



UNIVERSITY OF ZULULAND

POLICY AND PROCEDURE

ON

ACCESS TO INFORMATION

as required in terms of section 14 of the
Promotion of Access to Information Act, Act 2 of 2000

POLICY NUMBER	REG P14	POLICY OWNER	Registrar
OVERSEEING COMMITTEE(S)	MANCO → Senate → Council		
APPROVAL DATE	26/11/16	REVISION DATE	26/11/19

REVISION HISTORY

CURRENT APPROVAL CYCLE			
POLICY NUMBER:	REG P14	SENATE NUMBER(S):	S1172/16
DATE OF APPROVAL BY THE UNIVERSITY OF ZULULAND: Registrar's office			
DATE OF SENATE APPROVAL:		26/10/16	
DATE OF COUNCIL APPROVAL:		26/11/16	
EFFECTIVE DATE FOR IMPLEMENTATION:		26/11/16	
NEXT REVISION DATE:		26/11/19	

APPROVAL HISTORY			
DATE OF FIRST APPROVAL:			
POLICY NUMBER	SENATE NUMBER(S)	SENATE / MANCO REVISION DATE	COUNCIL APPROVAL DATE

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY

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1. STRUCTURE AND FUNCTIONS

The Statute of the University of Zululand describes its governance structures. These are:

I. The Chancellor (Section 6)

The Chancellor is the titular head of the University. The Chancellor has no executive powers.

II. The Vice-Chancellor (Section 9)

The Vice-Chancellor is responsible for the management and administration of the University in terms of section 30 of the Higher Education Act 101 of 1997 (as amended) and Section 10 of the UNIZULU Statute.

III. Deputy Vice-Chancellor(s), Registrar and Executive Official(s) (Section 13)

The Deputy Vice-Chancellor(s), Registrar and Executive Official(s) assists the Vice-Chancellor in planning, supervising and executing of the management and administration of the University in terms of the provisions of the Higher Education Act 101 of 1997 (as amended) and the UNIZULU Statute.

IV. The Council (Section 17)

The Council is responsible for the overall governance of the University, as prescribed in terms of section 27 of the Higher Education Act 101 of 1997 (as amended) and section 17 of the UNIZULU Statute.

V. The Senate (Section 28)

The Senate is accountable to the Council for all academic matters as prescribed in terms of section 28 of the Higher Education Act 101 of 1997 (as amended) as well as Section 28 of the UNIZULU Statute.

VI. The Institutional Forum (Section 39)

The Institutional Forum is prescribed in terms of section 31 of the Higher Education Act 101 of 1997 (as amended) and advises the Council on, *inter alia*:

- the implementation of the Higher Education Act 101 of 1997(as amended) and National Higher Education Policy;
- the formulation of race and gender equity policies;
- the suitability for appointment of candidates for senior management positions;
- codes of conduct;
- mediation and dispute resolution procedures; and
- the formulation of policy for fostering an institutional culture that promotes tolerance and respect for basic human rights, and which creates a suitable environment for teaching, learning, research and study.

VII. Student Representative Council (Section 64)

The SRC is elected democratically and is responsible for the management of the organised student life according to a constitution and functions via different portfolio committees.

2. INFORMATION OFFICER / DEPUTY INFORMATION OFFICER CONTACT DETAILS

2.1 Information officer

Prof XM Mtose (Vice-Chancellor)

Postal address:

University of Zululand
Private Bag X1001
KWADLANGEZWA, 3886

Physical address:

University of Zululand
Office 410, 4th Floor, Administration Building
24 Main Road
KWADLANGEZWA, 3886
Tel No.: (035) 902-6634
Email: mtoseX@unizulu.ac.za

2.2 Deputy Information Officer

Mr DE Janse van Rensburg (Registrar)

Postal address:

University of Zululand
Private Bag X1001
KWADLANGEZWA, 3886

Physical address:

University of Zululand
Office 323, 3rd Floor, Administration Building
24 Main Road
KWADLANGEZWA, 3886
Tel No.: (035) 902-3434
Email: jansevanrensburgD@unizulu.ac.za

3. SECTION 10 MANUAL

In terms of section 10 (1) of the Act, the Human Rights Commission must compile a manual in each of the official languages, which manual must be published by 14 August 2003 and must contain information in an easily understandable form and an exposition, as may reasonably be expected by a person who wishes to exercise a right in terms of the Act.

