

SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY



GENERAL CALENDAR

**2019
Academic year**

VISION AND MISSION STATEMENTS

Vision

To be the benchmark institution providing holistic health sciences education that meets the health needs of the individual, the family, the community and the population.

Mission

- Provide high-quality primary health care-oriented health sciences research, education and services.
- Deploy educational approaches that include evidence-based methods for curriculum development and delivery that are rooted in the community.
- Promote interdisciplinary research, education and skills training that recognizes the cross-disciplinary nature of holistic health care provision
- Produce a cadre of health professionals with the transformative leadership capacity to identify, analyse and address the health needs of the individual, the family, the community and the population.
- Create an environment that supports innovation and harnesses the power of new technologies to address the health needs of the community.

This mission will be achieved through strengthening of human resources and research capacity, improved physical infrastructure and improved recruitment and selection of both students and staff.

Medium of Instruction

The medium of instruction at the Sefako Makgatho Health Sciences University is English.

Validity

This Calendar is valid for the year 2019. The University reserves the right to amend any rule or provision in this Calendar at any time without prior notice. No responsibility is accepted for possible inaccuracies.

University Semesters: 2019

FIRST SEMESTER	: 03 January 2019	- 28 June 2019
SECOND SEMESTER	: 15 July 2019	- 15 December 2019
AUTUMN Recess (for students)	: 15 April 2019	- 18 April 2019 (inclusive)
WINTER Recess (for students)	: 01 July 2019	- 12 July 2019 (inclusive)
SUMMER Recess (Students Vacation)	: 17 December 2019	- 06 Jan 2020

Correspondence

All correspondence to be addressed to:

The Registrar
Sefako Makgatho Health Sciences University
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IMPORTANT DATES: 2019 ACADEMIC YEAR

(Please note that dates may change should the need arises)

JANUARY 2019				
Tuesday	1		NEW YEAR'S DAY	Time
Wednesday	2			
Thursday	3	•	University re-opens: All Academic & Administration Staff report for duty	
Friday	4	•	FIRST SEMESTER COMMENCES • Registration for all returning Undergraduate and Postgraduate students commences • Registration for: B RAD (DIAGN) II, III BDS II, III BDS IV, V BSc (DIET) II, III, IV BSc (PHYSIO) II, III, IV BPHARM II, III, IV B OCC THER II, III, IV B CUR II, III, IV MBChB V, VI BNSc II, II B SLP&A IV Closing dates for submission of exclusion appeal letters to the Registrar's Office for the Joint Council and Senate Appeals Committee	
Saturday	5			
Sunday	6			
Monday	7	•	Registration for: MBChB II, III, IV BDT II, III BOH II, III Academic programme commences for: B RAD (DIAGN) II, III BDS II, III, IV, V BSc (DIET) II, III, IV BSc (PHYSIO) II, III, IV BPHARM II, III, IV B OCC THER II, III, IV B CUR II, III, IV MBChB V, VI BNSc II, II B SLP&A IV	
Tuesday	8	•	Registration continues for: MBChB II, III, IV BDT II, III BOH II, III	
Wednesday	9	•	Academic programme commences for: MBChB II, III, IV BDT II, III BOH II, III • Meeting 1: Joint Council and Senate Appeals Committee (Academic Exclusions)	09h00
Thursday	10	•	Registration for: B SLP&A II, III, IV BSc II, III • Meeting 2: Joint Council and Senate Appeals Committee (Academic Exclusions)	09h00
Friday	11	•	Registration continues for: B SLP&A II, III, IV BSc II, III	

		• Meeting 3: Joint Council and Senate Appeals Committee (Academic Exclusions)	09h00
Saturday	12		
Sunday	13		
Monday	14	• Academic programme commences for: B SLP&A II, III, IV BSc II, • Meeting: MANCO	08h30
Tuesday	15	• Meeting 4: Joint Council and Senate Appeals Committee (Academic Exclusions)	10h00
Wednesday	16	• Meeting 5: Joint Council and Senate Appeals Committee (Academic Exclusions) • Registration for: BPHARM (First time entering students)	10h00
Thursday	17	• Registration for all returning ECP II students • Meeting: Joint Council and Senate Appeals Committee (Academic Exclusions)	10h00
Friday	18	• Registration for all returning Undergraduate and Postgraduate students ends	
Saturday	19		
Sunday	20		
Monday	21	• Registration for all first time entering undergraduate students commences (excluding BPHARM) • Academic Programme commences for BPharm I (First time entering students)	
Tuesday	22		
Wednesday	23		
Thursday	24		
Friday	25	• Registration for all first time entering students ends for the 2019 academic year	
Saturday	26		
Sunday	27		
Monday	28	• Orientation for all first time entering students commences	
Tuesday	29	• Meeting: Joint Council and Senate Appeals Committee (Academic Exclusions)	10h00
Wednesday	30	• Meeting: Joint Council and Senate Appeals Committee (Academic Exclusions) • Orientation for all first time entering students ends	10h00
Thursday	31	• Academic programmes commences for all first time entering students	

FEBRUARY 2019			Time
Friday	1	Finalisation of all academic exclusions cases by Joint Council and Senate Appeals Committee • Meeting: Postgraduate Committee	10h00
Saturday	2		
Sunday	3		
Monday	4	• Meeting: Senate - Research, Ethics and Postgraduate Studies Committee	10h00 13h00
Tuesday	5	• Meeting: Senate - Information Communications Technology Committee	10h00
Wednesday	6	• Meeting: Senate - Library Committee	10h00
Thursday	7	• Meeting: Senate - Academic Teaching and Planning Committee	10h00
Friday	8	• Meeting: SMUREC • Meeting: Institutional Forum	09h00 14h00
Saturday	9		
Sunday	10		
Monday	11	• Meeting: MANCO	08h30
Tuesday	12	• Meeting: Board - School of Health Care Sciences • Meeting: Board - School of Oral Health Sciences	10h00 13h00
Wednesday	13	• Meeting: Board - School of Pharmacy • Meeting: Board - School of Science and Technology	10h00 13h00
Thursday	14	• Meeting: Board - School of Medicine	10h00

Friday	15		
Saturday	16		
Sunday	17		
Monday	18	• Meeting: Executive Committee of the Senate	10h00
Tuesday	19		
Wednesday	20		
Thursday	21		
Friday	22	• Closing date for the submission of all assessment reports by assessors (Internal & External)	
Saturday	23		
Sunday	24		
Monday	25	• Meeting: Council - Remuneration Committee • Meeting: Council - Human Resources Committee	10h00 14h00
Tuesday	26		
Wednesday	27	• Meeting: Postgraduate Committee	10h00
Thursday	28		

MARCH 2019			Time
Friday	1	• Meeting: Senate • Closing date for: Cancellation of courses and/ or modules Changing of courses and/ or modules Exemption from attending a course or module Submission of applications for exemption from courses passed at other universities Interruption of studies • Last day for the submission of lists for Graduation Ceremonies	09h00
Saturday	2		
Sunday	3		
Monday	4	• Meeting: Council - Information Technology and Governance Committee • Meeting: Council - Finance and Investment Committee	10h00 14h00
Tuesday	5	• Meeting: Council - Planning and Resources Committee	10h00
Wednesday	6	• Meeting: Council - Bid Adjudication Committee	10h00
Thursday	7		
Friday	8	• Meeting: Council - Audit and Risk Committee	10h00
Saturday	9		
Sunday	10		
Monday	11	• Meeting: MANCO • Applications for the 2020 Academic Year open	08h30
Tuesday	12		
Wednesday	13		
Thursday	14	• Meeting: SMUREC	10h00
Friday	15	• Meeting: Postgraduate Committee	10h00
Saturday	16		
Sunday	17		
Monday	18	• Meeting: Executive Committee of the Council	10h00
Tuesday	19		
Wednesday	20		
Thursday	21	HUMAN RIGHTS DAY	
Friday	22	UNIVERSITY HOLIDAY	
Saturday	23		
Sunday	24		
Monday	25		
Tuesday	26		
Wednesday	27		
Thursday	28		
Friday	29	• Meeting: Council	10h00
Saturday	30		
Sunday	31		

APRIL 2019			Time
Monday	1	• Meeting: Postgraduate Committee	10h00
Tuesday	2	• Meeting: Institutional Forum	14h00
Wednesday	3	• Meeting: Senate - Library Committee	09h00
		• Meeting: Senate - Information Communications Technology Committee	14h00
Thursday	4	• Meeting: Senate - Research, Ethics and Postgraduate Studies Committee	09h00
		• Meeting: Joint Council and Senate Racism Monitoring Committee	14h00
Friday	5		
Saturday	6		
Sunday	7		
Monday	8	• Meeting: MANCO	08h30
Tuesday	9	• Meeting: Board - School of Health Care Sciences	10h00
		• Meeting: Board - School of Oral Health Sciences	13h00
Wednesday	10	• Meeting: Board - School of Pharmacy	10h00
		• Meeting: Board - School of Science and Technology	13h00
Thursday	11	• Meeting: Board - School of Medicine	10h00
Friday	12	• Meeting: SMUREC	10h00
Saturday	13		
Sunday	14		
Monday	15	• Easter Recess Commences	
Tuesday	16		
Wednesday	17		
Thursday	18	• Easter Recess Ends	
Friday	19	GOOD FRIDAY	
Saturday	20		
Sunday	21		
Monday	22	FAMILY DAY	
Tuesday	23	• Meeting: Executive Committee of the Senate	10h00
Wednesday	24	• Meeting: Postgraduate Committee	10h00
Thursday	25		
Friday	26	• Closing date for registration of the May/June Postgraduate Exams	
Saturday	27	FREEDOM DAY	
Sunday	28		
Monday	29		
Tuesday	30		

MAY 2019			Time
Wednesday	1	LABOUR DAY	
Thursday	2	• Meeting: Joint Council and Senate Appeals Committee (Academic Exclusions)	09h00
		• Meeting: SMUREC	12h00
Friday	3	• Meeting: Senate	09h00
Saturday	4		
Sunday	5		
Monday	6		
Tuesday	7		
Wednesday	8	• Graduation Ceremony	09h00
Thursday	9	• Graduation Ceremony	09h00
Friday	10	• Graduation Ceremony	09h00
		• Closing date for the submission of Formative Assessment marks for the mid-year Examinations	
Saturday	11		
Sunday	12		
Monday	13	• Meeting: MANCO	08h30
Tuesday	14		
Wednesday	15		
Thursday	16	• Open Day	

Friday	17	•	Open Day	
Saturday	18			
Sunday	19			
Monday	20	•	Revision week commences	
Tuesday	21	•	Meeting: Council - Bid Adjudication Committee	10h00
Wednesday	22	•	Meeting: Council - Planning and Resources Committee	10h00
Thursday	23	•	Meeting: Council - Finance and Investment Committee	10h00
Friday	24	•	Meeting: Council - Information Technology Governance Committee	10h00
		•	Revision week ends	
Saturday	25			
Sunday	26			
Monday	27	•	Mid-year Examinations Commences	
Tuesday	28			
Wednesday	29			
Thursday	30			
Friday	31	•	Meeting: Executive Committee of the Council	10h00

JUNE 2019				Time
Saturday	1			
Sunday	2			
Monday	3	•	Meeting: Council: Membership Committee	09h00
Tuesday	4			
Wednesday	5			
Thursday	6	•	Meeting: SMUREC	10h00
Friday	7	•	Meeting: Council	10h00
Saturday	8			
Sunday	9			
Monday	10	•	Meeting: MANCO	08h30
Tuesday	11			
Wednesday	12	•	Meeting: Postgraduate Committee	10h00
Thursday	13			
Friday	14	•	Mid-year Examinations end	
Saturday	15			
Sunday	16			
Monday	17		YOUTH DAY	
Tuesday	18	•	Mid-year Supplementary commence	
Wednesday	19			
Thursday	20			
Friday	21			
Saturday	22			
Sunday	23			
Monday	24	•	Meeting: Senate - Library Committee	09h00
		•	Meeting: Joint Council and Senate Racism Committee	13h00
Tuesday	25	•	Meeting: Senate - Information Communications Technology Committee	14h00
Wednesday	26	•	Meeting: Senate - Research, Ethics and Postgraduate Studies Committee	09h00
Thursday	27	•	Meeting: Senate - Academic Teaching and Planning Committee	09h00
Friday	28	•	Meeting: Institutional Forum	14h00
		•	Mid-year Supplementary end	
		•	Closing date for submission of 2019 Applications for: MBChB, BDS, BSc-Physio, BPharm, B Dent Ther, B Rad (Diagn), B Cur	
Saturday	29			
Sunday	30			

JULY 2019				Time
Monday	1	•	Winter recess commences for students	
Tuesday	2	•	Meeting: Board - School of Health Care Sciences	10h00
		•	Meeting: Board - School of Oral Health Sciences	13h00
Wednesday	3	•	Meeting: Board - School of Pharmacy	10h00

		• Meeting: Board - School of Science and Technology	13h00
Thursday	4	• Meeting: Board - School of Medicine	10h00
Friday	5	• Meeting: SMUREC	09h00
Saturday	6		
Sunday	7		
Monday	8	• Release of mid-year results	
Tuesday	9		
Wednesday	10		
Thursday	11		
Friday	12	• Winter recess ends for students	
Saturday	13		
Sunday	14		
Monday	15	• SECOND SEMESTER COMMENCES • Meeting: MANCO	08h30
Tuesday	16	• Meeting: Executive Committee of the Senate	10h00
Wednesday	17		
Thursday	18		
Friday	19		
Saturday	20		
Sunday	21		
Monday	22		
Tuesday	23		
Wednesday	24	• Meeting: Postgraduate Committee	10h00
Thursday	25		
Friday	26	• Meeting: Senate • Closing date for the VC's Research Excellence Awards • Closing date for the VC's Teaching Excellence Awards • Closing date for the submission of 2019 application forms for: BSc, BSc-Diet, B Speech Lang Path & Audio, B Occ Ther, B Oral, Hygiene, BNSc	09h00
Saturday	27		
Sunday	28		
Monday	29		
Tuesday	30	• Meeting: Council - Remuneration Committee • Meeting: Council - Human Resources Committee	10h00 14h00
Wednesday	31	• Meeting: Council - Planning and Resources Committee	10h00

