University shall also have the right to make and distribute facsimile or electronic copies of the dissertation, to distribute it in digitized (computer) format, to input the particulars on a bibliographical database, to include the work in summary form in the University's Catalogue of Theses and Dissertations, to allow it to be included in Dissertation or Theses Abstracts International and to be distributed by the publishers of the latter (ProQuest).

***M9 Upgrading of Masters full dissertation***

Upon the recommendation of two external examiners, and where the dissertation consisted primarily of independently researched material, the master's candidate may be assessed as a doctoral candidate. Where additional work was required by one or more of the external examiners towards the doctoral qualification, the master's degree will not be awarded and such additional work must be successfully completed and submitted for examination. Upon approval of the master's dissertation upgrade by Senate, the student shall register for a doctoral qualification and the revised dissertation shall be examined as a doctoral thesis.

**GENERAL RULES FOR DOCTORAL QUALIFICATIONS**

***D1 Entry Requirements***

- DI.1 A person shall not be admitted as a candidate for a doctoral degree unless he/she:
- DI.1.1 has successfully completed a master's degree at the University; or
  - DI.1.2 has successfully completed a similar qualification at the appropriate level on the NQF, and which, in the opinion of Senate, and in compliance with the South African Qualifications Authority (SAQA) evaluation, is equivalent to or higher than the examinations prescribed for a degree of master of the University; or
  - DI.1.3 has passed the examinations on the grounds of which he/she will be awarded a master's degree by the University.
- DI.2 The above requirements should be read in conjunction with the University's Policy and Rules on Recognition of Prior Learning (RPL).
- DI.3 Further programme-specific entry requirements may be found in the respective Faculty Prospectus

***D2 Admission and Registration***

- D2.1 A candidate seeking admission to a Doctoral qualification must submit a written application to Student Admissions Office, which will then forward it to the relevant Faculty. The application must set out the candidate's qualifications, the subject field in which the study is located, and a statement of intent in the form of a brief preliminary research proposal. A recommendation will be made, through the respective Faculty to Senate regarding the programme to be followed as well as supervisor(s) and/or, co-supervisor(s). Registration may only be completed once Senate has given approval, provided that the names of examiners need not be submitted at registration, but must be approved by Senate before the completion of the programme for which the candidate is registered.

- D2.2 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on his/her proficiency in the subject of his/her proposed study if he/she either:
- D2.2.1 obtained the qualification on which the application is based at another university or institution, or
  - D2.2.2 being a graduate of the University or another institution, did not include the subject as a major subject in the undergraduate curriculum or previous postgraduate qualification.
- D2.3 Senate may require a candidate to attend specified ancillary modules and/or may require that such modules be completed, before the candidate presents himself/herself for any specified part of the final assessment.
- D2.4 A candidate may be required to pass a proficiency test in a specified language(s) before admission to the doctoral programme or before admission to the final assessment.
- D2.5 Unless a student wishing to register for a Doctoral degree, can provide evidence of having successfully completed a course in research methodology, s/he must register for and complete such a module at the University, prior to submitting the final research proposal.
- D2.6 Acceptance into a Doctoral degree programme is conditional on:
- D2.6.1 the candidate having satisfied the necessary academic criteria (as stipulated by the relevant Faculty and Department);
  - D2.6.2 the availability of a suitably qualified, relevant and appropriate doctoral supervisor(s) with a workload, capability and expertise in the candidate's proposed study that have been taken into account; and
  - D2.6.3 the candidate has developed a suitable and acceptable topic in relation to the discipline and its requirements.
- D2.7 Doctoral degree registration is valid for one year only, and candidates are required to re-register annually until graduation or termination of studies.

#### ***D3 Supervision***

- D3.1 Senate, on the recommendation of the relevant Faculty shall appoint a supervisor for each candidate for a doctoral qualification. A supervisor of doctoral degrees shall have a minimum doctoral qualification.
- D3.2 Senate may also appoint a co-supervisor for a candidate, especially where the proposed programme will extend over more than one recognized subject field or goes beyond the research expertise of a single supervisor.
- D3.3 The supervisor shall normally be a member of the academic staff attached to the University, while the co-supervisor may be an academic from another university or another person who is a recognized authority in the subject field. Recently graduated staff with doctoral qualifications may be appointed as co-supervisors.
- D3.4 In exceptional cases the supervisor may be appointed from outside the University, in which case a co-supervisor who is a member of staff of the University shall be appointed to administer the study programme.
- D3.5 In the event that a supervisor leaves the employ of the University before a candidate s/he is supervising has completed the relevant doctoral qualification, Senate may:
- D3.5.1 request the supervisor to continue as such and appoint an internal co supervisor to act as a liaison officer and for administrative purposes; or
  - D3.5.2 appoint a new internal supervisor and request the original supervisor to continue in an advisory capacity or as a co-supervisor; or
  - D3.5.3 appoint an internal supervisor where a person competent in the field of the study is available.

#### ***D4 Curriculum***

- D4.1 A doctoral degree curriculum comprises a full research-based programme designed to ensure that the candidate develops advanced research capability and contributes new knowledge.
- D4.2 A doctoral degree programme shall comprise not less than 360 credits at National Qualification

- Framework (NQF) level 10 and must comply with the specifications for each programme as prescribed in the accredited programme in the relevant Faculty Prospectus.
- D4.3 A doctoral programme shall extend over not less than four consecutive semesters and not more than eight consecutive semesters of full-time study.
  - D4.4 If the rules of a particular Faculty permit it, a candidate may, with the approval of the Faculty Research and Higher Degrees Committee, attend and complete a doctoral programme on a part-time basis. Where such approval is granted, a doctoral programme shall extend over not less than six consecutive semesters and not more than ten consecutive semesters of part-time study.
  - D4.5 Where these maximum periods are exceeded, the candidate must submit a motivated application and the Faculty Research and Higher Degrees Committee may then recommend an extension of the period to Senate, which will then make a final determination.
  - D4.6 To promote the attainment of appropriate monitoring and consistent compliance with minimum study prescriptions in the preceding rules, it shall be the responsibility of the Chairs of the respective Faculty Research and Higher Degrees Committee and doctoral supervisor(s) to ensure doctoral students' theses are not submitted for assessment within the prescribed minimum periods.
  - D4.7 A doctoral candidate must be registered for at least four semesters at the University before they may be awarded a doctoral degree from the University.

#### **D5 Progression**

- D5.1 A candidate registered for a doctoral degree shall have their final research proposal approved within a period of two semesters for full time study; and within a period of three semesters for part-time study.
- D5.2 In exceptional cases, and on the basis of a written motivation by the candidate and his/her supervisor, an extension of one additional semester may be granted for approval of the doctoral research proposal by the Faculty Research and Higher Degrees Committee. Doctoral candidates who have failed to have their research proposal approved in the stated period shall be excluded.
- D5.3 A candidate who has obtained approval for his/her research proposal must apply for and obtain ethical clearance to conduct their research before proceeding with their study.
- D5.4 At the end of each semester the supervisor and the doctoral candidate shall provide reports to the Faculty on the progress of the candidate.
- D5.5 Annual re-registration by a Doctoral candidate is conditional on Department and Faculty evaluation of progress made by the candidate in their respective study programme.

#### **D6 Thesis Format**

- D6.1 A candidate registered for a doctoral degree shall be required to submit a thesis, which constitutes a contribution to original knowledge.
- D6.2 A thesis may be submitted in the conventional format of a set of chapters; or comprise a set of original research papers related to the study, with an appropriate introduction, integrative text and conclusion clearly demonstrating the knowledge contribution. The papers may include sole-authored and/or co-authored papers by the student, which may be under review, in press or published in peer-reviewed publications. A detailed description of the student's own specific contribution to the co-authored papers shall accompany each paper. Further Faculty-specific criteria shall be provided by each Faculty.
- D6.3 A thesis must be satisfactory as regards form and literary presentation and shall include a full bibliography of the material, whether published or otherwise, used in its preparation.
- D6.4 A thesis shall contain an abstract of its contents not exceeding 500 words in length. This summary must appear at in the front of the thesis just after the index and must end with a list of not more than ten key words
- D6.5 The title page of the thesis shall contain the following particulars:
  - D6.5.1 full title as submitted at registration
  - D6.5.2 full name of candidate DG.5.3 the following declaration:  
"submitted in fulfilment (or, in partial fulfilment) of the requirements for the degree of..... in the Faculty of ..... at the University of Fort Hare."
  - D6.5.4 date of submission;

- D6.5 name(s) of the supervisor(s) and/or co-supervisor(s)
- The candidate must also include the following declarations in the Thesis:
- D6.6.1 declaration on previous submission:  
 I ..... student number ..... declare that this Thesis titled " ", submitted for the award of ..... in the Faculty of ..... at the University of Fort Hare, is my own work and has never been submitted for any other degree at this university or any other university.
- D6.6.2 declaration on plagiarism:  
 "I ..... student number ..... hereby declare that I am fully aware of the University of Fort Hare's policy on plagiarism and I have taken every precaution to comply with the regulations. This document has been submitted through a plagiarism detection software and the report was reviewed by my supervisor. I declare that there is no plagiarism in this thesis. Signature: \_\_\_\_\_";
- D6.7 In all cases and especially in cases where a student collected research data from humans, animals or plants, the following declaration on research ethical clearance:  
 "I ..... student number ..... hereby declare that I am fully aware of the University of Fort Hare's policy on research ethics and I have taken every precaution to comply with the regulations. I have obtained an ethical clearance certificate from the University of Fort Hare's Research Ethics Committee and my reference number is the following: ..... Signature: \_\_\_\_\_";
- D6.9 For the purposes of examination candidates shall submit an electronic copy of their thesis
- D7 Assessment**
- D7.1 The topic of a Doctoral thesis must be approved beforehand by Senate.
- D7.2 The approval of a Doctoral proposal, which must be based on the approved topic, shall require a written proposal and an oral defence of the research proposal.
- D7.3 To be awarded a Doctoral degree, a thesis shall demonstrate a contribution to new knowledge in the chosen subject and embody the original work of the student with acknowledgement of the work of others within the field of study. A thesis must afford evidence of the student being conversant with the particular subject's method of research and the existing literature thereof.
- D7.4 A Doctoral candidate who intends submitting her/his thesis for examination shall provide, three months prior to their submission, a notice of their "Intention to submit Doctoral thesis for examination". This notice shall be submitted to the Faculty by the supervisor together with a recommendation and motivation for five external examiners, of whom three must be international examiners appropriate and relevant to the thesis being examined.
- D7.5 Senate, on the recommendation of the relevant Faculty, shall appoint three external examiners for each Doctoral candidate's thesis, of which two examiners must be international (outside the borders of South Africa). There shall be no contact between the examiners and the supervisor(s) and candidate whose thesis is being examined during the thesis examination process.
- D7.6 In exceptional, motivated circumstances (such as involving local languages expertise), more than one external examiner may be appointed from within South Africa.
- D7.7 To assure the quality of doctoral examination reports, Faculties shall ensure that doctoral thesis examiners recommended for approval by Senate, demonstrate expertise directly relevant to the thesis to be examined; are diverse in composition; from diverse institutions, countries and continents; show evidence of successful doctoral supervision; have an appropriate and established research publication record in accredited data bases; and are appointed at most once in a 3-year period.
- D7.7 Except by permission of Senate, no thesis may be submitted without the written consent of the supervisor or co-supervisor. Such consent does not commit the supervisors to recommend the approval of the thesis for examination.
- D7.8 A thesis must be accompanied by a written declaration on the part of the candidate to the effect that it is their own work and has not been previously submitted to another university or institution.
- D7.9 A thesis shall not be accepted if it has previously been submitted in fulfillment of another degree. Material from publications by the candidate may be embodied in a dissertation or thesis, provided these are appropriately acknowledged.

- D7.10 A Doctoral thesis may be submitted anytime during the year.
- D7.10.1 Any Doctoral candidate who submits on or before the 30<sup>th</sup> November, shall not be liable for the payment of registration fees for the subsequent academic year should there be a delay in the process of examination of the thesis due to the late receipt of external examiners' reports or additional examination processes.
- D7.10.2 Any candidate who submits a thesis after the 30<sup>th</sup> November deadline shall be liable for the prescribed fees in order to register for the subsequent academic year.
- D7.11 Doctoral thesis submitted for examination shall become the property of the University. Examiners shall ensure confidentiality of the thesis submitted for examination.
- D7.12 Thesis examination reports shall be processed as follows:
- D7.12.1 The Examinations Department shall release doctoral theses examiners' reports to the relevant Faculty Dean only after receipt of all three examiners' reports.
- D7.12.2 Upon receipt of the examiners' reports, these shall be presented together with the coordinating examiners' report recommending the examination outcome and amendments to be made (where applicable) to the relevant Faculty Research and Higher Degrees Committee as soon as possible.
- D7.12.3 Where the Faculty Research and Higher Degrees Committee accepts the examination outcome of the thesis being passed provisionally as is; or with amendments to the satisfaction of the supervisor; the three examiners' reports and the coordinating examiner's report with the provisional Faculty examination outcome shall be forwarded to the candidate and his/her supervisor with an invitation to respond to the reports in an oral defence of the thesis. An oral defence shall only be convened once the Faculty Research and Higher Degrees recommends a provisional pass (subject to amendments, if applicable).
- D7.12.4 Where the Faculty Research and Higher Degrees Committee recommends that a thesis be rejected, all examination reports and the Faculty recommendation shall be tabled at Senate for final approval, without any oral defence.
- D7.12.5 Where examiners of a thesis are divided on whether the thesis should be accepted, an additional examiner shall be appointed. The appointment of the additional examiner as arbitrator shall be recommended by the Faculty Research and Higher Degrees Committee for consideration and approval by Senate. The arbitrator shall be provided with the original thesis and all the examiners' reports. The recommendation of the arbitrator shall serve as a casting vote in the assessment of the thesis.
- D7.12.6 The oral defence panel for a Doctoral thesis will be chaired by the Dean (or his/her nominee). The oral defence panel shall comprise: at least two of the external examiners (via video links); an appropriately qualified and experienced member of the Faculty Research and Higher Degrees Committee preferably from the Department or discipline; and one member from another Faculty Research and Higher Degrees committee from a cognate discipline. The supervisor shall be present as an observer in the oral defence.
- D7.12.7 The oral defence panel shall, in making final recommendations on the amendments (if any) and the final results outcome, consider all the reports and amendments (if any) that have been recommended by the examiners; and the student's oral defence. The amendments (if any) shall be effected only after the acceptance/approval of the oral defence panel.
- D7.12.8 For theses that have been examined, all the examination reports (external examiners, coordinating report, oral defence panel recommendations), reports on amendments made (if applicable), and evidence of submission of at least one manuscript to an accredited journal on those theses shall, following their consideration by the relevant Faculty Research and Higher Degrees Committee with a final recommendation, be tabled before Senate, which shall make the final determination on the reports and examination outcome.
- D7.13 The candidate shall submit the final thesis electronically only after approval by Senate. Unless Senate decides otherwise, a successful candidate shall, before admission to the degree:
- D7.13.1 Amend the electronic copy in line with the amendments (if applicable) required by the

- examiners and oral defence panel; and
- D7.13.2 Submit a PDF copy of the final thesis to the supervisor.
- D7.14 On receiving the final thesis, the supervisor must
- D7.14.1 verify that the final thesis submitted by the candidate is a true copy of the approved version (with corrections incorporated);
- D7.14.2 verify that all the preliminary pages, chapters and references are included in the electronic version of the thesis; and
- D7.14.3 forward the final electronic version of the thesis to the Faculty Manager, the Examination Office and the University Library.
- D7.15 A doctoral candidate shall be deemed to not have completed the requirements for conferment of the degree if the final corrected electronic copy of the thesis has not been submitted to the relevant Faculty Manager prior to the closure of the graduation list of the forthcoming graduation ceremony.
- D7.16 In the event of a thesis being rejected by Senate, the decision of Senate is final and there shall be no further appeals. In exceptional cases where an appeal is made to the Vice Chancellor as Chair of Senate, the case may be brought before Senate and considered on procedural but not substantive grounds.

***DB Publication***

- D8.1 If a thesis or an adaptation thereof, is published or otherwise presented, the candidate must state that it originated from her/his doctoral studies at the University.
- D8.2 Candidates shall normally retain the copyright of their thesis, but it is a condition of registration for the degree (unless specifically excluded) that the University shall have the right to publish the thesis in its original or an amended form six months after the award of the degree if the candidate has not himself/herself published it within this period, provided the student remains the main author.
- D8.3 The University shall also have the right to make and distribute facsimile or electronic copies of the thesis, to distribute it in digitized (computer) format, to input the particulars on a bibliographical database, to include the work in summary form in the University's Catalogue of Theses and Dissertations, to allow it to be included in Theses Abstracts International and to be distributed by the publishers of the latter (ProQuest).

# RULES APPLICABLE TO STUDENT LIFE

It is the responsibility of all students to familiarize themselves with all the rules, such as the General Rules, Faculty Rules, and the Rules for Student Discipline, which may apply to them, and also to read all official University Notices.

## SECTION A: STUDENT CODE OF CONDUCT

This Code of Conduct reflects the core values of the University of Fort Hare and should be read in conjunction with the rules and disciplinary codes of the University. The conduct of each student is important for sustaining an environment conducive to freedom of enquiry and the search for knowledge and truth. Hence, the University community requires a commitment from every student to act ethically, respectfully, responsibly and diligently.

<b>PRINCIPLES</b>		
<b>A. Ethical Conduct</b>	Promoting: a) in letter and in spirit the rules of the University and laws of the country b) ethical treatment of people, animals and the environment c) ethical use of resources and property d) ethical practices including fulfilling obligations of teaching, learning, fair and accountable assessment, research and supervision	Preventing: a) plagiarism and all forms of intellectual dishonesty b) favouritism and nepotism c) violation of confidentiality d) abuse of power
<b>B. Respectful Conduct</b>	Promoting: a) human rights and social responsibility b) equity and equal opportunity c) academic freedom and freedom of expression d) trustworthiness e) integrity f) fairness g) courtesy	Preventing: a) discrimination on the basis of race, gender, religion, disability, sexual orientation, health status or any category as defined in the Constitution b) sexual, racial or other forms of harassment c) disrespect for persons and property
<b>C. Responsible Conduct</b>	Promoting: a) transparency b) inclusivity c) accountability d) good practice e) mutual responsibility for maintenance of an ethos and environment conducive to safety, security, health and wellbeing	Preventing: a) misuse of personal and University information and property and the name of the University b) improper financial dealings and improper conflicts of interest c) practices threatening safety, security, health or wellbeing d) actions which impinge on the rights of others

## **GENERAL RULES FOR STUDENT CONDUCT**

- i. Contravention of the Student Code of Conduct amounts to Misconduct as defined in DR 16 and may result in disciplinary action.
- ii. Subject to limitations in the Constitution and the Rules, protest action does not constitute Misconduct.
- iii. A student shall not perform or participate in the performance of, or attempt to perform, or incite, instigate, command, advocate, advise or encourage the performance by any other person of any of the following acts or conduct within the precincts of the University:
  - a) racist or sexist behaviour;
  - b) assaults on or threats to any person;
  - c) disruption of classes, meetings or any other activity of the University, unless such conduct is reasonably directed toward the exercise of the right to assemble, to demonstrate, to picket and to present petitions, peacefully and unarmed;
  - d) bringing weapons or dangerous objects into meetings.
- iv. If any confidential information or matter that relates to the affairs or business (whether academic or otherwise) of the University, or any of its constituent parts, is conveyed, transmitted or otherwise disclosed to a student by any officer or employee of the University, or by any other student in the pursuance of any duty to convey, transmit or otherwise disclose such information or matter, that student shall not further convey, transmit or otherwise disclose that information or matter unless it is in the public interest or is otherwise permitted by law to do so.
- v. A student must, at all times when within the precincts of the University, carry his/her official University student card and produce it when called upon to do so by a member of staff. The card is required to gain access to precincts of the University and is for the sole use of the student to whom it has been issued.
- vi. A student shall not:
  - a) bring any alcoholic beverage within the precincts of the University except with the written permission of the Registrar or, in the case of a hall of residence, the Dean: Student Affairs.
  - b) damage, either intentionally or negligently, or attempt to damage University property.
  - c) smoke in a place where smoking is prohibited by the University;
  - d) within the precincts of the University, have in his or her possession, supply to any other person, consume or be under the influence of any illegal substance which alters behaviour, except for a substance prescribed for that student by a registered health professional.
- vii. No student shall bring into the precincts of the University, or have in his or her possession or control, or supply or dispose of to any person within the precincts of the University, any object which is capable of being used, and is intended by such student to be used, for the infliction of bodily harm.

## **SECTION B: GENERAL RULES FOR ALL STUDENTS**

### **DR 1 Conditional Registration**

- 1.1 Students who are admitted to the University and who sign the registration form and the undertaking therein, will be temporarily registered until their final obligations as set out in the University calendar, are met.
- 1.2 Students whose specified fees are not paid by the due date shall be deregistered and their presence on campus shall be regarded as unlawful.
- 1.3 Interest at the rate of 1.5 percent per month shall be levied on all overdue accounts regardless of whether fees are getting paid by the student or the sponsor.

### **DR 2 Damage deposit**

- 2.1 A student will be required to deposit the prescribed fee to cover any possible damage to or breakage of University property. This deposit must be kept at the prescribed amount throughout

- the student's period of study. If a student does not intend returning the following year, s/he may submit a written claim for refund of any deposit still to his/her credit after the following year's registration period, but before 10 December of that year. Any deposit not claimed by this date will be forfeited.
- 2.2 Where damage is caused to University property and it is impossible to determine individual responsibility, the Vice-Chancellor may, where s/he considers such a procedure just and reasonable in the circumstances, hold all members of the society or a group of students jointly responsible for such damage, in which case the amount chargeable to each student will be pro rata to the total damage to be recovered.