Enquiries can be addressed to:

- The South African Human Rights Commission PAIA Unit
The Research and Documentation Department Postal address:
Private Bag 2700, Houghton, 2041 Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Email: PAIA@sahrc.org.za
Web address: www.sahrc.org.za

4. ACCESS TO RECORDS HELD BY THE UNIVERSITY OF ZULULAND

4.1 Categories of records that is automatically available

The following information is automatically obtainable by addressing an enquiry to the Information Officer, as well as on the web page of the University of Zululand:

General information:

- UNIZULU facts
- Faculties
- Programmes
- Library
- Research
- Community Service
- Web page site map
- Contact information

Staff information:

- Support services
- Staff directory
- Staff
- Vacant posts

Student information:

- Prospective students
- Current students
- Alumni
- International students

News:

- Media
- Camera on campus
- Newsletters

- Links
- News archive

4.2 Categories of Records which may be requested

(Please note that this list is merely a general indication of information possessed by the University, but that it will not necessarily be made available without approval, as certain records are confidential. Please feel free to consult the web page of the University for Information that is already available: <http://www.unizulu.ac.za>.

The Council and Executive Committee of the Council

- Agendas of meetings
- Minutes of meetings
- List of Council members

Senate

- Agendas of meetings
- Minutes of meetings
- List of members of the Senate

Executive Management Committee (EXCO)

- Agendas of meetings
- Minutes of meetings
- List of members of the Executive

Management Committee (MANCO)

- Agendas of meetings
- Minutes of meetings
- List of members of Management

The Institutional Forum

- Agendas of meetings
- Minutes of meetings

- List of members

Student Representative Council

- Agendas of meetings
- Minutes of meetings
- List of members of the Student Representative Council

Student affairs

- Application forms for admission
- Prospectus of programmes offered
- Fees payable
- Bursaries and loans
- Academic records
- Student profiles and statistics

Staff affairs

- General conditions of service
- Staff policy and procedures
- Policy on Employment Equity
- Staff records

Financial matters

- Internal auditing reports
- Budget guides
- Insurance
- Investments

Academic Matters

- **Faculty of Arts, Faculty of Commerce, Administration and Law, Faculty of Education and Faculty of Science & Agriculture**
 - Faculty Board Agendas
 - Faculty Board Minutes
 - Faculty Programmes

- Departments
- Centres
- Research

Community Service

- Policy
- Projects

Support Services

- Policy and management information of the following support services:
 - Student Academic Services
 - Marketing
 - Planning and Infrastructure
 - Library and Information Service
 - Diversity and Equity
 - Unit for Students with Disabilities
 - Finance
 - Internal Auditing
 - Corporate Liaison Office
 - Student Services
 - Human Resources
 - Research Development
 - Computer Services
 - Strategic Communication)
 - Accommodation Services
 - Aids Centre

Publications

- Access to all UNIZULU publications

5. PROCEDURE FOR REQUESTING A RECORD

A request for access to information must be addressed to the Deputy Information Officer on a prescribed form (**Annexure A**) at the applicable address, fax or email address.

If a person, because of disability or illiteracy, is unable to make a request in writing, such request may be made orally and the putting thereof in writing will be facilitated by the Deputy Information Officer.

The prescribed form must indicate the following clearly:

- the category of information requested;
- the form of access required;
- the details of the person making the request.

The University will consider the request and inform the requester within 30 (thirty) days, or as stipulated by the Act, whether the request has been approved or rejected. This must be done in writing or, as far as practically feasible, in the manner requested by the applicant.

Assistance to requesters

If a requester requires any assistance in making a request, the Information Officer must provide the assistance free of charge.

Should a requester make a request for access to information which does not comply with the prescribed procedures or which is not made on the prescribed form, the Information Officer may not refuse the request.