AUGUST 2019			Time
Thursday	1	• Meeting: Council - Bid Adjudication Committee	10h00
Friday	2	• Meeting: Council - Audit and Risk Committee	10h00
Saturday	3		
Sunday	4		
Monday	5		
Tuesday	6		
Wednesday	7	• Meeting: SMUREC	09h00
Thursday	8	• Meeting: Executive Committee of the Council	10h00
Friday	9	NATIONAL WOMEN'S DAY	
Saturday	10		
Sunday	11		
Monday	12	• Meeting: MANCO	08h30
Tuesday	13	• Meeting: Joint Council and Senate Appeals Committee (Academic Exclusions)	09h00
Wednesday	14		
Thursday	15		
Friday	16	Meeting: Postgraduate Committee	10h00
Saturday	17		
Sunday	18		
Monday	19		
Tuesday	20	• SMU Research Days	
Wednesday	21	• SMU Research Days	

Thursday	22	•	SMU Research Days	
Friday	23	•	Meeting: Council	10h00
Saturday	24			
Sunday	25			
Monday	26	•	Meeting: Senate - Research, Ethics and Postgraduate Studies Committee	09h00
		•	Meeting: Joint Council and Senate Racism Monitoring Committee	14h00
Tuesday	27	•	Meeting: Senate - Information Communications Technology Committee	09h00
Wednesday	28	•	Meeting: Senate - Library Committee	09h00
Thursday	29	•	Meeting: Senate - Academic Teaching and Planning Committee	09h00
Friday	30	•	Meeting: Institutional Forum	14h00
		•	Closing date for registration of the October/November Postgraduate Exams	
Saturday	31			

SEPTEMBER 2019				Time
Sunday	1			
Monday	2			
Tuesday	3	•	Meeting: Board - School of Health Care Sciences	10h00
		•	Meeting: Board - School of Oral Health Sciences	13h00
Wednesday	4	•	Meeting: Board - School of Pharmacy	10h00
		•	Meeting: Board - School of Science and Technology	13h00
Thursday	5	•	Meeting: Board - School of Medicine	10h00
Friday	6			
Saturday	7			
Sunday	8			
Monday	9	•	Meeting: MANCO	08h30
Tuesday	10			
Wednesday	11			
Thursday	12	•	Meeting: SMUREC	09h00
Friday	13			
Saturday	14			
Sunday	15			
Monday	16	•	Meeting: Postgraduate Committee	10h00
Tuesday	17	•	Meeting: Executive Committee of the Senate	10h00
Wednesday	18			
Thursday	19			
Friday	20			
Saturday	21			
Sunday	22			
Monday	23		UNIVERSITY HOLIDAY	
Tuesday	24		HERITAGE DAY	
Wednesday	25			
Thursday	26			
Friday	27	•	Meeting: Senate	09h00
Saturday	28			
Sunday	29			
Monday	30			

OCTOBER 2019				Time
Tuesday	1	•	Meeting: Joint Council and Senate Appeals Committee (Academic Exclusions)	09h00
Wednesday	2			
Thursday	3			
Friday	4			
Saturday	5			
Sunday	6			
Monday	7	•	Revision Week Commences	

		• Meeting: Council - Audit and Risk Committee	10h00
Tuesday	8	• Meeting: Council - Planning and Resources Committee	10h00
Wednesday	9	• Meeting: Council - Finance and Investment Committee	10h00
Thursday	10	• Meeting: Council - Bid Adjudication Committee	10h00
Friday	11	• Meeting: Council - Information Technology Governance Committee	10h00
Saturday	12		
Sunday	13		
Monday	14	• End-of-year Examinations Commence • Meeting: MANCO	08h30
Tuesday	15	• Meeting: Postgraduate Committee	10h00
Wednesday	16		
Thursday	17	• Meeting: SMUREC	09h00
Friday	18	• Revision Week ends	
Saturday	19		
Sunday	20		
Monday	21		
Tuesday	22		
Wednesday	23		
Thursday	24		
Friday	25		
Saturday	26	• VC's Research and Teaching Excellence awards ceremony	
Sunday	27		
Monday	28		
Tuesday	29		
Wednesday	30		
Thursday	31		

NOVEMBER 2019			Time
Friday	1		
Saturday	2		
Sunday	3		
Monday	4		
Tuesday	5		
Wednesday	6		
Thursday	7	• Meeting: SMUREC	09h00
Friday	8	• End-of-year Examinations end	
Saturday	9		
Sunday	10		
Monday	11	• Supplementary / Deferred Examinations commence • Meeting: MANCO	08h30
Tuesday	12		
Wednesday	13		
Thursday	14		
Friday	15	• Meeting: Executive Committee of the Council	10h00
Saturday	16		
Sunday	17		
Monday	18		
Tuesday	19		
Wednesday	20		
Thursday	21		
Friday	22		
Saturday	23		
Sunday	24		
Monday	25		
Tuesday	26		
Wednesday	27		
Thursday	28		
Friday	29	• Supplementary / Aegrotat Examination ends • Meeting: Council	10h00
Saturday	30		

DECEMBER 2019				Time
Sunday	1			
Monday	2			
Tuesday	3	•	Oath-taking Ceremony: School of Pharmacy	09h00
Wednesday	4	•	Oath-taking Ceremony: School of Health Care Sciences	09h00
Thursday	5	•	Oath-taking Ceremony: School of Oral Health Sciences	09h00
Friday	6	•	Oath-taking Ceremony: School of Medicine	09h00
Saturday	7			
Sunday	8			
Monday	9	•	Meeting: Executive Committee of the Senate	09h00
Tuesday	10			
Wednesday	11	•	Release and publication of year-end Examination results	
Thursday	12			
Friday	13	•	All academic activities end for 2019	
Saturday	14			
Sunday	15			
Monday	16		DAY OF RECONCILIATION	
Tuesday	17			
Wednesday	18			
Thursday	19			
Friday	20			
Saturday	21			
Sunday	22			
Monday	23			
Tuesday	24			
Wednesday	25		CHRISTMAS DAY	
Thursday	26		DAY OF GOODWILL	
Friday	27			
Saturday	28			
Sunday	29			
Monday	30			
Tuesday	31			

GENERAL ACADEMIC RULES

STATUTORY POWERS IN RESPECT OF ESTABLISHING GENERAL RULES FOR QUALIFICATIONS

(hereafter referred to as General Rules)

The General Rules are promulgated in accordance with paragraph 32 of the Higher Education Act, 101 of 1997, as amended; with due observance to the Statute of Sefako Makgatho Health Sciences University (Government Gazette of 7 October 2016). The General Rules must be read in conjunction with the School Rules endorsed by Senate and approved by the Council.

The General Rules apply to all students at the University (including students undertaking occasional studies for non-qualification purposes or short learning programmes) regardless of the mode of delivery. In instances where there is a contradiction between the General Rules on the one hand, and academic policies and School Rules on the other, the General Rules take precedence, and shall accordingly apply.

The University reserves the right **not** to offer a particular module or course where the prescribed minimum number of students has not registered for the module or course and/or programme or qualification in question.

The General Rules contained therein are as approved by the Council. *However, these rules are subject to amendments approved after the date of publication.*

Definitions of terms

- **Abstract**
An abstract is a summary of a dissertation or thesis (or a research article, review, conference proceeding or any-in-depth analysis of a subject) designed to help the reader ascertain the purpose and essence of the document.
- **Academic year**
The academic year stretches from the date of registration at the commencement of a student's study in an academic year and terminates on the last scheduled date for registration in the subsequent calendar year.
- **Admission points score (APS)**
A calculation based on an applicant's certified levels of achievement in the National Senior Certificate examination or equivalent.
- **Applying for admission**
The process by which a person's personal and other data are captured on the University database but does not bestow SMU student status on an applicant.
- **Assessment**
The process of evaluating a student's performance in a module.
- **Block release**
A period of study that a student undertakes during a fixed time-frame over and above the normal contact period; otherwise defined as a fixed period during which part-time students present themselves for tuition.
- **Compulsory/ancillary modules**
A module which must be passed before a learning programme is completed.
- **Continuous assessment**
Assessment during a learning process (i.e. during the offering of the module, not merely at the end of it.) Continuous assessment contributes to the final result in a module. Continuous assessment may, but generally will not, include formative assessment, as formative assessment does not generally contribute to the final result in a module.

- **Credit recognition**

The process in terms of which the Senate may grant credit towards a qualification offered by SMU to a student in recognition of prior studies completed at an appropriate level as recognised by the Senate. Credit may be granted for a module(s) towards a qualification where the student has completed (a) the module at this University; or (b) an accredited equivalent module at institution of higher learning approved by the Senate. Credits will be counted towards meeting credit required to complete a qualification from the University. Students are not required to repeat modules for which credit transfer has been granted.

Where a student has been granted credit for a prescribed module(s) and has been pre-registered for this module(s) the student is required to take initiative to drop the module(s) for which credit has been approved from the suite of modules for which he or she is to register.

(Read in conjunction with “exemption” below.)

- **Curriculum for a qualification**

The modules that a student must complete to obtain the qualification and which taken as a set lead to the requisite learning outcomes and attributes for the specific qualification.

- **Cum Laude**

A qualification obtained with distinction as defined by the rules for the qualification.

- **Discipline**

A coherent branch of knowledge and theory.

- **Dissertation**

The report submitted by a student on his or her study and research findings in fulfillment of the requirements for a master’s degree. (See also mini-dissertation).

- **Distinction mark**

A final mark of 75% or more in a module.

- **Exemption**

Senate may grant an exemption from a module if the student can demonstrate learning and understanding of the content of that module through previous study and/or professional experience. Module exemptions are usually granted for compulsory modules or those, which form prerequisites for other modules. If a module exemption is granted, no credit value is assigned. This means that the exemption does not count towards the credits or module requirements for the programme. A student is required to take another module(s) to make up the credits required for fulfilling the qualification requirements. (Read in conjunction with “credit recognition” above.)

- **Extended curriculum programme**

A programme where the duration is extended by one year or more beyond the minimum time for the programme.

- **External examiner**

A person who has no affiliation with the University appointed by the Senate to assess examination scripts, and/or conduct oral examinations and/or practical examinations, and/or examine a dissertation or thesis.

- **Final mark**

The weighted combination of the continuous and summative assessment marks obtained by a student in the module weighted as determined in the syllabus for module, expressed as a percentage.

- **Formative assessment**

Assessment that takes place during the process of learning and teaching, to inform learning. The goal of **formative assessment** is to monitor student learning to provide ongoing feedback that can

be used by academic staff to improve their teaching and by students to improve their learning. A student's achievements in formative assessment will usually not contribute to the continuous assessment mark.

- **Formative assessment mark**

The mark obtained through formative assessment in a module given to students to help them improve their learning.

- **Internal examiner**

An academic staff member appointed by the Senate to assess a module, research report, dissertation or thesis. No person may be appointed as an examiner for a student's research report, dissertation or thesis if he or she served as supervisor or co-supervisor for the student.

- **International student**

A student who is neither a South African citizen nor a permanent resident of South Africa.

- **Mini-dissertation**

A report submitted by a student on his/her study and research findings in part fulfillment of the requirements for a Master's degree where the curriculum includes a mini-dissertation and one or more taught modules.

- **Module**

A self-contained unit of study with a defined number of credits.

- **National Certificate (Vocational) admission points (VAP)**

A calculation based on an applicant's certified levels of achievement in the school-leaving NC(V) certificate.

- **Occasional student**

A person who:

- Satisfies the statutory requirements for admission to the applicable formally approved qualification offered by the institution;
- Complies with the prerequisite(s) and/or conditions of the module as specified in the school rules;
- Is, with the dean's permission, enrolled for a module that forms part of the curriculum of a formally approved qualification; and
- Is not registered for an approved qualification.

- **Part-time student**

A student engaged in other occupations (such as full-time or part-time employment) and who can devote only part of his or her time to contact studies.

- **Part-time study**

Contact studies done on a part-time basis.

- **Pass mark**

A minimum final mark of at least 50%, or higher if so defined in the school rules and/or required by the relevant discipline's professional body, achieved in a module.

- **Prerequisite for a module**

Specified learning that must be completed before a student may register for a given module.

- **Programme**

A structured set of learning experiences, defined by a coherent grouping of modules that leads to a qualification.

- **Qualification**
A degree, diploma or higher certificate granted or deferred upon successful completion of the approved programme of study for the given degree, diploma or higher certificate.
- **Recognition of prior learning**
A formal mode of recognizing skills and competencies gained outside formal learning structures for purposes of placement or the granting of credit or exemption.
- **Registration**
A contractual agreement annually entered into by the University and the aspirant student, which is subject to prescribed procedures and by virtue of which he or she is granted student status.
- **Research report**
A short research report as a component of study towards completion of a qualification.
- **Rustication**
A form of punishment, not as severe as expulsion whereby a student is suspended for a laid down period, usually for one or more years, after which he or she may return to the University.
- **Semester**
A study period extending over half of the academic year.
- **Shelf life of a module**
Where a student resumes registration for a qualification after a break in studies. Senate shall determine which, if any, credits he or she has previously obtained will be recognised for the qualification for which he or she is registered and may require the student to take a test in the subject, or subjects, concerned in order to make this determination.
- **Statutory registration**
Registration with the requisite professional body.
- **Summative assessment**
Assessment which integrates all learning of a module, usually at the end of the module.
- **Summative assessment mark**
The mark obtained through summative assessment in a module.
- **Supplementary assessment**
Assessment granted to a student for purposes of assessing knowledge through the process of re-assessment.
- **Syllabus**
The content of a module, as approved by Senate.
- **Thesis**
A manuscript prepared for examination purposes, which represents a distinct contribution to the knowledge of, an insight into, a subject and provides proof of originality, either by the presentation of new facts or by the exercise of independent and critical thought, and which is presented by the student in part, or full, compliance with the requirements for a doctorate from the University.
- **Weighted average**
A weighted average percentage differs from an average percentage in that it returns a number that depends on the variables of both value and weight.

Example:

When a student obtains a 70% continuous assessment (semester or year) mark and a 50% summative assessment (examination) mark and the assessment ratio is 50 to 50, then the final mark is 60% calculated as $(70+50)/2= 60\%$.

If the assessment ratio for a module is 60 to 40, meaning a 60% contribution from the semester or year mark and the examination mark contributes 40% to the final mark, the calculation is as follows:

70% semester contributing 60% to the final mark $(70 \times 0.6) = 42$

50% examination contributing 40% to the final mark $(50 \times 0.4) = 20$

Thus, the final mark is $42+20 = 62\%$

In short where the relative contributions are 60%/40%:

Module mark = (continuous assessment percentage x 0.6) + (summative assessment percentage x 0.4)

G. GENERAL RULES

- G1.1 Students are personally responsible for ensuring that they are well informed regarding the General Rules and relevant school rules and that they comply with said rules.
- G1.2 A prospective, or registered, student is not exempted from the general and school rules ostensibly on the basis of having been misinformed about the content of such rules. However, the Registrar may, in this regard, grant an exception of the strength of a comprehensive written justification.
- G1.3 All agreements between a student and the University regarding admission and/or registration and/or campus accommodation are deemed to have been entered into in Pretoria, irrespective of where any of the parties actually signed the agreement.
- G1.4 Unless otherwise indicated, expressly or by necessary implication, in the rules of a school, these General Rules apply.