#### **DR 3 University responsibility**

The University shall not be liable for any loss of or damage to the property of a student, or of any property under his/her care, sustained on University premises.

#### **DR 4 Special Rules**

A student is subject to any special rules pertaining to any particular portions of the University property.

#### **DR 5 Student organizations and activities**

- 5.1 Any student organization or student activity is subject to the prior approval of Student Representative Council (SRC) and ratification by the Vice-Chancellor.
- 5.2 Students are prohibited from holding meetings during lecture/teaching times, except with the special permission of the Vice-Chancellor or his/her representative. If and where such permission is granted, the meeting(s) shall not be held in lecture/teaching venues.
- 5.3 Student meetings and rehearsals taking place in the University halls must not go beyond the times when such buildings are closed for security reasons except where permission for such activity has been granted by the appropriate authorities.
- 5.4 If any person(s) not under the jurisdiction of the University wishes to visit the University as guests of any student or student organization, prior consultation with the Vice-Chancellor through the Dean of Students shall be required. The prior consultation with the above stated official(s) must take place within at least three days before the visit of the guests.
- 5.5 While students, clubs and societies may establish magazines, pamphlets and other publications, the University shall not be liable for any damages resulting from such publications.
- 5.6 Students shall not make statements to the media on behalf of the University.
- 5.7 Students serving in the Student Representative Council (SRC) or students who may from time to time be engaged in University-related business or activity shall in respect of their academic work be assisted by academic staff members with particular regard to teaching and learning work covered during the absence of those students on official scheduled SRC/UFH business/meetings. The level of assistance required to be provided in terms of this rule shall not exceed that normally required of academic staff members.

##### **5.7.1 Support in respect of class attendance and tutorials**

- 5.7.1.1 The student (SRC member or other student) must submit an application for leave of absence accompanied by supporting documentation (where available) either before the date of the class/tutorial that s/he is unable to attend or where that was not possible, must submit such application within 48 hours thereafter.
- 5.7.1.2 Upon receipt of the leave of absence application, the Head of Department shall consider and determine whether sufficient grounds exist or existed for the application for leave of absence and if satisfied, shall record the student as being properly absent from the relevant class/tutorial. Accordingly, for the purpose of determining compliance with the DP requirements pertaining to class/tutorial attendance, the student shall not be prejudiced by non-attendance that is supported by proper application for leave of absence.
- 5.7.1.3 The student may consult with the relevant lecturer for the purpose of requesting any material(s) handed out in the class/tutorial while s/he was absent. Upon receipt of such a request, the lecturer shall facilitate the provision of such

material(s) by the departmental/faculty administration office.

- 5.7.1.4 Where the Head of Department is not satisfied that sufficient grounds exist or existed for the application of leave of absence, she or he may decline to recognize such leave of absence as having been properly taken by the student. The student shall have a right of appeal to the Dean of the Faculty within seven days of such refusal.

**5.7.2 Support in respect of practicals**

- 5.7.2.1 The student must submit an application for leave of absence accompanied by supporting documentation (where available) either before the date of the practical that/s/he is unable to attend **or** where that was not possible, must submit such application within 48 hours thereafter.
- 5.7.2.2 Upon receipt of the application for leave of absence, the Head of Department shall consider and determine whether sufficient grounds exist or existed for the application for leave of absence and if satisfied, shall record the student as being properly absent from the relevant practical.
- 5.7.2.3 Accordingly, for the purposes of determining compliance with the DP requirements pertaining to class or tutorial attendance or completion of practical exercises, the student shall not be prejudiced by non-attendance or failure to complete practical exercises wheres/he has submitted to the lecturer evidence of proper application for leave of absence.
- 5.7.2.4 Upon receipt of such leave of absence the lecturer, or where necessary, the Head of Department, shall facilitate the provision/administration of such tests, practicals and/or other exercises or assignments as are necessary to enable the student to satisfy the requirements of a DP. Provided that the requirement for the provision/administration of tests, practicals and/or other exercises or assignments shall not apply in the case of a Department which, for logistical reasons, is unable to comply with such requirement. The Dean of the relevant Faculty shall at the commencement of each academic year publish a list of Departments which, for logistical reasons, are unable to comply with the requirements of this rule.
- 5.7.2.5 Where the Head of Department is not satisfied that sufficient grounds exist or existed for the application of leave of absence, she or he may decline to recognize such leave of absence as having been properly taken by the student. The student shall have a right of appeal to the Dean of the Faculty within seven days against such refusal.

**5.7.3 Support in respect of tests and assignments**

- 5.7.3.1 The student (SRC member or any other student) must submit an application for leave of absence accompanied by supporting documentation (where available) either before the date of the test or assignment that/s/he is unable to write or where thatwas not possible, must submit such application within 48 hours thereafter.
- 5.7.3.2 Upon receipt of the application for leave of absence, the Head of Department shall consider and determine whether sufficient grounds exist or existed for the application for leave of absence and if satisfied, shall record the student as being properly absent from the relevant test. Thereafter, the lecturer shall make alternative arrangements for the student to write either the sick/make-up test in the course (where that is still possible), or where there are no more scheduled sick/make-up tests, the relevant lecturer shall make arrangements for the student to write a special test.
- 5.7.3.3 Where the student foresees that she or he may be unable to meet an assignment submission deadline due to SRC business or other University related engagement or commitment(s) falling within the coverage of this rule, she or he shall apply in writing to the relevant lecturer for extension of time within which to submit the assignment. Where available, the application must be accompanied by supporting documentation. Upon receipt of the student's application, the relevant lecturer shall, in consultation with the Head of

Department, grant an extension for the number of days that the lecturer considers fair and reasonable in the circumstances.

- 5.7.3.4 Where the student, without first submitting an application for leave of absence (accompanied by supporting documentation where necessary), fails to write a test or to submit an assignment on the due date or to comply with the requirements for the completion and submission of her or his practicals in accordance with the deadline determined by the lecturer, due to SRC business or other University-related business such student shall not be entitled to the assistance covered by this rule unless she or he supplies sufficient reasons to the satisfaction of the Head of Department, for her or his failure to obtain prior approval application for leave of absence. The Head of Department may refuse the application to condone the absence where the reasons given by the student are not valid or satisfactory. Provided that where the Head of Department refuses to condone the student's absence, the student shall have a right of appeal to the Dean within seven days of such refusal.

#### **DR 6 Report of absence**

Should a student wish to absent him/herself from the University, it shall be his/her responsibility to notify the Community Coordinator, who shall, in return, report to the relevant academic departments. Students may also report their intended absence directly to their academic departments.

#### **DR 7 Illegal possessions**

- 7.1 Possession and use of dangerous weapons, alcohol or drugs, other than those prescribed by a medical practitioner, is prohibited within the University premises.
- 7.2 Should a student be found in possession of or using dangerous weapons, alcohol or drugs within the University premises, security personnel shall be obliged to confiscate the said objects and in the process may do all that is reasonably necessary to give effect to the provisions of this Rule.
- 7.3 Strict disciplinary measures for example, suspension, expulsion and heavy fines will be taken against any person found in possession of and/or using dangerous weapons, alcohol or drugs on the University premises.

## **SECTION C: GENERAL RULES FOR RESIDENCES**

#### **DR 8 Allocation of rooms**

- 8.1 A student will reside in the room allocated to him/her by the Residence Office or delegated staff member. Residence staff (Accommodation officers and Sub-wardens) are, however, expected to assist the staff in residences in room allocation, e Students may reserve rooms for the ensuing year, such reservations may not be indefinite and the Residence Manager may, at his/her discretion, re-allocate a reserved room to any other student.
- 8.2 Room keys:
- 8.2.1 Where applicable, a student shall obtain the room key from the Accommodation Officer/ Sub-warden, or any person delegated by him/her. This key may not be duplicated.
- 8.2.2 A student must return the room key before leaving the University at the end of semester or upon cancellation of registration. Failure to comply with this rule will mean that the door lock will be replaced at the student's expense.
- 8.2.3 A student who loses his/her own room key must report the matter to the Accommodation Officer and Sub-wardens or the person delegated by him/her, who will be responsible for replacement at a cost to be laid down.
- 8.2.4 All students are expected to register their rooms within 72 hours/ three (3) days of their registration dates, failure to do so, the student will forfeit the room
- 8.2.5 Students registering later than the prescribed dates must indicate and make an

- arrangement with the residence department.
- 8.2.6 Allocation to single rooms shall be based on the availability of space and academic seniority not on the year of arrival at the university.

**DR 9 House Representative Committee**

- 9.1 The students in Residence Halls shall, in accordance with the SRC Constitution, elect a House Representative Committee which shall:
- 9.1.1 without in any way infringing upon the authority of the Common Residence Officials, the Accommodation Office and Residence Assistant assist in seeing that the rules of the Residence are obeyed and that good order and good conduct generally are maintained; and
- 9.1.2 normally be the intermediary between students and residence's staff or the respective University official, without prejudice to the right of the residence's staff or the respective University official to deal directly with a student or with the general body of students in the residence or with the right of a student to approach the Residence Office Accommodation Officer/ Sub-warden or any other University official directly.

**DR 10 Student Responsibility**

- 10.1 Students are responsible for University property in the Residence and in their rooms, and for keeping their rooms neat and tidy. All damage to the University property within a student's room, unless otherwise reported, will be charged to the student.
- 10.2 No furniture or any other items on the stock register shall be removed from a student's room. All missing items per stock register will be charged to the student's account. Any University items brought into a student's room without a permit from the source department/section may render the occupant liable for disciplinary procedures.
- 10.3 Common room and TV room furniture should be handled with care and cushions and chairs shall not be removed.
- 10.4 Students in possession of permitted electrical appliances may connect these to wall plugs only.
- 10.5 No cooking is allowed in the residences except in designated areas. Cooking appliances, particularly items such as stoves, microwaves and refrigerators are not permitted.
- 10.6 No installation, which is likely to cause damage to the building structure, will be permitted. These include antennae, satellite dishes, electric wiring, air conditioners, etc.
- 10.7 Radios, Sound system, TV's and similar devices must not be played so loudly as to disturb other people in residences.
- 10.8 No parties may be held in a student's room, but only in the specially designated areas.
- 10.9 It is a student's responsibility to ensure that a student card is produced whenever it is required by authorities, including when entering the University. Giving or lending of a student card to another student or any other person or outsider for his personal use in or outside the University is strictly prohibited.

**DR 11 Illness and pregnancy**

- 11.1 A student shall report to the Community Co-Ordinator, or the person delegated by him/her when s/he is ill and should contact the Students' Health Services for treatment or formal referral.
- 11.2 A pregnant student may be permitted to remain in residence up to 34 weeks of pregnancy, as prescribed in the policy for pregnant students.
- 11.3 No student will be permitted to stay with a child in a student residence.

**DR 12 Residence occupation**

- 12.1 A student shall leave the residence not later than three days after the final date of examinations, or within three days after cancellation of registration.
- 12.2 A student must vacate the room, remove all personal possessions and leave the University for the duration of the winter and summer vacation. A student shall be permitted to stay in the residences during the short vacations.
- 12.3 A postgraduate student who does not write examinations at the end of the year shall leave the

residence when the University closes. Should there be academic reasons to stay beyond this date, application must be made and approval obtained from the Dean of Students before the University closes. Such an application must be recommended by the Head of Department/Programme Co-ordinator concerned.

- 12.4 No student is permitted to allow another student to 'squat' or lodge in a single room allocated to him/her. Also, only students are allowed to stay in a double room. Non-observance of this rule constitutes a disciplinary offence.
- 12.5 Any swapping of rooms by students without the prior approval of the Dean of Students or Residence Manager is prohibited and, therefore, constitutes misconduct for which a student may be charged in terms of this rule.

#### **DR 13 Residence occupation during summer vacations**

- 13.1 A postgraduate student whose academic year begins earlier than the published commencement date of the academic year, or any other student who is required to be present at the University for a special assignment, or a student who has to write an examination before lectures commence, may reside in a residence only from the date determined by the Registrar or his/her representative, provided that written application is made to the Registrar and written approval is granted in advance. The following conditions will apply:
- 13.2 Lodging and/or boarding fees for the period from date of arrival until the date of departure or registration are payable on arrival by students writing supplementary or special examinations.
- 13.3 Students writing postgraduate examination papers and students who have to report early for selected courses, that is before the residences open officially for senior students, are accommodated free of charge.

#### **DR 14 Outside visitors**

- 14.1 A student may have personal visitor overnight in a residence, but the University shall not be responsible for any injury or loss of property belonging to such a visitor. Students are expected to report the fact that they have visitor(s) to the Community Co-ordinator.
- 14.2 A visitor who is allocated a room in a residence overnight shall pay according to the prescribed tariff after having obtained a visitor's permit from the University security.
- 14.3 Enquiries of an urgent nature must be made through the Community Co-ordinator, Residence Assistant or Residence Attendant.
- 14.4 It is a serious offence for a student who resides in private lodging to make use of the dining halls in the residence other than the Student Centre, or for such a student to move into a residence without written permission from the Residence Manager and without notifying the Fees Section in advance.

## **SECTION D: CAFETERIAS AND DINING HALLS**

#### **DR 15**

In all dining halls and other food outlets, students are bound to abide by the rules as set out by the catering company.

## **SECTION E: RULES FOR STUDENT DISCIPLINE**

#### **PREAMBLE**

The University's discipline philosophy is inextricably wound with its mission to provide high quality education to its students. In the spirit of serving the public good and in furthering education, the University has committed itself to use its Rules primarily as an educative process and not primarily for punitive purposes. At the core of this philosophy is the improvement of behaviour through corrective action. Disciplinary hearings are intended to be inquisitorial rather than adversarial. The goal of the hearing is to uncover the truth through active participation of the Student Discipline Committee (SDC) as opposed to the SDC acting as referee between legal representatives.

The Rules shall, at all times, be interpreted in accordance with the following overarching principles:

- I. The principles of natural justice must be observed. The principle of consistency as an element of fairness and equity must be applied to ensure that like cases are treated alike.
- II. The primary goal of any sanction allowable hereunder is to educate and rehabilitate rather than solely to punish. To give effect to this principle, Council shall cause to be developed a document that will provide a guideline on the use of sanctions in a manner that promotes individual responsibility, corrective justice and consistency (Appendix 1 to the Rules for Student Discipline).
- III. Wherever the Rules refer to the Vice-Chancellor or Deputy Vice-Chancellor, such reference shall include any person nominated by the Vice-Chancellor or Deputy Vice-Chancellor to perform the nominating Vice-Chancellor's or Deputy Vice-Chancellor's duties hereunder on their behalf.

#### DR 16 DEFINITIONS

<b>16.1 "Academic Misconduct"</b>	Academic Misconduct means a breach of academic integrity. It includes, <b>but is in no way limited to</b> , the following: <ol style="list-style-type: none"><li>a) <b>Plagiarism</b>, which is the use of the ideas or material of others without acknowledgement, or the re-use of one's own previously evaluated or published material without acknowledgement (self-plagiarism or text-recycling). In this definition acknowledgement will mean a reference indicating the source of previously expressed ideas or published material, and the details of the publication and self-plagiarism or text-recycling will be the re-use of one's own previously evaluated or published material without acknowledgement or indication thereof.</li><li>b) <b>Collusion</b>, which is co-operation among Students when academic work is falsely presented for assessment as an individual effort by one or more of the Students involved.</li><li>c) <b>Cheating</b> in examinations and assessments, for example when Students copy or allow their work to be copied, give or ask for assistance from another Student without permission, refer to unauthorised notes, books, electronic devices or other reference material, or take part in the assessment pretending to be another Student, or allow another Student to impersonate them.</li><li>d) <b>Fabrication or</b> invention of research, data, evidence, attendance at lectures or presentations, or committing any other misrepresentation relating to scientific or academic work.</li></ol>
<b>16.2 "Gender-Based Violence" or "GBV"</b>	Any act of violence, whether persistent or isolated, directed against any person on the basis of their gender, sex, marital status, or sexual orientation that results in or is likely to result in physical, sexual or psychological harm or suffering and includes but is not limited to intimate partner violence. GBV and associated terms are more fully defined in the GBV Policy.
<b>16.3 "GBV Policy"</b>	The University's policy on Harassment, Sexual Harassment and Gender-Based Violence adopted in September 2019, as amended.

<b>16.4 "Misconduct"</b>	Misconduct comprises behaviour within or without the precincts of the University, or whilst on official business of or representing the university, without just excuse, which <ul style="list-style-type: none"> <li>a) constitutes a breach of the Rules; or</li> <li>b) constitutes Academic Misconduct; or</li> <li>c) constitutes a failure or refusal to obey a lawful order; or</li> <li>d) constitutes conduct that tends to bring the University or any part of it or a member of its staff or a student or any part of its student body into contempt or disrepute; or</li> <li>e) interferes with the governance and proper administration of the University; or</li> <li>f) interferes with the conditions necessary for teaching, learning or research; or</li> <li>g) constitutes a failure or refusal to comply with any punishment or order imposed or made under these Rules.</li> </ul>
<b>16.5 "Notice"</b>	Except as otherwise provided expressly in these rules or as the context demands, notice shall mean written notice and shall be effected either by personal service (hand-delivery), by official student email* or by post to the address furnished by the student to the University or to the student's representative, if there be one. *The University communicates to all students via the official student email address assigned to each student upon registration (studentnumber@ufh.ac.za). This email address is the domicilia of the student and all notices sent to that email address are deemed to have been received upon sending.
<b>16.6 "Rules"</b>	Includes the Statute of the University of Fort Hare, the Institutional Rules, the Student Code of Conduct, the Rules for Student Discipline, the GBV Policy, and all policies, regulations and procedures of the University.
<b>16.7 "Serious Misconduct"</b>	Serious Misconduct includes, but is not limited to: murder, culpable homicide, rape, drug dealing, arson, aggravated assault, possession of a deadly weapon.
<b>16.8 "Student"</b>	Includes any person who was at the time of the misconduct alleged against him or her subject to the student discipline of the University.
<b>16.9 "Student Privileges"</b>	Student privileges include <ul style="list-style-type: none"> <li>a) being or continuing to be or becoming an officer, office-bearer or member of any student council, sub-council, society, club or other organisation or body, whether cultural, sporting or otherwise;</li> <li>b) participating directly or indirectly in the election of any officer or office-bearer of or in the management of the affairs of any such council, sub-council, society, club, organisation or body;</li> <li>c) representing or playing for the University in any sporting, cultural or other activity;</li> <li>d) attending or participating in any student function or activity, whether cultural, sporting or otherwise;</li> <li>e) using all or specified library facilities;</li> <li>f) bringing a motor vehicle into the precincts of the University or any other place under the control of the University; and</li> <li>g) wearing University colours, blazers, ties, badges or other insignia.</li> </ul> <p>Deprivation of Student Privileges shall not include expulsion from a University residence; denial of access to examination results; exclusion from the University for a stated period; expulsion from the University; and withholding or disallowing the conferment of a degree, diploma or licentiate or the award of a certificate.</p>

#### **DR 17 SERIOUS MISCONDUCT**

All Serious Misconduct shall be reported to Campus Protection Services (CPS) who shall report the Serious Misconduct to the South African Police Service (SAPS). Nothing in this Rule precludes any person from reporting a matter directly to SAPS, provided that the matter must also be reported to CPS.

#### **DR 18 APPLICATION**

- 18.1 The Vice-Chancellor is the Chief Disciplinary Officer of the University.
- 18.2 A person shall be subject to the student discipline of the University if he/she -
  - a) is a registered student; or
  - b) has been accepted by the University with a view to his or her becoming a registered student and has been admitted into the premises of the University as such; or
  - c) has been admitted to a University residence or to other accommodation controlled by the University with a view to his or her becoming a registered student or a pre-university student.
- 18.3 The period of registration of a Student, who is not in the final year of study, extends from the date of registration in the one year to the last date of the registration period in the next year in which the Student has to renew his or her registration. This applies if the Student's registration is not cancelled or suspended at an earlier date. In the case of a Student who is a final-year Student the period of registration extends from the date of registration in the final year until the date of publication of the Student's results for that year, unless the registration is cancelled or suspended at an earlier date.

#### **DR 19 VICE-CHANCELLOR POWERS OF SUSPENSION**

- 19.1 In all cases where there is sufficient evidence that a student may be guilty of Serious Misconduct (including, but not limited to damage to property, assault causing grievous bodily harm, rape, sexual assault and sexual harassment), and in any other case where the University considers it to be in the best interests of the University, the Vice-Chancellor or his nominee may suspend the student from the University with immediate effect pending a disciplinary hearing into the matter and for such a period as he/she may consider fit (but no later than the conclusion of any disciplinary proceedings that may be brought against such student in terms of these rules).
  - 19.2 In exercising the powers in 19.1 above, and subject to 19.3 below, the Vice-Chancellor may order the student to do one, or more, or all of the following:
    - i. refrain from attending lectures and classes on any premises occupied by the University or
    - ii. conducted by the University at any place;
    - i. refrain from participating in any activity of the University;
    - ii. refrain from entering the precincts of the University or any place under its control, or any part of such precincts or place;
    - iii. vacate any University residence or any part of any structure under the control of the University;
    - iv. refrain from entering any University residence or any part of any structure under the control of the University;
    - v. refrain from bringing any motor vehicle, motor cycle or other conveyance on to the precincts of the University or any other place which may be under the control of the University; and
    - vi. refrain from performing any act specified by the Vice-Chancellor that relates to the subject of the allegation.
  - 19.3 The Vice-Chancellor shall not make any order contemplated by paragraph 1) of this rule unless he/she has-
    - a) informed the student in person or by Notice of any order that he/she proposes to make in terms of 19.2 and his or her reason or reasons for proposing to make it;
    - b) allowed the student a fair opportunity to controvert that reason or those reasons in person or by submitting written representations to the Vice-Chancellor; and
    - c) given due regard to anything that may have been said or done by the student, in terms of paragraph 19.3(b) to controvert any reason or reasons for the making of such an order:
- Provided that it shall not be incumbent on the Vice-Chancellor, before making such an order, to give such information, or to allow such an opportunity, to the student, if the student, despite all reasonable efforts by the University to ascertain his or her whereabouts, cannot be found, in which event the giving of

the order shall be effected by sending it by email or by post to the address furnished by the student to the University.