In such a case the Deputy Information Officer must –

- provide reasons for refusing the request; and
- be willing to assist the person to complete the request in the right format.

6. SERVICES BY THE UNIVERSITY OF ZULULAND AVAILABLE TO MEMBERS OF THE PUBLIC AND HOW TO GAIN ACCESS TO THESE SERVICES

A comprehensive list of the services is contained in the general prospectus of the University, the undergraduate prospectus, the postgraduate prospectus and faculty calendars, which are available free of charge at the office of the Registrar whose details appear in paragraph 2.2. Alternatively these services can be inspected on the web page of the University <http://www.unizulu.ac.za>

7. PARTICIPATION IN POLICY FORMULATION AND DECISION MAKING AT THE UNIVERSITY OF ZULULAND

Students and staff members may participate in the formulation of policy and making of decisions by the University according to the provisions of the Higher Education Act 101 of 1997 (as amended) as well as in terms of internal procedures as agreed upon with students and staff from time to time. Other interested parties may submit comments and proposals in writing to the Information Officer or Deputy Information Officer at the following address:

The Registrar: University of Zululand
Private Bag X1001
KWADLANGEZWA, 3886

8. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT IN TERMS OF THE ACT

A student or a member of the public may lay a complaint in writing with the Information Officer or Deputy Information Officer. Staff members may make use of the grievance procedure of the University.

Should the complaint be in respect of an act or a failure to act in terms of the Act, the person who lays the complaint may take such steps as are provided for in sections 74 to 82 of the Act.

9. OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT

At present there is no other information available from the University in terms of section 92 which can be placed here.

ANNEXURE "A"

REQUEST FOR ACCESS TO A RECORD OF THE UNIVERSITY OF ZULULAND

(Section 18(1) of the Promotion of Access to Information Act, Act 2 of 2000)

Regulation 6

FOR OFFICE USE ONLY

Reference number: _____

Request received by _____ (state rank, name and surname if information officer/deputy information officer) on _____ (date) at _____ (place).

Request fee (if any): R _____ Receipt no. _____

Deposit (if any): R _____ Receipt no. _____

Access fee: R _____ Receipt no. _____

Signature: Information Officer/Deputy Information Officer

A. PARTICULARS OF DEPUTY INFORMATION OFFICERS

REGISTRAR

Postal address:

University of Zululand
Private Bag X1001
KWADLANGEZWA, 3886

Physical address:

University of Zululand
Office 323, 3rd Floor, Administration Building
24 Main Road
KWADLANGEZWA, 3886

T: +27 (0) 35 902 || F: +27 (0) 35 902 || C: +27 (0)

E-mail: jansevanrensburgD@unizulu.ac.za

B. PARTICULARS OF PERSON REQUESTING ACCESS TO A RECORD

Full names and surname of requester: _____

Identity number: _____

Postal address: _____

Postal code: _____

Fax number: (_____) _____

Telephone number: (_____) _____ Cell number: _____

E-mail address: _____

C. PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS MADE

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname of requester: _____

Identity number: _____

Postal address: _____

Postal code: _____

Fax number: (_____) _____

Telephone number: (_____) _____ Cell number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person (i.e. parent, guardian, attorney): _____

D. PARTICULARS OF RECORD AND REASON FOR REQUEST

- | |
|---|
| <p>(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, and/or the Department/person where it is held, to enable the record to be located.</p> <p>(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.</p> |
|---|

1. Description of record or relevant part of the record:

2. Reference number, if available: _____

3. Any further particulars of record: _____

4. Reason for requesting above information:

E. FEES

- (a) A request for access to a record, other than record containing personal information about yourself, will be processed only after a request fee of R35.00 has been paid.
- (b) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. For an indication of the Fees payable, consult Annexure "B".
- (c) If you qualify for exemption of the payment of any fee, state the reason for exemption.

