



**SEFAKO MAKGATHO
HEALTH SCIENCES UNIVERSITY**

General Calendar 2025

(inclusive of University Important Dates; General Academic Rules; Academic Result Codes & Student Code of Conduct and Disciplinary Procedure)

**School of Dentistry
School of Health Care Sciences
School of Medicine
School of Pharmacy
School of Science & Technology**

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2025 ACADEMIC CALENDAR AND SESSIONAL DATES

University Semesters: 2025

FIRST SEMESTER	:	06 January 2025	-	25 July 2025
AUTUMN RECESS (for students)	:	31 March 2025	-	4 April 2025 **
WINTER RECESS (for students)	:	09 July 2025	-	18 July 2025 **
SECOND SEMESTER	:	28 July 2025	-	15 December 2025
SUMMER RECESS (University Vacation)	:	15 December 2025	-	05 January 2026

Correspondence

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Validity

This Calendar is valid for the 2025 academic and financial year. The University reserves the right to amend any date, time, rule, policy or provision in this Calendar at any time without prior notice. No responsibility is accepted for possible inaccuracies.

Please note:

The Senate-approved recess dates are subject to clinical rotation dates that are supported by the relevant Schools in line with the School timetable for each programme. Where there is a contradiction between the Senate-approved dates and School dates for recess for clinical students, the School dates will take precedence.

SESSIONAL/IMPORTANT DATES: 2025 ACADEMIC YEAR

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

JANUARY 2025				Time
Wednesday	1		NEW YEAR'S DAY	
Thursday	2			
Friday	3			
Saturday	4			
Sunday	5			
Monday	6		<ul style="list-style-type: none"> • University re-opens: academic and support staff report for duty • Registration commences for all returning Undergraduate & Postgraduate students. 	
Tuesday	7		<ul style="list-style-type: none"> • Commencement of the 2025 academic year for returning students: Lectures, clinical sessions, practicum sessions commence for registered returning students, excluding BSC II/ECPIII, BSC III/ECP IV students 	
Wednesday	8		<ul style="list-style-type: none"> • Submission of academic exclusion appeals by 2024 registered students commences 	
Thursday	9			
Friday	10			
Saturday	11			
Sunday	12			
Monday	13		Closing Date: Academic Exclusions Appeals for 2024 academic year	
Tuesday	14			
Wednesday	15		<ul style="list-style-type: none"> • School Selection Committee Meeting for FTEN students: School of Health Care Sciences • School Selection Committee Meeting for FTEN and transfer students: School of Pharmacy 	09h00 14h00
Thursday	16		<ul style="list-style-type: none"> • School Selection Committee Meeting for FTEN and transfer students: School of Medicine 	09h00
Friday	17		<ul style="list-style-type: none"> • School Selection Committee Meeting for FTEN students: School of Dentistry • School Selection Committee Meeting for FTEN students: School of Science and Technology • Last Day: Registration for all returning Undergraduate & Postgraduate students. 	09h00 14h00
Saturday	18			
Sunday	19			
Monday	20		Meeting: Executive Management Committee	08h30
Tuesday	21		<ul style="list-style-type: none"> • Lectures and practicum sessions commence for BSc II, III, BSC ECP II, III & IV students 	
Wednesday	22		Registration commences for 2025 FTEN students Meeting: School Academic Exclusions Committee: Medicine Meeting: School Academic Exclusions Committee: Dentistry	08h30 14h00
Thursday	23		Meeting: School Academic Exclusions Committee: Health Care Sciences Meeting: School Academic Exclusions Committee: Pharmacy	08h30 14h00
Friday	24		Meeting: School Academic Exclusions Committee: Science and Technology	08h30
Saturday	25			
Sunday	26			

Monday	27			
Tuesday	28			
Wednesday	29			
Thursday	30		Orientation for all First Time Entering students commences Meeting: Honorary Degrees Committee Meeting: SMUREC	09h00 09h00 09h00
Friday	31		Registration closes for 2025 FTEN students Orientation for all First Time Entering students ends Meeting: Postgraduate Committee of the Senate	09h00

FEBRUARY 2025				Time
Saturday	1			
Sunday	2			
Monday	3		Meeting: Executive Management Committee Meeting: Senate Academic Exclusions Appeals Committee • Commencement of 2025 academic year for First Time Entering students	08h30 13h00
Tuesday	4		Meeting: Senate Information and Communication Technology Committee	09h00
Wednesday	5		Meeting: Senate Library Committee	09h00
Thursday	6		Meeting: Institutional Forum	09h00
Friday	7		Meeting: Senate Academic Exclusions Appeals Committee	09h00
Saturday	8			
Sunday	9			
Monday	10		Meeting: Senior Management Committee • Special Summative Assessment for Undergraduate, Honours and Postgraduate Diploma commence	09h00
Tuesday	11		Meeting: Senate Community Engagement Committee	09h00
Wednesday	12		Meeting: Senate Academic Exclusions Appeals Committee • Special Summative Assessment for undergraduate, honours and postgraduate diploma ends	09h00
Thursday	13		Meeting: Senate Academic Rules Committee	09h00
Friday	14		Meeting: Senate Research, Ethics and Postgraduate studies Committee Closing date: <ul style="list-style-type: none"> ➤ Late registration for all undergraduate and postgraduate students ➤ Changing of courses and/or modules ➤ Submission of applications for exemption from courses or modules 	09h00
Saturday	15			
Sunday	16			
Monday	17		Meeting: Executive Management Committee	08h30
Tuesday	18		Meeting: Senate Committee on Student Life and Wellness	09h00
Wednesday	19		Meeting: Senate Teaching and Learning Committee	09h00
Thursday	20		Meeting: Remuneration Committee of Council	09h00
Friday	21		Meeting: Meeting: Senate Academic Planning Committee	09h00
Saturday	22			
Sunday	23			
Monday	24		• Supervisors Workshop	09h00
Tuesday	25			
Wednesday	26			
Thursday	27		Meeting: Human Resources Committee of Council Meeting: Membership Committee of Council • Postgraduate Induction	09h00 14h00 09h00

Friday	28	Meeting: Executive Committee of Senate	09h00
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MARCH 2025			Time
Saturday	1		
Sunday	2		
Monday	3	Meeting: Executive Management Committee • Research Methodology (REME) course commences	08h30 09h00
Tuesday	4	Meeting: Postgraduate Committee of Senate	09h00
Wednesday	5	Meeting: Senate Library Committee	09h00
Thursday	6	Meeting: SMUREC Meeting: Institutional Forum Meeting: Finance and Investment Committee of Council	09h00 09h00 09h00
Friday	7	Meeting: Audit and Risk Committee of Council	09h00
Saturday	8		
Sunday	9		
Monday	10	Meeting: Student Affairs Committee of Council	09h00
Tuesday	11		
Wednesday	12	Meeting: Planning and Resources Committee of Council	09h00
Thursday	13		09h00
Friday	14	Meeting: Executive Committee of Senate Closing date: ➤ Submission of all assessment reports by external assessors to the Postgraduate Office Submission of all combined reports from internal supervisors for students eligible for the May 2025 graduation ceremonies to the Postgraduate Office. Meeting: IT Governance Committee of Council	09h00 12h00
Saturday	15		
Sunday	16		
Monday	17	Meeting: Executive Management Committee Meeting: Board - School of Medicine	08h30 09h00
Tuesday	18	Meeting: Board - School of Science and Technology Meeting: Executive Committee of Council	09h00 09h00
Wednesday	19	Meeting: Board: - School of Dentistry Meeting: Board: School of Pharmacy	09h00 14h00
Thursday	20	Meeting: Board - School of Health Care Sciences	09h00
Friday	21	HUMAN RIGHTS DAY	
Saturday	22		
Sunday	23		
Monday	24	Meeting: Senate Committee on Student Life and Wellness	09h00
Tuesday	25		
Wednesday	26		
Thursday	27	Meeting: Senate Academic Planning Committee	09h00
Friday	28	Meeting: Senate	09h00
Saturday	29		
Sunday	30		
Monday	31	Meeting: Executive Management Committee AUTUMN Recess for students starts NB The Senate approved recess dates are subject to clinical rotation dates as approved by the relevant Schools, in line with the School approved timetable for each of the programme. Where there is a contradiction between the Senate approved dates and School dates for recess for clinical students, the School dates will take precedence.	08h30

		<ul style="list-style-type: none"> • Last day for submission of name lists for Graduation Ceremonies • Last day for submission of mini-dissertation, dissertation and thesis reports to the Examination Department by supervisors for consideration and endorsement by Postgraduate Committee and approval of eligible candidates by Executive Committee of Senate for May Graduation Ceremonies. 	
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APRIL 2025			Time
Tuesday	1	Applications for admission for the 2026 academic year open Meeting: Postgraduate Committee of the Senate	09h00
Wednesday	2		
Thursday	3	Meeting: SMUREC Meeting: Council	09h00 09h00
Friday	4	AUTUMN Recess for students ends	
Saturday	5		
Sunday	6		
Monday	7	Meeting: Executive Management Committee	09h00
Tuesday	8	Meeting: Senate Information and Communication Technology Committee	09h00
Wednesday	9		
Thursday	10		
Friday	11	Meeting: Senate Community Engagement Committee	09h00
Saturday	12		
Sunday	13		
Monday	14	Meeting: Senior Management Committee	08h30
Tuesday	15		
Wednesday	16	Meeting: Postgraduate Committee of Senate	09h00
Thursday	17		
Friday	18	PUBLIC HOLIDAY: GOOD FRIDAY	
Saturday	19		
Sunday	20		
Monday	21	PUBLIC HOLIDAY: FAMILY DAY	
Tuesday	22	Meeting: Executive Management Committee	08h30
Wednesday	23		
Thursday	24		
Friday	25		
Saturday	26		
Sunday	27		
Monday	28	PUBLIC HOLIDAY: FREEDOM DAY	
Tuesday	29		
Wednesday	30		

