



**UNIVERSITY OF
ZULULAND**

RESTRUCTURED FOR RELEVANCE

For Further Information for admission, contact:

Student Admissions

KwaDlangezwa Campus: +27 (0)35 902 6790/6030

Richards Bay Campus: +27 (0)35 902 6923

E-mail: admissions@unizulu.ac.za

Fax: +27 (0)86 631 7922

Website: www.unizulu.ac.za

Follow us on  [@UNIZULUongoye](https://twitter.com/UNIZULUongoye)  www.facebook.com/unizulu

Central Applications Office

Share call: +27 (0)86 086 0226

International Calls: +27 (0)31 268 4444

E-mail: enqgeneralcao.ac.za

Fax: +27 (0)86 622 8823 or +27 (0)31 268 4422

Website: www.cao.ac.za



**UNIVERSITY OF
ZULULAND**

RESTRUCTURED FOR RELEVANCE

GENERAL CALENDAR

2018

**2018
GENERAL CALENDAR**

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APPENDIX 1

DISCIPLINARY CODE: STUDENTS

COAT OF ARMS



Heraldic Description

| | |
|----------------------|--|
| Arms: | Gyronny of twelve argent and azure, at nombril point, on a bezant, a pall sable. |
| Crest: | A fish eagle displayed, proper. |
| Wreath and Mantling: | Argent and azure. |
| Motto: | Diligentia Cresco |

Symbolism

The coat of arms, the golden disc, divided into three symbolises the physical, intellectual and spiritual aspects of humankind. The blue and white rays represent the knowledge and learning radiated by the University. The black and red helmet is associated with courtesy while the fish eagle conveys the idea of alertness. The motto, by diligence we shall lead, serves as an inspiration to both students and staff members.

VISION

To be a leading comprehensive university providing quality education.

MISSION

To produce globally competitive graduates, relevant for the human capital needs of the country, research findings that help the country understand its past and develop its future and engage with wider society for the betterment of all.

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GENERAL INFORMATION

Location

The KwaDlangezwa Campus of the University of Zululand is situated about 142 km north of Durban and 19 km South of Empangeni off the N2 National Road on the KwaZulu-Natal North Coast. The nearest town is Empangeni.

The KwaDlangezwa campus is mainly residential with board and lodging facilities for 3 800 students.

Correspondence: KwaDlangezwa Campus

All Correspondence must be addressed to:

The Registrar
University of Zululand Private Bag X1001
KwaDlangezwa
3886

Physical Address

University of Zululand
24 Main Road
KwaDlangezwa

Telephone and Fax Numbers

Telephone Numbers: KwaDlangezwa Campus

Registrar and all Sections: 035 902 6000

After Hours

Warden:035 902 6678/6696/6693

Protective Services:035 902 6599/6479

Telephone Numbers: Faculties and Departments

FACULTY OF ARTS

| Name | Department | Email | Telephone |
|------------------|--|--|------------------------------|
| Prof GH Kamwendo | Dean | KamwendoG@unizulu.ac.za | 035-902-3044 035-902-6087 |
| Prof AT Nzama | Deputy Dean: Teaching & Learning | NzamaA@unizulu.ac.za | 035-902-6720 |
| Prof DN Ocholla | Deputy Dean: Research & Internationalization | OchollaD@unizulu.ac.za | 035-902-6484 |
| Dr RN Ngcobo | HoD: Anthropology & Development Studies | NgcoboNR@unizulu.ac.za | 035-902-6055 |
| Prof H Rugbeer | HoD: Communication Science | RugbeerH@unizulu.ac.za | 035-902-6210 |
| Prof J Ras | HoD: Criminal Justice | RasJ@unizulu.ac.za | 035-902-6518 |
| Prof R Baum | HoD: Creative Arts | BaumR@unizulu.ac.za | 035-902-6324 |

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| | | | |
|------------------|---|--|--------------|
| Prof MV Mpepo | HoD: English | MpepoV@unizulu.ac.za | 035-902-6271 |
| Dr EM Mncwango | HoD: General Linguistics & Modern Languages | MncwangoE@unizulu.ac.za | 035-902-6057 |
| Prof HS Simelane | HoD: History | SimelaneH@unizulu.ac.za | 035-902-6360 |
| Prof LZM Khumalo | HoD: African Languages & Culture | MsomiN@unizulu.ac.za | 035-902-6045 |
| Dr DN Evans | HoD: Information Studies | EvansN@unizulu.ac.za | 035-902-6169 |
| Mrs E Latecka | HoD: Philosophy | LateckaE@unizulu.ac.za | 035-902-6672 |
| Prof DN Ocholla | HoD: Politics & International Studies | OchollaD@unizulu.ac.za | 035-902-6484 |
| Prof JD Thwala | HoD: Psychology | ThwalaJ@unizulu.ac.za | 035-902-6611 |
| Mrs N Ndlovu | HoD: Social Work | NdlovuN@unizulu.ac.za | 035-902-6657 |
| Dr NG Tshabalala | HoD: Sociology | TshabalalaN@unizulu.ac.za | 035-902-6671 |
| Dr SP Tshabalala | HoD: Recreation & Tourism | TshabalalaS@unizulu.ac.za | 035-902-6576 |

FACULTY OF COMMERCE, ADMINISTRATION & LAW (CAL)

| Name | Department | Email | Telephone |
|-----------------|--|--|------------------|
| Prof DD Tewari | Dean | TewariD@unizulu.ac.za | 035-902-6173 |
| Prof D Iyer | Deputy Dean: Teaching & Learning | IyerD@unizulu.ac.za | 035-902-6379 |
| Prof I Kaseeram | Deputy Dean: Research & Internationalization | KaseeramI@unizulu.ac.za | 035-902-6425 |
| Ms K Naidoo | HoD: Law | Naaidooka@unizulu.ac.za | 035-902-6213 |
| Mrs MF Magigaba | AHoD: Business Management | MagigabaM@unizulu.ac.za | 035-902-6121 |
| Prof L Greyling | AHoD: Economics | GreylingL@unizulu.ac.za | 035-902-6590 |
| Mrs S Khomo | HoD: Accounting and Auditing | KhomoSp@unizulu.ac.za | 035-902-6796 |
| Miss N Jili | AHoD: Public Administration | JiliN@unizulu.ac.za | 035-902-6615 |
| Mr MV Ngobese | Director Law Clinic | NgobeseM@unizulu.ac.za | 035-902-6454 |
| Dr BJ Mthanti | Academic Coordinator | MthantiB@unizulu.ac.za | 035-902-6539 |

FACULTY OF EDUCATION

| Name | Department | Email | Telephone |
|-------------------|--|--|------------------|
| Prof MC Maphalala | Dean | MaphalalaM@unizulu.ac.za | 035-902-6347 |
| | Deputy Dean: Teaching & Learning | | 035-902-6702 |
| Prof DR Nzima | Deputy Dean: Research & Internationalization | NzimaD@unizulu.ac.za | 035-902-6240 |
| Vacant | Academic Coordinator | | 035-902-6333 |
| Dr P Pillay | AHoD: Languages Education | PillayP@unizulu.ac.za | 035-902-6554 |

**2018
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| | | | |
|-------------------|--|--|--------------|
| Dr BT Gamede | AHoD: Social Science Education | GamedeB@unizulu.ac.za | 035-902-6495 |
| Dr MS Mabusela | AHoD: Curriculum & Instructional Studies | MabuselaM@unizulu.ac.za | 035-902-6220 |
| Dr SCB Xulu | AHoD: Early Childhood Education | XuluSC@unizulu.ac.za | 035-902-6903 |
| Dr IS Kapueja | AHoD: Educational Foundations and Management | KapuejaI@unizulu.ac.za | 035-902-6249 |
| Prof MM Hlongwane | HoD: Educational Psychology and Special Education | HlongwaneM@unizulu.ac.za | 035-902-6341 |
| Dr R Mosoloane | AHoD: Mathematics, Science and Technology Education | MosoloaneR@unizulu.ac.za | 035-902-6809 |
| Mr MM Mngomezulu | Coordinator and Head: Educational Professional Practice Unit | MngomezuluM@unizulu.ac.za | 035-902-6218 |

FACULTY OF SCIENCE AND AGRICULTURE

| Name | Department | Email | Telephone |
|-----------------|--|--|------------------|
| Prof NW Kunene | Dean | KuneneN@unizulu.ac.za | 035-9026648 |
| Prof AM Zobolo | Deputy Dean: Teaching & Learning | ZoboloA@unizulu.ac.za | 035-9026109 |
| Prof L Vivier | Interim Deputy Dean: Research & Internationalization | vivierl@unizulu.ac.za | 035-9026741 |
| Prof G Zharare | AHoD: Agriculture | zharareg@unizulu.ac.za | 035-9026097 |
| Prof AK Basson | HoD: Biochemistry & Microbiology | BassonA@unizulu.ac.za | 035-9026093 |
| Ms A Van Biljon | AHoD: Biokinetics & Sport Science | vanbiljonA@unizulu.ac.za | 035-9026378 |
| Prof H de Wet | HoD: Botany | DewetH@unizulu.ac.za | 035-9026189 |
| Prof TE Motaung | HoD: Chemistry | MotaungT@unizulu.ac.za | 035-9026827 |
| Prof MO Adigun | HoD: Computer Science | AdigunM@unizulu.ac.za | 035-9026189 |
| Prof U Kolanisi | AHoD: Consumer Sciences | Kolanisiu@unizulu.ac.za | 035-9026371 |
| Mr AT Mthembu | AHoD: Geography & Environmental Science | Mthembua@unizulu.ac.za | 035-9026329 |
| Mr B Rawlins | AHoD: Hydrology | Rawlinsb@unizulu.ac.za | 035-9026419 |
| Prof SS Xulu | AHoD: Mathematical Sciences | Xulus@unizulu.ac.za | 035-9026079 |
| Prof TP Mhlongo | HoD: Nursing Science | Mhlongot@unizulu.ac.za | 035-9026520 |
| Dr B Kibirige | AHoD: Physics and Engineering | KibirigeB@unizulu.ac.za | 035-9026118 |

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| | | | |
|----------------|-------------------------|--|-------------|
| Mrs N Morojele | AHoD: Science Access | Morojelen@unizulu.ac.za | 035-9026868 |
| Prof L Vivier | AHoD: Zoology | Vivierl@unizulu.ac.za | 035-9026741 |

Telephone Numbers: Other Sections/Divisions

| | |
|---|-------------------|
| Admissions | 035-902-6651 |
| Assessment Management | 035-902-6279 |
| Bookshop | 035-902-6103 |
| Buying and Stores | 035-902-6174 |
| Communications and Marketing | 035-902-6668 |
| Enrolment Management | 035-902-6177 |
| Guidance and Counselling | 035-902-6342 |
| Legal Aid | 035-902-6454 |
| Library | 035-902-6463 |
| Policy Management and Secretariat | 035-902-6798 |
| Postal Services | 035-902-6579 |
| Quality Assurance | 035-902-6644 |
| Risk Management | 035-902-6842 |
| Student Administration | 035-902-6674 |
| Student Housing | 035-902-6179/6626 |
| Teaching & Learning Centre | 035-902-6074 |
| Fleet Management | 035-902-6723 |

Telephone Numbers: Executive Offices

| | |
|---|--------------|
| Vice-Chancellor | 035-902-6624 |
| Deputy Vice-Chancellor: Teaching and Learning | 035-902-6634 |
| Deputy Vice-Chancellor: Research and Innovation | 035-902-6355 |
| Deputy Vice-Chancellor: Institutional Support | 035-902-6110 |
| Registrar | 035-902-6798 |
| Finance | 035-902-6305 |
| Human Resources | 035-902-6401 |
| Institutional Planning | 035-902-6621 |

Website Address: www.unizulu.ac.za

Payment of Fees

Cheques, postal and money orders must be crossed and made payable to: University of Zululand

Richards Bay Campus

The Richards Bay Campus of the University of Zululand is situated about 172 km north of Durban, off the N2 national road on the KwaZulu-Natal North Coast.

Contact Details

| | |
|--------------------------|-------------|
| Executive Director | 035-9026920 |
| Secretary/PA | 035-9026921 |
| Reception | 035-9026950 |
| Administration | 035-9026958 |
| Admissions | 035-9026923 |

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| | |
|---------------------------|-----------------------|
| Student Admin | 035-9026924 |
| Examinations | 035-9026922 |
| Library | 035-9026918 |
| Protective Services | 035-9026940/6955/6953 |
| ICT | 035-9026912 |
| Finance | 035-9026954 |
| Fax | 035-9026027 |

Correspondence and Enquiries

Prospective students must note that all correspondence and enquiries are to be addressed to:

The Registrar,
University of Zululand,
Private Bag X1001,
KwaDlangezwa, 3886

Physical Address

Corner of Guldengracht and East Central Arterial Roads,
Arboretum, Richards Bay

Postal Address

Private Bag X1041, Richards Bay, 3900

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HONORARY DEGREES

| | | |
|------|--------|---|
| 1976 | LLD | Honourable Mntwana MG Buthelezi |
| | DLitt | Professor CLS Nyembezi |
| 1980 | DCom | Professor SB Ngcobo |
| | DPhil | Bishop AH Zulu |
| 1986 | DPhil | Rev EZ Sikhakhane |
| 1988 | LLD | Professor NJJ Olivier |
| 1989 | DPhil | Dr SG Marzullo |
| 1990 | DPhil | Dr JL Dube (posthumously) |
| | DEd | Dr JAW Nxumalo |
| 1992 | DPhil | Professor C Searle |
| 1993 | LLD | Professor JD van der Vyver |
| 1994 | DPhil | His Majesty King Zwelithini Zulu |
| 1995 | DEd | Professor AC Nkabinde |
| | DTh | Professor GC Oosthuizen |
| | LLD | Deputy President Dr FW de Klerk |
| 1996 | DPhil | Professor S Kupe |
| | LLD | Professor NE Wiehahn |
| | DEd | Professor HB Kruger |
| 1997 | DEd | Dr ISF Kubeka |
| | LLD | Justice EM Tshabalala |
| | LLD | Justice PS Langa |
| | DPhil | Dr IF Garland |
| 1998 | LLD | President of South Africa, Dr NR Mandela |
| | DPhil | Premier of KwaZulu-Natal, Dr BS Ngubane |
| | DTh | Chairman of the Truth and Reconciliation Commission, Dr KEM Mgojo |
| 1999 | DSc | Dr MV Gumede (posthumously) |
| | LLD | Dr FT Mdlalose |
| 2000 | DTh | Rev Fr Bishop MD Biyase |
| 2001 | DPhil | Dr JSM Khumalo |
| | DPhil | Dr ETZS Mthiyane |
| | DLitt | Dr DB Ntuli |
| | DPhil | Mntwana Princess Magogo C Buthelezi KaDinuzulu (Posthumously) |
| | DEd | Dr JL van der Walt |
| | MA | Rev HB du Toit |
| | DPhil | Dr TME Nene |
| | DPhil | Dr BJ Shabalala |
| | LLD | Dr JAM Luthuli |
| | DAdmin | Deputy President of South Africa, Dr JG Zuma |
| 2002 | DEd | Premier of KwaZulu-Natal, Dr LPHM Mtshali |
| | DPhil | Dr RS Khumalo |
| 2004 | DPhil | Dr I Khoza |
| 2005 | DAdmin | Premier of KwaZulu-Natal, Dr JS Ndebele |
| 2006 | DSc | Dr P O'Brien |
| 2013 | DLitt | Dr S Khumalo |

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EMERITUS PROFESSORSHIPS

| | |
|------|--|
| 1982 | Professor GJ Ackerman Professor CFB Nel Professor AM Nzimande |
| 1985 | Professor AJ Antonites Professor JP van der Walt |
| 1988 | Professor PA Duminy Professor LH Badenhorst |
| 1991 | Professor A Nel |
| 1992 | Professor AJ Vos Professor PS Joubert |
| 1995 | Professor ES Mchunu |
| 1997 | Professor JGJ Visser |
| 1998 | Professor MC Kitshoff |
| 1999 | Professor MG Erasmus Professor B Spoelstra Professor GJC van Wyk |
| 2008 | Professor LM Magi |
| 2011 | Professor GA Kolawole |
| 2012 | Professor TG Djarova-Daniels |
| 2012 | Professor BA Kelbe |
| 2015 | Professor AR Opoku |
| 2016 | Professor RM Klopper |

RESEARCH FELLOWS AND ASSOCIATES OF THE UNIVERSITY OF ZULULAND

Faculty of Arts

| | |
|--------------|--|
| Bell, N | English (Research Associate) |
| Britz, JJ | Information Studies |
| Edwards, DJ | Psychology |
| Edwards, SD | Psychology |
| Jacobs, D | Information Studies |
| Klopper, RM | Communication Science |
| Lekane, GM | History |
| Le Roux, CJB | Information Studies |
| Magi, LM | Recreation and Tourism |
| Ponelis, S | Information Studies (Research Associate) |
| Spruyt, MM | General Linguistics and Modern Languages |
| Louw, P | English |
| Mostert, J | Information Studies |

Faculty of Commerce, Administration & Law

| | |
|--------------|-----------------------|
| Akinola, AO | Public Administration |
| Maune, A | Business Management |
| Muller, KD | Law |
| Ojapinwa, VT | Economics |
| Okem, AE | Public Administration |

Faculty of Science & Agriculture

| | |
|---------------------|-----------------------------|
| Chowdhury, SP | Physics & Engineering |
| Cyrus, DP | Zoology |
| Djarova-Daniels, TG | Biochemistry & Microbiology |
| Enitan, AM | Hydrology |
| Harris, S | Zoology |
| Jury, MR | Geography |
| Kelbe, BE | Hydrology |
| Kolawole, GA | Chemistry |
| Malik, MA | Chemistry |
| Mlowe, S | Chemistry |
| Mochane, MJ | Chemistry |
| Muroyiwa, B | Agriculture |
| Nkosi, SS | Physics |
| Odeyeye, MO | Computer Science |
| Onagbiye, SO | Human Movement Sciences |
| Opoku, A | Biochemistry & Microbiology |
| Singh, V | Mathematics |
| Taylor, R | Hydrology |
| Weerts, S | Zoology |

ADJUNCT PROFESSORS/ASSOCIATE PROFESSORS

Faculty of Commerce, Administration & Law

| | |
|-------------|---------------------|
| Botha, I | Economics |
| Govender, K | Business Management |
| Muller, KD | Law |
| Pillay, P | Public Admin |
| Rishi, P | Public Admin |

Faculty of Science & Agriculture

| | |
|-----------|-----------------------------|
| Louw, J | Biochemistry & Microbiology |
| Muller, C | Biochemistry & Microbiology |
| Theron, W | Consumer Science |

**2018
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JANUARY

| | | |
|------------|-----------|--|
| Mon | 1 | PUBLIC HOLIDAY (New Year's Day) |
| Tues | 2 | |
| Wed | 3 | (i) UNIVERSITY RE-OPENS (ii) Academic staff available for marking, admission, examination, etc. (iii) Administration offices & Library open (iv) Pre-registration & financial clearance begins (v) Finalisation of residence allocation (vi) Start of applications for special examinations |
| Thurs | 4 | |
| Fri | 5 | Closure of applications for special examinations |
| Sat | 6 | |
| Sun | 7 | |
| Mon | 8 | (i) Start of registration for all postgraduate degrees/diplomas (Honours, Master's & Doctoral) (ii) Final day for conversion of conditional offers to firm offers/notification of non-acceptance on CAO. (iii) Closure Agenda: EXCO 15/01 (iv) Publication of special examination list (v) Closure Agenda: Bursary/Financial Aid Committee 18/01 |
| Tues | 9 | |
| Wed | 10 | Last day for submission/contributions to the 2017 Annual Report |
| Thurs | 11 | Start of special examinations |
| Fri | 12 | End of special examinations |
| Sat | 13 | |
| Sun | 14 | |
| Mon | 15 | (i) Start of registration for first time entering undergraduate students (FTENS) (ii) Meeting: EXCO |
| Tues | 16 | (i) Call for applications (Academic Staff Promotion) (ii) Last day for processing marks (special examinations) (iii) Start of residence based schooling observation (Year II) (iv) Start of residence based schooling observation (Year III) (v) Start of residence based schooling supervised teaching (Year IV) |
| Wed | 17 | (i) Closure Agenda: Management Committee (MANCO) 29/01 (ii) Closure Agenda: Institutional Risk Management Committee (IRMC) 29/01 (iii) Closure Agenda: Special meeting of the Human Resources Committee of Council (HRCC) 27/01 (iv) Meeting: Examination Committee (Special Examinations) (v) Closure Agenda: ICT Steering Committee 30/01 |
| Thurs | 18 | (i) Meeting: Bursary/Financial Aid Committee 08H30 (ii) Publication of results (Special Examinations) |
| Fri | 19 | |
| Sat | 20 | |
| Sun | 21 | |
| Mon | 22 | (i) Start of registration for returning students (ii) Closure Agenda: Quality Assurance & Academic Development Committee (QAADC) 6/02 |
| Tues | 23 | (i) End of residence based schooling observation (Year II) (ii) End of residence based schooling observation (Year III) (iii) End of residence based schooling supervised teaching (Year IV) |
| Wed | 24 | |
| Thurs | 25 | |
| Fri | 26 | End of registration for first time entering students (FTENS) |
| Sat | 27 | Special Meeting: HRCC 11H00 |

2018
GENERAL CALENDAR

| | | | |
|------------|----|-------|---|
| Sun | 28 | | |
| Mon | 29 | (i) | Meeting: MANCO 08H30 |
| | | (ii) | Meeting: IRMC 12H00 |
| | | (iii) | Closure Agenda: EXCO 09/02 |
| | | (iv) | Start of orientation for first year students |
| Tues | 30 | (i) | Meeting: ICT Steering Committee 08H30 |
| | | (ii) | Closure Agenda: Planning Committee 07/02 |
| Wed | 31 | | Closure Agenda: Faculty Board of Arts, Faculty Board of CAL, Faculty Board of Education & Faculty Board of Science & Agriculture 12/02, 13/02, 14/02 & 15/02 |

2018
GENERAL CALENDAR

FEBRUARY

| | | | |
|------------|-----------|-------|--|
| Thurs | 1 | | |
| Fri | 2 | (i) | End of orientation for first year students |
| | | (ii) | End of registration for returning students |
| Sat | 3 | | |
| Sun | 4 | | |
| Mon | 5 | (i) | START OF LECTURES |
| | | (ii) | Closure Agenda: Sports Council Committee 19/02 |
| | | (iii) | Closure Agenda: Investment Management Committee 14/02 |
| Tues | 6 | | Meeting: QAADC 08H30 |
| Wed | 7 | | Meeting: Planning Committee 08H30 |
| Thurs | 8 | (i) | Meeting: Foundation (Audit & Risk Committee) 10H00 |
| | | (ii) | Closure Agenda: Community Engagement Committee 21/02 |
| | | (iii) | Closure Agenda: Planning & Infrastructure Committee of Council (PICC) 20/02 |
| Fri | 9 | (i) | Meeting: EXCO 08H30 |
| | | (ii) | End of registration for all postgraduate (Honours & Master's by Coursework) |
| Sat | 10 | | |
| Sun | 11 | | |
| Mon | 12 | (i) | UNIZULU OFFICIAL OPENING |
| | | (ii) | Start of modification of undergraduate modules & programmes |
| | | (iii) | Closure Agenda: Higher Degrees Committee 27/02 |
| | | (iv) | Closure Agenda: Students Services Committee 23/02 |
| | | (v) | Meeting: Faculty Board of Arts 13H35 |
| Tues | 13 | | Meeting: Faculty Board of CAL 13H35 |
| Wed | 14 | (i) | Meeting: Investment Management Committee 08H30 |
| | | (ii) | Meeting: Faculty Board of Education 13H35 |
| Thurs | 15 | (i) | Meeting: Faculty Board of Science & Agriculture 13H35 |
| | | (ii) | Closure Agenda: Finance Committee of Council (FCC) 01/03 |
| | | (iii) | Closure Agenda: Teaching & Learning Committee 26/02 |
| Fri | 16 | (i) | Closure Agenda: Audit & Risk Committee of Council (ARCC) 27/02 |
| | | (ii) | Closure Agenda: MANCO 28/02 |
| | | (iii) | Closure Agenda: MANCO/SRC 28/02 |
| | | (iv) | End of modification of undergraduate modules & programmes |
| Sat | 17 | | |
| Sun | 18 | | |
| Mon | 19 | | Meeting: Sports Council Committee 08H30 |
| Tues | 20 | | Meeting: PICC 09H00 |
| Wed | 21 | (i) | Meeting: Community Engagement 08H30 |
| | | (ii) | Closure Agenda: ICT Governance Committee of Council 02/03 |
| Thurs | 22 | | Meeting: Foundation Board 10H00 |
| Fri | 23 | (i) | Meeting: Students Services Committee 08H30 |
| | | (ii) | Closure Agenda: Time-table Committee 14/03 |
| Sat | 24 | | |
| Sun | 25 | | |
| Mon | 26 | | Meeting: Teaching & Learning Committee 08H30 |
| Tues | 27 | (i) | Meeting: ARCC 09H00 |
| | | (ii) | Meeting: Higher Degrees Committee 08H30 |
| Wed | 28 | (i) | Meeting: MANCO 08H30 |
| | | (ii) | Meeting: MANCO/SRC 12h00 |
| | | (iii) | Closure Agenda: SENEX 08/03 |
| | | (iv) | PGCE Part I Wednesday – start of residence based schooling |
| | | (v) | Closure Agenda: EXCO 12/03 |
| | | (vi) | Deadline of Registration Report to DHET |

**2018
GENERAL CALENDAR**

MARCH

| | | | |
|------------|-----------|-------|---|
| Thurs | 1 | (i) | Meeting: FCC 09H00 |
| | | (ii) | Closure Agenda: Institutional Forum (IF) 13/03 |
| Fri | 2 | (i) | Life orientation teachers workshop |
| | | (ii) | Meeting: ICT Governance Committee of Council 09H00 |
| | | (iii) | Closure Agenda: Library Committee 15/03 |
| Sat | 3 | | |
| Sun | 4 | | |
| Mon | 5 | | Closure Agenda: Faculty Committee on Promotion 15/03 |
| Tues | 6 | | |
| Wed | 7 | | PGCE Part I Wednesday residence based schooling continuation |
| Thurs | 8 | (i) | Meeting: SENEX 08H30 |
| | | (ii) | Closure Agenda: Senate 19/03 |
| | | (iii) | Closing date for undergraduate graduation list |
| Fri | 9 | | |
| Sat | 10 | | |
| Sun | 11 | | |
| Mon | 12 | | Meeting: EXCO 08H30 |
| Tues | 13 | (i) | Meeting: IF 09H00 |
| | | (ii) | Closure Agenda: Investment Management Committee 27/03 |
| Wed | 14 | (i) | Meeting: Time-table Committee 08H30 (Second Semester Time-table) |
| | | (ii) | PGCE Part I Wednesday residence based schooling continuation |
| Thurs | 15 | (i) | Meeting: Faculty Committee on Promotion 08H30 |
| | | (ii) | Meeting: Library Committee 13H35 |
| Fri | 16 | | |
| Sat | 17 | | |
| Sun | 18 | | |
| Mon | 19 | | Meeting: Senate 09H00 |
| Tues | 20 | (i) | Closure Agenda: MANCO 29/03 |
| | | (ii) | Closure Agenda: COUNEX & COUNCIL 28/03 |
| Wed | 21 | | PUBLIC HOLIDAY (Human Rights Day) |
| Thurs | 22 | | Closure Agenda: Research Ethics Committee 03/04 |
| Fri | 23 | (i) | LECTURES END |
| | | (ii) | Closure Agenda: Research Committee 12/04 |
| | | (iii) | Closing date for Master's & Doctoral graduation list |
| Sat | 24 | | |
| Sun | 25 | | |
| Mon | 26 | | Start of Teaching Recess |
| Tues | 27 | | Meeting: Investment Management Committee 08H30 |
| Wed | 28 | (i) | Meeting: COUNEX & COUNCIL 08H30 & 11H00 |
| | | (ii) | Closing date of applications for promotions |
| | | (iii) | End of PGCE Part I Wednesday residence based schooling continuation |
| | | (iv) | Closure Agenda: PICC 11/04 |
| Thurs | 29 | (i) | End of Teaching Recess |
| Fri | 30 | | PUBLIC HOLIDAY (Good Friday) |
| Sat | 31 | | |

**2018
GENERAL CALENDAR**

APRIL

| | | | |
|------------|-----------|-------|---|
| Sun | 1 | | |
| Mon | 2 | | PUBLIC HOLIDAY (Family Day) |
| Tues | 3 | (i) | START OF LECTURES |
| | | (ii) | Meeting: MANCO 08H30 |
| | | (iii) | Closure Agenda: HRCC 14/04 |
| | | (iv) | Closure Agenda: EXCO 13/04 |
| | | (v) | Publication of provisional graduation list for undergraduates |
| Wed | 4 | (i) | Meeting: Research Ethics Committee 08H30 |
| | | (ii) | Closing date for inclusion in the graduation list |
| Thurs | 5 | | Meeting: Examination Committees for Postgraduate Students 08H30 |
| Fri | 6 | (i) | Closure Agenda: SENEX (Finalisation of graduation list) 10/04 |
| | | (ii) | Closure Agenda: ARCC 19/04 |
| | | (iii) | Closure Agenda: QAADC 16/04 |
| Sat | 7 | | |
| Sun | 8 | | |
| Mon | 9 | (i) | Closure Agenda: Sports Council 20/04 |
| | | (ii) | Closure Agenda: ICT Steering Committee 17/03 |
| | | (iii) | Closure Agenda: Faculty Board of Arts, Faculty Board of CAL, Faculty Board of Education & Faculty Board of Science & Agriculture 19/04, 23/04, 24/04 & 25/05 |
| Tues | 10 | (i) | Special Meeting: SENEX (Finalisation of graduation list) 08H30 |
| | | (ii) | Start of PGCE residence based schooling block |
| Wed | 11 | (i) | Publication of the FINAL graduation list (ALL FACULTIES) |
| | | (ii) | Closure Agenda: Investment management Committee 25/04 |
| | | (iii) | Meeting: PICC 09H00 |
| Thurs | 12 | | Meeting: Research Committee 08H30 |
| Fri | 13 | (i) | Meeting: EXCO 08H30 |
| | | (ii) | Closure Agenda: ICT Governance Committee of Council 26/04 |
| Sat | 14 | | Meeting: HRCC 11H00 |
| Sun | 15 | | |
| Mon | 16 | | Meeting: QAADC 08H30 |
| Tues | 17 | | Meeting: ICT Steering Committee 08H30 |
| Wed | 18 | (i) | Closure Agenda: MANCO 30/04 |
| | | (ii) | Closure Agenda: IRMC 30/04 |
| Thurs | 19 | (i) | Meeting: ARCC 09H00 |
| | | (ii) | Meeting: Faculty Board of Arts 13H35 |
| Fri | 20 | (i) | Meeting: Sports Council 08H30 |
| | | (ii) | End of PGCE residence based schooling block |
| Sat | 21 | | |
| Sun | 22 | | |
| Mon | 23 | (i) | Meeting: Faculty Board of Education 13H35 |
| | | (ii) | Start of selection of new applications for 2019 |
| Tues | 24 | | Meeting: Faculty Board of CAL 13H35 |
| Wed | 25 | (i) | Meeting: Faculty Board of Science & Agriculture 13H35 |
| | | (ii) | PGCE Part II Wednesday – start of residence based schooling |
| | | (iii) | Meeting: Investment Management Committee 08H30 |
| Thurs | 26 | (i) | Meeting: ICT Governance Committee of Council 09H00 |
| | | (ii) | Call for nominations – Honorary Degrees |
| Fri | 27 | | PUBLIC HOLIDAY (Freedom Day) |
| Sat | 28 | | |
| Sun | 29 | | |
| Mon | 30 | | UNIZULU HOLIDAY |

**2018
GENERAL CALENDAR**

MAY

| | | | | | |
|------------|-----------|-------|---|------|---------------------------------------|
| Tues | 1 | | PUBLIC HOLIDAY (Workers' Day) | | |
| Wed | 2 | (i) | Meeting: MANCO 08H30 | | |
| | | (ii) | Meeting: IRMC 12H00 | | |
| | | (iii) | PGCE Part II Wednesday residence based schooling continuation | | |
| | | (iv) | Closure Agenda: Higher Degrees Committee 14/05 | | |
| Thurs | 3 | (i) | Closure Agenda: HIV & AIDS Committee 16/05 | | |
| | | (ii) | Closure Agenda: Teaching & Learning Committee 21/05 | | |
| | | (iii) | Closure Agenda: EXCO 15/05 | | |
| | | (iv) | Closure Agenda: Planning Committee 18/05 | | |
| Fri | 4 | (i) | Closure Agenda: Student Services Committee 25/05 | | |
| | | (ii) | Closure Agenda: IF 29/05 | | |
| | | (iii) | Closure Agenda: FCC 23/05 | | |
| Sat | 5 | | | | |
| Sun | 6 | | | | |
| Mon | 7 | | GRADUATION CEREMONY | (i) | Morning Session: Education |
| | | | | (ii) | Afternoon Session: Education |
| Tues | 8 | | GRADUATION CEREMONY | (i) | Morning Session: Education |
| | | | | (ii) | Afternoon Session: Arts |
| Wed | 9 | | GRADUATION CEREMONY | (i) | Morning Session: Arts |
| | | | | (ii) | Afternoon Session: Arts |
| Thurs | 10 | | GRADUATION CEREMONY | (i) | Morning Session: CAL |
| | | | | (ii) | Afternoon Session: CAL |
| Fri | 11 | | GRADUATION CEREMONY | (i) | Morning Session: Sci & Agric |
| | | | | (ii) | Afternoon Session: Sci & Agric |
| Sat | 12 | | | | |
| Sun | 13 | | | | |
| Mon | 14 | (i) | Meeting: Higher Degrees Committee 08H30 | | |
| | | (ii) | Closure Agenda: Community Engagement Committee 30/05 | | |
| | | (iii) | Closure Agenda: Academic Promotions Committee 28/05 | | |
| Tues | 15 | (i) | Last day of entering DP Marks | | |
| | | (ii) | Meeting: EXCO 08H30 | | |
| | | (iii) | Deadline for submission of Research Output results to DHET | | |
| Wed | 16 | (i) | Meeting: HIV & AIDS Committee 08H30 | | |
| | | (ii) | End of PGCE Part II Wednesday residence based schooling | | |
| Thurs | 17 | (i) | Publication of DP Marks | | |
| | | (ii) | Closure Agenda: Library Committee 29/05 | | |
| | | (iii) | Meeting: Foundation (Audit & Risk Committee) 10H00 | | |
| Fri | 18 | (i) | LECTURES END | | |
| | | (ii) | Closure Agenda: Research Ethics Committee 31/05 | | |
| | | (iii) | Meeting: Planning Committee 08H30 | | |
| Sat | 19 | | | | |
| Sun | 20 | | | | |
| Mon | 21 | (i) | Start of Semester I examinations | | |
| | | (ii) | Closure Agenda: HRCC 02/06 | | |
| | | (iii) | Closure Agenda: PICC 06/06 | | |
| | | (iv) | Meeting: Teaching & Learning Committee 08H30 | | |
| | | (v) | Closure Agenda: SENEX 01/06 | | |
| Tues | 22 | | Closure Agenda: Research Committee 04/06 | | |
| Wed | 23 | | Meeting: FCC 09H00 | | |
| Thurs | 24 | | Meeting: Foundation (Board) 10H00 | | |
| Fri | 25 | | Meeting: Student Services Committee 08H30 | | |
| Sat | 26 | | | | |
| Sun | 27 | | | | |

2018
GENERAL CALENDAR

| | | | |
|-------|----|-------|---|
| Mon | 28 | | Meeting: Academic Promotions Committee 08H30 |
| Tues | 29 | (i) | Meeting: IF 09H00 |
| | | (ii) | Meeting: Library Committee 13H35 |
| Wed | 30 | | Meeting: Community Engagement Committee 08H30 |
| Thurs | 31 | (i) | Meeting: Research Ethics Committee 08H30 |
| | | (ii) | End of registration for Master's and Doctoral Studies by Research |
| | | (iii) | Meeting: Foundation Board 10H00 |
| | | (iv) | Deadline of submission of Student enrolment Plan to DHET |

**2018
GENERAL CALENDAR**

JUNE

| | | | |
|------------|-----------|-------|--|
| Fri | 1 | (i) | Meeting: SENEX 08H30 |
| | | (ii) | Closure Agenda: EXCO 11/06 |
| Sat | 2 | | Meeting: HRCC 11H00 |
| Sun | 3 | | |
| Mon | 4 | (i) | Meeting: Research Committee 08H30 |
| | | (ii) | Closure Agenda: Senate 12/06 |
| Tues | 5 | | |
| Wed | 6 | | Meeting: PICC 09H00 |
| Thurs | 7 | | |
| Fri | 8 | | End of Semester I examinations |
| Sat | 9 | | |
| Sun | 10 | | |
| Mon | 11 | (i) | Meeting: EXCO 08H30 |
| | | (ii) | School based orientation week (PGCE & BEd III) |
| Tues | 12 | (i) | Meeting: Senate 08H30 |
| | | (ii) | Last day for processing of first semester examinations marks |
| Wed | 13 | (i) | Meeting: Examination Committee 08H30 |
| | | (ii) | Closure Agenda: MANCO 25/06 |
| | | (iii) | Closure Agenda: SRC 25/06 |
| | | (iv) | Closure Agenda: COUNEX & COUNCIL 23/06 |
| Thurs | 14 | | Open Day for Learners |
| Fri | 15 | (i) | Publication of results |
| | | (ii) | Closure of residences |
| | | (iii) | School based orientation week (PGCE & BEd III) |
| Sat | 16 | | PUBLIC HOLIDAY (Youth Day) |
| Sun | 17 | | |
| Mon | 18 | (i) | Start of teaching recess |
| | | (ii) | Closure Agenda: Investment Management Committee 29/06 |
| Tues | 19 | | Special Meetings: FCC & ARCC 09H00 & 11H00 |
| Wed | 20 | | |
| Thurs | 21 | | |
| Fri | 22 | | |
| Sat | 23 | | Meeting: COUNEX & COUNCIL 08H30 & 10H30 |
| Sun | 24 | | |
| Mon | 25 | (i) | Meeting: MANCO 08H30 |
| | | (ii) | Meeting: MANCO/SRC 12H00 |
| Tues | 26 | (i) | 50% of student fees to have been paid |
| | | (ii) | Closure Agenda: Planning Committee 09/07 |
| Wed | 27 | | Closure Agenda: ICT Steering Committee 11/07 |
| Thurs | 28 | | |
| Fri | 29 | (i) | Submission of the 2017 Annual Report to DHET |
| | | (ii) | Meeting: Investment Management Committee 08H30 |
| Sat | 30 | | Closure: Honorary Degrees Nominations |

**2018
GENERAL CALENDAR**

JULY

| | | | |
|------------|-----------|-------|---|
| Sun | 1 | | |
| Mon | 2 | (i) | Closure Agenda: Bursary/Financial Aid Committee 17/07 |
| | | (ii) | Closure Agenda: EXCO 13/07 |
| | | (iii) | Closure Agenda: Honorary Degrees Committee (<i>Consideration of eligibility of individual nominations</i>) 12/07 |
| Tues | 3 | | |
| Wed | 4 | | |
| Thurs | 5 | | |
| Fri | 6 | | |
| Sat | 7 | | |
| Sun | 8 | | |
| Mon | 9 | (i) | Closure Agenda: ARCC 19/07 |
| | | (ii) | Meeting: Planning Committee 08H30 |
| Tues | 10 | | |
| Wed | 11 | | Meeting: ICT Steering Committee 08H30 |
| Thurs | 12 | | Meeting: Honorary Degrees Committee 08H30 |
| Fri | 13 | (i) | End of teaching recess |
| | | (ii) | Meeting: EXCO 08H30 |
| Sat | 14 | | |
| Sun | 15 | | |
| Mon | 16 | (i) | START OF LECTURES |
| | | (ii) | Start of Semester I aegrotat/re-examinations & postgraduate examinations |
| | | (iii) | Semester II registration for returning students opens |
| | | (iv) | Re-opening of residences for Semester II |
| | | (v) | Closure Agenda: Faculty Board of Arts, Faculty Board of CAL, Faculty Board of Education & Faculty Board of Science & Agriculture 23/07, 24/07, 25/07 & 26/07 |
| | | (vi) | Closure Agenda: FCC 26/07 |
| Tues | 17 | | Meeting: Bursary/Financial Aid Committee 08H30 |
| Wed | 18 | (i) | Closure Agenda: MANCO 01/08 |
| | | (ii) | Closure Agenda: IRMC 01/08 |
| | | (iii) | End of Semester II registration for returning students |
| Thurs | 19 | (i) | Start of Semester II modification of undergraduate modules & programmes |
| | | (ii) | Closure Agenda: HIV & AIDS Committee 13/08 |
| | | (ii) | Closure Agenda: Student Services Committee 31/07 |
| | | (iii) | Closure Agenda: QAADC 31/07 |
| | | (iv) | Closure Agenda: Higher Degrees Committee 30/07 |
| | | (v) | Meeting: ARCC 09H00 |
| Fri | 20 | | |
| Sat | 21 | | |
| Sun | 22 | | |
| Mon | 23 | (i) | Meeting: Faculty Board of Arts 13H35 |
| | | (ii) | Closure Agenda: HRCC 04/08 |
| Tues | 24 | | Meeting: Faculty Board of Education 13H35 |
| Wed | 25 | (i) | Meeting: Faculty Board of CAL 13H35 |
| | | (ii) | End of semester I aegrotat/re-examinations & postgraduate examinations |
| Thurs | 26 | (i) | Meeting: Faculty Board of Science & Agriculture 13H35 |
| | | (ii) | Meeting: FCC 09H00 |
| | | (iii) | Closure Agenda: Teaching & Learning Committee 06/08 |
| | | (iv) | Start of residence & local school based teaching (Year III – Mixed Clusters) |
| | | (v) | Start of PGCE residence & local school based teaching (Mixed Clusters) |
| Fri | 27 | (i) | Last day for processing examination marks |
| | | (ii) | Closure Agenda: IF 08/08 |
| Sat | 28 | | |

2018
GENERAL CALENDAR

| | | |
|------------|-----------|--|
| Sun | 29 | |
| Mon | 30 | (i) Meeting: Examinations Committee 08H30 (ii) Meeting: Higher Degrees Committee 08H30 |
| Tues | 31 | (i) Meeting: Student Services Committee 08H30 (ii) Publication of results (aegrotat/re-examinations & postgraduate) (iii) Meeting: QAADC 08H30 (iv) End of Semester II modification of undergraduate modules & programmes |