ADMISSIONS

- G2.1 An applicant for admission to a degree or diploma or any other programme of learning, in any school, must comply with the conditions and meet the admission criteria that are published in terms of the rules of the relevant school. An application from a prospective student based on an NCV (NQF4) certificate, will be processed in accordance with the requirements for admission to a qualification as defined in the school rules.
- G2.2 The Council may refuse admission to any applicant when this is considered to be in the interest of the University.
- G2.3 Failure upon application to divulge details of registrations at all, or any other higher education institution(s), will be handled as an unethical act of fraud.
- G2.4 A student is required, on having been granted admission, to register by: signing the official registration form; and paying the prescribed fees. He or she must annually renew his or her registration and pay the prescribed fees, for as long he or she continues as a student of the University; provided that a student may be refused permission to renew his or her registration for any year of study if he or she fails to satisfy the prescribed minimum progression.
- G2.5 A student wishing to change his or her programme of learning by transfer between schools, or by transfer to a different programme within the same school, must submit an application via the Senate and Council approved process for admission in the following academic year.
- G2.6 A student may not renew his or her registration unless all outstanding debts have been paid in full before the commencement of the new academic year, or acceptable arrangements have been made with the Executive Director: Finance.
- G2.7 A student refused readmission on academic grounds is advised in writing of the decision as soon

as possible after publication of the final marks.

- G2.8 A student who has failed two years in succession and who is not therefore able to complete the qualification within the maximum period specified in Rule G11, may be refused readmission on academic grounds.

REGISTRATION

- G3.1 The act of registration constitutes a contractual undertaking by the person to abide by the Statute of the University and all of its rules, procedures, guidelines and codes of conduct and confers upon him or her status of a student of the University.
- G3.1.1 The Student Code of Conduct contains a commitment by each student to respect the primary academic endeavor while registered at the University. It requires diligence in preparation for learning events and in participation in them. It is also based on respect for the rights of others, both students and staff members. Importantly, students undertake to ensure that only work that is their own will be submitted during their tenure at the University and that they will not plagiarise the intellectual property of others.
- G3.1.2 The Academic Staff Code of Conduct contains a commitment by each academic staff member to respect the rights of each student. The Code requires diligence in creating quality learning opportunities for students and an undertaking to provide timeous, meaningful feedback aimed at enhancing the attainment of the University's published graduate attributes. Academic staff undertake to give primacy to the Scholarships of Teaching and Learning (SoTL) and to the Scholarship of Assessment.
- G3.1.3 Where either of these Codes of Conduct, or the Disciplinary Codes of the University, or the Policy on Plagiarism are transgressed, recourse is available by the application of disciplinary procedures, or by invoking the Grievance Procedures.
- G3.2 A student may only attend lectures, tutorial, and practical and clinical components of those modules for which he or she is registered.
- G3.3 A student is personally responsible for the composition of his or her programme of study in compliance with the General Rules and the rules of the relevant school or schools concerned. When registering for each module the student must ensure that there is no clash on the official timetable and that the selected components of the programme are in accordance with the module prerequisites and the prescribed sequence and composition of modules as required for specific years of study.
- G3.4 A student may register for a full-time qualification on a part-time basis.
- G3.5 The onus to register before the closing date resides with the student.
- G3.6 A person who has been expelled (or rusticated for a period, which is not yet completed), from another higher education institution, may not register at this University.
- G3.7 Upon registration, all first-time entering students, without exception, must produce
- (a) A certified or original copy of the notification of their National Senior Certificate (NSC), National Certificate (Vocational) (NC(V)) or equivalent results on registering; and
 - (b) an original or certified copy of their NSC NC(V) or equivalent prior to the deadlines stipulated in the General Calendar.
- Non-compliance may result in cancellation of a student's registration.

- G3.8 A student who previously studied at any other institution(s) of higher education must, prior to registration, submit an original complete study record (transcript) and a certificate of conduct from the previous institution(s) of higher education. Failure to comply with this requirement results in immediate, or subsequent, cancellation of the registration of that student.
- G3.9 Altered names and surnames of students have effect from the date of publication in the Government Gazette or other legal instrument, and all SMU documents issued prior to that date remain unaltered with the previous names and surname. A qualification awarded or conferred after this date shall be issued in the altered name.

ENROLMENT

- G4.1 Subject to Rules G8, G9, G10 and G11 every student must follow an approved programme of study as listed under Rule G11 or be registered as an occasional student.
- G4.2 A student is subject to the qualification rules pertaining to the student's first year of registration, unless provided in Rule G4.3 where the Senate determines otherwise. Where a Rule relating to a module or a programme is amended, a student who began his or her studies under an earlier rule and has not interrupted his or her studies, may complete his or her programme under the initial rule, except where the relevant school rules determine otherwise.
- G4.3 Where the Senate deems it to be in the best academic interests of currently registered students affected by such an alteration of a rule, the Senate may resolve that all students in the programme will, from the commencement of the following year, become subject to the amended rule.
- G4.4. A student interrupts his or her studies when he or she:
a) Fails to renew his or her registration in the following year of study;
b) Fails to achieve the minimum requirement for readmission and is refused readmission; or
c) Is permitted by the Senate to interrupt studies, upon prior application, for no more than one academic year.
- G4.5 A student who interrupts his or her studies sacrifices the right subsequently to continue under the qualification rules pertaining in the student's first year of registration and Senate may nullify some or all the credits accumulated prior to the interruption of studies in terms of G10.
- G4.6 Notwithstanding Rule G4.5, Senate may on the recommendation of the relevant school, in exceptional circumstances, permit a student who interrupted his or her studies, and under such conditions as determined by the school, to recommence his or her studies under the qualification rules pertaining in the student's first year of registration.
- G4.7 Senate may, on the recommendation of the relevant school, approve a curriculum to enable a student affected under Rule G4.5 to complete the outstanding credits by drawing from components of the new Rule.
- G4.8 A student who interrupts his or her studies in terms of Rule 4.4 may apply to the Senate, via the relevant school for a special dispensation, and if approved, specific conditions for re-admission may be formulated, provided that the approved outcomes of the programme remain attainable.

- G4.9 Enrolment under programme changes:
- G4.9.1 Where the rules for a programme change substantially a student shall be required to register under the new programme rules whether such a student has interrupted his or her studies.
 - G4.9.2 On the recommendation of the relevant school, Senate may approve interim measures to enable a student who commenced his or her studies under a previous programme, to complete his or her studies according to the current, revised programme, with the understanding that certain accumulated credits may not count.

TIMETABLES

- G5. A student may not select, or register for, a module which clashes with any other selected module on the official timetable..

PAYMENT OF FEES

- G6.1 All requisite student fees shall be paid annually as stipulated before or by the published deadlines and in accordance with the annual registration contract.
- G6.2 A student may not renew his or her registration, or participate in attestation, oath-taking or graduation ceremonies unless all outstanding university debts have been settled.
- G6.3 No academic records or certification pertaining to a student shall be released until all outstanding debts have been settled.

REGISTERING FOR MODULES FOR NON-QUALIFICATION PURPOSES

- G7.1 An occasional student may not register for any module which is a prerequisite for registration with a health profession body.
- G7.2 A module taken for non-qualification purposes may only be recognised as credit bearing towards a programme where the Dean allows this, where the three-year shelf life of the module has not lapsed, and where all other admission requirements for the qualification have been satisfied
- G7.4 Recognition of credits is valid for a maximum of three years, except where school rules determine otherwise.
- G7.5 The fees charged for all modules taken for non-qualification purposes, are double the normal rates as occasional students do not complete qualifications and the University does not qualify for output subsidies from their studies.
- G7.6 A student who is refused readmission to a programme may not register for outstanding modules in the programme from which they have been excluded. (This Rule must be read in conjunction with Rule G26).
- G7.7 The limit on the number of modules that a student may complete for non-qualification purposes is subject to school rules.

- G7.8 A student who has completed a module may not register for it for a second time to improve results.
- G7.9 An occasional student does not qualify for admission to student residence.

RECOGNITION OF MODULES FOR CREDIT OR EXEMPTION

G8.1 Recognition of work completed at other institutions where a qualification has not been awarded

G8.1.1 Senate may grant a student exemption from class attendance, as well as formative assessment in a module by virtue of a credit obtained from another university or accredited higher education institution.

G8.1.2 Senate may grant credit for a module or modules prescribed for a qualification by virtue of credit(s) obtained from another university or accredited higher education institution, provided that the student shall not be admitted to a qualification by the University unless:

G8.1.2.1 His or her total period of attendance at such a recognised university or other approved higher education institution and at the University, together will equal at least the full period prescribed by the University for the qualification; and

G8.1.2.2 He or she has successfully passed approved modules at this University as follows:

- a) For any bachelor's degree for which the period is four years or more, 50% of the modules constituting at least the final two academic years; and
- b) For any other bachelor's degree for at least two years and for at least half the total number of credits prescribed for the qualification including those for the final year of the major subjects.

(NOTE: If a qualification does not specify major subjects, such subjects or combination of subjects are regarded as major subjects as are designated, for the purposes of this Rule, under the rules of the school concerned).

G8.2 Recognition of attendance at the Sefako Makgatho Health Sciences University

G8.2.1 A module is passed with a final mark of 50% or more and a student is automatically exempted from such a module for any programme at SMU for which it is prescribed; provided it has no additional practical and/or clinical component.

G8.2.2. A student who has failed a module is required to repeat the module in full. The school concerned may, however, exempt him or her from specific attendance requirements.

RECOGNITION OF MODULES FOR CREDIT OR EXEMPTION

G9.1 The Senate may, on the recommendation of the dean of a school, grant a person exemption from and/or credit(s) for work done in a prior qualification-whether obtained at this University or elsewhere- with a view to taking another qualification provided that:

G9.1.1 No more than 50% of the credits may be transferred for the completed qualification(s) and credited to another qualification;

G9.1.2 A maximum of 25% of the credits accrued at the highest NQF Level in prior

- completed qualification(s) may be recognised for the new qualification;
- G9.1.3 At least 50% of the credits for the new qualification must be completed at the University while registered for the new qualification; and
- G9.1.4 These concessions do not apply to admission to a postgraduate qualification in the same school.

RETENTION OR LOSS OF CREDITS

- G10.1 When a student has interrupted his or her studies at the University and wishes to resume his or her studies after a period that exceeds the shelf life of some or all modules previously successfully completed, Senate may, on the recommendation of the school, nullify the credits thus earned or any exemption or recognition granted from a qualifying module. Such a student, if readmitted, must then repeat the module, or an alternative module, to master the changed content.
- G10.2 A student, who interrupts his or her studies, may retain the credits for each module passed only for the following maximum, periods stated in this Rule, unless school rules determine otherwise, and provided that the total duration of permitted study for the qualification as delineated in Rule G11 has also not already been exceeded:

Undergraduate & Postgraduate Diplomas	1 year
Bachelor's degrees	3 years
Honours degrees	2 years
Master's degrees	1 or 2 years as appropriate

DURATION OF STUDY

- G11.1 Subject to the stipulations in Rules G8.1 and the provision of Rule G12, every student at the University registered in one of the qualifications listed in this Rule follows an approved programme of study as prescribed by the Rules. Each study programme has the duration periods indicated below:

Undergraduate Diplomas	Minimum	Maximum
Dip (Nursing)	2 years	4 years
AdvDip (Community Dentistry)	1 year	3 years
Undergraduate Bachelor's Degrees	Minimum	Maximum
BCur	4 years	6 years
BDentTher	3 years	5 years
BDS	5 years	7 years
BNSc	3 years	5 years
BOralHealthSc	4 years	6 years
BOH	3 years	5 years
BOccTher	4 years	6 years
BPharm	4 years	6 years
BdiagRad	3 years	5 years
BSc	3 years	6 years
BSc (ECP)	4 years	6 years
BSc (Dietetics)	4 years	6 years
BSc (Physiotherapy)	4 years	6 years
BSLPA	4 years	6 years
MBChB	6 years	8 years

MBChB (ECP)	7 years	9 years
Postgraduate Diplomas	Minimum	Maximum
PGDip (Dentistry)	1 year	2 years
PGDip (HIV/AIDS Management in the world of work)	1 year	2 years
PGDip (Hospital Pharmacy Management)	1 year	2 years
PGDip (Maternal and Child Health)	1 year	2 years
PGDip (Public Health)	1 year	2 years
Bachelor Honours Degrees	Minimum	Maximum
BNursHons	1 year	2 years
BScHons	1 year	2 years
BScHons (Dental Sciences)	1 year	2 years
BScHons (Medical Sciences)	1 year	2 years
BScHons (Medical Sciences) (Anatomical Pathology)	1 year	2 years
BScHons (Medical Sciences) (Chemical Pathology)	1 year	2 years
BScHons (Medical Sciences) (Haematological Pathology)	1 year	2 years
BScHons (Medical Sciences) (Human Genetics)	1 year	2 years
BScHons (Medical Sciences) (Medical Biochemistry)	1 year	2 years
BScHons (Medical Sciences) (Medical Microbiology)	1 year	2 years
BScHons (Medical Sciences) (Medical Virology)	1 year	2 years
BScHons (Medical Sciences) (Physics)	1 year	2 years
BScHons (Medical Sciences) (Medical Physiology)	1 year	2 years
BScHons (Physiology)	1 year	2 years
Master's Degrees	Minimum	Maximum
MNurs	2 years	4 years
MDent (Community Dentistry)	4 years	6 years
MDent (Maxillofacial & Oral Surgery)	5 years	7 years
MDent (Oral Pathology)	5 years	7 years
MDent (Orthodontics)	4 years	6 years
MDent (Periodontology & Oral Med)	4 years	6 years
MDent (Prosthodontics)	4 years	6 years
MDS	1 year	3 years
MMed (Anaesthetics)	4 years	6 years
MMed (Anatomical Pathology)	4 years	6 years
MMed (Anatomy)	4 years	6 years
MMed (Cardio-Thoracic Surgery)	5 years	7 years
MMed (Community Medicine)	4 years	6 years
MMed (Dermatology)	4 years	6 years
MMed (Diagnostic Radiology)	4 years	6 years
MMed (Family Medicine)	4 years	6 years
MMed (Forensic Pathology)	4 years	6 years
MMed (General Surgery)	5 years	7 years
MMed (Haematological Pathology)	4 years	6 years
MMed (Haematology)	4 years	6 years