- 19.4 In exercising his/her power pursuant to this rule, the Vice-Chancellor or his nominee may consider any recommendations to his/her office from the Dean of Students and/or Deputy Registrar: Governance and Legal Affairs.
- 19.5 Any order made in terms of paragraph 19.1 shall lapse if disciplinary proceedings have not been commenced in terms of these rules within 60 days of its having been made.
- 19.6 Where a student who was suspended pursuant to the immediately preceding rule is subsequently acquitted by a Disciplinary Committee, the Vice-Chancellor shall direct the Dean of Students (and/or Dean of the relevant Faculty) to ensure that, as much as possible, the student does not suffer prejudice in respect of his/her academic studies.

#### **DR 20 DEAN: STUDENT AFFAIRS POWERS OF SUSPENSION**

- 20.1 If the Dean: Student Affairs or Residence Manager is of the opinion that a student may be guilty of misconduct, as defined in these Rules, he/she shall, if he/she considers it to be in the best interests of the University, have the power (subject to the provisions of paragraph 2) of this rule) to order any student to do one, or more, or all of the following:
  - a) vacate that residence;
  - b) refrain from entering that residence;
  - c) refrain from interfering or communicating with any named student who may be resident in that residence.
- 20.2 If the Dean: Student Affairs shall notify the Vice-Chancellor of any order made in terms of paragraph DR20.1 by not later than 72 hours after it has been made. If the Vice-Chancellor does not make an order in terms of DR 19 of these rules within seven days of receiving such notification, any order made in terms of DR20.1 shall forthwith lapse. Any order made by the Vice-Chancellor in terms of DR 19 shall supersede the order made in terms of this Rule.
- 20.3 The Dean of Students or Residence Manager shall not make an order contemplated by paragraph DR 20.1 unless he/she has –
  - a) informed the house committee of that residence, if there is one, by written notice delivered to the Chairperson or Secretary of the house committee, of any order s/he proposes to make in terms of DR 20.1 and his or her reasons for proposing it;
  - b) informed the student in person or by Notice of any order that he/she proposes to make in terms of DR 20.1 and his or her reason or reasons for proposing to make it;
  - c) allowed the student a fair opportunity to controvert that reason or those reasons in person or by submitting written representations to the Dean of Students or the Residence Manager; and
  - d) given due regard to anything that may have been said or done by the student, in terms of paragraph DR 20.3(c) to controvert any reason or reasons for the making of such an order: Provided that it shall not be incumbent on the Dean of Students, or the Residence Manager, before making such an order, to give such information, or to allow such an opportunity to the student, if the student, despite all reasonable efforts by the Dean of Students, or the Residence Manager to ascertain his or her whereabouts, cannot be found, in which event the giving of the order shall be effected by sending it by post to the address furnished by the student to the University.

#### **DR21 DISCIPLINARY PROCEEDINGS**

##### **21.1 Investigation**

- 21.1.1 Whenever misconduct is alleged to be committed or to have been committed, it shall be reported to the Head of Campus Protection Services (CPS) and CPS must forthwith investigate the matter.
- 21.1.2 If any student or University official has reason to believe that misconduct in terms of University rules is being or has been committed, a report, preferably in writing, must be made by the student or university official concerned to the Head of CPS at the relevant Campus or to a person acting on his/her behalf, who must forthwith investigate the matter.
- 21.1.3 The Head of CPS may do whatever is reasonably necessary for purposes of such

- investigation including interviewing and taking statements from any person(s) who may be involved either as a respondent or as a potential witness.
- 21.1.4 On conclusion of the investigation, a report must be submitted to the Legal Office. The Legal Office **will** analyse the report to determine whether there is sufficient evidence to charge an alleged perpetrator.
- 21.1.5 The student shall be entitled to a copy of any written statement received in evidence and to inspect any other documentary or real evidence so received.
- 21.2 Ad Hoc Inquiry by the Vice-Chancellor or Nominee**
- 21.2.1 The Vice-Chancellor or, at his or her request, any senior staff member nominated by him/her, may conduct an inquiry into an allegation of misconduct and, in conducting this inquiry, may summon to his or her aid a member of or two members of the University staff and, where he/she considers it appropriate, a student representative or two or more student representatives: Provided that, where the Vice-Chancellor or the nominee conducting the inquiry summons such a person or such persons to his or her aid, any decision made, and any sentence imposed, in terms of 21.2.4 of this Rule, shall be made and imposed by the Vice-Chancellor or nominee conducting the inquiry, as the case may be, alone.
- 21.2.2 A summary inquiry under this DR 21.2 must occur within 5 days of the student being formally charged.
- 21.2.3 If a student who has been given notice to appear at an inquiry in terms of DR 21.2.1 fails to attend the inquiry, the Vice-Chancellor or nominee may proceed in the student's absence.
- 21.2.4 Ad Hoc Inquiry Penalties**
- If, at the conclusion of any inquiry in terms of paragraph DR 21.2.1 at which the student concerned has been acquainted with the substance of the allegations and information against him or her and been given a fair opportunity to controvert it and to state his or her case, the Vice-Chancellor or Nominee is of the opinion that the conduct of the student constitutes misconduct, he/she may impose one or more of the following punishments:
- i. a warning;
  - ii. a reprimand;
  - iii. a fine not exceeding R800 on each charge subject to a cumulative maximum of R2 400 where the student has been found guilty on more than two charges;
  - iv. deprivation of all or specified Student Privileges indefinitely, or for a stated period, or until compliance with stated conditions;
  - v. exclusion from a University residence for a stated period or until compliance with stated conditions;
  - vi. permanent expulsion from a University residence;
  - vii. a prohibition on entering any University residence.
- Provided that any of the above sentences may, at the sole discretion of the Vice-Chancellor or the Deputy Vice-Chancellor a Dean or the Head of Residence Life conducting the inquiry, be suspended on condition of compliance with certain conditions.
- 21.2.5 The Vice-Chancellor or nominee may order that any or all of the following details of the outcome of the inquiry be published within the University: the University residence (if any) in which he/she resides, his or her faculty, the finding on the charge in question and the punishment.
- 21.2.6 If the Vice-Chancellor or nominee that the matter which is the subject of the inquiry in terms of this Rule is more fitting for disposal by the Student Discipline Committee, he/she shall refer the matter to the Student Discipline Committee for proceedings de novo in terms of these rules.
- 21.3 The Student Discipline Committee**
- 21.3.1 The Vice-Chancellor may direct that any allegation of misconduct may be heard by the Student Discipline Committee.
- 21.3.2 Composition**
- A Student Disciplinary Committee shall consist of the following:
- i) a Chairperson who is an attorney or an advocate, a person who has the necessary

- qualifications to be admitted as an attorney or advocate, or a professor or associate professor of Law, any of whom may be retired, of not less than five years of appropriate experience, who shall be appointed by the Vice-Chancellor;
- ii) one or two members selected by the Vice-Chancellor from the members of Senate;
  - iii) a member selected by the Vice-Chancellor from a panel of four students nominated annually by the Students' Representative Council (SRC) within one month of the taking of office by that SRC; and
  - iv) in cases involving Gender Based Violence (GBV), the GBV policy will be applicable to guide on the composition of a panel for student discipline, and all other due processes.
- 21.3.3** Each member of the Committee shall be entitled to one vote. However, in the event of a deadlock, the Chairperson shall be entitled to a casting vote.
- 21.3.4 Pre-hearing Conference**
- i) Unless a pre-hearing conference appears unnecessary, the Chairperson shall, at any time before the hearing, direct that the University's representative and the Student and/or his/her representative meet to consider, among other matters:
    - i) the simplification and clarification of issues;
    - ii) the stipulation of facts not in dispute;
    - iii) obtaining admissions of particular documents;
    - iv) the production and discovery of documents;
    - v) witnesses to be called by either side.
  - ii) In the case where the Chairperson does not consider a pre-hearing conference necessary, it may still occur by agreement between the University representative and the Student and/or his/her representative.
  - iii) After concluding a pre-hearing conference, the University representative shall issue a record of the agreement reached at the pre-hearing conference which shall be signed by the Student and/or his/her representative.
- 21.4 Representation**
- 21.4.1** A student appearing before the Student Disciplinary Committee or the Disciplinary Appeals Committee may be represented by any member of the academic staff or by any registered student of the University who is not a member of the Student Representative Council (SRC), and, to avoid conflict of interests, who is not a student who is implicated in the case or is summoned to answer charges in the same proceedings.
- 21.4.2** In the case where a student charged before the Committee is a minor, such student shall be entitled to be accompanied by his or her parents or his or her legal guardian.
- 21.4.3** Subject to DR 21.4.5, the Legal Office shall represent the University in any disciplinary proceeding involving students.
- 21.4.4** In the case where a student faces a potential punishment of exclusion from the University for a period of one year or more (not suspended) or a fine exceeding a cumulative maximum of R6000, the Student may, at his or her own cost, be represented by an attorney. Whether a student faces this potential punishment will be determinable from the punishment that the office of the Deputy Registrar: Governance and Legal Affairs intends to propose to the Student Discipline Committee. Where the office of the Deputy Registrar: Governance and Legal Affairs intends requesting such a punishment, it is obliged to inform the Student of that intention.
- 21.4.5** If a student wishes to be represented by an attorney he/she shall lodge an application with the Deputy Registrar: Governance and Legal Services for permission to be so represented. The Deputy Registrar: Governance and Legal Services shall respond to such application within twenty-four hours of the application being lodged with her/him. The Vice-Chancellor may appoint a member of the Faculty of Law of the University or an external attorney to present the University's case against the student.
- 21.4.6** Where legal representation is granted, access to, or the availability of, a particular legal representative shall not constitute grounds for delay in the disciplinary proceedings save in exceptional circumstances.
- 21.5 Procedure, Evidence and Judgement**

- 21.5.1 During the hearing, the Chairperson of the SOC has the sole responsibility to guide the SDC panel when deciding on any question of law, procedure or admissibility of evidence. In deciding any question of procedure not provided for in the Rules for Student Discipline, s/he will not be bound by the formal rules of criminal procedure or evidence applicable in any court of law, but shall be guided by what in his/her judgement is necessary to achieve fairness and justice. This, however, does not preclude the use or rules of criminal procedure and evidence as applied by courts of law if they serve the purpose of justice in the circumstances.
- 21.5.2 Disciplinary hearings shall be held in camera and only those persons who have been specifically summoned/requested/invited by the University to attend shall be entitled to be present. Notwithstanding the provisions of this subrule, in cases involving sexual assault, sexual harassment and/or rape, the complainant may be accompanied by a family member or a person designated by the Dean of Students, for emotional support.
- 21.5.3 A student to be charged before the SOC shall be given not less than ten days' written Notice of the Misconduct with which he/she is charged and of the place and time of the hearing of the matter.
- 21.5.4 A student who has been given Notice shall be obliged to attend the hearing of the matter, but if (he/she) fails to attend the hearing, the Committee may proceed in his or her absence. In such event, however, it shall consider any written representations that he/she may have submitted in his or her defense or in mitigation of punishment.
- 21.5.5 A student who has not been given proper notice may waive compliance with this requirement.
- 21.5.6 All the proceedings of the hearing will be recorded and archived. Recordings of the hearing proceedings will be available upon request. The University is not obligated to provide written transcripts of the hearing proceedings.
- 21.5.7 At the beginning of the hearing the charge or charges against the student shall be put to him or her by the Chairperson or any person presenting the case against the student in terms of this Rule. The student shall be asked how he/she pleads to each charge. In pleading to any charge, the student may, if he/she wishes, add an explanation in elaboration of his or her plea. Should the student fail or refuse to plead to any charge against him, he/she shall be deemed to have pleaded not guilty.
- 21.5.8 If the student pleads guilty, the Chairperson shall question the student with reference to the alleged facts as outlined by him or her or by the person presenting the case against the student (if there be such a person) in order to ascertain whether the student admits the allegations in the charge to which he/she has pleaded guilty, and shall, if satisfied that the student is guilty of the misconduct to which he/she has pleaded guilty, find him or her guilty: Provided that if the student's version of the facts differs materially from the case outlined to him, the Chairperson may enter a plea of not guilty or, with the agreement of the person presenting the case against the student (if there be such a person) find the student guilty on the student's version.
- 21.5.9 If the chairperson is in doubt whether the student is guilty, he/she shall record a plea of not guilty.
- 21.5.10 If the student pleads not guilty, the committee shall receive evidence relating to the charge or charges against the student. Such evidence may take the form of oral testimony or written statements or other documentary or real evidence: Provided that written statements (other than voluntary statements by the student himself) shall not be received in evidence where the truth of their content is in dispute and the Chairperson considers it would be unfair to receive them.
- 21.5.11 Where oral testimony is received, it shall be led by the person appointed to present the case against the student. Members of the committee and the student charged may be permitted by the Chairperson to put questions to any witness who gives such testimony.
- 21.5.12 The student shall likewise have the right to produce or lead evidence or give evidence himself or herself in his or her defense. The person appointed to present the case against the student (if there be such a person) and members of the committee, may be permitted

- by the Chairperson to put questions to any witness called by the student and, if the student himself or herself gives evidence, also to put questions to him or her.
- 21.5.13 On conclusion of the evidence, the person appointed to present the case against the student (if there be such a person) and the student or his or her representative shall be entitled to address the committee, after which the committee shall consider whether the student has been proved guilty of misconduct.
- 21.5.14 If all or a majority of its members are of the opinion that the student has been proved guilty of misconduct, the committee shall find him or her guilty.
- 21.5.15 If the committee finds the student not guilty it may, if the student so requests, publish its finding in the University with or without disclosure of the name or faculty of the student.
- 21.5.16 If the student has been found guilty, the committee may call for or receive evidence relevant to punishment, including evidence of the student's record and general conduct at the University, and shall receive any evidence tendered by the student or his or her representative which, in the opinion of the Chairperson, is relevant to punishment. Thereafter the student or his or her representative and the person appointed to present the case against the student (if there be such a person), shall be entitled to address the committee on punishment, after which the committee shall impose on the student concerned such punishment or punishments that the Student Discipline Committee has the power to impose, as the Student Discipline Committee may deem fit, and inform the student of its decision.
- 21.5.17 The Committee shall submit a written report on the proceedings, the findings, and the punishment or punishments imposed to the Deputy Registrar: Governance and Legal Services.
- 21.5.18 **Student Discipline Committee Penalties**
- a) The following penalties may be imposed by the SDC for Misconduct:
    - i) A written warning
    - ii) Deprivation of all or some Student Privileges for a specified period or an unspecified period
    - iii) Forfeiture of a University appointment and benefits thereof of whatever nature, if there be one
    - iv) Suspension from the University or University residence for a specified period or unspecified period
    - v) Expulsion from University or University Residence
    - vi) The forfeiture of a bursary or loan granted or administered by the University, if there be one
    - vii) Written apology to a specified person or body
    - viii) Re-imbursement for or repair of damage caused by the respondent
    - ix) Payment of an appropriate fine not exceeding R3000.00
    - x) Imposition of an appropriate University community service for a period deemed fit and proper by the Deputy Registrar: Governance and Legal Services, or alternatively, if the said community service is not done properly or to the satisfaction of the Deputy Registrar: Governance and Legal Services, then an appropriate fine not exceeding R3000.00
  - b) The following penalties may be imposed by the SDC for Academic Misconduct:
    - i) An award of zero, or the cancellation any credit obtained, for the assessment wherein the Academic Misconduct was detected
    - ii) Reduction or forfeiture of examination results, final marks, class marks and other forms of credit obtained in examinations, tests or otherwise
    - iii) Cancellation of a qualification that has been improperly obtained
    - iv) Refusal of admission to any or all tests and or examinations at the University.
- 21.6 Appeals and Reviews**
- 21.6.1 There shall be an Appeals and Review Committee Panel.
- 21.6.2 The Appeals and Review Committee Panel shall consist of at least 5 (five) members

- appointed by Council from among the following persons, any of whom may be retired: attorneys or advocates of not less than five years' standing, judges, professors or associate professors of law from this or any other South African university.
- 21.6.3 The members of an Appeals and Review Committee shall be selected by the Vice-Chancellor on an ad hoc basis from the Appeals and Review Committee Panel for the hearing of any appeal or review. The Appeals and Review Committee shall consist of a Chairperson (as designated by the Vice-Chancellor) and two other members.
- 21.6.4 Any course of action ordered by the Student Discipline Committee will remain in force until the outcome of the appeal.
- 21.6.5 Appeal by Student**
- a) Except as provided in DR21.6.5(b) no appeal shall lie against any finding of guilt or punishment imposed on a student in terms of these Rules.
  - b) A student shall be entitled as of right to appeal to the Appeals and Review Committee
    - i) against any finding of guilt by the Student Discipline Committee on the strength of which the Student Discipline Committee has imposed any punishment which has the effect either of unconditionally expelling him or her from the University or of unconditionally excluding him or her from it for a period of a year or more;
    - ii) against any punishment which has the effect either of unconditionally expelling him or her from the University or of unconditionally excluding him or her from it for a period of a year or more or depriving him or her of the privilege of membership in the Student Representative Council.
  - c) A student who wishes to appeal against a finding of guilt or a punishment (or both), in terms of DR 21.6.4(b), shall give written notice to the Registrar of his or her intention to do so within 10 (ten) days of the Student Discipline Committee's having made any order imposing a punishment upon him or her which would entitle him or her as of right to appeal to the Appeals and Review Committee in terms of DR 21.6.4(b).
  - d) Any notice given in terms of paragraph DR21.6.4(c) shall set out concisely the ground or grounds of appeal upon which the student relies.
  - e) No appeal shall be heard by the Appeals and Review Committee unless the requirements of DR 21.6.4(c) and DR 21.6.4(d) have been fully complied with.
    - Provided that the Registrar may, on good cause shown, condone any failure to comply with these requirements.
  - f) If the student so requests, the University shall, within 7 (seven) days of such a request having been made to the Registrar, and where required for the lodging of the appeal, give the student access to the record or part thereof, including a recording, (if there be a record) of his or her hearing before the Student Discipline Committee. For purposes of this Rule, the record may be provided as an audio recording. The cost of transcription of an audio recording shall be borne by the student.
  - g) The Appeals and Review Committee shall hear any appeal in the presence of all its members unless a member is absent without good reason, in which case the ARC may proceed. The decision of the majority shall be deemed to be the decision of the Committee:
    - Provided that the dissenting view and reasons therefor shall be recorded.
    - Provided that, in the case of a deadlock in a 2 (two) member Appeals and Review Committee, the Chairperson shall have the casting vote.
    - Provided further that if any member of the Committee dies or becomes incapacitated before the decision is reached the Committee shall be dissolved and a new Committee shall be appointed.
  - h) The Appeals and Review Committee may call any witness who, and shall be entitled to receive any written evidence which, in its opinion, is necessary for the just determination of the appeal.
  - i) The Appeals and Review Committee shall have the power in any appeal brought in

- terms of DR 21.6.4(b) to uphold, to set aside or alter the finding of guilt and to uphold, set aside or alter any punishment imposed by the Student Discipline Committee.
- j) If the Appeals and Review Committee sets aside or alters any punishment it may itself impose such punishment as the Student Discipline Committee has the power to impose as the Appeals and Review Committee considers appropriate.
  - k) In the event of the Appeals and Review Committee's imposing an increase in punishment, a student shall not have the power to withdraw his or her appeal.
  - l) Any order imposing punishment on a student in terms of these Rules, and any order of suspension made under DR18, shall remain in force until any appeal brought by a student has been disposed of by the Appeals and Review Committee, provided that the Vice-Chancellor may, subject to the imposition of such conditions as he/she may consider fit, suspend the operation of any such punishment or order.
- 21.6.6 **Appeal by University**
- i) The Vice-Chancellor or any person to whom such power has been delegated in terms of DR25 may, within 10 (ten) days of a punishment having been imposed on a student by the Student Discipline Committee, appeal against the punishment imposed on the student.
  - ii) The Vice-Chancellor, or any person to whom such power has been delegated in terms of DR25, shall give notice to the Registrar of his or her intention to appeal within the 10 (ten) day period. The student shall be given Notice of the appeal within 7 (seven) days of receipt of the notice of appeal by the Registrar.
  - iii) Such notice shall set out concisely the ground or grounds of appeal on which the Vice-Chancellor relies.
  - iv) The provisions of sDR 21.6.4(e) to DR21.6.4(l) shall, *mutatis mutandis*, apply in respect of such appeal.
- 21.6.7 **Reviews**
- A student may have any disciplinary proceedings which may have been brought against him or her in terms of these Rules reviewed by the Appeals and Review Committee on the ground that there was a failure of natural justice or any other defect which in law vitiates the proceedings, in which event the provisions of this Rule relating to appeals shall *mutatis mutandis* apply.
- 21.6.8 **External Appeal or Review**
- Recourse to external review or appeal processes is only sanctioned if internal remedies have been exhausted.