MAY 2025			Time
Thursday	1	PUBLIC HOLIDAY: WORKERS' DAY	
Friday	2	UNIVERSITY HOLIDAY	
Saturday	3		
Sunday	4		
Monday	5	Meeting: SMUREC Meeting: Executive Committee of Senate	09h00 09h00

Tuesday	6	Meeting: Senate Academic Rules Committee	09h00
Wednesday	7	Meeting: Senate Research, Ethics and Postgraduate Studies Committee	09h00
Thursday	8	Open Day Meeting: Institutional Forum	09h00
Friday	9		
Saturday	10		
Sunday	11		
Monday	12	Meeting: Executive Management Committee	08h30
Tuesday	13	Meeting: Planning and Resources Committee of Council	09h00
Wednesday	14		
Thursday	15	Meeting: ICT Governance Committee of Council	09h00
Friday	16	Closing date: <ul style="list-style-type: none"> • Cancellation of courses and/or modules • Exemption from attending a course or module • Interruption of studies for 2025 academic year • Africa Day Celebration 	
Saturday	17		
Sunday	18		
Monday	19	Closing date: Confirmation to write the June/July examinations by postgraduate students Meeting: Student Affairs Committee of Council	09h00
Tuesday	20	Meeting: Finance and Investment Committee of Council	09h00
Wednesday	21	• Graduation Ceremony	
Thursday	22	• Graduation Ceremony	
Friday	23	• Graduation Ceremony	
Saturday	24		
Sunday	25	• Observation of International Africa Day	
Monday	26	Meeting: Executive Management Committee Closing date: Submission of standard, supplementary and special assessment question papers Revision week commences	08h30
Tuesday	27		09h00
Wednesday	28	Meeting: Board - School of Pharmacy Meeting: Board - School of Science and Technology	09h00 14h00
Thursday	29	Meeting: Board - School of Medicine	09h00
Friday	30	Meeting: Board - School of Health Care Sciences Meeting: Board - School of Dentistry Revision week ends.	09h00 14h00
Saturday	31		

JUNE 2025			Time
Sunday	1		
Monday	2	• Mid-year examinations commence NB The dates of the mid-year examinations notwithstanding, Schools are allowed to exercise their right to arrange clinical examinations prior to the commencement of examinations as contemplated in the Calendar.	
Tuesday	3	Meeting: Remuneration Committee of Council Meeting: Membership Committee of Council	09h00 09h00
Wednesday	4		
Thursday	5	Meeting: SMUREC	09h00
Friday	6	Meeting: Senate	09h00

Saturday	7		
Sunday	8		
Monday	9	Meeting: Executive Management Committee	
Tuesday	10	Meeting: Postgraduate Committee of Senate	09h00
Wednesday	11	Meeting: Audit and Risk Committee of Council	09h00
Thursday	12	Meeting: Executive Committee of Council	09h00
Friday	13	Meeting: Human Resources Committee of Council	09h00
Saturday	14		
Sunday	15		
Monday	16	PUBLIC HOLIDAY	
Tuesday	17	Meeting: Senior Management Committee	09h00
Wednesday	18	Meeting: Senate Committee on Student Life and Wellness	09h00
Thursday	19		
Friday	20	<ul style="list-style-type: none"> Mid-year examinations end Research Methodology (REME) course ends	
Saturday	21		
Sunday	22		
Monday	23	Meeting: Executive Management Committee	08h30
Tuesday	24	Meeting: Senate Teaching and Learning Committee	09h00
Wednesday	25	Meeting: Senate Academic Planning Committee	09h00
Thursday	26	Meeting: Council	09h00
Friday	27	Research Methodology (REME) examination	
Saturday	28		
Sunday	29		
Monday	30	Meeting: Executive Committee of Convocation	09h00

JULY 2025			Time
Tuesday	1	Meeting: Senate Information and Communication Technology Committee Mid-year supplementary examinations commence	09h00
Wednesday	2		
Thursday	3	Meeting: Senate Library Committee Meeting: SMUREC	09h00 14h00
Friday	4	Meeting: Honorary Degrees Committee	09h00
Saturday	5		
Sunday	6		
Monday	7	Meeting: Executive Management Committee	08h30
Tuesday	8	Meeting: Senate Community Engagement Committee <ul style="list-style-type: none"> Mid-year supplementary examinations end 	09h00
Wednesday	9	<ul style="list-style-type: none"> Winter recess for students starts NB The Senate approved recess dates are subject to clinical rotation dates as approved by the relevant Schools, in line with the School approved timetable for each of the programme. Where there is a contradiction between the Senate approved dates and School dates for recess for clinical students, the School dates will take precedence.	
Thursday	10		
Friday	11		
Saturday	12		
Sunday	13		
Monday	14		
Tuesday	15		
Wednesday	16		
Thursday	17	Meeting: School Examinations Commissions: a. Dentistry	09h00

		b. Health Care Sciences c. Medicine d. Pharmacy e. Science and Technology	09h00 09h00 09h00 09h00
Friday	18	Meeting: Executive Committee of Senate • Closing date for the VC's Research Excellence Awards • Closing date for the VC's Teaching Excellence Awards Winter recess for students ends • Release of mid-year examination results END OF FIRST SEMESTER	09h00
Saturday	19		
Sunday	20		
Monday	21	SECOND SEMESTER COMMENCES	
		Meeting: Executive Management Committee	08h30
Tuesday	22	Meeting: Senate Rules Committee	09h00
Wednesday	23	Meeting: Senate Research, Ethics and Postgraduate Studies Committee	09h00
Thursday	24		
Friday	25		
Saturday	26		
Sunday	27		
Monday	28	Meeting: Board - School of Health Care Sciences Meeting: Board - School of Dentistry	09h00 13h00
Tuesday	29	Meeting: Board - School of Pharmacy Meeting: Board - School of Science and Technology	09h00 13h00
Wednesday	30	Meeting: Board – School of Medicine	09h00
Thursday	31	Closing date for the submission of the 2026 applications for all undergraduate qualifications including MSc Clinical Psychology only. Meeting: SMUREC	09h00

AUGUST 2025			Time
Friday	1	Meeting: Postgraduate Committee of Senate	09h00
Saturday	2		
Sunday	3		
Monday	4	Meeting: Executive Management Committee • Special Summative Assessment (For undergraduate, honours and postgraduate diploma) commence	08h30
Tuesday	5	Meeting: ICT Governance Committee of Council	09h00
Wednesday	6	Meeting: Membership Committee of the Council • Special Summative Assessment (For undergraduate, honours and postgraduate diploma) end	09h00
Thursday	7		
Friday	8	Meeting: Remuneration Committee of Council	09h00
Saturday	9	NATIONAL HOLIDAY: WOMEN'S DAY	
Sunday	10		
Monday	11	Meeting: Senior Management Committee	09h00
Tuesday	12	Meeting: Institutional Forum	09h00
Wednesday	13		
Thursday	14	Meeting: Human Resources Committee of Council	09h00
Friday	15		
Saturday	16		
Sunday	17		

Monday	18	Meeting: Executive Management Committee	08h30
Tuesday	19	Meeting: Executive Committee of Senate	09h00
Wednesday	20	<ul style="list-style-type: none"> SMU Research Day Meeting: Student Affairs Committee of Council	09h00 09h00
Thursday	21	<ul style="list-style-type: none"> SMU Research Day Meeting: Finance and Investment Committee of Council	09h00 09h00
Friday	22	<ul style="list-style-type: none"> SMU Research Day 	
Saturday	23		
Sunday	24		
Monday	25	Meeting: Planning and Resources Committee of Council	09h00
Tuesday	26		
Wednesday	27	Meeting: Senate	09h00
Thursday	28		
Friday	29	<ul style="list-style-type: none"> Closing date for confirmation to write the October/November examinations by postgraduate students Closing date for submission of first time postgraduate applications for 2025 (Excluding Masters by Research and Doctorates registering for the first time) 	
Saturday	30		
Sunday	31		

SEPTEMBER 2025			Time
Monday	1	Meeting: Executive Management Committee	08h30
Tuesday	2	Meeting: Executive Committee of the Council	09h00
Wednesday	3	Meeting: Senate Committee on Student Life and Wellness Meeting: Audit and Risk Committee of Council	09h00 09h00
Thursday	4	Meeting: SMUREC Council Strategic Planning Session	09h00 09h00
Friday	5	Council Strategic Planning Session	09h00
Saturday	6		
Sunday	7		
Monday	8	Meeting: Postgraduate Committee of Senate	09h00
Tuesday	9		
Wednesday	10		
Thursday	11		
Friday	12	Graduation Ceremony	
Saturday	13		
Sunday	14		
Monday	15	Meeting: Executive Management Committee	08h30
Tuesday	16	Meeting: Senate Teaching and Learning Committee	09h00
Wednesday	17	Meeting: Senate Research, Ethics and Postgraduate Studies Committee	09h00
Thursday	18	Meeting: Senate Academic Planning Committee	09h00
Friday	19	Meeting: Student Affairs Committee of Council	10h00
Saturday	20		
Sunday	21		
Monday	22	Meeting: Senate Information and Communication Technology Committee	09H00
Tuesday	23	<ul style="list-style-type: none"> Closing date: <ul style="list-style-type: none"> ➤ Submission of standard, supplementary and special assessment question papers Meeting: Senate Academic Rules Committee	09h00