**2018
GENERAL CALENDAR**

AUGUST

| | | | |
|-------|----|-------|---|
| Wed | 1 | (i) | Meeting: MANCO 08H30 |
| | | (ii) | Meeting: IRMC 12H00 |
| | | (iii) | Closure Agenda: Research Ethics Committee 14/08 |
| | | (iv) | Closure Agenda: EXCO 07/08 |
| | | (v) | Call for postgraduate students to submit manuscripts for assessment |
| | | (vi) | Closure Agenda: Academic Promotions Committee 10/08 |
| Thurs | 2 | (i) | Closure Agenda: Research Committee 28/08 |
| | | (ii) | Meeting: Honorary Degrees Committee (<i>Consider citations & voting</i>) 08H30 |
| Fri | 3 | | Meeting: Foundation (Board) 10H00 |
| Sat | 4 | | Meeting: HRCC 09H00 |
| Sun | 5 | | |
| Mon | 6 | (i) | Meeting: Teaching & Learning Committee 08H30 |
| | | (ii) | Closure Agenda: Community Engagement Committee 17/08 |
| | | (iii) | Start of school supervision by University |
| Tues | 7 | (i) | Meeting: EXCO 08H30 |
| | | (ii) | Closure Agenda: SENEX 20/08 |
| Wed | 8 | (i) | Meeting: IF 09H00 |
| | | (ii) | Meeting: Academic Promotions Committee 08H30 |
| | | (iii) | Closure Agenda: Sports Council Committee 23/08 |
| | | (iv) | Closure Agenda: Library Committee 22/08 |
| Thurs | 9 | | PUBLIC HOLIDAY (National Women's Day) |
| Fri | 10 | | UNIVERSITY HOLIDAY |
| Sat | 11 | | |
| Sun | 12 | | |
| Mon | 13 | (i) | Meeting: HIV & AIDS 08H30 |
| | | (ii) | Closure Agenda: ICT Governance Committee of Council 23/08 |
| Tues | 14 | (i) | Meeting: Research Ethics Committee 08H30 |
| | | (ii) | Closure Agenda: Investment Management Committee 27/08 |
| | | (iii) | Start of school based orientation (Year I & Year II) |
| Wed | 15 | (i) | Women's Day |
| | | (ii) | Start of school based orientation (Year I & Year II) |
| Thurs | 16 | (i) | Maths and Science Workshop |
| | | (ii) | Meeting: Foundation (Audit & Risk Committee) 10H00 |
| Fri | 17 | (i) | Meeting: Community Engagement Committee 08H30 |
| Sat | 18 | | |
| Sun | 19 | | |
| Mon | 20 | (i) | Meeting: SENEX 08H30 |
| | | (ii) | Start of residence school based observation (Year I) |
| | | (iii) | Start of residence school based observation (Year II) |
| | | (iii) | Closure Agenda: MANCO 29/08 |
| | | (v) | Closure Agenda: MANCO/SRC 29/08 |
| Tues | 21 | (i) | Closure Agenda: Senate 31/08 |
| | | (ii) | Closure: Submission of Academic Structures |
| Wed | 22 | (i) | Meeting: Sports Council Committee 08H30 |
| | | (ii) | Meeting: Library Committee 13H35 |
| | | (iii) | Closure Agenda: PICC 04/09 |
| Thurs | 23 | | Meeting: ICT Governance Committee of Council 09H00 |
| Fri | 24 | (i) | End of residence school based observation (Year I) |
| | | (ii) | End of residence school based observation (Year II) |
| Sat | 25 | | |
| Sun | 26 | | |

2018
GENERAL CALENDAR

| | | | |
|-------|----|-------|---|
| Mon | 27 | (i) | Closure Agenda: QAADC 13/09 |
| | | (ii) | Meeting: Investment Management Committee 08H30 |
| Tues | 28 | | Meeting: Research Committee 08H30 |
| Wed | 29 | (i) | Meeting: MANCO 08H30 |
| | | (ii) | Meeting: MANCO/SRC 12H00 |
| Thurs | 30 | | Meeting: Foundation (Board) 10H00 |
| Fri | 31 | (i) | Meeting: Senate 08H30 |
| | | (ii) | Closure Agenda: Registration Committee 13/09 |
| | | (iii) | LECTURES END |

**2018
GENERAL CALENDAR**

SEPTEMBER

| | | | |
|------------|-----------|-------|--|
| Sat | 1 | | |
| Sun | 2 | | |
| Mon | 3 | (i) | Teaching recess start |
| | | (ii) | Closure Agenda: EXCO 11/09 |
| | | (iii) | Closure Agenda: COUNEX & COUNCIL 12/09 |
| Tues | 4 | (i) | Closure Agenda: Faculty Board of Arts, Faculty Board of CAL, Faculty Board of Education & Faculty Board of Science & Agriculture 17 – 20/09 |
| | | (ii) | Meeting: PICC 09H00 |
| Wed | 5 | | |
| Thurs | 6 | | |
| Fri | 7 | (i) | Teaching recess end |
| | | (ii) | End of school supervision by University |
| | | (iii) | End of residence & local school based teaching (Year III) - Mixed Clusters |
| Sat | 8 | | |
| Sun | 9 | | |
| Mon | 10 | (i) | LECTURES START |
| | | (ii) | Submission of matric certificates |
| Tues | 11 | | Meeting: EXCO 08H30 |
| Wed | 12 | | Meeting: COUNEX & COUNCIL 08H30 & 10H30 |
| Thurs | 13 | (i) | Meeting: Registration Committee 08H30 |
| | | (ii) | Meeting: QAADC 08H30 |
| | | (iii) | Closure Agenda: ICT Steering Committee 25/09 |
| Fri | 14 | | |
| Sat | 15 | | |
| Sun | 16 | | |
| Mon | 17 | (i) | Meeting: Faculty Board of Arts 13H35 |
| | | (ii) | Closure Agenda: MANCO 27/09 |
| Tues | 18 | (i) | Meeting: Faculty Board of CAL 13H35 |
| | | (ii) | Closure Agenda: Investment Management Committee 01/10 |
| | | (iii) | End of PGCE residence & local school based teaching – Mixed Clusters |
| Wed | 19 | | Meeting: Faculty Board of Education 13H35 |
| Thurs | 20 | (i) | Meeting: Faculty Board of Science & Agriculture 13H35 |
| | | (ii) | SRC Elections |
| Fri | 21 | (i) | Closure Agenda: IF 11/10 |
| | | (ii) | Closure Agenda: Teaching & Learning Committee 08/10 |
| | | (iii) | Closure Agenda: Higher Degrees Committee 12/10 |
| Sat | 22 | | |
| Sun | 23 | | |
| Mon | 24 | | PUBLIC HOLIDAY (Heritage Day) |
| Tues | 25 | | |
| Wed | 26 | | Closure Agenda: HRCC 06/10 |
| Thurs | 27 | | Meeting: MANCO 08H30 |
| Fri | 28 | (i) | Closure Agenda: HIV & AIDS Committee 16/10 |
| | | (ii) | Closure Agenda: Student Services Committee 17/10 |
| | | (iii) | Meeting: ICT Steering Committee 08H30 |
| Sat | 29 | | |
| Sun | 30 | | |

2018 GENERAL CALENDAR

OCTOBER

| | | | |
|------------|-----------|-------|--|
| Mon | 1 | | Meeting: Investment Management Committee 08H30 |
| Tues | 2 | | Closure Agenda: ICT Governance Committee of Council 25/09 |
| Wed | 3 | | Closure Agenda: EXCO 15/10 |
| Thurs | 4 | | Closure Agenda: Planning Committee 18/10 |
| Fri | 5 | | |
| Sat | 6 | | Meeting: HRCC 11H00 |
| Sun | 7 | | |
| Mon | 8 | (i) | Meeting: Teaching & Learning Committee 08H30 |
| | | (ii) | Closure Agenda: SENEX 23/10 |
| Tues | 9 | | Closure Agenda: ARCC 19/10 |
| Wed | 10 | | |
| Thurs | 11 | | Meeting: IF 09H00 |
| Fri | 12 | (i) | Meeting: Higher Degrees Committee 08H30 |
| | | (ii) | Closure Agenda: Sports Council Committee 24/10 |
| | | (iii) | Closure Agenda: Research Ethics Committee 25/10 |
| | | (iv) | Closure Agenda: Community Engagement Committee 26/10 |
| Sat | 13 | | |
| Sun | 14 | | |
| Mon | 15 | (i) | Meeting: EXCO |
| | | (ii) | Last day for entering DP marks |
| Tues | 16 | (i) | Closure Agenda: MANCO 29/10 |
| | | (ii) | Closure Agenda: MANCO/SRC 29/10 |
| | | (iii) | Meeting: HIV & AIDS Committee 08H30 |
| Wed | 17 | (i) | Closure Agenda: Time-table Committee 02/11 (Timetable 2019) |
| | | (ii) | Meeting: ICT Governance Committee of Council 09H00 |
| | | (iii) | Meeting: Student Services Committee 08H30 |
| Thurs | 18 | (i) | Publication of DP marks |
| | | (ii) | Meeting: Planning Committee 08H30 |
| Fri | 19 | (i) | LECTURES END |
| | | (ii) | Meeting: ARCC 09H00 |
| | | (iii) | Closure Agenda: FCC 31/10 |
| Sat | 20 | | |
| Sun | 21 | | |
| Mon | 22 | | Start of Semester II examinations |
| Tues | 23 | | Meeting: SENEX 08H30 |
| Wed | 24 | | Meeting: Sports Council Committee 08H30 |
| Thurs | 25 | | Meeting: Research Ethics Committee 08H30 |
| Fri | 26 | (i) | Meeting: Community Engagement Committee 08H30 |
| | | (ii) | Closure Agenda: Research Committee 07/11 |
| | | (iii) | Closure Agenda: Senate 05/11 |
| | | (iv) | Closure: Submission of Handbooks for each Faculty to Senate |
| Sat | 27 | | |
| Sun | 28 | | |
| Mon | 29 | (i) | Meeting: MANCO 08H30 |
| | | (ii) | Meeting: MANCO/SRC 12H00 |
| | | (iii) | Start of pre-registration & financial clearance for 2018 |
| Tues | 30 | | |
| Wed | 31 | | Meeting: FCC 09H00 |

2018
GENERAL CALENDAR

NOVEMBER

| | | | |
|------------|-----------|-------|---|
| Thurs | 1 | | |
| Fri | 2 | (i) | Meeting: Time-table Committee 08H30 |
| | | (ii) | Closure Agenda: EXCO 14/11 |
| Sat | 3 | | |
| Sun | 4 | | |
| Mon | 5 | | Meeting: Senate |
| Tues | 6 | | |
| Wed | 7 | | Meeting: Research Committee 08H30 |
| Thurs | 8 | | Meeting: Foundation (Audit & Risk Committee) 10H00 |
| Fri | 9 | | Closure Agenda: Library Committee 21/11 |
| Sat | 10 | | |
| Sun | 11 | | |
| Mon | 12 | | End of Semester II examinations |
| Tues | 13 | | Student recess start |
| Wed | 14 | (i) | Meeting: EXCO 08H30 |
| | | (ii) | Closure of residences |
| Thurs | 15 | (i) | Call for applications (2019 promotions for academic staff) |
| | | (ii) | Last day for processing Semester II marks |
| | | (iii) | Closure Agenda: MANCO 26/11 |
| | | (iv) | Closure Agenda: IRMC 26/11 |
| Fri | 16 | (i) | Meeting: Examination Committee 08H30 |
| | | (ii) | Closure Agenda: COUNEX & COUNCIL 29/11 |
| Sat | 17 | | |
| Sun | 18 | | |
| Mon | 19 | | Publication of results |
| Tues | 20 | | Closure Agenda: Investment Management Committee 30/11 |
| Wed | 21 | | Meeting: Library Committee 13H35 |
| Thurs | 22 | (i) | Meeting: Foundation (Board) 10H00 |
| | | (ii) | Start of re-examinations/aegrotat/postgraduate examinations |
| Fri | 23 | (i) | Deadline for applications of residences for December holiday |
| | | (ii) | Deadline for DHET submissions on Council, IF and SRC Membership and Report on SRC Elections |
| Sat | 24 | | |
| Sun | 25 | | |
| Mon | 26 | (i) | Meeting: MANCO 08H30 |
| | | (ii) | Meeting: IRMC 12H00 |
| Tues | 27 | | |
| Wed | 28 | | |
| Thurs | 29 | | Meeting: COUNEX & COUNCIL 08H30 & 10H00 |
| Fri | 30 | (i) | Closure Submission: Mid-year Report to DHET |
| | | (ii) | Meeting: Investment Management Committee 08H30 |

**2018
GENERAL CALENDAR**

DECEMBER

| | | |
|------------|-----------|---|
| Sat | 1 | |
| Sun | 2 | |
| Mon | 3 | |
| Tues | 4 | End of re-examinations/aegrotat/postgraduate examinations |
| Wed | 5 | |
| Thurs | 6 | Last day for processing marks of re-examinations/aegrotat/postgraduate examinations |
| Fri | 7 | Staff year-end function Meeting: Examination Committee 08H30 |
| Sat | 8 | |
| Sun | 9 | |
| Mon | 10 | (i) Publication of results (ii) Last day for postgraduate students to submit manuscript for assessment |
| Tues | 11 | Applications for special examinations (2018) opens |
| Wed | 12 | |
| Thurs | 13 | |
| Fri | 14 | Closure Submission: Annual Performance Plan to DHET |
| Sat | 15 | UNIVERSITY CLOSURE |
| Sun | 16 | |
| Mon | 17 | |
| Tues | 18 | |
| Wed | 19 | |
| Thurs | 20 | |
| Fri | 21 | |
| Sat | 22 | |
| Sun | 23 | |
| Mon | 24 | |
| Tues | 25 | |
| Wed | 26 | |
| Thurs | 27 | |
| Fri | 28 | |
| Sat | 29 | |
| Sun | 30 | |
| Mon | 31 | |

**2018
GENERAL CALENDAR**

COUNCIL

Council members appointed in terms of Section 18 of the Statute of the University of Zululand

| | | |
|-----------|-------------------|---|
| 18(1) (a) | Mr CV Gamede | Ministerial Appointee (Chairperson) |
| | Vacant | Ministerial Appointee |
| | Ms P Maphoshe | Ministerial Appointee |
| | Ms NP Caluza | Ministerial Appointee |
| | Mr SB Xulu | Ministerial Appointee |
| (b) | Prof X Mtose | Vice-Chancellor |
| (c) | Prof SP Songca | Deputy Vice-Chancellor: Teaching and Learning |
| (d) | Prof GDF de Wet | Deputy Vice-Chancellor: Research and Innovation |
| (e) | Dr Y Rugbeer | Senate Representative |
| | Prof GH Kamwendo | Senate Representative |
| (f) | Ms LR Calvino | Academic Employee Representative |
| (g) | Mr CT Maphosa | Administrative and Support Representative |
| (h) | Mr L Duze | SRC Representative |
| | Mr M Mnqayi | SRC Representative |
| (i) | Mr NL Nkwanyana | President Convocation |
| | Vacant | Convocation Representative |
| (j) | Vacant | uMhlathuze Municipality Representative |
| (k) | Mr D Kunji-Behari | Donor Representative |
| | Vacant | Donor Representative |
| (l) | Mr E Dube | Mkhwanazi Traditional Authority Representative |
| (m) | Dr NR Ngcobo | Chairperson Institutional Forum |
| (n) | Dr TT Khanyile | Council Appointee: Expertise and Experience |
| | Mr TC Ngcobo | Council Appointee: Expertise and Experience |
| | Dr SZ Mbokazi | Council Appointee: Expertise and Experience |

Council Secretary appointed in terms of Section 18 of the Statute of the University of Zululand

| | | |
|--------|--------------------------|------------------------------------|
| 18 (5) | Mr DE Janse van Rensburg | Registrar and Secretary to Council |
|--------|--------------------------|------------------------------------|

OFFICE-BEARERS OF THE UNIVERSITY

Chancellor

Vacant

Vice-Chancellor

Prof X Mtose, BA (UFH), HDE (Primary) (UCT), BAHons (RU), MPhil (Higher Education) (US), PhD (Psychology) (UKZN)

Deputy Vice-Chancellor (Teaching and Learning)

Prof SP Songca, BScHons (UNITRA), MSc, DPhil (University of London), Cert (Management) (MANCOSA)

Deputy Vice-Chancellor (Research and Innovation)

Prof GFDJ de Wet, BA (Communication), BAHons (Communication), MA (Communication) (UF), D Lit. et Phil (Communication) (UJ)

Deputy Vice-Chancellor (Institutional Support)

Vacant

Registrar

Mr DE Janse van Rensburg, BProc (UFS), LLM (International Corporate Finance Law) (University of Westminster, UK)

Interim Executive Director: Finance

Mr Z Mzimela, Dip (Public Finance and Auditing) (UNIZULU), BCompt (UNISA) BComptHons (UNISA), Cert (Practice and theory of Auditing) (UKZN), Cert (Criminal Justice and Forensic Investigations) (UKZN), CA (SA)

Executive Director: Human Resources

Mr RT Ngcobo, NDip (Physiotherapy) (King Edward Hospital Durban), BA (UNISA), Cert (Industrial Relations) (WITS), BComHons (HR Management) (UKZN), Programme for Management Development (UCT), Strategic Human Resources Management (UCT), MBL (UNISA), PGDip (Company Direction) (GIMT Sunninghill)

Executive Director (Richards Bay Campus)

Prof OM Ndwandwe, BScHons (UNIZULU), MSc (UNISA), PhD (UNIZULU), PGDip (Business Management) (Natal), MSAIP

Executive Director: Institutional Planning

Mr NO Cele, SSTD, BPaed (UNIZULU), BEdHons, (UKZN), MSc (University of Eastern Illinois), MEd (Resources Dev. and Management); PGDip (Human Resources Management) (UKZN), MAdmin (Labour Relations) (UDW); Cert (Higher Education) (WITS)

Dean: Faculty of Arts

Prof GH Kamwendo, Dip (Education), BEd (Malawi), MA (Lancaster, UK), PhD (Helsinki)

2018
GENERAL CALENDAR

Dean: Faculty of CAL

Prof DD Tewari, BSc (Ag and AH), MSc (Ag) (Rural Banking and Agricultural Economics) (GB Pant University, India), MSc (Agricultural Economics), PhD (Agricultural Economics) (University of Saskatchewan, Canada)

Dean: Faculty of Education

Prof MM Maphalala, BPaed, BEdHons, MEd, D.Ed (UNIZULU), ABET Cert, (UNISA), Service Learning Cert (UFS), Leadership in Higher Education Management (WITS Business School)

Dean: Faculty of Science and Agriculture

Prof NW Kunene, BSc (Agriculture) (Swaziland), MSc (Agriculture) (University of Natal), PhD (Agriculture) (UKZN)

Dean of Students

Mr SAT Mchunu, MCom (Organisational and Management Systems) (UKZN), MEd (University of Newcastle), BAHons, (UKZN), BPaed (UNIZULU)

**2018
GENERAL CALENDAR**

SENATE

The following persons are members of Senate as determined by Section 29 of the Statute of the University of Zululand:

| | | |
|--------------------------|--------------------------|----------------------|
| Prof CA Addison | Prof U Kolanisi | Prof DN Ocholla |
| Prof MO Adigun | Prof NW Kunene | Prof RP Pillay |
| Prof AK Basson | Mrs E Latecka | Prof VSR Pullabhotla |
| Prof A Bayaga | Dr MS Mabusela | Prof JM Ras |
| Prof A Beesham | Mrs MF Magigaba | Mr B Rawlins |
| Prof CJB Bender | Prof MC Maphalala | Prof N Revaprasadu |
| Mr NO Cele | Dr SZ Mbokazi | Prof H Rugbeer |
| Prof C Contogiannis | Mr SAT Mchunu | Dr Y Rugbeer |
| Prof GDF de Wet | Prof TP Mhlongo | Prof B Selepe |
| Prof H de Wet | Prof NW Mlitwa | Prof HS Simelane |
| Dr E Evans | Dr EM Mncwango | Prof SP Songca |
| Dr C Herman | Prof MV Mpepo | Prof DD Tewari |
| Prof V Elumalai | Mrs N Morojele-Mathibeli | Prof JD Thwala |
| Prof MM Hlongwane | Prof TE Motaung | Dr NG Tshabalala |
| Prof MJ Hooper | Mr AT Mthembu | Dr SP Tshabalala |
| Prof D Iyer | Dr WNZ Mthembu-Ngema | Ms A van Biljoen |
| Mr DE Janse van Rensburg | Prof X Mtose | Dr CM van Jaarsveld |
| Prof H Jerling | Mr HMM Mzimela | Ms L Vahed |
| Miss N Jili | Mrs K Naidoo | Prof L Vivier |
| Prof GH Kamwendo | Prof C Ndebele | Dr SCB Xulu |
| Dr IS Kapueja | Prof OM Ndwandwe | Prof SS Xulu |
| Prof I Kaseeram | Dr NR Ngcobo | Prof GE Zharare |
| Mrs S Khomo | Dr GS Nkosi | Prof AM Zobolo |
| Prof LZM Khumalo | Prof AT Nzama | Mr M Mnqayi |
| Dr B Kibirige | Prof DR Nzima | Mr L Duze |

PROFESSORS OF THE UNIVERSITY

Prof CA Addison
Prof MO Adigun
Prof AK Basson
Prof R Baum
Prof A Bayaga
Prof CJB Bender
Prof A Beesham
Prof E Contagiannis
Prof GDF de Wet
Prof H de Wet
Prof MJ Hooper
Prof GH Kamwendo
Prof LZM Khumalo
Prof NW Kunene

Prof MC Maphalala
Prof X Mtose
Prof C Ndebele
Prof OM Ndwandwe
Prof DN Ocholla
Prof N Revaprasadu
Prof H Rugbeer
Prof HS Simelane
Prof S Songca
Prof DD Tewari
Prof JD Thwala
Prof AM Zobolo

ASSOCIATE PROFESSORS OF THE UNIVERSITY

Prof MM Hlongwane
Prof CA Isike
Prof D Iyer
Prof H Jerling
Prof MAP Kappo
Prof I Kaseeram
Prof U Kolanisi
Prof M Livingstone
Prof TA Mbatha
Prof PB Mbele
Prof TP Mhlongo
Prof NW Mlitwa
Prof MV Mpepo
Prof MM Nkoane
Prof AT Nzama
Prof DR Nzima
Prof VSR Pullabhotla
Prof JM Ras
Prof BM Selepe
Prof A Shonai
Prof L Vivier
Prof SS Xulu
Prof GE Zharare

Director: Library and Information Services

Ms LAK Vahed

Director: Teaching & Learning Centre

Prof C Ndebele

BOARD OF TRUSTEES FOR THE UNIVERSITY OF ZULULAND FOUNDATION

The University of Zululand Foundation was established by Council in 1982. The Board of Governors of the University of Zululand Foundation is responsible for soliciting donations for special projects and an endowment fund, monitoring such monies and ensuring that income from these monies/investments is utilised in the best possible manner.

Patron: Dr SJ Ndebele
Interim Chairperson: Mr AND Vilakazi

Executive Director: Dr CM Israel

Members: Mr SV Chetty
Mr C Gamede
Prof LM Magi
Dr IB Mkhize
Mr T Mthembu

2018
GENERAL CALENDAR

1. COMMITTEES OF THE UNIVERSITY COUNCIL

1.1 Audit & Risk Committee of Council (ARCC)

Composition

| | |
|----------------|--|
| Mr SB Xulu | External Council Member (Ministerial Appointee & Chairperson) |
| Mr S S Faku | Council Appointee: Independent External Expert |
| Mr BKL Mkhize | Council Appointee: Independent External Expert |
| Mr C Saunders | Council Appointee: Independent External Expert |
| Ms N P Caluza | External Council Member: Council Appointee based on Experience & Expertise |
| Dr TT Khanyile | External Council Member: Council Appointee based on Experience & Expertise |

1.2 Executive Committee of Council (COUNEX)

Composition

| | |
|-------------------|--|
| Mr CV Gamede | External Council Member (Ministerial Appointee & Chairperson) |
| Prof X Mtose | Internal Council Member: Vice-Chancellor |
| Ms P Maphoshe | External Council Member: HRCC Chairperson |
| Mr TC Ngcobo | External Council Member: PICC Chairperson |
| Mr SB Xulu | External Council Member: ARCC Chairperson |
| Mr D Kunji-Behari | External Council Member: FCC Chairperson |

1.3 Finance Committee of Council (FCC)

Composition

| | |
|-------------------|---|
| Mr D Kunji-Behari | External Council Member (Donor Representative & Chairperson) |
| Prof X Mtose | Internal Council Member: Vice-Chancellor |
| Mr SJ Mvubu | Internal Council Member: Administration and Support Staff Representative |
| Mr S Mkhize | Council Appointee: Independent External Expert |
| Mr KBL Vilakazi | Council Appointee: Independent External Expert |
| Mr NL Nkwanyana | External Council Member: Convocation Representative |

1.4 Human Resources Committee of Council (HRCC)

Composition

| | |
|-------------------|--|
| Ms P Maphoshe | External Council Member (Ministerial Appointee & Chairperson) |
| Prof X Mtose | Internal Council Member: Vice-Chancellor |
| Mr E Dube | External Council Member: Mkhwanazi Traditional Authority Representative |
| Dr N R Ngcobo | Internal Council Member: Institutional Forum Chairperson |
| Prof S P Songca | Internal Council Member: Deputy Vice-Chancellor Teaching & Learning |
| Mr M Javies | Independent External Expert: Council Appointee |
| Mr D Kunji-Behari | External Council Member: Donor Representative |

2018
GENERAL CALENDAR

1.5 Planning & Infrastructure Committee of Council (PICC)

Composition

| | |
|---------------|--|
| Mr TC Ngcobo | External Council Member (Council Appointee: Experience & Expertise & Chairperson) |
| Prof X Mtose | Internal Council Member: Vice-Chancellor |
| Mr SB Xulu | External Council Member: Ministerial Appointee |
| Mr E Dube | External Council Member: Mkhwanazi Traditional Authority Representative |
| Mr G Sibiya | Independent External Expert: Council Appointee |
| Mr H Clarkson | Independent External Expert: Council Appointee |
| Prof G de Wet | Internal Council Member: Deputy Vice-Chancellor Research & Innovation |

2. COMMITTEES OF SENATE

2.1 Executive Committee of Senate (SENEX)

Composition

| | |
|--------------------------|---|
| Prof X Mtose | Vice-Chancellor (Chairperson) |
| Prof SP Songca | Deputy Vice-Chancellor: Teaching & Learning |
| Prof GFDJ de Wet | Deputy Vice-Chancellor: Research & Innovation |
| Vacant | Deputy Vice-Chancellor: Institutional Support |
| Mr DE Janse van Rensburg | Registrar |
| Prof OM Ndwandwe | Executive Director: Richards Bay Campus |
| Prof NW Kunene | Dean: Faculty of Science Agriculture |
| Prof DD Tewari | Dean: Faculty of CAL |
| Prof MC Maphalala | Dean: Faculty of Education |
| Prof GH Kamwendo | Dean: Faculty of Arts |
| Prof GH Kamwendo | Senate Representative on Council |
| Dr Y Rugbeer | Senate Representative on Council |

Two members of Senate elected by Senate in terms of subparagraphs 29(1)(g) and 29(1)(j) of the UNIZULU Statute

- (i) Prof MJ Hooper (ii) Prof I Kaseeram

2.2 Research Committee

Composition

| | |
|--------------------------|---|
| Prof GFDJ de Wet | Deputy Vice-Chancellor: Research and Innovation (Chairperson) |
| Prof SP Songca | Deputy Vice-Chancellor: Teaching & Learning |
| Prof NW Kunene | Dean: Faculty of Science and Agriculture |
| Prof MC Maphalala | Dean: Faculty of Education |
| Prof GH Kamwendo | Dean: Faculty of Arts |
| Prof DD Tewari | Dean: Faculty of CAL |
| Prof DR Nzima | Deputy Dean: Research & Internationalisation (Faculty of Education) |
| Prof L Vivier | Deputy Dean: Research & Internationalisation (Faculty of Science and Agriculture) |
| Prof DN Ocholla | Deputy Dean: Research & Internationalisation (Faculty of Arts) |
| Prof I Kaseeram | Deputy Dean: Research & Internationalisation (Faculty of CAL) |
| Mr DE Janse van Rensburg | Registrar |

**2018
GENERAL CALENDAR**

Two members elected by Senate

(i) Prof N Revaprasadu (01.01.17 – 31.12.18) (ii) Prof CA Addison (01.01.18 – 31.12.19)

2.2.1 Innovation Committee

Composition

| | |
|--------------------|---|
| Prof GFDJ de Wet | Deputy Vice-Chancellor: Research & Innovation (Chairperson) |
| Mr Z Mzimela | Interim Executive Director: Finance |
| Prof NW Kunene | Dean: Faculty of Science and Agriculture |
| Prof N Mlitwa | Director: Research & Postgraduate Studies |
| Prof N Revaprasadu | Researcher with knowledge of technology transfer |
| Dr M Mudali | Representative: Regional Technology Transfer |
| Mr K Motloi | Representative: Technology Transfer Office: KZN Region |
| Adv AB Leslie | Chairperson Legal Committee |
| Ms N Lundall | Representative: UNIZULU Intellectual Property Office |
| Ms C Mashaba | Representative: Technology Transfer Office: KZN Region |

2.3 Boards of Faculties

The compositions of the individual boards of faculties are indicated in the relevant sections of the faculty calendars.

2.4 Teaching and Learning Committee

Composition

| | |
|--------------------------|---|
| Prof SP Songca | Deputy Vice-Chancellor: Teaching & Learning (Chairperson) |
| Prof X Mtose | Vice-Chancellor |
| Mr DE Janse van Rensburg | Registrar |
| Prof OM Ndwandwe | Executive Director: Richards Bay Campus |
| Prof NW Kunene | Dean: Faculty of Science and Agriculture |
| Prof DD Tewari | Dean: Faculty of CAL |
| Prof MC Maphalala | Dean: Faculty of Education |
| Prof GH Kamwendo | Dean: Faculty of Arts |
| Mr NO Cele | Executive Director: Institutional Planning |
| Mr SAT Mchunu | Dean of Students |
| Prof C Ndebele | Director: Teaching & Learning Centre |
| Mr S Gumede | SRC Representative |
| Vacant | Director: Quality Assurance |
| Vacant | Manager: Quality Enhancement |
| Vacant | Deputy Dean: Teaching and Learning (Faculty of Education) |
| Prof AM Zobolo | Deputy Dean: Teaching and Learning (Faculty of Science & Agriculture) |
| Prof AT Nzama | Deputy Dean: Teaching and Learning Faculty of Arts) |
| Prof D Iyer | Deputy Dean: Teaching and Learning (Faculty of CAL) |

One member elected by Senate for the period 01.01.17 – 31.12.18

Prof MJ Hooper

2018
GENERAL CALENDAR

2.5 Research Ethics Committee

Composition

| | |
|--------------------------|---|
| Prof GFDJ de Wet | Deputy Vice-Chancellor: Research and Innovation (Chairperson) |
| Prof DR Nzima | Deputy Dean: Research & Internationalisation (Faculty of Education) |
| Prof L Vivier | Deputy Dean: Research & Internationalisation (Faculty of Science and Agriculture) |
| Prof DN Ocholla | Deputy Dean: Research & Internationalisation (Faculty of Arts) |
| Dr I Kaseeram | Deputy Dean: Research & Internationalisation (Faculty of CAL) |
| Dr EM Mncwango | Experience and Expertise: Language Translation and Practice |
| Dr M Miya | Experience and Expertise: Professional Care, Nursing Science, Counselling and Treatment of People |
| Prof C Isike | Experience and Expertise: Political Sciences and Experience in Research Ethics |
| Prof DJ Thwala | Specialist Psychology |
| Prof A Bayaga | Knowledge in Statistics and Data Analysis |
| Vacant | Experience and Expertise: Qualitative and Quantitative Research Methods and Social Sciences |
| Dr RA Mosa | Experience and Expertise: Animal Research |
| Adv W Moeketsi | Experience and Expertise: Legal Matters |
| Dr G Fourie | Experience and Expertise: Animal Research |
| Prof R Baum | Experience and Expertise: Creative Performing Arts and Dance Therapeutic |
| Ms M Jewlal | Community Member |
| Ms L Sentle | Animal Specialist (DBV-SPCA) |
| Ms J Light | Representative: Animal Welfare Organisation |
| Mr DE Janse van Rensburg | Registrar |

Two members elected by the Senate for the period 01.01.17 – 31.12.18

- (i) HoD: Philosophy (ii) Prof H de Wet

2.6 Time-table Committee

Composition

| | |
|--------------------------|--|
| Prof SP Songca | Deputy Vice-Chancellor: Teaching & Learning (Chairperson) |
| Mr DE Janse van Rensburg | Registrar |
| Prof DD Tewari | Dean: Faculty of CAL |
| Prof NW Kunene | Dean: Faculty of Science and Agriculture |
| Prof GH Kamwendo | Dean: Faculty of Arts |
| Prof MC Maphalala | Dean: Faculty of Education |
| Mr SAT Mchunu | Dean of Students |
| Vacant | Director: ICT |
| Mr S Dlongolo | Director: Physical Planning and Operations |
| Mr EJ Doëseb | Deputy Registrar: Enrolment Management |
| Mr Z Gumede | Deputy Registrar: Student Administration |
| Mr PP Masala | Manager: Assessment |
| Prof CA Addison | Faculty of Arts Representative |
| Prof I Kaseeram | Faculty of CAL Representative |
| Vacant | Faculty of Education Representative |
| Prof L Vivier | Faculty of Science and Agriculture Representative |
| Vacant | Time-Table Officer |

2018
GENERAL CALENDAR

One member elected by the Senate for the period 01.01.17 – 31.12.18

(i) Mr B Rawlins

2.7 Higher Degrees Committee

Composition

| | |
|--------------------------|---|
| Prof GFDJ de Wet | Deputy Vice-Chancellor: Research and Innovation (Chairperson) |
| Prof SP Songca | Deputy Vice-Chancellor: Teaching & Learning |
| Prof NW Kunene | Dean: Faculty of Science and Agriculture |
| Prof DD Tewari | Dean: Faculty of CAL |
| Prof MC Maphalala | Dean: Faculty of Education |
| Prof GH Kamwendo | Dean: Faculty of Arts |
| Prof DR Nzima | Deputy Dean: Research & Internationalisation (Faculty of Education) |
| Vacant | Deputy Dean: Research & Internationalisation (Faculty of Science and Agriculture) |
| Prof DN Ocholla | Deputy Dean: Research & Internationalisation (Faculty of Arts) |
| Prof I Kaseeram | Deputy Dean: Research & Internationalisation (Faculty of CAL) |
| Prof L Vivier | Deputy Dean: Research & Internationalisation (Faculty of Science and Agriculture) |
| Mr DE Janse van Rensburg | Registrar |

Two members elected by the Senate for the period 01.01.17 – 31.12.18

(i) Prof AM Zobolo

(ii) Prof VJ Rugbeer

2.8 Community Engagement Committee

Composition

| | |
|------------------|---|
| Prof GFDJ de Wet | Deputy Vice-Chancellor: Research and Innovation (Chairperson) |
| Prof C Ndebele | Director: Teaching & Learning Centre |
| Dr HR Mhlongo | Faculty of Education Representative |
| Dr L Ntombana | Faculty of Arts Representative |
| Prof U Kolanisi | Faculty of Science and Agriculture Representative |
| Mr S Heeral | Faculty of CAL Representative |
| Mr SWA Sibeko | Academic Planning and Quality Representative |

Two members elected by the Senate

(i) Prof AT Nzama (01.01.18 – 31.12.19) (ii) Vacant

2.9 HIV and AIDS Committee

Composition

| | |
|------------------|---|
| Prof GFDJ de Wet | Deputy Vice-Chancellor: Research and Innovation (Chairperson) |
| Prof GH Kamwendo | Dean: Faculty of Arts |
| Mr SAT Mchunu | Dean of Students |
| Mrs H Mkhwanazi | Head: Campus Health Centre |
| Vacant | Manager: HIV & AIDS Programmes |
| Mr VC Mathe | Faculty of Arts Representative |
| Ms N Nxumalo | Faculty of CAL |
| Mr T Mngomezulu | Faculty of Education Representative |
| Mrs TG Mdletshe | Faculty of Science and Agriculture Representative |
| Vacant | Academic Planning and Quality Representative |

**2018
GENERAL CALENDAR**

| | |
|--------------|----------------------|
| Ms S Hlongwa | SRC Representative |
| Vacant | Union Representative |

2.10 Library Committee

Composition

| | |
|----------------------|---|
| Prof GFDJ de Wet | Deputy Vice-Chancellor: Research and Innovation (Chairperson) |
| Prof SP Songca | Deputy Vice-Chancellor: Teaching and Learning |
| Prof NW Kunene | Dean: Faculty of Science and Agriculture |
| Prof DD Tewari | Dean: Faculty of CAL |
| Prof MC Maphalala | Dean: Faculty of Education |
| Prof GH Kamwendo | Dean: Faculty of Arts |
| Ms LAK Vahed | Director: Library and Information Services |
| Mrs NN Mosala-Bryant | Deputy Director: Library and Information Services |
| Prof OM Ndwandwe | Executive Director: Richards Bay |
| Prof C Ndebele | Director: Teaching & Learning Centre |
| Vacant | Director: ICT |
| Ms Z Zungu | SRC Representative |

Four members elected by the Senate

| | |
|----------------------|---|
| (i) Dr C Herman | Faculty of Arts Representative (01.01.17 – 31.12.18) |
| (ii) Mrs S Khomo | Faculty of CAL Representative (01.01.18 – 31.12.19) |
| (iii) Prof MM Nkoane | Faculty of Education Representative (01.01.18 – 31.12.19) |
| (iv) Mr G Ojong | Faculty of Science and Agriculture Representative (01.01.18 - 31.12.19) |

2.11 Honorary Degrees Committee

Composition

| | |
|--------------------------|---|
| Prof X Mtose | Vice-Chancellor (Chairperson) |
| Prof SP Songca | Deputy Vice-Chancellor: Teaching & Learning |
| Prof GFDJ de Wet | Deputy Vice-Chancellor: Research and Innovation |
| Mr DE Janse van Rensburg | Registrar |
| Prof NW Kunene | Dean: Faculty of Science and Agriculture |
| Prof DD Tewari | Dean: Faculty of CAL |
| Prof MC Maphalala | Dean: Faculty of Education |
| Prof GH Kamwendo | Dean: Faculty of Arts |
| Prof OM Ndwandwe | Executive Director: Richards Bay Campus |
| Mr R Ngcobo | Executive Director: Human Resources |
| Mr N Cele | Executive Director: Institutional Planning |
| Mr Z Mzimela | Interim Executive Director: Finance |

Two members elected by the Senate for the period 01.01.17 – 31.12.18

| | |
|-----------------|--------------------|
| (i) Mrs S Khomo | (ii) Prof AT Nzama |
|-----------------|--------------------|

2.12 Quality Assurance and Academic Development Committee (QAAD)

Composition

| | |
|--------------------------|--|
| Prof SP Songca | Deputy Vice-Chancellor: Teaching and Learning (Chairperson) |
| Prof GFDJ de Wet | Deputy Vice-Chancellor: Research and Innovation |
| Mr N. Cele | Executive Director: Institutional Planning |
| Mr DE Janse van Rensburg | Registrar |
| Prof DD Tewari | Dean: Faculty of CAL |

**2018
GENERAL CALENDAR**

| | |
|-------------------|---|
| Prof GH Kamwendo | Deputy Dean: Faculty of CAL Dean: Faculty of Arts |
| Prof NW Kunene | Deputy Dean: Faculty of Arts Dean: Faculty of Science and Agriculture |
| Prof MC Maphalala | Deputy Dean: Faculty of Science and Agriculture Dean: Faculty of Education |
| Prof N Mlitwa | Deputy Dean: Faculty of Education Director: Research Office |
| Prof C Ndebele | Director: Teaching & Learning Centre |
| Ms AP Nongogo | Manager: HEMIS |
| Vacant | Director: Quality Assurance Office |
| Vacant | Manager: Quality Assurance |
| Ms A Gandi | Specialist: Academic Structure |

Two members elected by the Senate

(i) Mr B Rawlins (01.01.17 – 31.12.18) (ii) Dr MS Mabusela (01.01.18 – 31.12.19)

3. INSTITUTIONAL FORUM

Composition

Institutional Forum members appointed in terms of Section 40 of the Statute of the University of Zululand

| | | | |
|-------|-----|--------------------------|--|
| 40(1) | (a) | Ms G Nhleko | Management Representative |
| | | Mr A Parusnath | Management Representative |
| | (b) | Mr NL Nkwanyana | Council Representative |
| | | Mr E Dube | Council Representative |
| | (c) | Prof GFDJ de Wet | Senate Representative |
| | | Dr NR Ngcobo | Senate Representative (Chairperson) |
| | (d) | Mr NZ Ngwenya | Academic Staff Representative |
| | | Dr PJ Coetzee | Academic Staff Representative |
| | (e) | Mr SJ Mvubu | Administration & Support Staff |
| | | Mr T Maphosa | Administration & Support Staff |
| | (f) | Ms TN Biyela | Women Employees |
| | | Ms BT Mngadi | Women Employees |
| | (g) | Mr N Ndumiso | SRC Representative |
| | | Mr C Mbandlwa | SRC Representative |
| | (h) | Vacant | Disabled Staff & Student Representative |
| | (i) | Vacant | Union Representative |
| | | Vacant | Union Representative |
| | (j) | Mr DE Janse van Rensburg | VC Appointee: Experience & Expertise |
| | | Vacant | VC Appointee: Experience & Expertise |
| | | Vacant | VC Appointee: Experience & Expertise |

4. MANAGEMENT COMMITTEES

4.1 Management Committee (MANCO)

Composition

Prof XA Mtose
Prof SP Songca
Prof GFDJ de Wet
Vacant
Mr DE Janse van Rensburg
Mr Z Mzimela
Mr RT Ngcobo
Vacant

Mr N Cele
Dr I Israel
Mr Z Gumede
Mr EJ Doëseb
Mr MO Kheswa
Ms MGT Nhleko
Prof OM Ndwandwe
Ms P Mjamba
Mr S Dlongolo
Ms L Vahed
Dr Y Rugbeer
Vacant
Vacant
Vacant
Prof C Ndebele
Prof DD Tewari
Prof MC Maphalala
Prof GH Kamwendo
Prof N Kunene
Mr SAT Mchunu
Dr AC Weyers

Vice-Chancellor (**Chairperson**)

Deputy Vice-Chancellor: Teaching & Learning
Deputy Vice-Chancellor: Research and Innovation
Deputy Vice-Chancellor: Institutional Support
Registrar
Interim Executive Director: Finance
Executive Director: Human Resources
Executive Director: Infrastructure Planning & Facilities Management
Executive Director: Institutional Planning
Executive Director: UNIZULU Foundation
Deputy Registrar: Student Administration
Deputy Registrar: Enrolment Management
Deputy Registrar: Policy Management & Secretariat
Director: Communications and Marketing
Director: Richards Bay Campus
Interim Director: Finance
Director: Physical Planning and Operations
Director: Library Services and Information Services
Director: Office of the Vice-Chancellor
Director: Protective Services
Director: Quality Assurance
Director: ICT
Director: Teaching & Learning Centre
Dean: Faculty of CAL
Dean: Faculty of Education
Dean: Faculty of Arts
Dean: Faculty of Science and Agriculture
Dean of Students
Richards Bay Campus Representative

4.2 Executive Committee (EXCO)

Composition

Prof X Mtose
Prof SP Songca
Prof GFD de Wet
Vacant
Mr DE Janse van Rensburg
Prof OM Ndwandwe
Mr RT Ngcobo
Mr Z Mzimela
Mr N Cele

Vice-Chancellor (**Chairperson**)

Deputy Vice-Chancellor: Teaching & Learning
Deputy Vice-Chancellor: Research and Innovation
Deputy Vice-Chancellor: Institutional Support
Registrar
Executive Director: Richards Bay Campus
Executive Director: Human Resources
Interim Executive Director: Finance
Executive Director: Institutional Planning

4.3 Legal Committee

Composition

Adv AB Leslie

(**Chairperson**)