## DR 22 SPECIAL DISPENSATION FOR GBV CASES

- 22.1 All cases of sexual and gender related misconduct shall be reported and investigated as directed in the GBV Policy. Any person, both from within the University community or from outside the University community, may make a report of sexual and gender related misconduct on behalf of another person. Reporting of sexual and gender related misconduct is mandatory for all members of the campus community who become aware of such misconduct.
- 22.2 Subject to DR 17, in all cases where GBV is alleged, both the complainant and the alleged perpetrator shall be entitled to the following rights:
- i) to be treated with dignity, respect and fairness;
  - ii) to have their identities kept confidential in as far as reasonably possible, subject to DR22.8 below;
  - iii) to a timely investigation and disciplinary process;
  - iv) to have the complaint investigated in an impartial and trauma-informed manner;
  - v) to have a personal supporter of their choice, either in addition to or the representative allowed in terms of DR 21.4, or in lieu thereof, provided that no person may have more than two people present on his/her behalf;
  - vi) to provide testimony without confronting the opposing party in person, to view testimony provided by the other party, and likewise, to cross-examine;
  - vii) to have the matter mediated if so agreed by the GBV Prevention and Gender Diversity Office and

- both the complainant and the respondent.
- 22.3 Hearing dates, once set and Notice given to the parties, shall not be changed in the case of a respondent who is absent without good and sufficient reason as determined by the Chair.
- 22.4 Unless the complainant opts to appear with the respondent, the complainant and respondent do not appear together in the hearing. Rather, the panel sits in a meeting room while the complainant and respondent wait in separate rooms, with the complainant (and his/her witnesses) being called into the meeting room and the discussion being audio-streamed to the respondent, thereafter, the respondent is called into the meeting room.
- 22.5 Supporting and contextual material such as, but not limited to, photos, cell phone and social media records may be accepted into evidence. The Chair will decide on the admissibility of such evidence where required to do so. More generally, the Chair decides any question on procedure and/or the admissibility of evidence, as well as the acceptability/relevance of any witnesses and other evidential issues that may arise, not being bound by the formal rules of criminal procedure or evidence but rather the dictates of fairness, justice, expeditious finalisation of proceedings and relevance.
- 22.6 The hearing panel first studies the investigation report and may call on the GBV Prevention and Gender Diversity Office for clarification of issues, and may decide in consultation with the parties on issues not in dispute admissions, as may agree on any narrowing of the arguments and witness lists. Thereafter, the panel separately interviews the complainant and the witnesses of the complainant, and then the respondent and the witnesses of the respondent. The person giving evidence or being cross-examined, as well as the complainant and respondent, will be provided with an opportunity to submit questions through the panel, which retains the discretion to reject any inadmissible questions. The panel may request and call further witnesses, any such further testimony will be subjected to the same rules.
- 22.7 Under certain circumstances, in the event that a complainant does not wish to pursue action against an alleged perpetrator in terms of the GBV Policy, the GBV Prevention and Gender Diversity Office may determine whether the University should nonetheless pursue the matter. In making this decision, all relevant information should be considered, including, but not limited to:
- i) any risk to the complainant;
  - ii) any risk or threats to other persons in the University community;
  - iii) circumstances that suggest that there is an increased risk of future acts of GBV from the alleged perpetrator;
  - iv) whether the GBV was perpetrated with a weapon;
  - v) the severity of harm that may result from failure to pursue the matter;
  - vi) the history of the alleged perpetrator with regard to previous complaints of GBV against him/her.
- 22.8 The complainant may, at any time before the day scheduled for the hearing, request in writing to the GBV Prevention and Gender Diversity Office that the complaint be withdrawn.
- i) If the hearing panel is already constituted, the Chairperson of the panel, in consultation with the GBV Prevention and Gender Diversity Office, will consider whether the request is fully voluntary and whether the interests of the University community would be better served by continuing with the hearing. The Chairperson's decision whether to approve or deny the request for withdrawal of the complaint is final.
  - ii) If the Chairperson decides to proceed with the hearing despite a request for withdrawal, the complainant will not be required to participate in the subsequent hearing.
  - iii) If a hearing panel has not been constituted, the GBV Prevention and Gender Diversity Office will consider whether the request is fully voluntary and whether the interest of the University community would be better served by continuing with the hearing.
  - iv) The GBV Prevention and Gender Diversity Office's decision on whether to approve or deny the request for withdrawal of the complaint is final.
  - v) If the GBV Prevention and Gender Diversity Office decides to proceed with the complaint despite a request for withdrawal, the complainant will not be required to participate in the subsequent hearing, in which case the GBV Prevention and Gender Diversity Office will have to rely on other evidence. Alternatively, a request can be made that the complainant provides a written affidavit granting permission to use their statement of complaint as part of the

- proceedings.
- 22.9 The University retains the right to inform the University community of any protective measures instituted (if necessary) as well as of the outcomes of the disciplinary hearing. It also retains the right to publicly disclose the name of the perpetrator when found guilty of the misconduct.
- 22.10 Appeals and Reviews**
- 22.10.1 In addition to DR21.6.5(b) above, a complainant and/or respondent may appeal on the following grounds:
- New information of a substantive nature:** New, significant or relevant information becomes available that could not have been discovered by a properly diligent investigation at the time of the original finding and that may have substantially affected and/or changed the decision of the hearing panel.
  - Substantial disproportionate sanction:** The sanction appears to be substantially disproportionately lenient and/or severe based on the facts of the case, as determined by the Student Discipline Committee.
- 22.10.2 The procedures outlined in DR 21.6 shall apply in relation to GBV cases:
- Provided that the Registrar shall have a discretion to alter any procedure if such alteration is necessary to achieve a just outcome.

#### **DR23 WITHHOLDING OF EXAMINATION RESULTS/CONFERMENT OF DEGREE**

The Vice-Chancellor may order the withholding of the examination results of, or the conferment of a degree, diploma or licentiate on or the award of a certificate to a student against whom there is an allegation of misconduct until the final determination of a hearing in terms of these rules.

#### **DR 24 WITHDRAWAL OF CHARGES**

- The Vice-Chancellor may withdraw any charge which has been brought against a student in terms of these rules at any time before the student has been found guilty.
- If the charge is withdrawn only after the student has pleaded or only after evidence has been received at the hearing, the withdrawal shall have the effect of an acquittal.
- If the charge is withdrawn before the student has pleaded and before any evidence has been received at the hearing, the same or a different charge based on the same or similar evidence may be brought against the student at a later stage if the Vice-Chancellor so authorises in writing.

#### **DR 25 DELEGATION OF VICE-CHANCELLOR'S POWERS**

The Vice-Chancellor may delegate any or all of his or her powers and functions in terms of these rules either generally or specifically to a Deputy Vice-Chancellor or to more than one or all of such officers, and may at any time revoke any such delegation.

#### **DR 26 HINDERING OR OBSTRUCTING PROCEEDINGS**

If a student or any other person hinders or obstructs the hearing of any disciplinary proceedings or fails to obey an instruction given by the person conducting or chairing the proceedings, such person may order his or her removal from the hearing and the proceedings may be continued and brought to a conclusion in his or her absence.

#### **DR 27 REMISSION OF FEES**

A student shall not by reason of any action taken or punishment imposed in terms of these rules have a claim to repayment or remission of tuition or residence fees paid or payable to the University.

#### **DR 28 PAYMENT OF FINES OR PERFORMANCE OF SOME OTHER ACT**

- Whenever the punishment imposed on a student in terms of these rules consists of the payment of a fine or the performance of some other act the Vice-Chancellor may order the suspension of the student concerned from the University or the withholding of his or her examination results or of the conferment of a degree, diploma or licentiate on or the award of a certificate to the student concerned until the Vice-Chancellor is satisfied that the fine has been paid or act performed.
- The Vice-Chancellor shall not issue any order in terms of paragraph DR28.1 unless he/she has

- 28.2.1 informed the student that he/she proposes to issue an order in terms of DR28.1, informed him or her of the particulars of the order and stated why he or she proposes to issue the order;
  - 28.2.2 allowed the student a fair opportunity to make representations why the order should not be issued; and
  - 28.2.3 given due regard to any such representations:
    - Provided that it shall not be incumbent on the Vice-Chancellor, before issuing an order in terms of this rule, to comply with this paragraph if the student, despite all reasonable efforts by the University to ascertain his or her whereabouts, cannot be found, in which event the issuing of an order shall be effected by sending notice of it by post to the address furnished by the student to the University.
- 28.3 The proceeds of any fine imposed in terms of these rules shall be paid into the Student Trust Fund administered by the UFH Foundation.

**DR 29 SUSPENSION OF PUNISHMENT AND PAYMENT OF FINES BY INSTALMENTS**

- 29.1 Any punishment imposed in terms of these rules may be suspended by the authority imposing it, on such terms and conditions as it may consider fit.
- 29.2 The authority which imposes a fine in terms of these rules, or the Vice-Chancellor, may grant permission for that fine to be paid in specified instalments.

**DR 30 RECORDS**

Whenever a student has been charged with misconduct in terms of these rules and the charge has not been withdrawn before the student has pleaded, the finding of and the punishment imposed, if any, by any person or Committee in terms of these rules together with any report on the disciplinary proceedings made by that person or Committee shall be recorded on the student's file.

# THE UNIVERSITY LIBRARY

## VISION

The vision of the Libraries is to provide a level of excellence in its resources and information in support of the University in its drive to regain its status in the academic world as one of the best African higher academic institutions.

## MISSION

The mission of the University Library is:

To provide the University community with access to quality information services and resources in a variety of formats and delivery systems that supports teaching, learning, research and the service mission of the University of Fort Hare

To foster the skills which are necessary for independent lifelong learning thereby contributing to the social, cultural, intellectual and economic development of South Africa.

The Library system consists of three institutional libraries servicing the Alice, the Bhisho and the East London campuses. The Alice Library has over 170 000 volumes of books, periodicals and other materials. Its special collections are housed in the Howard Pim Library of Rare Books which is situated on the ground floor in the Alice library. Promotional materials detailing the facilities and services provided by the Library are accessible through the library web page from the Libguides.

The Library mission is to provide the materials and services to meet the information and research needs of the staff and students of the University.

## LB 1 Definitions

In these Regulations, unless the context indicates otherwise, the word:

- 1.1 "book", According to the Oxford dictionary, a book is written or printed work consisting of pages glued or sewn together along one side and bound in covers. This definition includes pamphlets but excludes periodicals
- 1.2 "borrower", means a member of staff, a student or an external borrower, who is currently registered by UFH Libraries as a person who may borrow Library material subject to Library Rules and Regulations;
- 1.3 "desk", means the main issue desk in the Library;
- 1.4 "external borrower", means a borrower who is not a student or a member of staff, but who is registered by UFH Libraries as a borrower in terms of Library Rules and Regulations;
- 1.5 "Identity card", means a valid Identity card issued by the University of Fort Hare that identifies the individual to whom it is issued as having entered into a contractual relationship with the University as staff or student.
- 1.6 "library", means all the libraries of the University of Fort Hare
- 1.7 "publication", means any book, periodical, document, print pamphlet or similar article;
- 1.8 "Library material", means any document, electronic record, bibliographic item, or multi- media item that has duly been incorporated into the Library stock;
- 1.9 "staff", means employees of the University of Fort Hare;
- 1.10 "student", means a current registered student of the University of Fort Hare;
- 1.11 "user", means any individual admitted into the Library, such admission being authorised at the discretion of the University Librarian;
- 1.12 "University Librarian", means the Library Director/University Librarian of the University of Fort Hare and his/her duly authorised representative.

## LB 2 Library Hours

- 2.1 Library operational hours during term time and short holidays:

**Alice Library:**

Monday - Thursday: 08h30 – 24h00  
Friday: 08h30 –20h30  
Saturday: 08h00 – 16h00  
Sunday: 13h30-17h30

**Howard Pim Africana Library, Alice:**

Monday – Thursday: 08h30 -16h30  
Friday: 08h30 -15h30  
Weekends: Closed

**East London Library:**

Monday, Wednesday & Thursday: 08h00 – 24h00  
Tuesday 09h00-24h00  
Friday: 08h00 - 20h00  
Saturday: 09h00 – 17h00  
Sunday: 12h00 -17h00

**Bhisho Library: During term time**

Monday - Thursday: 10h00-18h00  
Friday: 08h00-15h30  
Saturday & Sunday: Closed

**Library operational hours during long holidays:****Alice Library:**

Monday- Thursday: 08h30 -16h30  
Friday: 08h30 -15h30  
Weekends: Closed

**East London Library:**

Monday - Thursday: 08h00 - 16h30  
Friday: 08h00 - 15h30  
Weekends: Closed

**Bhisho Library:**

Monday - Thursday: 08h00 - 16h30  
Friday: 08h00-15h30  
Weekends: Closed

The Library is closed on public holidays and during official University recesses.

- 2.2 On some occasions the University Librarian or his/her duly authorised representative may, in consultation with the Deputy Vice-Chancellor of the University of Fort Hare, cause the normal hours to be altered. Notices informing users of such alterations shall be posted at the entrance to the Library, and at other places deemed appropriate for communicating with users;
- 2.3 Fifteen minutes before each closing time of a Library session a bell shall ring or an intercom will be used to indicate that users must prepare to leave the Library. Ten, and again five minutes before the closing time of a Library session a bell shall ring or an intercom will be used to indicate that users must leave the Library. Any user who has not left the Library at closing time commits a breach of Library Rules and Regulations.

**LB 3 Use of the Library**

- 3.1 Students, members of staff and external borrowers are admitted to use the Library and may borrow Library material subject to Library Rules and Regulations. The University Director/Librarian may, at his/her discretion, admit other persons to use the Library. Library

- registration for student borrowers is valid only for the duration of issue of the student's identity card, normally one semester or one calendar year.
- 3.2 Any borrower who acts contrary to the provisions of these Rules and Regulations may be suspended from the use of and access to the Library by the University Librarian or his/her duly authorised representative for a period of not more than five days. If the University Librarian or his/her duly authorised representative is of the opinion that the breach of the Rule or Regulation is of such a serious nature as to warrant a suspension of more than five days, he/she shall immediately report such breach to the Deputy Vice-Chancellor of the University by letter. He/she shall only readmit such a borrower to the Library on such date as the Deputy Vice-Chancellor, by written notice to the University Librarian or his/her duly authorised representative, may decide.
  - 3.3 Any user or borrower who, in connection with the use of the Library, commits an offence, whether under Common Law or Statute, shall be prosecuted according to the Law.
  - 3.4 No user shall enter the Library without first putting his/her cellular phone on silence. Any user found talking on a cellular phone inside the Library shall be liable to a spot fine of R\$0.00.
  - 3.5 No user shall raise his/her voice or create any noise or disturbance or smoke, drink or eat in the Library.
  - 3.6 No user who has removed a book or periodical from the shelves for perusal in the Library shall replace such a book or periodical on the shelves, but shall leave it on the table where it has been used.
  - 3.7 No user shall write or make marks on any Library material borrowed from the Library or deface it in any way and anyone returning Library material that has been damaged or defaced with writing or otherwise, shall be held responsible for such damage, unless it has been noted on the computer system at the time of issue.
  - 3.8 No user shall remove or cover over, or attempt to remove or cover over any markings on Library material that identify the material as belonging to the Library. Possession of Library material from which the markings have been removed or where the markings have been covered over is an offence, provided that the user is bringing the material to the University Librarian or his/her duly authorised representative in order to report the discovery of the same.
  - 3.9 Any user caught attempting to illegally remove Library material from the Library, or any user who is found in possession of Library material that has been illegally removed from the Library shall be deemed to have attempted to steal, or have stolen the material, unless the user provides proof to the contrary.
  - 3.10 Any user who finds Library material left unattended outside the Library shall return the material to the Library immediately.
  - 3.11 The University Librarian or his/her duly authorised representative shall confiscate any Library material identified as belonging to another Library and which, in the opinion of the University Librarian or his/her duly authorised representative, appears not to have been legally borrowed by the user who has the material in his/her possession. The University Librarian or his/her duly authorised representative shall contact the Library to which the material belongs in order to establish whether the material was legally borrowed by the user from whom the material was confiscated. If the owning Library confirms that the material was legally borrowed by the user, the material will be returned to the user. If it was not legally borrowed by that user, the University Librarian or his/her duly authorised representative shall return the material directly to the owning Library, and if asked to do so by that Library, shall provide the Library with such information and assistance in identifying and prosecuting the possessor of the material as may be at the University Librarian's or his/her duly authorised representative's disposal.
  - 3.12 It is the responsibility of every user to make him/herself cognizant of the Law of Copyright and such Copyright Regulations as may be applicable in the Republic of South Africa. No user may utilise Library equipment or materials to breach or attempt to circumvent Copyright Law and its regulations, nor shall any user introduce to the Library any materials that are in contravention of the same.

#### **LB 4 Library material**

- 4.1 Library material marked "LIBRARY USE ONLY" shall not be removed from the Library or lent to anyone, but shall be consulted in the Library.

- 4.2 Library material kept in the Short Loan collection of the Library shall be issued to borrowers on production of their Identity card for a period of two hours and such material shall be consulted in the Library only unless otherwise indicated. Such material shall be returned by the borrower at the end of such period and may be issued for a further period provided that there is no demand for the material at the time. If such material is not returned at the end of the period for which it has been issued the student is liable to a fine of R2.00 in respect of every two hours or part thereof the material is overdue, provided that when such a fine reaches a total of R20.00, the student incurs the additional penalty of suspension from the use of the Library.
- 4.3 The replacement cost of any Short Loan material shall be debited to the borrower's account if the borrower fails to return the material within 3 days of the due time. In the event that the borrower subsequently returns the material, the replacement cost of the material shall be refundable, but he/she shall remain liable for the maximum fines and administrative fees payable in terms of the Library Rules and Regulations.
- 4.4 Library material in the Short Loan Collection is identified in the online public access catalogue (OPAC) and such material is borrowed at the Main Issue Desk.

#### **LB 5 Registration as Library User**

- 5.1 Students who wish to borrow Library material from the Library shall, at the beginning of each academic year, after they have been registered as students, must go to the main issue desk to check their library registration status.
- 5.2 Staff members need to register as Library users before they may borrow any material. Staff shall notify the University Librarian or his/her duly authorised representative as soon as is reasonably possible of any changes that are relevant to their registration, including, but not limited to, changes in their academic status, address, telephone numbers etc. Staff shall be required to re-register at intervals as will be determined by the University Librarian or his/her duly authorised representative.
- 5.3 External Borrowers, (persons other than members of staff, who are not students) may be admitted by the University Librarian or his/her duly authorised representative according to his/her discretion and on payment of a fee of R570.00 per year. This fee, may be waived at the discretion of the University Librarian or his/her duly authorised representative who will be guided to reach his/her decision by agreements entered into by the Committee of Higher Education Librarians of South Africa (CHELSA), or any other bodies with which the Library or the University may formally contract. It should be noted that there is a separate fee structure for individual membership of R570.00 per annum and corporate membership of R1500.00 per annum. Proof of address and certified ID copy for external borrowers shall be required for registration of the external borrower.
  - 5.3.1 Loans to external borrowers shall normally be limited to two books, except at the discretion of the University Librarian or his/her duly authorised representative. No Interlibrary Loan facilities will be made available to such borrowers.
  - 5.3.2 A book shall only be lent to an external borrower if such a book at the time is not in regular demand.
  - 5.3.3 Where the external borrower has been registered in terms of agreements with SEALS or Committee of Higher Education Librarians of South Africa (CHELSA), the procedure for recovering the amounts due will be followed in terms of the agreements. If the external borrower loses a book he/she will be liable for replacement costs and administrative charges may be payable.
  - 5.3.4 External borrowers are entitled to borrow books for a period not exceeding two weeks and are subject to the same provisions as in LB.6, 7 and 8 below.

#### **LB 6 Borrowing Library Material**

- 6.1 No borrower shall remove any material from the Library until the transaction has been duly recorded by the Library staff. No material shall be issued on loan during the last ten minutes of a Library session.
- 6.2 The maximum number of individual items that may be borrowed at the same time is set per

- borrower category (e.g. Undergraduate, Masters, Doctoral student, etc.) by the University Librarian or his/her duly authorised representative, with due regard to the availability of library material and the information needs of the borrower as determined by the borrower category. 6.3 Academic staff may borrow a maximum of 20 items from the Library for the duration of 90 days, subject to the provisions of Regulation 6.5 below.
- 6.4 The loan period of an item may be reviewed for a further period at the discretion of the University Librarian or his/her duly authorised representative.
  - 6.5 The University Librarian or his/her duly authorised representative may recall any material borrowed from the library at any time. The item so recalled must be returned on or before the date stipulated by the Librarian.
  - 6.6 No borrower shall lend his/her Identity card to anyone who may loan items in his/her name. No persons shall be relieved of any liability which may be, or may have been, incurred by reason of the misuse or loss of their Identity card. In the event that a borrower ascertains that their card has been lost, he/she shall, as soon as is reasonably possible, report that loss to the Library.
  - 6.7 Anyone borrowing or attempting to borrow material on any borrower's Identity card other than his/her own commits a breach of Library Rules and Regulations.
  - 6.8 No borrower shall lend any material borrowed from the Library to anyone, nor shall any borrower utilise his/her Identity card to take on loan materials on another's behalf.
  - 6.9 A borrower shall be held liable for any loss or damage in respect of any material issued to him in his/her name,
  - 6.10 Any borrower may request that material that is out on loan be reserved for him/her and shall be notified when such material becomes available.