MMed (Internal Medicine)	4 years	6 years
MMed (Chemical Pathology)	4 years	6 years
MMed (Medical Virology)	4 years	6 years
MMed (Microbiology)	4 years	6 years
MMed (Neurological Surgery)	5 years	7 years
MMed (Neurology)	4 years	6 years
MMed (Nuclear Medicine)	4 years	6 years
MMed (Obstetrics and Gynaecology)	4 years	6 years
MMed (Occupational Medicine)	4 years	6 years
MMed (Ophthalmology)	5 years	7 years
MMed (Orthopaedics)	4 years	6 years
MMed (Otorhinolaryngology)	5 years	7 years
MMed (Paediatrics and Child Health)	4 years	6 years
MMed (Pharmacology)	4 years	6 years
MMed (Physiology)	4 years	6 years
MMed (Plastic Surgery)	5 years	7 years
MMed (Psychiatry)	4 years	6 years
MMed (Radiotherapy)	4 years	6 years
MMed (Thoracic Surgery)	5 years	7 years
MMed (Urology)	5 years	7 years
MMed (Virological Pathology)	4 years	6 years
MOccTher	4 years	6 years
MPH	4 years	6 years
MPharm	2 years	4 years
MSc	2 years	4 years
MSc (Clinical Psychology)	2 years	4 years
MSc (Dietetics)	2 years	4 years
MSc (Dentistry)	2 years	4 years
MSc (Medicine)	2 years	4 years
MSc (Medical Science)	2 years	4 years
MSc (Physiotherapy)	2 years	4 years

Doctoral Degrees	Minimum	Maximum
PhD	3 years	5 years
PhD (Anatomical Pathology)	3 years	5 years
PhD (Anatomy)	3 years	5 years
PhD (Chemical Pathology)	3 years	5 years
PhD (Dietetics)	3 years	5 years
PhD (Forensic Pathology)	3 years	5 years
PhD (Haematological Pathology)	3 years	5 years
PhD (Medical Microbiology)	3 years	5 years
PhD (Medical Virology)	3 years	5 years
PhD (Nursing Science)	3 years	5 years
PhD (Occupational Therapy)	3 years	5 years
PhD (Pharmacy)	3 years	5 years
PhD (Physiotherapy)	3 years	5 years
MD	3 years	5 years
MD (Anatomical Pathology)	3 years	5 years
MD (Anatomy)	3 years	5 years
MD (Chemical Pathology)	3 years	5 years
MD (Forensic Pathology)	3 years	5 years

MD (Haematological Pathology)	3 years	5 years
MD (Medical Biochemistry)	3 years	5 years
MD (Medical Microbiology)	3 years	5 years
MD (Medical Virology)	3 years	5 years
DPH	3 years	5 years

- G11.2 Senate may recognise periods of attendance as a registered student at another university or institution approved for the purpose by the Senate as part of the prescribed period of attendance for a bachelor's degree at SMU
- (a) in respect of a recognised module, or an equivalent approved for the purpose by Senate;
- (b) . provided that upon application the prospective student has submitted a full, official academic record and a certificate of attendance and good conduct issued by such a university on or before the closing date for application for admission to this university.
- G11.3 A part-time student may extend the maximum period of registration set out in G11.1 by one year.
- G11.4 The duration of all extended degree programmes is one year longer than the corresponding standard degree programme. Such programmes may contain prerequisite, non-credit bearing modules.
- G11.5 Senate may permit a student to register for a longer period than defined in G11.1 where the Senate considers that exceptional circumstances exist.
- G11.6 Senate may on application by the student, supported by the supervisor allow a longer period of registration for a postgraduate degree than the maximum defined in Rule G 11. 1 where a research programme requires this.

CHANGE OF PROGRAMMES AND SIMULTANEOUS REGISTRATION FOR TWO OR MORE MODULES

- G12.1 Changes from one programme to another and/or from one school to another are subject to approval of the school or the schools concerned. (See Rule G2.5).
- G12.2 A student
- (a) may not, except with the permission of the Senate, register for a qualification simultaneously with another qualification at either undergraduate or postgraduate level, at this or any other university;
- (b) who has not completed the prerequisite bachelor's degree or equivalent qualification, may not register for a postgraduate qualification.
- G12.3 Where Senate allows concurrent registration for more than one qualification
- (a) the student must comply with all the prerequisites and applicable Rules; and
- (b) the onus is on the student to ensure that there are no clashes on the standard lecture and assessment timetables.
- G12.4 Should it become known that a student of this University has registered in contravention of Rule G12, the Registrar may terminate his or her registration with immediate effect.

ASSESSMENT

- G13.1 Assessment of students must conform to the University's Assessment Policy.
- G13.2 Exemption from assessment events may only be granted where school rules allow this.
- G13.3 No assessment event that contributes to the continuous assessment mark may be scheduled after the summative assessment period commences.

- G13.4 No further assessment is granted after the student has had the benefit of a full assessment cycle, comprising standard, and supplementary or deferred assessment, as applicable.
- G13.5 Only students who have settled all their financial obligations in the academic year receive their final assessment results.
- G13.6 Senate may permit a deviation from the standard assessment procedure in terms of Rule G17.

SUMMATIVE ASSESSMENT

- G14.1 To be admitted to summative assessment for a module, a student must have:
 - G14.1.1 a continuous assessment mark of at least 40% in the module;
 - G14.1.2 evidence of class attendance of 75% as a minimum requirement in planned formal contact sessions as determined by school rules, unless the school rules stipulate a higher requirement, except where Rule G8.2.3 applies; and
 - G14.1.3 in clinical disciplines, met the minimum clinical requirements as determined by the school rules.
- G14.2 Summative assessment occurs as scheduled and published in each assessment timetable, unless the rules of the school determine otherwise.
- G14.3 Summative assessment in a module will normally be written and/or oral and/or clinical assessment, or an approved alternative assessment procedure as determined in the school rules.
- G14.4 For every final-level summative assessment of the module, the Senate must appoint one or more external examiners in the manner defined in the Assessment Policy.
- G14.5 When calculating the final mark for a module, the contribution of the continuous and the summative assessment mark is 60:40, unless otherwise specified in the school rules.
- G14.6 Irrespective of the final mark calculated in terms of Rule G14.5 a student:
 - G14.6.1 who does not obtain at least 40% in the summative assessment fails the course and will be given the lesser of his or her calculated mark or 49% as a final mark; and
 - G14.6.2 a student taking a clinical module who does not obtain at least 50% (or more where the school rules and/or the professional body prescribes this) for the clinical component fails the course and will be given the lesser of his or her calculated mark or 49% as a final mark.

SUPPLEMENTARY ASSESSMENT (FOR UNDERGRADUATE STUDIES ONLY)

- G15.1 A student who obtains a final mark between 45% and 49%, both inclusive, may complete a supplementary assessment in the module concerned, provided that where clinical prerequisites require a sub-minimum, the clinical requirements dictate an appropriate adjustment and must be published in the school rules.
- G15.2 If the calculated mark achieved in a module is 50% or more, but the summative assessment mark is below 40%, the student may complete a supplementary assessment provided that where clinical prerequisites require a higher sub-minimum, the clinical requirements dictate an appropriate adjustment and must be published in the school rules.

- G15.3 The form of a supplementary assessment must mirror that of the summative assessment and the assessment must be similar in nature and depth; provided that a school rule may stipulate that the supplementary assessment take the form of an oral assessment. In such an instance, the assessor(s) must make a digital sound recording of the oral assessment whether the moderator is present. The recording must be safely stored for the same period that written papers are retained after the assessment process is concluded.
- G15.4 Unless otherwise resolved by Senate, supplementary assessment is flexibly arranged by the discipline practitioners within the period allowed by the Senate, provided that it must occur at least ten days before the commencement of the subsequent semester.
- G15.5 The calculation of the final mark following a supplementary assessment will follow the ratio used after the summative assessment, with the supplementary assessment mark substituting for the summative assessment mark: provided that where the supplementary mark is lower, the summative mark is retained. In supplementary assessment the student must obtain at least 40% and a final mark of 50% or more to obtain a pass mark: provided that in the case of clinical prerequisites that require a higher sub-minimum, the clinical requirements dictate an appropriate adjustment and must be published in the school rules. The maximum final mark allocated can only be 50% to reflect the student's failure to pass in the first instance.

DEFERRED SUMMATIVE ASSESSMENT

- G16.1 Senate may grant a deferred summative assessment opportunity to a student who has been prevented from taking the assessment by illness, on the day of the assessment or during or immediately before that assessment; provided that a medical certificate from a registered medical practitioner, or registered traditional healer, is submitted to the satisfaction of the school: provided further that the condition diagnosed is not a chronic nor repetitive infliction which can be avoided or controlled by medication or other appropriate intervention: and provided further that when the onset of the illness occurs sufficiently prior to the assessment, application for deferment on the required application form accompanied by the medical certificate is submitted to the stipulated office, prior to the day of the assessment.
- G16.2 Senate may grant a deferred summative assessment opportunity to a student who has been prevented from taking the assessment as a consequence of domestic circumstances such as serious illness, or death of a spouse, legal partner, parent, guardian, child or sibling: provided that the student can produce satisfactory proof of such special circumstances.
- G16.3 Senate determines whether the whole or only part of the summative assessment in the module concerned must be undertaken in a deferred assessment.
- G16.4 Where a student is permitted to complete part of the assessment, any other part of the assessment already completed before the illness or relevant circumstance(s) remains valid and will contribute proportionately to the final mark.
- G16.5 A deferred summative assessment may be scheduled immediately after the cessation of the circumstances that prevented the student from taking part in an assessment or must otherwise normally occur within seven days of approval.
- G16.6 A student who fails to participate in a deferred summative assessment will not be granted a further deferment in the same module, and shall re-register for such a module, unless another rule precludes such re-registration.

G16.7 Applications for deferred summative assessment if not submitted prior to the date of assessment must be submitted within seven days of the date on which the assessment was held.

G16.8 Applications for deferred assessment must be submitted on the prescribed form.

SPECIAL SUMMATIVE ASSESSMENT

G17.1 Senate may grant a special summative assessment to a student

(a) in the final year of study for a qualification;

(b) who has completed all but one of the modules for the qualification;

(c) who, having failed one module but obtained at least 40% in the summative assessment: provided that

(i) the module failed is not a clinical module; and

(ii) the assessment opportunity occurs before the commencement of the subsequent academic year.

G17.2 Senate determines whether the whole or only part of the summative assessment in the module concerned must be undertaken in a special assessment.

G17.3 Where a student is permitted to complete part of the assessment as a special assessment, any other part of the assessment already completed before the illness or relevant circumstance(s) remains valid and will contribute proportionately to the final mark.

G17.4 A student who fails to participate in a special summative assessment forfeits further assessment in the same module, and must re-register for such a module, unless another rule precludes such re-registration.

G17.5 Applications for special summative assessment must be submitted within seven days of the publication of results and must be submitted on the prescribed form to the Dean of the School.

DEVIATION FROM STANDARD PROGRAMME TIME LIMITS

G18.1 Senate may, in circumstances deemed by it to be extraordinary, and on the recommendation of the head of the department concerned, grant a student extra time for assessments. Such circumstances include visual impairment, a writing disability, extremely slow writing by a student (for written assessments) or, in an oral assessment, stuttering or any other comparable condition.

G18.2 Students seeking extra time in terms of this rule must register with and apply to Senate through the Disability Unit, for approval at the first Senate meeting of each year and preceding summative assessment.

ASSESSMENT FRAUD AND DISHONESTY

G19.1 Any allegation of dishonesty in any assessment, or breach of examination rules or contravention of the Code of Conduct will be dealt with in terms of the Student Disciplinary Rules.

G 19.2 A student charged with alleged assessment fraud, or dishonesty in examinations, must appear before a Student Disciplinary Committee within four weeks of being charged.

G19.3 Plagiarism is viewed as assessment fraud. Any material that is presented for any form of

assessment, where plagiarism is evident, may be used as evidence in disciplinary proceedings.

G19.4 A student who presents a fraudulent medical certificate in respect of any assessment will be subject to the disciplinary processes.

G19.5 Marks obtained in assessment events in all modules, for which the student involved is registered, are withheld pending the outcome of the disciplinary hearing.

ASSESSORS, EXAMINERS AND MODERATORS

G20.1 Students are assessed in all modules by internal and/or external assessors from the same or cognate disciplines in the manner defined in the assessment policy and in keeping with the practice as determined by each school. The adopted practice must meet the requirements of the relevant professional body. The use of external moderators, for undergraduate assessments, particularly for final-year major modules, and of external assessors for postgraduate assessment, assures quality.

G20.2 Internal assessors and moderators, from the same or cognate disciplines, who have not taught the modules, are nominated by the department concerned for approval by the school and are normally academic personnel who have not taught the students for the module concerned.

G20.3 External assessors and moderators are appropriately qualified academic professionals from the same or cognate disciplines and employed elsewhere, who are nominated by the school for appointment by the Senate, if such annually-consecutive appointments are limited to a three-year cycle; a previous appointee qualifies for reappointment after at least a three-year break.

DISTINCTION IN A MODULE

G21 A module is passed with distinction when a final mark of 75% or more is obtained after the initial summative assessment or after a deferred summative assessment.

FAILURE IN A MODULE

G22.1 A student fails a module if:

(a) he or she does not fulfill all the requirements in the module concerned;

(b) he or she does not meet the stipulated sub-minimum requirements for any components of the summative assessment; or

(c) his or her final mark is less than 50%.

G22.2 Subject to the provisions of Rules G26 and G27, a student shall not be permitted more than two attempts at passing a module even when such a student changes his or her qualification programme.

VIEWING AND REMARKING SCRIPTS

G23.1 A student may view his or her summative assessment script together with the marking memorandum, under the supervision of a responsible person appointed by the dean, provided that a request to do so is submitted to the head of the department within ten working days of publication of the results, excluding days on which SMU is closed. A department may as an alternative offer a student a scanned or photocopied copy of the script and may charge a reasonable price for this to cover the cost of photocopying.

- G23.2 A student may apply to the dean of the school for the remarking of an assessment script
- (a) in writing;
 - (b) setting out the reasons for the request;
 - (c) on the prescribed form
 - (d) within two weeks of the assessment results having been published; and
 - (e) if by the postal service, by registered mail.