Wednesday	24	NATIONAL HOLIDAY: HERITAGE DAY	
Thursday	25	Meeting: Senate Library Committee	09h00
Friday	26		
Saturday	27		
Sunday	28		
Monday	29	Meeting: Executive Management Committee	08h30
Tuesday	30	Meeting: Council	09h00

OCTOBER 2025			Time
Wednesday	1	Meeting: Senate Community Engagement Committee Publication of year-marks for end-of-year examinations	09h00
Thursday	2	Meeting: SMUREC	09h00
Friday	3	Meeting: Executive Committee of Senate	09h00
Saturday	4		
Sunday	5		
Monday	6	Meeting: Senior Management Committee Revision Week Commences	09h00
Tuesday	7		
Wednesday	8		
Thursday	9		
Friday	10	Revision Week ends.	
Saturday	11		
Sunday	12		
Monday	13	Meeting: Executive Management Committee • End-of-year standard examinations commence NB The dates of the mid-year and end of year examinations notwithstanding, Schools are allowed to exercise their right to arrange clinical examinations prior to the commencement of examinations as contemplated in the Calendar.	08h30
Tuesday	14	Meeting: Postgraduate Committee of Senate	09h00
Wednesday	15		
Thursday	16		
Friday	17		
Saturday	18		
Sunday	19		
Monday	20	Meeting: Human Resources Committee of Council	09h00
Tuesday	21		
Wednesday	22	Meeting: Senate Rules Committee	09h00
Thursday	23	Meeting: Audit and Risk Committee of Council	09h00
Friday	24		
Saturday	25		
Sunday	26		
Monday	27	Meeting: Executive Management Committee	08h30
Tuesday	28	Meeting: ICT Governance Committee of Council	09h00
Wednesday	29		
Thursday	30		
Friday	31	Meeting: Finance and Investment Committee of Council	09h00

NOVEMBER 2025			Time
Saturday	1	Meeting: Convocation	
Sunday	2		

Monday	3	Meeting: Executive Committee of Senate	09h00
Tuesday	4		
Wednesday	5	Meeting: Institutional Forum	09h00
Thursday	6	Meeting: SMUREC	09h00
Friday	7	Meeting: Planning and Resources Committee of Council End-of-year standard examinations end	09h00
Saturday	8		
Sunday	9		
Monday	10	Meeting: Executive Management Committee	08h30
Tuesday	11		
Wednesday	12		
Thursday	13		
Friday	14	Meeting: Senate	09h00
Saturday	15		
Sunday	16		
Monday	17	Meeting: Executive Committee of Council Supplementary / deferred examinations commence	09h00
Tuesday	18	Meeting: School Examinations Commissions (Standard Examinations): a. Dentistry b. Medicine c. Health Care Sciences d. Pharmacy e. Science and Technology	09h00 09h00 09h00 09h00 09h00
Wednesday	19		
Thursday	20		
Friday	21		
Saturday	22		
Sunday	23		
Monday	24	Meeting: Executive Management Committee	08h30
Tuesday	25	Supplementary / deferred examinations end	
Wednesday	26		
Thursday	27	Closing date for Masters by Research and Doctoral registration (first time students) Meeting: Council	09h00
Friday	28	• Vice-Chancellor's Awards Ceremony (Teaching and Learning, Research; Support and Administrative Staff)	09h00 18h00
Saturday	29		
Sunday	30		

DECEMBER			Time
Monday	1	Meeting: Senior Management Committee	09h00
Tuesday	2		
Wednesday	3		
Thursday	4		
Friday	5	Vice-Chancellor's Students Excellence Awards	18h00
Saturday	6		
Sunday	7		
Monday	8	Meeting: Executive Committee of Senate (Approval of Examination Results)	09h00
Tuesday	9		
Wednesday	10	• Oath-taking Ceremony: School of Pharmacy • Oath-taking Ceremony: School of Health Care Sciences	09h00 09h00
Thursday	11	• Oath-taking Ceremony: School of Dentistry	09h00

Friday	12		• Oath-taking Ceremony: School of Medicine	09h00
Saturday	13			
Sunday	14			
Monday	15		<ul style="list-style-type: none"> Release of year-end examination results End of Semester 2 and All academic activities of the University 	
Tuesday	16		PUBLIC HOLIDAY: DAY OF RECONCILIATION	
Wednesday	17			
Thursday	18			
Friday	19			
Saturday	20			
Sunday	21			
Monday	22			
Tuesday	23			
Wednesday	24			
Thursday	25		PUBLIC HOLIDAY: CHRISTMAS DAY	
Friday	26		PUBLIC HOLIDAY: DAY OF GOODWILL	
Saturday	27			
Sunday	28			
Monday	29			
Tuesday	30			
Wednesday	31			

			JANUARY 2026	
Thursday	1		NEW YEAR'S DAY	
Friday	2			
Saturday	3			
Sunday	4			
Monday	5		<ul style="list-style-type: none"> UNIVERSITY RE-OPENS FOR THE 2026 ACADEMIC YEAR: SUPPORT AND ACADEMIC STAFF REPORT FOR DUTY 	

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 for the Statute of Sefako Makgatho Health Sciences University (2016). The General Rules must be read in conjunction with the School Rules approved by the University.

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 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 and/or programme or qualification in question.

The General Rules contained therein are as approved by the Senate and amendments to the rules were approved by the Senate. However, the University reserves the right to revise the rules and such changes shall become binding upon the date of publication provided such changes shall not operate retrospectively to the prejudice of the students who were registered at that time.

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 resent 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.

- **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 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.
- **Student**
A person who is registered for a programme at SMU for the purpose of studying during a particular academic year.
- **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 $\times 0.6$) + (summative assessment percentage $\times 0.4$)

G1 GENERAL ACADEMIC 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.
- G1.5 By signing and submitting the application and registration forms either on paper or electronically a student agrees to be bound by all rules, policies and decisions of the University until such time as the registration is validly terminated by the student or the University.

G2. 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 online and by: signing the official registration form; and pay 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, shall be refused readmission on academic grounds.

G3. REGISTRATION AND STUDENT STATUS

- 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. The University does not grant registration with retroactive effect. Persons who are not registered for a programme/module are not regarded as students and no credits will be given for modules irregularly passed in these programmes, irrespective of their performance.

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 not 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 due to serious misconduct and/or poor academic performance, may not be admitted or register at this University. It is the responsibility of a person who applies for admission or registration at this University to disclose to the University any misconduct for which he or she was found guilty at another higher education institution; whether he or she was expelled or rusticated for any misconduct from another higher education institution; and the terms and duration of his or her expulsion or rustication from such a higher education institution.
- 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 Condonation of breach of rules: Senate may, with retrospective effect, condone any breach of the academic rule governing a curriculum if it is satisfied that the student concerned was not at fault and would suffer undue hardship if the breach were not condoned.
- G3.10 Senate may, on the recommendation of the School Board, impose conditions on the registration of a student whose academic performance is at risk.
- G3.11 Extended year mark:
- Senate may Senate, in circumstances deemed to be extraordinary, grant an extended year mark to an undergraduate student who has obtained a year mark of at least 65% but failed summative assessment to retain the year mark, provided that:
- G3.11.1 the student is in the final year of study for a qualification;
 - G3.11.2 the student has failed special assessment;
 - G3.11.3 the module failed is not a clinical module;
 - G3.11.4 the student must register for the failed module during the next registration cycle;
 - G3.11.5 the student pays the applicable fee or for the module as determined by the University from time to time;
 - G3.11.6 the student does not have to write tests or attend lectures, tutorials, practicals or field trips;

- G3.11.7 the student must write the summative assessment and if he/she fails, the concession will no longer be applicable and the student must register for the failed module at the next registration cycle.
 - G3.11.8 the student is allowed to approach the Head of Department and/or course coordinator if he/she needs assistance with his/her studies
- G3.12 The University reserves the right to cancel any erroneous registration after completion of a thorough administrative enquiry.
- G3.13 In respect of concurrent registration: except by the special permission of Senate and subject to rule G12
 - a. no student shall be registered for more than one qualification at the same time;
 - b. no student shall, while registered at any other tertiary institution, be registered
- G3.14 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
- G3.15 Annual registration by Masters and Doctoral students
 - G.3.15.1 First time Masters students must register for their programmes by the last date as indicated in the University calendar. This rule notwithstanding, first time professional Masters students whose registration is contingent on them being appointed as Registrars by the relevant government departments or entity are allowed to register during two openings: (i) January to March of each year and (ii) July to August of each year as indicated in the University calendar.
 - G.3.15.2 Continuing Masters students must renew their registration by the last date of registration of this category of students as indicated in the University general calendar.
 - G.3.15.3 First time doctoral students are allowed to register throughout the academic year but not later than 31 October each year.

G4. 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 Where a student's study is interrupted for a year or longer and no leave of absence was granted, such a student must apply for re-admission to be considered by the School drawing from components of the new Rule:
- a) Readmit the student at the same year level;
 - b) Readmit the student at a year level lower than the one s/he was on at the time of interruption; and
 - c) Carry their history and academic status including the semesters they have already spent at SMU or another university and for which they may or may not have accumulated credits;

- d) Senate may nullify the credits earned or exemptions granted to a student whose studies are interrupted for a period that exceeds the shelf life of modules previously successfully completed, in accordance with rule G10; and
- e) Not readmit the student, and advance written reasons to the student concerned

G4.10 Enrolment under programme changes:

- G4.10.1 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.
- G4.10.2 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.

G4.11 Maximum credit load for undergraduate students:

- G4.11.1 Subject to academic progression rules of the University, an undergraduate student should be registered for a credit load of no more than 120 credits in any given academic year, except where:
 - G4.11.1.1 higher credit loads have been approved by Senate and/or accrediting bodies; and
 - G4.11.1.2 higher credit loads have been approved by Senate, the Dean may allow a student to register for a credit load not exceeding 150 credits to enable the student to meet the progression requirements for continuation of study, or to meet the requirements for completion of the programme for which the student is registered.