2018
GENERAL CALENDAR

Ms K Naidoo
Mr V Naidoo
Mr D Mothilall
Mr DE Janse van Rensburg
Adv S Ameer

Head of Department: Department of Law
Head: Financial Aid Office
Manager: Student Judicial Services
Registrar
Director: Legal Services

4.4 Registration Committee
Composition

Mr DE Janse van Rensburg
Mr Z Mzimela
Vacant
Prof NW Kunene
Prof DD Tewari
Prof MC Maphalala
Prof GH Kamwendo
Mr SAT Mchunu
Vacant
Mr S Dlongolo
Ms MGT Nhleko
Vacant
Mr EJ Doëseb
Mr Z Gumede
Mr VW Maneli

Registrar (**Chairperson**)
Interim Executive Director: Finance
Deputy Vice-Chancellor: Institutional Support
Dean: Faculty of Science and Agriculture
Dean: Faculty of CAL
Dean: Faculty of Education
Dean: Faculty of Arts
Dean of Students
Director: ICT
Director: Physical Planning and Operations
Director: Communications and Marketing
Director: Protective Services Department
Deputy Registrar: Enrolment Management
Deputy Registrar: Student Administration
Manager: Admissions

4.5 Graduation Committee
Composition

Mr DE Janse van Rensburg
Prof X Mtose
Mr Z Mzimela
Vacant
Prof NW Kunene
Prof DD Tewari
Prof MC Maphalala
Prof GH Kamwendo
Vacant
Mr S Dlongolo
Ms MGT Nhleko
Mr EJ Doëseb
Mr Z Gumede
Mr VW Maneli
Ms BT Mngadi

Registrar (**Chairperson**)
Vice-Chancellor
Interim Executive Director: Finance
Deputy Vice-Chancellor: Institutional Support
Dean: Faculty of Science and Agriculture
Dean: Faculty of CAL
Dean: Faculty of Education
Dean: Faculty of Arts
Director: Protective Services Department
Director: Physical Planning and Works
Director: Communications and Marketing
Deputy Registrar: Enrolment Management
Deputy Registrar: Student Administration
Manager: Student Administration
Manager: Certification

4.6 Student Services Committee
Composition

Mr SAT Mchunu
Ms MGT Nhleko
Mr S Dlongolo
Mr Z Gumede
Ms HN Mkhwanazi
Ms NM Makalima
Mr V Naidoo

Dean of Students (**Chairperson**)
Director: Communications and Marketing
Director: Physical Planning and Operations
Deputy Registrar: Student Administration
Head: Campus Health Clinic
Head: Centre for Guidance and Counselling
Head: Financial Aid Office

2018
GENERAL CALENDAR

| | |
|------------------|--------------------------------|
| Mrs A Bennett | Head: Kitchen and Catering |
| Mr CB Hlatshwayo | Head: Sports and Recreation |
| Mr CB Khomo | Head: Student Housing |
| Vacant | Director: Protective Services |
| Mr M Gina | SRC Representative/s |
| Vacant | House Committee Representative |

Two members elected by the Senate for the period 01.01.17 – 31.12.18

- (i) Dr Y Rugbeer (ii) Prof MM Hlongwane

**4.7 Sports Council
Composition**

| | |
|------------------|--|
| Dr NR Ngcobo | (Chairperson) |
| Mr SAT Mchunu | Dean of Students |
| Mr CB Hlatshwayo | Head: Sports and Recreation |
| Ms N Makalima | Faculty of Education Representative |
| Mr LM Ngwenya | Member |
| Vacant | Member |
| Vacant | The Chairperson of the All Sports Union or his/her <i>secundus</i> |

**4.8 Bursary Committee
Composition**

| | |
|--------------------------|---|
| Prof SP Songca | Deputy Vice-Chancellor: Teaching & Learning |
| | (Chairperson) |
| Prof GFDJ de Wet | Deputy Vice-Chancellor: Research & Innovation |
| Mr DE Janse van Rensburg | Registrar |
| Mr Z Mzimela | Interim Executive Director: Finance |
| Prof DD Tewari | Dean: Faculty of CAL |
| Prof NW Kunene | Dean: Faculty of Science and Agriculture |
| Prof MC Maphalala | Dean: Faculty of Education |
| Prof GH Kamwendo | Dean: Faculty of Arts |
| Mr SAT Mchunu | Dean of Students |
| Mr V Naidoo | Head: Financial Aid Office |
| Mrs N Mbokazi | Bursary Administrator |

Two members elected by the Senate for the period 01.01.17 – 31.12.18

- (i) Prof I Kaseeram (ii) Prof LZM Khumalo

**4.9 Risk Management Committee
Composition**

| | |
|--------------------------|---|
| Prof X Mtose | Vice-Chancellor (Chairperson) |
| Prof SP Songca | Deputy Vice-Chancellor: Teaching & Learning |
| Prof GFDJ De Wet | Deputy Vice-Chancellor: Research & Innovation |
| Mr DE Janse van Rensburg | Registrar |
| Mr R Ngcobo | Executive Director: Human Resources |
| Mr N Cele | Executive Director: Institutional Planning |
| Mr Z Mzimela | Interim Executive Director: Finance |
| Prof OM Ndwandwe | Executive Director: Richards Bay Campus |
| Prof DD Tewari | Dean: Faculty of CAL |
| Prof G Kamwendo | Dean: Faculty of Arts |

2018
GENERAL CALENDAR

| | |
|------------------|---|
| Prof M Maphalala | Dean: Faculty of Education |
| Prof NW Kunene | Dean: Faculty of Science and Agriculture |
| Mr SAT Mchunu | Dean of Students |
| Mr Z Gumede | Deputy Registrar: Student Administration |
| Mr EJ Doëseb | Deputy Registrar: Enrolment Management |
| Mr MO Kheswa | Deputy Registrar: Policy Management & Secretariat |
| Mr S Dlongolo | Director: Physical Planning and Operations |
| Vacant | Director: ICT |
| Ms G Nhleko | Director: Communication and Marketing Division |
| Dr C Israel | Director: University Foundation |
| Ms L Vahed | Director: Library & Information Services |
| Vacant | Director: Protective Services Department |
| Vacant | Director: Quality Assurance |
| Prof C Ndebele | Teaching and Learning Centre |
| Ms A Nongogo | Manager: HEMIS |
| Mr A Parusnath | Director: Risk and Compliance |

4.10 Planning Committee

Composition

| | |
|--------------------------|---|
| Prof X Mtose | Vice-Chancellor (Chairperson) |
| Prof S Songca | Deputy Vice-Chancellor: Teaching & Learning |
| Vacant | Deputy Vice-Chancellor: Institutional Support |
| Vacant | Executive Director: Infrastructure Planning & Facilities Management |
| Mr S Dlongolo | Director: Planning and Infrastructure |
| Mr DE Janse van Rensburg | Registrar |
| Mr Z. Mzimela | Director: Protective Services Department |
| Vacant | Interim Executive Director: Finance |
| Vacant | Council Representative |
| | Council Representative |

Two members elected by the Senate for the period 01.01.17 – 31.12.18

- | | |
|-----------------|-----------------------|
| (i) Prof Zobolo | (ii) Prof LZM Khumalo |
|-----------------|-----------------------|

**2018
GENERAL CALENDAR**

FACULTY OF ARTS

| Faculty Office: | Inkanyiso Building | Contact Details: 035-902-6087 |
|--|--|--------------------------------------|
| Dean | GH Kamwendo, Dip (Education), B.Ed (Malawi) MA (Lancaster, UK), PhD (Helsinki) | |
| Deputy Dean (Teaching and Learning & Community Engagement) | AT Nzama, BPaed, STD, BEd, BAHons (UNIZULU), Med (UOVS), MA (UNIZULU), MSc, PhD (Illinois) | |
| Deputy Dean (Research & Internationalisation) | DN Ocholla, MA (Krasnador), PhD (Kiev/Leningrad) | |
| Secretary | A Bikitsi, Dip (Public Admin), (Varsity College) | |
| Administrator/Secretary | BSP Mkwana, Dip (Pub Admin), B. (Public Admin), PGCE (UNIZULU) SM Khanyile, Dip (Professional Office Assistant) (Working World College), Dip (Computerized Project Management) (Intec College), BCom (Industrial and Organisational Psychology) (UNISA) TF Khumalo, NCert (Secretarial & Business Studies) (Swinton Road Technical College) NN Ngema, Office Management and Technology (DUT), PGCE (UNISA), B.Public Admin, BHons (Public Admin) (UNIZULU) NF Msomi, Cert (Computer Technology), Cert (Management Information Systems) (UNIZULU), Cert (Typewriting & Switchboard Operation) (Durban Commercial College), BA (Information Science) (UNIZULU) TM Mavimbela, B (Psychology) (UNIZULU), PGCE (UNISA), (Cert Office Management) (UNISA) PR Bennett, Dip (Secretarial) (Academy of Learning), Dip (Public Administration), BAdmin, BAdminHons (UNIZULU) RL Dimba, Dip (Human Resources Management) (Varsity College), Cert (Business Management/Secretarial) (Swinton Road Technical College) H Mathonsi, Basic Computer Skills (Avuxeni Computer Academy), BA (Correctional Studies) (UNIZULU), Community Profiling (Dept of Correctional Services) | |
| Messenger/Copier | T Mtetwa, Dip (Secretarial) (MSC Training Centre), Cert (Business Admin & Management) (Damelin), Cert (Administration, Leadership & Management) (Centre for Early Childhood Development), Cert (ABET) (UNISA), Cert (Business Writing for Secretaries and PA's) (CBM Training), The PA MBA (Biz Tech), Adv Office Management & Administration Skills (Envision International) | |

African Languages and Culture

| | |
|---------------------|--|
| Professor | LZM Khumalo, STD, BA, BAHons, MA (UNIZULU), STD PhD (Natal) |
| Associate Professor | Vacant |
| Senior Lecturer | Vacant |
| Lecturers | SD Mbokazi, SSTD BPaed, Bed, MA (UNIZULU) MZ Mthembu, Dip (PTM) (Damelin), Dip (School Management) (RAU), UED, BAHons, BEd, MA, PhD (UNIZULU) NMAR Nzuzza, BA UED, BAHons, MA, PhD (UNIZULU) KL Makhoba, STD BPaed (UNIZULU), BAHons UDW, MA |

**2018
GENERAL CALENDAR**

(UNIZULU)

SL Ntuli, Dip (University Education), BAHons, MA, PhD

(UNIZULU)

ZG Buthelezi, JSTC (Amanzimtoti/Adams College), SED (Vista University), BA, BAHons (UNIZULU), MEd, PhD (UKZN)

Anthropology and Development Studies

Professor Vacant

Senior Lecturer Vacant

Senior Lecturers NR Ngcobo, BAHons, MRt, UED, PhD (UNIZULU), Dip (Management Development) (Executive Education), Cert (Strategic Leadership and Management Development) (ITS Learning and Development Institute), Project Management (Boston)

Lecturers SS Nhlathi, MSc (Geography Info. Systems and Sciences) (University of Salzburg, Austria), MBA (KwaZulu-Natal) MSc URP (Housing) (Natal) BAHons, BEd (UNIZULU)

EM Isike, BAHons (International Studies and Diplomacy) (UNIBEN), MSocSc (Public Policy and Development), PhD (Development Studies) (UKZN)

MM Masuku, BA (Correctional Studies), BAHons, MA (Development Studies) (UNIZULU)

NN Mazibuko, BSoc (Sc.-Gender Studies) (UKZN), BSocSc (Media, Political & Cultural Studies) (UKZN) - BSoc (Science) (Hon) (UKZN); MSocSc (Anthropology) (UKZN)

Communication Science

Senior Professor H Rugbeer, BA (UNISA), MA (UNIZULU), Dip (Ed) (SACOL now UNISA), Dip (Computer Appl.) (UNISA), B.Th (USA), Cert (Computer Engineering) (MLS now DUT), DPhil (UNIZULU).

Senior Lecturers GM Naidoo, BAHons, MA, DPhil (UNIZULU), CPRP (PRISA)

MM Reddy, Dip (Div) (BBC), PGCEd (UNISA), BAHons, MA, DLitt (UNIZULU)

Lecturers MR Metso, BEd (NUL), BAHons, (UND), MA (UKZN), DPhil (UNIZULU)

JM Magagula, BAHons, MA (UNIZULU)

TG Mokgosi BACom, BAComHons, MA (Com) (NWU)

A Moonasamy, BAHons, MA, DPhil (UNIZULU)

JB Ngubane, BAHons, MA (UNIZULU)

MW Molefe, MTech (CUT), BA (Hons) (UNISA), Dip (STD) (BOCHUM)

GJ Zondi, BAHons, MA (UNIZULU)

Technician Administrator NP Makhanya, BA (Psych) (UKZN)

Creative Arts

Professor R Baum, BA (Dance) (California, Riverside), BA (Theatre) (Alaska), MA (Theatre, Speech and Dance) (Brown), PhD (Dramatic Arts) (California, Santa Barbara)

Lecturers GT Marovatsanga, BAHons (Zimbabwe), MA (Applied Drama and

**2018
GENERAL CALENDAR**

Theatre) (UW)
M Mlotshwa, HPTC (Madadeni), BA (Fine Arts) (UKZN), MA (Fine Arts) (Illinois State)
GM Ntaka, SSTD, BPaed, BEdHons, BAHons (Music), MA (Music), PhD (UNIZULU), Cert (ABET HR) (UNISA)
APeiris, BMusHons (RAM), MMus (UP), LRSM, LRAM, LTCL, UPLM (UNISA)
HN Seleke, BMusHons (UNIZULU)

Criminal Justice

| | |
|---------------------|--|
| Professor | Vacant |
| Associate Professor | JM Ras, BAHons (Biblical Languages), BTh, MTh, DTh (Stellenbosch), MA (Psych), DPhil (Criminal Justice), DPhil (Psychology) (UNIZULU) |
| Senior Lecturer | M Buthelezi, BTech (Policing) (UNISA), MTech (Public Management) (UNISA), MA (Governance & Political Transformation) (UFS), DTech (Policing) (TUT) |
| Lecturer | CZ Zondi, BAHons (Management Development Programme) (Stellenbosch), Assessor (Primeserv), ABET (UNISA), UED, MA, DPhil (UNIZULU) |

English

| | |
|---------------------|--|
| Senior Professor | MJ Hooper, MA, PhD, HDE (Natal) |
| Professor | CA Addison MA (Natal), MA (Stellenbosch), PhD (British Columbia) |
| Associate Professor | MV Mpepo, BAEd (Zambia), Mst, DPhil (Oxon) |
| Senior Lecturer | BXS Ntombela, SSTD, B.Paed, BAHons, MA, DPhil (UNIZULU), CELTA (Cambridge) |
| Lecturers | K Gqibitole, MA (UKZN), Dip (Secondary Teachers) (Mxenge), PhD (UKZN) L Mafu, BA (Zimbabwe), Hons (UNISA), MA (Zimbabwe), Graduate Cert (Education) (Zimbabwe), DLitt et Phil (UNISA) WS Nkabinde, B.Paed (Hons), MA (UNIZULU) T Pillay, MPhil (Stellenbosch), UHDE (Durban Westville) N Sithole, BAHons (WITS), MA, PhD (UKZN) PJ Coetzee, BAHons, MA, PhD (Rhodes) B Marais, BAHons, MA (UKZN) IB Rawlins, BAHons, MACW (Rhodes) AA Fawole, BAHons (English) (Ilorin), MA (Communication and Language Arts) (Ibadan), PGCE (Pretoria), PhD (Translation Studies and Linguistics) (Limpopo) M Malimela, BAHons, MPhil (UCT) A Akpome, Hons (English and Literary Studies) (Delta State University, Nigeria), BAHons, MA, D.Litt.et.Phil English (UJ) V Ndabayakhe, Dip (RAU), BAHons, MA (UNIZULU) |

General Linguistics and Modern Languages

| | |
|-----------------|--|
| Professor | Vacant |
| Senior Lecturer | EM Mncwango, BAHons (Linguistics), MA (UNIZULU), |

**2018
GENERAL CALENDAR**

| | |
|----------|---|
| Lecturer | Cert (ABET) (SA), DPhil (UNIZULU) D Jordaan, BAHons, MA (Stellenbosch), PhD (Stellenbosch) TH Chiliza, BAHons (UNIZULU) |
|----------|---|

History

| | |
|-----------------|--|
| Professor | HS Simelane, BA CDE (UBS), MA (Ohio), PhD (Toronto) |
| Senior Lecturer | Vacant |
| Lecturers | MZ Shamase, BPaed, SSTD, BAHons, MA, DPhil (UNIZULU) SH Ntuli BPaed, SSTD, BAHons, MA, DPhil (UNIZULU) DHD Ngobese, BAEd, BAHons, MA (UFS) |

Information Studies

| | |
|----------------------|--|
| Senior Professor | DN Ocholla, MA (Krasnador), PhD (Kiev/Leningrad) |
| Professor | Vacant |
| Associate Professors | Vacant |
| Senior Lecturer | T Kalusopa, BALIS (UNZA), Msc.I.S. (Addis Ababa), PhD (UNISA) ND Evans, BSc (UPE), MA, Phd (UNIZULU) |
| Lecturers | M Shongwe, BA Information Science BIS (Hons) (UNIZULU), MCom (Information Systems) (Cape Town) N Nkomo, BSc, LISHons (NUST Zimbabwe), MLIS (UNIZULU) LP Luthuli, BA (Library & Information Science), BA (LIS), MA (Information Science) (UNIZULU), Cert (Project Management) (ICESA City Campus PMB) |

Philosophy and Applied Ethics

| | |
|---------------------|--|
| Associate Professor | B Matolino, BA (Psychology & Law), BAHons (Philosophy), MA (Philosophy), PhD (Philosophy) |
| Associate Professor | Vacant |
| Senior Lecturer | M Molefe, BA (Philosophy & Psychology) (WITS), BAHons (Philosophy) (WITS), MA (Development Studies) (WITS), PhD (Philosophy) (UJ), PGDip (Business Administration) (WITS Business School) |
| Lecturers | E Latecka, MA (English) (University of Lodz Poland) N Smith, BAHons, MA Philosophy (UJ) P Mwipikeni, BAHons, MA (Zimbabwe), PHD (UJ) S Ndlovu, BA (Economics & Political Studies) (UNISA), BAHons (Philosophy) (UKZN), MA (African Studies Political Philosophy) (UCT), PhD (Philosophy) (UKZN) C Austin, BAHons (UNIZULU) |

Politics and International Studies

| | |
|---------------------|--|
| Professor | Vacant |
| Associate Professor | CA Isike, BScHons (Political Science and Public Administration) MSc (International Relations) (Benin), PhD (Political Science) (UKZN) |
| Senior Lecturer | Vacant |
| Lecturers | TC Adetiba, BAHons (History) (Ilorin), MA (International Relations and Strategic Studies) (LASU), PhD (Development Studies) (Fort |

**2018
GENERAL CALENDAR**

Hare)
ZG Zindela, BSocSciHons (Political Science), MSocSci (Political Science) (KwaZulu-Natal)
NP Dlamini, BSS (Politics & HRM), BSocSciHons (International Relations), MSS (Political Science) (UKZN)
LP Malimela, BSocSciHons, MSocSci (UCT)

Psychology

Professor JD Thwala, BAHons (Univ North), MA (Clinical Psych) (Natal), AdvDip (Holistic Diploma) (Western Australia), PhD (Community Psychology) (UNIZULU)

Associate Professor PB Mbele, DPhil (Psychology) (UZ), MASocSc (Psychology), BAHons (Psychology) (UND), B Cur l et A (Medunsa), Dip (Midwifery) (St Mary's Hospital), Dip (GNSA) (Edendale Hospital)

Senior Lecturer C Hermann, BPsych, MA (Clin. Psych) (UNIZULU), DPhil (UNIZULU)

Lecturers AN Ndlazi, BA (UDW), BAHons (Unitra), MA (Counselling) (UNIZULU)
AD Singh, BASocSc (UN), BAHons (Psych), MA Research (Psych) (Durban Westville)
NJ Magwaza, MA (Counselling), B.Paed, B.EdHons (UNIZULU)
VC Mathe, BA (Hons), MA (Counselling Psychology) (UNIZULU)
M Govender BPsych, MA (Clinical Psych) (UNIZULU)

Recreation and Tourism

Professor Vacant

Associate Professor AT Nzama, BPaed, STD, BEd, BAHons (UNIZULU), MEd (UOVS), MA (UNIZULU), MSc, PhD (Illinois)

Senior Lecturer IO Ezeuduji, BSc Hons (UNIJOS), MSc (BOKU Vienna), MBA (The Open University UK), PhD (BOKU Vienna)

Lecturers GS Nkosi, Dip (STD) (Eshowe College), BAHons (Environmental Studies) (UNIZULU), AdvCert (Education) (KwaZulu-Natal), MRT (Recreation and Tourism), PhD (UNIZULU)
MR Brett, BA, HDip (Education), BAHons, MA (Environment and Development Studies) (KWAZULU-NATAL)
SP Tshabalala, JSTC (Eshowe College), BPaed (UNIZULU), BAHons (KwaZulu-Natal), MRT (UNIZULU), PhD (University of Granada)
SK Mhlongo, BA, UED, BEdHons (UNIZULU), AdvCert (Learning and Teaching) (NMMU), MRT (Recreation and Tourism) (UNIZULU)
MS Nkwanyana, STD (Eshowe College) Travel & Tourism (RAU), Hons in Education, MNGT Law (UP), MRT (UNIZULU)

Social Work

Professor Vacant

Associate Professor Vacant

Senior Lecturer Vacant

Lecturers BN Ndlovu, BA (Social Work) (Fort Hare), BAHons, MA (Community Development) (UNIZULU), Personnel Management and Training

2018
GENERAL CALENDAR

(Damelin), Project Management (ITumeleng Training Solutions),
HIV/AIDS Training (Department of Health UThugulu)
TZ Ramphele, BA (Social Work), (Hons) UFH, MA (Social Science)
(Rhodes), HRM (IPM-JHB)
MM Shabalala, BA (Social Work), MA (Social Work) (UNIZULU)
SS Nxumalo, BA (Social Work), MA (Social Work) (UNIZULU)
CHN Shongwe, BAHons (Social Work) (UNIZULU), MA (Social Work)
(UKZN)
TE Henna, BA (Social Work) (Fort Hare), MA (SD) (WITS)
T Mwandla, BA (Social Work) (UNIZULU), PGDip (Education, Training
and Development), MA (Social Science) (UKZN)

Sociology

| | |
|------------------|---|
| Professor | Vacant |
| Senior Lecturers | NG Tshabalala, BAHons, MA (UNIZULU), Cert (Labour Relations) (RAU), PHRM (UNISA), PhD (UNIZULU) |
| Lecturers | SPT Zikhali, BAHons, MA, PhD (UNIZULU) SC Cele, BAHons, MA (UDW), PhD (UNIZULU) ES Ncube, PTC (Ntuzuma College of Educ.), JSTC and STD (Umlazi College for Further Education), BAHons, MA (UNIZULU) KB Joubert, BAHons (Coventry University - United Kingdom) |

**2018
GENERAL CALENDAR**

FACULTY OF COMMERCE, ADMINISTRATION & LAW (CAL)

| Faculty Office: | D Block | Contact Details: 035-902-6173 |
|------------------------|---|--------------------------------------|
| Dean | DD Tewari, BSc (Ag & AH), MSc (Ag), (GB Pant University, India), MSc, PhD (University of Saskatchewan, Canada) | |
| Academic Co-ordinator | BJ Mthanti, Dip (HRM) (MUT), BTech (HRM) (DUT), PGCE, MEd, PhD Education (UKZN) | |
| Faculty Officer | SP Mhlongo, NDip (OMT) (DUT), BTech (OMT) (DUT) | |
| Secretary | NP Pakati, NSD (MANTECH), BA, BAHons (UNIZULU) | |
| Secretary/Typists | BM Mthiyane, Dip (Secretarial) (PC College), BAdmin, BAdminHons (UNIZULU) | |
| | T Mpungose, Dip (Public Admin & Office Admin), BAdmin, PGCE (UNIZULU) | |
| | TC Ntuli, BA (Communication) (UNIZULU) | |
| Messenger | Vacant | |

Accounting and Auditing

| | | |
|---------------------|--|--|
| Associate Professor | M Livingstone, BCom (WITS), BComptHons (Acc), CA (SA) | |
| Senior Lecturers | MT Mthimkulu, BComHons (UNIZULU), HCert Taxation (UP), SSTC (Indu), MBA (MANCOSA) | |
| | C Van Heerden, BComHons (Accounting) (UKZN), CA (SA) | |
| | JD Chambers, Cert (Theory of Accountancy) (UKZN), CA (SA), PGDip (Forensic Auditing & Criminal Justice) | |
| | S Khomo, BCom, BAcc (WITS), CA (SA) | |
| | T Jankeeparsad, BCom (Accounting), BComHons (Accounting) (UKZN), CA (SA) | |
| | R Jankeeparsad, BCom (Accounting), BComHons (Accounting) (UKZN), MCom (Taxation) (UP), CA (SA) | |
| | ACG Weyers, MTech (Cost & Management Accounting) (CUT), PhD (Management Accounting) | |
| | QP Khumalo, BComHons (Rhodes), CA (SA) | |
| | K Volbrecht, BCom (Accounting) (Rhodes), CA (SA), AdvDip (CIMA) MA | |
| | MC Gwala, BCompt (UNISA), PGDA (UCT), CA (SA) | |
| | NIT Mthembu, BCom (ACC), BCom (Hons), (UJ), CA (SA) | |
| | Vacant x 2 | |
| Lecturer | F Nel, BSc (UFS), Dip (Datamatrix) (UNISA) | |
| | A Soldat, HDip (Accounting) (UKZN), CA (SA) | |
| | AN Ngobese, MCom (IA) (UJ), BComHons (Accounting) (UFS), BCom (Accounting) (UFS) | |
| | Vacant x 3 | |
| Administrator | Vacant | |

Business Management

| | | |
|------------------|--|--|
| Professor | Vacant | |
| Senior Lecturers | JF Cloete, BComHons, PTEHons (B&A) (US) | |
| | Vacant | |
| Lecturers | K Ampofo-Twumasi, BScHons, Dip (Education) (GH), Hons B (B&A), MBA (SU) | |

**2018
GENERAL CALENDAR**

S Heeralal, BComHons, MCom (UKZN)
 MF Magigaba, BA, BAHons (UNIZULU), MBA (JSU, USA)
 NA Koenane, BAdminHons (Ind Psych), Dip (Public Admin) (UNIZULU),
 Pham (UDW), PGDip (Labour Law) (Southern Business School)
 TI Maseko BCom, BComHons, MCom (Business Management) PGCE
 (UNIZULU)
 V Mntambo, BComHons (Ind Psych), MCom, Dip (Public Admin),
 PGCE (UNIZULU), NSC (Swinton College) NSD (MUT)

Economics

Professor L Greyling, BCom (Economics), BComHons (Economics), MCom
 (Economics) (RAU)

Associate Professor I Kaseeram, BSocSc (UKZN), BSocScHons, MSocSc Economics
 (UKZN), DCom (UNIZULU)

Lecturers E Mavodyo, BCom (Economics) (University of Zimbabwe); MBA
 (Midlands State University-Zimbabwe), PhD (Economics) (UNIZULU)
 MR Dengetsha, Dip (Law) (Asmara University), BA (Addis Ababa
 University), PGDip (Business Management), MBA (UKZN)
 FJR Tarwireyi, BCom (UFH), BComHons (Rhodes),
 MCom (Economics) (UFH)
 BM Bulagi, MAgric, BAgricHons, BAgric
 TR Mtshengu, BCom, BComHons (UNIZULU)
 N Nxumalo, BCom, BComHons, MCom (UNIZULU)
 KD Matojane, MBA (Milpark University), PGDip (Business
 Administration) (UKZN), ACIS (Institute of Chartered Secretary &
 Administrator), Project & Programme Management (Wits Business
 School)

Law

Professor Vacant

Associate Professor D Iyer, BProc (UND), LLM (UNISA), LLD (UNIZULU), Attorney of the
 High Court of SA

Senior Lecturers K Naidoo, BProc (UKZN), LLM (UNISA), Attorney of the High Court of SA
 Vacant
 L Ramaccio-Calvino, BProc (UP), MBA (USQ - Australia), Attorney of the High
 Court of SA
 Vacant

Lecturers MC Buthelezi, B-Proc, LLM (UDW)
 MT Matadi, LLB (UWB-Congo), LLM (UKZN)
 L Munsamy, B-Comm LLB, Adv Programme in Supply Chain
 Management (UNISA), PGC in Management (Buckinghamshire College),
 Attorney of the High Court of South Africa
 S W Sibiya, LLB, LLM (UKZN), Admitted Attorney of the High Court
 of South Africa)
 X S Khanyile-April, LLB (UNIZULU), LLM (UP), Admitted Attorney of the
 High Court of SA)
 Adv. M Moeletsi, (TEFL) (UNISA), Masters (International Business)
 (Monash SA), LLB (UNISA), Adv Dip (Labour Law), (UJ), BAdmin
 (Andrews University, USA), BJuris (NWU)
 N C Nkosi-Tlali, LLB (UNIZULU), Admitted Attorney of the High Court of

2018
GENERAL CALENDAR

| | |
|---------------------------|--|
| | SA) |
| | Adv. W Moeketsi, LLB, LLM, Constitutional Litigation (UWC) |
| | Vacant x 2 |
| Centre for Legal Services | MV Ngobese, BProc, LLB (UNIZULU), Attorney of the High Court of SA |

Public Administration

| | |
|---------------|---|
| Professor | Vacant |
| Lecturer | Vacant |
| Lecturer | NN Jili, BAdminHons, MAdmin (UNIZULU) |
| Lecturer | SP Nkosi, BAdmin, BAdminHons, MAdmin (UNIZULU) |
| Temp Lecturer | ML Sibiya, BAdmin, BAdminHons, MAdmin (UNIZULU) |
| Secretary | G Bhengu, Dip Business Management (Richtek) |

**2018
GENERAL CALENDAR**

FACULTY OF EDUCATION

| Faculty Office: | Education Building | Contact Details: 035-902-6348 |
|-------------------------------------|---|--------------------------------------|
| Dean | MC Maphalala, BPaed, BEdHons, MEd, DEd (UNIZULU), ABET Cert, (UNISA), Service Learning Cert (UFS), Leadership in Higher Education Management (WITS Business School) | |
| Deputy Dean (Teaching & Learning) | Vacant | |
| Deputy Dean (Research & Innovation) | DR Nzima, BA (UNIZULU), BAHons (Psych), BEd (Hons) (UNISA), MA (Clinical Psych) (UNIZULU), PhD (Comm. Psych) (UNIZULU) UED | |
| Faculty Manager | Vacant | |
| Academic Coordinator | Vacant | |
| Faculty Officer | Vacant | |
| Resource Centre Librarian | Vacant | |
| Senior Library Assistant | TD Mdletshe, NDip (LIS) (DUT) | |
| Secretaries | AS Mhlongo, BA (UNIZULU) D Chetty-Sherief, PA NDip (Damelin) SS Qwabe, NDip (Office Admin) (PIC), Dip (Project Management) (Varsity College), Cert (Public Relations) (Varsity College), BAdmin (UNISA) M Vilane Vacant | |
| Administrative Assistant | TK Mthembu | |

Arts and Languages Education

| | |
|------------------|---|
| Professor | Vacant |
| Senior Lecturers | WNZ Mthembu-Funeka, BPaed, BEdHons, BAHons, PhD (UNIZULU), MA (Cum Laude) (SU) P Pillay, BPaed, (UDW), BEdHons (UNISA), BAHons, MA (UDW), PhD (UNIZULU) |
| Lecturers | Vacant TF Mngomezulu, SSTD (First Class), BPaed, BEdHons, MA (UNIZULU) ZV Hlatshwayo, SSTD, BPaed, BEdHons (UNIZULU) BAHons (Natal), MEd (UKZN) MV Nzama, MA, BAHons (UNIZULU), ACE (Management) (Natal) Cert (ABET), Dip (ABET), Dip (YD) (UNISA), SEC (VISTA), PTC JF Magwaza, BAHons, MA, HDE (WITS) LLP Bele, BA, BEdHons, HDip (Lib & Info Science), UED NP Khumalo, SSTD, BPaed, BEdHons, MEd (UNIZULU), Cert (ABET), HDip (ABET) (UNISA), NDip (HRM) (UNISA) KA Gazu, SSTD, BPaed, BAHons, MA (Applied Linguistics), PhD (UNIZULU) ZP Msweli, SSTD, BPaed, BAHons, MA (UNIZULU), Cert (ABET) (UNISA) |

**2018
GENERAL CALENDAR**

Curriculum and Instructional Studies

| | |
|------------------|---|
| Professor | Vacant |
| Senior Lecturers | MS Mabusela, BPaed, BEdHons (Vista), MEd (RAU), DEd (UNIZULU), Cert (Economics & Public Finance) S Govender, BA (UDW), BEdHons, EMD, MEd (RAU), DEd (UNIZULU), HDE (UDW) |
| Lecturers | N Maluleke, BEd (SPF), BEdHons (UL), MEd (George Washington University) HR Mhlongo, JSTC (ESHOWE), BA, BAHons, MEd, DEd (UNIZULU), Cert (Local Government Admin and Management) (UNISA) PN Khumalo, BPaed, BEdHons (UNIZULU), MEd (UKZN), ACE (Life Orientation), Cert (ABET), PGDip (Tertiary Education) (UNISA), Dip (Advance Management) (MANCOSA) |

Early Childhood Education

| | |
|-----------------------|---|
| Professor | TA Mbatha-Ngubane |
| Programme Coordinator | Vacant |
| Senior Lecturer | SCB Xulu, PTD (Ndumiso), BA, BAHons, MA, PHD (UNIZULU) |
| Lecturers | C Luthuli, SSTD, BPaed, BEd, MEd (UNIZULU), MEd (Env Ed) (UNIZULU collaborating with UNISA), Cert (Mathematics Teaching) (UNISA) ZE Mtshali, PTD (Ndebele), BA, MA (UNIZULU), BAHons (SU), Dip (Total Quality Management) (UNISA) ECA Kok, BSc, BScHons, HDE (UNPmb), MA (UFS), PhD (UJ) |

Educational Foundations and Management

| | |
|------------------|---|
| Professor | CJG Bender, BA (SW), BAHons, BEdHons, MA (Psych), MA (SW), PGCHE, DEd (UP), HED (PG) (UNISA), Cert (Higher Ed. Management) (WITS) |
| Senior Lecturers | MS Ntuli, STD, BPaed, BAHons (UNIZULU), MScEd (Oregon) SA Vilakazi, BA, BEdHons (UNIZULU), MEd (USC), DEd (UNIZULU), UED SI Kapueja, BPaed, BEd (UNIZULU), MEd (UFS), JSTC, PGDip (Adult Education) (Natal), DEd (UNIZULU) |
| Lecturers | AB Buthelezi, BPaed, BEdHons, MEd (UNIZULU), HCert (ABET), Short Course in Managing Employment (UNISA), PT Cert (Damelin), SDF Prog (EDUTEL), Assessor Prog. Competitive Edge and Consulting LC Mthethwa, SSTD, BPaed, BEdHons, BAHons, MEd (UNIZULU), ABET (UNISA), ACE Maths Lit (UKZN), AIM (UCT) LP Sibisi, BPaed (UNIZULU), BEdHons (UNIZULU), MEd (UNIZULU), STD (UNIZULU), Cert (Human Resources Management) (UNISA), Cert (Entrepreneurship and Small Business Management) (UNISA), Cert (HIV/AIDS Care and Counselling) (UNISA), AdvCert (Tourism Education) (UNISA), Cert (ABET) (UNISA) TZ Ngidi, JSTC (Madadeni) Cert (ABET), FED (Natal) (UNISA), BA, BED, MEd, DEd (UNIZULU) Vacant |

2018
GENERAL CALENDAR

Education Professional Practice

Coordinator and Head:

Education

Professional Practice

MM Mngomezulu, BA, BEdHons, Cert (Computer Tech) (UNIZULU), Dip (Salesmanship) (Damelin), MA (Miami), UED

Departmental Secretary

Vacant

Administrative Officer:

HL Viljoen, BA (UNIZULU)

Administrative Assistant

Vacant

Faculty Laboratory Technician

MP Manyoni, BCom, MIS (UNIZULU)

Lecturers

MD Luvuno, BA, BAHons (UNIZULU), Cert (ABET), (UNISA), MA (UNIZULU), STD

RG Mkhasibe, BPaed, BEdHons, BBibHons, MEd (UNIZULU), Dip (Sch. Libr, Dip Public Admin) (UNIZULU), Cert (HRM), Cert

(ABET), Cert (HIV / AIDS Counsel) (UNISA), MFMP (UP), STD.

AM Mzimela, BA, BEdHons (UNIZULU), PGDip (HIV / AIDS Management) (Limpopo), Dip (HRM) (Damelin), MPhil (SU), MEd, DED (UNIZULU), STD

NH Ndaba, BPaed, BEdHons (UNIZULU), SSTD

Cluster Coordinators

Vacant

Educational Psychology & Special Education

Professor

Vacant

Associate Professors

MM Hlongwane, BA, BAHons (Psych) (UNIZULU), MEd (Ed Psych) (Natal), DPhil (Psych) (UNIZULU), JSTC

DR Nzima, BA (UNIZULU), BAHons (Psych), BEdHons (UNISA),

MA (Clinical Psych) (UNIZULU), PhD (Comm. Psych) (UNIZULU) UED

MM Nkoane, BAE, BedHons (Vista University), MEd (Ed Psych) (UNIN), PhD (Incl. Ed) (UFS)

Senior Lecturers

S Govender, BA (UNIZULU), BAHons (HDE) (UDW), MEd (Ed Psych), PhD (Comm Psych) (UNIZULU)

Lecturers

GV Gumede, BPaed (UNIZULU), BEdHons (UKZN), MEd (UNIZULU), STD

D Kent, ADip (Clinical Child Neuropsych) (Jyvaskyla), FETC (Univ. of Zimbabwe), BScHons (Psych) MSc (Ed Psych) (University of Zimbabwe), PhD (Educ Psych) (UNIZULU)

LO Makhonza, BA, BAHons (Psych) (UNISA), MEd (Ed Psych) (UNIZULU), STD

SS Makhubu, B (Psych), MEd (Ed Psych), PGCE (UNIZULU)

TP Mngomezulu, BPsych, MA (Counselling), PGCE (UNIZULU), NDip (HR) (MUT)

EXS Zwane, BA, BEdHons (UNIZULU), UED

Co-ordinator/Admin Assistant

(Ed. Psych. Clinic)

VH Khanyile, BA (UNIZULU), NDip (Office Admin) (Man Tech)

Secretary

NN Ngubane, NDip (Public Management) (Ethekewini College), AdvDip (Management) (IT SB. Sch)

**2018
GENERAL CALENDAR**

Mathematics, Science and Technology Education

| | |
|-----------------------------|---|
| Senior Professor | Vacant |
| Professor | Vacant |
| Research Professor | A Bayaga, BEdHons (University of Cape Coast-Ghana), MEd (UFH), (MCom Information Systems) (UFH), PhD (UFH) |
| Associate Professor | Vacant |
| Senior Lecturer | Vacant |
| Lecturers | A Chibisa, BCom (University of Zimbabwe), Dip (Ed) (University of Zimbabwe), MSc (NUST) TW Chinaka BSc (UZ) MEd (UNIZULU) RC Gayadeen, NHD (Post School) (DUT), NTD (Technical) (DUT), TTD (Electrical) (NTB), NTC (HOA), MEd (UDW), PJ Kok, HED (UFS), BEdHons (Science) (UNIZULU), MEd (UNIZULU) A Krishnannair, BSc, BEdHons, MEd, PhD (UKZN) RA Mosoloane, BSc (Ed) (NUL), BEdHons, MSc, PhD (WITS) RP Pillay, BPaed (Sc) (UDW), BEdHons (UNISA), MSc (WITS), PhD (WITS), Dip (HRM) (Damelin), Dip (Life Coaching) (Blackford Centre, UK), Dip (Human Values Education) (SRI SATHYA SAI Institute, SA) NH Ngwenya, BPaed (UNIZULU), BEdHons (UNIZULU) MEd (UNIZULU), SSTO T Talasi, BSc (NUL), BScHons (Science Education), MSc (Science Education) (WITS), PGDE (NUL) MG Tshabalala, BSc (UED), BEdHons (UNIZULU), MA (UFS) |
| Senior Laboratory Assistant | MI Maikoo, BSc, BScHons (UKZN) |
| Secretary | SS Qwabe, NDip (Office Admin) (PIC), Dip (Project Management) (Varsity College), Cert (Public Relations) (Varsity College), BAdmin (UNISA) |

Social Sciences Education

| | |
|---------------------|---|
| Professor | Vacant |
| Associate Professor | Vacant |
| Senior Lecturer | Vacant |
| Lecturers | NM Chalufu, BPaed, BEdHons (UNIZULU), MEd (Bowling Green), SSTO MC Dube, SSTO, BPaed, BAHons History, MA, (UNIZULU), AdvCert Accounting (UNISA) BT Gamede, SSTO, PGDip (Dev Studies), BPaed, BEdHons (UNIZULU), Cert (Business Management), Dip (Business Studies) (MANCOSA), Cert (ABET), Dip (Local Gov), Dip (HRM) (UNISA), MBA (MANCOSA), DEd (UNIZULU) S Mokoena, Cert (HRM), BCom, BComHons, MCom (Business Management) (UNIZULU), PGCE (Senior & FET) (UNISA) BB Ndlovu, BPaed (UNIZULU), BEdHons, (PU for CHE) SSTO, DMS, MBA (MANCOSA), Grad. ICSA (CSSA), PhD (Leadership Studies) (UKZN) |

2018
GENERAL CALENDAR

FACULTY OF SCIENCE AND AGRICULTURE

| Faculty Office | Natural Sciences Building | Contact Details: 035-902-6649 |
|---|---|--------------------------------------|
| Dean | NW Kunene, BSc (Agriculture) (Swaziland), MSc (Agriculture), PhD (Agriculture) (UKZN) | |
| Deputy Dean Teaching & Learning | AM Zobolo, MSc (UNIZULU), PhD (UN) | |
| Interim Deputy Dean Research & Innovation | L Vivier, MSc (UP), PhD (UNIZULU) | |
| Faculty Manager | Vacant | |
| Academic Co-ordinator | CL Ndlangamandla, BSc (Physics and Electronics), BScHons (Nuclear and Accelerator Physics), MSc (Physics), PhD (Physics) (UNIZULU), MSAIP | |
| Faculty Officer | LE Shandu, Dip (Office Admin), Dip (Public Admin) (UNIZULU), Cert (Stress Management) | |
| Secretary | BP Kunene, HCert (Computer Literacy) (Avuxeni Computer Academy) | |