The approval or rejection of the application, with reasons, is based on the relevant section(s) of the published assessment procedures. Where the application is granted, the dean of the school makes the necessary arrangements for the remarking of the script.

- G23.3 Summative assessment scripts and recordings of oral and clinical assessments, shall be kept, in the manner prescribed in the published assessment procedures, for two years and then shredded or, in the case of recordings or oral assessments, disposed.

AWARDING OF QUALIFICATION

- G24.1 A qualification, other than an honorary degree, may not be conferred or awarded to any person unless he or she has fulfilled all requirements prescribed by the Rules for the qualification.

- G24.2 Senate may award a qualification other than a doctoral degree “with distinction” (*cum laude*);

- G24.3 The award of a qualification “with distinction” (*cum laude*) is subject to the following:

- G24.3.1 the qualification must be completed within the **minimum** prescribed period;
- G24.3.2 the student must have obtained 75% calculated as a weighted average percentage over all modules for which the student was registered and which contributed to the completion of the programme; and
- G24.3.3 the student has complied with any additional criteria prescribed by school rules.

- G24.4 The University reserves the right neither to confer any degree nor award any qualification to a student of the University who has outstanding university debts.

ADMISSION TO POSTGRADUATE STUDIES

- G25.1 A candidate may not register for a postgraduate qualification unless he or she holds a bachelor’s degree, except where a school rule permits otherwise.

- G25.2 A student wishing to interrupt his or her studies must apply in advance for permission from the Senate to do so.

GB GENERAL RULES FOR BACHELOR’S DEGREES

- GB1 A person may not register as a student for a bachelor’s degree unless he or she is in possession of
- (a) A National Senior Certificate (NSC) or National Certificate Vocation (NCV) or Senior Certificate (amended) (SC(a)) endorsed by Umalusi as having met the minimum requirements for admissions to bachelor’s degree study or
 - (b) Higher Certificate or a Diploma awarded by a South African higher education institution accepted by the Senate; or
 - (c) an equivalent South African certificate with university entrance or exemption; or

(d) a Certificate of Full Exemption from the Matriculation Board.

GB2 Where the school rules for a fixed curriculum apply, and where a student fails, in the first semester, to complete prerequisites for access to a second semester module, registration for the second semester module will be cancelled.

GB3 The following limitations on enrolment for modules at subsequent academic levels apply unless otherwise determined by school rules:

GB3.1. *Second year level registration*

Subject to specific module prerequisites, a student may take any module at an academic second-year level if he or she has obtained at least 50% (in Oral Health 75%) of the total credits prescribed at academic first-year level.

GB3.1.2 *Third-year level registration*

A student may take any module at an academic third-year level if he or she has obtained 100% of the total credits prescribed at first-year level, and at least 50% of the total credits prescribed at second-year level and has completed the prerequisite for the third-year level courses he or she wishes to take.

GB3.1.3 *Fourth-year level registration*

A student may take any module at an academic fourth-year level if he or she has obtained 100% of the total credits prescribed at second-year level and at least 50% of the total credits prescribed at third-year level and has completed the prerequisite module(s).

GB3.1.4 *Fifth-year level registration*

A student may take any module at an academic fifth-year level if he or she has obtained 100% of the total credits prescribed at third-year level and at least 50% of the total credits prescribed at fourth-year level and has completed the prerequisite module(s).

GB3.1.5 *Sixth-year level registration*

A student may take any module at an academic sixth-year level if he or she has obtained 100% of the total credits prescribed at fourth-year level and at least 50% of the total credits prescribed at fifth-year level and has completed the prerequisite module(s).

GB3.2 Academic year status

GB3.2.1 *Academic second-year status*

A student must have obtained credit for all credits required for the first year according to the applicable school rule before being admitted to second-year status and must be registered for the modules prescribed for the second year.

GB3.2.2 *Academic third-year status*

A student must have obtained credit for all credits required for the first and second years according to the applicable school rule before being admitted to third-year status and must be registered for the modules prescribed for the third year.

GB3.2.3 *Academic fourth-year status*

A student must have obtained credit for all credits required for the first, second and third years according to the applicable school rule before being admitted to fourth-year status and must be registered for the modules prescribed for the fourth year.

GB3.2.4 *Academic fifth-year status*

A student must have obtained credit for all credits required for the first, second,

third and fourth years according to applicable school rule before being admitted to fifth-year status, and must be registered for the modules prescribed for the fifth year

GB3.2.5 *Academic sixth-year status*

A student must have obtained credit for all credits required for the first, second, third, fourth and fifth years according to the applicable school rule before being admitted to sixth-year status and must be registered for the modules prescribed for the sixth year.

RENEWAL OF REGISTRATION

GB4.1 A full-time student, who, after having been registered for a full academic year has failed to accumulate any credits, may be refused readmission in the following year.

GB4.2 A full-time student who has been registered for a qualification at a specific academic-year level for two years and has failed to obtain the requisite credits at that academic-year level may be refused readmission in the following year.

GB4.3 A student who was refused readmission in terms of Rule GB4.1 or GB4.2 may only apply for readmission after having obtained the outstanding credits recognised by this University as equivalent, from another accredited institution of higher learning, and must provide evidence acceptable to the Senate that he or she has rehabilitated himself or herself.

GB4.4 A full-time student who has been continuously enrolled for a period of two years in excess of the minimum period of attendance for a bachelor's degree as stipulated under Rule G11 and is also not in a position to complete his or her study programme if granted one more additional year under rule G11.5, may be refused readmission.

GB4.5 A student who was refused readmission in terms of Rule GB4.4, may apply for readmission for purposes of degree conferment only if

- (a) if permission was granted in advance by the dean of the relevant school for all the outstanding credits for the qualification to be obtained from another accredited institution of higher learning;
- (b) The student has subsequently obtained these credits; and
- (c) subject to the stipulations under Rule G8.

GB4.6 A student who has been expelled or is still excluded during the laid-down period of rustication from another institution, may not register at this University.

REGISTRATION IS A PREREQUISITE FOR TAKING A COURSE

GB5 A student who fails to register in a given year may not pursue his or her studies in any course in that year.

GH RULES FOR HONOURS DEGREE STUDY ADMISSION TO STUDY FOR AN HONOURS DEGREE

GH1 A candidate for admission to an Honours programme must have:

GH1.1 a relevant bachelor's degree or equivalent; and have obtained at least 60% as an average final mark in the appropriate academic third-year level major module or course which is the prerequisite for access to the Honours programme; **or**

- GH1.2 the special recommendation of the school concerned, based on assessment of potential and quality of prior studies.

DURATION OF STUDY

- GH2 The minimum and maximum study duration for the Honours degree is as described in Rule G11.

COMPOSITION OF AN HONOURS PROGRAMME

- GH3 Each Honours programme is composed of the modules prescribed in the relevant school rules, which, where appropriate, prescribe the other elements of the programme including papers, projects, extended essays and/or practicals.

ASSESSMENT

- GH4 The Honours degree is offered full-time over one calendar year and students must complete the summative assessment(s) during the assessment periods determined by Senate.
- GH5 In order to pass, a student must obtain a minimum of 50% in every prescribed module in the programme.
- GH6 Submission and assessment of Honours research reports must conclude before the end of March in the year following the year of enrolment for the degree.

GM GENERAL RULES FOR MASTER'S DEGREES

ADMISSION TO STUDY FOR A MASTER'S DEGREE

- GM1 A candidate for admission to a master's programme must have:
- GM1.1 a relevant Honours bachelor's degree or equivalent or a professional degree of four or more years' duration; and have obtained a least 60% as an average final mark for the relevant module(s) which are the prerequisite(s) for the master's programme of learning; **or**
 - GM1.2 the special recommendation of the school concerned based on appropriate assessment of the potential and quality of prior studies. If a candidate does not have a bachelors or Honours degree, he or she may be admitted to the master's study if Senate, through the recognition of prior learning (RPL) is satisfied that such a candidate has reached the standard of an Honours degree.
- GM2 on the recommendation of the school concerned, Senate may allow a student to register for a master's degree in a programme or school different from that in which he or she graduated with an Honours degree.

REGISTRATION AND RENEWAL OF REGISTRATION

- GM3 A person registering for a master's degree by research only, for the first time, may be permitted to do so at any day during the year unless otherwise stipulated in the school rules, and must renew his or her registration each subsequent year by the closing date stipulated for academic registration.
- GM4 A person registering for a master's degree by course work and minor dissertation/mini-dissertation/research report for the first time, must do so as stipulated in the school rules and must renew his or her registration each year consecutively by the closing date stipulated for

academic registration.

- GM5 If a student registered for a course work master's study fails in any prescribed module, he or she must repeat the module to qualify for the degree.
- GM6 A master's student who fails to meet the minimum progression prerequisites, published in the school rules, may be refused re-admission.

COMPOSITION OF A MASTER'S PROGRAMME

- GM7 All master's degrees require a dissertation, mini-dissertation or research report as determined by the relevant school rules.
- GM8 A research master's programme is composed of a research project where the candidate must exhibit competency in planning, execution and reporting on the research project.
- GM9 The composition of a master's programme is determined by the school rules and may include assessment papers, projects, mini-dissertations, research papers, practicals, or combinations thereof.

DISSERTATION OR MINI-DISSERTATION

- GM10 A candidate's proposal for his or her mini-dissertation is approved for a period of four years, provide that Senate may, as an exception, grant an extension of time upon application from the student supported by the relevant head of department and school dean.
- GM11 The dissertation/mini-dissertation must render proof that the student has acquired the capacity to conduct and execute substantive independent scientific research.
- GM12 Where school rules permit, and subject to Rule GM11, a student may submit published work based on research undertaken while registered to supplement, or in place of, a dissertation or mini-dissertation.
- GM13 A student may not submit a dissertation or mini-dissertation previously submitted for examination at another university.

CLOSING DATE FOR SUBMISSION OF A DISSERTATION OR MINI DISSERTATION FOR A MASTER'S DEGREE

- GM14.1 The University publishes the last date, four months prior to a graduation ceremony, by which date a dissertation or mini-dissertation must be submitted to provide three months for assessment. Should Senate approve the award of the degree, the student will be placed on the roll for the graduation ceremony in question. Students who are adjudged to have failed the degree or who are required to undertake major corrections with further assessment are not placed on the graduation ceremony roll.
- GM14.2 A student who submits in year n aiming to graduate not later than the first graduation of year n+1, whose assessment report results in the requirement of further work in the following academic year, must re-register before 31 March in the year n+ 1 to complete all outstanding requirements for the degree.
- GM14.3 A student who fails is not permitted to register again for the qualification at this University.
- GM14.4 Where the professional body's prerequisite for specialisation do not match those stipulated for a postgraduate qualification, the student must comply with the requirements of the profession and those of the University.

ASSESSMENT OF THE DISSERTATION OR MINI-DISSERTATION FOR A MASTER'S DEGREE

- GM15.1 In the case of a dissertation, Senate, having considered the recommendation of the supervisor, and the school concerned, must appoint at least two external examiners, provided that neither a supervisor nor a co-supervisor may be appointed as an examiner.
- GM15.2 In the case of a mini-dissertation, Senate, having considered the recommendation of the supervisor, and the school concerned, must appoint at least two external examiners, provided that neither a supervisor nor a co-supervisor may not be appointed as an examiner.
- GM15.3 The examiners must submit their independent comments on the dissertation, or mini-dissertation, in writing within six weeks to the Examinations Office who will forward them, with comments received, to the supervisor through the office of the dean. Thereafter the supervisor must submit a summarised report to the Senate. If the Senate approves the award of the qualification the supervisor oversees corrections if any, and submits the report, with one spiral bound hard copy and one digital copy of the corrected dissertation or mini-dissertation to the office of the dean.
- GM15.4 Where the candidate is required to make substantive revisions before a second assessment, the process delineated in Rule GM15.3 is repeated.
- GM15.5 A degree will not be conferred until the student submits to the Examination Office:
- GM15.5.1 one corrected hard bound copy for each examiner including internal examiner(s);
 - GM15.5.2 one corrected hard bound copy for the Examinations Office; and
 - GM15.5.3 one corrected hard bound copy, one corrected electronic copy supplied in the laid down format, and details of any previously approved moratorium on publication in an information repository for the Library.
- GM15.6 The school rules may require, and/or the examiners may require, a candidate to present himself or herself for an oral examination on the subject of his or her dissertation or mini-dissertation.
- GM 15.7 A degree will not be conferred
- GM15.7.1 before the minimum period of registration has elapsed;
 - GM15.7.2 unless the student has complied with all the requirements imposed under the Rules; and
 - GM15.7.3 until all the financial obligation to the University have been fulfilled.

PUBLICATION OF A DISSERTATION OR MINI-DISSERTATION FOR MASTER'S DEGREES

- GM16 If a dissertation or mini-dissertation, or paper there on, is not published by the author within one year after the conferment of the degree, or if no steps regarded by Senate as satisfactory are taken to effect such publication within the said period, the University may publish the whole of the dissertation or mini-dissertation, or part thereof, or a summary of the work.
- GM17 The term "publishing" implied that the dissertation or mini-dissertation is made available to the public, free or against payment, privately or through the trade, in the form of a typed volume or in the form of a volume multiplied by other processes or as a journal article or by other means including in electronic form.
- GM18 Where the University publishes the whole, or part, or summary of the work, the University must state that the dissertation or mini-dissertation was submitted by the named student in compliance with the requirements for the degree of the University and may list the supervisor and co-supervisor(s).
- GM19 Where neither the author (student) nor the University elects to publish the work, the supervisor

may, with the permission of the Senate, prepare the dissertation or mini-dissertation for publication: provided that the supervisor must first obtain the student's approval for such publication and provided also that the student is credited as the primary author of any publication.

- GM20.1 The title page of the dissertation or mini-dissertation must contain the following:
- GM20.1.1 the full title of the dissertation or mini-dissertation;
 - GM20.1.2 the full names of the student;
 - GM20.1.3 a statement that the dissertation or mini-dissertation was submitted in fulfillment of the requirements for the degree of, in the School of, at the Sefako Makgatho Health Sciences University, South Africa;
 - GM20.1.4 year of submission; and
 - GM20.1.5 full names of the supervisor(s) and, if any, co-supervisor(s).
- GM20.2 A student must sign and submit the following official statement when submitting his or her dissertation or mini-dissertation:
- “I declare that the dissertation/mini-dissertation hereby submitted to Sefako Makgatho Health Sciences University, for the degree of (degree and field of research) has not previously been submitted by me for a degree at this or any other university; that it is my work in design and execution, and that all material contained herein has been duly acknowledged.”
- GM20.3 A student must submit to his or her supervisor, prior to submitting his or her dissertation or mini-dissertation, the following:
- GM20.3.1 An abstract of the work, in English, for approval by the supervisor. The abstract must, once approved, be bound into each copy of the dissertation or mini-dissertation, immediately after the title page;
 - GM20.3.2 One spiral bound copy of the dissertation or mini-dissertation for each supervisor and examiner, or where permitted by Senate one electronic copy in the format specified by Senate for submission to examiners; and
 - GM20.3.3 One electronic copy supplied in laid down format subject to any previously approved moratorium on publication in an information repository.
- GM21 The supervisor and co-supervisor(s) having received the submissions, must indicate to the school, in writing, that the work of the student is ready for assessment.