G5. TIMETABLES

- G5.1 A student may not select, or register for, a module which clashes with any other selected module on the official timetable.

G6. 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 unless all outstanding University debts have been settled or arrangements to settle all outstanding University debts have been approved by the Finance Department.

- G6.3 No certification pertaining to a student shall be released until all outstanding debts have been settled.

G7. 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
- G7.3 Recognition of credits is valid for a maximum of three years, except where school rules determine otherwise.
- G7.4 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.
- G7.5 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 G2.8).
- G7.6 The limit on the number of modules that a student may complete for non-qualification purposes is subject to school rules.
- G7.7 A student who has completed a module may not register for it for a second time to improve results.
- G7.8 An occasional student does not qualify for admission to student residence.

G8. 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 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.

G9. 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.

G10. 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

G11. 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 with minimum qualification completion time N (refer to respective school calendars) shall have maximum duration of N+2. This shall apply to all qualifications including:

- Undergraduate Bachelor's Degrees
- Undergraduate Extended Degrees
- Undergraduate Professional Degrees
- Master's Degrees
- Doctoral Degrees

All qualifications with a minimum duration of 1 year shall have a maximum duration of N+1:

- Undergraduate Diplomas and Certificates
- Honours degrees
- Postgraduate Diplomas

- 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.

G12. 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.

G13. 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 Senate may permit a deviation from the standard assessment procedure in terms of Rule G18.
- G13.6 Conducting examinations and tests on Saturdays and in the evenings:

G13.6.1 The University is compelled to conduct some tests and examinations on Saturdays and in the evenings because of its extensive test and examination programme. It is therefore not practicable to comply with requests for special tests and examinations to replace those scheduled on Saturdays and in the evenings.

G13.7 Religious convictions as well as examinations, tests etc.:

G13.7.1 The University calendar accommodates public and religious holidays that are proclaimed by the Government.

G13.7.2 When students request to be absent from any examination, test, class, practical module or other academic commitment, (during the week or on a Saturday) due to religious convictions, they must approach their School at least two weeks prior to the relevant date, and apply for condoned leave of absence to be excused from such academic obligations.

G13.7.3 The request must be supported by a letter from the relevant church, congregation or religious leader that confirms that the student is an active member of that church, congregation or religious group, and the particular date needs to be approved based on the tenets of that religion.

G13.7.4 The Dean will consider the possibility of allowing the student(s) to sit for an alternative test, class, practical module.

G13.7.5 In respect of a request to be absent from summative assessment, the student must have met the requirements in terms of rules G14.1.1, G14.1.2 and G14.1.3.

G13.7.6 If permission is granted by the Dean, the alternative examination/test, will be the only opportunity for the student to write such an examination/test.

G13.7.7 The application for leave of absence from academic activities can only be approved by a Dean for a period of not more than 5 academic days.

G14. 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 G8.2.2 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.

G15. SUPPLEMENTARY ASSESSMENT (FOR UNDERGRADUATE, HONORS AND POST GRADUATE DIPLOMA)

- 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
 - a. 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.
 - b. In supplementary assessment the student must obtain a minimum of 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.

- c. The maximum final mark allocated for a supplementary assessment can only be 50% to reflect the student's failure to pass in the past summative assessment.

G16. 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 during the next applicable supplementary assessment period as approved by Senate.
- 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.

G16.9 A student who qualifies for supplementary assessment after writing deferred summative assessment will be given an opportunity to write within seven days counted from the last day of supplementary assessment period. In the event that the student is unable to write within the seven-day period, he/she may apply for extended year mark in line with Rule G14.7 or register for the module at the next registration cycle

G17. SPECIAL SUMMATIVE ASSESSMENT (FOR UNDERGRADUATE, HONORS AND POST GRADUATE DIPLOMA)

- 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.

G18. 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.

G19. 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 in the case of a test, and within two weeks after the release of results in the case of an examination, but in any event, within a reasonable time after the alleged act of misconduct has been raised with a student in writing.
- 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.

G20. 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.

G21. 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.

G22. 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 G2.8, 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.

G22.3 Condoned pass

G22.3.1 The School Examination Committee concerned may grant a condoned pass to a student under the following conditions:

- a. A condoned pass permits a student to gain credit for a completed module, which s/he failed where the final mark for the module is no less than 49% and a sub-minimum of at least 40% in the examination or final assessment has been achieved.
- b. A student must have passed all other modules for the qualification except the module for which a condoned pass is to be considered;
- c. A condoned pass must be reflected as 50% on the student's academic record, provided that an inscription will indicate that it is condoned pass;
- d. The above process excludes clinical modules where subminimum requirements may differ and accrediting bodies specify otherwise for a clear pass.
- e. A condoned pass will not be granted more than once during the duration of study a student at SMU.

G22.3.2 The student concerned shall not be considered for a condoned pass in a module, if:

- a. S/he has been found guilty by a School Disciplinary Committee of the University for any offence in the same academic year; or
- b. S/he has a history, in the exclusive opinion of School Examination Committee, of not attending lectures, tutorials, laboratory sessions or clinical sessions.

G23. VIEWING AND REMARKING SCRIPTS

G23.1 A student may view his or her summative assessment script together with the marking memorandum, to satisfy himself/herself that there are no errors in addition of marks or sections not marked. Viewing is done 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. Should an error be discovered when viewing a marked script, corrections and rectification of omissions of marks will be approved by the Dean based on the recommendation by the Head of Department.

- G23.2 A student may apply in writing to the Dean for re-marking of an examination script. Such an application should be lodged by:
- Completion of the prescribed form within ten working days of publication of the results and in accordance with the General Academic Rules of the University.
 - Payment of the applicable fee as determined by the University from time to time.
 - If permission is given, the Head of Department will arrange for re-marking of the script. Should there be any change in a student's mark as a result of script re-marking and the student should have qualified for a supplementary examination:
 - A supplementary examination will be arranged at the time approved by the Dean based on the recommendation by the Head of Department., in consultation with the Registrar, within 10 working days after the outcome of remarking.
 - The fee shall be refunded if the remarking causes an improvement in the results.
 - The existing mark becomes null and void and the student's final mark for the module shall be determined by the outcomes of the re-marking process.

- 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.

G24. 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. Senate may award a qualification other than a doctoral degree *cum laude* or *summa cum laude*;

- G24.2 The award of a qualification *cum laude* is subject to the following:

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| G24.2.1 | the qualification must be completed within the minimum prescribed period; |
| G24.2.2 | the student must have passed all the modules at SMU and obtained 75% (at the first attempt and without recourse to supplementary examinations), 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 |
| G24.2.3 | the student has complied with any additional criteria prescribed by school rules. |

- G24.3 The award of a qualification *summa 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 passed all the modules at SMU and obtained 80% (at the first attempt and without recourse to supplementary or special examinations), 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 Notwithstanding any other provision, Senate may on the recommendation of the School Board, award a Higher Certificate, Diploma or Degree posthumously if the student had already complied with all the requirements of the qualification concerned before passing away.
- G24.5 Permission to complete the qualification by obtaining credits elsewhere**
- G.24.5.1 Senate may, on the strength of the motivation by the Dean, and if it considers fit, permit a student who has only one or two modules of the total number of prescribed modules outstanding for a qualification who satisfies the Senate that by reason of change of residence or for some other good or sufficient cause, he or she is unable to continue attending at the University.
- G24.5.2 The student concerned can request to complete the outstanding module(s) at another University or at an institution recognized for this purpose in South Africa or outside the Republic of South Africa. 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.
- G24.6 The University reserves the right to withdraw any qualification that was awarded erroneously after completion of a thorough administrative enquiry.
- G24.7 The University reserves the right neither to confer any degree nor award any qualification to a student of the University who has outstanding University debt.

G25. 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.

G26 LIMITATION ON THE ACTIVITY OF A STUDENT FOR REASONS OF ILL HEALTH

- G26.1** The Registrar is entitled to investigate the physical or mental health of any student where he or she, on the advice of the Dean, considers it necessary in the interest of the student or in the interest of the University. In carrying out the investigation, the Registrar may require the student to obtain a medical report from, or to submit to examination by, a suitably qualified medical practitioner or psychologist acceptable to the Registrar. The University shall be responsible for any costs incurred in the course of such an

investigation.

G26.2 Whenever the Registrar has reasonable grounds to believe that a student is or may become a danger to herself or to any other person, or may cause damage to herself or himself or to any other premises occupied or under the control of the University, he or she may, in consultation with the Vice-Chancellor, place limitations on the presence or activities of that student on the University premises and the student is required to observe those limitations. Without prejudice, the Registrar may prohibit the student from:

26.2.1 Entering the precincts, or any specified part of the University, including a University controlled or University owned residence

26.2.2 Attending any lectures or any specified lectures, laboratory, clinical session or other classes or activities, whether academic or non-academic.

G26.3 A student concerned is entitled to make representation to the Vice-Chancellor to review any limitation imposed by the Registrar

G26.4 The Vice-Chancellor, at any time, may investigate the matter and having considered the representations made by the Registrar or the student concerned, may confirm, alter or set aside any limitations imposed.

G26.5 Any action taken under this rule must be pertinently reported to the next meeting of Senate and Council or the Executive Committee of Council.

GB GENERAL RULES FOR BACHELOR'S DEGREES

Registration

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 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 where applicable; or

(c) an equivalent South African certificate with university entrance or exemption; or

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

Limitation on enrolment for modules

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).

GB4. Academic year status (Progression)

GB4.1 *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.

GB4.2 *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.

GB4.3 *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.