Agriculture

| | |
|-----------------------------|---|
| Professors | NW Kunene, BSc (Agriculture) (Swaziland), MSc (Agriculture) (University of Natal), PhD (Agriculture) (UKZN) |
| Associate Professors | GE Zharare, BScHons (Crop Science) (University of Zimbabwe), MScCrop (Physiology) (Reading University, UK), PhD (Agronomy) (Queensland, AUS) KC Lehloenya, BScAgric (NUL), BScAgricHons, MScAgric, PhDAgric (UFS) |
| Senior Lecturer | FN Fon, BSc (Biochemistry) (Buea, Cameroon), BScHons (Biochemistry) (UKZN), MSc (Agriculture) (UKZN), PhD (Agriculture) (UKZN) |
| Lecturers | CM van Jaarsveld, MSc (Plant Physiology) (UNW), PhD (Agronomy) (UFS) BS Tlali, BSc (Agric Econ) (UNIZULU), MSc (Agric Econ) (UP) SP Dludla, BSc (Agric Animal Science), BScHons (Agriculture), MSc (Agriculture) (UNIZULU) GH Wilsenach, BSc (Agric Econ), BScHons (Bus Admin) (SU), NDip (Agric) (MUT), BTech M Sibanda, BSc (Agric Economics) (UFH), BScHons (Agric Economics) (UFH), MSc Agriculture, (Agric Economics) (UFH), PhD (Agric Economics) (UFH) NM Motsa, Dip (Agric) (UNISWA), BSc (Agric) (UNISWA), MSc (Agronomy) (UP), PhD (Crop Science) (UKZN) |
| Secretary | RT Phakathi, Dip (Pub Admin), BA (Development Studies) (UNIZULU), HDip (Community Work) (UNIZULU) |
| Laboratory Technician | L Maupa, NDip (Analytical Chem) (N. Gauteng) |
| Senior Laboratory Assistant | RS Hlophe, BScHons (Biochemistry) (UNIZULU), MSc (Agriculture) (UNIZULU) |
| Laboratory Assistant | S Moloi, BSc (Agric Animal Health) (NWU) |
| Laboratory Assistant | Vacant |
| Farm Manager | DM Mncwango, Dip (Agric) (Cwaka), AS Hort Sc (Calif USA), MPhil (Poul Science) (SU), MPhil, Cert (Aqua Production & Management), Agric Co-op |

2018
GENERAL CALENDAR

| | |
|-----------------|---|
| Farm Foreman | Man (Loughborough) UK, Rural Research & Policy (Sussex) UK, Dip (Proj Man) (DMS), PMC for Horts, Apom (PTCH+) Netherlands |
| Farm Driver | ST Malinga, BTech (Agriculture Management) (NMU) |
| Farm Assistants | MF Mathenjwa |
| | A Biyela |
| | N Biyela |
| | H Duma |
| | B Khumalo |
| | K Khumalo |
| | S W Makhathini |
| | Z Mthiyane |
| | P Mthiyane |
| | E Ndlovu |
| | G Ngema |
| | S Nzuza |
| | SL Tshabalala |
| | K Zwane |

Biochemistry and Microbiology

| | |
|------------------------------|--|
| Professor | AK Basson, MSc (PU for CHE), DSc Microbiology (UNIZULU) |
| Associate Professor | E Maderoba, PhD (Microbiology) (UP) |
| | K Syed, PhD (Biochemistry) (Sri Krishnadevaraya University, India) |
| | MA Kappo, BScHons (LASU) MSc (UNILAG) |
| | RA Mosa, PhD (UWC, SA), PhD (UNIZULU) |
| Senior Lecturers | MS Mthembu, BScHons, MSc (UNIZULU) PhD (DUT) |
| | RA Mosa, BScHons, MSc, PhD (UNIZULU) |
| Lecturers | J Shandu, BScHons, MSc (UNIZULU) |
| Senior Laboratory Assistants | ML Ngwenya, BScHons, Dip (Public Administration) (UNIZULU) |
| | ZG Ntombela, MSc (Microbiology) (UNIZULU) |
| | TG Dube, BSc (Hydrology and Microbiology) (UNIZULU) |
| Laboratory Assistants | RD Mthembu |
| | MLC Mkhwanazi |

Botany

| | |
|------------------------------|---------------------------------------|
| Professor | AM Zobolo, MSc, PhD (UNIZULU) |
| Associate Professor | H de Wet, MSc, HEd, (UFS), PhD (UJ) |
| Senior Lecturers | NR Ntuli, BScHons, MSc, PhD (UNIZULU) |
| | THC Mostert, PhD (UP) |
| Senior Laboratory Assistants | Z Mbele, BScHons (UNIZULU) |
| | S Ngubane BScHons (UNIZULU) |
| Laboratory Assistants | ZBTG Ngcobo NDip (Chem Eng) (MUT) |
| | PN Sokhela BSc (UNIZULU) |

Chemistry

| | |
|--------------------------|--|
| Professor & SARChI Chair | N Revaprasadu, BScHons (Natal), PhD (London), Dip (Imperial College) |
| Associate Professors | TE Motaung, BSc (UNIN) (FS) PhD (UFS) |

2018
GENERAL CALENDAR

| | |
|------------------------------|--|
| Senior Lecturers | VSR Pullabhotla, BScHons (Andhra University, India), MSc (Eng) (JNT University, India), PhD (UKZN) |
| Lecturer | LZ Liganiso, BSc (Unitra), BScHons, PhD (WITS) |
| Senior Laboratory Assistants | TV Segapelo, BScHons, MSc (UWC), PhD (UJ) |
| Laboratory Technologist | SE Mavundla, PhD (UWC) |
| Lab Assistant | NM Sibiya, ND (Cape Tech), BScHons (UNISA) |
| Laboratory Helpers | NL Khumalo, BScHons (WITS) |
| | PW Zibane, BSc (UNIZULU) |
| | N Ntshangase |
| | SZ Mkhwanazi, BAdmin (UNIZULU) |

Computer Science

| | |
|-------------------------|--|
| Professor | MO Adigun, PhD, MSc, BSc (Combined Hons), (IFE), MIEEE, PMACM, MSAICSIT |
| Associate Professor | Vacant |
| Lecturers | GE Ojong, MSc (Loughborough), BScHons (London) |
| | P Mudali, BScHons (Computer Science), MSc (Computer Science), PhD (Computer Science) (UNIZULU) |
| | IN Mba, BScHons (Computer Science) (University of Calabar Nigeria), MSc (Computer Science) (UNIZULU) |
| | SU Mathaba, MSc, BScHons, BSc (UNIZULU) |
| | P Tarwireyi, MSc (Computer Science)(Rhodes), BSc (UFH) |
| ICDL Instructors | NC Sibeko, BScHons (Computer Science) (UNIZULU) |
| T Ndlovu | BScHons (Computer Science) (UNIZULU) |
| | HS Zulu BScHons (Computer Science) (UNIZULU) |
| Laboratory Technologist | Vacant |
| Admin Assistant | N Ntuli, NDip (DUT) |
| Secretary | OD Zibani, BA, Dip (Public Administration) (UNIZULU) |

Consumer Science

| | |
|----------------------|---|
| Associate Professor | U Kolanisi, B (Human Ecology) (UWC), M (Consumer Science) (North West PUK), PhD (North West PUK) |
| Associate Professor | BM Selepe, B (Nutrition) (UL), MSc (Dietetics) (UNW), PhD (Food Security) (UKZN) |
| Senior Lecturer | CJ du Preez, B (Home Economics) (Stell), HDE (UNISA), MSc, PhD (Wageningen Univ Netherlands) |
| Lecturers | TP Kheswa, BSc (Home Econ) (Natal), BEd, B (Home Economics), Hons (UNIZULU), MCom (Nutrition) (University of Queensland, Australia) |
| | NK Ndwandwe, B (Home Economics) (UNIZULU), Dip (Information Tech) (Working World), M (Consumer Science) (NWU) |
| | NC Shongwe, BSc (Home Economics) (UNISWA), BSc (Agric Food Science) Hons, MSc (Agriculture) (Food Science) (UFS) |
| | ME Chibe, Dip, BTech, MTech (Food and Beverage Management) (VUT) |
| | J Benadé, BSc (Home Economics) (UFS), B (Home Economics), Hons (UNIZULU) |
| Laboratory Assistant | J Mjoka, B (Consumer Science-Hospitality and Tourism) (UNIZULU) |
| | BConsSciHons (Hospitality) (UNIZULU) |
| Laboratory Assistant | L Mabonga, BScHons (Food Science and Nutrition) (Midlands State University, Gweru, Zimbabwe) |

2018
GENERAL CALENDAR

| | |
|---------------------------|-------------------------------|
| Laboratory Assistant | Z Maree, BConsSci (UP) |
| Laboratory Assistant/Chef | Vacant (Richards Bay Campus) |
| Laboratory Helper | Vacant (KwaDlangezwa Campus) |
| Secretary | N Nxele (KwaDlangezwa Campus) |

Geography and Environmental Studies

| | |
|---------------------------|--|
| Professors | Vacant |
| Senior Lecturer | Vacant |
| Lecturers | AT Mthembu, BEd, BAHons, STD, MA (UNIZULU) NP Ndimande, BAHons (UNIZULU), MSc (Oklahoma State) S Xulu BScHons, PGCE (UNIZULU), MSc (SU) I Moyo BAHons, GRAD CE (Zim), MA, PhD (UNISA) M Maya BSc, BScHons (UFS), MSc (WITS), PGCert (Remote Sensing) (ITC) N B Mbatha BSc (Physics and Electronics) (UNIZULU), BScHons, MSc (Physics) (UWC), PhD (Atmospheric Physics) (UKZN) |
| Sen. Laboratory Assistant | LC Shongwe, BA (Enviro. Plan. & Dev.), BAHons (UNIZULU) |
| Administrator | D Khumalo, NSC (Swinton Rd Col), BCom, BAHons (UNIZULU) |

Hydrology

| | |
|----------------------------|---|
| Professor | Vacant |
| Associate Professor/s | V Elumalai, MSc (Madras), PhD (Anna) |
| Senior Lecturer | BK Rawlins, BScHons (Exeter), MSc (UNIZULU) Pr. Sci. Nat. |
| Lecturer | PO Ocholla, BEdHons (Egerton), MSc (UNIZULU) |
| Senior Technician | GT Malibe, BScHons (UNIZULU), Cand. Sci. Nat. |
| Laboratory Assistant | DBX Makhatini, BAdmin (UNIZULU) |
| Hydrological Research Unit | |
| Research Director (Acting) | JJ Simonis, Dip (Disaster Management) (UW-Madison), MSc (UP), PhD (UNIZULU) Pr. Sci. Nat. |

Human Movement Science (Biokinetics)

| | |
|----------------------|--|
| Associate Professors | Vacant |
| Lecturers | A van Biljon, BA (Human Movement Science) (UP), BScHons (Kinderkinetics) (UNIZULU) MSc (Kinderkinetics) (UNIZULU) C Gouws, BA (Human Movement Science) (NWU), BAHons Kinderkinetics (NWU), MSc (Kinderkinetics) (UNIZULU) G Breukelman, BA (Human Movement), BScHons (Biokinetics), MSc (Sport Science) (UNIZULU) K Bahdur, BSc (Sport Science), BScHons (Sport Science), MPhil (Sport Science), DPhil (Sport Science) (UJ) ML Mathunjwa, BSc (Sport Science), BScHons (Sport Science), MSc (Sport Science) (UNIZULU) PB. Ndluvo, BSc (Sport Science) (Hons) (NUST); MSc (Sport Science) (SU) H Erasmus, BSc (Physiology & Human Movement Science) (NWU), Hons. BSc (Biokinetics) (NWU), MSc (Biokinetics) (NWU), PhD Movement Education) (NWU), Dip (Sport & Movement Science) (Leipzig University, |

**2018
GENERAL CALENDAR**

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|-----------|--|
| | Germany) |
| | L Millard, B (Human Movement Science) BAHons (Human Movement Science: Sport Science), M (Human Movement Science) (NMU) |
| Secretary | N Nxele, Dip (Office Administration) (Varsity College) |
| Assistant | L Maqina, BScHons (Biokinetics) (WITS) |

Mathematical Sciences

| | |
|---------------------|---|
| Professor | A Beesham, MSc (UNISA), PhD (UCT), Dip (Data) (UNISA) |
| Associate Professor | SS Xulu, BScHons (UNIZULU), MSc (UCT), Dip (Data) (UNISA), PhD (UNIZULU) |
| Senior Lecturer | JM Kozakiewicz, MSc (UW Wroclaw, Poland), PhD (UKZN) |
| Lecturers | S Krishnannair, BEd Maths (India), MSc Maths (India), MSc Eng (SU), PhD (SU) |
| | J Cloete, BScHons (Natal) |
| | MB Nzuza, MSc (UKZN) |
| | PL Zondi, BScHons (UNIZULU), MSc (AIMS) |
| | M Matadi, BScHons (Maths) (University of Kinshasa), MSc, PhD (Applied Maths) (UKZN) |
| | PR Majozi, BScHons (UKZN), PGCE (UNISA), MSc (UKZN) |
| | SL Thilahun, BScHons, MSc (AAU, Ethiopia), PhD (USM) Malaysia |
| nGAP Lecturer | WJ Dlamini, MSc, BScHons, BSc (UKZN) |
| Secretary | OD Zibani, BA, Dip (Public Administration), PGCE (UNIZULU) |

Physics and Engineering

| | |
|------------------------------|--|
| Professor | Vacant |
| Associate Professor | JZ Msomi |
| Senior Scientist | Vacant |
| Senior Lecturer | SS Ntshangase, BScHons, MSc (UNIZULU), PhD (UCT), MSAIP |
| Lecturers | B Kibirige, BSc (Eng.) (MUK), MSc (Eng.) (WITS), PhD (Eng.) (WITS), PM_ISES, MSAIP |
| | T Jili, BScHons (UNIZULU), MSc (Atlanta), MSAIP, Pr. Phys |
| | TP Masango, BSc (UNIZULU), BTech (CPUT), MTech (CPUT), MSAIP |
| nGAP Lecturer | PN Mbuyisa, BScHons, MSc, PhD (UNIZULU), MSAIP |
| Instrument Operator | CT Thethwayo, BScHons, MSc (UNIZULU), MSAIP |
| Senior Laboratory Assistants | AP Sefage, BScHons (UNIZULU), MSAIP |
| | NP Chonco, BScHons, MSc (UNIZULU), MSAIP |
| Laboratory Technician | NS Khanyile, Computer hardware and Software A+, N+ (Mega Training) |
| Typist | NC Mothapo, Dip (Sec) (Working World) |

Nursing Science

| | |
|---------------------|--|
| Associate Professor | TP Mhlongo, DNE, DNA, BCur (UZ), MA (IOWA), MBA (Hull), DLitt et Phil (UNISA), RN, RCHN, PSYCH |
| Senior Lecturers | RM Miya, BCur (UNIZULU), MCur (UKZN), DLitt et Phil (UNISA), RN, RCHN, PSYCH |
| Lecturers | J Kerr DNE, DNA, MCur (Stellenbosch), PhD (UKZN), RN, RM, OHN |
| | NF Ngcobo, BCurHons, MCur (UNIZULU), RN, RM, Dip (Psych), CHN |

**2018
GENERAL CALENDAR**

| | |
|----------------------|---|
| | TG Mdletshe, BCur E et CHN (UNISA), DNA, RN, RM, AdvDip (Midwifery & Neonatal Nursing Science) (Natal) |
| | AS Joubert, BCur (UP), MCur (UP), RN, RM, Dip (Nursing Education) (UNISA) |
| | ST Madlala, Dip. RN, CHN, Psych, Mid (FSSON), AdvDip NA, NE (UNISA), BCur Hons (UNISA), B Tech OHN (TUT), M Tech (DUT). |
| | NS Linda, B Cur E et CHN (UNISA), MN (UKZN), PhD (UWC), RN, RM, Intensive Nursing Science RN, RM, |
| Secretary | NT Makhoba, BAHons, PGDip (Education), (UNIZULU) |
| Clinical Instructors | MA Mkhwanazi, Dip (Nursing General, Community, Psychiatry) and Midwifery), AdvDip (Midwifery and Neonatal Nursing) |
| | N Mhlogo, BCur E et A (NWU), M (Health Science Nursing) (DUT), RN, RM, CHN, PSYCH, |
| | N Magoso, BCur (UNIZULU), RN, RCHN, PSYCH |
| | S Ngomane, BCur (UNIZULU), DNE, DNA (UNISA), RN, RCHN, PSYCH |

Science Access Programme

| | |
|-----------|---|
| Lecturers | N Morojele-Mathibeli, MSc (Southampton) |
| | TE Buthelezi, MSc (UNIZULU) |
| | R Georgekutty, MSc, ACP (London), PhD (UNIZULU) |
| | S Mlambo, PhD (Pretoria) |
| | J Chizanga, MA (Stellenbosch) |
| | S Naras, BSc (Hons) (UDW) |
| | S Ntenti, BSc (WITS), BScHons (UJ) |

Zoology

| | |
|------------------------------|--|
| Associate Professors | HL Jerling, PhD (UPE) |
| | L Vivier, MSc (UP), PhD (UNIZULU) |
| Lecturers | HMM Mzimela, MSc (UNIZULU), SSTO |
| | SN Mpanza, MSc (UNIZULU) |
| | Vacant |
| Senior Laboratory Assistants | N. Nariensamy-Venkatasalu, BScHons (UNIZULU) |
| | M. Mothwa, BScHons (Limpopo) |
| Senior Technician | R Seabi, BScHons, (Limpopo) |
| Administrative Assistant | NFC Mbongwa |
| Laboratory Assistants | M Mhlongo |
| | M Zondo |

Post-Doctoral Research

| | |
|----------------------|-------------------------------------|
| Post-Doctoral Fellow | Vacant |
| Research Fellow | DP Cyrus |
| Research Associates | SA Harris, MSc (UCT), PhD (UNIZULU) |
| | SP Weerts, MSc (UNIZULU) |

Coastal Research Unit of Zululand

| | |
|--------------------|---|
| Director | D Fish, BSc (Physics) (UCT), BScHons (Physics) (UCT), HDE (UCT), PhD Physics (UKZN), PrPhys |
| Operations Manager | Vacant |

2018
GENERAL CALENDAR

| | |
|-----------------------|--|
| Secretary | S Mthembu |
| Projects Officer | MJ Schwartz, BSc (Physics), BScHons (Physics) (UNISA), SciCom-Cert (Stellenbosch) |
| HIV AIDS Manager | D Thambaran, BSc (Enviro) (UKZN), PGDip (Education) (UNISA) |
| IKS Manager | M Nxumalo, PDRT (Hons) (UNIZULU), Cert (SciCom) (Stellenbosch), PGDip (Education) (UNISA), BA Tourism (UNIZULU), Cert (Project Management) (Exec. Education) |
| Exhibit Facilitator 1 | R Nzimakwe |
| Exhibit Facilitator 2 | S Mthiyane |

2018
GENERAL CALENDAR

ADMINISTRATIVE STAFF

| | |
|------------------------|--|
| Vice-Chancellor | X Mtose, BA (UFH), HDE Primary (UCT), BAHons (RU), MPhil (Higher Education) (US), PhD (Psychology) (UKZN) |
| Executive Secretary | NFJ Bhengu, NDip (Com Admin) (ML SultanTech) |
| Director | Y Rugbeer, PhD (Communication Science) (UNIZULU), MA (Cum Laude) (Communication Science) (UNIZULU), BEd (UNISA), BA (UNISA), Dip (Ed) (Springfield College) Cert (Web-Based Teaching & Learning) (DUT) |

| | |
|---|--|
| Deputy Vice-Chancellor (Teaching and Learning) | SP Songca, BScHons (UNITRA), MSc, DPhil (University of London), Cert (Management) (MANCOSA) |
| Executive Secretary | MP Mohlakoana, BA (Psych) (UNISA), BAHons (Psych) (UKZN), Dip (Project Management) (Varsity College), PGCert (Education) (UNISA) |

| | |
|---|---|
| Deputy Vice-Chancellor (Research and Innovation) | GFDJ de Wet, BA (Communication) (UF); BAHons (Communication) (UF); MA (Communication) (UF); D Lit. et Phil (Communication) (UJ) |
| Executive Secretary | XF Mashaba, NDip (Office Management & Technology), BTech (HRM) (MUT) |

| | |
|---|--|
| Deputy Vice-Chancellor (Institutional Support) | Vacant |
| Executive Secretary | ST Mkize, NDip (Office Management) (MUT) |

Institutional Planning Division

| | |
|---|--|
| Executive Director | NO Cele, SSTD, BPaed (UNIZULU), BEdHons, (UKZN), MSc (University of Eastern Illinois), MEd (Resources Dev. and Management), PGDip (Human Resources Management) (UKZN), MAdmin (Labour Relations) (UDW), Cert (Higher Education) (WITS) |
| Director: Risk & Compliance | A Parusnath, NDip (Police Administration) (Technikon SA), BTech Forensics (UNISA), Cert (Financial Crime Investigation) (Special Investigation Unit Academy), Cert (Financial Investigative Techniques) (United States Treasury Office), Cert (Commercial Crime Forensics Level I) (SAPS Training Academy) |
| Administrator: Risk & Compliance Business Analytics Office Student Survey Co-ordinator | K Lekhelebana, BCom (UWC) PZ Zungu, BScHons (Computer Science) (UNIZULU) PP Mbatha, Dip (HR) (Richtech), BAdminHons (UNIZULU), Cert (TQM) (UNISA) |

UNIZULU Foundation Administration

| | |
|--------------------|---|
| Executive Director | Dr C Israel, BAHons (UDW), MA (UND), MA (US), PhD (UNH) |
| Secretary | FP Mabaso, NDip (Office Administration) MUT |
| Senior Dev Manager | P Naiker, Dip (Resource Mobilisation) (Rhodes Business School), |

**2018
GENERAL CALENDAR**

| | |
|-------------------------|---|
| | AdvDip (Management) (WITS Business School), Dip (New Managers) (WITS Business School) |
| Database Officer | SB Mavuso, BSc (Computer Science) (UNIZULU) |
| Development Officer | ZK Linda, BA, PGDip (UKZN), EMPD (UFS) & PDCPLRP (UP) |
| Financial Administrator | JZ Mthethwa, BCompt (UNISA) |

Student Services Department (SSD)

| | |
|-------------------------|--|
| Dean of Students | SAT Mchunu, MCom (Organisational and Management Systems) (UKZN), MEd (University of Newcastle), BAHons (UKZN), BPaed (UNIZULU) |
| Secretary | TN Mnisi, BAHons (Comm) (UNIZULU) |
| Societies Administrator | KMB Mpanza, BAHons (Comm) (UNIZULU) |

Campus Health Services

| | |
|--------------------------|---|
| Head (Campus Health) | HN Mkhwanazi, BCurHons (UNIZULU), BTech (PHC) (DUT), Cert (Dispensing) |
| Secretary | AT Mtshali, NCert (Commerce) (Swinton College) |
| Administrative Assistant | CZ Simelane, BCom (UNIZULU) |
| Professional Nurses | TJ Gumede, Dip (Gen. Nursing), Dip (Community Nursing), Dip (Midwifery), Dip (Nursing Management, Primary Health Care and Family Planning), Cert (HIV/AIDS Management) (UKZN) MM Mthethwa, Dip (Nursing Science, Psychiatry, Community and Occoucher) (Ngwelezane), Primary Health Care (UKZN), Cert (Dispensing) (University of Limpopo), Cert (Supporting WHO Course in HIV and Nutrition in Children in Adolescents, Africa Centre, Audiometry) (DUT), Cert (Supporting Clients Receiving ARV Treatment Plan) Z Ngwenya, BCur (UNIZULU), Primary Health Care (UKZN), Dispensing Course (University of Limpopo) |

Richards Bay Campus

| | |
|----------------------|---|
| VCT Staff | SV Mafuleka, Dip (IT) (Working World College), Cert HIV/AIDS Counselling, HIV/AIDS Peer Education, HCT Counselling – FPD |
| Ambulance Drivers | NA Mngadi, First Aid (Meditrax Basic) |
| Ambulance Assistance | MH Mkhwanazi, BAA (Meditrax) TN Mnqayi, BAA (Meditrax), Cert (Business Management) (Umfolozi College) HJ Tembe, BAA (First Aid League Ambulance Academy) NM Ngema, BAA (AHMT) ZX Jobe, BAA (Meditrax) |

Guidance and Counselling

| | |
|------------------------|---|
| Head | NN Makalima, BA (UNIZULU), BEd (NWU), STD (UNIZULU) |
| Clinical Psychology | Vacant |
| Counselling Psychology | NS Ndlovu, BAHons (Psychology), MA (Counselling Psychology) (UNIZULU) |

2018
GENERAL CALENDAR

Kitchen and Catering

| | |
|----------------------------------|------------|
| Catering Manager | A Bennette |
| Assistant Dining Hall Supervisor | C Gumede |
| Accounts | Vacant |
| Head Chef | Vacant |
| Deputy Chef | Vacant |

Sports and Recreation

| | |
|-------------------------------|--|
| Head | CB Hlatshwayo, BPaed, BAHons (UNIZULU), Dip (Project Management) (Executive Education) |
| Temporary Sport Admin Officer | Vacant |
| Secretary | TP Mnguni, Dip (OAC) (Metro Tech), BAdminHons (UNIZULU) |
| General Assistant | GH Mathaba |

Student Housing

| | |
|---|--|
| Head (Student Housing) | MB Khomo, BA (Soc Sci and Dev Studies), MSc (Social Policy) (UKZN) |
| Secretary | EZT Nsibande, Dip (IR) (Damelin), Dip (Secretarial) (R/Bay Training College), Cert (Business Management) (Richtek) |
| Senior Warden | EM Gumede, BA, BAHons (UNIZULU), Dip (HRM) (Varsity College) |
| Warden | SSSM Mashaba, Dip (Mech Eng. Heavy Clay) (DUT), BAdminHons (UNIZULU) |
| | NT Khoza, Dip (Management) (DUT), BTech (Management) (DUT) |
| Co-ordinator Residences | Vacant |
| Off Camp Co-ordinator | Vacant |
| Assistant Wardens | MD Mtolo |
| | VM Gumede, BA, Dip (Public Admin), Dip (HR) (UNIZULU) |
| | PB Mhlongo |
| | CS Mlulambo |
| | FM Mkhwanazi |
| | DL Nduli |
| | T Mthembu, Dip (Public Admin) (UNIZULU) |
| | NP Khaba Mthethwa |
| | MT Nkhwashu, B.A. Ed (University of Limpopo) |
| | N Phungula-Williamo, Dip (Public Management), BTech (Public Management) (DUT) |
| Co-ordinator: Students with different abilities | Vacant |

Office of the Registrar

| | |
|--------------------------|--|
| Registrar | DE Janse van Rensburg, BProc (UFS), LLM (International Corporate Finance Law) (University of Westminster, UK) |
| Senior Secretary | NP Zulu, Dip (Office Admin) (Damelin), Dip (Bus Management) (Umfolozi College), AdvProgramme (Office Management) (UNISA) |
| Director: Legal Services | S Ameer, BProc, LLB (UDW), Admitted Advocate - 1999 |
| Deputy Registrar: | |
| Student Administration | Z Gumede, BAHons, Dip (HR), MA (UNIZULU) |

**2018
GENERAL CALENDAR**

| | |
|---|---|
| Office Administrator | NP Xulu, BAdminHons (UNIZULU) |
| Deputy Registrar: Policy Management & Secretariat | MO Kheswa, NDip (Exec Sec) (MUT), BTech (Bus Admin) (DUT), AdvDip (Project Management) (Damelin), MCom (Management) (UKZN), NQF6 (Management & Administration I, Governance and Administration II and III) (CSSA) |
| Office Administrator | Vacant |
| Deputy Registrar: Enrolment Management | EJ Doëseb, BJuris, LLB (UNIZULU) |
| Office Administrator | NB Zulu |

Policy Management and Secretariat

| | |
|--|--|
| Manager: Committee Administration | GS Vilakazi, NDip (Commercial Admin) (MUT), PGDip (Management) (UKZN) |
| Manager: Student Judicial Services | D Mothilall, BA Law), LLB (UDW), LLM (UNISA), Attorney of the High Court of SA |
| Senior Committee Officer | S Magobiyane, NDip (Office Management and Technology) (WSU), B-Tech (Office Management and Technology) (TUT) |
| Committee Officers | T Chirwa R Ntheledi, BA (WITS), LLB (UNIZULU) M Mkhwanazi, BSocSc. (UKZN) |
| Records/Administrative Officer Administrative Assistant | JM Ndlovana, BA (UNIZULU) TSM Mthembu |

Admissions Management

| | |
|----------------------|--|
| Manager | VW Maneli, BSocSc, BScScHons (UCT) |
| Senior Administrator | GD Zikalala, BAdmin (UNIZULU), BAdminHons (UNISA) Administrative |
| Assistant | MM Mngadi, Cert (Electrical Engineering) (Umfolozi FET) |
| Admissions Officer | IN Zulu, NDip (Office Management & Tech) (TUT) |

Assessment Management

| | |
|-----------------------------|---|
| Manager | PP Masala, BA Education, BAHons (UN) MDP, MA (UFS) |
| Chief Exam Officer | Vacant |
| Time Table Officer | SS Zulu, BCom (MIS) (UNIZULU) |
| Assistant Timetable Officer | JP Dube, NDip (Office Man & Tech) (DUT) |
| Examination Officers | NJ Mthembu, BA (UNIZULU), BAHons (Sociology) (UNIZULU) MM Nzuza, Dip (Public Admin) (UNIZULU) NM Cele, NDip (Child and Youth Dev) (UNIZULU) |
| Office Administrator | Vacant |

Student Records

| | |
|----------------------|------------------------------------|
| Manager | Z Gqamane, BA (UNITRA), MPA (NMMU) |
| Senior Administrator | A Erskine, Dip (Comp Program) |

**2018
GENERAL CALENDAR**

| | |
|--------------------------|---|
| Administration Officer | KN Mhlongo, BA (UNIZULU) |
| Assistant Administrators | ST Mbambo PN Ncube, GD Mthiyane, Dip (Public Admin) (MUT) |

Certification Management

| | |
|-------------------------------|---|
| Manager | BT Mngadi, BA, Cert (Management), Cert (ABET) (UNISA) |
| Senior Administrative Officer | BP Nkwanyana, BAdminHons, MEd (UNIZULU) |
| Administrator | SF Radebe, Dip (Public Relations) (UNIZULU) |

STUDENT ADMINISTRATION

Faculties: Arts and Education

| | |
|----------------------------------|---|
| Manager | Z. Gqamane, BA (Unitra), MPA (NMMU) |
| Senior Administrator | EM Ngubane |
| Administrator | MP Mtshali, Dip (Public Admin) (UNIZULU) N B Zungu, BEdHons (UKZN) (busy with), Cert (Business Administration) (UKZN), PGCert (Education) (UNISA), Dip (Marketing) (DUT) |
| Assistant Administration Officer | B Cebekhulu, Dip (Public Admin) (UNIZULU) |

Faculties: Science and Agriculture and CAL

| | |
|----------------------|--|
| Manager | Z. Gqamane, BA (Unitra), MPA (NMMU) |
| Senior Administrator | BN Dludla BAHons (UNIZULU), Dip (Pers Management) (Isis Col) |
| Administrator | Vacant |
| Office Administrator | JP Sikhakhane, BAHons (UNIZULU), Cert (Secretarial) (NTC) |

Academic Planning and Quality

| | |
|----------------------------|--|
| Director | Vacant |
| Quality Advisors | SWA Sibeko, BAHons (UDW), Cert (TQM) (UNISA) TN Biyela, BPaed, BEd, BAHons, STD (UNIZULU), MA (Natal) Vacant |
| Manager: Quality Assurance | TA Ndimande, MEd (UKZN), NHDip Medical Tech (ML Sultan) |
| Administrative Assistant | ZC Bhengu, FLT, OA, INCW, FMO (Damelin), Cert (AOM and AS), Cert (E and LD) (Envision International) Management Information |

Teaching & Learning Centre

| | |
|----------------------------------|--|
| Director | C Ndebele |
| Project Administrator | K Enslin, BA (Health Science & Social Services) (Applied Psychology), NDip (Management Assistant) (Lower Umfolozi College) |
| Manager Community Engagement | Vacant |
| Coordinator Academic Development | Vacant |
| Coordinator Teaching with | |

**2018
GENERAL CALENDAR**

| | |
|--|--|
| Technology Curriculum Development Specialist | Vacant |
| Secretary/PA | Mr Sibukashe, Dip (Secondary Teachers) (Technical Electrical Algoa College of Education), BTech (Education Management) (Pretoria Technikon), MTech (Education) (TUT) MN Khumalo, BA (Communication Science) (UNIZULU) |

Protective Services

| | |
|------------------------------------|--|
| Director | Vacant |
| Deputy Director | Vacant |
| Secretary | BO Mashiyane, NDip (Office Management & Technology) (DUT), BTech(Office Management & Technology) (DUT), AdvCert (Project Management) (UNISA), 1 Year Programme (Archival Studies) (UNISA) |
| Manager: Reaction and Patrol Units | MN Ngcobo |
| Manager: Electronic Surveillance | Vacant |
| Manager: Administration | RM Hofmeyr, NDip Security Risk Management (UNISA), NDip Office Management and Technology (UNISA) |
| Protection Officers | CT Mkhwanazi VP Mthiyane K Zibane (Acting) D D Mabija (Acting) |
| Investigating Officers | E Biyela ZB Khumalo SZ Zibani |
| Administration Officers | BL Caluza, (PSIRA B), Computer Course (Damelin), Report Writing & Performance Admin, Customer Service Course, Administrators Course ZE Dladla, (PSIRA B), Customer Service SN Mkhwanazi, Performance Administration Course |

Finance

| | |
|---------------------------------------|--|
| Interim Executive Director: Finance | Z Mzimela, Dip (Public Finance and Auditing) (UNIZULU), BCompt (UNISA) BComptHons (UNISA), Cert (Practice and theory of Auditing) (UKZN), Cert (Criminal Justice and Forensic Investigations)(UKZN), CA (SA) |
| Personal Assistant | Vacant |
| Director | |
| Revenue Manager | Vacant |
| Treasury & General Ledger: Operations | P Mjamba, IIA |
| Project Assistant Accountant | SJ Mvubu, NDip (Cost and Management Accounting) (DUT), BTech (MUT) |
| Financial Accountant | T Msomi, BCom (UKZN) |
| Cash Book Officer | G Mtshali, BCom (Accounting) (UNIZULU) |
| Assets Management & Control Officer | MV Mhlongo, BCom (Accounting) (UNIZULU), Cert (Risk Management) (College SA) |
| Assets Officer | XJ Khumalo, BCom (UNIZULU), PGDip (Project Management) |

**2018
GENERAL CALENDAR**

| | |
|--------------------------------|---|
| | (MANCOSA) |
| Expenditure Manager | K Naidoo, Cert (Effective Credit Management), Cert (Integrated Accounting), Cert (Coaching Accounts) (Esselen Park College) |
| Creditors Supervisor | J Dube, BCom (UNIZULU) |
| Cash Book Officer | LG Sibiyi |
| Claims Officer | Vacant |
| Filing Clerk | NF Biyela |
| Accounts Payable Officer | K Mbatha, BCom (UNIZULU) |
| Accounts Payable Officer | PS Khumalo, NDip (Accounting), BTech (Corp Adv Accounts) Payable |
| Officer | NJ Mpanza, BCom Accounting (UNIZULU), Cert (Public Procurement & Supply Management) (UNISA) |
| Payroll Manager | KN Makhathini, Dip (Financial Management) |
| Finance Administrative Officer | R Hattingh, NCert (Office Management & Tech) |
| Senior Payroll Officer | P Dlamini, BCom (UNIZULU) |
| Payroll Officer | NG Mkhwanazi, NDip (Accounting) |
| Student Accounts Officer | TS Makhathini, BCom (UNIZULU) |
| Student Accounts Officer | JC Mashiyane, BAdminHons (UNIZULU), Cert (Finance for Non-Finance Managers) |
| Student Accounts Officer | FPL Caluza, Cert (Finance for Non-Finance Managers), Cert (Practical Assessment), Cert (Using Excel for Finance Managers), IT (PC Training) |
| Student Accounts Officer | N Mbatha, Cert (Finance for Non-Finance Managers) Student |
| Accounts Officer | S Dube, NDip (Public Relations) |
| Student Accounts Officer: | NZ Buthelezi |
| Student Accounts Officer | V Sikhosana |
| Student Accounts Officer | O Seopela, BA (UNISA) |
| Finance Officer (RBay Campus) | P Mafundiyala, NDip (Credit Management) (TUT) |

Financial Aid Office

| | |
|--------------------------|--|
| Head | V Naidoo, BCom (UDW), Dip (Bankers) (BISA) |
| Administrative Assistant | MZ Bhengu, Dip (Health Services Management), Dip (Theology) |
| Financial Aid Officer | MT Shelembe, BA (Public Admin) (UNIZULU) |
| Financial Aid Officer | E Mbangata B Compt (WSU) |
| Financial Aid Officer | DJ Maleka B Com (UND), B Com Hons (UFS) |
| Financial Aid Officer | NJ Ngema, BA, BAdmin, Dip (Public Admin) (UNIZULU), BAdminHons (Industrial Psychology) |
| Bursary Administrator | Vacant |
| Bursary Administrator | NBB Sikhosana, BAdminHons (UKZN) |
| Data Capturer | Vacant |
| Data Capturer | Vacant |
| Data Capturer | ZT Msane |
| Admin Assistant | Vacant |
| Admin Assistant | Vacant |
| Assistant FAO | NC Nyembe, BA (UNIZULU) |
| Assistant FAO | D Maleka |
| Assistant FAO | Vacant |
| Bursary Officer | MB Dube |

2018
GENERAL CALENDAR

Procurement

| | |
|----------------------------------|---|
| Manager | B Mabika, BCom (Accounting) (UKZN) |
| Secretary | TI Zibane |
| Admin Assistant | L Ngema |
| Junior Buyer | MC Dlamini, BA (UNIZULU) |
| Buyer | OJ Kubeka |
| Buyer | CT Mthembu |
| Expeditor | X Khubisa, BCom (Accounting) (UNIZULU) |
| Senior Purchasing Officers | Vacant |
| Purchasing Officer | P Ramsamy |
| Contracts Manager | D Ngubane, NDip (Public Management) (MUT) Procurement and Supply Chain, Management in the Public Sector, Advanced Management Development Programme (UP) |
| Contracts Administrator (Acting) | NP Makhoba, NDip (Cost and Management Accounting) (DUT) |

Stores

| | |
|--------------------------------|---------------------------------|
| Senior Stores Officer (Acting) | B Dlamini, BCom, MCom (UNIZULU) |
| Receiving Officer | DN Mkhwanazi |
| Receiving Officer | M Makhwasa |
| Issuing Officer | NJ Mkhwanazi |
| Driver | Vacant |
| General Assistant | M Mnqayi |
| Driver | G Dludla |
| Driver Assistant | T Gumede B Mthethwa |

Human Resources Division

| | |
|--|--|
| Executive Director | Mr RT Ngcobo, NDip (Physiotherapy) (King Edward Hospital Durban), BAdmin (UNISA), Cert (Industrial Relations) (WITS), BComHons (HR Management) (UKZN), Programme for Management Development (UCT), Strategic Human Resources Management (UCT), PGDip (Company Direction) (GIMT Sunning hill) |
| Secretary | BG Mkhwanazi, NDip (Office Management & Technology) (DUT), Cert. (Specialist Operations Management) (DUT), Cert. (Executive Leadership Municipal Development Programme) (UP) |
| Manager: Employee Relations | T Lebakeng, BProc (UKZN), PGDip (UJ), Advanced & Wellness Labour Law (WITS), AMPD (UP) |
| Manager: Remuneration & Benefits | C Ngxito, NDip (HR) (NMMU), NDip (HR in HE) (UP), NDip (HR Hiring Principles) (UNISA), BComHons (Human Resource Management) (MANCOSA) |
| Manager: HR Generalist | K Msomi, BA (SW) (UNIZULU), BAHons (UJ), Dip (Labour Law) (UNISA) |
| Manager: Organisation Development & Transformation | L Kleinbooi, BA (UKZN), HDip (Education) (UKZN), PGDip (Personnel Management) (UKZN), BAHons (Industrial Psychology) (UNISA) |

**2018
GENERAL CALENDAR**

| | |
|--|---|
| Project Manager – HR | ES Ferreira, BA (Industrial Psych & Industrial Sociology), Cert (Industrial Relations) (NWU), Dip (Coaching) (UKZN) |
| Specialist – Education, Training & Development | NM Nsele, BComHons (Industrial Psych) (UNIZULU) |
| Specialist – Employee Wellness | SN Simelane, MA (Social Work - Employee Assistance Programme) (UP), PGDip (Public Admin & HR) (UKZN), BA (Social Work) (UNIZULU) |
| Specialist – Remuneration | VL Mbukwana, NDip (Human Resources Management) (WSU), BTech (Human Resources Management) (WSU) |
| Employee Relations | |
| Senior Consultant | B Kojane, BProc (UKZN) |
| HR Business Partner | M Mangwanatala, BTech (Human Resources) (TUT), Cert (Labour Relations), Cert (Supervisory Management) (UP), Cert (Policy Development), NDip (HR) (Technikon Pretoria) |
| HR Senior Generalists | PC Nhlengethwa, BSocSci (UKZN), PGDip (Industrial Relations) (UKZN) |
| | N Mdletshe, BCom (WITS), BComHons (Human Resource Management) (UNISA) |
| | NP Matikinca, NDip (Human Resources Management), BTech (Human Resources Management) (DUT), Certificate (Emerging Managers Programme) (UKZN) |
| HR Generalists | NE Buthelezi, Dip (HR Management) (MUT), BTech (HR) (UNISA), BAdminHons (Public Administration) (UNIZULU) |
| | CT Mbuli, BSocSci (UKZN) |
| | W Mnguni, BAdmin, BAdminHons (Public Administration) (UNIZULU) |
| | LR van Wyk, BTech (Human Resources Management) (CUT), NDip (Human Resources Management) (CUT) |
| | LH Ndebele, NDip (Human Resources Management) (DUT), N4 & N5 Cert (Human Resources Management) (CENTEC) |
| Organisational Development | N Shandu, BAHons (UNIZULU), BAHons (Industrial Psych) (UNISA) |
| HR Administrator | M Nxele, AdvDip (Office Management), Cert (Records Management and Information Systems Management) (UNISA) |
| HR Administrator | NS Zondi, NDip (Public Relations Management) (DUT), NDip (Human Resources Management) (Mnambithi TVET College), Cert (VIP Payroll) (Sage), Cert (Personnel Management) (Sage) |
| Administrative Assistant | PP Hlongwa, BA (Correctional Services) (UNIZULU) Dip (Education), NPDE (NWU), Cert (Education), ACE (NWU) |
| Project Administrator | A Nduli, BCom (UNIZULU) |
| Project Administrator | LP Mthethwa, BCom, BComHons (UNIZULU) |

Registration and Postal Section

| | |
|-------------------------------|----------|
| Administrative Assistant | Vacant |
| Messenger | SS Ntuli |
| Information Technology | |
| Director | Vacant |
| Technical Manager | Vacant |
| Student Lab Coordinator | S Sibiyi |
| Business Analyst Finance | Vacant |

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GENERAL CALENDAR

| | |
|------------------------------|---|
| Business Analyst HR | D Reddy, Dip (Infotech) (TSA) |
| Business Analyst Student SYS | A Gandhi, MA (MSU) India (Cisco Academy) |
| Client Services Manager | YT Canham, Dip (Programming, Data Procession) (Computer Careers SA), Dip (Strategic Planning) (Kangan Batman Tafe, Australia) |
| Software Support Consultant | S Nzimande, NDip (Elec Eng) (DUT), Linux + (CompTIA) |
| Software Support Consultant | B Mngomezulu, NTDip (Metro Technical College), BAdmin (UNIZULU), General Secretarial (Metro Computech College) |
| Systems Administrator | N Zungu |
| Network/Tel Unit Consultant | Vacant |
| Database Administrator | Vacant |