Reason for exemption from payment of fees: _____

F. FORM OF ACCESS TO RECORD

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: _____

Alternative form in which record is required: _____

PLEASE NOTE:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

Mark the form in which access is requested with an “X” in the appropriate box

1.	If the record is in a written or printed form:	
	Copy of record	Inspection of record
	<input type="checkbox"/>	<input type="checkbox"/>

2. If record consists of visual images (this includes photographs, slides, video recordings, computer generated images, sketches, etc.)

View the images	Copy of the images*	Transcription of images*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. If the record consists of recorded words or information which can be reproduced in sound:

Listen to the soundtrack (audio cassette)	Transcription of soundtrack*(written or printed document)
<input type="checkbox"/>	<input type="checkbox"/>

4. If record is held on computer or in an electronic or machine-readable form:

Printed copy	Printed copy of information in computer of record derived from the record	Copy in computer of record derived from the record
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Readable form*(stiffy or Disc)	<input type="checkbox"/>	

PLEASE NOTE:

<p>* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p>Please note that you will be liable for postage fees</p>	YES	NO
<p>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</p> <p>In which language would you prefer the record? _____</p>		

G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at _____ this _____ day of _____ 20_____

Signature of requester / person on whose behalf request is made

PLEASE NOTE:

Requests for information in terms of the Promotion of Access to Information Act, 2000 will only be processed if the attached request form has been completed in full, signed by the relevant requester and if the applicable fees have been paid. The applicable fees are indicated in Annexure "B".

ANNEXURE “B”

Fees payable in terms of Regulation R187 of 15 February 2002

GENERAL

VALUE-ADDED TAX

Public and private bodies registered as vendors in terms of the Value-Added Tax Act, 1991 (Act No.89 of 1991) may add value-added tax to all fees prescribed in this Annexure.

PART I

FEES PERTAINING TO A MANUAL

The fee payable for a copy of a manual as contemplated in Regulations 2(3)(b) and 3(4)(c) amounts to R0,60 for every photocopy of an A4 page or part thereof.

PART II

FEES PERTAINING TO PUBLIC BODIES

- | | R |
|--|------|
| 1. The fee payable for a copy of a manual as contemplated in Regulation 5(c) amounts to R0,60 for every photocopy of an A4 page or part thereof. | |
| 2. The fees for reproduction as contemplated in Regulation 7 (1) are as follows: | |
| a) For every photocopy of an A4 page or part thereof: | 0,60 |
| b) For every printed copy of an A4 page or part thereof stored on computer or in an electronic or machine-readable format | 0,40 |
| c) For a copy in a computer-readable format on - | |

	(i) Stiffy:	5,00
	(ii) Compact disk:	40,00
d)	For a transcription of visual images -	
	(i) For an A4 page or part thereof:	22,00
	(ii) For a copy of visual images:	60,00
e)	For a transcription of an audio record -	
	(i) For an A4 page or part thereof:	12,00
	(ii) For a copy of an audio record:	17,00
3.	The application fee payable by a requester, excluding a personal requester as contemplated in Regulation 7 (2):	35,00
4.	The access fees payable by a requester as contemplated in Regulation 7 (3) are as follows:	
(a)	For every copy of an A4 page or part thereof:	0,60
(b)	For every printed copy of an A4 page or a part thereof stored on computer or in an electronic or machine-readable format:	0,40
(c)	For a copy in a computer-readable format on -	
	(i) Stiffy:	5,00
	(ii) Compact disk:	40,00
(d)	For a transcription of visual images -	
	(i) A4 page or part thereof:	22,00
	(ii) For a copy of visual images:	60,00
(e)	For a transcription of an audio record -	
	(i) For an A4 page or part thereof:	12,00
	(ii) For a copy of an audio record:	17,00
(f)	For searching for and preparing the record for disclosure, R15,00 for every hour or part of an hour, excluding the first hour, reasonably required for such a search and preparation.	
5.	For the purposes of section 22(2) of the Act the following applies:	
(a)	Six hours as the number of hours that must be exceeded before a deposit is payable; and	

- (b) One third of the access fees payable as a deposit by the requester.
- 6. The actual postage is payable if a copy of the record must be posted to the requester.

NB: Value-Added Tax (VAT) is payable addition to all the abovementioned tariffs.