GB4.4 *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

GB4.5 *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.

GB5. RENEWAL OF REGISTRATION

GB5.1 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.

GB5.2 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.

GB5.3 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.

GB5.4 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.

GB5.5 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.

GB5.6 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.

GB6. REGISTRATION IS A PREREQUISITE FOR TAKING A COURSE

GB6.1 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 not later than 31 October 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 Higher Degrees

Office:

- GM15.5.1 one corrected electronic copy for each examiner including internal examiner(s);
- GM15.5.2 one corrected electronic copy for the Higher Degrees Office; and
- GM15.5.3 one corrected electronic copy supplied through the online system specified by Senate.,
- 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.
- GM15.7 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 electronic copy of the dissertation or mini-dissertation for each supervisor and examiner through the online system specified by Senate.

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 re-submission of the dissertation after the corrections have been made, this may only occur once and if the mark given for the revised work is:

a. a pass, the final mark will be the average of the marks allocated by the two examiners

b. a fail, the final mark will be the average of the marks allocated by the two examiners and if the final mark is a pass, it will be capped at 50%.

GM22.3 Where both examiners indicate in their examination report that they require re-

submission of the dissertation after the corrections have been made, this may only occur once and the final mark is the average of the marks allocated by both examiners. If a pass is awarded, it will be capped at 50%.

- GM22.4 Where an examiner fails the mini dissertation, Senate may seek only one additional external opinion and if a pass is awarded, the mark will be capped at 50%.
- GM22.5 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

- GM23.1 A course work master's degree is awarded on the grounds of:
 - GM23.1.1 completion of the required modules; and
 - GM23.1.2 a mini-dissertation, contributing 50% towards the final mark.
- GM23.2 If a student fails in a mini-dissertation, he or she may submit an amended or different mini-dissertation within one calendar year.
- GM23.3 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.
- GM23.4 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.
- GM23.5 Subject to GM23.6 below, the final mark achieved for the mini-dissertation, is the average of the marks allocated by all external examiners.
- GM23.6 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.
- GM23.7 Where an examiner fails the full dissertation, Senate may seek only one additional external opinion and the final mark will be capped at 50%.
- GM23.8 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

- GM24.1 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:
- GM24.2 If in the process of supervising a master's degree candidate, the supervisor and co-

supervisor(s), if any, in consultation with the Deans 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.)

GM24.3 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 Deans 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.

GM24.4 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 First time doctoral students are allowed to register throughout the academic year but not later than 31 October each year and must renew their 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 external examiners at least one of whom is external to South Africa, 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 Higher Degrees Office:
- GD18.7.1 One final corrected electronic copy for each examiner;
 - GD18.7.2 One final corrected copy through the online system specified by Senate; and
 - GD18.7.3 One electronic copy supplied in the laid down format and including all required amendments.
- 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.

ASSESSMENT RESULT CODES

Result code	Description	Applicable to	Pass/ Fail
F1	Failed	Subject/ Module	F
F2	Failed - Supplementary granted	Subject/ Module	F
F3	Failed subminimum, Supplementary granted	Subject/ Module	F
F5	Failed supplementary	Subject/ Module	F
F6	Continuing RESEARCH subject/ module (applicable to M & D's)	Subject/ Module	F
F7	Infringement of examination rules	Subject/ Module	F
F8	Deferred exam granted	Subject/ Module	-
F9	Investigation pending	Subject/ Module	-
FA	Failed, no exam admission	Subject/ Module	F
FC	Failed Clinicals	Subject/ Module	F
FD	Dissertation outstanding	Subject/ Module	F
FE	Failed, re-exam in Clinicals granted	Subject/ Module	F
FH	Failed, qualify for supplementary/ deferred exam	Progression/ Annual result code	F
FK	Academically excluded from the University	Progression/ Annual result code	F
FP	Not promoted	Progression/ Annual result code	F
FQ	Repeat block	Subject/ Module	F
FR	Failed subminimum	Subject/ Module	F
FS	Failed special exam	Subject/ Module	F
FT	Absent from class	Subject/ Module	F
FX	Failed, Absent from exam		F
P1	Passed	Subject/ Module	P
P2	Passed with distinction	Subject/ Module	P
P3	Credit Granted	Subject/ Module	P
P4	Passed supplementary	Subject/ Module	P
PA	Qualification Awarded	Progression/ Annual result code	P
PC	Qualification awarded Cum-laude	Progression/ Annual result code	P
PG	Qualify to graduate	Progression/ Annual result code	P
PH	Qualification awarded Posthumous	Progression/ Annual result code	P
PP	Promoted	Progression/ Annual result code	P
PS	Passed special exam	Subject/ Module	P
PZ	Continuing qualification	Progression/ Annual result code (Ms & Ds) plus Dean approved cases.	P

Black - result codes captured by the School Administrators against a subject/ module after summative assessment.

Blue - result codes captured by Assessment & Certification Office to determine annual progression as advised by Examination Committee.

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, and to ensure the integrity of the academic processes of the University, Students are required and expected to:

- (a) conform to the Student Code of Conduct and Student Disciplinary Procedure;
- (b) maintain and enhance the good name of the University; and
- (c) maintain order, discipline, safety and security at the University, and the effective and efficient advancement of all activities of the University.

Both the Student Code of Conduct and Student Disciplinary Procedure shall apply to and bind all Students, and they have been adopted by the Council as institutional rules as contemplated in the Higher Education Act, 1997 (Act No. 101 of 1997) and the Institutional Statute of the University. Students shall also conduct themselves at all times in such a way that is consistent with the pursuit of the University's mission and vision.

The Student Code of Conduct and Student Disciplinary Procedure promote a fair and lawful adjudication of disciplinary matters involving Students, and the imposition of suitable disciplinary measures. The processes and measures imbedded in the Student Code of Conduct and Student Disciplinary Procedure are aligned with the institutional aspiration to maintain the University as a safe place for teaching and learning, and its commitment to initiate and finalise student disciplinary cases as soon as practicably possible.

S.2.1 DEFINITIONS

2.1.1 In the Student Code of Conduct and Student Disciplinary Procedure:

“Appeals Committee” means the University's Appeal Disciplinary Committee appointed as such to adjudicate over appeals lodged by a Student against the decisions of any Disciplinary Committee;

“Code” means the Student Disciplinary Code as approved by the Council;

“Complaint” means an allegation of Misconduct that is brought to the attention of the Registrar in terms of the Disciplinary Procedure or through other measures implemented within the University;

“Council” means the Council of the University constituted as such in terms of the Act;

“Day” means any day between Monday and Friday, excluding Saturdays, Sundays and public holidays in South Africa;

“Disciplinary Procedure” means the Student Disciplinary Procedure as approved by the Council;

“Disciplinary Committee” means the University’s Student Affairs Disciplinary Committee or Schools Disciplinary Committee constituted in terms of the Disciplinary Procedure;

“Misconduct” means a breach/contravention of the Code, Disciplinary Procedure or Rule by a Student;

“Registrar” means the Registrar of the University or his/her authorised representative, or any person acting for a time being in that capacity;

“Rules” means the collective term for the policies, protocols, Code, Disciplinary Procedure, regulations and directives of the University as approved by the Council, the Senate or any other authorised body of the University, or by any official or employee of the University with the appropriate delegated authority;

“SRC” means the Student Representative Council;

“Statute” means the Sefako Makgatho Health Sciences University Institutional Statute, 2016 published in Government Notice 1220 in Government Gazette 40334 of 07 October 2016, as amended or its replacement;

“Student” means any person registered as a student at the University;

“the Act” means the Higher Education Act, 1997 (Act No. 101 of 1997);

“University” means the Sefako Makgatho Health Sciences University; and

“Vice-Chancellor” means the person appointed as such by the Council in accordance with the provisions of the Act, Statute and Rules, or any person acting for a time being in that capacity.

2.1.2 The Code and Disciplinary Procedure are subject to the Act and/or Statute.

2.1.3 Any matter in the Code and/or Disciplinary Procedure which is also provided in the Residence Policy, shall, if steps have been initiated under the Residence Policy be completed under the Residence Policy unless it is determined by the official responsible

for Student Affairs and Residences, in consultation with the Registrar, that such a matter should be dealt with in terms of the Code and/or Disciplinary Procedure.

S.2.2. THE STUDENT CODE OF CONDUCT

2.2.1 The Code shall include the following specific Student responsibilities, the:

- 2.2.1.1 recognition that the intellectual and educational climate of the University be maintained as its University's highest priority mandate;
- 2.2.1.2 protection of the opportunity for each Student to attain his/her educational objective without whatever form of disruption;
- 2.2.1.3 protection of the physical and mental health, safety and welfare of each member of the University and the general community at large;
- 2.2.1.4 protection of the property rights of all members of the University and the general community; and
- 2.2.1.5 respect for the human rights of members of both the University and the general community.

S.2.3. ACCEPTANCE OF JURISDICTION

- 2.3.1 Each Student shall be bound by the Code, Disciplinary Procedure and the Rules upon admission to or attendance at the University. It is the responsibility of each Student to know and comply with the Code, Disciplinary Procedure and Rules of the University.
- 2.3.2 Any violation of the Code, Disciplinary Procedure or the Rules shall be subjected to appropriate disciplinary procedures.
- 2.3.3 A decision to invoke internal disciplinary proceedings shall not preclude or delay the prosecution of the student concerned in criminal and/or civil proceedings.
- 2.3.4 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.
- 2.3.5 Each Student shall be bound by all other Rules approved by Council for the good governance of the University.
- 2.3.6 Each Student shall comply with whatever action brought against him/her by the relevant University authority.

- 2.3.7 The deregistration, discontinuation/interruption of studies or any similar act shall not oust the University's right to pursue a Misconduct case against a Student when he/she resumes her studies.