Performance Data

| | |
|----------|--------|
| Director | Vacant |
|----------|--------|

PABX

| | |
|----------------------------|--|
| Switchboard Operators | T Dubazana, Dip (Public Admin) (UNIZULU) MP Mafu, Dip (Secretarial) (PC College), BAdminHons (UNIZULU) GKT Mangazi, National Entry Cert (Business Management) (Richtek – Umfolozi College), Cornerstone Call Centre College, Inbound and Outbound Training and Computer Training SE Mpungose, Business Management Development Programme (DUT) |
| Desktop Operations Manager | M Saayman, NDip (Electrical Engineering) |
| Desktop Support Technician | MM Khanyile, A+, N+ (CopTIA) S Mazibuko, Dip Com, HDip Community Organisation, BA (Correctional Studies) (UNIZULU) |
| Campus Systems Technician | T Ackerman, Dip (Comp Skills) |
| Desktop Support Consultant | Vacant |
| Helpdesk Operator | Vacant |

Facilities Management Department

| | |
|--------------------------|----------------------------------|
| Executive Director | Vacant |
| Director | S Dlongolo, BAdminHons (UNIZULU) |
| Officer: Administration | S Ngidi, BAdminHons (UNIZULU) |
| Senior Quantity Surveyor | Vacant |
| Admin Assistant | BB Makhathini |

Construction

| | |
|-----------------------------------|----------------------------------|
| Manager | Vacant |
| Snr Supervisor: Construction | Vacant |
| Snr Supervisor Grounds & Gardens | DC Mdletshe |
| Snr Supervisor: Cleaning Services | Vacant Foreman: Carpentry Vacant |
| Foreman: Central Services | J Mkhwanazi |
| Foreman: Plumbing | Vacant |

2018
GENERAL CALENDAR

Energy Engineering

| | |
|----------------------------|--------|
| Manager | Vacant |
| Snr Technician: Electrical | Vacant |
| Technician: Electrical | Vacant |
| Foreman: Electrical | Vacant |

Printing Centre

| | |
|-------------------|-------------|
| Service Provider | A Mpanza |
| Machine Operators | JM Mthethwa |

Transport Section

| | |
|------------------------|--------------|
| Manager | Vacant |
| Administrative Officer | KN Nsibande |
| Passenger Driver | LM Zuma |
| Passenger Driver | BB Mhlongo |
| Passenger Driver | J Ngema |
| Passenger Driver | MT Mkhwanazi |
| Passenger Driver | M Mhlongo |
| Passenger Driver | J Ndlovu |

Communications and Marketing Division

| | |
|--------------------------|---|
| Director | MGT Nhleko, NDip (PRM) (DUT), BTech (PRM) (DUT), BComHons Marketing Management (Regent), CPRP (PRISA) |
| Secretary to Director | PPM Sandi, Cert (Secretarial Skills) (Megro Learning), Cert (Executive PA) (MSC College) |
| Public Relations Manager | SP Ndlovu, Dip (Journalism), BTech (Journalism) (DUT) |
| Communications Officer | P Shamase, Dip (Marketing) (Technikon Natal) |
| Publications Officer | N Hlefane, NDip (Journalism), BTech (Journalism) (DUT), Cert (Introduction to Marketing) (UNISA) |
| Events Co-ordinator | PN Manzi, NDip (PRM) (ML Sultan), Dip (Project Management) (CPUT) |
| Public Relations Officer | NT Dlamini, NDip (Marketing) (MUT) |
| Convocation Officer | Vacant |
| Webmaster | SW Cele, NDip (IT) (MUT), Dip (Project Management) (Varsity College) |
| Receptionist | SS Gumede, BA (Communication Science & History), Hons (History) (UNIZULU) |
| Graphic Designer | VR Botha, Cert (Photolithography) (Republican Press) |
| Graphic Designer | L Meyer, Cert (Journalism) (UNIZULU) |

International Linkages

| | |
|------------------------------|---|
| Internationalisation Manager | Vacant |
| Administrative Assistant | T Nsibande, BA (Comm, Inform & Tech) (UNIZULU), Dip (Public Administration) (UNIZULU) |

2018 GENERAL CALENDAR

HIV/AIDS Programme Unit

| | |
|-----------------|--|
| Manager | Vacant |
| Secretary | Vacant |
| Health Promoter | NS Hlongwane, Dip (Secretarial) (Working World College), Dip (Public Administration) |

Community Engagement Office

| | |
|------------------------------|--|
| Community Engagement Manager | M Lekoa, Cert (Environmental Health Sciences) (UL), NDip, BTech (Environmental Health) (DUT), MA (Population Studies) (UKZN) |
|------------------------------|--|

DramAidE

“**DramAidE** was established in 1992. The organisation is a programme of the University of Zululand but is not linked to any academic faculty. It is an Interactive Program for a healthy nation. The main goals are to reduce HIV amongst youth; promote gender and human rights awareness and promote awareness in making choices in relationships and health issues. We provide drama based training at HEI’s, schools, local communities and companies.” “DramAidE has a Management Board which consists of representatives of stakeholders in the DramAidE Programme.”

| | |
|---------------------|--|
| Chairman of Board | Prof Keyan G Tomaselli |
| Director | ML Gumede, BPaed, BAHons, NDip (Bus Management) |
| Project Manager | LW Hadebe, MA Theology, NDip (Project Management) |
| Financial Manager | FA Nicholson, NDip (Medical Tech), Cert (Finance Management) |
| Project Coordinator | T Manana, BAHons |
| M + E Officer | Vacant |
| Admin Officer | Vacant |
| Facilitator | Z Mbambo, BPaed |
| Facilitator | SM Mbuyazi, BAHons |
| Facilitator | X Ngema, BA |
| Facilitator | D Ngcobo, BAHons |
| Facilitator | SW Mkhize, BA |
| Facilitator | T Mkhwanazi, BAHons |
| Facilitator | B Mthethwa, BA |
| Facilitator | N Mthiyine (Contract) |
| Secretary | IM Shezi, BA (Contract) |

Research Administration

| | |
|---|------------|
| Director | N Mlitwa |
| Chief Research Administrator | D Viljoen |
| Senior Administrator (Intellectual Property and Innovation) | NP Lundall |
| Senior Administrator (Postgraduate Studies) | Vacant |
| Administrator (Research Integrity and ethics) | Vacant |
| Administrator (Research Info, Management Systems) | Vacant |

2018
GENERAL CALENDAR

| | |
|---|---------|
| Administrator (Training and Development) | Z Ntuli |
| Assistant Research Administrator | N Shoba |
| Secretary | Vacant |

Library and Information Services

| | |
|------------------------------------|---|
| Director | LAK Vahed, BBibl, BBibIHons (UDW), MIS (UNPMB) |
| Deputy Director | NN Mosala-Bryant, PhD (UKZN), PGIM (UCT), BBibIHons (RAU), BBibl (UCT), |
| Secretary | I Naidoo, NDip (HRM) (UNISA) |
| Finance and Administrative Officer | C Moodley Dip HR & Labour Manage (CTA) |
| Senior Librarians | Vacant LE Ocholla, MBibl (Krasnodar) |
| Library Systems Manager | AB Ntuli, (BA) (UNIZULU), PDIM (RAU), NDLIS, (DUT) MIT (UP) |
| Librarians | Vacant ZM Sithole, BA (UNIZULU), HDip (Lib) (UNIZULU) BH Nkuhlu, BBibl (UNIZULU) PN Dlamini, MLIS (UNIZULU) G Mutsvunguma, MLIS (UKZN) ZC Hadebe, MLIS (Botswana) F Gina, BA, PGDLIS (UNIZULU) JB Ngcobo ND LiS (DUT), BTech (DUT), Hons (UKZN) FL Nsele, Bbibl, PGCE, BEdHons (UNIZULU) ZC Msweli, BAHons, PGDLIS (UNIZULU) Vacant |
| Principal Library Assistants | BM Mkhwanazi SC Buthelezi, BA (UNIZULU) PGDLIS (UNIZULU) |
| Senior Library Assistants | PR Mthethwa ME Mkhwanazi, BAHons (UNIZULU) SB Khumalo, BA (UNIZULU) PH Shandu, BA (UNIZULU) S Zibani PI Biyela, ND LIS (DUT) PGCA (UNISA) SP Ndlela BTech (DUT) S Feketshane BBibl (UFH) BBibIHons (UKZN) NS Mngadi ND LIS (DUT) TP Mkhwanazi, BAHons (UNIZULU) Vacant Vacant |
| Technical Assistant | A Marimuthu, Dip (Network Engineering) (Torque IT) |
| Library Assistants | LB Mthiyane S Dlungwane, BAdmin, BAdminHons (UKZN) BT Sithole BA (Info Studies) (UNIZULU) |
| Stack Attendants | NP Mathaba G Khumalo |
| General Assistants | EN Mthembu BS Dlamini NE Mathaba PK Msomi JB Nxumalo |

**2018
GENERAL CALENDAR**

Messenger MC Nsele

**Richards Bay Campus
Administrative and Secretarial Services**

| | |
|---|---|
| Executive Director | Prof OM Ndwandwe, BScHons (UNIZULU), MSc (UNISA), PhD (UNIZULU), PGDip (Business Management) (Natal), MSAIP |
| Secretary/PA | XP Khumalo, Cert Management Assistant (Umfolozi College) |
| Manager: Student Admin | K Adlam, Cert Secretarial (Technikon Natal), Dip (Computer Practice) (TSA), Dip (HRM) (UNIZULU), BAHons (Industrial Psychology) (UNIZULU) |
| Administration Officer | NP Cele, BAHons (UNIZULU), Cert (HRM) (UNISA) |
| Office Administrator (Student Admin) | V Munian, Programme in Reception Year Teaching (UNISA), Cert (Quality Customer Service and Meeting and Minute Management) |
| Office Administrator (Academic) | KSS Gumede, Cert (Financial Management) (UMFOLOZI COLLEGE) |
| Administrative Officer (Admissions) | E Radebe, BCom (Economics) (UNIZULU) |
| Senior Administrator (Examinations) | DN Ngcemu, BCom (Economics) (UNIZULU) |
| Receptionist | TA Ntuli, Dip (Public Relations Management) (UNIZULU) |
| Finance Officer | PW Mafundityala, NDip (Credit Management) (TUT) |
| Senior Library Assistant | PI Biyela, NDip (Library & Information Studies) (DUT), PGDip (Archival Studies) (UNISA) |
| ICT Technician | SP Ndlela, BTech (Library & Information Science) (DUT) |
| Physical Facilities Officer | N Ngcobo, BCom (UNIZULU) |
| | RS Molaolwa |

Protective Services

| | |
|-----------------------------|--------------|
| Deputy Head of Department | Vacant |
| Protective Services Officer | SN Mkhwanazi |

**2018
GENERAL CALENDAR**


LIBRARY FACILITIES

The library is for the use of registered students and all members of the teaching, administrative, technical and library staff of the University. Persons who are not members of the University are permitted to use the facilities of the library, after individual approval by the Director: Library and Information Services and on receipt of the prescribed fee if applicable, subject to conditions laid down by the Director: Library and Information Services.

KwaDlangezwa Campus

| DURING ACADEMIC PERIOD | | |
|---|-------|-------|
| | OPEN | CLOSE |
| Monday to Friday | 07h45 | 23h00 |
| Saturday | 08h00 | 18h00 |
| DURING EXAMINATIONS | | |
| Monday to Saturday | 07h45 | 00h00 |
| Closed on Sundays, Public Holidays and "long weekends" | | |
| DURING STUDENT RECESS | | |
| Monday to Thursday | 07h45 | 16h00 |
| Friday | 07h45 | 14h45 |
| Closed on Weekends, Public Holidays and "long weekends" | | |

Richards Bay Campus

| DURING ACADEMIC PERIOD | | | | | | |
|---|---|-------|----------------|-------|-------------------|-------|
| | NORMAL HOURS | | EXTENDED HOURS | | EXAMINATION HOURS | |
| | OPEN | CLOSE | OPEN | CLOSE | OPEN | CLOSE |
| Monday to Thursday | 07h45 | 16h00 | 16h00 | 19h00 | 07h45 | 19h00 |
| Friday | 07h45 | 14h45 | 14h45 | 16h00 | 07h45 | 16h00 |
| Saturday | - | - | - | - | - | - |
| Closed on Sundays, Public / UNIZULU Holidays, and “long weekends” | | | | | | |
| DURING STUDENT RECESS | | | | | | |
| Monday to Thursday |  By Arrangement | | | | | |
| Friday | | | | | | |
| Closed on Weekends, Public / UNIZULU Holidays and “long weekends” | | | | | | |

2018
GENERAL CALENDAR

RULES

Quality of items

| Max no. of items Category | Loan lent out simultaneously | period | Renewal |
|--------------------------------------|---|---------------|----------------|
| Undergraduate | 6 | 14 days | once |
| Undergraduate 4th Year | 10 | 30 days | once |
| Post-graduate (MA PhD) | 15 | 42 days | once |
| Post – graduate other | 10 | 30 days | once |
| Academic Staff | 20 | 60 days | once |
| Other Staff | 10 | 30 days | once |
| External CHELSA members | 6 | 30 days | once |
| External Ordinary | 4 | 14 days | once |

When issued books are urgently required

To promote the accessibility of books, the issuing of library material is subject to the condition that any work that may be more urgently required by another reader, must be returned to the library within 24 hours after notice has been given by the Director.

Stock-taking

To facilitate stock-taking all books issued should be handed in at the loan desk at least three days before the last day of each semester or two days before the borrower leaves the University.

Books and periodicals on reserve

Books and other documents that, at the request of lecturers, are placed on the reserve shelf for use in the library only, may be consulted in the library for periods of two hours (renewable at the counter). Books on reserve may be applied for in advance for specific times on specific days.

Material that may not be taken out of the library

Reference material and material in the UNIZULU Collection is available for use only in the library. Unbound periodicals may also not be taken out of the library.

Fines for overdue library materials

A fine shall be imposed on a borrower who fails to return any material borrowed from the Library on or before the due date, provided that a fine shall be:

- (a) R1.25 per day on any one unit not returned on or before the due date.
- (b) R3.00 per hour on any one unit not returned within the prescribed time in the case of library materials issued on short loan.

Compensation

Lost material

Compensation to the value of the estimated replacement price of the lost material or periodical or an amount determined by the Director will be payable by a borrower who is unable to substitute a copy of the same material.

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GENERAL CALENDAR

Damaged/stolen material

Compensation of an amount decided upon by the Director will be payable, by the borrower concerned, for damaged but repairable material. It is a serious offence to tear pages from a library book. The Director reserves the right to take strong measures against any user guilty of such an offence. This may include disciplinary action or being barred from using library services.

Failure to return library materials and/or unpaid fines

Borrowers will be refused the use of all library facilities until such time as the overdue books are returned or replaced, or the borrower refunds the value of the books and all fines are paid. Materials on loan are not transferable. Every user is responsible for the return of material that he/she has borrowed from the library.

The Director Library and Information Services reserves the right to request that examination results be withheld for students who default.

Student/Staff Cards

No user may borrow library materials without a valid student or staff card.

Lost registration cards

Registration cards must have the library's barcode on them to enable students to borrow books from the library. If registration cards are lost they can be replaced at a cost of R109.00 per card.

Behaviour in the library

In the interests of order in the library and the comfort of users, silence should be maintained as far as possible. Users will not be allowed to smoke, eat or drink in the library. Cellphones may not be used. The Director reserves the right to have disruptive persons removed from the library. A comprehensive document on behaviour rules is available from the Director Library and Information Services.

UNIVERSITY OF ZULULAND RULES

The General Rules are promulgated in accordance with the Higher Education Act (Act 101 of 1997), Chapter 4, Section 32 (1)(b), with due observance of the Common Statute issued in accordance with the Universities Act (Act 61 of 1955), and referred to in the Higher Education Act (Act 101 of 1997), Chapter 9, Section 74(6) and the Institutional Statute of the University of Zululand (UNIZULU), as published in Government Gazette No. 30163, Vol. 7843 of 12 October 2012, in accordance with Chapter 4, Section 33 of the Higher Education Act (Act 101 of 1997), and read in conjunction with the faculty rules and regulations, as approved.

As determined by the Minister of Higher Education and Training in accordance with section 8(2)(e) of the National Qualifications Framework Act, 2008 (Act 67 of 2008) (Notice No. 1040 of 2012; Government Gazette No. 36003, Volume 570, 14 December 2012) and published, as directed by the Minister of Higher Education and Training in terms of section 27(k)(iv) of the National Qualifications Act, as policy of the Council on Higher Education by SAQA (Notice No. 592, Government Gazette No. 38116, Volume 592, 17 October 2014).

The General Rules apply to all students at the University (including occasional and short learning programme students). UNIZULU policy documents and regulations support and provide guidance regarding the General Rules and these must be read in conjunction where applicable. In cases of conflict between the said documents, the General Rules will take precedence. Where discrepancies in the names of qualifications arose during the Higher Education Qualifications Sub-Framework (HEQSF) alignment process and the preceding period, each case will be dealt with on merit.

Faculty rules are supplementary to the General Rules, and where there is a discrepancy between the two sets of rules, the General Rules shall apply. The General Rules are applied in accordance with the Higher Education Act (Act 101 of 1997), Chapter 8, Section 68(2) and the Institutional Statute of the University of Zululand and the responsibility for implementing such rules is assigned by Council to the Registrar, except where indicated differently in the rules. The Registrar must regularly, as agreed, report in writing to Council via Senate on the implementation of the General Rules. As stated in the General Rules, the Registrar may – with the approval of Council – delegate the implementation of the General Rules to other functionaries and the latter must provide the Registrar with a written report on the implementation of the rules in question.

The Deans are accountable for the correct interpretation and implementation of these Rules. The design and implementation of faculty rules are mentioned in the same Act; references as those regarding the Registrar and are assigned by Council to the faculty boards and their respective deans. As agreed upon, all deans must regularly report in writing to Council via Senate on the implementation of faculty rules.

The University Council may also enter into agreements with registered and accredited private providers of higher education to offer academic qualifications of the University. Where such agreements do exist, reference must be made to them in both admission rules and faculty rules. If the minimum prescribed number of students have not registered for a module, the University reserves the right not to offer that particular module.

The rules contained in this document are the rules as approved on the date of publication. The rules are subject to amendments approved after the date of publication. The financial rules or rules regarding the payment of fees should be read in conjunction with the fees yearbook of the University, which is updated annually. In the event of a possible discrepancy between the provisions, the decision of the relevant Vice-Chancellor will be enforced.

2018
GENERAL CALENDAR

The University recognises the religious holy days as indicated annually in the University's Calendar and will avoid, if possible, scheduling examinations or assessments for such days.

Various policy and procedure documents relevant to the higher education sector in South Africa, from (for instance) the Council on Higher Education (CHE), Higher Education Quality Committee (HEQC), South African Qualifications Authority (SAQA), National Qualifications Framework (NQF), and the HEQSF, have been used as a point of departure or reference. Some directives, definitions, terms or phrases have been quoted directly to retain the meaning. In others, meanings were combined to describe a concept. Definitions for qualification types have been quoted directly from the HEQSF (Government Gazette No. 38116, Volume 592, 17 October 2014) to retain the intended meaning, purpose, characteristics, minimum admission requirements and progression of the qualification. When reference is made to the National Senior Certificate (NSC) or the National Certificate (Vocational) NC(V), the following reference is used throughout as defined in the Minister's policies: Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes Requiring a National Senior Certificate, Government Gazette, Vol. 751, No. 32131 of 11 July 2008 and Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Certificate (Vocational), published in the Government Gazette, Vol. 533, No. 32743, November 2009.

Copyright of students' scripts (mini-dissertations, dissertations, theses, etc.) vests in the University. The University encourages the publication of derivative works of such scripts, preferably in subsidy-bearing publications. Copyright (including associated risks and benefits) of derivative works of scripts shall vest in the student. However, the prior approval of the UNIZULU Research Committee is required in the three cases below:

- a) Contract research: The publication of derivatives of scripts that were developed as part of contract research conducted by the University may be subject to certain contractual conditions.
- b) Patents: Some scripts may contain patentable or protectable subject matter with potential commercial benefits.
- c) Legislative requirements: The National Environmental Management: Biodiversity Act (Act No. 10 of 2004) or the Intellectual Property Rights from Publicly Financed Research and Development Act (Act No. 51 of 2008) may impose limitations upon the University to grant certain rights to students.

IMPORTANT INFORMATION FOR PROSPECTIVE STUDENTS

1. Admission of Students

- 1.1 Admission means approval to report for registration as a student of the University, irrespective of previous registration.
- 1.2 Registration is at the sole discretion of Council. Compliance with the minimum entrance qualifications does not mean automatic admission. On registration, every student is bound to observe all the rules and regulations applicable to students.
- 1.3 De-Registration of registration must be approved by the Office of the Registrar. The Registrar can revoke a student's registration at any time during his/her study based on false/fraudulent information and or any other information that may warrant such revocation.
- 1.4 A registered student will be blocked should the student not comply with the rules of the university by submitting required documentation within a prescribed period for verification and/or if a student is charged with misconduct.

2. Applying for Admission

2.1 Masters and Doctoral degree students

- 2.1.1 Masters and Doctors degree students must submit completed registration forms together with the prescribed fees when applying for admission. Acceptance of the fees does not imply acceptance of the candidate.

A candidate may apply at any time for admission. When - and only when – he/she has been informed by the Registrar that his/her admission has been approved, may he/she negotiate with the Head of the Department on the title of his/her dissertation/thesis, the outline of his/her proposed treatment and method of research. The registration must be finalized and renewed annually before 31 May. This means that the current academic year counts towards the minimum duration for the award of the qualification. Students may register after 31 May, throughout the year, but if registered after 31 May the period of registration for that academic year shall not be taken into account for the purpose of the minimum period of study (i.e. registration effective from 1 January the following year).

Implications: Any registered student may submit proposals for acceptance and ethical clearance, commence research and receive supervision

NB. Application and registration takes place at the Main Campus only.

2.2 Master's and Doctoral students registered in 2017

Students who wish to be re-admitted and registered for the 2018 academic year are expected to complete the prescribed application forms and return them to Administration before 31 October 2017. The forms will be available as from September 2017. No application form will be considered after 31 October 2017.

2.3 Master's and Doctoral students who were not registered in 2017

Students not registered in 2017 and who wish to be re-admitted in the 2018 academic year are required to complete application forms for admission and submit them to the Administration not later than 31 October 2017.

G1 Definitions and Interpretation

- (1) Unless the context otherwise indicates
- “**academic year**” means that portion of a Calendar year approved by Council on recommendation of Senate for the academic activities of the University;
 - “**additional modules**” means modules taken supplementary to the minimum number of credits required for a particular qualification;
 - “**Admission**” means approval to report for registration as a student of the University, irrespective of previous registration
 - “**Admission Process**” means the process or act in terms of which it is determined whether or not a prospective applicant should be allowed to register for the proposed academic programme, bearing in mind the suitability of the applicant. Admission is the first stage academic registration process and involves an academic decision by the Dean of Faculty/Admissions Office. Once admitted, an applicant can then proceed to be formally registered as a student;

“aegrotat examination” means an examination granted on medical or compassionate grounds;
“assessment” means the process of determining the value, significance, or extent of what students know, understand, and can do with their knowledge as a result of their educational experiences. Assessment results are used to document, explain, and improve performance. Assessment can be done at various times throughout a learning programme and a comprehensive assessment plan will include either formative and summative assessment, or alternatively continuous assessment. The point at which the assessment takes place in a programme distinguishes these three types of assessment, namely Continuous, formative and summative;

“close relative” means a mother, father, grandmother, grandfather, brother, sister or child or legally adopted children;

“co-examiner” means a person appointed by a Faculty Board to assist an examiner in the setting and marking of an examination;

“compulsory modules” means modules that must be taken to be able to progress with a programme or to be eligible for awarding of a qualification. They contain the essential parts of the programme and are therefore compulsory to enable the learning outcomes for the programme to be met;

“continuous assessment” means internally moderated oral and written assignments, tests, practicals, project reports, etc.; Continuous assessment is used as an alternative to summative assessment. It is a series of assessments that occurs throughout the learning process, and not only after the learning process. Students are thus examined continuously over the duration of a quarter, semester or year. It is cumulative and the marks are calculated to produce a final result;

“Council” means the Council of the University as comprised in section 18 the Statute of the University;

“credit” means the volume of learning required for a qualification can be specified in terms of the total minimum number of credits required and in terms of the minimum number of credits required at its specified exit level on the HEQSF. Credits are a measure of the volume of learning required for a qualification, quantified as the number of notional learning hours required for achieving the learning outcomes specified for the qualification. This includes contact time, structured learning, WIL, self-study, and assessment time;

“credit accumulation” means the totalling of relevant credits towards the completion of a qualification or a part qualification;

“credit transfer” means the vertical, horizontal or diagonal relocation of credits towards a qualification or part qualification at the same or a different level registered on the same or different sub-framework, usually between different programmes, departments or institutions;

“curriculum” means the complete programme of study for a particular degree, diploma or certificate;

“Duly Performed (DP) or Full Period Mark” means a student has fulfilled the minimum requirements in terms of attendance and semester or year mark to sit for an examination in a particular module; (This rule is currently suspended)

“elective modules” support achievement of the programme learning outcomes and form part of the approved programme specification. A list of possible elective modules is stated for each programme and students can choose modules from this list;

“equivalent status” means recognition of a qualification from another tertiary institution for admission to a higher degree;

“examination” means a formal evaluation of a student’s academic performance, which may be in the form of a written examination, an oral examination, a practical examination, a dissertation, a thesis, or any other formal examination;

“examination mark” means the mark obtained in an examination;

“examiner” means a person appointed by a Faculty Board to assess the academic performance of a student;

“final mark” means the mark derived from a combination of a DP/Full Period Mark and an examination mark;

“final semester” means the semester that concludes the curriculum;

“final-year student” means a student who is registered for sufficient modules to lead to the completion of a qualification;

“first-year student” means a student who has not obtained sufficient credits at this University or any other University for promotion to the second year of a degree, diploma, or certificate;

“foundation modules” means development modules in mainstream programmes and extended curriculum programmes;

“formative assessment” measures students’ progress during the learning process to provide ongoing feedback and incremental feedback. It includes a range of formal and informal assessments typically to monitor the progress being made towards achieving learning outcomes and obtaining a semester mark or predicate, i.e. admission to the summative assessment;

“level of study” means the level at which a student is positioned within the curriculum of the qualification for which he or she is registered;

“moderator” means a person appointed by a Faculty Board to evaluate the quality and the marking of assessments or examinations;

“module” means a unit of study material within the curriculum of a particular degree, diploma or certificate and are distinguished between compulsory, elective, foundation and service modules;

“National Qualifications Framework” or “(NQF)” means the comprehensive system, approved by the Minister of Higher Education and Training, for the classification, coordination, registration, and publication of articulated and quality-assured national qualifications and part qualifications. The South African NQF is a single integrated system comprising three coordinated qualifications sub-frameworks for: General and Further Education and Training; Higher Education; and Trades and Occupations;

“non-degree module” means a module offered to a registered student which is not required for his or her approved curriculum in a specific degree, diploma or certificate and cannot be offered for recognition or for substitution of any module in any other programme;

“notional learning hours” means the agreed estimate of the learning time that it would take an average student to meet the defined learning outcomes; it includes consideration of contact time, research, completion of assignments, time spent in structured learning in the workplace, individual learning and assessment. Ten notional hours equate to one credit;

“NQF level” means one of the series of levels of learning achievement arranged in ascending order from one to 10 according to which the NQF is organised and to which qualification types are linked;

“postgraduate student” means a student who is registered for a Postgraduate Certificate, Postgraduate Diploma, Honours, Masters or Doctoral degree

“Programme” means a purposeful and structured set of learning experiences leading to a qualification.

“progression” means by which individuals are permitted to move through NQF levels by accumulating appropriate combinations of credits;

“promotion” means the combined result of both the continuous assessment and the summative assessment conducted in a decentralised fashion during the course of the module term, whereby the student passes without having to take a further examination – provided that the student has obtained at least the minimum promotional requirement as required by the faculty and has utilised all of the scheduled assessments in the module;

“Qualification” means a formal recognition and certification of learning achievement awarded by the university;

“re-checking” means verifying administratively by the Examinations department whether all questions in a particular paper have been marked and whether such marks have been correctly totalled;

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“re-examination” means a newly scheduled examination after the regular examination has taken place, as determined by Senate

“re-marking” means the re-marking of an examination paper by an external examiner;

“returning student” means a student who has previously registered with the University;

“semester” means one half of the academic year of the University;

“semester mark” means the mark obtained from continuous assessment in a semester module;

“Senate” means the Senate of the University as comprised of in section 29 of the Statute of the University;

“senior certificate” means a school-leaving certificate with pass marks in at least five Higher Grade or five Standard Grade subjects or a combination of five Higher Grade and Standard Grade subjects, approved by the Committee of Principals and issued by the Council, or an equivalent certificate issued prior to the commencement of section 9 of the South African Certification Council Act, 1986 (Act 85 of 1986);

“senior student” means a student who is not classified as a first-year student;

“special re-examination” means an examination granted to a candidate to facilitate the completion of a qualification;

“service module” means a module presented in a particular faculty that is a required module for qualifications from other faculties.

“student” means a person who is registered for a qualification offered at the University;

“Summative assessment” means assessment of learning and is distinguished from formative assessment, which is assessment for learning. Summative assessment takes place after the learning has been completed, i.e. at the end of a quarter, semester or year, and provides information and feedback that sums up the teaching and learning process. The intention behind summative assessment is to validate performance and award grades or marks;

“supervisor” means a member of staff appointed by a Faculty to oversee the research project or dissertation or thesis of a postgraduate student;

“syllabus” means the contents of a module;

“University” means the University of Zululand;

“work-integrated learning” or “WIL” refers to learning that is incorporated into the curriculum of qualifications of a vocational and professionally oriented nature at all levels of the HEQSF with the purpose of integrating theory and practice. WIL as a structured part of a qualification must be appropriate to the purpose of the qualification, the volume of the learning allocated to the WIL, the cognitive demands of the learning outcomes and the assessment criteria of the appropriate level descriptors of the qualification;

“year mark” means the mark obtained from continuous assessment in a year-long module.

“year of study” means the year in which a student is registered at the University, which ideally corresponds with a student’s academic year of study. However, students who fail modules or who change programmes might not have a corresponding level in terms of academic status; for example a student in his or her second year of study who has changed programmes after the first year of study would have first-year academic status. For the purposes of determining a student’s year of study, the time spent on foundation programmes shall not be considered.

- (2) Where the term **“Council”** appears in italics in the General rules it indicates a power delegated by Council to Senate.
- (3) Where the term **“Senate”** appears in italics in the General rules it indicates a power delegated by Senate to a Faculty Board.

G2 Application of General rules

- (1) The rules in this Calendar are based on the Higher Education Act 101 of 1997 (as amended), and the statutes and regulations framed thereunder, and the resolutions taken by Council and Senate in terms of the Act and in terms of such statutes and regulations.

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- (2) These general rules apply throughout the University and any rule made in any Faculty is subject to these general rules. Students are personally responsible for being well-informed as regards General Rules and faculty rules, and for complying with the said rules.
- (3) If the rules of a Faculty prescribe special requirements for the study of a subject or module, such rules also apply where the said subject or module is offered to students in another Faculty, unless the rules of the latter Faculty provide otherwise.
- (4) Upon registering, a student undertakes to abide by general and faculty rules, as amended from time to time.

G3 Rights of the University

- (1) The University may confer and award such qualifications as approved by the relevant authorities.
- (2) No person is entitled to the privileges attached to a degree, diploma or certificate unless such a degree, diploma or certificate has been conferred on or awarded to him or her at a congregation of the University.
- (3) A qualification obtained by a student in an improper manner shall be revoked by Council.
- (4) The University reserves the right to withhold a degree, diploma, certificate or letter confirming completion of a degree, diploma or certificate or the December results of examination(s) until all prescribed fees and outstanding fines are paid.
- (5) The University reserves the right to exclude a student from pursuing his or her course of study should his or her academic performance or conduct proves to be unsatisfactory.

UNDERGRADUATE DEGREES, DIPLOMAS AND CERTIFICATES, AND NON-DEGREE MODULES

G4 Admission requirements for certificates, diplomas and bachelors degrees

- (1) A person who wishes to study at the University must apply to the Central Applications Office (CAO) to be admitted to the University. Walk-ins are not allowed.
- (2) A returning student who is not registered in the current year and who wishes to be readmitted in the following academic year must complete an application form and submit it to the Admissions Office on or before the date prescribed in the Calendar.
- (3) Compliance with the minimum requirements for entering a qualification does not mean automatic admission to it.
- (4) To be admitted to an undergraduate qualification, a person must comply with the requirements set out in one of the following categories, unless otherwise prescribed by Faculty rules.

CATEGORY 1

General Admissions Criteria

All Faculties of the University apply the following minimum new National Senior Certificate (NSC) achievement ratings for admission to undergraduate degree, diploma and certificate qualifications:

Degree

An NSC with an achievement rating of 4 (50%) in four recognised NSC 20 credit subjects; an achievement rating of 3 (40%) in Life Orientation; and an achievement rating of 3 (40%) in English as First Additional Language (FAL), or 4 (50%) in English as Home Language;

Diploma

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (moderate Achievement, 40-49%) or better in four recognized NSC 20-credit subjects; an achievement rating of 3 (40- 49%) in Life Orientation and an achievement rating of 3 (40-49%) in English as First Additional Language (FAL), or 4 (50-59%) in English as a Home Language.

Higher Certificate

The minimum admission requirement is a National Senior Certificate as certified by Umalusi. In addition to the minimum ratings achieved, each Faculty sets its own minimum entry requirements.

CATEGORY 2

An old Senior Certificate (pre 2008) with endorsement that the holder has obtained exemption from the matriculation examination.

CATEGORY 3

If a candidate has not obtained full exemption from the matriculation examination, and seeks to qualify for conditional exemption from Universities South Africa, he/she must

- (a) be at least 23 years of age; and
- (b) have passed four (4) subjects with at least an “E” symbol.

Conditional exemption must be obtained prior to registration.

CATEGORY 4

- (1) Applicants who do not meet the requirements in category 2 may qualify for an Age exemption.
- (2) In order to qualify, an applicant must be:
 - (a) 45 years and above;
 - (b) some faculties might have additional requirements.

CATEGORY 5: FOREIGN STUDENTS

- (1) **Certificate of conditional exemption to applicants from foreign countries**
The Committee of Principals (Universities South-Africa) shall on request by a prospective student issue a certificate of conditional exemption to the Registrar of a South African university in the name of an applicant from any foreign country who holds a certificate entitling him or her to unconditional admission as a candidate for a degree, or equivalent qualification, at a foreign university or other institution, approved by the Committee of Principals, in the country where he or she obtained his or her school-leaving certificate: Provided that admission to such foreign institution on the grounds of mature age or any other special conditions shall not be regarded as unconditional admission to degree studies, for the purpose of this paragraph.
- (2) Conditional exemption must be obtained prior to registration.

CATEGORY 6: RECOGNITION OF PRIOR LEARNING (RPL)

UNIZULU's academic programmes allows one to apply for recognition and credits for skills and learning acquired through means other than through formal learning programmes. One's skills and knowledge will

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be evaluated and if it is found to be relevant, one may be granted appropriate credits. RPL may thus make it possible for one to either gain access to or earn credits towards a UNIZULU academic programme based on prior non – formal learning, thereby reducing the time to complete the qualification. If one is interested in RPL, please contact the admissions office at admission@unizulu.ac.za or 035 902 6030/6178

CATEGORY 7: CERTIFICATE OF COMPLETE EXEMPTION BY VIRTUE OF POST-SCHOOL QUALIFICATIONS

- (a) a senior certificate issued by the Council or any of the examining institutions previously recognized for this purpose by the Matriculation Board for matriculation exemption, or any other qualification approved by the Committee of Principals;
- (b) a diploma approved by the **Committee of Principals**, from a university or technikon, with a minimum prescribed full-time post-school duration of two years; or
- (c) one of the following diplomas approved by the **Committee of Principals**, with a minimum prescribed full-time post-school duration of study of three years:
 - (i) teachers' diploma obtained from a South African teachers' training college;
 - (ii) nursing diploma obtained from a South African nursing college in terms of a cooperation agreement with a South African university; or
 - (iii) any other equivalent post-school qualification approved by the **Committee of Principals**.

G5 Registration

- (1) Once admitted, a person may be registered for a particular year and qualification.
- (2) Registration is at the sole discretion of Council.
- (3) Once registered, a student is bound to observe all the rules and regulations applicable to students and is subject to the disciplinary authority of the University.
- (4) Council may prescribe minimum requirements for a person who wishes to re-register for the following year with the aim of continuing his or her studies.
- (5) A student must pay the prescribed fees on or before the dates specified in the Calendar.
- (6) The curriculum that a student intends following is as set out in the particular Faculty prospectus.
- (7) The Faculty may advise the selection of modules that a student intends to register for in a particular year.
- (8) A modification to the selection of modules is subject to the rules applicable at the time of modification.
- (9) If a student who has studied at another Higher Education Institution wishes to register at this University for the first time, he or she must submit a certificate of satisfactory conduct as well as academic transcript from the other institution.
- (10) The last date for registration is as stipulated in the Calendar, after which no person shall be registered, subject to approval by Senate.
- (11) No student will be allowed to register simultaneously for more than one qualification at the University.
- (12) Qualifications are based on modules, and modules with a minimum total credit value, as indicated below, are required for the following undergraduate qualifications:

| | | |
|----------------------|---|-------------|
| Certificate | : | 120 credits |
| Diploma | : | 360 credits |
| Degree (three years) | : | 360 credits |
| Degree (four years) | : | 480 credits |
- (13) A lost registration card ("student card") can be replaced at a cost determined by the University.

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- (14) Except with the special permission of Senate a student may not, in the same academic year, be registered for a degree, diploma or certificate at the University and at another University.

(15) **Change of programme**

- (a) Subject to the provisions of this Rule, a student may change registration from one programme to another on **one occasion only**, irrespective of whether the second programme is offered in the same faculty or another faculty.
- (b) A student may change registration from one programme to another after the first or second year of study, provided that he or she meets the entry requirements for the second programme and provided further that enrolment targets have not been exceeded.
- (c) A student who has been excluded from a faculty may not change registration to another programme offered by that faculty, but may be enrolled for a programme offered in a different faculty subject to the provisions of this Rule on condition that the student obtains at least 60 credits in respect of the modules for which he or she has enrolled, failing which the student shall be excluded from the University.
- (d) A student in his or her third or any subsequent year of study, irrespective of the length of the programme, or a student who has been excluded from the University, shall not be entitled to be re-registered for that programme or change registration to any other programme offered by the University. This provision does not prevent such a student from applying to another institution.
- (e) Where a student has been allowed to change registration from one programme to another after the first year of study, the prescribed period of study shall be calculated from the registration of the new programme.
- (f) Where a student has been allowed to change registration from one programme to another after the second year of study, only fifty percent of modules in the former programme shall be regarded and the prescribed period of study for the new programme shall include one year of study in the former programme.
- (g) 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.
- (h) This rule applies only to undergraduate students who have not completed their studies.

(16) **Modification of Modules**

- (a) Subject to the provisions of this Rule and Rule G6(2), a student may modify his/her registration within the prescribed period in the calendar.
- (b) No modification will be allowed without the approval of Senate.

(17) **Interruption of study**

- (a) Students who interrupt their studies for whatever reason, except academic exclusion from the University, may resume their studies in subsequent years, provided that they meet the entry and/or academic progression requirements for their programmes and provided further that enrolment targets for that programme have not been exceeded.
- (b) Students who wish to return to the University after interrupting their studies shall apply for re-admission prior to the final date for admissions stipulated in the Calendar **in the year preceding their return**, in which event their applications will be assessed against the usual progression criteria applying to returning students who have not interrupted their studies, as set out in the rules. The re-admission applications of students who fail to meet the

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- stipulated deadline will be judged against the same criteria, except that they will be re-admitted only if the enrolment targets for that programme have not been exceeded.
- (c) In the event of a programme not being offered in a particular year, or having been discontinued altogether, or in the case where the interruption was for a period of 5 years or longer, a student shall not be entitled to be registered for modules or programmes that are not offered by the University and will be required to enrol for different modules or programmes, provided that they meet stipulated re-entry requirements and provided further that, where appropriate, no more than fifty percent of recognized credits obtained prior to the interruption may be recognised towards fulfilment of the requirements of the new programme and further provided that no modules will be recognised if the interruption of studies exceeds 5 years.
 - (d) Should a returning student wish to enrol for a programme different from the one for which he or she has been registered, the General Rule for the change of programme shall apply.
 - (e) Prescribed fee must be paid.
 - (f) The duration of a qualification is as prescribed by Faculty rules.

G6 Number of modules that may be registered for in a semester

- (1) A full-time student must register for all prescribed modules for a particular qualification in a particular semester, subject to any co - or pre-requisites and in line with the academic structure as approved by Senate.
- (2) Subject to the provision of (1) above, a student may only register one module in addition to those prescribed for a particular qualification in a particular semester with the approval of the Dean of the Faculty.

G7 Transitional rules regarding semester modules

- (1) Specific Faculty and Departmental rules apply, as approved by Senate and in line with the approved academic structure of the University.
- (2) Each case shall be considered on merit.

G8 Admission to examination (DP)

- (1) To be admitted to an examination in a module a student must:
 - (a) be registered for that module in that semester or year;
 - (b) have completed the minimum amount of work prescribed;
 - (c) have obtained a semester or year mark of at least 40%;
 - (d) have attended at least 80% of classes.

G9 Assessment

- (1) A final mark is based on a DP/Full Period Mark and a final examination.
- (2) A final mark shall consist of 50% DP/Full Period mark and 50% examination mark.
- (3) Marked examination scripts and mark sheets will be retained for safekeeping by the Registrar's office for a period of 3 years.
- (4) Except as otherwise indicated in this Rule, where a student meets the required standard for a pass in an examination, including an aegrotat examination, the actual mark obtained and the classification of the pass (merit or distinction), shall be recorded on the student's academic record.

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- (5) Where a student who has been granted a re-examination has succeeded in meeting the required standard for passing the module, a final pass mark of 50%, not the actual mark obtained, shall be recorded on the student's academic record.
- (6) Where a student fails a re-examination or special re-examination, the actual mark obtained in that examination shall be recorded.
- (7) A student who has missed an assessment with valid reasons as described in Rule G14 shall have 14 days to submit evidence and be given a re-assessment. Once 14 days has lapsed, no representation regarding a missed assessment shall be entertained.
- (8) A student shall have 14 days after the publication of their DP/Full Period Mark to query such mark. Once 14 days has lapsed, no representation regarding a DP/Full Period Mark shall be entertained.
- (9) The onus is on the student to ensure that he/she check his/her published final marks.
- (10) A student does not have recourse to the right of exception if she/he has erred in respect of the examination timetable and/or the scheduled test timetable, or as regards submission of assignments or research essays.
- (11) No student will be allowed to partake in any form of assessment or have their assessment marks captured without being registered for the relevant module.

G10 Minimum marks required for pass, merit pass and distinction

- (1) To obtain a pass, a final mark of 50% is required.
- (2) To obtain a certificate, diploma or degree with merit, a candidate must
 - (a) have achieved an average mark derived from the marks for all final year modules of at least 65% with a minimum mark of at least 55% in all of these modules;
 - (b) have completed the qualification in the minimum prescribed time; and
 - (c) not have failed any compulsory modules for the qualification.
- (3) To obtain a certificate, diploma or degree with distinction, a candidate must
 - (a) have achieved an average mark derived from the marks for all final year modules of at least 75% with a minimum mark of at least 60% in each of these modules;
 - (b) have completed the qualification in the minimum prescribed time; and
 - (c) not have failed any compulsory modules for the qualification.
- (4) A student who has obtained a semester or year mark or an examination mark of 39%, or final mark of 39%, 49%, 64% or 74%, shall be entitled to an automatic condonation towards one mark higher than the one obtained resulting in a change in result status, irrespective of the number of modules in which a student has obtained such a semester or examination mark.
- (5) In giving effect to sub-rule 4, the lecturer shall in the first instance record the actual mark that the student obtained, whereafter the Head of Department (in respect of semester marks) or relevant faculty committee which has overall oversight of examination marks (in all other instances) shall effect the condonation, record it in its minutes and inform the Registrar.
- (6) Certificates, diplomas and degrees passed with merit will only reflect on the academic record of a student and not on the actual certificate.
- (7) Certificates, diplomas and degrees passed with distinction will reflect on the academic record as well as the actual certificate.