AWARDING OF MARKS FOR A DISSERTATION

- GM22.1 Where all the examiners recommend a pass the final mark achieved for the dissertation, is an average of the marks allocated by all examiners.
- GM22.2 If an examiner indicates in his or her examination report that he or she requires to re-examine the dissertation after the corrections have been made this may only occur once.
- GM22.3 Where an examiner fails the dissertation (i.e., awards a mark below 50%), Senate may seek only one additional external opinion.
- GM22.4 Where three examiners are appointed, the decision of the majority will be binding, unless Senate for good cause decides otherwise.

AWARDING OF MARKS FOR A MINI-DISSERTATION

GM24.1 A course work master's degree is awarded on the ground of:

GM24.1.1 completion of the required modules; and

GM24.1.2 a mini-dissertation, contributing 50% towards the final mark.

GM24.2 If a student fails in a mini-dissertation, he or she may submit an amended or different mini-dissertation within one calendar year.

GM24.3 In order to obtain the degree, a student must obtain a pass mark of at least 50% in every module required for the degree and for the mini-dissertation.

GM24.4 The mini-dissertation contributes half of the value of the final mark and the remaining half comprises the value of all the required course work components of the degree.

GM24.5 Subject to GM24.6 below, the final mark achieved for the mini-dissertation, is the average of the marks allocated by all external examiners.

GM24.6 In order to pass the mini-dissertation, a minimum of 50% should normally be allocated for the mini-dissertation by all external examiners. Where three examiners are appointed, the decision of the majority will be binding unless Senate for good cause decides otherwise. .

GM24.7 Where an external examiner awards a mark below 50%, Senate may seek a second external opinion..

GM24.8 If an assessor indicates in his or her examination report that he or she requires to re-examine the mini-dissertation after the corrections are effected, this may only occur once.

CONVERSION OF A MASTER'S CANDIDATURE STUDY INTO A DOCTORAL CANDIDATURE

GM25.1 Should a dissertation be deemed of exceptional merit by the supervisor(s) and/or co-supervisor(s), it may, subject to the rules governing doctoral degrees, be submitted as a doctoral thesis, provided that the degree shall be awarded at least four years after the Bachelor's degree has been conferred on the candidate, and provided that the following procedure is followed:

GM25.2 If in the process of supervising a master's degree candidate, the supervisor and co-supervisor(s), if any, in consultation with the director of the school and the dean of the school, consider that:

- a) the findings or outcome of the research already done at that stage are of such exceptional merit, that the work will probably surpass the requirements for a master's dissertation; or
- b) the research, when completed, will outclass work of a master's quality, and would academically fall within the range of a doctoral thesis, the supervisor must seek the opinion of two external assessors who qualify to assess a doctoral thesis, and if the external assessors recommend that the research be upgraded to doctoral level, the dean must submit the recommendation of the external assessors and the substantiation of the supervisor and co-supervisor(s) to the Senate for decision. (Senate may delegate this to a committee.)

GM25.3 If completed master's dissertation is found to be of such exceptional quality that a supervisor and co-supervisor(s) consider that it would probably be accepted if submitted as a doctoral thesis, the supervisor, in consultation with the director of the school and the dean of the school, shall apply to the Senate who shall put the following process in motion:

- a) The dissertation shall be submitted for consideration as a doctoral thesis by two external assessors;

- b) If both external assessors recommend that the dissertation is of doctoral quality, the school assessment committee shall recommend to Senate that the dissertation be upgraded accordingly;
 - c) If Senate accepts the supervisors' and external assessors' recommendations, it shall put in motion the normal processes of assessment for a doctoral thesis.
- GM25.4 If, after the conversion of a master's dissertation to a doctoral thesis, the student fails in the opinion of the assessor to obtain a pass in the doctoral assessment, the normal assessment procedure for master's dissertations, as indicated under **the General Rules for Masters degree** shall be initiated.

GD GENERAL RULES FOR DOCTORAL DEGREE STUDY ADMISSION FOR DOCTORAL STUDY

- GD1 A candidate for admission to a doctoral programme must have a master's degree or equivalent qualification or if a candidate does not have a master's degree, he or she may be admitted to the doctoral study provided that Senate, through the recognition of prior learning (RPL) is satisfied that such a candidate has reached the standard of a master's degree.
- GD2 Before a candidate is accepted for doctoral study, the school concerned must be convinced that the candidate has sufficient knowledge of the field of study to be able to fulfill the requirements for the degree, and that the school has the necessary personnel in the discipline to provide supervision on the topic proposed.

REGISTRATION AND RENEWAL OF REGISTRATION FOR DOCTORAL STUDY

- GD3 A doctoral student registers for the first time at any date during the year and must renew his or her registration each year consecutively by the closing date stipulated for academic registration.
- GD4 If a student's progress, including the development of an approved research protocol, is unsatisfactory in terms of the stipulations published in the school rules he or she may be refused re-admission.

REQUIREMENTS FOR AWARDING A DOCTORAL DEGREE

- GD5 A doctoral degree is awarded on the grounds of a completed thesis and at least one article drawn from the research that has been accepted for publication in an accredited journal. A thesis may take the form of a monograph and/or pre-approved theme of publication as provided by the school rules.
- GD6 Subject to school rules, the assessment panel may subject a candidate to an oral defence of the thesis.

THE THESIS

- GD7 A candidate's proposal for his or her thesis is approved for a period of five years, provided that Senate may, as an exception, grant an extension of time upon application by the student, which application must be supported by the relevant head of department and school dean.
- GD8 The thesis must:

- GD8.1 demonstrate a high level of research capability;
 - GD8.2 make a significant and original academic contribution to the discipline or field;
 - GD8.3 be of such quality as to satisfy peer review; and
 - GD8.4 merit publication in full or part.
- GD9 Pertinent and currently relevant material from the student's own published work may be incorporated in the thesis, with appropriate acknowledgement as to the source. Furthermore, if determined by pre-approved research protocol, a collection of published works may be submitted as, or part of, the thesis provided that the school rules allow this.
- GD10 The University publishes the last date, **four months prior** to a particular graduation ceremony, by which a thesis must be submitted, in order to provide three months for assessment. Should Senate approve the award of the degree, the student will be placed on the roll for the graduation ceremony in question. Students who are adjudged to have failed the degree or who are required to undertake corrections or revisions, with or without further assessment, are not placed on the graduation ceremony roll in question.
- GD11 Students who aim to graduate during the graduation season, but who, for some reason, do not meet the deadline set by Senate or whose assessment report results in the requirement for further work, must re-register before 31 March in the following year and complete all outstanding requirements for the degree.
- GD12 A student may not submit work submitted as part, or the whole, or in substance for a degree at another university as, or as part of, a thesis at this University.
- GD13 A student who fails the degree is not permitted to register again for the qualification at this University.

SUBMISSION OF THESIS

- GD14 The title page of the copies of the thesis which are submitted must contain the following:
- GD14.1 The full title of the thesis;
 - GD14.2 The full names of the student;
 - GD14.3 Submitted in fulfillment of the requirements for the degree of doctor of, in the School of, at the Sefako Makgatho Health Sciences University, South Africa;
 - GD14.4 Year of submission; and
 - GD14.5 Full names of the supervisor(s) and, if any, co-supervisor(s).
- GD15 A student must sign the following statement on submitting his or her thesis:
- “I declare that the thesis hereby submitted to Sefako Makgatho Health Sciences University, for the degree of doctor of (degree and field of research) has not previously been submitted by me for a degree at this or any other university; that it is my work in design and execution, and that all material contained herein has been duly acknowledged.”
- GD16 A student must submit to his or her supervisor the following:
- GD16.1 An abstract of the thesis, in English, for approval by the supervisor. The abstract must subsequently be bound into each copy immediately after the title page;
 - GD16.2 One spiral bound copy of the thesis for each supervisor and examiner, or where permitted by Senate one electronic copy in the format specified by Senate for

submission to examiners and supervisors;

GD16.3 One electronic copy supplied in the laid down format and details of any previously approved moratorium on publication in an information repository.

GD17 The supervisor and, if any, the co-supervisor(s), having received the submission, must indicate to the school in writing that the work of the student is ready for assessment. A candidate must be advised if the supervisor (and any co-supervisor(s)) do not so indicate but may, after considering their reasons, decide to submit. The fact that the supervisor has so indicated will not be made known to the examiners.

ASSESSMENT OF THE THESIS

GD18.1 In the case of a thesis, Senate, having considered the recommendation of the supervisor and the school concerned, appoint at least three examiners at least two of whom are external to SMU , provided that neither a supervisor nor a co-supervisor may be appointed as an assessor.

GD18.2 The assessors must submit their independent comments on the thesis in writing within six weeks to the Examinations Office who will forward them, with comments received, to the supervisor through the office of the dean. The supervisor must submit a summarised report on the assessments to the Senate.

GD18.3 In the event that the examiners are not unanimous, the Senate may appoint an arbitrator whose decision shall be final.

GD18.4 If the Senate approves the award of the degree, the supervisor must oversee corrections if any, and submits the report, with one spiral bound copy and one digital copy of the corrected thesis to the office of the school dean.

GD18.5 Where the candidate is required to make substantive revisions before a second assessment process, the process delineated in GD18.1 is repeated.

GD18.6 Before the degree is conferred, the candidate must effect all changes required by the examiners and/or by Senate to the satisfaction of the Senate

GD18.7 Before the degree is conferred, the student must submit to the Examinations Office:

GD18.7.1 One final corrected hard bound copy for each examiner;

GD18.7.2 One final corrected hard bound copy for the Examinations Office; and

GD18.7.3 One electronic copy supplied in the laid down format and including all required amendments and subject to any previously approved moratorium on publication in an information repository.

GD18.8 A doctoral degree is not awarded unless the student has been registered for the degree at the university for at least two academic years.

GD18.9 Doctoral degrees are not awarded with distinction.

GD18.10 The degree is not awarded until all financial obligations to the University have been fulfilled.

PUBLICATION OF A THESIS

GD19 Rules GM16 to GM19 apply *mutatis mutandis* to a doctoral thesis.

AWARDING OF DEGREES HONORIS CAUSA

1. Subject to the provision of the Statute, and acting on the recommendation of the Senate, Council may confer a degree *honoris causa* on an individual whom the University deems worthy of such a degree.
2. The degree *honoris causa* may be awarded in any school provided the awarded doctoral qualification is listed within the programme and qualification mix approved by the University.
3. The Statute of the University, university rules, policy and procedures determine the requirements and manner in which the awarding of a degree *honoris causa* occurs.

GUIDELINES FOR DEGREES HONORIS CAUSA

4. A nominee should have shown evidence of outstanding achievement in:
 - 4.1. Scholarship and Research; or
 - 4.2. Contribution to the community's cultural resources and traditions, or its health and welfare services, or its educational needs; or
 - 4.3. The promotion of better human relations or service to society; or
 - 4.4. Leadership, economic and industrial development, advancement of the specific profession, or leadership in public life in South Africa; or
 - 4.5. Eminence that reflects favourably on the University; or
 - 4.6. Intellectual and/or scientific achievement; or
 - 4.7. Non-academic performance and achievements in respect of other contributions that have direct or indirect relevance to the University's objectives and functions; and
 - 4.8. Contributions made in a world arena.

PROCEDURE

5. The procedure for nominations and for the consideration of nominations, for candidates for the award of doctoral degree, *honoris causa*, are set out in the Statute.

STUDENT CODE OF CONDUCT

PREAMBLE

In order to develop and maintain harmonious relationship not only among all members of the University community but also between the University and the public and to further encourage mutual respect, responsibility and the promotion of the University values in particular and national values in general, students of the SMU are required and expected to conform to a Code of Conduct to maintain and enhance; the good name of the University, order, discipline, safety and security at the University, and the effective and efficient advancement of all activities of the University;

Students hereby undertake to govern their conduct at all times in such a way that is consistent with the pursuit of the University's mission and vision;

Furthermore, students agree that any student conduct which is inconsistent with this Code or which negatively impacts on the above mentioned relationship shall constitute misconduct, and may be subjected to disciplinary measures in accordance with the Sefako Makgatho Health Sciences University Student Disciplinary Procedure.

S.2.1. THE STUDENT CODE OF CONDUCT

The Student Code of Conduct shall include the following specific student responsibilities:

- 2.1.1 The recognition that the intellectual and educational climate of the University shall be maintained as its University's highest priority mandate.
- 2.1.2 The protection of the opportunity for each student to attain his/her educational objective without whatever form of disruption.
- 2.1.3 The protection of the physical and mental health, safety and welfare of each member of the University and the general community at large.
- 2.1.4 The protection of the property rights of all members of the University and the general community.
- 2.1.5 The respect for the human rights of members of both the University and the general community.

S.2.2. ACCEPTANCE OF JURISDICTION

- 2.2.1 Each Student shall be bound by the Student Code of Conduct and the General Rules and Regulations upon admission to or attendance at the University. It is the responsibility of each student to know and comply with the University Student Code of Conduct and the General Rules and Regulations of the University.
- 2.2.2 Any violation of the Students Code of Conduct or the General Rules and Regulations shall be subjected to appropriate disciplinary procedures.
- 2.2.3 A decision to invoke internal disciplinary proceedings shall not preclude or delay the prosecution of the student concerned in criminal and/or civil proceedings.
- 2.2.4 Each student shall be bound by all laws applicable or relevant to properties under the control of the University or which the University is associated with or has interests in.
- 2.2.5 Each student shall be bound by all other Rules approved by Council for the good governance of the University.
- 2.2.6 Each student shall comply with whatever action brought against him/her by the relevant

University authority.