S.2.4. ACT OF GENERAL MISCONDUCT

- 2.4.1 General Misconduct by a Student shall, amongst others, include:

- 2.4.1.1 improper, disorderly or indecent behaviour towards a Student, a member of staff, a contractor of the University, or a member of the public on any premises of the University or any other place which is associated with the University or the University has interests in, or at a University function or activity (at any location) or in circumstances where he or she represents or may be seen to represent the University, or may be identified as a Student of the University;
- 2.4.1.2 any violation of the privacy of another Student including but not limited to the unauthorized scrutiny or examination of his or her possessions;
- 2.4.1.3 being in possession of another person's property without his or her authority;
- 2.4.1.4 interfering with or hindering any business and/or activities of the University;
- 2.4.1.5 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;
- 2.4.1.6 any failure to report the Misconduct of another Student of which he or she is aware, or which he or she has witnessed;
- 2.4.1.7 convening or participating in any unauthorized demonstrations on the University premises or any such property where the University has interests;
- 2.4.1.8 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;

- 2.4.1.9 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;
- 2.4.1.10 refusal, failure and/or negligent to subject himself/herself to the approved disciplinary processes of the University, including being summoned by a Disciplinary Committee or the Appeals Committee;
- 2.4.1.11 refusal, failure and/or negligent to comply with any decision of or disciplinary measure imposed on him/her by a Disciplinary Committee or the Appeals Committee;
- 2.4.1.12 assist, or attempts to assist, or encourages another Student to commit an act which constitutes Misconduct;
- 2.4.1.13 without any written authorization by the University's head of security or such other person accountable for the provision of security services within the University, or such other authorised person as may provide the required authorization at University controlled premises, or premises in which the University is associated with or has interests in:
 - 2.4.1.13.1 brings on the premises of the University, University controlled premises, or premises in which the University is associated with or has interest, a firearm, other dangerous weapon, fuel that cannot reasonably be shown to be required for the operation of a motor vehicle or any explosive device;
 - 2.4.1.13.2 allows or arranges for a firearm, other dangerous weapon, fuel that cannot reasonably be shown to be required for the operation of a motor vehicle or any explosive device to be brought onto or stored on the premises of the University, University controlled premises, or premises in which the University is associated with or has interest;

- 2.4.1.14 in contravention of the provisions of South African law or a Rule of the University, unlawfully possesses, distributes, buys, sells, uses, and/or is under the influence of a dependency-inducing substance (including but not limited to any drug as defined in section 1 of the Drugs and Drug Trafficking Act, Act No 140 of 1992 or any statute that amends or replaces it) while on University or University-controlled premises or at a University-related function or activity at any location or in circumstances where the Student represents or is seen to represent the University, or is otherwise identified as a student of the University;
- 2.4.1.15 introduces an illegal dependence-producing drug (as defined in section 1 of the Drugs and Drug Trafficking Act, 1992 or any statute that amends or replaces it) onto the premises of the University, or is found to be in possession of such illegal substance or is under the influence of such substance whilst on the premises of the University, University controlled premises, or premises in which the University is associated with or has interest; or
- 2.4.1.16 interference with, hinders or hampers in any manner the work of a service provider appointed by the University to render any services or deliver any goods to the University.

S.2.5. HARASSMENT, PHYSICAL ABUSE AND DEMEANING CONDUCT

- 2.5.1 Misconduct about harassment, physical abuse and demeaning conduct by a Student shall, amongst others, include:
 - 2.5.1.1 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;
 - 2.5.1.2 any act that would result in willful or deliberate or reckless infliction of harm to any person, including but not limited to:
 - 2.5.1.2.1 physical assault or abuse upon any person;

- 2.5.1.2.2 an attempt or threat to inflict such physical assault or abuse upon any person;
- 2.5.1.2.3 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;
- 2.5.1.2.4 any other conduct that threatens, limits or violates the physical integrity of others including indecently assaulting or touching another person;
- 2.5.1.2.5 subjecting any Student, employee or visitor of the University to any form of initiation;
- 2.5.1.2.6 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;
- 2.5.1.2.7 uses abusive or offensive language when engaging with University employees during official University business or ignoring common courtesy and etiquette during a meeting, conference or any gathering organised by or whilst representing the University.

S.2.6. PUBLICATIONS, INFORMATION AND STATEMENTS

2.6.1 Misconduct about publications, information and statements by a Student shall, among others, include:

- 2.6.1.1 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;

2.6.1.2 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:

2.6.1.2.1 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;

2.6.1.2.2 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;

2.6.1.2.3 making a false statement or providing incorrect information for whatsoever reason to any person in the position of authority.

S.2.7. INTERFERENCE WITH THE BUSINESS OF THE UNIVERSITY

2.7.1 Misconduct about interference with the business of the University by a Student shall, amongst others, include:

2.7.1.1 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;

2.7.1.2 obstructing or disrupting teaching, research, learning, administration or any other University activity;

2.7.1.3 willful 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.2.8. UNIVERSITY ASSETS

2.8.1 Misconduct by a Student relating to University assets shall, amongst others, include:

- 2.8.1.1 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 threat to do so or the use or handling of such property in a manner that is, or may be, prejudicial to the University, students, employee or visitor to the University;
- 2.8.1.2 permitting, assisting or facilitating the entry onto University property or premises under the control of the University or premises which the University is associated with or has interest in, of any person who is not authorized to be on any such premises;
- 2.8.1.3 defacing the University property by pasting notices and pamphlets at places not designated for such purposes; or
- 2.8.1.4 intentionally or negligently mismanages and/or misappropriates funds of the University.

S.2.9. CONDUCTING BUSINESS

2.9.1 Misconduct about conducting business shall, amongst others, include:

- 2.9.1.1 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;
- 2.9.1.2 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;
- 2.9.1.3 conducting any act of prostitution or pimping on or in University premises or any other property under the control of the University;

2.9.1.4 conducting any act of gambling which is regarded as a criminal offence under any law in South Africa;

2.9.1.5 substance abuse and use and/or distribution or sale of narcotics and drugs.

S.2.10. RESIDENCES

2.10.1 Misconduct by a Student relating to conduct at residences shall, amongst others, include:

2.10.1.1 failure or negligence to adhere to any rules and regulations of the University's residence including but not limited to:

2.10.1.1.1 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;

2.10.1.1.2 permitting and/ or assisting or attempting to permit and/ or assisting another person/student to squat on or in the University residence or any other premises under the control of the University;

2.10.1.1.3 failure to adhere to the safety procedures and standards, including but not limited to the authorized use of electrical, plumbing and sewerage services;

2.10.1.1.4 failure to adhere to basic hygiene and sanitary standards;

2.10.1.1.5 cooking in rooms not designated as kitchens;

2.10.1.1.6 removal or tampering with windows panes or screens;

2.10.1.1.7 allowing the unruly and unlawful behaviour by guests of a specified Student;

2.10.1.1.8 damage or misuse of furniture or any other facilities in the residences;

2.10.1.1.9 unauthorized removal of furniture and fittings found in University residences;

2.10.1.1.10 unauthorized presence of a Student in the residences after specified visiting hours;

2.10.1.1.11 failure to obey any lawful or reasonable order of any person in authority in a residence; or

2.10.1.1.12 any form of violation of the residence policy.

S.2.11. ACADEMIC ACTIVITIES

2.11.1 Misconduct by a Student relating to academic activities shall, amongst others, include:

2.11.1.1 any non-compliance with the academic rules, including but not limited to:

2.11.1.1.1 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;

2.11.1.1.2 submission by any Student of a test or examination script or written assignment of another Student in his or her own name;

2.11.1.1.3 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;

2.11.1.1.4 intentionally writing notes on his or her body or clothes that will assist him or her in the examination or test;

2.11.1.1.5 intentionally writing notes on her or his body or clothes that will assist him or her during the process of continuous assessment;

2.11.1.1.6 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;

2.11.1.1.7 contravention of any policy, rule or instruction on assessments, invigilation, examinations, tests or academic assignments;

2.11.1.1.8 misrepresentation or dishonest act with regard to any administrative process, which includes, but is not limited to the following: misrepresentations regarding academic and other records; degree, diploma or any other certificates; illness; persuading, or attempting to persuade the University to administratively act in a way that the University would not, or probably would not have acted in the absence of such misrepresentations;

2.11.1.1.9 dishonestly in any way whatsoever including but not limited to: dishonesty with regard to any assessment, whether it be a test or an examination, or with regard to the completion and/or submission of any other academic task or assignment; or act of plagiarism.

S.2.12. PLAGIARISM

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.2.13. OPERATIVE DATE OF THE STUDENT CODE OF CONDUCT

This Code shall come into operation immediately after approval by the Council, unless the Council expressly determine the date upon which the document shall come into operation.

STUDENT DISCIPLINARY PROCEDURE

S.3.1 APPLICATION

- 3.1.1 The Disciplinary Procedure shall apply to any Student of the University and subject to the Code, at the time of the alleged Misconduct.
- 3.1.2 A person is subject to the Code 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 this Disciplinary Procedure.

S.3.3. MISCONDUCT

Any form of Misconduct as prescribed by the Code 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 through a form prescribed by the Registrar for that purpose.
- 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, or the Complaint brought to him/her through other University processes contain sufficient details as would enable the Registrar or his/her nominee to take appropriate disciplinary steps against a Student.

- 3.4.3 The Registrar shall periodically inform the Vice-Chancellor, relevant officials within the University and Senate in writing, of all Complaints received indicating actions taken, and outcomes of the Disciplinary Committees and Appeals Committee.