G11 Subminima

- (1) In order to pass any course, a student shall attain a subminimum of 40 per cent in the examination in each module.
- (2) A student who attains a final mark of 50 per cent or more in a module, but fails to obtain a subminimum in an examination, may sit for a re-examination in that paper or module.
- (3) If the student attains the required subminimum in the re-examination, he/she shall pass the module with the same final mark as in the previous examination.

G12 Examination procedure

- (1) All examinations are conducted at venues determined by the Registrar.
- (2) An examination of a module in a degree, diploma or certificate is conducted by an examiner, moderator, and co-examiner where applicable.
- (3) The examiner must set an examination paper and mark the script submitted by a student, and may be assisted by a co-examiner in undertaking this responsibility.
- (4) The moderator assesses a selected sample of examination scripts and reports the outcome of such examination to the Office of the Registrar.
- (5) The Head of a Department is accountable to the Dean of the Faculty for the examination of the academic performance of all students doing modules offered by that Department.
- (6) The University policy on external examination and moderation shall apply.
- (7) Senate has the right to appoint an external examiner or moderator or both for the examination of any module.

G13 Aegrotat examination

- (1) An aegrotat examination may be granted to a student prevented from taking part in the final examination of a module
 - (a) by illness on the day of the examination or immediately before it, on condition that he or she submits a doctor's certificate specifying the nature and duration of the illness and declaring that for health reasons it was impossible or undesirable for him or her to sit for the examination; or
 - (b) by family circumstances, such as the serious illness or death of a close relative at the time when the examination was conducted, on condition that substantiating evidence of such circumstances is produced.
- (2) An aegrotat examination shall not be granted to a student who has written the final examination
- (3) An application for an aegrotat examination must be submitted to the Examination Section within 21 days of the date of the final examination.
- (4) The Examination Section will:
 - (a) approve or reject the application; and
 - (b) inform the relevant examiner
- (5) The final mark for a module for which an aegrotat examination has been granted shall be determined according to Rule G9.
- (6) A student who has been granted an aegrotat examination will not qualify for any re-examination after the aegrotat examination.

G14 Re-examination

- (1) A student qualifies for admission to a re-examination in a module if he or she
 - (a) obtained a final mark of between 40% and 48% in that module provided the subminimum of 40% was obtained in the examination; or
 - (b) was prevented by circumstances beyond his or her control from sitting for the examination.
- (2) A re-examination shall be conducted in the period specified in the Calendar.
- (3) The mark obtained in the re-examination shall be recorded separately, and the original mark will remain on the student's academic history.
- (4) A student who has written a re-examination in a module will not qualify for another re-examination in that same module, except if subject to G16A below.

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- (5) To qualify for consideration under this Rule a student must have duly performed in the module concerned, must have qualified to write the original examination by having obtained a 40% semester or year mark, and must have obtained a final mark of 40% in the module(s) concerned.
- (6) Subject to the provisions of Rule G(9), a final pass mark of 50%, not the actual mark obtained, shall be recorded on the student's academic record.
- (7) The clearance opportunity envisaged in this Rule is given only in respect of modules for which the student has been registered in respect of the previous academic year.

G15 Special re-examinations

G15A. Special re-examination for final-year students in respect of last-outstanding modules

- (1) Students in their final academic year who, after the completion of the November examination period have 30 or fewer credits (2 modules) outstanding for completion of the curriculum of the qualification for which they are registered may be granted a special re-examination in respect of such module(s), irrespective of the semester in which such modules were presented and/or examined and irrespective of the number of times the student has previously attempted an examination in a module.
- (2) Students who at the end of the special re-examination period continue to have outstanding credits towards their degrees must thereafter either re-register in terms of the rules or register at another institution in terms of the relevant rules.
- (3) To qualify for consideration under this Rule a student must have duly performed in the module concerned, must have qualified to write the original examination by having obtained a 40% semester or year mark, irrespective of the final mark obtained in the module concerned.
- (4) The clearance opportunity envisaged in this Rule is given only in respect of modules for which the student has been registered. The modules must have been registered in the previous academic year.
- (5) Special re-examinations are conducted only in the period specified in the calendar.
- (6) Applications for special examinations must be done in writing to the Registrar (Examination Section) before or on the date stipulated in the calendar.

15 B. Extended duly-performed status for last-outstanding modules

- (1) Students in their final academic year who have 45 or fewer credits (3 modules) outstanding for completion of the curriculum of the qualification for which they are registered may apply for permission from the Dean of the faculty to be granted an extension of their previous academic year's duly-performed status (an extended DP) in respect of those modules.
- (2) Where an extended DP is granted:
 - (a) the student shall register for such module(s)
 - (b) is exempted from attending lectures and performing class tests and other assignments that contribute towards a semester or year mark
 - (c) shall retain the semester or year mark obtained in the previous year, which shall be used in calculating the final mark for the module
 - (d) such extension shall be valid for one year only.
- (3) A student who wishes to register at another institution in order to obtain the necessary credits for fulfilling the outstanding requirements for obtaining a qualification at the University (excluding major modules) shall obtain from the Dean of the faculty in which he or she was registered written permission, provided that such written permission is only valid for one year.

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15 C. Re-registration of last-outstanding modules at another institution

- (1) Students in their final academic year who have 45 or fewer credits outstanding (excluding major modules) for completion of the curriculum of the qualification for which they are registered, may apply for permission to register at another institution, subject to the provisions of Rules G5(14), G15 B(3), G20 and G21.
- (2) A student who wishes to register at another institution in order to obtain the necessary credits for fulfilling the outstanding requirements for obtaining a qualification at the University shall:
 - (a) be responsible for complying with all the requirements of both institutions;
 - (b) select a course(s) or module(s) at the other institution that might be comparable with the modules failed at the University;
 - (c) obtain from the Dean of the faculty in which he or she was registered, written permission to register at the other institution and written confirmation that the proposed course(s) or module(s), if passed, would satisfy the outstanding requirements for obtaining the degree and that they would be recognised for such purposes;
 - (d) pay the usual fees associated with the granting of credits obtained at another institution.
- (3) This Rule applies to all modules in an undergraduate curriculum, irrespective of the year in which the modules are offered, however excludes major modules.
- (4) The written permission granted by the Dean as referred to in Rule 15C (2)(c) above is valid for a maximum period of one year.

G16 Rechecking and remarking of examination scripts

- (1) A student may apply to the Registrar (Examination Section) for the rechecking of an examination script, provided that
 - (a) the application is made in writing;
 - (b) the application is submitted within 14 days after the official publication of results; and
 - (c) the prescribed fee is paid.
- (2) If a student is not satisfied after rechecking he/she may apply to the Registrar (Examination Section) for remarking provided that:
 - (a) the application is made in writing;
 - (b) the application is submitted within 21 days after the official publication of results; and
 - (c) the prescribed fee is paid.
- (3) This rule applies to examination papers in undergraduate modules.
- (4) Remarking or rechecking may change the result status of a candidate if
 - (a) a fail becomes a pass;
 - (b) a pass becomes a pass with merit; or
 - (c) a pass with merit becomes a pass with distinction.
- (5) If, as a result of remarking, the result status of a candidate changes for the better, then the required fee will be refunded.
- (6) Rechecking or remarking of a script may not result in the lowering of a mark.
- (7) Remarking of a script shall be done by an external examiner appointed for this purpose.
- (8) The Examination Committee of the Faculty concerned must finalise the result.

G17 Study material

- (1) At the start of a module, the lecturer must supply to each student in a particular course
 - (a) a module outline;
 - (b) a study time-table;

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- (c) the scope of material to be covered;
 - (d) a list of prescribed works or study guides;
 - (e) sample questions; and
 - (f) an explanation of the modes of assessment
 - (g) weights and assessment criteria for each module
- (2) A lecturer must submit to his or her Head of Department, before the start of a semester, a copy of such documentation, or information as to where it can be obtained or viewed.

G18 External reviewer of qualification

- (1) An external reviewer and an alternate must be appointed by the relevant Faculty Board for each qualification.
- (2) The term of appointment of such reviewer must be determined by the Faculty Board, but may not exceed three years.
- (3) The external reviewer must submit an annual report on the overall examination of the qualification to the Dean of the Faculty, who must include this report in the annual Faculty report submitted to Senate.

G19 Evaluation of lecturers and modules

- (1) Students have the opportunity to evaluate lecturers and the contents of modules at regular intervals.
- (2) Deans must ensure that such evaluations take place regularly and report the findings to their Faculty Boards and Senate.
- (3) An evaluation instrument is available from the Quality Assurance office of the University, which may conduct such evaluations after consultation with the Dean.

G20 Academic Exclusion

G20 A. Academic exclusion of full-time students

- (1) A student who does not perform satisfactorily may be placed on academic probation, be excluded from a faculty or be excluded from the University.
- (2) Full-time students in their first academic year who have failed to obtain any credits for which they were registered, shall be excluded from the University on academic grounds and shall thereafter not be entitled to register for any programme offered at the University.
- (3) In addition to sub-rule 2, full-time students in their first or second years of study who have failed to obtain the minimum number of credits towards the qualification for which they are registered, according to the following criteria, shall be excluded from their faculty on academic grounds:
 - 3.1 After one year, a minimum of 30 credits
 - 3.2 After two years, a minimum of 120 credits.
- (4) Students contemplated in sub-rule 3 may apply for registration for programmes in another faculty, subject to the provisions of the relevant rules.
- (5) Full-time students in their third or subsequent years of study who have failed to obtain the minimum number of credits towards the qualification for which they are registered, according to the following criteria, shall be excluded from the University on academic grounds:
 - In the case of a three-year degree programme**
 - 5.1 After three years, a minimum of 180 credits
 - 5.2 After four years, a minimum of 300 credits
 - 5.3 After five years, if a degree has not been obtained
 - In the case of a four-year degree programme**
 - 5.4 After three years, a minimum of 240 credits

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- 5.5 After four years, a minimum of 360 credits
- 5.6 After five years, a minimum of 420 credits
- 5.7 After six years, if a degree has not been obtained

- (6) Students contemplated in sub-rule 5 shall thereafter not be entitled to register for any programme offered at the University, provided that students contemplated in sub-rules 5.3 and 5.7 who have last-outstanding credits may register at another institution as envisaged in the applicable rules.
- (7) In calculating the number of years in terms of this Rule, the year that a student spent on a foundation programme, if applicable, shall not be considered.
- (8) Notwithstanding the provisions in this Rule indicating the contrary, the University may re-admit a student who has been excluded from the University where his or her subsequent experience or academic achievement justifies re-admission.

20B. Appeal against academic exclusion from a faculty and/or the university

- (1) A student who has been excluded on academic grounds from either a faculty or a University shall be entitled to appeal against such exclusion in which event the relevant faculty committee that excluded the student in the first instance shall reconsider its decision, whereafter, should the faculty committee dismiss the appeal, the student's appeal documentation, together with the faculty committee's reasons for dismissing the appeal shall be presented for a final determination to an institutional Exclusion Appeals Committee specifically constituted for such a purpose.
- (2) Such appeal must be lodged with the Registrar no later than 31 January of every year.
- (3) The Exclusion Appeals Committee must consider and decide upon such appeals no later than 15 February of every year and may consider appeals even where a faculty committee has not considered the matter in the first instance.
- (4) The Exclusion Appeals Committee shall consider all factors deemed pertinent to such a matter, including the student's academic performance before and after exclusion, physical and mental health (supported by appropriate documentation) and compelling personal circumstances as evidenced by appropriate documentation.
- (5) The relevant faculty committee or the Exclusion Appeals Committee may dismiss the appeal or re-admit the student, with or without specific conditions.
- (6) The decision of the Exclusion Appeals Committee shall be final.

20 C. Academic probation

- (1) Full-time students, other than students in their first academic year, who have failed to obtain any credits for which they were registered and who have not been excluded, shall be given a written warning that notes their poor performance and draws attention to the exclusion provisions contained in the General Rules. In addition, such students shall be put to terms and be informed that failure to obtain a minimum of 60 credits from modules registered in the following academic year will result in academic exclusion, irrespective of whether or not they have met the exclusion criteria contained in the General Rules.
- (2) All students who fail to obtain a minimum of 60 credits from modules registered in a given academic year, shall be given a written warning that notes their poor performance, draws attention to the exclusion provisions contained in the General Rules, giving them notice that the rules will be enforced in future. A student who has been excluded from a faculty in terms of the rules and who has been enrolled for a programme offered in a different faculty, shall be enrolled on probation, on condition that the student obtains at least 60 credits in respect of the modules for which he or she has enrolled, failing which the student shall be excluded from the University.

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G21 Acceptance of attendance, certificates of proficiency, and recognition of modules

- (1) Subject to Rules G5(14), G15(B) and G20, Senate may accept, as part of the prescribed period of attendance for a qualification, periods of attendance as a registered student at another university or institution, and certificates of proficiency in subjects issued by such other university or institution, provided that
 - (a) the student's total period of attendance amounts to the full period prescribed for the degree by the University;
 - (b) the student completes all major modules as outlined in the curriculum of the qualification at the University;
 - (c) the student shall not be exempted from more than half the total number of modules prescribed for the qualification; and
 - (d) the courses from such other university or institution are equivalent in content and have at least the same NQF level and the same credit value as the modules for which exemption is sought.
- (2) A module offered by occasional students and modules registered for non-degree purposes shall not be recognised for degree purposes

G22 Exemption from modules

When the holder of one qualification in a Faculty becomes a candidate for another qualification in the same or another Faculty, Senate may exempt him or her from modules completed for the prior qualification if such modules are the same as or equivalent to the modules required for the new qualification, provided that

- (a) the student shall not be exempted from more than half the total number of modules prescribed for the qualification;
- (b) if the student has credits from more modules than can be granted exemption, he or she must complete enough additional modules to make up the new qualification; and
- (c) if the student has passed a module or modules for the prior qualification that is/are compulsory for the new qualification and under rule (b) cannot be granted exemption for it/them, the Head of Department must recommend to Senate which other module or modules should replace it/them.

G23 Sequence of modules

In the absence of a provision to the contrary in the rules of a Faculty, no student may take a higher level module in a subject before he or she has completed the lower level modules in that subject.

G24 Level of study

A student's level of study shall be determined as follows:

- (1) A first-year student is a student who has not yet completed 90 credits.
- (2) A final-year student is a student who is registered for sufficient modules to lead to the completion of the qualification.
- (3) An intermediate student is one who does not fit into either of the above two categories.

POSTGRADUATE DEGREES

G25 Conferment of equivalent status

- (1) A Faculty may:
 - (a) admit a graduate of another university (whether in the Republic or elsewhere) to a status at the University equivalent to the status which he or she attained at the other university; and
 - (b) admit as a candidate for a postgraduate degree or diploma, any person who
 - (i) has passed at another university or institution such courses as, in its opinion, are equivalent to or at a higher level than modules prescribed for the degree that is a prerequisite for admission to a specific postgraduate qualification; or
 - (ii) has in any other manner attained a level of competence which, in its opinion, is adequate for the purposes of postgraduate studies.
- (2) The admission of all students admitted in accordance with rule G25(1) and (2) are subject to ratification by Senate. The Faculty Board must provide a motivation for recommendation to Senate for ratification immediately after admission in order to serve at the earliest Senate meeting.

HONOURS BACHELOR'S DEGREES

G26 Admission and registration

Admission

The process or act in terms of which it is determined whether or not a prospective postgraduate candidate should be allowed to register for the proposed postgraduate degree, bearing in mind the suitability of the candidate, the nature of the proposed research and the availability of resources. Admission is the first stage of the academic registration process and involves an academic decision by the Head of Department and the Dean of Faculty. Once admitted, a candidate can then proceed to be formally registered as a student.

- (1) Prospective Honours students apply for admission to the academic department hosting the qualification.
- (2) The head of department which hosts the degree (HOD) will assess the academic suitability of the prospective candidate and either admit the applicant or reject the application.

Registration

The formal process or act in terms of which a postgraduate candidate who has been admitted, or a candidate who has previously been registered becomes a student in a particular year. Registration is the second stage of the academic registration process and involves an administrative decision by the Registrar. Once registered, a candidate has all the rights, privileges and obligations of a student.

- (1) After admission to the qualification is approved by the HOD, the candidate submits the application form (together with the SAQA certificate and/or a conferment of equivalent status form if applicable) to the Admissions Office in the Registrar's division together with proof of payment of the application fee. The Admissions Office will issue the candidate with a student number (if necessary) and an acceptance letter.
- (2) On registration the candidate will pay the registration fee and complete a registration form.
- (3) Candidates may also complete a tuition fee waiver form. This fee waiver form will be used to determine the amount of fees that may be waived in respect of the candidate, and the candidate must settle the balance within the prescribed time frames.

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- (4) The registration form must be signed by the HOD and it is then submitted to the Deans Office for finalization.
- (5) On completion of the abovementioned process the candidate is academically registered.

G27 Assessment

- (1) Senate, on the recommendation of the Faculty Board, shall appoint an external examiner for the Honours degree.
- (2) The final mark for a module other than the research paper comprises a continuous assessment component and a final examination.
- (3) The year mark may not comprise more than 40% of the final mark.
- (4) A final mark for a module of below 50% constitutes a fail.
- (5) The research paper is assessed through the examination of a final mini-dissertation or report that must be submitted by the end of semester two.
- (6) The examination may also include components such as an oral presentation of the research and seminar presentations as outlined in Departmental rules.
- (7) No re-examinations are held for modules, however, a student may be granted a special re-examination, which is conducted on the date specified in the Calendar, in a module if by passing that module he or she will complete the requirements for the qualification, provided that he or she
 - (a) was registered for that particular module in the preceding year; and
 - (b) obtained a minimum final mark of 40% in the module.
- (8) The final mark for the qualification will be derived from credit weighted marks for each of the modules. To obtain
 - (a) a pass, a final mark of at least 50% is required in all modules;
 - (b) a pass with merit, a final mark of at least 65% is required, with a subminimum of 55% in all modules, and the degree must have been completed in the minimum time;
 - (c) a pass with distinction, a final mark of at least 75% is required, with a subminimum of 60% in all modules, and the degree must have been completed in the minimum time.
- (9) Modules that are failed may be repeated and must be passed within a period of one year after the module is first failed in order to retain credit for the modules that have been passed, provided that
 - (a) if the failed module(s) is/are not compulsory then a substitute module(s) must be passed within a period of one year in order to retain credit for the modules passed, and
 - (b) if, after the period of one year, not all components have been passed the Honours qualification must be repeated in its entirety.
- (10) Substitute modules referred to in (10) above must be Honours-level modules and the Head of Department must approve the substitution. If a substitute module is selected from another Department the substitution must also be approved by the Head of the Department that offers the module.
- (11) Rechecking and remarking of examination scripts is permitted under the same provisions as Rule G16 above.

G28 Duration of the qualification and Interruption of Studies

- (1) The total duration of the qualification may not exceed one year for full-time students, and two years for part-time students unless Senate grants and extension.
- (2) The Dean of a relevant faculty may grant a student permission to place his/her studies in abeyance for a period of no more than one (1) year, however the student must re-register for the same qualification prior to the last date for re-registration in the presuming year.
- (3) Should the student fail to register in the subsequent year, she/he will have to apply *de novo* for admission and any period/s during which she/he was not registered for the qualification will be

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included when calculating the residential period of the student. The year in which the request for abeyance has been approved by the dean is not included when calculating the residential period of the student.

- (4) Applications for abeyance must be submitted in writing to the dean for a decision and communicated to the Office of the Registrar.

MASTER'S DEGREES

G29 Admission

- (1) While admission into any postgraduate programme is determined by the relevant rules and policies, admission into postgraduate study at the research Master's and Doctoral level is significantly influenced by the processes of pre-definition and work prior to formal application.
- (2) All candidates must first discuss their intended topic informally with the HOD and prospective supervisor.
- (3) If the HOD holds a preliminary view that the candidate meets the minimum academic requirements for admission and has the necessary academic maturity to enroll for the degree, that the proposed topic is suitable and that supervision capacity and other resources exist in the Department, the HOD will request the candidate to submit a statement of intent.
- (4) A statement of intent is not a research proposal but rather a preliminary document that assists the HOD in determining whether a candidate and the proposed research topic are suitable and whether the candidate can proceed to the proposal writing stage. It provides a brief background and contextualisation of the intended study as well as some evidence that the candidate has knowledge of research methodology at the appropriate level.
- (5) A statement of intent shall contain:
 - (a) A preliminary title
 - (b) The field of study
 - (c) The purpose of and rationale for the study
 - (d) An indication of the preliminary work that has been done to determine the suitability of the proposed topic for further in-depth research
 - (e) Broad time frames for the research
 - (f) Reasons why the candidate is suitable for conducting the type of research proposed
 - (g) Any other information that the candidate considers relevant in determining whether the intended research should proceed.
- (6) On receipt of the candidate's statement of intent, the HOD shall refer the statement to a prospective supervisor(s) with a view to determining whether:
 - (a) Suitable supervision capacity exists in terms of expertise and experience
 - (b) Potential supervisors are willing and able to accommodate the supervision within their current workloads and in compliance with institutional policy
 - (c) The nature and extent of the proposed research render the topic suitable for research towards the proposed postgraduate degree
 - (d) The candidate has the necessary motivation and academic background and/or experience in the field of study to undertake the proposed research
- (7) To assist in the decision, an HOD may, where appropriate, request a candidate to present the letter of intent to a departmental meeting or seminar.
- (8) The HOD shall approve the statement of intent only if the criteria mentioned in Clause 7.1.5 above have been met. In appropriate circumstances, where the failure to meet the criteria is not material, the HOD may request that the statement of intent be reworked and resubmitted.

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G30 Registration

- (1) On approval of the statement of intent, the candidate submits an application form (together with the SAQA certificate and/or the Conferment of Equivalent Status form, if applicable) to the Admissions Office together with proof of payment of the application fee. The Admissions Office will issue the candidate with a student number (if necessary) and an acceptance letter.
- (2) On registration the candidate will pay the registration fee and complete a registration form.
- (3) Candidates may also complete a tuition fee waiver form. The fee waiver form will be used to determine the amount of fees that may be waived for the candidate, and the candidate must settle the balance within the prescribed time frames.
- (4) The registration form must be signed by the HOD and it is then submitted to the Dean's Office for finalisation.
- (5) On completion of the abovementioned process the candidate is registered academically.
- (6) The deadline for registration is the date stipulated in the University Calendar.

G31 Deregistration

- (1) Underpinning the process of registration is the understanding that a postgraduate candidate will be required to develop an acceptable dissertation or thesis proposal to enable final academic registration. The format and requirements of such a proposal are set out in the Higher Degrees Guide.
- (2) Normally research proposals should be completed and accepted by the respective Faculty structures and ultimately by the appropriate Senate committees (the Higher Degrees Committee and the Research Ethics Committee) within the following time frames:
 - (a) A full-time Master's candidate should submit a research proposal within 4 months of registration and gain acceptance within 6 months;
 - (b) A full-time Doctoral candidate should submit a research proposal within 6 months of registration and gain acceptance within 8 months;
 - (c) A part-time Master's or Doctoral candidate (and a Coursework Master's candidate) should submit a proposal within 8 months of registration and gain acceptance within 12 months of first registration
- (3) The date of acceptance of a proposal is the date upon which approval of both the Higher Degrees Committee and the Research Ethics Committee has been obtained.
- (4) Should the time frames stipulated in Clause 7.3.2 not be met, the supervisor shall report the delay to the HOD, give reasons for the delay and suggest appropriate action to be taken in the matter. The HOD shall in turn report the matter to the committee charged with overseeing postgraduate degrees in the Faculty.
- (5) The relevant faculty committee shall consider the HOD's report and take appropriate action. Normally such action shall be de-registration of the candidate, but in appropriate circumstances the deadlines may be extended for no more than three months. No further extensions will be permitted.
- (6) A candidate whose proposal has not been accepted within the time frames set out in Clause 7.3.2 or any extended period granted in terms of Clause 7.3.5 shall be deregistered.

G32 Duration of qualification and Interruption of Studies

- (1) The Master's degree shall not be conferred on a candidate before at least one year has elapsed since the first registration of the degree.

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- (2) The Dean of a relevant faculty and Supervisor may grant a student permission to place his/her studies in abeyance for a period of no more than one (1) year, however the student must re-register for the same qualification prior to the last date for re-registration in the presuming year.
- (3) Should the student fail to register in the subsequent year, she/he will have to apply de novo for admission and any period/s during which she/he was not registered for the qualification will be included when calculating the residential period of the student. The year in which the request for abeyance has been approved by the dean is not included when calculating the residential period of the student.
- (4) Applications for abeyance must be submitted in writing to the dean of the relevant faculty and supervisor, who must both approve the request and approval must be communicated to the Office of the Registrar.

G33 Assessment

- (1) The assessment may consist of
 - (a) two or more written examination papers; or
 - (b) a dissertation; or
 - (c) written examination papers and a dissertation; or
 - (d) a dissertation and an oral examination.
- (2) If a written examination is required, it shall be conducted on the dates specified in the Calendar.
- (3) A student may not sit for the examination more than twice without the permission of Senate.
- (4) Senate, on the recommendation of the Faculty Board, must appoint two examiners, and one alternate.
- (5) The dissertation will be sent to the examiners only after the Dean of the Faculty has received
 - (a) a report from the Supervisor(s) that outlines relevant information concerning the research project that the examiners should be aware of;
 - (b) a letter confirming that the dissertation has been edited for the use of language; and
 - (c) a summary report from a recognised plagiarism detection service which confirms that the dissertation is acceptably free of plagiarism.
- (6) The Masters dissertation must be examined by at least two examiners, one of whom may be an academic staff member at the University of Zululand who has not been a Supervisor or co-Supervisor of the student. If no academic staff member at the University of Zululand has the necessary expertise then both examiners will be external.
- (7) The final mark for the Masters degree will be recommended to the Faculty Board by an Examination Committee, and the Supervisor (or co-Supervisor where there is one) must attend the meeting of the Examination Committee.
- (8) The Examination Committee may recommend one of the following outcomes
 - (a) the dissertation is accepted without changes;
 - (b) the dissertation is accepted subject to minor corrections being completed to the satisfaction of the Supervisor(s);
 - (c) the dissertation is referred back to the student for more extensive revision and resubmission, and reconsideration of reports by examiners; or
 - (d) the dissertation is failed.
- (9) In the case of (a), (b) or (d) above, the final mark will be based on the recommendations of the examiners.
- (10) In the case of (c) above, if the revised dissertation is subsequently passed, the dissertation will be awarded a final mark of 50%; if not, the final mark will be based on the recommendations of the examiners.
- (11) In the case of (b) above, a letter from the Supervisor, endorsed by the Head of Department, stating that all corrections and/or revisions requested by the examiners have been attended to, must be

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submitted to the Dean of the Faculty together with the revised dissertation, for forwarding to Examinations Section.

(12) To obtain

- (a) a pass, a final mark of at least 50% is required;
- (b) a pass with merit, a final mark of at least 65% is required;
- (c) a pass with distinction, a final mark of at least 75% is required.

G34 Dissertation for master's degree

- (1) A student must work under the supervision of a University Supervisor in the subject concerned unless Senate has approved otherwise.
- (2) If a Supervisor is appointed who is not attached to the University, Senate must appoint a co-supervisor who is an employee of the University.
- (3) The title of a dissertation is approved for a period of five years, after which the student must apply to Senate for an extension of time.
- (4) The title of the dissertation may be changed only with the approval of the Faculty Board.
- (5) No dissertation may be submitted
 - (a) without the approval of Senate; and
 - (b) without a letter from the Supervisor in which he or she recommends that the dissertation be accepted for examination.
- (6) By issuing the letter in (b) above the Supervisor does not imply that he or she recommends or approves the dissertation.
- (7) A dissertation which has previously been submitted for a degree at another university shall not be accepted, but material from the student's own published works may be incorporated into the dissertation.
- (8) The dissertation must show proof of the student's ability to work independently, and the language must be correct and the technical workmanship satisfactory.
- (9) A summary of not more than 500 words, in the language of the dissertation and in at least one other official language, must be included in the bound dissertation when it is submitted for examination.
- (10) When submitted, the dissertation must be accompanied by a declaration by the student regarding the extent to which it represents the student's own work, both in conception and in execution.
- (11) For examination purposes, a student must submit the dissertation in triplicate to the Registrar on or before the date specified in the Calendar if he or she intends to graduate the following year.
- (12) After approval of the dissertation, but before conferment of the degree, the student must submit, to the office of the Registrar, four bound copies and a digital version (saved on a CD or other suitable media) of the dissertation in pdf format.
- (13) A dissertation must be typed on non-transparent A4 paper, in at least one and a half spacing, with a margin of at least 2 centimetres on both sides of the page after the dissertation has been bound.
- (14) The dissertation must be bound in hard covers by means of a gluing process.
- (15) The title of the dissertation and the name of the candidate must appear on both the cover and the spine.
- (16) The title of the dissertation must bear the following inscription:
 - (a) (full title of dissertation)
 - (b) by (full name of student and student number)
 - (c) submitted to the Faculty of
in fulfilment or partial fulfilment of the requirements for the degree
of in the Department
of at the University of Zululand.
 - (d) Supervisor:
 - (e) Date submitted:

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- (17) If, on the date of presentation, a portion of the dissertation submitted has not been published, or is not being published in a manner satisfactory to the Faculty Board, Senate has the right to reproduce the work, in whole or in part, for purposes of research, however, Senate may waive this right on condition that the student makes arrangements for publication of the work in a manner which is to Senate's satisfaction.

DOCTORAL DEGREES

G35 Admission and registration

- (1) A Doctoral degree candidate, after consultation with the relevant Faculty, must submit the completed registration form together with the prescribed fees when applying for admission.
- (2) Acceptance of the prescribed fees does not imply acceptance of the candidate.
- (3) A candidate may apply at any time for admission, but the registration must be finalised and renewed annually on or before the date specified in the Calendar.
- (4) Application for admission and registration takes place at the KwaDlangezwa Campus only.
- (5) In the absence of any provision to the contrary in the relevant Faculty rules, a student must:
 - (a) have obtained a Master's degree in the discipline for which he or she wants to register; or
 - (b) have had equivalent status to a Master's degree conferred on him or her by virtue of rule G25; and
 - (c) satisfy Senate as to his or her proficiency in the discipline.
- (6) Admission is subject to the approval of Senate on the recommendation of the Faculty Board.

G36 Duration of qualification and Interruption of Studies

- (1) The degree may be conferred on a candidate only after a period of two years has elapsed since he or she registered for the degree, or such longer period as may be prescribed in the Faculty rules.
- (2) The Research Committee may grant a student permission to place his/her studies in abeyance for a period of no more than one (1) year, however the student must re-register for the same qualification prior to the last date for re-registration in the presuming year.
- (3) Should the student fail to register in the subsequent year, she/he will have to apply de novo for admission and any period/s during which she/he was not registered for the qualification will be included when calculating the residential period of the student. The year in which the request for abeyance has been approved by the dean is not included when calculating the residential period of the student.
- (4) Applications for abeyance must be submitted in writing to the supervisor for submission to the Research Committee for approval. The approval must be communicated to the Office of the Registrar.

G37 Assessment

- (1) The Faculty Board, on the recommendation of the Head of Department, must recommend to Senate the names of three examiners and one alternate examiner.
- (2) One of the examiners may be an academic staff member at the University of Zululand who has not been a Supervisor or co-Supervisor of the student.
- (3) If no academic staff member at the University of Zululand who has the necessary expertise is available then all examiners will be external.
- (4) It is preferable that at least one of the examiners is based at an institution outside of the borders of South Africa.

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- (5) The final examination consists of a thesis and, if so required by Senate or the examiners, an oral or written examination on the subject of the thesis or the subject as a whole.
- (6) No person may present himself or herself for the examination more than twice without the permission of Senate.
- (7) The thesis will be sent to the examiners only after the Dean of the Faculty has received –
 - (a) a report written by the Supervisor(s) that outlines relevant information concerning the research project that the examiners should be aware of;
 - (b) a letter confirming that the thesis has been edited for the use of language; and
 - (c) a summary report from a recognised plagiarism detection service which confirms that the thesis is acceptably free of plagiarism.
- (8) An Examination Committee, which the supervisor (or co-supervisor) must attend, must recommend the outcome of the degree to the Faculty Board.
- (9) The Examination Committee may recommend one of the following outcomes:
 - (a) the thesis is accepted without changes;
 - (b) the thesis is accepted subject to minor corrections being completed to the satisfaction of the promoter(s);
 - (c) the thesis is referred back to the student for more extensive revision, resubmission and reconsideration of reports by examiners; or
 - (d) the thesis is failed.
- (10) In the case of (b) above, a letter from the Supervisor, endorsed by the Head of Department, stating that all corrections and/or revisions requested by the examiners have been attended to, must be submitted together with the revised dissertation.
- (11) A thesis will only be classified as a pass or as a fail, and no final mark is awarded.

G38 Thesis

- (1) A student must work under the supervision of a University Supervisor in the subject concerned unless Senate has approved otherwise.
- (2) If a Supervisor is appointed who is not attached to the University, Senate must appoint a co-supervisor who is an employee of this University.
- (3) The title of a thesis is approved for a period of five years, after which the student has to apply to Senate for an extension of time.
- (4) The title of the thesis may be changed only with the approval of the Faculty Board.
- (5) No thesis may be submitted
 - (a) without the approval of Senate; and
 - (b) without a letter from the Supervisor in which he or she recommends that the dissertation be accepted for examination.
- (6) By issuing the letter in (b) above the Supervisor does not imply that he or she recommends or approves the thesis.
- (7) A thesis which has previously been submitted for a degree at another university shall not be accepted, but material from the student's own published works may be incorporated into the thesis.
- (8) The thesis must show proof of the student's ability to work independently, and the language must be correct and the technical workmanship satisfactory.
- (9) A summary of not more than 500 words, in the language of the thesis and in at least one other official language, must be incorporated into the thesis and must be included in the bound thesis when it is submitted for examination.
- (10) When submitted, the thesis must be accompanied by a declaration by the student regarding the extent to which it represents the student's own work, both in conception and in execution.
- (11) For examination purposes, a student must submit the thesis in triplicate to the Registrar on or before the date specified in the Calendar if he or she intends to graduate the following year.

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GENERAL CALENDAR

- (12) After approval of the thesis, but before conferment of the degree, the student must submit four bound copies and a digital version (saved on a CD or other suitable media) of the thesis in pdf format.
- (13) A thesis must be typed on non-transparent A4 paper, in at least one and a half spacing, with a margin of at least 2 centimetres on both sides of the page after the thesis has been bound.
- (14) The thesis must be bound in hard covers by means of a gluing process.
- (15) The title of the thesis and the name of the candidate must appear on both the cover and the spine.
- (16) The title of a thesis must bear the following inscription
 - (a) (full title of thesis)
 - (b) by (full name of student and student number)
 - (c) submitted to the Faculty of
in fulfilment or partial fulfilment of the requirements for the degree of
..... in the Department of
..... at the University of Zululand.
 - (d) Supervisor:
 - (e) Date submitted:
- (17) If, on the date of presentation, a portion of the thesis submitted has not been published, or is not being published in a manner satisfactory to the Faculty Board, Senate has the right to reproduce the work, in whole or in part for purposes of research, however, Senate may waive this right on condition that the student makes arrangements for publication of the work in a manner which is to Senate's satisfaction.

G39 General financial information

- (1) University fees are determined annually by the Council of the University.
- (2) Studying at the University of Zululand also includes, amongst other things, participation in student organizations, sporting activities and the utilization of the library and computer centre.
- (3) It is very important to meet your financial obligations to the University. The University cannot provide the necessary services, infrastructure and support to its students if students do not honour their obligations.
- (4) Students are only considered to have completed the registration process after satisfying the academic requirements as prescribed by the Office of the Registrar and are not entitled to attend classes or write examinations until fees have been paid or satisfactory arrangements have been made with the Finance Department. Registration will be terminated if the appropriate fees have not been paid and arrangements in this regard have not been made.
- (5) A student with an unpaid balance from a previous semester will not be permitted to register in a subsequent term until his or her account has been paid or satisfactory arrangements have been made with the Finance Department.
- (6) It is expected that each student who registers at the University of Zululand will be familiar with the contents of the Calendar and will accept responsibility for meeting curriculum requirements, accurate completion of registration and related forms and compliance with published dates and deadlines.
- (7) Students should ensure that they have made adequate provision for the purchase of books and stationery. A minimum amount of R2000.00 per annum is suggested for this purpose. A bookshop is available on the Main Campus. A credit facility at the bookshop with a limit of R2000.00 is included on student's accounts and will be incorporated into the total annual fees payable. This facility is only available for Main Campus students.
- (8) Fees are subject to revision from time to time.
- (9) Receipt of fees does not imply registration or a contract.

APPENDIX 1

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Disciplinary Code: Students (VC P1)

Annexure A1: Disciplinary Guidelines (Residences)

Annexure B: Managing and Preventing Acts of Plagiarism (RI P5)

Annexure C: Rules Governing Examinations, Tests and other Academic Assignments (S1104/12)



UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

Disciplinary Code: Students

| | | | |
|--------------------------------|-------------------|----------------------|-------------------|
| POLICY NUMBER | VC P1 | POLICY OWNER | Vice-Chancellor |
| OVERSEEING COMMITTEE(S) | | Manco → Council | |
| APPROVAL DATE | 12 September 2013 | REVISION DATE | 12 September 2017 |

| POLICY STATEMENT |
|---|
| This policy provides guidelines regarding student discipline. |

UNIVERSITY OF ZULULAND

DISCIPLINARY CODE: STUDENTS

CONTEXT

Paragraph 65 of the Statute of the University of Zululand stipulates as follows with regard to Student Discipline:

65. Student discipline

- (1) Registered students are subject to the disciplinary measures and procedures applicable to students as determined by this Statute and the Rules.
- (2) The disciplinary measures and provisions applicable to students as described in the Rules and contemplated by section 36 of the Act, may be changed by Council after consultation with Senate and the SRC as provided for in section 32(2)(d) of the Act.
- (3) If the Vice-Chancellor, who is the chief disciplinary officer of the University, is of the opinion that the circumstances of a specific case warrant it, he or she may perform some or all of the actions performed by the Registrar in terms of the Disciplinary Code or, alternatively, he or she may delegate the authority to perform these functions to another employee or an independent external person.
- (4) The definition of misconduct, the composition of the various disciplinary committees and their duties, the procedures followed during a disciplinary hearing and the various disciplinary measures that may be imposed, as well as the lodging of an appeal shall be set out in the Rules and made available to all students.
- (5) Where a student has been found guilty of misconduct and the disciplinary measure applied by the University leads to suspension or termination of his or her studies at the University, or his or her expulsion from a University residence, the student concerned shall forfeit all claims to a refund or a rebate on fees paid or payable to the University.

The Disciplinary Code: Students (the Code) of the University of Zululand represents the Rules with regard to student discipline at the University, as contemplated in paragraph 65(2) and (4) of the Statute, and shall, subject to the provisions of the Statute and the Rules, apply to all registered students of the University.

The University resolved to take a firm position against all acts of plagiarism and consequently developed and approved Rules ("Policy and Procedure on Managing and Preventing Acts of Plagiarism", attached to this Code as Annexure B) to manage and prevent acts of plagiarism. All alleged misconduct of students pertaining to plagiarism will therefore be dealt with in accordance with said Rules.

Experience has also shown that a large number of disciplinary enquiries are the result of contraventions of the "Rules Governing Examinations, Tests and Other Academic Assignments". These Rules are attached to this Code with a view to informing students of the contents thereof and to alert them to the serious consequences of misconduct associated with examinations, tests and academic assignments.

PREAMBLE: DISCIPLINARY CODE

Central to the academic stature of the University is the quality and integrity of its academic, research and community engagement programmes. Multiple other factors, however, impact on the academic stature of the institution. Important factors are the behaviour of students and the policies, programmes and practices applied by the institution to regulate such.

The Code is an important institutional instrument to steer the behaviour of students with a view to developing and preparing them to become well-rounded people and responsible citizens of the country. The ultimate goal is to guide and assist students to embrace a value framework and institutional culture showing due respect for the constitutional rights of people and the Rules of the University.

The Code provides for a variety of disciplinary measures to be applied, depending on the circumstances of each case. The vast majority of these measures are designed to afford students the opportunity to correct their behaviour, whilst continuing with their studies. Incidences of serious misconduct, however, must be dealt with firmly and appropriate disciplinary measures might have far-reaching impact on the future of a student at the University and/or other universities. Certain incidences of misconduct may also compel or otherwise prompt the University to report an incident to the South African Police Service for investigation and action, and/or to pursue a particular matter in a court of law or other appropriate forum.

The Code furthermore promotes the fair and lawful adjudication of disciplinary matters and the imposition of suitable disciplinary measures. The processes and procedures imbedded in the Code are also aligned with the institutional aspiration to initiate and finalise disciplinary matters as soon as possible.

The Code is an important instrument whereby the University gives effect to its responsibility to implement all reasonable measures to protect the interests of students, members of staff, contractors and members of the public on its premises.

The Code also has as its objective the promotion and protection of the interests of the University as an educational institution.

The Code is not intended to be an exhaustive, catch-all set of rules and regulations providing for every conceivable objectionable and/or punishable act by a student. The rules and regulations below will therefore not be assigned an overly literal or strict interpretation. When the conduct of a student is being assessed, the determining factor will always be the objective aim of a rule or regulation.

This Code, including Annexure A (*Disciplinary Code for Students: University of Zululand Residences*), Annexure A1 (*Disciplinary Guidelines: Residences*), Annexure B (*Policy and Procedure on Managing and Preventing Acts of Plagiarism*) and Annexure C (*Rules Governing Examinations, Tests and Other Academic Assignments*) may be reviewed from time to time, as contemplated in paragraph 65 (2) of the Statute, and is therefore subject to change.

INTERPRETATION

In this Code, unless expressly stipulated otherwise, or the context indicates the contrary:

- Words importing genders include all genders; the singular includes the plural and *vice versa*; and natural persons include all categories of legal entities;
- Any word or term defined in the Code shall bear the same meaning throughout the Code and the Annexures thereto, except where a different meaning is assigned to it in an Annexure by way of a separate definition.