**LB 7 Return of Library material borrowed**

- 7.1 All material loaned to borrowers shall be returned on or before the due date for return.
- 7.2 If a borrower does not return such material after he/she has become liable to a maximum fee of RS0.00, he/she shall, in addition, be liable for there placement cost of the material together with an administrative charge of R25.00. Any such borrower shall, as long as he/she has not complied with the provisions of this Regulation after the fine has become due, be suspended from all use of the Library until he/she has done so.
- 7.3 All material lent to borrowers shall be returned before the end of each academic semester.
- 7.4 No undergraduate student may keep in his/her possession Library material over the end of academic year recess.
- 7.5 Loans to postgraduate students over the end of academic year recess period may, in exceptional circumstances, be approved by the University Librarian or his/her duly authorised representative provided that written, motivated applications for this privilege are submitted by the student, and supported by the Head of the Academic Department to which the student is attached. It will be required of the Department that it shall refund the Library any losses the Library may incur should the Library be unable to recover from the borrower amounts that may come due because of loss or damage to the material.
- 7.6 In the event that material is not returned at the end of the academic semester, and no agreement on the extension of the loan exists between the University Librarian or his/her duly authorised representative and the borrower, the material will be deemed to be lost and the replacement cost of the material shall be charged to the borrower's account. In the event that the material is subsequently returned, the borrower shall be credited with the replacement cost as charged, but shall remain liable for the maximum fine and such administrative fees as are payable in terms of Library Rules and Regulations.

**LB 8 Overdue Library material**

- 8.1 Library material borrowed from the Library is overdue after the borrowing period as prescribed by the Library Rules and Regulations has expired.
- 8.2 The fine for overdue material, except as otherwise stated in these Library Rules and Regulations, is one rand per day for open shelf items, or part thereof subject to a maximum of RS0.00 per item. After such maximum is reached the provisions of Regulation 7.2 apply. The fines vary, from R2

a day for 48-hour loan items, to R2 an hour for Short Loan items

**LB 9 Periodicals**

- 9.1 Unbound periodicals shall not be lent to borrowers and may not be removed from the Library under any circumstances.
- 9.2 Bound periodicals may be lent to Academic Staff and postgraduate students for a period not exceeding two weeks, provided that not more than three volumes of bound periodicals may be in the possession of an individual borrower at any one time.
- 9.3 Current issues of periodicals are made available on the shelves of the periodicals reading room.
- 9.4 Users shall not remove or borrow unbound periodicals from the periodical reading room.
- 9.5 Users shall not remove any printed material from the reading area, whether bound or separated into loose pages that they did not personally bring into the area. Possession of loose pages removed from periodicals is an offence, regardless of whether or not the individual in possession of the same was responsible for the removal.
- 9.6 No user shall be given access to the periodical stacks. The user shall apply at the main issue desk for any periodical held in the stacks. Such periodicals shall be used in the Library and shall be returned by the user to the main desk as soon as he/she has finished using the periodical.
- 9.7 The Periodical Reading Room shall only be used for the perusal of Periodicals.

**LB 10 Inter-Library Loans**

- 10.1 Inter-Library Loan services are available for staff and postgraduate students.
- 10.2 Any user who fails to return on or before the due date any material borrowed on the Inter-Library Loan Service shall be suspended from all borrowing privileges until such time as such overdue publication has been returned and fines paid thereof.
- 10.3 If the use of any publication or other materials is in any way restricted by these Regulations, such restriction shall be made a condition of the loan to the library which borrows such publication from the Library on an Inter-Library Loan and vice versa.
- 10.4 If application has been made for a periodical article under the Inter-Library Loan system and the lending Library is supplying the Library with a photocopy of the article, the applicant shall not pay for the cost of such photocopy and it shall become his/her property.
- 10.5 The University Librarian or his/her duly authorised representative reserves the right to set conditions for the recovery of costs associated with the use of the Inter-Library Loans system, whether from individual users or from University Departments. Currently the post recovery charges for a book loan are R20.00.

**LB 11 Special Materials**

Archival documents, manuscripts, microfilms and microfiches are only available for use in the Library and shall not be removed from the Library.

**LB 12 Howard Pim Africana Library of Rare Books**

- 12.1 Library material in the Howard Pim Africana Library shall not be lent out and shall not be removed from this special Library section. Users of archival or manuscript material shall use only pencil while working in the Howard Pim Library but even pencil should not be used in marking library material. All registered library users and accredited visitors shall have access to material, provided that supervision is maintained at all times. Users are not allowed to browse the shelves of Howard Pim Africana Library. The Librarian will assist with any material requested.
- 12.2 Theses and dissertations may only be consulted in the Library, and may not be borrowed, unless a second copy is available for loan.
- 12.3 Provision is currently being made for a "Knowledge Commons" for post-graduate students and researchers, which is restricted for use by these library users.
- 12.4 Unless otherwise permitted by the Librarian, the Library may not be used by undergraduate students for study or group discussion purposes.

# **ACADEMIC DRESS**

The academic dress for officers of the University shall be as follows:

## **1. CHANCELLOR**

Gown: Black gold with gold silk facings down each side in front and gold silk square collar at the back. The collar and facings are edged with black velvet ribbon and wide gold lace. The gown is edged round the bottom with wide gold lace as is the bottom of each long closed sleeve. The sleeves are trimmed with gold lace bars and gold tassels and with a long vertical band of gold lace. The sleeve openings are edged with gold lace and at the top of each sleeve there is a band of gold embroidery. The gown has a vent at the back for ease of movement and this is also edged with gold lace.

Cap: Black velvet mortarboard with a gold tassel and gold lace edging.

## **2. VICE-CHANCELLOR**

Gown: The same as that of the Chancellor, but trimmed with silver lace instead of gold.

Cap: Black velvet mortarboard with a black tassel and silver lace edging.

## **3. CHAIRPERSON OF COUNCIL**

Gown: Black silk and has facings of the same material edged with 25 mm gold lace which goes round the yoke of the gown at the back and front. The sleeves are square and of the style worn by Presbyterian Ministers(i.e., they are open right down the front from shoulder to bottom) and are of black silk lined with gold silk.

Cap: Black velvet mortar board with a black tassel and gold lace edging.

## **4. DEPUTY VICE-CHANCELLOR**

Gown: Black silk with facings, 150 mm wide down each side in front and a square collar of black velvet at the back. The facings and collar are edged with silver lace 25mm wide and there is a band of the same lace at the bottom of each long closed sleeve. The sleeve openings are edged all round with 10 mm wide silver lace; each sleeve is trimmed with four horizontal bars of black velvet, each 50 mm wide, and each with a 10 mm wide band of silver lace, horizontally through the centre. These bars are placed one above the sleeve opening and three below it.

Cap: Black velvet mortar board with a black tassel and silver lace edging.

## **5. COUNCIL MEMBERS**

Gown: Black stuff, undergraduate style, with gold cord loops {150 mm} and two gold buttons on each side of the yoke in front. No caps.

## **6. REGISTRAR**

Gown: Black Russell Cord with 10cm wide black velvet facings, extended around neck and edge with 25 mm gold lace. Long pointed sleeves caught up with gold cord and the crest of the University.

Cap: Black velvet mortarboard with gold tassel.

## **7. OTHER ADMINISTRATIVE OFFICERS**

Gown: At Graduation Ceremonies, other Administrative Officers are to wear plain black undergraduate gowns if they are not graduates. Those who are Council member are to wear black gowns, undergraduate style, with gold cord loops (150 mm) and two gold buttons on each side of the yoke in front. No caps.

## 8. GRADUATES

### DOCTORATE

- Gown: Undress: The Master's gown with the yoke completely outlined with gold cord, and with a gold cord and button on the yoke of the gown at the back.
- Gown: Full dress: Oxford Doctorate pattern, black silk faced, down each side in front, with gold silk 150 mm wide edged with silk of the colour distinctive of the degree, 25 mm wide, sleeves faced with gold silk.
- Hood: Full shape

Dlitt et Phil, D Theol., LLD, D.Ed, D Com, D Sc (Land Surv), D Phil (SW), D Bibi, PhD Science, D Admin, PhD Agric: Silk of the colour distinctive of the degree, lined with gold and piped with twisted black and gold cord.

Degree colours are:

D Litt et Phil	Ultramarine blue (148) D
Th	Violet (179)
LLD	Cardinal red (186)
D Ed	Old rose (157)
DCom	Rust brown (58)
D Phil (SW)	Kingfisher blue (164) D
Bibi	Pale blue (84)
PhD Science	Silver grey (153) D
Admin	Rose beige (18)
PhD Agric	Emerald green (213)

Cap: Undress: As for Masters

Cap: Full dress: Black velvet mortar board with gold tassel

### MASTERS

- Gown: Oxford MA shape, black stuff or silk and with a small gold button and horizontal gold cord on both sides of the yoke in front.
- Hood: Full shape, black silk lined with gold silk and faced, inside the cowl, with the colour used for the corresponding Bachelor's degree, 75 mm wide (M Cur 7.5 mm wide white band on the inner side of the ruby)
- Cap: Black cloth mortar board with mixed black-gold tassel.

#### Master in Social Policy and Development

Gown: Cap: As for Master of Social Sciences

Hood: Ruby Colour As for Master of Social Sciences

#### M Soc Sc (Development Studies)

Gown: As for Masters of Social Sciences

Hood: Full shape black polyester cashmere hood; lined bottle green satin, faced inside 1.5 Rust Brown Polyester Cashmere; 1.5 Saffron polyester cashmere; Neckband bottle green satin inside and black polyester cashmere outside with a loop.

Cap: As for Master of Social Science

#### Master in Public Administration

Gown: As for Master of Administration

Hood: Saffron (gold silk), Rose beige (as for B. Admin) with white lining (band)

Cap: As for Master of Administration

#### MA Human Rights

Hood: Full shape black Polyester Cashmere hood, lined saffron satin faced 75mm cardinal red polyester cashmere with silver grey ribbon 5/16" wide "ext to saffron satin. Neckband cardinal

red polyester cashmere inside and black polyester Cashmere outside.

#### **M Phil Degree in Environmental Studies**

Hood: Same as for the MSc Geography except that a green cord is sewn onto the hem of the hood.

#### **HONOURS BACHELORS**

##### **B Ed (Hons)**

Gown: Black stuff, with pointed sleeves, slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons.

Hood: Simple shape, black silk faced to a depth of 100mm with gold (54) silk and bound over the anterior side with silk, 25mm wide inside the anterior side and 12 mm wide outside, the colour distinctive of the degree, viz: old rose (157) with an addition down the anterior side of a gold cord 5mm wide.

Cap: Black cloth mortar board with mixed black-gold tassel.

##### **LLB**

Gown: As for BA

Hood: Simple shape, black silk lined with gold and bound over the anterior side with silk, 75 mm wide inside and 12 mm wide outside, of the colour distinctive of the degree, viz,: LLB Cardinal red (186)

Cap: As for BA

##### **B.HS IN HMS (Hons)**

Gown: As for BSc

Hood: Simple shape, black silk faced to depth of 100mm with gold silk bound over the anterior side silk, 25mm wide inside the anterior side and 12 mm wide outside, the color distinctive of the degree. The band will be Gunmetal grey (as per faculty of science) with the inside of the hood being bottle green.

#### **HOOD: ALL 4 year degree**

Hood: Simple shape, black silk faced to a depth of 100 mm with gold (54) silk and bound over the anterior side with silk, 25 mm wide inside the anterior side and 12 mm wide outside, of the colour distinctive of the degree, viz:

B Soc Sc (Social Work) Kingfisher blue (164)

B Bibi Pale blue (84)

Cap: As for BA

#### **UNDERGRADUATES**

##### **BA, B Juris, B Proc, B Theol, B Agric, B Sc, B Com, B Admin**

Gown: Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons.

#### **HOOD: ALL 3 year degrees**

Hood: Simple shape, black silk faced to a depth of 100 mm with gold (54) silk and bound over the anterior side with silk, 25 mm wide inside the anterior side and 12 mm wide outside, of the colour distinctive of the degree, viz:

B Agric	Apple green	3 year degree
B HS in HMS	Bottle green	3 year degree
BA	Ultramarine blue (148)	3 year degree
B Th	Violet (145)	3 year degree
B Sc	Silver grey (153)	3 year degree
B Soc Sc (Com)	Red (186)	3 year degree
B Applied Com	Red (186)	3 year degree

	B Soc Sc (HRM)	Terra Cotta (133)	3 year degree
Cap:	Black cloth mortar board with mixed black-gold tassel		
<b>B Soc Sc, B Applied (Comm), B Soc Sc (SW), B Bibi, B Soc Sc (HRM)</b>			
Gown:	Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons		
<b>BSc Agric</b>			
Gown:	Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons		
Hood:	As for BAgric, but bound with emerald green (213) silk, 50 mm wide inside and 12 mm wide outside.		
Cap:	As for BA		
<b>B Ed</b>			
Gown:	Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons		
Hood:	Simple shape, black silk faced to a depth of 100mm with gold (54) silk and bound over the anterior side with silk, 50mm wide inside the anterior side and 12.5mm wide outside, of the colour distinctive of the degree, viz: old rose (157).		
Cap:	Black cloth mortar board with mixed black-gold tassel.		
<b>BA (Fine Arts)</b>			
Gown:	Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons		
Hood:	Simple shape, black faced to a depth of 100 mm with gold (54) silk and bound over the anterior side with silk, 25 mm wide inside the anterior side and 12.5 mm wide outside, and with 25 mm wide band of the colour distinctive of the degree viz.: BA (Fine Arts) White 4 year degree		
Cap:	As for BA		
<b>B Cur</b>			
Gown:	Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons		
Hood:	As for BA but bound over the anterior side with ruby silk 50 mm wide and 12.5 mm wide outside and with a white band 7.5 mm wide inside the 50 mm ruby silk.		
Cap:	As for BA		
<b>POST GRADUATE DIPLOMA/CERTIFICATES</b>			
<b>Post Graduate Diploma in Human Rights</b>			
Hood:	Simple shape Black. Polyester Cashmere hood edged 1' Inside anti 1/" outside Cardinal Red Polyester Cashmere faced 4"Saffron Ribbon. Braided Silver Grey Cord and Cardinal Red Cord.		
<b>Post Graduate Diploma in Higher Education Teaching</b>			
Hood:	Full shape black Polyester Cashmere hood, lined saffron satin and faced 75mm Old Rose Polyester Cashmere with a band 7.5mm wide Black Ribbon next to Saffron Satin. Neckband Old Rose Polyester Cashmere inside and black Polyester Cashmere outside.		
<b>Post Graduate Diploma in Archives and Records Management</b>			
Hood:	Full shape black polyester cashmere hood, lined saffron satin and faced 75mm pale blue polyester cashmere with a band 7.5mm wide black ribbon to saffron satin. Neckband pale blue polyester cashmere inside and polyester cashmere outside. Braided silver grey and pale blue cords.		

**PGCE**

- Gown: stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons
- Hood: Simple shape, black silk faced to a depth of 100mm with gold (54) silk and bound over the anterior side with silk, 150 mm wide inside the anterior side and 40mm wide outside, of the colour distinctive of the degree, viz old rose (1S7)
- Cap: No cap

**Advanced Certificate in Education**

- Gown: Black stuff, with pointed sleeves, slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons.
- Hood: Simple shape, black silk faced to a depth of 100mm with gold (54) silk and bound over the anterior side with silk, 150mm wide inside the anterior side and 40mm wide outside, of the colour distinctive of the degree, viz: old rose (157)
- Cap: No cap

**National Profession Diplomas in Education**

- Gown: Black stuff, with pointed sleeves slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons
- Hood: Simple shape, black silk faced to a depth of 100mm with gold (54) silk and bound over the anterior side with silk, 45mm wide inside the anterior side and 12.5mm wide outside, of the colour distinctive of the degree, viz: old rose (157).
- Cap: No cap

**Advanced Certificate in the Clinical Management of HIV & AIDS**

- Gown: Black stuff, with pointed sleeves, slit from shoulder to wrist, gathered together at wrist with small gold cord and two buttons.
- Hood: Black bounded with red and maroon, with yellow and white inside.

# **FEES PAYABLE TO THE UNIVERSITY**

Direct Deposit or internet payments can be made into the following account:

Bank: Standard Bank

Branch: Alice

Branch Code: 05 0119

Account Name: University of Fort Hare

Account Number: 28 210 1357

Reference: Student Number

## **CORRESPONDENCE FOR STUDENT AND DEBTORS**

All correspondence on fees should be addressed to the following contact details. Please quote your student number/admission number in all correspondence.

### **Contact Details:**

Student Accounts: ALICE

[lthengani@ufh.ac.za](mailto:lthengani@ufh.ac.za) - 040 602 2405

[Nmazinyo@ufh.ac.za](mailto:Nmazinyo@ufh.ac.za) - 040 602 2282

[ile@ufh.ac.za](mailto:ile@ufh.ac.za) - 040 602 2351

[SNtsomi@ufh.ac.za](mailto:SNtsomi@ufh.ac.za) - 040 602 2351

Student Accounts: East London

[bmlahlwa@ufh.ac.za](mailto:bmlahlwa@ufh.ac.za) - 043 704 7119

[bboti@ufh.ac.za](mailto:bboti@ufh.ac.za) - 043 704 7007

[Ntsibani@ufh.ac.za](mailto:Ntsibani@ufh.ac.za) - 043 704 7224

[AXeke@ufh.ac.za](mailto:AXeke@ufh.ac.za) - 043 704 7582

## **CORRESPONDENCE FOR FINANCIAL AID, BURSARIES AND LOANS**

Financial Aid: Alice

[nmxotwa@ufh.ac.za](mailto:nmxotwa@ufh.ac.za) - 040 602 2751

[ksinxo@ufh.ac.za](mailto:ksinxo@ufh.ac.za) - 040 602 2738

[gxamza@ufh.ac.za](mailto:gxamza@ufh.ac.za) - 040 602 2399

Financial Aid: East London

[nmnwana@ufh.ac.za](mailto:nmnwana@ufh.ac.za) - 043 704 7311

[amgidi@ufh.ac.za](mailto:amgidi@ufh.ac.za) - 043 704 7311

Financial Aid: Bursaries Alice

[mmlilo@ufh.ac.za](mailto:mmlilo@ufh.ac.za) - 040 602 2524

Financial Aid: Bursaries East London

[nmanqane@ufh.ac.za](mailto:nmanqane@ufh.ac.za) - 043 704 7255

### **Student Fees and Debtors Consultation Hours:**

Students who are not on campus are encouraged to schedule appointments using the above-mentioned contact details

Monday to Thursday:

08h30 to 13h00 & 14h00 to 15h30

Friday:

08h30 to 13h00

## **F.1 FEES**

Fees are determined by the University Council each year and are subject to revision without notice.  
Students with outstanding balances on their accounts:

- will not be permitted to graduate
- will not receive examination results
- will not receive an academic transcript
- Will not receive degree certificates
- will not be permitted to re-register
- will not be allowed into residences
- will be charged interest on outstanding accounts
- will be handed over to a debt collection agency for collection

### **1.1 Application Fee -Admission**

- (a) Non-refundable application fee of R120 to accompany all applications for admission by new students payable on or before the 30 September.
- (b) Non-refundable application fee to accompany all late applications for admission by new students after 30 September for any undersubscribed qualifications, as informed by the faculties: R 300.00.

### **1.2 Minimum Initial Payment (MIP)**

- (a) Before any student is permitted to register at the University, the University requires such a student to make a Minimum Initial Payment (MIP) of R3500 towards tuition.
- (b) All residence students are required to pay an Indemnity Fee of R 500.00.

#### **International Students**

- (c) International students with scholarships with scholarships can provide their confirmation letters from the sponsors. The Financial Aid office will verify the sponsors.
- (d) Self-Funded international students will have to pay their fees in full before being allowed to register.
- (e) Other self-funded international students who have debt outstanding will not be allowed to register until they settle their debt in full and pay their fees for the current academic year in full.

### **1.4 Registration Fees**

Upon registering all students will be charged the following:

- a) Registration Costs R550.00
- b) Student ID card: R80.00
- c) Late registration fee R700.00
- d) Student levy R2 000.00
- e) Student levy (part time students) R1000.00

### **1.5 Settlement of outstanding accounts**

1.5.1 Detailed statements will be sent out to all students from April onwards. The statements will be sent monthly to the students reminding them of the monies owed to the University. If payments are not made by the due dates, notifications will be sent to students as per method(s) listed in 1.5.3.

1.5.2 It is the responsibility of the student to make enquiries should he/she not receive any statement of account. The fact that a statement has not been received will not be accepted as a reason for failure to settle outstanding fees owing to the University by the due date.

1.5.3 The methods to be used for reminding the students of their outstanding fees are:

- a) Emails;
- b) Short Message Services (SMS); or

- c) telephone calls

#### 1.6 The collection cycle

- 1.6.1 The collection cycle is triggered by the student registration process for each academic year.
- 1.6.2 There are four phases in the collection cycle namely;
  - a) the registration collection period
  - b) interim collection period
  - c) final collection period
  - d) over-due collection period
- 1.6.3 The collection periods are aligned to specific dates by which date a percentage of the fees must be paid. Details of dates and percentage of fees to be paid in any given year are stipulated in the annually updated general prospectus.

Registration collection period: 1 <sup>st</sup> Jan- to close of registration period	Interim collection period: 1 <sup>st</sup> March- 30 <sup>th</sup> June (50%)	Final collection period: 1 <sup>st</sup> July- 30th November (100%)	Over-due collection period: 1 <sup>st</sup> Dec
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#### Registration Collection Period

- 1.6.3.1 The registration collection period is the primary collection period to collect outstanding debt or a commitment to pay outstanding fees.
- 1.6.3.2 During this period students with outstanding fees from the previous year/s or students not owing in previous year but do not have the minimum initial payment at registration or have part registration fees will approach Student Fees and Debtors Office (SFDO) for financial assessment.
- 1.6.3.3 The credit controllers will apply prudent debt management practice and risk management principles on all payment arrangements.
- 1.6.3.4 Additional debt management processes will be applied with students who have made prior fee payment agreements which have defaulted and where students have failed to engage with SFDO regarding their overdue fees. The registration period starts in the first week of January or any other period as communicated by the Office of the Registrar to the close of registration period. The registration period may be extended by the Registrar's Office.