S.3.5 INVESTIGATING OFFICER

- 3.5.1 The Registrar may, subject to section 3.4.2 and 3.5.2 appoint a member of staff or any other suitable person as an investigating officer to conduct any appropriate investigation into a Complaint, on the terms determined by the Registrar.

- 3.5.2 An investigating officer shall:

- 3.5.2.1 conduct an investigation into the Complaint;
- 3.5.2.2 submit a written investigation report to the Registrar within fifteen (15) Days of his/her appointment or within such shorter period as may be advised by the Registrar having regard to, amongst others, the nature of the investigation and the intended decision as would be informed by the investigation report. Through the investigation report, the investigating officer shall:
 - 3.5.2.2.1 report on the outcome of the investigation into the Complaint, and submit documents he/she considered to reach his/her conclusions or recommendations in the investigation report;
 - 3.5.2.2.2 advise the Registrar on whether or not there are reasonable prospects of proceeding with a disciplinary hearing against a Student;
 - 3.5.2.2.3 make recommendations to the Registrar regarding the charges to be preferred against the Student, and any other matter regarding the student disciplinary processes;
 - 3.5.2.2.4 in the event that the investigating officer recommends that no disciplinary steps should be taken against a Student, he or she must indicate the reasons thereof;
 - 3.5.2.2.5 advise the Registrar on the appropriate Disciplinary Committee that has jurisdiction to hear the Misconduct case against a Student in terms of this Disciplinary Procedure;

3.5.2.2.6 advise the Registrar that the Vice-Chancellor should consider using his or her powers of suspension in terms of section 3.7; or

3.5.2.2.7 advise the Registrar to accept an admission of guilt by a Student.

3.5.3 The Registrar is not bound by any recommendation, advice or proposals made by an investigating office. The Registrar retains the authority to make the final decision on matters relating to disciplinary processes to be undertaken by the Registrar under the Disciplinary Procedure and related matters.

3.5.4 The investigating officer shall keep accurate records of all activities and shall produce them when requested in a prescribed form.

3.5.5 Unless advised otherwise by the Registrar, the investigating officer shall be deemed as having completed his or her work as soon he/she has submitted the appropriate report to the Registrar.

3.5.6 When the Registrar is of the opinion that a charge(s) of Misconduct against a Student is/are warranted, the Registrar shall institute disciplinary processes against the Student in accordance with the Disciplinary Procedure.

S3.6 THE INITIATOR

3.6.1 The Registrar shall, in his or her exclusive opinion, appoint a member of staff or any other suitable person as an initiator.

3.6.2 The initiator shall:

3.6.2.1 prepare and sign Misconduct charges against Students;

3.6.2.2 cause the Misconduct charges to be served on the Student in accordance with this Disciplinary Procedure;

3.6.2.3 present the case for the University before any Disciplinary Committee and the Appeals Committee, including making written representations to either of the committees as may be required or necessary;

3.6.2.4 consult with witnesses or any other person as may assist in the disciplinary processes; or

- 3.6.2.5 do and attend to all the necessary for purposes of the disciplinary proceedings against a Student.

S3.7 SUSPENSION OF A STUDENT

- 3.7.1 The Vice-Chancellor may, on his/her own accord and/or in consultation with the Registrar, if there are reasonable grounds for suspecting that a Student has committed serious Misconduct, or a Student has been charged with serious Misconduct, or in any other appropriate circumstances, temporarily suspend a Student on the terms set out in section 3.7.2, pending the outcome of a disciplinary investigation or disciplinary hearing.
- 3.7.2 The Vice-Chancellor may impose any or all of the conditions set out below or any other appropriate conditions, when he/she suspends a Student, that a Student shall:
 - 3.7.2.1 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;
 - 3.7.2.2 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-Vice-Chancellor or his/her delegate; or
 - 3.7.2.3 vacate any University residence or any part of any structure under the control of the University.
- 3.7.3 In the event that a Student has been suspended in terms of section 3.7.1 read with 3.7.2 prior to the Student being charged with Misconduct, and a period of twenty (20) Days lapses and no disciplinary proceedings have been commenced within the stated period in terms of this Disciplinary Procedure, the suspension shall automatically lapse.
- 3.7.4 Notwithstanding the stipulation in section 3.7.3, the suspension which has been made in terms of section 3.7.3 may be extended by the Vice-Chancellor at any time prior to or after the lapse of the twenty (20) Days if it is in the best interest of the University. Such extension must never exceed the maximum period of thirty (30) Days.
- 3.7.5 For purposes of the suspending a Student, the Vice-Chancellor may, depending on the circumstances of each case:

- 3.7.5.1 immediately suspend the Student and simultaneously require the Student to make written representations as to why the suspension should be lifted; or
 - 3.7.5.2 require a Student to make written representations as to why he/she should not be suspended prior to being suspended.
- 3.7.6 Whether the process applicable is as provided in section 3.7.5.1 or 3.7.5.2, a Student shall be afforded a period of twenty-four (24) hours to make written representations to the Vice-Chancellor.
- 3.7.7 The Vice Chancellor may, at any time and on of good cause shown by the Student or as may be advised by the Registrar, revoke the suspension of a Student or vary any of the terms or conditions of a suspension.
- 3.7.8 The decision of the Vice-Chancellor to suspend a Student is final, and no appeal shall lie against the Vice-Chancellor's decision to suspend a Student.
- 3.7.9 The provisions of this clause do not abrogate the authority to suspend any Student under the Residence Policy.

S3.8 THE UNIVERSITY DISCIPLINARY COMMITTEES

- 3.8.1 The University shall have three (3) committees dealing with acts of Misconduct by Students, being the:
 - 3.8.1.1 Appeals Committee (for both general and academic related offences);
 - 3.8.1.2 Student Affairs Disciplinary Committee (for general offences); and
 - 3.8.1.3 School Disciplinary Committee (for academic related offences).
- 3.8.2 The Office of the Registrar shall provide secretarial support to the committees referred to in section 3.8.1.
- 3.9.1 The Registrar shall promptly notify a Student of the outcome/decision of the Appeals Committee or Disciplinary Committee in writing.

- 3.8.3 Decisions of the Appeals Committee or Disciplinary Committee and the reasons thereof shall be reduced to writing, and be taken by way of a simple majority of members of each committee. In instances of a tie, the Chairperson shall have a casting vote.

S.3.9 COMPOSITION AND FUNCTIONS OF THE APPEALS COMMITTEE

- 3.9.1 The Appeals Committee shall adjudicate over appeals in respect of the decisions of a Disciplinary Committee whether based on factual findings, matters relating to procedure and/or the sanctions imposed.
- 3.9.2 The Appeals Committee shall serve as the highest decision-making body with regard to Students' disciplinary cases and shall consist of:
- 3.9.2.1 Deputy Vice-Chancellor (Chairperson);
 - 3.9.2.2 Two (2) members of Senate appointed by the Vice-Chancellor;
 - 3.9.2.3 President of the SRC or a representative of the SRC who did not sit in the first disciplinary hearing; and
 - 3.9.2.4 any Dean, excluding the Dean of the School where the student is registered, or the University official responsible for student affairs and residences.
- 3.9.3 The Vice-Chancellor may alter the composition of the Appeals Committee for whatever reason if he/she deems it appropriate.
- 3.9.4 Any member of the Appeals 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.
- 3.9.5 The composition of the Appeals 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 two (2) members of the Committee are present at the hearing.
- 3.9.6 The Appeals Committee may impose any of the penalties set out in section 3.14 of this Disciplinary Procedure.

3.9.7 After considering an appeal, the Appeals Committee may:

3.9.7.1 dismiss the appeal and uphold the decision of the Disciplinary Committee in its entirety or in part;

3.9.7.2 allow the appeal and set aside the decision of the Disciplinary Committee in its entirety or in part;

3.9.7.3 vary the decision of the Disciplinary Committee; or

3.9.7.4 increase or decrease any penalty imposed by the Disciplinary Committee.

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

3.9.9 There is no further forum to appeal to within the University structures after the Appeals Committee has decided upon an appeal by a Student.

S3.10 COMPOSITION AND FUNCTIONS OF STUDENT AFFAIRS DISCIPLINARY COMMITTEE

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

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

3.10.1.2 University official responsible for Governance and Student Life or a person in such office as designated by the Vice-Chancellor;

3.10.1.3 a representative of the SRC as designated by the SRC on an *ad hoc* basis; and

3.10.1.4 not more than two (2) additional members appointed by the Vice-Chancellor from members of the Senate.

3.10.2 The function of the Student Affairs Disciplinary 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 this Disciplinary Procedure.

3.10.3 The Student Affairs Disciplinary Committee may impose penalties as laid down in section 3.14 of this Disciplinary Procedure. Subject to section 3.13, the penalties imposed by the

Student Affairs Disciplinary Committee shall be immediately effective notwithstanding the right of appeal or an appeal lodged by a Student.

3.10.4 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 two (2) members of the Student Affairs Disciplinary Committee are present at the hearing.

3.10.5 The Student Affairs Disciplinary Committee shall report the outcome of its inquiry or adjudication in writing within fourteen (14) Days of the hearing of a Misconduct case against a Student.

S3.11 COMPOSITION AND FUNCTIONS OF SCHOOL STUDENT DISCIPLINARY COMMITTEE

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

3.11.1.1 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;

3.11.1.2 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;

3.11.1.3 one (1) representative of the SRC as designated by the SRC;

3.11.1.4 not more than two (2) members appointed by the Vice-Chancellor from amongst members of Senate.

3.11.2 The function of the School Student Disciplinary Committee is to hear all cases of alleged Misconduct involving any academic, research, or examination impropriety arising in the School or any matter referred to it by the Registrar in terms of this Disciplinary Procedure.

3.11.3 The composition of the School 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 two (2) members of the School Student Disciplinary Committee are present at the hearing.