DEFINITIONS

The following terms shall have the meanings assigned to them hereunder and similar expressions shall have corresponding meanings:

"Appeals Committee" means the committee appointed in accordance with paragraph 1.6 of the Code;

"Chairperson" means the Chairperson of the Disciplinary Committee (Students) appointed in accordance with paragraph 1.4;

"Code" means the Disciplinary Code: Students, including all Annexures thereto, as approved by Council;

"Constitution" means the Constitution of the Republic of South Africa, Act No 108 of 1996;

"Copyright and Other Intellectual Property Rights" means the rights protected in accordance with relevant legislation;

"Dependency-inducing Substance" means the substances defined in Section 1 of the Drugs and Drug Trafficking Act, Act No 140 of 1992, or any statutory modification thereof, or any supplementary law or law passed in substitution thereof;

"Disciplinary Code: Students" see **"Code"**;

"Disciplinary Code for Students: University of Zululand Residences" or **"Residence Code"** means the disciplinary code and disciplinary guidelines attached to the Code as Annexures A and A1 and approved as such by the Council of the University;

"Disciplinary Committee (Students)" means the committee composed in accordance with paragraph 1.4 of the Code;

"Disciplinary Enquiry" means the process described in the Code to investigate and adjudicate the alleged misconduct of a registered student;

"Final Year of Study" means the academic status of a student as determined by the Registrar in accordance with the Rules of the University;

"Fine" means the amount determined by the Council of the University from time to time and imposed by an adjudicatory body in terms of the Code as an appropriate disciplinary measure;

"Legal Practitioner" means a person suitably qualified to practise as a lawyer in terms of applicable South African legislation for legal practitioners;

"Legal Representative" means a legal practitioner, a lecturer in a law department at the University, a registered student of the University with a legal qualification, or a student enrolled for a legal qualification at the University in his/her final year of study;

"Legal Qualification" means a formal legal qualification recognised as such by South African qualification authorities;

"Misconduct" means the conduct of students described in paragraph 1.1 of the Code and paragraph 7.2 of the Disciplinary Code for Students: University of Zululand Residences;

"Practical Experience" means at least 2 (two) years' experience in legal practice or 2 (two) years' experience as a lecturer in a law faculty or law department at a tertiary institution;

"Registrar" means the person appointed by the Council of the University as such in accordance with the provisions of the Higher Education Act, Act No 101 of 1997, as amended, and the Statute and Rules of the University, and any person acting in the said capacity;

"Residence Code" means the **"Disciplinary Code for Students: University of Zululand Residences"**;

"Rules" means the collective term for all the policies, protocol, codes of conduct, regulations and directives of the University as approved by the Council, the Senate or any other authorised body of the University, or by any official or employee with appropriate delegated authority;

"Statute" means the Statute of the University as approved by the Minister of Higher Education and Training, or his successor in title, and duly published in the Government Gazette;

"University" means the University of Zululand, a public higher education institution and juristic person established in terms of the Higher Education Act, Act No 101 of 1997, as amended;

"Vice-Chancellor" means the person appointed by the Council of the University as such in accordance with the provisions of the Higher Education Act, Act No 101 of 1997, as amended, and the Statute and Rules of the University, and any person acting in the said capacity.

1.1 MISCONDUCT

The following constitutes misconduct in terms of this Code:

If a student –

- 1.1.1 contravenes, or attempts to contravene, any Rule of the University;
- 1.1.2 refuses to obey, or acts contrary to, any lawful instruction or request by any fellow student, member of staff, contractor of the University, or any other person who is in a position of authority or to whom authority is delegated by the University;
- 1.1.3 is guilty of intentional or negligent conduct which results in:
 - 1.1.3.1 the good name of the University being brought into disrepute or otherwise compromised;
 - 1.1.3.2 the maintenance of order and discipline at the University being prejudiced or otherwise compromised;
 - 1.1.3.3 the proper course of teaching, research and/or community engagement at the University being prejudiced or otherwise compromised;
- 1.1.4 unlawfully infringes on another person's human rights, as contained in the Bill of Rights (Chapter 2) of the Constitution;
- 1.1.5 on University or University-controlled premises, or at any other location while attending a University-related activity or representing the University or where such a student may be seen to represent the University or may

- otherwise be identified as a student of the University, performs an act which is an offence in terms of South African law, or conducts himself or herself in an indecent or improper manner, or performs any act that may bring the good name of the University into disrepute;
- 1.1.6 in University context, infringes on the Copyright or other Intellectual Property Rights of the University or any other person or entity, provided that acts of plagiarism, as contemplated in the Rules pertaining to "*Policy and Procedures Managing and Preventing Acts of Plagiarism*", shall be adjudicated in accordance with said Rules;
- 1.1.7 in University context, –
- 1.1.7.1 acts in a dishonest manner, or attempts to act in a dishonest manner, which includes, without limiting the generality of this provision, theft, unauthorised possession of property, bribery, fraud, forgery, perjury or presenting false or misleading statements;
 - 1.1.7.2 intimidates and/or assaults, or attempts to intimidate and/or assault any person, or engages in fighting;
 - 1.1.7.3 makes misrepresentations with regard to any administrative process, which includes, but is not limited to, the following: misrepresentations regarding academic and other records; degree, diploma or any other certificates; illness; persuading, or attempting to persuade, the University to administratively act in a way that the University would not, or probably would not, have acted in the absence of such misrepresentations; and/or
 - 1.1.7.4 counterfeits a document, and/or presents a counterfeit document as a legitimate one, changes an existing document, or forges another person's signature on any document;
- 1.1.8 possesses and/or uses property of the University, or property under the University's control, unlawfully or without permission, or damages such property in a manner that may give rise to liability for damages;
- 1.1.9 enters or occupies, or attempts to enter or occupy, any University or University-controlled premises or building or part thereof, without permission;
- 1.1.10 in any manner infringes, or attempts to infringe, on University or University-controlled premises, or at a University-related function or activity (at any location), or in circumstances where he or she represents or may be seen to represent the University, or may be identified as a student of the University, on the freedom of movement of a student, a member of staff, a contractor of the University, or a member of the public;
- 1.1.12 conducts himself or herself in an insulting, indecent or improper manner towards a student, a member of staff, a contractor of the University, or a member of the public, on University or University-controlled premises or at a University function or activity (at any location) or in circumstances where he or she represents or may be seen to represent the University, or may be identified as a student of the University;
- 1.1.13 in contravention of the provisions of South African law or a Rule of the University, unlawfully possesses, distributes, buys, sells, uses, and/or is under the influence of a dependency-inducing substance while present on University or University-controlled premises or at a University-related function or activity (at any location), or in circumstances where he or she

- represents or may be seen to represent the University, or may otherwise be identified as a student of the University;
- 1.1.14 accepts or attempts to obtain any benefit or information or access to information in an inappropriate manner;
 - 1.1.15 intentionally or negligently supplies false or incorrect information and such actions are to the detriment, or potential detriment, of the University;
 - 1.1.16 assists, or attempts to assist, or encourages another student to commit an act which constitutes misconduct; and/or
 - 1.1.17 refuses to subject him- or herself to the approved disciplinary processes of the University and/or fails to comply with any disciplinary measure imposed on him or her by an authorised disciplinary committee or body.

1.2 PROCEDURE IN CASE OF MISCONDUCT

1.2.1 General

- 1.2.1.1 In case of an alleged transgression of this Code, a charge of misconduct shall be laid with the Office of the Registrar.
- 1.2.1.2 The Registrar may inform the parents, or legal guardian of a student (notwithstanding the student having reached the legal age of majority), in a manner in which the Registrar deems appropriate, of any disciplinary investigation and/or proceedings initiated or completed involving the student;
- 1.2.1.3 The Registrar may appoint a University staff member (full-time or part time), or a person from outside the University with appropriate legal qualifications and practical experience, to act as an initiator in proceedings before the Disciplinary Committee (Students).
- 1.2.1.4 When the Registrar is of the opinion that a formal charge(s) of misconduct against a student is warranted, disciplinary processes against the student as set out below shall be commenced with.

1.2.2 Expedited informal procedure

- 1.2.2.1 The Registrar may, after due investigation of alleged misconduct, at his or her sole discretion and by agreement with the student, finalise the matter and impose an appropriate disciplinary measure, provided that the expulsion of a student from the University, or a University or University-controlled residence, and /or the permanent deprivation of a student of any privilege or benefit associated with his registration, must be confirmed by the Vice-Chancellor.
- 1.2.2.2 The Registrar shall, in instances where an agreement as contemplated in paragraph 1.2.2.1 is not reached, refer the matter for a formal disciplinary enquiry.

1.2.3 Temporary suspension or removal of a student from University-controlled premises, or a University or University-controlled residence, pending a disciplinary procedure

- 1.2.3.1 If reasonable grounds exist to believe that a student has committed misconduct of a serious nature, the Registrar may suspend a

student temporarily from the University and/or a University or University-controlled residence, or deny a student access to any or all University-controlled premises pending the finalisation of a disciplinary investigation.

- 1.2.3.2 The Registrar is entitled to act in the manner set out above, where he or she is of the reasonable opinion that the suspension of the student is necessary in order to maintain the order and discipline on the premises of the University and/or to protect the interests of the University, the student involved, other students, members of staff, contractors of the University and the public.
- 1.2.3.3 The Registrar must inform the student in writing of his or her intention to suspend him or her temporarily.
- 1.2.3.4 The student shall be entitled to make verbal representations to the Registrar, should he or she be of the opinion that the grounds referred to in paragraph 1.2.3.1 and 1.2.3.2 above do not exist, or do not justify his or her temporary suspension, or that other compelling reasons exist why the intended suspension should not be effected.
- 1.2.3.5 The Registrar shall consider the above-mentioned representations and exercise his or her discretion in a fair and just manner, taking into account all relevant circumstances.
- 1.2.3.6 The Registrar must inform the student in writing of his or her final decision with regard to the intended suspension, after consideration of the students representations, as referred to in paragraph 1.2.3.4.

1.2.4 Procedure: Formal plea and agreed disciplinary measure

- 1.2.4.1 Where a student is formally charged by the University with misconduct and the student, before the disciplinary enquiry has commenced –
 - i) admits to the charge(s) against him or her; and
 - ii) enters into a plea and disciplinary measure agreement with the University,the Registrar shall, subject to the provisions of paragraph 1.2.2.1, follow the procedure described in paragraph 1.2.4.2, provided that the agreed disciplinary measure is in accordance with paragraph 1.3 below.
- 1.2.4.2 The charge(s), admission of guilt and disciplinary measure imposed shall be noted and recorded by the Registrar in the presence of the student, or the student and his or her parent or legal guardian, or the student and his or her legal representative, as the case may be.
- 1.2.4.3 The Registrar must refer the matter for a formal disciplinary enquiry in accordance with this Code, should it at any time become evident that the student may not be guilty of the charges against him or her, or that the student wishes to revisit his or her decision regarding the plea and disciplinary measure agreement.

1.2.5 Formal disciplinary procedure

- 1.2.5.1 If a charge against a student has been formulated as envisaged in paragraph 1.2.1.4 and the student denies the charge(s) against him or her, the Registrar must convene a disciplinary enquiry by the Disciplinary Committee (Students). This Committee will determine whether the student is guilty of the alleged misconduct and decide on appropriate disciplinary measures in accordance with this Code.
- 1.2.5.2 The written charge(s) shall be compiled and delivered to the student concerned indicating the date, time and venue when the student has to answer to the charge(s).
- 1.2.5.3 A student shall be entitled to be accompanied by his or her parent(s) or legal guardian and/or legal representative during the disciplinary enquiry. The student may only be represented at the disciplinary enquiry by a legal representative. The Chairperson of the Disciplinary Committee (Students) may, at his or her discretion, give permission to a third party, other than the parent(s), the legal guardian of the student, or a legal representative to assist the student. A student's parent(s) or legal guardian, or any third party as referred to herein, will only be allowed to provide general support to the student and shall not be permitted to represent the student.
- 1.2.5.4 Should the student wish to obtain the services of a legal representative, such services shall be obtained entirely at his or her own expense. The name and contact details of such legal representative must be submitted to the Registrar before the date of the disciplinary enquiry. Neither the University, nor the student shall have any claim against each other pertaining to the costs incurred by a party in respect of legal representation.
- 1.2.5.5 The procedure followed during any particular disciplinary proceeding shall be determined by the Chairperson of the Disciplinary Committee (Students), taking into account the rules of natural justice and fair administrative process. This would, *inter alia*, include:
 - i. providing the student with full details of the charge(s) against him and the related supporting documentation, as applicable;
 - ii. affording the student and his or her legal representative reasonable (not less than 5 working days) time to prepare for the proceedings;
 - iii. advising the student, appearing before the Disciplinary Committee (Students) without legal representation, that he or she is not compelled to incriminate him- or herself;
 - iv. appropriate questioning by the Chairperson to ensure that the student understands the charge(s) against him or her and to enter a plea of guilty or not guilty to the charge(s), as the case may be;
 - v. permitting the University and the student to call witnesses to give evidence in their favour and to submit any other relevant documentation and information;
 - vi. permitting the University and the student to lead evidence in chief and to cross-examine each other's witnesses;

- vii. permitting the University and the student to submit their final submissions to the Committee before the decision of the Committee (guilty or not guilty) is handed down;
 - viii. permitting the University to present aggravating, and the student to submit mitigating circumstances, in the instance where the student is found guilty of misconduct;
 - ix. informing the student of the relevant internal processes (including any appeal process), which he or she may pursue in the event of being found guilty as well as the possible outcome of such processes; and
 - x. providing to the student, upon request within a reasonable time (within 5 working days), written reasons for any decision made by the Disciplinary Committee (Students).
- 1.2.5.6 The Disciplinary Committee (Students) shall keep minutes of the proceedings in a manner that it deems appropriate.
- 1.2.5.7 After handing down its decisions, and providing reasons for its decisions, if so requested, the Disciplinary Committee (Students) has completed its function.

1.3 DISCIPLINARY MEASURES

1.3.1 Upon finding a student guilty of misconduct and having heard evidence in aggravation and mitigation, the Chairperson may impose any one, or a combination, of the following disciplinary measures:

- 1.3.1.1 reprimand the student;
- 1.3.1.2 temporarily, or permanently, deprive the student of any right or privilege associated with his or her registration as a student at the University;
- 1.3.1.3 impose a fine, not exceeding the amount determined from time to time for this purpose by the Council of the University on recommendation of the Vice-Chancellor, and/or order the student to pay an amount equalling the amount of the actual damage caused by the student, and/or to re-reimburse any other party for damages suffered as a consequence of the student's actions;
- 1.3.1.4 compel the student to perform community service within or for the benefit of the University for a specified number of hours, as is deemed to be reasonable, given the nature and seriousness of the transgression and the evidence presented to the Disciplinary Committee(Students);
- 1.3.1.5 deny the student the right or privilege to register for a particular module, or revoke a credit obtained in a module;
- 1.3.1.6 suspend the student's registration for a specified period;
- 1.3.1.7 permanently expel a student from the University;
- 1.3.1.8 deny the student the privilege of re-registering as a student at the University;
- 1.3.1.9 suspend the award of any degree, qualification and/or other award pending the finalisation of any disciplinary proceeding or the expiry of any suspended disciplinary measure, or compliance with any sanction or measure;

- 1.3.1.10 recommend to Senate and Council the revocation of any qualification or award; and or
- 1.3.1.11 recommend to Management the referral of the student to a registered clinic or other institution, depending on the circumstances, for appropriate treatment.
- 1.3.2** The Chairperson may suspend any of the above disciplinary measures, wholly or in part, on the condition that the student adheres to, or complies with any measure imposed.
- 1.3.3** The Registrar shall inform the student in writing of the outcome of the disciplinary enquiry as soon as possible after the conclusion thereof, where after the imposed disciplinary measure(s) shall take effect.
- 1.3.4** If an appeal against a decision of the Disciplinary Committee (Students) is lodged in terms of paragraph 1.5, the Registrar may, in appropriate circumstances, suspend any disciplinary measure imposed by the Disciplinary Committee (Students) pending the result of the appeal.

1.4 DISCIPLINARY COMMITTEE (STUDENTS)

- 1.4.1** The Disciplinary Committee (Students) consists of the Chairperson and 2 (two) additional members.
- 1.4.2** The Chairperson shall be appointed from the ranks of the following categories of persons:
 - 1.4.2.1 University staff (full-time or part time) with legal qualifications and practical experience, or
 - 1.4.2.2 External persons with legal qualifications and practical experience.
- 1.4.3** The additional members of the Disciplinary Committee shall be appointed from the ranks of the academic staff, in the case of academic matters, and all members of staff, in the case of all other matters.
- 1.4.4** The Chairperson and the additional members of the Disciplinary Committee (Students) are appointed by the Registrar, in consultation with the Vice-Chancellor or his or her authorised representative, for a particular disciplinary enquiry. The Registrar may appoint alternate members as appropriate in the circumstances.
- 1.4.5** All disciplinary investigations and proceedings (which shall include appeal procedures) are of a strictly confidential nature and shall be treated as such by all the parties attending the proceedings as well as the staff involved in the processes pertaining to disciplinary enquiries. The aforesaid confidentiality obligation shall extend to any documentation utilised or information disclosed for purposes of a disciplinary enquiry. The University reserves the right to obtain a written undertaking of confidentiality from any involved party.
- 1.4.6** The University may inform the university community appropriately of incidents of misconduct, or trends identified by the University, and the disciplinary measures applied, provided that the students and staff involved may not be identified in such communications.
- 1.4.7** The Registrar must take appropriate steps to ensure consistency in the application of disciplinary measures at the University as a whole.

1.5 APPEAL PROCEDURE

1.5.1 A student may appeal against the finding and/or the disciplinary measures imposed by the Disciplinary Committee (Students) in accordance with the following procedure:

- 1.5.1.1 The student may appeal to the Appeals Committee by lodging a written notice of appeal with the Office of the Registrar.
- 1.5.1.2 The written notice of appeal shall be lodged with the Registrar not later than 5 (five) working days after the decision of the Disciplinary Committee (Students) has been communicated to the student. The University may require an undertaking from the student to carry the costs incurred by the University to prepare the record of the proceedings of the Disciplinary Committee (Students).
- 1.5.1.3 The grounds of appeal must be furnished in the notice of appeal and must indicate clearly whether the appeal is lodged against the finding and/or the disciplinary measure.
- 1.5.1.4 On receipt of the notice of appeal, a copy thereof shall be submitted to the Chairperson of the Disciplinary Committee (Students), whereupon the Chairperson shall prepare a response within a reasonable time and submit it to the Registrar.
- 1.5.1.5 The Registrar shall then arrange for the appeal to be heard as soon as possible by the Appeals Committee as composed in accordance with paragraph 1.6.
- 1.5.1.6 The Appeals Committee may confirm, alter or set aside any finding and shall be entitled to suspend, increase or reduce any disciplinary measure imposed by the Disciplinary Committee (Students). Should the Appeals Committee set aside the finding and/or disciplinary measures imposed by the Disciplinary Committee (Students), or reduce the disciplinary measures imposed on the student, any amount paid by the student in accordance with paragraph 1.5.1.2 above shall be refunded.
- 1.5.1.7 The appeal shall be decided on the basis of the documentation before the Appeals Committee and no verbal representation on behalf of the student or the University shall be allowed.

1.6 APPEALS COMMITTEE

1.6.1 The Appeals Committee consists of:

- 1.6.1.1 A Deputy Vice-Chancellor of the University designated by the Senate, or in the absence of Deputy Vice-Chancellors, any other person designated by the Senate, who shall act as Chairperson;
- 1.6.1.2 Two academic members of staff elected by the Senate from its ranks for a term of 2 (two) years, provided that at least one member must have a legal qualification and appropriate practical experience; and
- 1.6.1.3 Senate may elect as many alternates for members of the Appeals Committee as it deems appropriate.

- 1.6.2** A person who served on the Disciplinary Committee (Students) in respect of a particular matter may not serve in any capacity on the Appeals Committee.

1.7 GENERAL

- 1.7.1** If a student refuses, or fails to attend a disciplinary hearing without an acceptable reason, the hearing may continue in his or her absence in a manner which the Disciplinary Committee (Students) deems appropriate.
- 1.7.2** Where a student's misconduct also constitutes a breach of the professional or ethical code of a profession, the University shall, upon request by the professional body and/or if compelled by law, provide relevant information pertaining to a disciplinary enquiry involving a particular student. The consent of the relevant student shall be obtained before the release of any information, should it be required by law.
- 1.7.3** In the event that a student is guilty of misconduct which also constitutes a criminal offence, the University shall be entitled (and in certain circumstances may be legally obliged) to report the matter to the South African Police Service.
- 1.7.4** Any reference to the Registrar of the University in this Code shall, unless the context indicates differently, include the Registrar's representative, authorised to perform the respective functions of the Registrar as set out in this Code.
- 1.7.5** A student may be found guilty of misconduct if the Disciplinary Committee (Students) is on a balance of probabilities of the view that the student had indeed committed the alleged misconduct.

1.8 JURISDICTION AND PRECEDENCE

- 1.8.1** Nothing in this document shall prohibit the Council of the University from promulgating separate or supplementary disciplinary codes and procedures to regulate the conduct of students in any constituent part of the University, or with regard to any specific manifestation of misconduct.
- 1.8.2** Adjudicating bodies have the jurisdiction as determined in the respective codes.
- 1.8.3** All registered students of the University are subject to the general disciplinary rules and procedures laid down in the Code and the Policy and Procedure on Managing and Preventing Acts of Plagiarism, which rules and procedures shall take precedence over any rules and/or procedures contained in any other Code or regulation.. In the event of any conflict between the rules and procedures of the Disciplinary Code: Students and the Policy and Procedure on Managing and Preventing Acts of Plagiarism, the rules and procedures of the Disciplinary Code: Students shall take precedence.
- 1.8.4** The provisions of the Act and the Statute take precedence over any Rule of the University.

1.9 AMENDMENTS

- 1.9.1** Amendments to this Code will have no effect unless it is approved by the

Council of the University.

- 1.9.2 Council may only amend the Code after due process, as prescribed by the Higher Education Act, Act 101 of 1997, as amended, and the Statute of the University, have been followed.

1.10 ANNEXURES TO THE CODE

| | |
|--------------|--|
| Annexure A: | Disciplinary Code for Students: University of Zululand Residences |
| Annexure A1: | Disciplinary Guidelines: Residences |
| Annexure B: | Policy and Procedure on Managing and Preventing Acts of Plagiarism |
| Annexure C: | Rules Governing Examinations, Tests and Other Academic Assignments |

DISCIPLINARY CODE FOR STUDENTS: UNIVERSITY OF ZULULAND RESIDENCES

CONTEXT

The Disciplinary Code for Students: University of Zululand Residences (hereafter the "Residence Code") set out below will govern discipline and related matters in University-controlled Residences.

1. DEFINITIONS

In the Residence Code, unless it is expressly stipulated otherwise, or the context indicates another meaning, the following terms shall have the meanings assigned to them hereunder and similar expressions shall have corresponding meanings:

"Chairperson of the Residence" means the chairperson of the House Committee of a Residence, or a person with a similar title, depending on the tradition and practice of a particular Residence;

"Dean of Students" means the person designated by the University with the responsibilities associated with student affairs;

"Disciplinary Committee (Students)" means the committee appointed by the University in accordance with the Disciplinary Code: Students to adjudicate student disciplinary matters and which, for purposes of the Residence Code, may also be referred to by way of the acronym "DCS";

"Disciplinary Enquiry" means the process described in this Residence Code to investigate and adjudicate the alleged misconduct of a residence student;

"Fine" means the amount of money determined by the Council of the University from time to time, and imposed by an adjudicatory body in terms of this residence Code as an appropriate disciplinary measure;

"Head of Residences" means a staff member of the University, appointed by the University to oversee, manage and control the students, their structures and all other aspects of Residence life at the University;

"Head of the Residence" means a staff member of the University appointed by the University to oversee, manage and control the students in a particular Residence;

"House Committee" means the committee appointed by the Residence's management and constituted in accordance with the applicable University and Residence management rules, policies and procedures, and which for purposes of this Residence Code may also be referred to by way of the acronym "HC";

"Residence" means any place of student accommodation controlled and/or managed by the University;

"Residence Code" means the Disciplinary Code for Students: University of Zululand Residences and its Annexures; and

"Residence Disciplinary Committee" means the committee set out and constituted in accordance with paragraph 3.1, and which for purposes of this Residence Code may also be referred to by way of the acronym "RDC".

2. APPLICATION OF THE RESIDENCE CODE AND MATTERS INCIDENTAL THERETO

- 2.1 All students in Residences are subject to the general disciplinary rules and procedures laid down in the Code, which rules and procedures shall enjoy precedence over any rules and/or procedures contained in the Residence Code or otherwise laid down by the management of any Residence, and in the event of any conflict the rules and procedures of the Code shall enjoy precedence.
- 2.2 Each Residence shall determine its own house rules, which shall only become effective and binding if accepted by a majority of residents at a Residence meeting. The rules and procedures contained in the Code and the Residence Code shall enjoy precedence over any such house rules and in the event of any conflict the rules and procedures of the Code or the Residence Code, as the case may be, shall enjoy precedence.

3. COMPOSITION OF THE RESIDENCE DISCIPLINARY COMMITTEE (RDC)

- 3.1 The RDC of a Residence shall be constituted as follows:
 - 3.1.1 The Head of Residences, who shall also act as Chairperson of the RDC;
 - 3.1.2 The Head of the Residence;
 - 3.1.3 The Chairperson of the Residence;
 - 3.1.4 The HC member for discipline;
 - 3.1.5 Two other senior residents of the particular Residence, who shall at least be at a 3rd (third) year level of study, appointed by the Head of Residences;
- 3.2 The requirement for a member of a Residence's HC to act as the HC member for discipline does not imply that a Residence needs to establish a separate portfolio assigned solely to overseeing discipline in the Residence, and such function may be allocated to any current HC member by the Head of the Residence.
- 3.3 The official duties of the HC member for discipline may be delegated to another HC member for purposes of any gathering or meeting of the RDC.
- 3.4 The Head of Residences may only be replaced as the Chairperson of the RDC by the Dean of Students, or his or her authorised representative.

4. DUTIES AND POWERS OF THE HOUSE COMMITTEE MEMBER FOR DISCIPLINE

The HC member for discipline's responsibilities, in addition to such other duties as may from time to time be assigned to him or her by the HC, shall include the following:

- 4.1 Investigating all complaints of a disciplinary nature and relating to any student resident in the relevant Residence, that is reported to the HC member for discipline;
- 4.2 Deciding, subject to the provisions of paragraph 5 and in consultation with the relevant Head of the Residence and the Chairperson of the Residence, whether a particular student should be charged with misconduct as set out in this Residence Code. A decision by the aforementioned functionaries not to proceed with a disciplinary investigation, shall not preclude the Head of Residences or another authorised official or authorised forum (such as the Disciplinary Committee

- (Students)), to proceed with a disciplinary enquiry, should such an official or forum deem it appropriate in the circumstances;
- 4.3 Arranging, in consultation with the Head of Residences, the Head of the Residence and members of the HC, meetings of the RDC;
 - 4.4 Preparing a charge sheet, setting out in sufficient detail the charges against a student, and serving the charge sheet on the student in question;
 - 4.5 Preparing and providing timeously any documentation that will be presented by the HC member for discipline at a RDC hearing as evidence to substantiate any charge or charges against a student (i.e. a student charged with misconduct should be furnished with such documentation in advance of the RDC hearing to enable the student to prepare him or herself appropriately for the meeting of the RDC);
 - 4.6 Ensuring that the disciplinary measures imposed by the RDC on any student are properly and timeously executed;
 - 4.7 Keeping a complete written record of all cases of misconduct (i.e. where a student is found guilty of misconduct) as well as disciplinary measures imposed by the RDC;
 - 4.8 Referring all disciplinary matters outside the jurisdiction of the RDC to the Head of Residences who shall refer all such matters to the Dean of Students. The Dean of Students shall, in turn, refer the matter to an appropriate forum.

5. TEMPORARY SUSPENSION OF A STUDENT FROM A RESIDENCE AND THE SUSPENSION OF A HOUSE COMMITTEE MEMBER FROM DUTIES

- 5.1 If the Head of Residences reasonably believes that a student has committed serious misconduct which justifies his or her temporary suspension from the Residence pending the finalisation of a disciplinary investigation, the Head of Residences must, as soon as possible, report the matter to the Dean of Students. The Dean of Students must refer the matter, together with all such documentation as may be relevant, to the office of the Registrar for consideration.
- 5.2 The Registrar shall, as soon as possible after receiving the above referral from the Dean of Students, decide whether or not the student in question should be temporarily suspended from the Residence and shall inform the Dean of Students and the Head of Residences of his or her decision in this regard. Before the suspension is finalised, the student must be afforded the opportunity to make submissions to the Registrar. Temporary suspensions shall commence at the date and time determined by the Registrar, upon which the student in question shall immediately leave the Residence.
- 5.3 Any matters referred to the Registrar as set out in paragraphs 5.1 and 5.2 shall be referred by the Registrar to the Disciplinary Committee (Students) for adjudication and the RDC shall have no jurisdiction in such matters.
- 5.4 In the case of a HC member being accused of misconduct, the Head of Residences may, in consultation with the relevant Head of the Residence, and subsequent to the HC member in question being informed of the complaints against him or her and the HC member being afforded the opportunity to make submissions in this regard, temporarily relieve the HC member of his or her duties (but with retention of his or her position) pending the finalisation of a disciplinary investigation.
- 5.5 Alleged misconduct of HC members must be dealt with in accordance with the Code. Should a HC member be found guilty by a disciplinary enquiry, he/she will automatically be relieved of his/her membership of the HC, unless the Disciplinary Committee (Students) explicitly rules otherwise.

6. DUTIES AND POWERS OF THE CHAIRPERSON OF THE RDC

- 6.1 The chairperson of the RDC shall formulate in writing the verdict on the charge(s) (i.e. guilty or not guilty) and finding on sanction (if applicable) reached by the RDC pursuant to a Disciplinary Enquiry, and shall furnish reasons for the verdict and the disciplinary measure imposed (if applicable).
- 6.2 The chairperson of the RDC shall provide the Dean of Students with a written copy of the finding(s) set out in paragraph 6.1 within 2 (two) working days.
- 6.3 The chairperson of the RDC may, after consultation with the other members of the RDC, at any time during a RDC hearing discontinue the proceedings and refer the matter to another appropriate forum to be dealt with anew, should it emerge that –
 - 6.3.1 such a referral would be in the best interest of the student charged with misconduct, and/or the relevant Residence, and/or the University or otherwise in the interest of justice;
 - 6.3.2 the charge(s) before the RDC fall outside the jurisdiction of the RDC; or
 - 6.3.3 there are other compelling reasons for such a referral.
- 6.4 In the event of a decision to refer the matter to another forum in accordance with paragraph 6.3, the Chairperson of the RDC shall inform the Dean of Students who in turn shall be responsible for referring the matter to the next appropriate forum.

7. JURISDICTION OF THE RESIDENCE DISCIPLINARY COMMITTEE

- 7.1 The RDC shall have no jurisdiction in respect of any matter referred to the Registrar by the Head of Residences in terms of paragraph 5.
- 7.2 The RDC's disciplinary powers are limited to violations of or non-compliance with –
 - 7.2.1 the Disciplinary Code for Students: University of Zululand Residences;
 - 7.2.2 the house rules of a particular Residence;
 - 7.2.3 the provisions of the accommodation contract between the student and the University;
 - 7.2.4 instructions or directives issued by the Head of Residences or the Head of the particular Residence;
 - 7.2.5 policies, procedures or protocols applicable to a particular Residence or Residences in general.
- 7.3 If a resident student violates any provision referred to in paragraphs 7.2.1 to 7.2.5, and such violation also amounts to misconduct as contemplated in the Code, the RDC may exercise concurrent jurisdiction, provided that –
 - 7.3.1 the RDC's disciplinary powers are adequate to impose an appropriate disciplinary measure in the particular instance, taking into account factors such as the nature and severity of the alleged misconduct, the complexity of the matter, etc.;
 - 7.3.2 allegations of misconduct against HC members and the repeated misconduct of a resident student, shall be referred to the Disciplinary Committee (Students);
 - 7.3.3 the alleged misconduct does not justify the suspension of the student from a Residence, as contemplated in paragraph 5;
- 7.4 Should the RDC, during the course of any RDC hearing, conclude that –
 - 7.4.1 the specific matter, taking into account all relevant factors, exceeds its disciplinary powers;

- 7.4.2 the alleged transgression amounts to misconduct that justifies the suspension of the student from a Residence as contemplated in paragraph 5;
the matter must be referred to the Registrar for action in accordance with the Code.
- 7.5 All matters pertaining to the unauthorised entrance to and the occupation of residence facilities must be referred to the Registrar for action in accordance with the Code.

8. POWERS AND DUTIES OF THE RESIDENCE DISCIPLINARY COMMITTEE (RDC)

- 8.1 The RDC is competent to impose any one, or a combination of, the following disciplinary measures:
 - 8.1.1 A fine not exceeding the amount determined by the Council of the University from time to time;
 - 8.1.2 A written warning or final written warning;
 - 8.1.3 Relieving a student from any official position on any Residence committee or similar body, with due observance of the fact that the RDC has no jurisdiction to adjudicate complaints against members of the serving HC;
 - 8.1.4 Suspending the student from participating in some or all activities of the Residence, for a specified period of time not exceeding 3 (three) months with due observance of the seriousness of the misconduct, the disciplinary record of the student in the Residence and the particular circumstances of the case;
 - 8.1.5 Ordering the student to pay an amount equalling the amount of the actual damage caused by the student and/or to re-reimburse any other party for damages suffered as a consequence of the student's actions;
 - 8.1.6 Referring the matter in accordance with paragraph 7.4 to the Disciplinary Committee(Students);
 - 8.1.7 Instructing the student to perform community service within, or for the benefit of the particular Residence, for a period not exceeding 50 (fifty) hours with due observance of the seriousness of the misconduct, the disciplinary record of the student in the Residence and the particular circumstances of the case.
- 8.2 The provisions of paragraph 8.1 must be read in conjunction with the Disciplinary Guidelines: Residences attached to the Residence Code as Annexure A1.
- 8.3 Any conduct of a student that amounts to a failure to observe or act in fulfilment of disciplinary measure(s) imposed by the RDC, shall constitute misconduct which must be referred to the Disciplinary Committee (Students) for adjudication, and such conduct may, depending on the circumstances, justify suspension of a student from a Residence by the Disciplinary Committee (Students).
- 8.4 All residence students are subject to the Residence Code and to the authority of the RDC and the failure or refusal of any such student to subject himself or herself to this Residence Code or the authority of the RDC, shall constitute misconduct which must be referred to the Disciplinary Committee (Students) for adjudication and such conduct may, depending on the circumstances, justify suspension of a student from a Residence by the Disciplinary Committee (Students).
- 8.5 The RDC shall ensure that a complete written record is kept of all cases adjudicated by the RDC, indicating the misconduct, the finding of the RDC (i.e. whether the

student was found guilty or not) as well as detail of the disciplinary measure(s) imposed by the RDC.

9. PROCEDURE AT RESIDENCE DISCIPLINARY COMMITTEE HEARINGS

- 9.1 Residence-related complaints against a residence student shall be reported to the HC member for discipline of the Residence and/or the Head of the Residence.
- 9.2 A notice to appear at a disciplinary hearing must be in the format prescribed by the Residence management structures. The notice must specify the date, time and venue of the disciplinary hearing and provide sufficient detail of the charge(s) against the student (identifying the specific incident involving the student or the alleged conduct of the student) to enable the student to understand the exact nature of the charge(s) against him or her and to prepare him- or herself for the appearance before the RDC.
- 9.3 A student shall be given at least 2 (two) working days advance notice of the disciplinary hearing.
- 9.4 The proceedings at a disciplinary hearing shall at all times comply with the rules of natural justice (affording the student the opportunity to be heard) and good administrative practice (upholding substantive and procedural fairness).
- 9.5 The disciplinary enquiry shall be of an inquisitorial nature. The Chairperson of the RDC and its members shall by way of questioning of the student and/or any witness called by any party and/or by considering any other allowable form of evidence, establish the factual situation and, for purposes of aggravation or mitigation, the circumstances pertaining to the alleged incident and/or behaviour of the student. The HC member for discipline shall assist the RDC with regard to logistical and administrative matters and may, with the permission of the Chairperson of the RDC, suggest possible lines of questioning.
- 9.6 A student may only be found guilty of a charge against him or her if the RDC is on a balance of probabilities of the opinion that the student had committed the alleged misconduct.
- 9.7 A verdict of the RDC is determined by a majority vote of the RDC members and, in the event of the votes being divided equally, the Chairperson of the RDC shall have the casting vote.
- 9.8 The Chairperson of the RDC shall, as soon as possible after the conclusion of the disciplinary enquiry, record the verdict of the RDC (i.e. guilty or not guilty), its finding on an appropriate disciplinary measure(s) and the reasons for its conclusion(s). The Chairperson shall make the necessary arrangements for the conclusion(s) of the RDC to be conveyed to the student.

10. APPEAL PROCEDURE

- 10.1 A student found guilty of misconduct by the RDC may lodge an appeal against the finding and/or disciplinary measure(s) imposed on him or her.
- 10.2 The appeal must be lodged with the Dean of Students, provided that –
 - 10.2.1 the appeal is submitted within 5 (five) working days after the conclusions of the RDC have been conveyed to the student; and

- 10.2.2 the appeal is lodged in writing, specifying whether the student is appealing against the finding and/or the disciplinary measures imposed, as well as the grounds for the appeal.
- 10.3 The Dean of Students must inform the Chairperson of the RDC of the appeal and request a written response within a reasonable time from the Chairperson. The Dean of Students, after considering the grounds of appeal and the written response thereto prepared by the Chairperson of the RDC, shall confirm, alter or set aside any finding (if the student appealed against the finding) and shall be entitled to nullify, increase or reduce any disciplinary measure imposed (if the student appealed against the disciplinary measure imposed).
- 10.4 A student who continues to contest the outcome of the procedures contemplated in paragraphs 10.2 and 10.3, may request the referral of the matter to the Registrar for reconsideration, provided that the matter is so referred within 5 (five) working days after the Dean of Students' written decision had been conveyed to the student. The Registrar, after considering the matter on account of the evidence submitted to the RDC, the grounds for the appeal, the response of the Chairperson of the RDC, the ruling of the Dean of Students, the grounds for the referral and the response of the Dean of Students, may –
- 10.4.1 confirm, alter or set aside any finding;
 - 10.4.2 nullify, increase or reduce any disciplinary measure imposed; or
 - 10.4.3 make any other decision as the Registrar may deem appropriate.
- The decision of the Registrar concludes the internal processes pertaining to a disciplinary enquiry of the RDC.

11. RIGHTS OF AN ACCUSED STUDENT

- 11.1 A student appearing before the RDC shall be treated fairly and equally with due observance of the constitutional rights of the student and the principles of natural justice and fair administrative processes.
- 11.2 An accused student shall have the right to be assisted by a fellow student in preparing for, and handling his or her defence, at a disciplinary enquiry. The fellow student shall not be permitted to represent (act on behalf of) an accused student during a disciplinary enquiry.
- 11.3 An accused student shall be deemed innocent until his or her guilt is proven on a balance of probabilities at a disciplinary enquiry.

12. REPORTING OF DISCIPLINARY COMPLAINTS

- 12.1 Any student, member of staff, contractor of the University or member of the public may report alleged misconduct of a residence student to the HC member for discipline of the Residence and/or the relevant Head of the Residence and request that the matter be further investigated.
- 12.2 The HC member for discipline and the Head of the Residence may of their own accord lodge a disciplinary complaint against a student with the RDC.

13. DISCIPLINARY GUIDELINES: RESIDENCES

The guidelines set out below relate to possible transgressions and the proposed disciplinary measure to be imposed in respect thereof, but do not make provision for every conceivable transgression and should moreover not be construed as stipulating that a specific disciplinary measure as indicated below must be imposed when a particular transgression is committed. Discipline must therefore be applied with discretion, with due observance of the circumstances of every case and in accordance with the general spirit of this Residence Code.

| TRANSGRESSION | GUIDELINE | |
|---|---|--|
| 1. Less Serious Misconduct "Petty transgressions", including disturbance of the peace; swearing; transgressions of restroom/bathroom rules, recreational area/common room rules, foyer rules, or dining hall rules. | 1st transgression 2nd transgression 3rd transgression | RDC hearing – written warning and/or maximum fine of RXX. RDC hearing – final written warning and/or maximum fine of RXX and/or letter addressed to parents / legal guardian. Referral to DCS – possible expulsion from particular Residence and/or all University Residences. |
| 2. Medium-level Misconduct Examples: Conduct prejudicial to the good name, reputation and/or interests of the University and/or Residence; use of alcohol in unauthorised areas. | 1st transgression 2nd transgression | RDC session – final written warning and/or fine of RXX and/or letter addressed to parents/legal guardian. Referral to DCS – possible expulsion from particular Residence and/or all University Residences. |
| 3. Serious Misconduct Examples: Assault; fighting, racism; dishonesty; violation of any safety and/or security measures; vandalism; victimisation; intimidation; permitting unauthorised visitors and/or visitors outside prescribed visiting times | 1st transgression | Referral to DCS – possible expulsion from particular Residence and/or all University Residences. |



UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

ON

MANAGING AND PREVENTING ACTS OF PLAGIARISM

| | | | |
|--------------------------------|--|----------------------|------------------------------|
| POLICY NUMBER | RI P5 | POLICY OWNER | DVC: Research and Innovation |
| OVERSEEING COMMITTEE(S) | University Research Ethics Committee → Senate → Council | | |
| APPROVAL DATE | 07 June 2013 | REVISION DATE | 07 June 2016 |

POLICY STATEMENT

The University is responsible for developing and promoting academic integrity and improving trust in scholarly work, and for preventing plagiarism in educational and research material. This Policy articulates the University's resolve to take a firm position against all acts of plagiarism and sets out the processes and procedures that will create awareness of plagiarism issues, monitor all acts of plagiarism and will enable transgressions to be acted upon in a uniform manner across the Institution.

REVISION HISTORY

| CURRENT APPROVAL CYCLE | | | |
|--|--------------|------------------------------|----------|
| POLICY NUMBER: | RI P5 | SENATE NUMBER(S): | S1080/18 |
| DATE OF APPROVAL BY THE UNIVERSITY OF ZULULAND RESEARCH ETHICS COMMITTEE: | | | |
| DATE OF SENATE APPROVAL: | | 07 December 2012 | |
| DATE OF COUNCIL APPROVAL: | | 07 June 2013 | |
| EFFECTIVE DATE FOR IMPLEMENTATION: | | 07 June 2013 | |
| NEXT REVISION DATE: | | 07 June 2016 | |

| APPROVAL HISTORY | | | |
|-------------------------|---------------------|---------------------------------|--------------------------|
| DATE OF FIRST APPROVAL: | | 07 June 2013 | |
| POLICY NUMBER | SENATE NUMBER(S) | SENATE / MANCO REVISION DATE | COUNCIL APPROVAL DATE |
| | | | |
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| RELATED POLICIES | |
|------------------|---------------------------|
| POLICY NUMBER | NAME OF POLICY |
| | Research Policy |
| | Ethics Policy |
| | Higher Degrees Policy |
| | Student Disciplinary Code |
| | Staff Disciplinary Code |

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SECTION A: POLICY

1 PURPOSE AND RATIONALE

Plagiarism constitutes a breach of academic integrity and compromises and undermines the values and processes by which knowledge is created, shared and evaluated. Such breach not only cast suspicion upon the integrity of the individuals involved, but also damage the reputation of the academic community. The University of Zululand (“the University”, “UNIZULU”, “the Institution”) therefore has a responsibility to uphold academic integrity and to promote trust in scholarly work undertaken at the Institution and to prevent plagiarism within the Institution.

This Policy and Procedures on Managing and Preventing Acts of Plagiarism (“the Policy”) articulates the University’s resolve to promote academic integrity and to take a firm position against all acts of plagiarism. Its purpose is to establish consistent guidelines and procedures on how plagiarism at UNIZULU can be monitored and prevented at undergraduate, postgraduate and research levels in order to enhance academic integrity and ethical behaviour from the onset of a student’s and a researcher’s academic career.