#### Interim Collection Period

- 1.6.3.5 During this period all students that do not fall into the category of the bursaries and loans administered by the Financial Aid office and fee-paying arrangements are required to have paid at least 50% of their fees by the end of June.
- 1.6.3.6 Failing to pay 50% of fees renders the account overdue for the value.

#### Final Collection Period

- 1.6.3.7 During this period all students that do not fall into the category of the bursaries and loans administered by the Financial Aid office and fee-paying arrangements are required to have paid 100% of their fees by the end of November.

#### Overdue Collection Period

- 1.6.3.8 During this period all students that owe fees that do not have fee-paying arrangements are overdue and in arrears.

#### 1.7 Payment of Fees

##### Reimbursement/Refund of tuition fees

- 1.7.1 A refund maybe requested when the student account is overpaid and reflects a credit balance derived by cash, credit/debit card, debit order, persal or by a non-University managed bursary.

- 1.7.2 When refunds are processed the following documentation and information is required:
- 1.7.3 the payee must formally request the refund in writing;
- a) the refund request must clearly state who the recipient of the refund is going to be;
  - b) proof of payment and or sponsor letter authorising such a refund must be included;
  - c) copy of student card/identity document;
  - d) bank verified bank details must also be supplied
  - e) Consent letter from a parent/guardian/fee payer
- 1.7.4 Tuition fees are reimbursed according to scales determined by the University management, if approved, or on a merit basis. Any refund on fees overpaid must be made to the person who made the payment or unless instructed in writing to refund the student.
- 1.7.5 For donor funded students, a letter from the donor is required confirming that the University can refund the student.
- 1.7.6 Refund of tuition fees can be approved on the following grounds:
- a) Death of a student;
  - b) Illness confirmed by a medical certificate and Faculty Managers;
  - c) Transfer to another educational institution (confirmed by the institution);
  - d) A course or subject not offered subsequent to registration or enrolment;
  - e) Subject clashes due to a change in the class timetable;
  - f) Where the programme enrolled for is already full and tuition fees have been paid.
- 1.7.7 The student will be refunded subject to the following conditions:
- g) The student collects the refund forms from the SFDO and makes a written application for the reimbursement based on the approved criteria and submit to the SFDO for approval and payments.

#### **Fee Payment Agreements**

- 1.7.8 The fee payment agreements shall be approved or rejected by the Finance Director or CFO after considering the factors as presented by the Manager – Student fees.
- 1.7.9 The Student Fees and Debtors will ensure that decisions to approve fee payment agreements are carried out in accordance with this procedure.
- 1.7.10 The payment agreements must be in line with the Debt Management Policy.
- 1.7.11 Fee payment agreements may be made at any time during the collection cycle of each year.
- 1.7.12 Students owing fees in the final collection period of the previous year is used as a projection of students that may need to make fee payment agreements in order to register in the current academic year.
- 1.7.13 The Manager – Student Fees and Debtors will take responsibility for collecting the student fees on the approved fee payment agreements.

#### **Pre-requisites to approve a fee payment agreement**

- 1.7.14 Documents required from the person taking responsibility to pay the fees and sign the fee payment agreement
- a) Latest payslip
  - b) Latest 3 months bank statement
  - c) Copy of ID
  - d) Proof of address
  - e) Signed debit order/personal deduction authority
  - f) Signed acknowledgement of debt.

#### **Approval of fee payment agreement**

- 1.7.15 Whilst the other factors are taken into consideration, the main criteria for approval of a fee payment agreement are:
- a) The stability of employment of the person signing the fee payment agreement.
  - b) And the affordability of the person to pay the agreed instalments.
  - c) In the event that the main criteria are not met for the approval of a fee payment

agreement the arrangement is rejected and the student referred to Financial Aid.

**1.7.16 Other factors influencing the decision for approval of fee payment agreement**

- d) Past payment history of the student from the 1st registration date.
- e) Source of funds and frequency of funds paid.
- f) Conduct of previous payment arrangements, if any.
- g) Level and year of study.
- h) Academic performance

**1.7.17 Financial Concessions**

- a) For financial concession, Student Fees and Debtors Office will be guided by the Management Executive Committee (MEC) at the time of registration for first or second semester in line with the University's enrolment strategies at the time.
- b) Financial Concessions are limited to one Academic Year (First or Second Semester)

**1.8 Discounts**

- (a) Settlement of 100% of all fees during registration 10%
- (b) Settlement of 75% of all fees during registration 5%

**1.8.1 Second Child Discounts**

A discount is granted on tuition fees only for every additional child registered at the University.

A discount for every additional child registered ..... 10%

**1.8.2 Fee waiver**

In order to attract, reward and retain top performing students the University offers following fee waivers on tuition to such students, subject to their funders granting approval:

**1.8.3 New Undergraduates**

- (a) 34 to 38 Merit points .....R 3 500.00
- (b) 39 to 42 Merit points .....R 4 500.00
- (c) 43 to 47 Merit points ..... R 5 500.00
- (d) 48 to 100 Swedish points .....Full tuition

Points	% Obtained in Grade 12
8	90%+
7	80% to 89%
6	70% to 79%
5	60% to 69%
4	50% to 59%
3	40% to 49%
0	30% to 39%

In order for a first-year student to qualify for the above fee waivers, they need to meet the following criteria :

- (a) Must have obtained the minimum as stated above.
- (b) Must have matriculated not more than 5 years prior to registration.
- (c) Must be either South African Citizen or international students.
- (d) May be a non-South African citizen who pays for their own fees.
- (e) Must be studying full time
- (f) Must submit a certified copy of their matric results to the Student Accounts department before the 31 March each year.
- (g) Their funders must grant approval for such fee waivers.

**NB:** Only the top six results are taken into consideration for the above.

#### **1.8.4 Current Returning Undergraduates**

- (a) 75 to 80 - 50%
- (b) 81 to 84 - 55%
- (c) 85 to 89 - 60%
- (d) 90 + - 100%

In order to qualify for the above waivers a student will have to register for credits constituting a full load.

Fee waivers to be used to reduce any existing student account balances. Where the fee waiver results in a credit in a student account these will be considered for cash payments once the student has completed their degree in line with the procedures for refunding students.

In order for a student to qualify for the above award, they need to meet the following criteria:

- Both South African citizen or international students.
- May be a non-South African citizen who pays for their own fees
- Must obtain an average of 70% and above for all subjects
- Must have passed all their modules and should therefore have not failed a single module with a minimum of 100 credits registered in the previous academic year.
- The award is purely for students doing their first undergraduate qualification. No post graduate qualifications will be considered. This includes PGDip Ace, PGCE and LLB Post Graduate Stream.
- The fee waiver is only awarded to returning students based on their previous year's results.
- Should a student skip a year or return after a period of longer than a year, then that student will be required to submit a motivation in order to be considered for a fee waiver.

All qualifying students who meet the said criteria as stated above will have the fee waiver processed in their student fees account.

Where students have completed their studies and do not owe the University, they will receive the fee waiver as included in their student refunds into the bank accounts.

### **1.9 Method of Payment**

#### **1.9.1 Payment via M65**

The preferred method of payment is via the M65 form which is obtainable at any branch of Standard Bank or from the cashiers' office at the University's campuses. In order to ensure prompt credit of payment students are encouraged to use this method of payment and ensure that their student number is reflected on the deposit slip.

#### **1.9.2 Direct deposits/internet payments**

Direct deposits/internet payments can be made into the University's bank account at *Standard Bank, Alice, Branch Code 050119; Account Number 28 210 1357*. The student number must be used as the reference when using this method of payment.

#### **1.9.3 Debit and credit card payments**

Debit and credit card payments for student fees are accepted and payments can be made via the cashier's office by the card holder.

#### **1.9.4 International payments**

Where payment is being made for students from outside the rand currency area, payment must be made by telegraphic transfer into the University's bank account at Standard Bank, Alice; Branch Code 050119; Account Number: 28 210 1357 swift address, SBZAZAJJ.

To avoid the possibility of a payment not being timeously credited to the correct student fee account, it is essential that the student name and student number are entered on the deposit slip/telegraphic transfer. Please fax a copy of the deposit slip/transfer to the Fees Office, University of Fort Hare (040) 653 1789.

#### **1.9.5 Cheques**

Only Bank guaranteed cheques will be accepted by the cashier. Post-dated cheques will not be accepted. A R150.00 administration fee will be charged on all unpaid cheques and this amount will be debited to the student's fees account. In addition to this the students account will be flagged not to receipt cheques in future and the drawer will be required to make an alternative payment within 7 days of being notified of the cheque being unpaid.

#### 1.9.6 Debit Orders

The University is in the process of reactivating the Debit order payment system. You are however advised to see the HOD: Student Accounts should you wish to make a monthly payment arrangement to settle your fees before the 31 March

### 1.10 Outstanding Fees

- 1.10.1 A student may not renew his/her registration unless his/her fees for the preceding year, or years have been paid in full
- 1.10.3 Students who have outstanding fees, fines, interest or dues will not be awarded degrees or diplomas in June if any amount is outstanding by 1 April
- 1.10.4 A student whose fees are not paid by the due date, and who has not produced evidence of receipt of bursary/scholarship/loan will be excluded from attendance at classes or from a residence unless arrangements have been made with the Student Fees and Debtors Manager
- 1.10.5 A student must check his/her fee account on a regular basis. This is especially important prior to year-end. Various charges may be debited to fee accounts if the student has not settled in full. Student may access their accounts via Student-On-Line.
- 1.10.6 No examination results will be released until all fees have been paid. A student or a past student will not be issued with a transcript of his/her results until all fees have been paid. A student will not be entitled to graduate or to receive a diploma or certificate unless all fees have been paid.
- 1.10.7 Where a student has prior outstanding fees, payments received will be allocated to clear unpaid interest first, followed by the oldest debt.
- 1.10.8 Where a student has been appointed by the University to work as a tutor or any other work, 60% of such remuneration will go towards the student account until such time that the account is settled in full.

### 1.11 Credit Balances

- 1.11.1 All fees due to the University are a first charge on any scholarship, bursary or loan granted by the University or paid to the University from other sources for the benefit of the student. If the total bursary/scholarship exceeds fees due, the balance may be drawn by the student after July 31<sup>st</sup> if the University has received payment of the bursary, and if this is part of the sponsorship agreement. Sponsors are required to provide written authorisation for refunds of credit balances to students.
- 1.11.2 A student to whom an advance is to be made, or to whom residual funds are to be disbursed is required to furnish the Fees offices with details of a valid bank account to which the monies owing would be paid through electronic transfer. Unless bank details are supplied as requested any bank charges incurred for drawing cheques will be debited to the student's fee account. The University furthermore does not take responsibility for incorrect banking details being supplied or errors that may occur when effecting such electronic payments.
- 1.11.3 A period of 14 days from the day on which a payment is credited to a student account shall elapse before any refund is affected to a student.
- 1.11.4 Student identity cards must be produced to the Fees office and cashiers office when withdrawals or refunds from fee accounts are requested.
- 1.11.5 Any case which is not provided for in these rules will be subject to the ruling of Council.
- 1.11.6 Credits resulting from fee waivers shall not be refunded to students.

## **F2 CANCELLATIONS, WITHDRAWALS AND REMISSIONS**

### **2.1 Cancellation of Registration**

- 2.1.1 Students wishing to cancel their registration must do so in writing by completing the "Registration Cancellation Form" and emailing it to the Manager: Student Administration.
- 2.1.2 A reduction on the tuition and residence fees may be considered in special circumstances depending on whether the notice of intention to discontinue studies is received:
- SEMESTER 1
    - Cancellations from **01 Jan**-30 March: 100% fees back.
    - Cancellations from 01 April - 30 June: 50% fees back
    - Cancellations from 01 July- 31 December: No credit.
  - SEMESTER 2
    - Cancellations from 01 January- 31 July 100% fees back
    - Cancellations from 01 August - 31 August 50% fees back
    - Cancellations from 01 September- 31 December: No credit.
- 2.1.3 A student whose registration has been cancelled as a result of disciplinary measures taken against him/her, will not qualify for any reduction in fees.
- 2.1.4 No reduction in fees will be considered for students who are charged the composite fee for any degree if they cancel individual courses or modules without cancellation of registration.

### **2.2 Withdrawal from individual courses**

- 2.2.1 When students withdraw from individual courses of a minimum duration of one semester, any fee reduction is dependent upon the date of withdrawal.
- i) SEMESTER 1
    - Cancellations from 01 January – 30 March: 100% fees back.
    - Cancellations from 01 April - 30 June: 50% fees back
    - Cancellations from 01 July- 31 December: No credit.
  - ii) SEMESTER 2
    - Cancellations from 01 January – 31 July: 100% fees back
    - Cancellations from 01 August – 31 August: 50% fees back
    - Cancellations from 01 September- 31 December: No credit.

**NB: No reduction will be granted if the notice to withdraw is received after the second week of the third term.**

### **2.3 Withdrawal from residence**

- 2.3.1 When a student withdraws from residence, he/she will be charged on a pro rata basis for the duration of occupation. The period will be based on the payment term, namely 9 months and not actual occupation.

### **2.4 Remissions**

- 2.4.1 A full time student who is prevented by serious illness or by any other reason acceptable to the University from completing his/her studies, and leaves the University and residence after reporting to the Dean of Students and the Manager: Student Administration, in writing, may be given pro-rata remission of fees for residence and tuition.
- 2.4.2 A part time student who is prevented by serious illness or by any other reason acceptable to the University from completing his/her studies, and has informed the Manager: Student Administration, in writing, may be given pro-rata remission of fees for residence and tuition.
- 2.4.3 A deceased student may be given complete remission of fees on condition that the family submits a certified death certificate and ID of the deceased within 2 months of death.

## **F.3 SURCHARGES ON ACADEMIC FEES**

- 3.1 Subsidy income is based on a number of factors one of which is our teaching output. This means

- that the University earns subsidy on the number of students that graduate each year and hence there is an expectation that students graduate within a specified time limit.
- 3.2 A student will be allowed an additional two years' study beyond the normal degree duration for a bachelor's degree without a late stayer penalty being imposed, e.g. 5 years for a 3-year degree.
  - 3.3 Where a student registers for a specific degree beyond a specific time limit, the fee will be increased by 50% in the additional year provided that the student has not been excluded on academic grounds.
  - 3.4 In the case of a student changing registration for a different bachelor degree without first graduating in the previous bachelor degree, the years spent studying for both degrees will be accumulated towards the time allowed for the current degree, for the penalty surcharge purposes.

#### **F.4 OTHER FEES**

In addition to the tuition, residence and other fees outlined above, registered students are also required to pay the following fees:

(a) Supplementary Examination Fee	R	400.00
(b) Aegrotat Fee	R	700.00
(c) Late submission of matric certificate	R	200.00
(d) Scrutinizing of scripts	R	400.00
(e) Remarketing of scripts	R	400.00
(f) Exemption per course	R	400.00
(g) Replacement of Graduation Certificate	R	400.00
(i) International Levy.- non SADC students	R	3500
(j) International Levy.- SADC students	R	1500

#### **F.5 FINANCIAL AID**

- 5.1 The University currently offers financial aid to South African citizens who are financially needy and who show academic potential.
- 5.2 Students are required to apply annually for financial aid and any aid granted is granted for one academic year only.

Applications for NSFAS (National Financial Aid Scheme) are done through the NSFAS website and information relating to this funding is communicated by NSFAS through that channel.

#### **LIABILITY OF STUDENTS**

Students who are admitted to the University and sign a registration form and undertaking therein will not be registered unless their financial obligations as set out in the fees schedule or in the prospectus have been complied with.

A student who has signed the registration form and undertaking therein is personally liable for the payment of all fees. Where such a student is assisted by a parent/guardian, then such an individual will be jointly and severally liable for all fees.

A student who has signed the registration form and undertaking therein and is assisted by a third party for payment of university fees, has the obligation to ensure that the said third party complies with the payment regulations of the University.

## **TUITION AND RESIDENCE FEES**

The council determines tuition and residence fees each year, having considered the fee increase guidelines from DHET at the time of going to press the planned date for approval of the 2024 academic year fees is December 2023. The approval fees will be published after the Council meeting at which they are approved.

## **STUDENT AFFAIRS DIVISION**

### **STUDENT AFFAIRS AND SERVICES**

The Student Affairs Division, like the University in general, operates in terms of the provisions of the Higher Education Act, 1997 (Act no.1 of 1997), and in accordance with the Statute of the University of Fort Hare.

The Division promotes programmes that give students a sense of belonging to a supportive educational community, promote inspired learning and encourage development skills that foster personal and academic growth. In addition it provides students many opportunities to participate in various activities beyond the classroom such as recreational sport, student organisations and societies that train students on leadership skills, both at the University and beyond.

Student Affairs comprises of the following departments: Student Counselling Unit, Student Governance and Development, Residences, Health Care Centre, Disability Unit, HIV & Aids Unit and the Sport and Recreation Unit.

#### **Student Counselling Unit**

The Counselling Centre provides personal counselling and advocacy, training and educational programmes, outreach and community services. Through a wide variety of programmes and services, students are given the opportunity to learn and enhance life skills, including interpersonal and human relations, communication, and value clarification appreciation of deference, decision-making and career choices. Some of the programmes include coping with depression, alcohol and drug abuse, relationship problems etc.

The Student Counselling Unit provides a confidential counselling service to all students on all campuses, with further referrals to the UFH EL Psychology Services Centre and other support services in the community.

Counselling is provided free of charge for a full range of emotional and psychological problems such as depression, anxiety, alcohol or drug dependence, eating disorders, HIV/AIDS, abuse etc. For individual career counselling please contact the SCU for an interview.

#### **Student Governance and Development Unit**

The Student Development Office is dedicated in establishing new programmes and improving current or existing ones. This office works closely with student governance (SRC) and all its societies and clubs to identify opportunities that would maximize the individual potential of students.

The Student Development office is about building leadership and creating strong bonds of friendship that will benefit students. Student Governance is the voice of the student body at the University of Fort Hare. The Student Representative Council (SRC) provides programmes and services for all registered UFH student organizations.

The current structure of the SRC across campuses is such that there is a common President and Secretary General however each of the campuses Alice and EL runs parallel portfolios on each campus.

It also assists management with registering new organizations and societies, political groups, human interest groups, and more. Students can develop invaluable leadership and life skills as they serve in a wide variety of enriching activities. The SRC's purpose is to provide a place where students have a voice, working together with the rest of the community to make the University of Fort Hare utilize its student potential.

### **Residences**

Living on campus places you at the center of the University community, ready for both academic and co-curricular activities. This enables students to be part of a vital living and learning community and provides opportunities to make friends that can last for years.

Informal education in the enrichment of personality, pursuit of opportunities for companionship with people, and democratic community living, are essential aspects of total university experience. Residences, as educational laboratories, are places for teaching responsible citizenship and for developing personal and social values.

The staff is committed to helping students fulfil diverse needs and in the process development, responsibility, and accountability are promoted. While each residence is unique, each supports excellence. Staff and student leaders live and work in each area, coordinating services and programmes that produce contented individuals.

### **Health and Wellness**

The healthcare centre provides preventative, promotive, curative and rehabilitative services. It promotes and enhance good health and well-being of the entire at UFH (Alice and East London). 90 Percent of services is direct contact with patients. Programmes that are provided include HIV Counselling and Testing (CT), Primary Health Care and dissemination of information that allows all students to make informed decisions regarding the effects of lifestyle choices.

The services rendered are informed by Department of Health regulations, policies, guidelines and protocols. Services are in line with Adolescent and Youth Friendly Services as 90 percent of the community is youth.

### **HIV/Aids Unit**

The primary focus of the HIV/AIDS Unit is to provide holistic approach in offering **UFH** students and staff wellness orientated HCT workshops, Gender and Stigma assistance, providing Peer Education programmes and working closely with community engagement programmes.

The main aim of the HIV/AIDS Unit is to prevent, control and manage HIV/AIDS/STIs& TB among the students and staff of the University of Fort Hare and its communities. Our vision is to mitigate the impact of HIV/AIDS/STIs and TB by promoting, advocating, facilitating and implementing innovative interventions among students, staff and surrounding communities at large.

We work closely with the DoH, HHHCC, UFH Health Care Center, NGO's and HEAIDS funded programmes that seek to redress six programmatic areas (First things First Campaigns, LGTBI stigma and discrimination, Drug and Alcohol Abuse, Zazi women and girls empowerment, Brothers for Life masculinity programmes and TVET support services) on all three campuses Alice Campus, Bisho Campus and the East London Campus.

### **Disability Unit (DU)**

*Slogan: "Disability the new Ability"*

#### **Persons with Disabilities (PWDs):**

The University is committed to providing equal opportunities for People With Disabilities (PWDs), both

students and staff, to access, participate and experience the benefit of education and employment. Through the Disability Unit (DU) the University strives to provide an environment that not only enhance PWDs inclusion in University activities, but also increase their chances of success in their studies and employment.