3.11.4 The School Student Disciplinary Committee may impose penalties as laid down in section 3.14 of this Disciplinary Procedure. Subject to section 3.13, the penalties imposed by the School Student Disciplinary Committee shall be immediately effective notwithstanding the right of appeal or an appeal lodged by a Student.

3.11.5 The School Disciplinary Committee shall report the outcome of the hearing in writing within ten (10) Days of the hearing of a Misconduct case.

S.3.12 APPEALS

3.12.1 A Student may appeal a decision of a Disciplinary Committee by way of a written notice of appeal. The notice of appeal shall be in the prescribed form determined by the Registrar and shall be submitted to the Registrar within five (5) Days of a decision of a Disciplinary Committee being communicated to the affected Student.

3.12.2 The notice of appeal shall indicate whether the appeal is aimed against the conviction, or penalty (ies) or both, and indicate the grounds on which the appeal is based.

3.12.3 An appeal will be considered solely on the grounds of appeal submitted by the affected Student, written response by the initiator in response to the Student's grounds of appeal and the record of the proceedings of the Disciplinary Committee, together with any document(s) and exhibit(s) submitted during the Disciplinary Committee's hearing.

3.12.4 The Registrar shall furnish the Student and Appeals Committee with the transcribed record or audio recording of proceedings and all documents concerning the matter under appeal as contemplated in section 3.12.3.

3.12.5 Subject to the provision of section 3.13 an appeal lodged does not suspend any decision of a Disciplinary Committee pending the outcome of an appeal, unless the chairperson of the Disciplinary Committee whose decision is the subject of an appeal, on application by the affected Student, directs otherwise.

3.12.6 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 Appeals Committee in such a manner as it may deem expedient.

- 3.12.7 In exercising its discretion, the Appeals Committee may decide to deal with the appeal solely on the strength of the documents or call for hearing of an appeal.
- 3.12.8 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) Days prior to the hearing.
- 3.12.9 The decision of the Appeals Committee shall be final and binding.
- 3.12.10 The Appeals Committee shall communicate its decision to the affected student within five (5) working days of the decision being taken.

S3.13 SUSPENSION OF DECISIONS OF A DISCIPLINARY COMMITTEE

- 3.13.1 A Student may, by way of written representations and show of good cause, apply for the suspension of a decision of a Disciplinary Committee.
- 3.13.2 An application for the suspension of a decision of a Disciplinary Committee referred to in section 3.13.1 shall:
 - 3.13.2.1 be submitted to the Chairperson of the Disciplinary Committee whose decision is the subject of the appeal, and Registrar within five (5) Days of a decision of the Disciplinary Committee being communicated to the affected Student;
 - 3.13.2.2 be submitted simultaneously with a notice of appeal referred to in section 3.12.1;
 - 3.13.2.3 succinctly set out the grounds and all material aspects on which the affected Student relies for the suspension of the decision of the Disciplinary Committee; and
 - 3.13.2.4 record the Student's email address through which all correspondence and documents relating to this application should be delivered to the affected Student.
- 3.13.3 The Registrar or his/her representative may, within five (5) Days of receipt of the affected student's application for the suspension order, respond in writing to the Students'

application. The response by the Registrar or his/her representative shall be submitted to the Chairperson of the Disciplinary Committee and the affected Student.

3.13.4 In determining the Students' application, the Chairperson of the Disciplinary Committee shall solely have regard to, the:

3.13.4.1 facts and information that was before the Disciplinary Committee when it made the decision which is sought to be suspended by the Student;

3.13.4.2 appeal lodged by the student referred to in section 13.12.1;

3.13.4.3 grounds and all material aspects submitted by the affected Student as contemplated in section 3.12.2; and

3.13.4.4 response by the Registrar or his/her representative as contemplated in section 3.13.3.

3.13.5 The Chairperson of the Disciplinary Committee shall promptly consider the application and communicate his/her decision and the reasons thereof to the Registrar and the affected Student.

3.13.6 An application to suspend any decision of a Disciplinary Committee shall be decided by the Chairperson of the Disciplinary Committee on the documents referred to section 3.13.4, and there shall be no hearing.

3.13.7 The decision of the Chairperson of the Disciplinary Committee regarding the Student's application to suspend a decision of the Disciplinary Committee shall be final, binding and no appeal shall lie against the said decision.

3.13.8 An application to suspend a decision of the Disciplinary Committee that is submitted outside the prescribed period referred to in section 13.13.2.1 will not be considered.

3.13.9 The submission of an application to suspend a decision of the Disciplinary Committee does not by its own suspend the decision of the Disciplinary Committee.

S3.14 PENALTIES

3.14.1 The Disciplinary Committees and Appeals Committee may, insofar as they apply to each committee, impose any or a combination of the following penalties:

- 3.14.1.1 expulsion from the University;
- 3.14.1.2 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;
- 3.14.1.3 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;
- 3.14.1.4 suspension from attending classes for a specific period, either totally or only in respect of specific course(s)/module(s);
- 3.14.1.5 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);
- 3.14.1.6 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;
- 3.14.1.7 imposition of a fine, which may be equivalent to the value of the damaged University property or the property of the University staff, student or visitor;
- 3.14.1.8 refusal of readmission to the University for a specific period or permanently;
- 3.14.1.9 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;
- 3.14.1.10 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;
- 3.14.1.11 severe admonition and caution; or

- 3.14.1.12 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.

S3.15 POWERS OF THE VICE-CHANCELLOR

- 3.15.1 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.
- 3.15.2 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.
- 3.15.3 A Student may not by reason of any action taken or punishment imposed in terms of this Disciplinary Procedure or the Code, or by the Vice-Chancellor have a claim to repayment or reduction of tuition, residence fees or any other amount paid or payable to the University.

S.3.16 ADMISSION OF GUILT

- 3.16.1 Any admission of guilt shall be directed to the investigating officer under the following manner or procedure in writing:
- 3.16.1.1 when the investigating officer considers a charge after a preliminary investigation, he/she may, with the concurrence of the Registrar, offer to accept an admission of guilt from the accused Student before a disciplinary hearing is convened;
- 3.16.1.2 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; and
- 3.16.1.3 when pleading guilty the student acknowledges that she/he:
- 3.16.1.3.1 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;

3.16.1.3.2 acknowledges that she/he understood what was explained to him or her in the official language of the University.

3.16.2 The Investigating Officer shall report the matter to the Registrar indicating that the Student has accepted guilt.

3.16.3 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.

3.16.4 The Student who admits guilt as provided in section 3.16 shall not appeal against the penalty imposed; but may request a pardon from the Vice-Chancellor in writing.

3.16.5 An admission of guilt may, at any time after the Student has received Misconduct charges, be directed to the Initiator. In that event, the provisions of sections 3.16.1, 3.16.2 and 3.16.3 shall, with the necessary changes, apply.

S.3.17 HEARING/DISCIPLINARY PROCEDURES

3.17.1 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).

3.17.2 A Student charged with Misconduct shall be informed of the allegations against him/her at least seven (7) Days prior to the hearing.

3.17.3 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.

3.17.4 A notice of the hearing shall be served as follows:

3.17.4.1 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;

- 3.17.4.2 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;
- 3.17.4.3 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; or
- 3.17.4.4 by way of an email sent to the Student's email address allocated to the affected Student by the University and / or any other email address of the Student as reflected in his/her University records. The notice shall be deemed to have been served immediately on the day on which it was emailed to the Student. It is the responsibility of any Student to ensure that the records containing his/her email address are always updated.
- 3.17.5 The notice served on the Student shall contain the name of the Chairperson of the Disciplinary Committee.
- 3.17.6 In the event where a Student refuses to accept service of Misconduct charges or any notice, it must be recorded as such.
- 3.17.7 If a Student fails to attend the hearing on the stipulated date, time and venue 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 Initiator, the hearing may proceed notwithstanding the absence of the Student.
- 3.17.8 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.

- 3.17.9 At the beginning of the hearing the Chairperson shall ensure that the Disciplinary Committee is properly constituted.
- 3.17.10 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.
- 3.17.11 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.
- 3.17.12 The Chairperson of a Disciplinary Committee 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.
- 3.17.13 If the concerned Student admits to the alleged offence, the Disciplinary Committee may find the Student guilty without hearing further evidence.
- 3.17.14 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 3.14, without hearing further evidence provided the Student is invited to provide mitigating factors.
- 3.17.15 In the event that the concerned Student denies the alleged Misconduct; the Disciplinary Committee shall hear the evidence in accordance with the prescribed procedure.
- 3.17.16 After hearing all evidence, the Disciplinary Committee shall allow the concerned student and the Initiator to address it on mitigating and / or aggravating circumstances.
- 3.17.17 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.
- 3.17.18 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.

- 3.17.19 Any appeal against the verdict of the Disciplinary Committee must be submitted in accordance with section 3.12.
- 3.17.20 The Disciplinary Committee shall hand the report of its findings to the Vice- Chancellor and Principal, the Registrar, and Dean of School 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.
- 3.17.21 The Registrar shall send a letter concerning the findings of the hearing to the parents or guardian of the affected student, if the Student is a minor.
- 3.17.22 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.3.18 RIGHT TO A REPRESENTATIVE

- 3.18.1 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.
- 3.18.2 The student may change representative at any stage of the proceedings; such a change may not affect the progress of the proceedings.
- 3.18.3 Any change made in accordance with section 3.18.2 shall be communicated to the Chairperson of the Disciplinary Committee at the hearing.

S.3.19 AMENDING THE STUDENT DISCIPLINARY PROCEDURE

The Council may amend the Disciplinary Procedure or the Code from time to time after consultation with the SRC and Senate, as Council may deem necessary and in the interest of the University.