S.2.3. ACT OF GENERAL MISCONDUCT

2.3.1 Misconduct, in terms of this Code, shall mean the breach or violation of any University Student Code of Conduct and the General Rules or Regulations of the University which shall among others include:

2.3.1.1 Improper, disorderly or indecent behaviour on any premises of the University or any other place which is associated with the University or the University has interests in;

2.3.1.2 Any violation of the privacy of another student including but not limited to the unauthorized scrutiny or examination of his or her possessions;

2.3.1.3 Being in possession of another person's property without his or her authority;

2.3.1.4 Interfering with or hindering any business and/or activities of the University;

2.3.1.4 threatening or attempting to threaten the rights of another student to attend lectures, practicals, research, reading centres or any other facility which is associated with teaching, learning, and/or research;

2.3.1.5 any failure to report the misconduct of another student of which he or she is aware of or which he or she has witnessed;

2.3.1.6 Convening or participating in any unauthorized demonstrations on the University premises or any such property whereby the University has interests;

2.3.1.7 failure or neglect to carry the University student card or other University identification document (i.e. valid proof of registration plus an Identity Book) or refusal to furnish such when requested to do so by a competent University authority;

2.3.1.8 Allowing another student or any other person to use one's student card or to use another student's card to gain access to any room and/ or premises of the University or to perform or obtain any service that cannot be performed or obtained without such a card.

S.2.4. HARASSMENT, PHYSICAL ABUSE AND DEMEANING CONDUCT

2.4.1 Any form of harassment or intimidation by way of written or verbal acts or use of technology causing violation to the dignity of any student, employee or visitor of the University or causing any mental prejudice to, or humiliation of such persons, on any premises of the University or premises controlled by the University or on any other place where such conduct brings the University into disrepute;

2.4.2 Authorizing or permitting the commission of any act that would result in willful or deliberate or reckless infliction of harm to any person, including but not limited to:

2.4.2.1 physical assault or abuse upon any person;

2.4.2.2 an attempt or threats to inflict such physical assault or abuse upon any person;

2.4.2.3 the use of force in any form of physical abuse such as rape, sexual assaults, sexual offences upon any person which includes acts or threats, unlawful assault or attempt to assault any person in a manner designed or intended to achieve sexual intercourse or any other form of sexual gratification of whatever nature or degree with the person assaulted;

2.4.2.4 any other conduct that threatens, limits or violates the physical integrity of others including indecently assaulting or touching another person;

2.4.2.5 subjecting any student, employee or visitor of the University to any form of initiation;

2.4.2.6 any other act that is degrading or may reasonably be interpreted as degrading, such as the holding of a strip show, the open display of photographs, films or videos or any other material that is degrading of a person or a group or a sector of people.

S.2.5. PUBLICATIONS, INFORMATION AND STATEMENTS

- 2.5.1 Failure to indicate whether any statement made to the public or the University community, is made officially on behalf of a named body such as the Student Representative Council or Student political Organization, Church group, Cultural group any other group or in the student's private capacity.
- 2.5.2 Any conduct detrimental to the maintenance of law and order, discipline and proper performance of the work of the University or any section thereof, including but not limited to:
 - 2.5.2.1 Affixing, distributing or displaying on or in, or outside University premises, publications, including but not limited to posters, placards, notices, banners, circulars or any other form of publication, of a defamatory or otherwise unlawful nature towards members of the University community or any other person;
 - 2.5.2.2 Knowingly providing forged or erroneous University admission documents, addresses and names required by the University from time to time or statutory documents to the University or intentionally providing false information or forged documents such as but limited to the statement of results, academic records, examination results, diploma/degree certificate or any other document purporting it to be an official document issued by an academic or other institution to anyone outside the University about the University;
 - 2.5.2.3 Making a false statement or providing incorrect information for whatsoever reason to any person in the position of authority;

S.2.6. INTERFERENCE WITH THE BUSINESS OF THE UNIVERSITY

- 2.6.1 Interference with, or attempting to interfere with access to, or exit from the University, or any University controlled premises or any other way which infringes on the freedom of movement of students, employee, visitor to the University or members of the public on the said premises.
- 2.6.2 Obstructing or disrupting teaching, research, learning, administration or any other University activity.
- 2.6.3 Wilful obstruction and/ or failure to comply with the legitimate oral or written directive of a competent University authority in the performance of his/ her duty.

S.2.7. UNIVERSITY ASSETS

- 2.7.1 Any damage either deliberately or negligently, unauthorized taking or alienating University property or any other property under the control of the University or the property of any other person associated with the University, including that of another student, employee or visitor to the University or any attempt or threats to do so or the use or handing of such property in a manner that is, or may be, prejudicial to the University, students, employee or visitor to the University.
- 2.7.2 permitting, assisting or facilitating the entry onto University property or premises under the control of the University of any person who is not authorized to be on such University property or premises.
- 2.7.3 Defacing the University property by pasting notices and pamphlets at places not designated for such purposes.

S.2.8. CONDUCTING BUSINESS

- 2.8.1 Collecting money for whatever reason or offering goods for sale or advertising goods on or in University premises or any other property which is under the control of the University, without prior written permission by the relevant University authority.
- 2.8.2 Fundraising on behalf of the University or any of its constituent structures without prior written permission by the relevant University authority As well as fundraising on behalf of other organization(s) without prior permission.

- 2.8.3 Conducting any act of prostitution or pimping on or in University premises or any other property under the control of the University.
- 2.8.4 Conducting any act of gambling which is regarded as criminal offence under Criminal Law.
- 2.8.5 Substance abuse and Use and/or distribution or sale of Narcotics and drugs.

S.2.9. RESIDENCES

- 2.9.1 Failure or negligence to adhere to any rules and regulations of the University's residence including but not limited to:
 - 2.9.1.1 An unauthorized occupation or squatting on or in the University residence, or any other premises of the University or any other property under the control of the University;
 - 2.9.1.2 permitting and/ or assisting or attempting to permit and/ or assisting another person to squat on or in the University residence or any other premises under the control of the University;
 - 2.9.1.3 failure to adhere to the safety procedures and standards, including but not limited to the authorized use of electrical, plumbing and sewerage services;
 - 2.9.1.4 failure to adhere to basic hygiene and sanitary standards;
 - 2.9.1.5 cooking in rooms not designated as kitchens;
 - 2.9.1.6 removal or tempering with windows panes or screens;
 - 2.9.1.7 allowing the unruly and unlawful behaviour by guests of a specified student;
 - 2.9.1.8 damage or misuse of furniture or any other facilities in the residences;
 - 2.9.1.9 unauthorized removal of furniture and fittings found in University residences;
 - 2.9.1.10 unauthorized presence of a student in the residences after specified visiting hours;
 - 2.9.1.11 failure to obey any lawful or reasonable order of any person in authority in a residence;
 - 2.9.1.12 any form of violation directed at any other reasonably publicized residence policy;

S.2.10. ACADEMIC ACTIVITIES

- 2.10.1 Any non-compliance with the academic rules, including but not limited to:
 - 2.10.1.1 helping or attempting to help another student during a test or examination or obtaining or attempting to help or to obtain help from another student during a test or examination in whatever manner;
 - 2.10.1.2 submission by any student of a test or examination script or written assignment of another student in his or her own name;
 - 2.10.1.3 intentionally removing pages from an examination answer book or retaining or removing an answer book from the examination venue, including question papers as determined by the University that may not be retained and/ or must be returned to the invigilator;
 - 2.10.1.4 intentionally writing notes on his or her body or clothes that will assist him or her in the examination or test;
 - 2.10.1.5 intentionally writing notes on her or his body or clothes that will assist him or her during the process of continuous assessment;
 - 2.10.1.6 possession of, or using or trying to use notes that have relevance, or any other kind of resource during any test or examination, except where the supervisor or lecture concerned has consented explicitly to such possession, or refusal to hand over such notes to the invigilator, or destroying or trying to destroy such notes in any way, or

making notes during a test or examination on any object including ruler, pocket calculator or cell phone.

S.2.11. PLAGIARISM

- 2.11.1 A Student must not submit the work of any other person in any examination or in respect of the completion and/or submission of any form of academic assessment without the full and proper attribution and acknowledgement of the sources/s.

S.2.12. OPERATIVE DATE OF THE STUDENT CODE OF CONDUCT

This Student Code of Conduct shall come into operation immediately after ratification by the University Council, unless the University Council expressly determine the date upon which the document shall come into operation.

STUDENT DISCIPLINARY PROCEDURE

S.3.1 APPLICATION

3.1.1 These rules shall apply to any person who is a student of the University and subject to the Student Code of Conduct, at the time of the alleged misconduct.

3.1.2 A person is subject to the Student Code of Conduct of the University under the following conditions, if;

3.1.2.1 He or she is a registered student of the University; or

3.1.2.2 He or she is a prospective returning student of the University

S.3.2 CRIMINAL AND/ OR CIVIL LIABILITIES

3.2.1 The University may institute proceedings against a student in terms of this Disciplinary Procedure and lay criminal charges and/ or institute civil proceedings in a Court of law.

3.2.2 Any criminal or civil proceedings pending in a court of law or tribunal does not preclude the University from instituting an internal hearing in terms of this Disciplinary Procedure.

3.2.3 The University reserves the right to institute its own internal disciplinary procedures in accordance with these Rules.

S.3.3 MISCONDUCT

Any form of misconduct as prescribed by the Student Code of Conduct may lead to the institution of the disciplinary action.

S.3.4 COMPLAINT

3.4.1 Any member of the University community including students, staff, University management, contractors, or a visitor may lay a complaint against a student with the Registrar or his nominee.

3.4.2 The Registrar or his/ her nominee shall institute a preliminary investigation into every complaint received, save where he or she believes that there are good grounds for not doing so.

3.4.3 The Registrar shall inform the Vice-Chancellor in writing, of all complaints received indicating actions taken.

3.4.4 The Vice-Chancellor may decide otherwise in case the Registrar has declined to take further action regarding a complaint.

S.3.5 INVESTIGATING OFFICER

- 3.5.1 The Registrar shall appoint a member of staff as the Investigating Officer or any other suitable person.
- 3.5.2 After a preliminary investigation by the Registrar or his/ her nominee in terms of **Section 3.4.2** of this Disciplinary Procedure, the matter shall be reported to the Investigating Officer who may;
 - 3.5.2.1 Conduct a full investigation; and/ or
 - 3.5.2.2 Advise the Registrar that the matter to be heard by one of the disciplinary bodies constituted in terms of this Disciplinary Procedure;
 - 3.5.2.3 Advise the Registrar that the Vice-Chancellor should consider using his or her powers of suspension in terms of **Section 3.6.2**; or
 - 3.5.2.4 Accept an admission of guilt in terms of **Section 3.13**; or
 - 3.5.2.5 Advise that no further disciplinary steps should be taken against the student and withdraw the charge or charges.

S3.6 THE UNIVERSITY DISCIPLINARY COMMITTEES

- 3.6.1 The University Disciplinary Committees shall be constituted as follows:
 - 3.6.1.1 University Appeals Committee (for both general and academic related offences)
 - 3.6.1.2 Student Affairs Disciplinary Committee (General offences)
 - 3.6.1.3 Faculty Disciplinary Committee (Academic related offences)
- 3.6.2 The Vice-Chancellor shall have the power to suspend any student charged with gross misconduct after due process as defined in the Student Code of Conduct, which suspension may include one or more of the following, that he or she:
 - 3.6.2.1 Refrain from participating in any or all academic activities on the University premises or any other premises under the control of the University or activities conducted by the University at any place.
 - 3.6.2.2 Refrain from entering any part or all of the premises of the University or any place under its control; except with the written permission of the Vice-Chancellor.
 - 3.6.2.3 Vacate any University residence or any part of any structure under the control of the University.
- 3.6.3 Any order made in terms of **Section 3.6.2** shall lapse if no further disciplinary proceedings have been commenced in terms of this Student Disciplinary Procedure within fourteen (14) working days of the order having been made.

- 3.6.4 Notwithstanding the stipulation in **Section 3.6.3**, the suspension which has been made in terms of **Section 3.6.2** shall be extended by the Vice-Chancellor if it is in the best interest of the University. Such extension must never exceed the maximum period of thirty (30) working days.
- 3.6.5 The Vice-Chancellor shall immediately suspend any student prior to the charge, if the University property, University students, University staff and/ or visitors are considered to be in danger. Any such suspended student must be given preliminary charges within fifteen (15) working days of the decision being taken.

S3.7 FUNCTIONS OF THE INVESTIGATING OFFICER

- 3.7.1 When a complaint has been made in terms of **Section 3.5** of this Disciplinary Procedure, the Registrar may refer the matter to an Investigating Officer.
- 3.7.2 Depending on the nature and complexity of the case, the Investigating Officer may constitute a Disciplinary Investigating Committee which shall assist him or her with the investigation.
- 3.7.3 The Investigating Officer shall investigate the allegations of misconduct and report to the Registrar within fifteen (15) days, as to whether or not there exist good course to proceed with a formal disciplinary hearing.
- 3.7.4 The Investigating Officer shall keep accurate records of all activities and shall produce them when requested in a prescribed form, unless he or she classified such information as confidential.
- 3.7.5 The activities of the Investigating Officer shall not be interrupted in the event of one or more members of the Investigating Committee failing to participate in the proceedings for any reason.
- 3.7.6 In the event of the Investigating Officer declining to recommend a prosecution, he or she must indicate in writing to the Registrar the reasons thereof.
- 3.7.7 After the investigation, the Investigating Officer may make recommendations to the Registrar regarding the charge or any other matter regarding the student disciplinary processes. The Registrar is not bound to accept any such recommendation.
- 3.7.8 The Investigating Officer shall recommend to the Registrar, which student disciplinary committee has jurisdiction to hear particular allegations of misconduct. The Registrar is not bound to accept such recommendation.
- 3.7.9 The Registrar reserves the final decision on which Committee shall hear the matter.
- 3.7.10 The Investigating Officer shall complete his or her work as soon as is reasonably practicable as provided for under **Section 3.7.3**.
- 3.7.11 The Investigating Officer shall recommend to the Registrar which charge should be laid against a student in terms of the Student Code of Conduct. The Registrar is not bound to accept such recommendation.
- 3.7.12 In the event of the Registrar deciding to press charges against the student(s), he/she may nominate or appoint the Officer to present the case against the student(s).