**The University will endeavour to provide:**

- *A service that respects the dignity, privacy, confidentiality and rights of PWDs;*
- *PWDs with appropriate physical access to all relevant campus facilities;*
- *Assistance in obtaining appropriate assistive devices and resources for PWDs;*
- *General training, guidance and awareness pertaining to disability issues;*
- *A facility on both campuses for PWDs to congregate and seek physical and emotional assistance;*
- *Assistance to PWDs who believe they have been discriminated against*
- *Specialised computer labs in all libraries*

**What we need from PWDs:**

- Preparedness to approach the Disability Unit for assistance;
- Disclosure of any special needs in order to ensure accurate planning and provision of services;
- Provision of documentation of assessments from recognised medical professional specialists to confirm disability where required;
- Acceptance of responsibility for meeting academic requirements with assistance from the University

**Contact Details:**

DU Coordinator: Mr Sam Van Musschenbroek (East London Campus)  
Tel: 043) 704 7002  
E-Mail: du@ufh.ac.za / [samvm@ufh.ac.za](mailto:samvm@ufh.ac.za)

DU Assistant: Ms Aviwe Makinana (East London Campus) Tel: 043 704 7059 Location: Ground floor 50 Church Street (ask at the kiosk for directions) Email: [amakinana@ufh.ac.za](mailto:amakinana@ufh.ac.za)

DU Administrator: Ms Nosicelo Buwa (Alice Campus) Tel: 040) 602 2054 Email: [nbuwa@ufh.ac.za](mailto:nbuwa@ufh.ac.za)  
Location: Ground floor Student Affairs building (Alice Campus)

Helpline: 079 993 0973

**Sport and Recreation**

While the primary function of Fort Hare is academic, the department of sports and recreation is committed to offering safe and quality programmes, facilities and services in order to foster personal growth. This is done by promoting healthy lifestyle choices in an environment that values, embraces and enriches individual differences, in which customer satisfaction is the priority.

Our broad sports programmes afford students access to inter-faculty leagues, wellness, and recreation activities, as well as programmes for those students who are more serious about sport and competition. As such UFH has committed to promote a variety of recreational and competitive sport programmes and encourages students to participate in these activities.

**Functions of Department**

- Mainly deals with all administrative work for various sporting codes and assist them affiliate to varying leagues.
- To provide opportunity not only for student but also staff as well to access better ways of living (recreational).

- To afford exposure (sports Wise) for our students to participate in amateur, semi-professional & professional leagues
- To create and maintain and continuously promote a vibrant and healthy life style on all our campuses through promoting exercising (fun walks etc)
- Educating and uniting through sports via short courses (coaching), community outreach programmes and life orientation/programmes in general (HIV/Aids education). We form part of 129 awareness programmes. This entails courses availed to the Alice community in order to equip the locals and be able to use their services to our advantage.
- Promoting the University name through branding and participation in various national events & tournaments

## CONTACT DETAILS

### STUDENT AFFAIRS DIVISION CONTACT DETAILS DEAN OF STUDENTS OFFICE

TITLE	NAME	EMAIL	OFFICE TEL
Dean: Student Affairs	Mr Lufuno Godfrey Tshikhudo	LGTshikhudo@ufh.ac.za	040 602 2007
Senior Administrator	Ms Lucy Lesesa	lsesesa@ufh.ac.za	040 602 2430
Coordinator	Mr Siphiwo Ngcenge	sngcenge@ufh.ac.za	040 602 2590

### STUDENT COUNSELLING UNIT

TITLE	NAME	EMAIL	OFFICE TEL
Manager	Ms Thobeka Msengaba	tmsengana@ufh.ac.za	043 704
Administrator	Ms Pumeza Mzilikazi	(lmzilikazi@ufh.ac.za	0406022279/ 0437017017
Psychologist (EL)	Ms Sivamoney Sharma	ssharma@ufh.ac.za	043 704 7017/ 7009
Psychologist (Alice)	Ms Zanele Ntloko	zntloko@ufh.ac.za	0406022006
Psychologist (Alice)	Mr. Magqamfana	smagqamfana@ufh.ac.za	0406022279
Psychologist	Ms. Tulisile Koti	tkoti@ufh.ac.za	0406022279
Social worker	Ms Nomfundo Mncube	nmncube@ufh.ac.za	0406022279

### DISABILITY UNIT

TITLE	NAME	EMAIL	OFFICE TEL
Acting Manager	Mr. Lundi Makohliso	Lmakohliso@ufh.ac.za	043 602 2383

Administrator (Alice)	Ms Nosicelo Buwa	nbuwa@ufh.ac.za	040 602 2054
Admin Assistant (EL)	Mr Aviwe Makinana	amakinana@ufh.ac.za	043 704 7002

#### STUDENT GOVERNANCE AND DEVELOPMENT

TITLE	NAME	EMAIL	OFFICE TEL
Student Developer (Acting)	Mr Sipipo Ngcenge	sngcenge@ufh.ac.za	040 602 2166
Administrator (Alice)	Ms Sindiswa Sifingo	ssifingo@ufh.ac.za	040 602 2603
Administrator (EL)	Mr Madumane Lechoo	mlechoo@ufh.ac.za	043 704 7632

#### HIV & AIDS UNIT

TITLE	NAME	EMAIL	OFFICE TEL
Manager	Mr L Makohliso	lmakohliso@ufh.ac.za	040 602 2383
Coordinator	Ms Anathi Jokozela	ajokozela@ufh.ac.za	040 602 2081
Administrator	Ms Z Ntsamba	zntsamba@ufh.ac.za	040 602 2245
Administrator	Ms N Nockpal	hnockpal@ufh.ac.za	040 704 7625

#### RESIDENCE

TITLE	NAME	EMAIL	OFFICE TEL
Manager	Mr Mzi Lingela	mlingela@ufh.ac.za	040 602 2078
Administrator	Mr S Msingizana	Smsingizane@ufh.ac.za	040 602 2040
Admission Officer Alice	Mr M Njoba	mnjoba@ufh.ac.za	040 602 2152
Admission Officer East London	Mr L Mvunyiswa	lmvunyiswa@ufh.ac.za	040 602 7624

#### SPORT AND RECREATION UNIT

TITLE	NAME	EMAIL	OFFICE TEL
Manager	Mr L Lange	llange@ufh.ac.za	040 602 2774
Administrator	Ms N Dikana	ndikana@ufh.ac.za	040 602 2406
Admin Assistant	Ms S Sompa	ssompa@ufh.ac.za	040 602 2283
Sport Officer EL	Mr T Leeuw	tleeuw@ufh.ac.za	043 704 7156
Sport Officer Alice	Mr Z Dumaphi	zdumaphi@ufh.ac.za	040 602 2776
Sport Officer Alice	Mr S Feni	sfeni@ufh.ac.za	040 602 2721
Sport Officer Alice	Ms M Rodolo	mrodolo@ufh.ac.za	040 602 2757
Sports Officer EL	Mr O Matshikiza	omatshikiza@ufh.ac.za	040 602 7156
Sport Officer Alice	Ms G Kanuka	gkanuka@ufh.ac.za	040 602 2718

#### HEALTH CARE CENTRE

TITLE	NAME	EMAIL	OFFICE TEL
Manager	Sr MP Kalipa	mkalipa@ufh.ac.za	040 602 2694
Administrator	Ms N Mbana	nmbana@ufh.ac.za	043 704 7617
Admin Assistant East London	Ms V Luhadi	vluhadi@ufh.ac.za	043 704 7615

Admin Assistant Alice	Ms B Futshane	<a href="mailto:bfutshane@ufh.ac.za">bfutshane@ufh.ac.za</a>	040 602 2294
Chief Professional Nurse	Sr L Simandla	<a href="mailto:lsimandla@ufh.ac.za">lsimandla@ufh.ac.za</a>	0437047616
Professional Nurse Alice	Sr O Hombana	<a href="mailto:ohombana@ufh.ac.za">ohombana@ufh.ac.za</a>	040 602 2654
Professional Nurse Alice	Sr N Tom	<a href="mailto:ntom@ufh.ac.za">ntom@ufh.ac.za</a>	040 602 2494
Professional Nurse East London	Sr N Mzinyathi	<a href="mailto:nmzinyathi@ufh.ac.za">nmzinyathi@ufh.ac.za</a>	043 704 7309
Professional Nurse Alice	Sr N Zotwa	<a href="mailto:nzotwa@ufh.ac.za">nzotwa@ufh.ac.za</a>	043 704 2653
Professional Nurse Alice East London	Sr S Maqhosha	<a href="mailto:smaghosha@ufh.ac.za">smaghosha@ufh.ac.za</a>	040 602 2779
Enrolled Nurse East London	Sr H Mangondoza	<a href="mailto:hmangondoza@ufh.ac.za">hmangondoza@ufh.ac.za</a>	040 704 7264
Enrolled Nurse East London	EN C Matolengwe	<a href="mailto:cmatolengwe@ufh.ac.za">cmatolengwe@ufh.ac.za</a>	043 704 7616
Enrolled Nurse Alice	EN U Sheleni	<a href="mailto:usheleni@ufh.ac.za">usheleni@ufh.ac.za</a>	043 704 7616
Enrolled Nurse Alice	EN A Vellel	<a href="mailto:avellem@ufh.ac.za">avellem@ufh.ac.za</a>	040 602 2656
	EN Z Viti	<a href="mailto:zviti@ufh.ac.za">zviti@ufh.ac.za</a>	040 602 2655

## OFFICE OF INTERNATIONAL AFFAIRS

The Office of International Affairs' vision is to engage in a vibrant and viable internationalisation agenda that is internationally recognised, culturally enriching, and promotes a diverse approach to academic excellence through international best practice.

The University of Fort Hare is committed to promoting International Relations through cooperative and collaborative linkage partnerships, international programmes, and activities with fraternal institutions of higher education within the Higher education regulatory framework. OIA activities are aligned within the national planning and policy imperatives provisions while ensuring consistency with the Vision, Mission, and Goals of the University of Fort Hare.

The universities target is to have at least over 1000 International students from across the globe registered. In this light, the International Affairs Office ensures a smooth transition and study experience. The office also has the dual function of serving the university's international students and scholars interested in mobility programmes for faculty and students through an extensive network of partner collaborators on campus and abroad. It also strives to support these three core values; research development, improved services for international students, and community engagement.

### International Affairs Office Operates within the following structures;

- International student life and support services
- Immigration and compliance matters for international students
- Recruitment of prospective international students
- partnerships
- Staff and student exchange (Mobility) programmes: Inbound and outbound

### Student life and Support Services

International Student Life Section (ISL) enhances the student-learning environment through programmes and services that internationalize the campus experience. This is accomplished through focused and intentional efforts in three core areas:

## **Transition & Support**

The office facilitates programmes that enhance integration, social cohesion and create a welcoming environment for international students.

We also provide services and programmes aimed at supporting international students to assist with their ongoing transition to the University of Fort Hare.

## **Programmes & Outreach**

We develop and facilitate orientation programme, welcome functions and cultural celebrations for international students.

Office of International Affairs also provides opportunities and events that involve community engagement. These activities encourage the exploration and learning of different cultures to build an inclusive and internationalised campus.

## **Leadership & Engagement**

We plan and facilitate the annual programme of action for international students, and the election process of their new committees.

We facilitate volunteer and leadership opportunities for international students that promote global citizenship through individual growth and cross-cultural learning and development

## **Immigration and compliance matters for international students**

The office plan and coordinate the registration process of international students. It ensures that international students do comply with the immigration regulations and university rules. We also maintain accurate records of all categories of international students and post docs fellows.

The office prepares and write letters for study permit application and renewal purposes for international students. We liaise with VFS, DHA and SA consulates abroad concerning study permit application matters and related immigration challenges faced by international students

## **OFFICE OF INTERNATIONAL AFFAIRS AND PARTNERSHIPS (OIAP)**

- Office of International Affairs and Partnerships (OIAP) seeks to be the first port of call for international students, staff, researchers and stakeholder both local and international.
- OIAP is tasked with the responsibility of raising the profile of the university through establishing new strategic Partnerships with both local and international institutions, Government departments, foreign governments, and many other organisations.
- It is also expected to advance the international standing of the university through increasing enrolment of international students and strategic partnerships.

Services offered to international students

OIAP's process of services to international students is broadly divided into three phases.

### **3.1 Application phase**

- This is when a student is applying to study at UFH. During this time a student will mostly interact with OIAP's Senior Office Administrator dealing with prospective students who will generally guide you to the relevant people to speak to regarding your application.
- During the process of applying to UFH, students will go through a number of steps to enable them to obtain an academic place to study at UFH. During this process students will generally be in contact with the OIAP. Students generally have a lot of questions to ask when coming to do an undergraduate degree at the university.
- These relate to acceptance by the faculty, applying for a study visa, finding places to stay, etc.

### **3.2 Transitional phase**

- The transitional phase starts when you have been accepted for studies at UFH. Some of the issues that relate to coming to UFH are getting a study visa, medical aid, obtaining a matriculation board certificate, transport to UFH, information about Eastern Cape, etc. Leaving

one's home country for another country can be a scary experience. Once you arrive at UFH after registration, the OIAP will provide you with a special orientation programme to support you through what may be a confusing and daunting time.

- Orientation is a university-wide process, OIAP in collaboration with Student Affairs host a variety of activities aimed at welcoming you to UFH and making you feel part of the university community. It is important for students to attend these orientation activities. Our special orientation is conducted with the help of fellow students who are orientation leaders, who will help you with information you need to know about UFH campuses, faculties, staying on and off campus, etc. They are a friendly group of both South African and international student leaders who have been trained to assist new students. The mode of transport in East London, Bhisho and Alice is generally buses, minibuses and taxis. The minibus taxis are the easiest to hop on, as they run throughout the working hours in a day, while the buses have timetables.

### **3.3 Integration phase**

- Once a student has registered and starts to attend classes, The office organizes cultural events, workshops, and activities to promote cross-cultural understanding and integration among international and domestic students.

### **General support**

- OIAP provides wide-ranging support services to international students. Any international student in need of advice or support while at UFH is encouraged to contact the Office of International Affairs and Partnerships for assistance.
- This includes general enquiries from prospective students, advice on the safety of the area you wish to stay in, the appropriateness of working while in South Africa, application for study visa, general advice about your stay at UFH, etc. Should we not be able to assist you, we will refer you to the relevant service provider on or off-campus. Below are some of the general services offered to international students:
- International student **finances**
- **Immigration** assistance,
- Medical aid assistance
- Support for **prospective international undergraduates and postgraduates**, including assessing their foreign school qualifications
- Assisting with application and **admissions** enquiries
- **Accommodation** assistance.
- **Transport arrangements** when they arrive on campus for the first time i.e., airport transfers, shuttle etc.

### **Additional services provided by the International Office comprise:**

- Seeking, supporting and facilitating opportunities for Fort Hare staff and students to experience academic life at international partner universities through mobility exchange programmes
- Developing and promoting the concept of "internationalisation at home" and ensuring that the entire Fort Hare community benefits from the growing internationalisation at Fort Hare
- Liaising with foreign embassies in South Africa
- Working with the Department of Home Affairs regarding the renewal of study permits and new study visa applications
- Negotiating, facilitating and managing international inter-institutional agreements and partnerships
- Facilitating academic visits
- Promoting and supporting academics in international /local conferences/workshops

### **Medical Insurance Cover**

For an international student and post-doctoral researcher to register or be attached to a programme within any tertiary institution in South Africa, they should have a legitimate medical aid cover as stipulated in the Immigration Amendment Act 19 of 2004.

International students who are dependents of parents or spouses or guardians residing within South Africa are welcomed to present any medical aid cover recognised in the country for compliance. Staff within the office will however verify the validity of such a medical aid.

### **Immigration**

Any student, who is not a South African citizen or a permanent residence in South Africa, must be in possession of a study permit in order to register at the University. It may take up to three months to obtain a study permit and prospective international students are advised to apply as early as possible. As from May 2014 the new immigration Act requires all international students applying for study permits in South Africa to apply through VSF Global through online services [www.vfsglobal.com/dha/southafrica/.VSF](http://www.vfsglobal.com/dha/southafrica/.VSF) online services include:

1. Study Visa (permit)
2. Study Renewal Visa
3. Visitors Visa
4. Critical Skills Visa
5. Endorsements to study.
6. General Work Visa amongst other services

All first-time study visas should be applied for at the South African embassy/consulate or VFS Centre in the home country or country of origin. You cannot apply for a new study visa /change of visa within South Africa's borders.

### **How to apply for a Study Visa**

The applicant must have received acceptance to study at the university of choice before applying for a study visa. For this, the applicant needs a provisional admission/acceptance letter from the university. Admissions Office informs full acceptance of the student into a university program.

Students will not be able to obtain a valid study visa without an admission letter. The Office of International Affairs provides study permit support letters when prospective students are applying for study permits in relevant consulates abroad.

### **Documents required for a Study Visa / Study Visa Renewal**

1. An original letter of acceptance from the university
2. A valid passport
3. Proof of comprehensive medical insurance
4. Proof of accommodation
5. A Radiology Report not older than 6 months
6. A medical report not older than 6 months
7. Police clearance certificate issued by the police in country of origin (for first-time visa applicant)
8. Biometrics for police clearance for the renewal of study visas or various visas takes place at the VFS Centre at a fee of +R200-00.
9. Proof of affordability of fees (letter by guardian /parent undertaking to support the student, bank statement indicating affordability, and copy of passport or identity document). Or a scholarship or sponsorship letter by an organisation or university.

### **Evaluation of International Qualification**

#### **Undergraduates**

All applicants with non-South African School-leaving require a certificate of exemption from the Matriculation Board of South Africa for admission into an undergraduate qualification. For more information regarding the Matriculation Exemptions please visit the Matriculation Board website on [www.he-enrol.ac.za](http://www.he-enrol.ac.za).

### **Postgraduates**

All applicants with non-South African qualifications are required to have their qualifications evaluated by the South African Qualifications Authority (SAQA). For more information regarding evaluation of qualifications please visit the SAQA website: Please note that all foreign qualifications must be evaluated by the South African Qualifications Authority before an application form is forwarded to the University. It is the responsibility of the prospective student to forward his/her documentation to SAQA.  
<http://www.saza.org.za>

### **Home Affairs Centres**

All foreign permit-related queries are now dealt with in regional VFS Centres information is available at <https://www.vfsglobal.com/dha/southafrica/> An international is free to apply at any Centre of their choice from the following listing: - Bloemfontein, CapeTown, Durban, George, Johannesburg, Kimberley, Nelspruit, Port Elizabeth-Closest in the Eastern Cape and Pretoria.

### **International Students Association**

ISA is a student organisation under the office of International Affairs that acts as a bridge between the international students and the office, assisting with the handling of student welfare, entertainment, issues as well as championing internationalisation. ISA is responsible with the guidance of the international office in welcoming international students and ensuring a hustle free registration period. As an organisation we support the fight against gender-based violence amongst other cultural trends affecting our society. ISA is also involved in various community-based projects in partnership with other societies within the institution. ISAs main objective at the end of the year is to ensure through the international office every student feels at home away from home.

### **Partnerships and mobility of staff and students**

The office works with faculties to increase partnership agreements with international institutions. We also service the existing institutional partnerships, and we liaise with partner universities abroad to discuss matters of mutual interest.

The university often works with universities in Europe and other South African universities to apply for funding grants from the Erasmus Mundus programme funded by the European Union.

#### **Partnerships.**

- Initiate and manage all university Partnerships and Networks.
- Work with faculties to increase partnership agreements with international institutions.
- Service the existing institutional partnerships.
- Liaise with partner universities abroad to discuss matters of mutual interest.
- Coordinate the activities of UFH's participation in international networks such as SANORD, SASUF, AAP,US-SA HE network.
- Work with partner universities to write funding proposals to finance partnerships and mobility programmes.

#### **Staff and student exchange (Mobility) programmes: Inbound and outbound.**

- Obtain information about international scholarships and mobility programmes, and market such to students.
- Find and market international exchange programmes and related funding opportunities for staff and students. Approach and liaise with universities abroad for possible mobility agreements.

- Write funding proposals with partner universities abroad in order to finance exchange programmes for staff and students.
- Manage the selection of staff and students to participate in the mobility programmes.
- Support staff and students in acquiring Immigration documents in order to travel abroad.
- Arrange and coordinate the 'meet and greet' welcome function to all visiting staff and students on both campuses of the university.
- Coordinate the arrival and send-off functions for outbound staff and students.
- Develop and administer feedback instruments for the inbound and outbound staff and students.

**Members of Staff:**

**ALICE CAMPUS - Chemistry Building, Ground floor entrance opposite the Ezola Residence. EAST LONDON CAMPUS- 2<sup>nd</sup>. Floor Gasson Building**

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Mr Ordnance Jabu Makhubela EL and ALICE	Manager: International Student Services Unit	043 704 7328	<a href="mailto:omakhubela@ufh.ac.za">omakhubela@ufh.ac.za</a>
Vacant Alice & EL	Internationalization Officer: Immigration Compliance and Recruitment	Vacant	Vacant
Ms Mercy Khumalo	Student Life and Support Services Officer	040 602 2221	<a href="mailto:M.Khumalo@ufh.ac.za">M.Khumalo@ufh.ac.za</a>
Ms Caroline Kukubo Alice	Senior Office Administrator	040 602 2244	ckukubo@ufh.ac.za

Office of International Affairs and Partnerships has a website page on <https://www.ufh.ac.za/international> From the website, you will obtain further information on the services the OIAP provides to international students, visiting scholars, exchange students, and South African students seeking study abroad assistance.

## **PLANNING AND QUALITY ASSURANCE UNIT (PQA}**

The PQA Unit has three principal functions. These are:

- Strategic and academic planning, including its monitoring and evaluation;
- Quality assurance, regarding both academic and support services; and
- Management information, including external reporting and institutional research.

These functions overlap and reinforce each other, playing critical roles affecting the University's operations,

strategic direction, academic structure, its positioning and ultimately its success.