The Policy’s premise is that acts of plagiarism do not necessarily stem from dishonesty and therefore adopts a nuanced approach that allows for formative, corrective and punitive approaches depending upon the particular circumstances. Accordingly, it sets out processes and procedures for creating awareness of plagiarism issues, for educating and monitoring, and for acting upon transgressions in a uniform manner across the Institution. Effective policy implementation will also enhance UNIZULU’s image as a quality academic institution.

The Policy is necessary for the following reasons:

- To get a shared and clear understanding of the nature of plagiarism
- To emphasise the need to educate the University community about plagiarism and its impact on them and the Institution
- To provide for monitoring, detection and prevention mechanisms and processes
- To establish uniform procedures for dealing with instances of plagiarism that comply with the principles of natural justice
- To contribute to academic integrity within the Institution
- To improve the quality of research at UNIZULU
- To augment the attributes of the University’s graduates
- To enhance the University’s academic reputation

The Policy should be read together with institutional codes of conduct, the Research Ethics Policy, the Disciplinary Codes for staff and students, and the Postgraduate Handbook. Referencing conventions within a particular academic discipline should also be considered.

2 SCOPE

This Policy applies to all persons who perform academic and administrative work at or on behalf of the University, where such work can reasonably be seen to be associated with the University and where the act of plagiarism has impacted or has the potential to impact upon the University's academic and administrative reputation and/or standing. Without limiting its scope, the Policy has particular relevance to the conduct of academic and administrative staff, academic assistants and tutors, research fellows and associates, staff of entities affiliated or associated with the Institution, and undergraduate and postgraduate students.

3 DEFINITIONS

Category A Transgressions

First-time, minor infringements, often associated more with incorrect citation and referencing. Such instances usually stem from ignorance or lack of academic maturity and are seldom intentional. Such cases are usually restricted to undergraduate students in their first or second years of study.

Category B Transgressions

(a) Repeated Category A offences, or to relatively minor offences at a more senior academic level than second year; (b) first-time, more serious offences, irrespective of a student's year of study, where the offence would not attract a penalty of more than the loss of a Duly Performed (DP) certificate; (c) first-time minor offences perpetrated by postgraduate students; or (d) first-time minor offences perpetrated by members of staff. Category B offences are not necessarily committed intentionally.

Category C Transgressions

Major, serious infringements by students or infringements by staff; in circumstances where they acted intentionally or negligently; or failure on the part of staff members to take reasonable steps to ensure that they comply with their obligations to prevent plagiarism as stipulated in this policy.

Ethics

A set of principles of correct conduct, in this instance, in the academic environment of teaching and learning and research. It involves morality and specific moral choices to be made by a student, lecturer or researcher. Ethics are reflected in rules and standards directing the actions and conduct of a person or the members of the

University.

Plagiarism

Plagiarism is the act of submitting or presenting work, study material, assignments, research work or inventions of someone else, irrespective of its source, as one's own creation; in some instances, even where credit or acknowledgement is given to the original source.¹ Plagiarism where a researcher makes use of his or her own previously-published work, without proper reference to the original work, is called self-plagiarism. (Note that fault is not part of the definition. A person's intention, negligence or innocence is not relevant to determining whether conduct constitutes plagiarism.²)

Plagiarism Detection

Processes and procedures used to identify acts of plagiarism with the assistance of relevant detection tools such as anti-plagiarism software.

Plagiarism Prevention

Steps that reduce acts of plagiarism through education, creation of awareness, prevention and monitoring.

Postgraduate student

A student registered to do a postgraduate diploma, or an Honours, Master's or doctoral degree, irrespective of whether it is a coursework or research qualification.

Researcher

A person who researches at the University and/or who produces research output in the name of or under the auspices of the University, irrespective of whether he or she is a staff member or student and could include Research Fellows, research associates, collaborators, co-authors and external supervisors of postgraduate students.

Undergraduate student

A student registered for an undergraduate degree, diploma or certificate programme.

¹ Examples of conduct that may fall within the definition include:

- Using the direct words of another without using quotation marks (even where the passage is referenced)
- Unacknowledged copying of a sentence or two of text; or copying more extensive blocks of text
- Syndication of a single piece of work by more than one student (except where the assignment task is a legitimate group assignment)
- Borrowing and using another person's assignment (with or without his or her knowledge and permission)
- Submitting an entire essay from another person or from the Internet; or infringing copyright

² However, these factors become material when determining the nature of any remedial or punitive action.

4 GUIDING PRINCIPLES AND VALUES

The following principles govern the University's approach to the identification and management of plagiarism and will inform any decisions and processes taken to ensure compliance with this Policy:

- 4.1 The University has a responsibility to uphold academic integrity and to promote trust in scholarly work undertaken at the Institution.
- 4.2 Academic activity within the Institution shall be conducted with scholarly integrity and excellence. Plagiarism constitutes a breach of academic integrity and compromises and undermines the values and processes by which knowledge is created, shared and evaluated.
- 4.3 Instances of plagiarism cast suspicion not only upon the integrity of the individuals involved, but also upon the reputation of the University and its academic community.
- 4.4 Plagiarism is not only an issue in the academic sphere. The principles apply equally for ensuring that administrative work is conducted with integrity.
- 4.5 Acts of plagiarism do not necessarily stem from dishonesty. In a society where preparation for academic endeavour is inadequate, different levels of academic maturity should be recognized and policies and rules should cater for such different situations by taking in to account, in appropriate instances, possible lack of awareness of applicable standards and inadequate academic preparation in respect of the referencing protocols.
- 4.6 In a learning institution, the obligation for creating awareness and educating students about plagiarism and its impact on them and the institution is paramount. Although plagiarism prevention is a group effort, academic staff members have a particular obligation to in this regard.
- 4.7 Plagiarism cases are not all the same and circumstances may dictate that ostensibly the same conduct should be treated differently. For example, a violation of academic integrity by a staff member or a postgraduate student may amount to no more than an academic misdemeanor in the first assignment of a first-year student; work submitted in the course of supervision is not a finished product and provides opportunity for education and remedial action; repeated offences would attract more serious responses; and disciplinary conventions might dictate that what constitutes plagiarism in one discipline does not attract the same reprobation in another.

- 4.8 A nuanced developmental approach should be adopted in formulating remedial action and it must at all times be borne in mind that in a learning environment space should be made to accommodate mistakes and/or breaches of rules. Inculcating self-discipline should take precedence over imposing discipline upon another and a formative or corrective approach to remedial action should always be considered in the first instance. Punitive action should normally be reserved for serious and/or repeated violations, or where a person's academic maturity would give rise to higher standards having been set.
- 4.9 The precepts of the Constitution and the principles of natural justice must govern procedures for acting upon transgressions. Accordingly, rules and the consequences of their breach must be certain, clear and known to the alleged transgressor; and compliance and remedial standards and procedures shall be uniform, transparent and evenly applied.
- 4.10 Compliance oversight should be conducted in a spirit of promoting research endeavours and the dissemination of results.

5 STRUCTURES FOR OVERSEEING COMPLIANCE OF THIS POLICY

- 5.1 The University's research ethics oversight structures comprise the following:
- (a) Senate
 - (b) The University of Zululand Research Ethics Committee (UZREC).
 - (c) Faculty Boards
 - (d) Faculty Research Ethics Committees (FRECs)
 - (e) Committees and Tribunals constituted in term of this clause
- 5.2 The structures mentioned in Clause 5.1 operate as a collective and any of them may, without derogating from their overall responsibilities, perform certain of their functions and obligations through other committees, or special ad hoc committees or tribunals set up for specific purposes.
- 5.3 The committees established to implement this Policy have discretion to deviate from strict application of the relevant ethical guidelines where exceptional circumstances or common sense dictate, provided that the basic principles underlying this Policy are not compromised.
- 5.4 It is important to note that Senate and the committees that oversee plagiarism focus primarily on research conducted at the University and the degrees and/or programmes that the University offers. They have the usual powers associated with dealing with academic matters. Where findings may impact

upon contractual relations between the University and the person involved, additional processes in terms of the appropriate codes would have to be instituted. Such processes cannot, however, override or supplant the conclusions reached regarding issues of academic integrity.

- 5.5 **Senate** has overall oversight in respect of research integrity, but may delegate this function, in terms of this and other policies,³ to the Research Ethics Committee (UZREC) and other committees that are accountable to that Committee (eg. Faculty Research Ethics Committees (FRECs)).
- 5.6 The **University Research Ethics Committee (UZREC)** implements, oversees and monitors research integrity at the University, including plagiarism, and shall
 - (a) Provide guidance on the interpretation and implementation of this Policy
 - (b) Receive faculty reports regarding Category A and B plagiarism in their faculties
 - (c) Act upon Category C transgressions
 - (d) Constitute ad hoc Plagiarism Tribunals to deal with specific instances
 - (e) Where necessary and/or appropriate, constitute ad hoc Plagiarism Tribunals to deal with specific instances
 - (f) Annually report to Senate on matters concerning plagiarism
 - (g) Periodically review the content and the implementation of this Policy
- 5.7 **Departmental Plagiarism Committees** are committees constituted by Heads of Department to oversee and implement this Policy within a department, and to deal with Category A transgressions. The membership will vary according to the size and needs of the Department.
- 5.8 **Faculty Research Ethics Committees (FRECs)** oversee and implement this Policy within faculties, receive departmental reports regarding Category A plagiarism cases and act upon Category B transgressions. They may constitute ad hoc Faculty Plagiarism Tribunals to deal with specific instances.
- 5.9 Senate shall nominate two members from each faculty, who shall be academics, to serve on the **Senate Plagiarism Panel**. Panel members may from time to time be called upon to serve on tribunals constituted to deal with Category C transgressions or appeals from Faculty Plagiarism Tribunals.
- 5.10 In instances of Category C transgressions, the Chairperson of the UZREC shall constitute a **Plagiarism Tribunal** to deal with the matter. In such instances the Plagiarism Tribunal shall comprise three members: The UZREC

³ For example, the Research Ethics Policy.

Chairperson and two members drawn from the Senate Plagiarism Panel, one of whom shall be a member of the faculty in which the alleged plagiarism occurred and the other from another faculty.

- 5.11 A Plagiarism Tribunal may also be constituted to adjudicate appeals in respect of Faculty tribunal decisions. In such instances the membership of the Plagiarism Tribunal shall be drawn entirely from the Senate Plagiarism Panel, with one member from the faculty involved and two from other faculties.
- 5.12 The Plagiarism Tribunal shall report its findings to Senate via the UZREC.
- 5.13 A person who has been found guilty of a Category C transgression, may appeal the Plagiarism Tribunal's decision. In such instances a **Plagiarism Appeals Tribunal** shall be constituted comprising the Vice-Chancellor or a Deputy Vice-Chancellor as the Chairperson and two members of the Senate Plagiarism Panel who were not part of the original decision. The Plagiarism Appeals Tribunal shall report its findings to Senate via the UZREC. Subject to the overriding authority of Senate, its decisions shall be final and no further appeals shall be entertained.
- 5.14 In instances of Category C transgressions involving staff, the Plagiarism Tribunal, alternatively the UZREC, may, in addition to taking action in respect of the academic transgression, refer the matter to the Executive Director, Human Resources for possible disciplinary action in terms of the Staff Disciplinary Code.

6 ROLES AND RESPONSIBILITIES

6.1 Academic staff

- 6.1.1 Academic staff members are responsible for creating awareness and for putting preventative measures in place
- 6.1.2 All lecturers must be able to use and apply programs used to detect plagiarism
- 6.1.3 Departmental Heads must report acts of plagiarism to the Deans of Faculties and the Deans will ensure that the Plagiarism Policy and procedures are duly implemented
- 6.1.4 Supervisors of postgraduate students and their research work are expected to follow the university policy on postgraduate supervisory practice and should, when reviewing drafts of students' work, be vigilant in identifying potential plagiarism; and insist on students attending workshops that will familiarize them with best practice and the use of plagiarism detection software and databases.

6.2 Students

- 6.2.1 During the first two years of study students must follow orientation and awareness programmes to educate them about plagiarism
- 6.2.2 All postgraduate students should follow the procedure to check scholarly work for possible plagiarism whereafter a Plagiarism Declaration Form (Annexure B) must be completed.

6.3 Academic support

The Research Office, the Library and Information Services Division, the Academic Development Unit and the Information Communication Technology Division will co-operate to ensure availability of orientation sessions and programmes, as well as software licensing and maintenance of approved detection programmes.

6.4 Faculty and Departmental Plagiarism Monitoring and Prevention

- 6.4.1 FRECs are responsible for overseeing and coordinating awareness and preventative activities within their faculties and shall liaise with the designated persons in each department to ensure that appropriate steps are taken to implement this Policy.
- 6.4.2 Deans and Heads of Department must ensure that staff members are aware of the contents of the Policy and academic staff members are in turn obliged to educate their students in respect of their responsibilities in terms of this Policy.
- 6.4.3 At the beginning of each academic year Heads of Department should identify staff members who will oversee and implement this Policy in their departments, particularly regarding awareness training and taking preventative measures, and who will be available to assist other staff in dealing with Category A cases, and identifying Category B cases for referral to the FREC or Category C cases for referral to the UZREC.

7 DEALING WITH PLAGIARISM

7.1 Awareness and training

- 7.1.1 Staff and students must be made aware of plagiarism and its consequences and the importance that the University attaches to the detection and prevention of plagiarism. The educational role is an ongoing and shared one and it is incumbent upon University and faculty managers, Heads of Department, lecturers, supervisors and

tutors to make a concerted and sustained effort to make the University community aware of their obligations.

- 7.1.2 Departments and academic staff must appreciate the importance of their roles in assisting students to acquire the academic discourse and their responsibility for taking active steps to provide students with an explanation as to why and how sources are used and cited in building academic integrity. In addition, because the nature of referencing and plagiarism is usually context-specific, departments, in collaboration with institutional support structures such as the Research Office, the Academic Development Unit and the Library and Information Services, are responsible for ensuring that students fully understand the nature of legitimate academic practice, of what constitutes illegitimate practice, and the potential consequences of such conduct, in that particular discipline.
- 7.1.3 It is particularly important that students are alerted to the nature of plagiarism, are informed that it constitutes a serious offence, and are informed about the disciplinary procedures that are in place for dealing with suspected cases. Such information should not only be provided to them at the beginning of their studies, but there should be constant reminders afterwards.
- 7.1.4 Without limiting the nature of any educational programme that the UZREC or any other body or person might wish to follow, the following specific tasks should be undertaken:
 - (a) The Research Office and Library staff shall conduct regular plagiarism workshops for staff and students
 - (b) Faculty Research Ethics Committees shall supplement the University workshops with faculty-specific programmes
 - (c) Departments shall expose students to the concept and the consequences, and train them on the citation, referencing and presentation conventions applicable to their disciplines.
 - (d) Departments are encouraged to refer students and staff to the useful information literacy- and plagiarism prevention workshops provided by the Library.
 - (e) The topic must be covered during departmental induction activities for new students. Such training could occur either in lectures or during the regular tutorial programme or in specialised sessions designed for this purpose. Students are alerted to the nature of plagiarism, are informed that it constitutes a serious offence, and are informed about the disciplinary procedures that are in place for dealing with suspected cases.
 - (f) Such training should not occur at the first-year level only, but must be reinforced at each subsequent level, including postgraduate levels.

- (g) Faculty and departmental student handbooks and study guides must contain information on plagiarism and its consequences, and how material from such sources as books, articles, the Internet and the work of other students, may and may not be used in the preparation of assignments, dissertations, publications and theses. Guidelines as to the extent of the loss of marks and other penalties for plagiarism (where such are appropriate) should be agreed by departments and should be made available to the students in handouts and study guides.
- (h) All postgraduate students must attend at least one workshop on plagiarism and the contents of this Policy during the course of their studies towards a postgraduate degree, which shall become a prerequisite (DP requirement) for obtaining a postgraduate degree.
- (i) In addition, supervisors must ensure that postgraduate students are aware of their obligations and responsibilities, and the supervision meeting minutes must record the fact that the supervisor has counselled the candidate in this regard.

7.2 Preventative measures

- 7.2.1 The University will purchase the rights to use acceptable and lawful text-matching, similarity-checking software, or to use an internet-based text-matching database to assist staff and students in cross-checking material and identifying situations where submitted material matches previously-submitted material or previously-published sources.
- 7.2.2 Members of staff are compelled, in terms of their professional commitment to best academic practice, to be on the lookout for cases of plagiarism, and to deal with any such cases in accordance with this Policy and its procedures. Staff should be open to various detection and monitoring approaches.
- 7.2.3 Monitoring and detection material should not be used only to detect possible plagiarism in final products. In line with the developmental and educational objectives of this Policy, such mechanisms should also serve to assist staff and student authors to improve their writing and referencing skills and to prevent instances of plagiarism in the final product.
- 7.2.4 In compliance with this principle of promoting academic integrity, all postgraduate material submitted for final examination must be accompanied by a statement not only that the material constitutes the author's original work, but preferably also that it had been subjected to the University's text-matching and/or similarity-checking procedures to confirm that the work is original.

7.3 Punitive measures

- 7.3.1 The principle of legality, a standard principle underpinning punitive action, must be applied in all cases. In terms of this principle, a person should not be sanctioned in respect of rules that did not exist at the time the conduct was perpetrated, or that are not known to that person. It is therefore important, before punitive steps are taken, that the entire University community, staff and students, are made aware of this Policy, the plagiarism concept and the consequences of committing an act of plagiarism.
- 7.3.2 In compliance with the principles of natural justice, punitive action must be uniform, consistent, impartial and equitable in their application. In addition, given the academic nature of the offence, punitive action should have a strong developmental focus, while not ignoring the other disciplinary objectives of punishment, which are to reprimand and discipline the individual, to regulate that person's behaviour and the behaviour of the University community generally, and to deter the person and others from engaging in such conduct in future.
- 7.3.3 In line with this Policy's objectives, a gradual, incremental approach to punishing acts of plagiarism should normally be followed, determined by the nature of the offending conduct and the academic maturity of the individual involved.

8 SPECIFIC INSTANCES INVOLVING STAFF AND/OR RESEARCHERS

8.1 Introduction

- 8.1.1 Although the concepts of plagiarism, plagiarism prevention and referencing are sometimes not well understood by staff, such knowledge is an inherent requirement of an academic staff member's job. It is therefore incumbent upon all academic staff members to become acquainted with this Policy and the obligations it imposes upon them in them. Ignorance of the nature and content of an inherent job requirement cannot constitute an excuse. Staff members are therefore encouraged to acquaint themselves regarding plagiarism and to attend training events that the University offers from time to time. Academic staff members have an additional responsibility to ensure that their conduct serves as model academic behaviour for their students.
- 8.1.2 As far as the members of the academic staff are concerned, it is important that staff themselves have the opportunity to be trained about plagiarism.

8.2 Supervisors

- 8.2.1 Supervisors are ordinarily not principal investigators of postgraduate candidates' research and so would not be primary authors of a mini-dissertation, dissertation or thesis. It is therefore unlikely that a supervisor would be held responsible for a candidate's plagiarism in a thesis that has been submitted for assessment.
- 8.2.2 A supervisor who fails to take reasonable steps to ensure that s/he complies with the obligations stipulated in Clause 6.1.4 above, may be held responsible for having breached those obligations.
- 8.2.3 Should a candidate and a supervisor subsequently publish thesis material, at which stage the plagiarism is revealed, the supervisor may attract responsibility as a co-author in respect of that output. This matter is dealt with below (Clause 8.4).

8.3 Members of a research group or team

- 8.3.1 Members of a research group or a research team who are not cited as authors of a document will not be responsible for any plagiarized material that is contained in that document. As authors, they may attract responsibility, applying the rules set out below in Clause 8.4.

8.4 Co-authors

- 8.4.1 Instances arise where staff members are co-authors, with fellow employees, outside persons or students whom they have supervised, of work containing plagiarised material.
- 8.4.2 All co-authors are presumed to be jointly responsible for the published material; in other words, each is responsible for the entire content of the publication, even those parts which they did not write themselves. Unless they can show that they were not at fault in any way in publishing the plagiarised work, they will be held to have perpetrated the plagiarism as if they were the principal author of that part of the work.
- 8.4.3 It is therefore important to assess the co-author's role in preparing and presenting the published output. A person who wrote the offending section will normally be accountable for what he or she wrote.
- 8.4.4 In instances of an author who did not write the piece, the question arises as to whether or not he or she had been negligent; in other words, whether the person met or had acted below the standard of a reasonable co-author. A reasonable co-author would not checked every word against every document available on the Internet, for example, or use plagiarism tracking facilities to verify the words that a co-author had written; but such a person must be alert to the

possibility, depending upon the academic maturity and experience of the co-author, of plagiarism violations and should recognise obvious instances. Crucial to the enquiry would be nature of the steps that the co-author took to prevent the risk of plagiarism occurring in the document. If reasonable preventative action was taken, even if such action did not succeed in preventing the plagiarism, the co-author cannot be said to have been negligent and therefore at fault.

SECTION B: PROCEDURES

9 DEALING WITH TRANSGRESSIONS AT UNDERGRADUATE LEVEL

- 9.1 Although plagiarism constitutes unacceptable academic conduct, each instance should be considered on its merits in order to assess the appropriate remedial or punitive action. The concepts of plagiarism, plagiarism prevention and referencing are often not well understood by many students so, irrespective of the severity of a case, all instances plagiarism should be with sensitivity; and developmental remedial action such as counseling and education should always be considered as a preferable first step, rather than simply imposing sanctions.
- 9.2 It is also important that students are alerted to the nature of plagiarism, are informed that it constitutes a serious offence, and are informed about the disciplinary procedures that are in place for dealing with suspected cases. Such information should not only be provided to them at the beginning of their studies, but there should be constant reminders afterwards.

10 DEALING WITH CATEGORY A TRANSGRESSIONS AT UNDERGRADUATE LEVEL

- 10.1 Category A transgressions constitute first time, minor infringements, and are usually handled by the staff member/lecturer who detects the offence, usually in conjunction with the lecturer in charge of the course, or the course coordinator.
- 10.2 In cases where the student is new to the University, and/or where it is apparent that the student has committed such plagiarism because of a lack of understanding of what is required, the student should usually:
 - 10.2.1 Be counseled by the staff member concerned: the problem should be explained, the correct practice should be encouraged, and the student should be warned of the serious consequences of committing plagiarism again.

- 10.2.2 The student may be required to get more training on plagiarism prevention and referencing techniques. This practice would reflect the importance of our educative role as far as plagiarism is concerned.
- 10.2.3 In some cases it might be appropriate to ask the student to re-do the work to demonstrate that he or she has learnt from the experience.
- 10.2.4 Additionally, if it is appropriate, a mark penalty could be imposed.

11 DEALING WITH CATEGORY B TRANSGRESSIONS AT UNDERGRADUATE LEVEL

- 11.1 Category B transgressions relate to repeated offences of a minor nature, or to relatively minor offences at a more senior academic level than first year, or to first time, more serious offences, where the offence would not attract a penalty of more than the loss of a Duly Performed (DP) certificate.
- 11.2 Where a member of staff is uncertain as to whether an alleged case of plagiarism constitutes a Category A or B offence:
 - 11.2.1 This matter should be discussed with the Head of Department and/or members of the departmental plagiarism structures, and a decision should be taken that is consistent with previous practice in the department.
 - 11.2.2 In large departments, Heads of Department may delegate this role to a senior member of staff.
 - 11.2.3 If a category B offence is detected, the matter must be referred to the Head of Department or nominee, who must refer the matter to the relevant FREC for a hearing.
 - 11.2.4 The administrative and hearing processes should be compatible with the principles and processes set out in Clause 12 in respect of Category C transactions.
- 11.3 Should a student be dissatisfied with the outcome of a hearing, he or she may appeal the decision by submitting a written document to the UZREC Chairperson in which the grounds of appeal and reasons therefor are set out. The UZREC Chairperson shall then constitute a Plagiarism Tribunal as envisaged in Clause 5.10 above.

12 DEALING WITH CATEGORY C TRANSGRESSIONS

- 12.1 This rubric sets out the procedures applicable to Category C transgression generally, irrespective of the whether the alleged plagiarism was committed by an undergraduate or postgraduate student, or by a staff member or

researcher. Adherence to these guidelines, with necessary adaptations to suit the nature of the cases involved, would normally ensure that the principles of natural justice are complied with.

- 12.2 Where the Departmental Plagiarism Committee identifies a case that it considers serious enough to constitute a Category C case, it must refer the matter to the Head of Department, who in turn is responsible for reporting the matter to the Chairperson of the UZREC and also notify the Chairperson of the relevant FREC. The Head of Department must include with the correspondence copies of the offending material and the sources from whence the plagiarism is alleged to have occurred (both suitably marked).
- 12.3 The Chairperson of the UZREC shall constitute a Plagiarism Tribunal and establish a time slot for the hearing. A person charged with a Category C offence must be given full written particulars of the allegation against him or her:
 - 12.3.1 The evidence should include the document with the allegedly plagiarised passages (suitably marked) and documentary evidence of the original source material (suitably marked);
 - 12.3.2 The person must be informed of the time and the place of the hearing in the written particulars
 - 12.3.3 The hearing must take place as soon as is reasonably possible, but not later than ten (10) working days after the matter is referred to the UZREC Chairperson
 - 12.3.4 The person charged with having committed plagiarism, as well as any witnesses should be invited to attend the hearing;
 - 12.3.5 A student who is charged may be assisted by another student, or by a staff member or by a legal practitioner. A staff member, researcher or graduate/diplomate may be assisted by another staff member or by a legal practitioner. If a legal practitioner acts for the person charged, this will be at that person's own expense
 - 12.3.6 The hearing must be conducted according to the requirements of natural justice. Under no circumstances may the hearing occur, and a decision be made, without the person having been afforded an opportunity to attend, and to state his or her case. If the person does not appear, the Tribunal should adjourn to ascertain where the person is, and why he or she did not attend the hearing. Where the person has failed to attend a hearing without proper reason, the person, if a student, may be reported to the UNIZULU Public Protection Services (PSD hereafter), and if a staff member, to the Executive Director, Human Resources, for failing to comply with a lawful instruction.

- 12.3.7 Persons will not be able to put off the inevitable by non-attendance. If the person fails to attend for a second time without prior excuse, the matter may continue in his or her absence;
- 12.3.8 The Head of Department in which the alleged transgression occurred, or a designated representative will normally present the evidence on behalf of the University, and the person charged (or his or her representative) and members of the Tribunal will have the right to question any person(s) who presents evidence;
- 12.3.9 The person charged with the alleged transgression (or his or her representative) will have the opportunity to present evidence and the departmental representative and Tribunal members will have the right to ask questions of any person(s) who presents such evidence;
- 12.3.10 After all the evidence has been presented, both parties shall be given an opportunity to make a statement and Tribunal members will have the right to ask questions of them.
- 12.3.11 The Tribunal should then consider its decision. The standard of proof is on a balance of probabilities.
- 12.3.12 If the Tribunal finds that there was no plagiarism transgression, the matter is referred back to the lecturer and/or course coordinator for processing in the normal way.
- 12.3.13 If the Tribunal finds that a person has committed plagiarism, he or she should be re-called and be given an opportunity to make a statement in mitigation of penalty. If necessary, the Tribunal members may ask questions of the person or his or her representative at this stage
- 12.3.14 The Tribunal should then adjourn to consider a suitable sanction.
- 12.3.15 In matters involving students, the Tribunal may:
 - (a) Exclude a student from UNIZULU, either permanently or for a specific period; provided that if permanent exclusion is considered to be the appropriate sanction, the matter must be referred to the Vice-Chancellor for confirmation.
 - (b) Withdraw a student's Duly Performed certificate
 - (c) Reduce the mark awarded to a student, or award a mark of zero
 - (d) Order that a student should redo the work to the satisfaction of the Head of Department and/or lecturer
 - (e) Issue a written warning to a student
 - (f) Impose any other appropriate sanction or a combination of the above sanctions
- 12.3.16 In matters involving graduates, diplomats or awardees of other qualifications, the Tribunal may conclude that the qualification that had been awarded be revoked, in which event the matter must be referred to Senate and Council for confirmation.
- 12.3.17 In matters involving staff and/or researchers, the Tribunal may:

- (a) Refer the matter to the Executive Director, Human Resources for possible disciplinary action
 - (b) Direct that offending teaching material be revised to the satisfaction of the relevant Head of Department and Dean of Faculty
 - (c) Direct that the transgression be acknowledged and that the research output and scholarly record be corrected, and it may indicate the specific corrective steps that need to be undertaken
 - (d) Impose any other appropriate sanction, or a combination of the above sanctions
- 12.3.18 The Tribunal may suspend any penalty, either wholly or in part, usually with remedial and/or developmental conditions attached. (It should be remembered, however, that Category C cases, especially those at postgraduate level or staff transgressions, usually merit severe censure.)
- 12.3.19 Once the hearing process is complete, the Tribunal must within five (5) days of the hearing:
- (a) Provide the person with written reasons for its decision, both in regard to its finding and in regard to the penalty imposed
 - (b) Provide the relevant academic Head of Department and Dean of Faculty with a copy of the findings
 - (c) Provide the Research Office with a copy of the findings for record-keeping purposes
 - (d) Provide a report together with a copy of the findings to the Chairperson of the UZREC for presentation to the UZREC, and where appropriate, for onward submission to Senate and Council.
- 12.3.20 The UZREC shall consider the report and findings and, depending upon the severity of the case and the sanction imposed, decide whether or not the matter should also be referred to the Registrar's Division for endorsement of the student's academic record; or to the Director, Human Resources, to be placed on the staff member's personal file.
- 12.3.21 Should the person be dissatisfied with the Tribunal's decision and or sanction, he or she may appeal the decision by submitting a written document to the UZREC Chairperson in which the grounds of appeal and reasons therefor are set out. The UZREC Chairperson shall then request the Vice-Chancellor to constitute a Plagiarism Appeals Tribunal as envisaged in Clause 5.13 above.
- 12.3.22 Where a referred to either the Vice-Chancellor or to Council for confirmation, regard must be had to the Tribunal's report as well as any report that the Dean of the relevant Faculty may wish to submit. No other evidence and/or documentation shall be considered. In the event of a revocation of a qualification, Council shall also have

regard to Senate's recommendation as to the appropriate sanction. Should the Vice-Chancellor or Council determine that permanent exclusion or revocation of the qualification is not an appropriate sanction, the matter shall be referred to the same Tribunal that imposed the sanction with an instruction to consider an appropriate alternative sanction, and report its revised decision to the UZREC and Senate. The Registrar will be responsible for communicating this information to the persons involved. Where a qualification has been revoked, the Registrar must take the necessary administrative steps to, including the recall of the degree parchment and its destruction.

13 DEALING WITH PLAGIARISM TRANSGRESSIONS AT POSTGRADUATE LEVEL PRIOR TO GRADUATION

13.1 Procedures applicable before submission for assessment

13.1.1 In line with a developmental approach, preventative and remedial action should be taken in respect of any draft work (either course work or research work) that a student presents before the stage of submission of the work for examination. Such remedial action may take the form of counseling or attending a workshop on plagiarism, or preferably, both. This provision applies even in respect of final drafts.

13.1.2 The nature of the counseling should be such that the candidate understands why the conduct in question amounts to plagiarism and what other forms of conduct might constitute plagiarism, and the candidate should be warned of the consequences of plagiarism and that should any further plagiarism be revealed in drafts or final products submitted subsequently, disciplinary action could be taken against the candidate. In such an event, the normal procedures applicable to Categories B and C will apply.

13.2 Procedures applicable on or after submission for assessment

13.2.1 All postgraduate work submitted for assessment in the form of assignments, mini-dissertations, dissertations and theses must be accompanied by a declaration by the author(s) that the submitted work is the authors(s) original work and that it has not been plagiarized. (See Annexure B.)

13.2.2 Where an examiner or assessor of material identifies acts of plagiarism, that examiner or assessor should provide a report indicating the nature and extent of potential plagiarism.

13.2.3 The principles and procedures set out in Clause 7 above shall apply equally to postgraduate students, with the necessary changes;

provided that any specific principles and procedures mentioned in this Clause shall take precedence.

Honours or Course-work Master's material

13.2.4 In the case of assignments or material submitted as part of an Honours or Master's course work programme, the Head of Department must determine the category in which the alleged transgression falls and implement the appropriate steps. Where the Head of Department is directly involved as a supervisor/examiner, the Dean of the Faculty, or a senior member of the Department nominated by the Dean, should perform this task. Given the academic seniority of such students, such transgressions would seldom fall within Category A and should normally be either Category B or C offences.

13.2.5 Allegations of plagiarism in a postgraduate research paper or mini-dissertation should be treated as a Category C offence.

Master's dissertations and Doctoral theses

13.2.6 For allegations of plagiarism in Master's dissertations and Doctoral theses, the following procedure should be adopted:

- (a) On discovery of a possible plagiarism transgression, the matter must be referred to the Head of Department, whose task it is to collate the relevant evidence (which may include a report from one or more examiners) and to refer the allegation of plagiarism to the Chairperson of the UZREC and also notify the Chairperson of the relevant FREC. Where the Head of Department or the Dean is directly involved as a supervisor/examiner, the Deputy Dean, or a senior member of the Faculty nominated by the Dean, should perform this task.
- (b) The process described in Clause 10 shall apply equally to these matters, with the necessary changes.
- (c) If the Tribunal finds that there is no case of plagiarism, the matter must then be referred back to the Head of Department (or appropriate nominee) for that person to process the matter in the normal way.

13.3 Procedures applicable after the award of a degree, diploma or certificate

13.3.1 This clause applies to all certificates, diplomas and degrees that the University awards.

13.3.2 Should it transpire, after a degree, diploma or certificate has been awarded, that plagiarism normally falling within Categories B or C might possibly have occurred in material that had been submitted for assessment in the course of obtaining that qualification, the matter must be referred to the Head of Department and Dean of Faculty, whose task it is to collate the relevant evidence and to refer the allegation of plagiarism to the Chairperson of the UZREC and also notify the Chairperson of the relevant FREC.

13.3.3 The process described in Clause 10 shall apply to these matters.

14 DEALING WITH PLAGIARISM INVOLVING STAFF AND/OR RESEARCHERS

- 14.1 Except in the instances as defined, plagiarism perpetrated by staff in lecturing and research material shall ordinarily constitute Category C offences.
- 14.2 All allegations of plagiarism involving staff and researchers, or of a failure to take reasonable steps to ensure that they comply with their obligations stipulated in Clause 6.1.4 above, must be referred to the Dean of the relevant Faculty, whose task it is to collate the relevant evidence and to refer the allegation of plagiarism to the Chairperson of the UZREC.
- 14.3 The UZREC Chairperson shall then constitute a Plagiarism Tribunal as envisaged in Clause 5.10 above.

15 RECORD-KEEPING AND REPORTING

- 15.1 All academic departments shall keep records of all cases of plagiarism that have occurred in their departments.
- 15.2 Each department shall ensure that
 - 15.2.1 The names of students involved in Category A cases
 - 15.2.2 The plagiarism findings of category B and C cases and copies of documents associated with the cases
 are reported and/or delivered to the Research Office immediately upon finalization of such cases.
- 15.3 Plagiarism Tribunals and Plagiarism Appeals Tribunals shall similarly report their findings to the Research Office.
- 15.4 The Registrar shall inform the Research Office of any decisions of Senate and Council regarding plagiarism matters.

- 15.5 The Research Office shall record all cases on a database set up for this purpose.
- 15.6 This database may be accessed by Heads of Department (or their authorised nominees) to allow departments to ascertain whether a student has committed serious plagiarism before.
- 15.7 In February of each year, the Research Office shall compile a report, to be submitted to UZREC and thereafter, Senate, on incidences of Category B and C plagiarism across the University in the previous academic year.
- 15.8 In appropriate instances, the Registrar's Division and the Executive Director, Human Resources, shall endorse student academic records and staff personal files and maintain the records on file.

16 IMPLEMENTATION AND OVERSIGHT RESPONSIBILITIES

- 16.1 The project owner of this Policy is the Deputy Vice-Chancellor, Research and Innovation, who shall ensure that the Policy is presented for revision and review at the appropriate time.
- 16.2 Oversight and implementation of this Policy vests in the UZREC and the FRECs, but Senate has overarching oversight responsibility.
- 16.3 Management and administration of this Policy and rests with the Office of the Deputy Vice-Chancellor, Research and Innovation and the Research Office.

17 POLICY REVIEW

- 17.1 Council shall review the Policy on a three-yearly cycle.
- 17.2 On recommendation of the Research Ethics Committee, Senate may review and amend Section B at any time, in which event the amendments take effect on the date of the Senate approval.
- 17.3 The Policy owner may review amend annexures that contain or illustrate forms or documents for effective administration and/or management at any time.
- 17.4 All persons affected by the Policy must be notified of any amendments.
- 17.5 Nothing in this clause shall prevent Council from reviewing this Policy at any time prior to the stipulated three-year cycle, in which event a new cycle shall commence from the date of such review.

ACKNOWLEDGEMENTS AND REFERENCES

This document draws from similar policies developed at Rhodes University and the University of Fort Hare. The University of Zululand thanks both universities for granting it permission to use the material.

InterAcademy Council Responsible Conduct in the Global Research Enterprise: A Policy Report (2012)

ANNEXURE A:
ORIGINALITY DECLARATION (ASSIGNMENTS AND PROJECTS)

Departments may adapt the template provided below to suit their academic needs.

ORIGINALITY DECLARATION

Name:

Department:

Title of Work submitted:

1. The material that I am submitting together with this declaration is the product of my own work, or my group's own unique group effort.
2. I understand that my research must be accurately referenced. I have followed the rules and conventions concerning referencing, citation and the use of quotations as set out in the Departmental and/or Faculty Handbooks.
3. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
4. I know that the University has a Plagiarism Policy and that the University considers plagiarism to be a serious academic offence.
5. I acknowledge that plagiarism is wrong. I also acknowledge that copying someone else's work, or part of it, or taking material from the Internet, is wrong, and that submitting identical work to others constitutes a form of plagiarism. I know that persons who do so may be disciplined.
6. I understand further that if I allow someone to copy my work with the intention of passing it off as their own work, I would be party to that person's unacceptable conduct. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Signed

Date

ANNEXURE B:
ORIGINALITY DECLARATION (MINI-DISSERTATIONS, DISSERTATIONS AND THESES)

ORIGINALITY DECLARATION

I acknowledge that I have read and understood the University's policies and rules applicable to postgraduate research, and I certify that I have, to the best of my knowledge and belief, complied with their requirements.

I declare that this mini-dissertation/dissertation/ thesis is, save for the supervisory guidance received, the product of my own work and effort. I have, to the best of my knowledge and belief, acknowledged all sources of information in line with normal academic conventions.

I further certify that this mini-dissertation/dissertation/ thesis is original, and that the material has not been submitted, either in whole or in part, for a degree at this or any other university. *(Where the work is a continuation or progression of research that was submitted for another degree, e.g. an Honours project or a Master's dissertation this must be stated clearly, the name of the work must be provided, and an explanation must be given regarding the extent of the current work's originality.)*

I have/have not subjected the document to the University's text-matching and/or similarity-checking procedures. *(One could indicate that this process applied only to some chapters or that it occurred during the course of the research and not in respect of the final product.)*

Signature:.....

Print Name:.....

Date:

ANNEXURE C

RULES GOVERNING EXAMINATIONS, TESTS AND OTHER ACADEMIC ASSIGNMENTS

1. Students are obliged to positively identify themselves by means of a valid student card when writing any test or examination.
2. No person may pretend to be a registered student and/or write a test or examination on behalf of a student.
3. No student may enter a test or examination venue more than half an hour after commencement of a test or examination session and no student shall be permitted to leave a test or examination venue earlier than half an hour after commencement of a test or examination session. In the case of computer-based assessments, a student shall not be permitted to enter the relevant venue after the scheduled time for commencement of a test or examination session.
4. Students must promptly and strictly adhere to all instructions issued by an invigilator.
5. Subject to the provisions of paragraph 8 below, students may not have in their possession, when in a test or examination venue, after commencement of a test or examination session, any unauthorised apparatus, books, study materials, notes of any nature whatsoever, or electronic means of communication or transmission of information. Mere possession of any of the aforementioned items, irrespective of whether the student acted intentionally, negligently or innocently, shall be regarded as a serious transgression of the Rules Governing Examinations, Tests and Other Academic Assignments and accordingly as serious academic misconduct. It shall be the responsibility of a student to ensure, prior to the commencement of a test or examination, that none of the aforementioned items is in his or her possession.
6. Students are responsible for ensuring that they have their own set of study materials (in the case of an "open-book" test or examination) and stationary for use during a test or examination and the exchange of the aforementioned items during a test or examination is expressly prohibited.
7. The wearing of caps or wide-brimmed hats during tests or examinations is prohibited.
8. Students may keep their book bags / satchels and handbags with them during tests or examinations, provided that such bags/satchels are placed under the chair where the student is sitting, the bags/satchels are closed at all times, and students do not at any time during a test or examination handle the bags/satchels.
9. It is important that the full names, surname and signature of a student are provided in the relevant space on a test or examination answer script. Once an invigilator has announced the commencement of a test or examination, all conversation and/or any other form of communication between students shall cease, and no communication between students of any nature whatsoever shall be permitted during the course of a test or examination.
10. No student may assist or attempt to assist another student, or obtain assistance or attempt to obtain assistance from another student, during a test or examination.
11. Students may not act in a dishonest way during or otherwise with regard to any test or examination, or act dishonestly with regard to the completion and/or submission of any academic assignment or task. For purposes of this paragraph,

dishonest conduct shall include, without limiting the generality of this provision, plagiarism, as well as the submission of work by a student with a view to assessment when the work in question is, with the exception of group work, work wholly or partly completed by another person, or where the work is otherwise the result of collusion or irregular/undue collaboration between a student and another person or other persons.

12. Writing on any paper or other form of writing material, other than that provided for test or examination purposes, is strictly prohibited. Students are moreover not permitted to write on any test or examination paper (this refers to the question paper, not the answer script), except in the case of fill-in and multiple-choice question papers where the answers are provided on the same paper which contains the questions, but then only in the spaces provided for answers.
13. Rough work shall be done in the test or examination answer script, but any such rough work shall be crossed-out before submitting any test or examination answer script. No pages may be removed from a test or examination answer script.
14. Smoking is not permitted inside any test or examination venue, and students shall not be permitted to leave any such venue in order to smoke during a test or examination.
15. A student will only be permitted to leave a test or examination venue prior to the student completing the relevant test or examination, in exceptional circumstances and then only under the supervision of an invigilator.
16. Students are not permitted to take used or unused test or examination question or answer scripts from a test or examination venue.
17. Upon the announcement by an invigilator that the allocated/prescribed time for a test or examination has expired, students shall immediately stop writing on any test or examination answer script (which includes any fill-in and multiple-choice papers). In the case of computer-based assessments, students shall stop completing the relevant assessment as soon as the login time has expired.

PLEASE NOTE:

Students should note that, if a student is found guilty of academic misconduct or non-compliance with the *Rules Governing Examinations, Tests and Other Academic Assignments*, such student may, amongst others, forfeit any credits obtained for an academic module and/or be suspended from the University for a period of time (or be expelled permanently). Such student's record may be blocked for the duration of his or her period of suspension and he or she shall not be entitled to a certificate of good conduct from the University during the period in question. Students should further note that, if found guilty of academic misconduct / non-compliance with the *Rules Governing Examinations, Tests and Other Academic Assignments*, this may negatively influence their eligibility for admission to other universities and/or registration with professional councils or similar regulatory bodies. Should student be found guilty of academic misconduct, this fact shall be indicated on all certificates of conduct issued to students by the University.