S.3.8 **COMPOSITION AND FUNCTIONS OF DIFFERENT STUDENT DISCIPLINARY COMMITTEES.**

3.8.1 University's Appeal Disciplinary Committee shall:

3.8.1.1 evaluate the disciplinary actions by different student disciplinary committees of the University as referred to it;

3.8.2 The University's Appeal Disciplinary Committee shall serve as the highest Committee of appeal with regard to the findings of other Student Disciplinary Committees at the University and shall consist of:

3.8.2.1 Vice-Chancellor (Chairperson)

3.8.2.2 Deputy Vice-Chancellor

3.8.2.3 One external member of the Council appointed on an ad hoc basis.

3.8.2.4 One (1) member of Senate appointed by Executive Committee of Senate;

3.8.2.5 President of the SRC or a representative of the SRC who did not sit in the first disciplinary hearing;

3.8.2.6 The Director of the School of law or any other Senior Lecturer in Law. In the absence of such a person, any Dean, excluding the Dean of the School where the student is registered, must form part of the Committee.

3.8.3 The Vice-Chancellor may alter the composition of the University's Appeal Disciplinary Committee for whatever reason if he/she deems appropriate.

3.8.4 Any member of the committee, who was involved in investigation process or directly interacted with the proceeding before, must recuse himself or herself from the hearing at which the appeal is heard, in such a case the Vice-Chancellor can appoint a different person to act in his or her stead. In case the affected member is a representative of the SRC, the SRC shall be advised to forward a replacement.

3.8.5 The composition of the University's Appeal Disciplinary Committee may not be augmented during and when the appeal is considered. The hearing shall proceed provided the Chairperson is available and at least other three members of the Committee are present at the hearing.

3.8.6 The Committee may impose any of the penalties set out in **Section 3.12** of this Student Disciplinary Procedure.

3.8.7 When sitting as a body of appeal the Committee may reduce, confirm or increase the penalty imposed by any of the student disciplinary committees.

3.8.8 The Appeals Committee shall report the outcomes of its hearing in writing within five (5) working days after taking a decision.

S3.9 **Student Affairs Disciplinary Committee**

3.9.1 The Student Affairs Disciplinary Committee shall be composed of the following members:

3.9.1.1 Dean of any School as the Chairperson as designated by the Vice-Chancellor;

3.9.1.2 University official responsible for Student Affairs or a person in such office as designated by the Vice-Chancellor;

3.9.1.3 a representative of the Student Representative Council as designated by the Student Representative Council on an *ad hoc* basis;

3.9.1.4 not more than two (2) additional members appointed by the Vice-Chancellor from members of the Senate, one (1) of whom must a member of the School of Law.

3.9.2 The main function of the Committee is to hear all cases of alleged misconduct that do not primarily relate to academic or research activities or any matter referred to it by the Registrar in terms of **Section 3.7.9** of this Student Disciplinary Procedure.

3.9.3 The Committee may impose penalties as laid down in **Section 3** of this Disciplinary Procedure. The penalties imposed shall be immediately effective notwithstanding the right of appeal, unless the Vice-Chancellor acting on a written request of the student decides otherwise.

3.9.4 The composition of the Student Affairs Disciplinary Committee may not be augmented during and when the hearing is in session. The hearing shall proceed provided the Chairperson is available and at least other three members of the Committee are present at the hearing.

3.9.5 The Committee shall report the outcome of its inquiry or adjudication in writing within fourteen (14) working days to the Vice-Chancellor for the purpose of reporting to Senate and Council.

S3.10 School Student Disciplinary Committee

3.10.1 The School Student Disciplinary Committee shall be composed of the following members:

3.10.1.1 the Dean of the School in which the student charged with misconduct is registered or any other Dean of a School appointed by the Vice-Chancellor as Chairperson.

3.10.1.2 the Head of Department (HoD) of the School in which the student charged with misconduct is registered or a different HOD of the School as may be determined by the Dean of the School in which the student charged with misconduct is registered.

3.10.1.3 one (1) representative of the Student's Representative Council as designated by the School's Students' Representative Council.

3.10.1.4 not more than two members appointed by the Vice-Chancellor from members of Senate.

3.10.2 The main function of the Faculty Student Disciplinary Committee is to hear all cases of alleged misconduct involving any academic or research or examination impropriety arising in the Faculty or any matter referred to it by the Registrar in terms of **Section 3.7.9** of this Student Disciplinary Procedure.

- 3.10.3 The composition of the Faculty Student Disciplinary Committee may not be augmented during and when the hearing is in session. The hearing shall proceed provided the Chairperson is available and at least other three members of the Committee are present at the hearing.
- 3.10.4 The Committee may impose penalties as laid down in **Section 3.12** of this Student Disciplinary Procedure. The penalties imposed shall be immediately effective notwithstanding the right of appeal, unless the Vice-Chancellor acting on a written request of the student decides otherwise.
- 3.10.5 The Committee shall report the outcome of the hearing in writing within ten (10) working days to the Vice-Chancellor for the purpose of reporting to Senate and Council.

S.3.11 Appeals

- 3.11.1 A written notice of appeal shall be submitted to the Registrar within five (5) working days of a decision of a Disciplinary Committee being communicated to the affected student.
- 3.11.2 The notice shall indicate whether the appeal is aimed against the conviction, or sentence or both, and indicate the grounds on which the appeal is based.
- 3.11.3 If a student appeals against a decision by any of the Disciplinary Committee, the Disciplinary Committee against which the appeal is made shall provide the University's Appeal Disciplinary Committee with all documents concerning the matter under appeal.
- 3.11.4 The student concerned shall in a prescribed form request copies of all documents stipulated in **Section 3.11.3**
- 3.11.5 Subject to the provisions of these rules of discipline and to the principles of natural justice, the procedure to be followed during the hearing of an appeal shall be decided by the University's Appeal Disciplinary Committee in such a manner as it may deem expedient.
- 3.11.6 In exercising its discretion the University's Appeal Disciplinary Committee may decide to deal with the appeal solely on the strength of the documents.
- 3.11.7 The student shall receive written notice informing him or her about the procedure that is to be followed during the appeal hearing within five (5) working days prior to the hearing.
- 3.11.8 The decision of the University's Appeal Disciplinary Committee shall be final and binding.
- 3.11.9 The University's Appeal Disciplinary Committee shall communicate its decision to the affected student within five (5) working days of the decision being taken.

S3.12 Penalties

3.12.1 Student Disciplinary Committees of the University may, insofar as they apply to each Committee, impose any or a combination of the following penalties:

- 3.12.1.1 expulsion from the University;
- 3.12.1.2 suspension from the University for a specific period of time, subject to conditions which are justifiable on educational grounds and accepted within the culture of the University;
- 3.12.1.3 permanent expulsion from residence or refusal of access to all or some of the buildings, land or services of the University or re-admission only subject to specific conditions;
- 3.12.1.4 suspension from attending classes for a specific period, either totally or only in respect of specific course(s)/module(s);
- 3.12.1.5 refusal of admission to any examination or test, which includes forfeiture of any marks already obtained and the cancellation of any subject or module(s);
- 3.12.1.6 imposition of a fine, which may not exceed an amount of money equal to the fees payable by the student during the year in which the misconduct was committed, unless the amount of money declared is equivalent to the damage caused.
- 3.12.1.7 imposition of a fine, which may be equivalent to the value of the damaged University property or the property of the University staff or visitor;
- 3.12.1.8 refusal of readmission to the University for a specific period or permanently;
- 3.12.1.9 suspending or withdrawing the privileges which are accrued to the student subject to the conditions that are justifiable on educational grounds and acceptable within the institutional culture of the University;
- 3.12.1.10 imposition of any other penalty, combination of penalties or suspended penalty that, from the educational point of view and in accordance with the institutional culture of the University, is reasonable and fair under the circumstances;
- 3.12.1.11 severe admonition and caution;
- 3.12.1.12 prohibit the student from taking part in student related activities that fall under the aegis of the SRC for a specific period of time or indefinitely;
- 3.12.1.13 the Vice-Chancellor may order the withholding of examination results or the conferment of a degree or the award of a diploma or certificate to any student against whom an allegation of misconduct has been laid pending the outcomes of the disciplinary hearing;
- 3.12.1.14 the Vice-Chancellor may order the withholding of examination results or the conferment of a degree or the award of a diploma or certificate to the student concerned until the Vice-Chancellor is satisfied that any fine or

money owed to the University has been paid or any act a student is obliged to perform has been executed;

- 3.12.1.15 a student may not by reason of any action taken or punishment imposed in terms of these rules have a claim to repayment or reduction of tuition, residence fees or any other amount paid or payable to the University.

S.3.13 Admission of Guilt

3.13.1 Any admission of guilt shall be directed to the Investigating Officer under the following manner or procedure in writing:

- 3.13.1.1 when the Investigating Officer considers a charge after a preliminary investigation, he/she may offer to accept an admission of guilt from the accused student before a disciplinary hearing is convened;
- 3.13.1.2 when the offer of acceptance of an admission of guilt is made the, accused student must be informed of the possible punishment that may be imposed. Such an offer to accept an admission of guilt may only be made in the presence of the student's representative and/or parent or guardian and will be recorded accordingly;
- 3.13.1.3 when pleading guilty the student acknowledges that she/he,
- Was under no obligation whatsoever to make such admission of guilt; the consequences of such a plea of guilt were explained to him/her including the penalties likely to be imposed;
 - Acknowledges that she/he understood what was explained to him or her in the official language of the University.
- 3.13.1.4 The Investigating Officer shall report the matter to the Registrar indicating that the student has accepted guilt.
- 3.13.1.5 The Registrar shall impose any penalty which is equivalent to the misconduct or any penalty he or she deem proper under the circumstances or may refer the matter to the relevant disciplinary hearing.
- 3.13.1.6 The student who chose the options of **Section 3.14** below shall not appeal against the penalty imposed; but may request a pardon from the Vice-Chancellor in writing.

S.3.14 Hearing/Disciplinary Procedures

- 3.14.1 After the disciplinary committee has been constituted, the Chairperson may make decisions on the method of procedure to be followed, which must comply with the principles of natural justice; the Chairperson shall determine the venue and time of the session(s).

- 3.14.2 A student charged with misconduct under the Student Code of Conduct shall be informed of the allegations against him/her at least seven (7) working days prior to the hearing.
- 3.14.3 Such a student may be represented by a fellow student and he/she shall be given the opportunity to present evidence, and to cross examine any witness.
- 3.14.4 A notice of the hearing shall be served as follows:
- 3.14.4.1 personal service upon the student concerned by any person authorized to do so, on condition that the person serving the notice records the fact of service in writing;
 - 3.14.4.2 service at the University address of the student concerned if he or she is resident in a University residence, by any person authorized thereto, provided that the person effecting the service must state in writing that she/ she has taken all reasonable steps to locate the student, and having failed to do so, has left the notice with any employee of the University at the same address;
 - 3.14.4.3 by service at the registered mail or address of the student at his/her home address as reflected in his/her University records. The notice shall be deemed to have been served on the third day after its posting; it is the responsibility of any student to ensure that the records containing her/his home or mail address is always updated;
 - 3.14.4.4 the notice served on the student shall contain the name of the Chairperson of the Disciplinary Committee;
 - 3.14.4.5 In the event where a student refuses to accept service, it must be recorded as such.
- 3.14.5 If a student fails to attend the hearing on the stipulated period and she/he has not prior to the hearing furnished in writing sound and sufficient reason for such failure to the Chairperson of the Disciplinary Committee or to the Investigating Officer, the hearing may proceed notwithstanding the absence of the student.
- 3.14.6 Failure to appear or attend the proceeding by the student shall not invalidate the proceedings. If a student or any other person hinders or obstructs the hearing of any disciplinary proceedings or fail to obey an instruction given by the person conducting or presiding over the proceedings, the Chairperson of the hearing may order his or her removal from the hearing and the proceedings may be continued and even brought to a conclusion in his or her absence.
- 3.14.7 At the beginning of the hearing the Chairperson shall ensure that the Disciplinary Committee is properly constituted.
- 3.14.8 When the student concerned appears before a Disciplinary Committee, the Chairperson shall indicate the alleged misconduct and explain the procedure to be followed during the hearing.
- 3.14.9 At the hearing and after the procedure has been outlined, the concerned student shall be informed orally of the charge against him or her and shall be asked to plead to the allegations.
- 3.14.10 The Chairperson shall decide on any question of procedure or admissibility of evidence (including the manner or form in which it may be admitted) since the

committee shall not be bound by all formal rules of criminal procedure or evidence.

- 3.14.11 If the concerned student admits to the alleged offence, the Disciplinary Committee may find the student guilty without hearing further evidence, provided the student is invited to provide mitigating factors.
- 3.14.12 In the event of a plea of guilty made before the Disciplinary Committee, the Committee may invoke any of the penalties as set out in **Section 3.12**, without hearing further evidence.
- 3.14.13 the concerned student denies the alleged offence; the Disciplinary Committee shall hear the evidence in accordance with the prescribed procedure.
- 3.14.14 After hearing all evidence, the Disciplinary Committee shall allow the concerned student and the University to address it on mitigating and / or aggravating circumstances.
- 3.14.15 The Disciplinary Committee shall adjourn for deliberations in order to make a finding with regard to guilt or innocence of the accused student after all parties have closed their presentation. No person other than members of Disciplinary Committee may be present during deliberations.
- 3.14.16 After consideration of evidence, the Disciplinary Committee shall hand down a verdict in respect of each charge, which shall be either guilty or not guilty. The Chairperson shall inform the student in writing, as soon as possible, of the penalty imposed, and explain to the affected student the sentence and the right to appeal.
- 3.14.17 Any appeal against the verdict of the Disciplinary Committee must be submitted in accordance with **Section 3.11.1**.
- 3.14.18 The Disciplinary Committee shall hand the report of its findings to the Vice-Chancellor and Principal, the Registrar, Executive Dean and Dean of Students in which the affected student is registered including the particulars of the charge, any amendment thereof, the plea, material findings as to facts, mitigating or aggravating circumstances, the verdict, the penalty imposed and the reasons for the imposition of such penalty.
- 3.14.19 The Registrar shall send a letter concerning the findings of the hearing to the parents or guardian of the affected student.
- 3.14.20 Unless the Disciplinary Committee directs otherwise, the hearing shall be conducted in privacy and neither the proceedings nor the verdict of the Disciplinary Committee may be published.

S.3.15 Right to a Representative

- 3.15.1 Every student facing a disciplinary hearing shall have the right to a representative in the form of a fellow student of the University. The name of such a representative shall be communicated to the Chairperson of the Disciplinary Committee at the hearing.
- 3.15.2 The student may change representative at any stage of the proceedings; such a change may not affect the progress of the proceedings.

3.15.3 Any change made in accordance with **Section 3.15.2** shall be communicated to the Chairperson of the Disciplinary Committee at the hearing.

S.3.16 Amending the Student Disciplinary Procedure

The University Council may amend the Student Disciplinary Procedure from time to time after the Student Representative Council or as Council may deem necessary and in the interest of the University.