The PQA Unit is committed to ensuring that the University offers quality education and services to our students and the broader community by means of an overarching quality system and quality cycle that functions through reviewing the goals and activities of academic departments and support services divisions, with the aim of continuous improvement and innovation. The PQA Unit acts as a clearing house, catalyst and monitor for innovation in quality, teaching, research and service delivery, keeping in mind the diversity and unique needs of our student body. It also fulfils the functions of communication, interpretation and integration of policy, as well as support in institutional processes. The Unit works closely with the various Quality Assurance committees within the institutional context. The fundamental view of the PQA Unit is that quality enhancement is everyone's concern.

The PQA Unit plays a major role in strategic and academic planning, guiding and advising academic and support units with regard to internal and external changes and trends as well as their potential opportunities and consequences. It also helps to determine student enrolments as well as having an important benchmarking, monitoring and evaluation function.

Finally, the PQA Unit is responsible for reporting management information data to the Department of Higher Education and Training, a critical function that ultimately determines institutional subsidies. This same information is also used internally for a variety of purposes, including institutional research.

**Members of Staff:**

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Vacant	Manager: Quality	Vacant	Vacant
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Ms Lukhona Ntengo	Assistant Administrator	040 704 7152	LNtengo@ufh.ac.za

## **GENDER-BASED VIOLENCE PREVENTION AND GENDER DIVERSITY OFFICE**

The Gender-Based Violence Prevention and Gender Diversity Office is a specialized directorate established by the university through the Policy on Harassment, Sexual Harassment and Gender-Based Violence. The Office deals with all incidents of gender-based violence and harassment. It is responsible for receiving and investigating GBV-related complaints; providing interventions of support to complaints, and respondents of GBV, facilitating prevention intervention on sexual harassment and GBV for staff and students.

Once the office is alerted of a case, it conducts a risk assessment process and provides support to the complainant, informing them of the processes regarding lodging a case with internal University structures and external SAPS structures. In addition, interim measures are put in place that include psycho-social, legal and academic support as well as a precautionary suspensions where necessary based on the circumstances of the case. Investigations are then conducted for internal formal processes.

The office also advances gender diversity and inclusion within the university community through education and awareness and advocating for the rights of gender diverse individuals and groups. This is done in the quest to ensure a safe and supportive learning and work environment for staff and students,

The office has a contact number for reporting, information and support purposes. A member of the GBV Prevention and Gender Diversity Office is available for calls and WhatsApp 24/7.

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**Administrator:** Ms. Robyn Groep  
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Please save this number on your phone: 0726845864

## RESEARCH AT THE UNIVERSITY OF FORT HARE

The University of Fort Hare has created a new Deputy Vice-Chancellor: Research, Partnerships and Innovation (RPI) position and appointed Dr Taole-Mjimba to this foundational post in July 2021 to the University in growing its research and postgraduate outputs and impact.

The University of Fort Hare is committed to the promotion of research as a core university activity and to the building of research capacity. Its research strategy recognizes the need for research to address local, regional and national needs. It seeks ways to engage in a critical dialogue with partners to build research in areas which complement the University's historical niche as an African university whilst ensuring internationally recognized excellence. . The RPI division fosters international collaborative research partnerships that enhance the university's research and innovation profile regionally, nationally and globally.

The University is supported by national funding organisations that include the National Research Foundation, the South African Medical Research Council, the Council for Scientific and Industrial Research (CSIR), [National Institute for the Humanities and Social Sciences \(NIHSS\)](#), and others. It has approved Research Niche Areas in:

- Renewable Energy
- Sustainable Agriculture, Water Usage and Climate Change
- Infectious Diseases and Medicinal Plants

- Research in Inclusion and Township Economies (RITE)
- African Liberation Heritage in Citizenship and Society

Research administration and the promotion of postgraduate studies at the Faculty level is overseen by the Faculty Research and Higher Degree Committees, which coordinate and promote research among staff and students.

#### **DIVISION OF RESEARCH, PARTNERSHIPS AND INNOVATION**

The Division of Research, Partnerships and Innovation (RPI) provides services to staff, postdoctoral fellows and students on matters related to research and postgraduate bursaries. The RPI Division is made up of four directorates, which are the Directorates of Research and Innovation, Postgraduate Studies and Postdoctoral Fellowships, International Affairs and Partnerships, and Libraries. The Division stimulates, promotes and builds research capacity among staff, postdoctoral fellows and postgraduate students and works in collaboration with donors and national and international research bodies. The RPI Division also develops and monitors the implementation of, the University's research, postgraduate and research ethics policies.

#### **DEPARTMENT OF RESEARCH AND INNOVATION**

<b>Director: Research and Innovation</b> 043 704 7384/7512 (EL) 040 602 2516 (Alice) an-,,ika@ufh.ac.za	<b>Dr Aceme Nyika:</b> PhD (University of Florida, USA), MPH (University of Pretoria, South Africa), BSc Hons (University of Zimbabwe)
<b>Senior Administrator in the Director's Office</b> 043 704 7095	<b>K Mandia:</b> B com (Business Management); B Com Hons (Business Management) UFH.
<b>Acting Director: Postgraduate Studies and Postdoctoral Research Fellows</b> 040 602 2693 (EL) 040 602 2693 (Alice) unwodo@ufh.ac.za	<b>Professor Uchechukwu U. Nwodo:</b> BSc Hons, MSc Medical Virology (University of Nigeria, Nsukka), PhD Microbiology (UFH)
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<b>UFH NRF- Office Administrator:</b> 040 602 2417 <a href="mailto:NZenethwa@ufh.ac.za">NZenethwa@ufh.ac.za</a>	Ms N.P Zenethwa: Bachelor of Arts; Bachelor of Administration Honours in Public Administration; Diploma in Archives & Records Management; Master of Administration (UFH)
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<b>IP &amp; Innovation Manager:</b> 040 602 2770 <a href="mailto:amatshini@ufh.ac.za">amatshini@ufh.ac.za</a>	Mr A Matshini: BSc; BSc Hons; MSc in Environmental and Water Science (UWC)
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#### DIRECTORATE OF POSTGRADUATE STUDIES & POSTDOCTORAL FELLOWSHIPS

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# TEACHING AND LEARNING CENTRE

The Teaching and Learning Centre (TLC) was established in 2004 to address the changing needs of Higher Education. The focus of the Centre is to foster teaching and learning excellence to enable students and staff to derive the greatest possible benefit from the academic environment at UFH. The Centre was launched to play a strategic role in all areas of teaching and learning in order to realize the UFH's vision and mission. The TLC is a stand-alone Centre under the leadership of a Director, who reports to the DVC: Academic Affairs. The Centre provides support to academics and students through a variety of initiatives, programmes and services in three key areas: teaching development which incorporates professionalization of academic staff, the development of student learning, and the integration of technology-enhanced learning. These efforts have been further enhanced by the availability of the University Capacity Development Grant from DHET.

TLC's **vision** is to be an innovative, well-resourced centre with committed professional staff contributing to teaching and learning excellence through reflective and research-based practice.

The TLC's **mission** is to develop and promote responsive and relevant teaching and learning communities of practice.

The vision and mission will be realized through:

- Professionalisation of higher education teaching practice through the provision of ongoing academic staff enhancement and development through programmes such as the Post Graduate Diploma in Higher Education and Training (PGDHET)
- The provision of student support and development initiatives for maximisation of learning such as Supplemental Instruction, the Language Writing Advancement Programme, and Tutor Training
- The integration of technology to enhance teaching and learning;
- Collaborative development and review of policies to ensure teaching and learning excellence;
- Promoting the scholarship of teaching and learning, as well as scholarly teaching practice;
- Supporting the design and development of innovative learning programmes; and
- Pursuing internal and external partnerships to further develop teaching and learning.

## MEMBERS OF STAFF

<b>Director</b>	Prof V Nkonki VNkonki@ufh.ac.za  Tel: 040 602 2704 and 043 704 7027	STD (Unitra), BA, BEd (UNISA), MEd (UCT), MPhil (Stell), DEd (WSU), PGDHET (UFH), SFHEA
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## **INSTITUTES AND CENTRES**

### **FORT HARE INSTITUTE OF SOCIAL AND ECONOMIC RESEARCH (FHISER)**

#### **INTRODUCTION**

The Fort Hare Institute of Social and Economic Research (FHISER) is a multi-disciplinary research institute which was established at the University of Fort Hare in 2004. It is located on the East London campus. FHISER's location in East London situates the Institute at the geographical, political, economic and administrative hub of the Eastern Cape. This proximity of the Institute to government, business, donor agencies and NGOs creates excellent opportunities for synergies between research and development.

FHISER focuses on academic and applied research designed to produce new world leading knowledge that also informs evidence based development policy making and implementation. The Institute does not only draw on the rich history of advanced interdisciplinary social sciences and humanities critical enquiry and scholarship Fort Hare is known for globally, but has also positioned itself as an institutional research space and thought leadership platform on current complex South African socio- economic, cultural, environmental and political issues. Its South African focused research agenda draws extensively from comparative critical scholarship from the rest of the global South.

FHISER is committed to a multi-disciplinary research tradition:

- a) by applying internationally recognized research and development best practices to produce innovative academic and applied research outputs

- b) by continuously initiating and undertaking new primary research in rural and urban communities around the Institute's major research themes
- c) by conducting research which informs evidence-based decision making at local, provincial and national government levels
- d) by advancing science for policy, which relates to ensuring that policymakers are acting on the basis of the latest and best science evidence
- e) by establishing research partnerships with other universities, as well as public and private sector concerns so as to advance research and innovation
- f) by offering internships and training opportunities within the Institute's research programmes for emerging scholars, postgraduate students and development practitioners.

## **RESEARCH PROFILE**

FHISER has three components of research, training and development:

**1. Academic Research**

As a university research institute, we conduct primary academic research. Our researchers have published books, book chapters and articles in leading international and national accredited journals.

**2. Applied Research**

Our academic research overlaps with applied research work. We conduct applied research for local, provincial and national government policy makers as well as international organisations (e.g., UN agencies, World Bank) and NGOs such as Ford Foundation, Oxfam South Africa, Hivos Southern Africa and World Vision.

**3. Research Training and Development**

Our third component is postgraduate student training and development. Our researchers supervise local and international PhD and MSocSc candidates on a variety of social sciences research projects. A vibrant structured MA in African Studies is also taught by FHISER researchers and other lecturers from within the university. Most of our PhD, MA and MSocSc students intern as research assistants in our research projects.

At FHISER we are thus able to work between academic and applied research contexts. The Institute has an excellent track record of working with government, international organisations, NGOs and CBOs on research projects concerning some of the most pressing social, economic, political, environmental and health problems provincially and nationally. We also have a strong track record of working in rural areas and with traditional leaders and community institutions in the most remote parts of the Eastern Cape Province.

## **RESEARCH THEMES**

The Institute is currently pursuing five main research themes with exceptional dynamism and academic enterprise. These are:

- 1) Climate Resilience Futures
- 2) Migration and Citizenship
- 3) Gender and Social Transformation
- 4) Rural Youth Capabilities and Livelihoods
- 5) Culture and Heritage

## **STAFF MEMBERS**

The institute's researchers and research associates come from a wide range of disciplines, including development studies, sociology, economics, history and anthropology.

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### **FORT HARE INSTITUTE OF TECHNOLOGY (FHIT)**

<http://fhit.ufh.ac.za>

The Fort Hare Institute of Technology (FHIT) was established in accordance with the University of Fort Hare (UFH) institutional strategic plan, UFH-SP2000 for restructuring and development of new academic programmes including the rationalization and integration of Institutes and Centers. FHIT, linked to the Faculty of Science and Agriculture, was established particularly to promote innovation and excellence in identified focus areas and produce applied scientists with the necessary skills required to participate and successfully compete in the global economic market.

In its quest to establish and nurture a culture of innovation and excellence, FHIT has identified four key research niche areas that will result in interdisciplinary programmes with both existing UFH departments and external partners. These focus areas include *Solar Energy*, *Bio Energy*, *Power Electronics*, *Smart Energy Systems* and *Sustainable Energy Studies* and provide excellent opportunities for postgraduate education, training, research and development in collaboration with other departments within and outside the Faculty. Amongst these are Chemistry, Physics, Mathematics, Statistics, Computer Science, Microbiology and the Faculty of Law. This was endorsed by the University by officially endorsing the associated activities through the allocation of the Renewable Energy Research Niche Area led by FHIT. FHIT has at its core the following statements:

#### **Mission**

The Fort Hare Institute of Technology shall be a center of excellence focusing on the most appropriate and advanced education, training, research and development of technology and related fields, thereby contributing to raising the number of Africans in particular, and South African's in general, in technical positions at all levels in the private and public sectors of the economy to a level that is proportional to the national demographics in order to contribute positively to economic growth.

#### **Vision**

The Fort Hare Institute of Technology is committed to the establishment and nurture of a culture of innovation and excellence in the promotion and development of superior technology and research capacity for the facilitation of advanced education and training in science and technology.

#### **Values**

In accordance with the above mission and vision, the Institute supports the following values:

- Professionalism
- Excellence in teaching, research and innovation
- Striving towards international standards
- Service to students and communities
- Equity
- Institutional sustainability and viability

### **SAMRC MICROBIAL WATER QUALITY MONITORING CENTRE**

The SAMRC Microbial water Quality Monitoring Centre is a national facility established and funded by the South Africa Medical Research Council (SAMRC). It was inaugurated on 26 November 2014 at the MRC

headquarters in Cape Town. This centre with a life span of 15 years and annual subvention from the MRC of R1M in the first year (2015) and about R2.5M (capped) from the second year onwards is one of 8 such centres and units established in the country in 2014 and a veritable platform to conduct cutting edge water research in our region. The vision and mission statements of the centre are as articulated below.

## **Vision**

The vision of the Centre is to strive to be a highly profitable center of excellence for the development of the next generation of microbial water resource specialists and to be *primus inter pares* for proffering solutions to the myriad of water related challenges in South Africa and beyond.

## **Mission**

Our mission is to conduct high quality multi- and trans-disciplinary research in water quality and microbial genomics within the precinct of the following high impact themes: Quality indices and micro-/macro-ecology of water resources; effluent monitoring and compliance; emerging and re-emerging microbial infections; reservoirs of antibiotic resistance; and exploration for new bioactive compounds of health and biotechnological importance.

## **Goals & objectives of our research initiatives**

This centre was established to be a hub for addressing the myriad of challenges in the water sector within the overarching aim of her research initiatives which is "evaluating some key emerging challenges in microbial water quality and safety as a vehicle for skills and capacity development in water science especially amongst the previously disadvantaged demographic groups in the Province" and focusing on the following themes:

1. Quality indices and micro-/macro-ecology of water resources including effluents monitoring and compliance.
2. Emerging and re-emerging microbial pathogens and chemical pollutants in the environment with particular emphasis on the aquatic environment
3. Reservoirs of antibiotic resistance determinants – understanding their release, fate and impact on the environment.
4. Exploration for new bioactive compounds of health and biotechnological importance.
5. Development of real-time detection devices such as biosensors for the quantitation and detection of antibiotics and chlorine resistance genetic elements in water and development of guideline for such nucleic acids in water.
6. Development of innovative technologies in removal of pollutants in water.

The centre is very research intensive and publishes on the average over 45 articles per year in the last 3 years in DHET accredited journals. We have generous funding and all our students enjoy one form of bursary or the other. Key members of the centre are drawn from academics in the University of Fort Hare, Walter Sisulu University and the University of the Western Cape. In collaboration with the University of Pretoria, Rhodes University, North-West University, Water Research Commission (WRC), Amathole District Municipality, and other academics in institutions in the United Kingdom, United States of America, Russia, Tunisia, Egypt, Nigeria, United States of America and Norway. The centre is temporarily hosted in the Applied and Environmental Microbiology Research Group (AEMREG) at the University of Fort Hare while plans are ongoing for a building on its own.

Further details about the centre can be found on its official websites ([www.ufh.ac.za/centres/aemreg/](http://www.ufh.ac.za/centres/aemreg/) and [www.samrc.ac.za/extramural-research-units/microbial-water-quality-monitoring?return=research/extramural-research-units](http://www.samrc.ac.za/extramural-research-units/microbial-water-quality-monitoring?return=research/extramural-research-units)).

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## CENTRE FOR GLOBAL CHANGE

The Centre for Global Change (CGC) at the University of Fort Hare was established in 2011 by the Department of Science and Innovation (DSI) and the National Research Foundation (NRF) as a strategic initiative to advance research, innovation, and societal impact. These key aspects of the CGC are embedded within the DSI's 2022-2032 Decadal Plan, specifically within the Global Change Research Programme, which is embedded in the Societal Grand Challenges and is integral to the sustainable development framework in South Africa. The CGC's mandate is to:

- Conduct responsive and proactive evidence-based research in collaboration with stakeholders at local, national, and global levels.
- Promote transdisciplinary postgraduate training for the next generation of researchers and practitioners.
- Manage knowledge dissemination through community forums, scientific publications, and conference/workshop presentations to communities, government entities, NGOs, and civil society.
- Implement community engagement activities to build resilient communities capable of adapting to global changes.
- The CGC strives to achieve its goals through four key pillars: research, human capacity development, collaboration, and community engagement.

### Vision

The vision is to significantly contribute to generating solution-oriented knowledge that enhances livelihood opportunities and promotes a sustainable future for society. The CGC strives to achieve this vision through innovative and socially inclusive research, training and knowledge transfer. The aim is to drive positive transformation by bridging the gap between scientific knowledge and practical, community-focused solutions.

### Themes and Areas of Research

Central to the CGC is its focus on contextually relevant research, innovation, and societal impact, achieved through prioritising transformative and transdisciplinary approaches. The CGC is anchored in the Eastern Cape Province in South Africa and extends its reach through collaboration to Southern Africa. In partnership with the African Climate and Development Initiative (ACDI) at UCT, it also aims to leverage South-South and South-North collaborations beyond Africa. The underlying intention is to make the global change science and policy domain more diverse and inclusive at local, regional, and global levels. Research areas include, climate Change Risks and Vulnerability Assessment, alternative livelihoods and natural resources management.

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## CENTRE FOR LEADERSHIP ETHICS IN AFRICA (CLEA)

CLEA is an inter-disciplinary research centre conducting research on African Leadership. We conduct research and supervise post-graduate students in African Political Theory and Applied Ethics. Working closely with other departments and research units at UFH, we foster constructive dialogue and debate through research, teaching, seminars and workshops.

CLEA offers postgraduate supervision - on African Leadership, Liberation Heritage, Governance, and Sovereignty - to students in various disciplines, including Politics, Philosophy, Theology, History/Archival Studies. .

CLEA delivers original perspectives on leadership in political philosophy, practical/applied ethics, critical

theory and intellectual history, to build on and strengthen leadership values associated with economic freedom and substantive rights. Overarching themes include moral competence, courage, dignity, ideology, reconciliation, gender, authority, kinship, the family, responsibility, justice, governance, imperialism, trusteeship, sustainable development, poverty, humour land reform and tenure security.

The Centre maintains active collaborative working arrangements with the African Political Theory Association (APTA), the *South African Journal of Philosophy*, *Theoria: a journal in social & political theory*, SA Association of Political Science (SAAPS), the SA Society for Critical Theory, Allan Grey Leadership Centre (Rhodes), School of Governance (Wits), Department of Politics and International Relations (Cardiff, UK), and Centre for Social and Political Thought (Sussex, UK)

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## FORT HARE - CENTRE FOR ENTREPRENEURSHIP AND RAPID INCUBATOR

The Fort Hare Centre for Entrepreneurship and Rapid Incubator (FH-CFERI) is funded by the Small Enterprise Development Agency (SEDA) and was established in June 2024. This centre focuses on research and leverages its findings to support small, medium, and micro enterprises (SMMEs), while ensuring that its activities benefit students. Located on the Bhisho campus, the centre hosts several incubators over a three-year period.

First, it supports registered University of Fort Hare students with innovative business ideas at any stage of their studies. Second, it assists youth from the Raymond Mhlaba and Buffalo City Metropolitan Municipality who aspire to become entrepreneurs. Third, it aids students and local youth who have a business plan or a registered small business that is struggling to grow.

The centre offers support programmes, to help students and other entrepreneurs utilise the skills they acquire to launch new ventures. The incubation programme provides a range of benefits, including business development and support, technical assistance, access to markets and funding, networking opportunities, as well as mentoring and coaching.

The vision, mission, objectives, and values of the centre are outlined below:

### Vision

The vision of the Centre is to be a leading, innovative, vibrant and sustainable centre for students and SMMEs in rural marginalised community.

### Mission

Our mission is to promote the entrepreneurial and innovation development of students and youths through the provision of quality business support services and interventions that will transform the rural marginalised communities.

## **Goals and objectives**

The purpose of the Fort Hare-Centre for Entrepreneurship and Rapid Incubator is to promote the entrepreneurial and innovation development of students and youths through the provision of quality business support services and interventions that will transform the rural marginalised communities. To achieve this goal, the Centre is founded on the following specific objectives:

1. To be a catalyst for entrepreneurial development within a rural community context.
2. To examine, inform and advance innovations in view of the challenges that exist in rural marginalised communities.
3. To drive the localisation of local Intellectual Property (IP) commercialisation.
4. To scale up new technologies that solve the challenges of rural communities.

The FH-CFERIs focuses on eight themes linked to the four specific objectives mentioned above. 1) Agriculture, 2) Smart technologies, 3) Renewable energy, 4) Food security, 5) Health, 6) Sustainable development., 7) Local Economic Development and 8) Development Assistance Management.

## **Values**

Transformation, Accountability, Transparency, Teamwork, Professionalism and Respect.

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