

UNIVERSITY OF LIMPOPO



University Calendar 2017 Academic year

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VISION AND MISSION STATEMENTS

VISION

“To be a leading African university, focused on the Developmental needs of its communities and epitomising academic excellence and innovativeness”

MISSION

“A University which responds actively:

- To the development needs of its students, its staff members and its communities;
- Through relevant and high quality higher education and training, research and engagement; and
- In partnership and in collaboration with its different stakeholder.

MOTTO

“Finding Solutions for Africa”

Medium of Instruction

The medium of instruction at the University of Limpopo is English.

Validity

This Calendar is valid for the year 2017. The University reserves the right to amend any rule or provision in this Calendar at any time without prior notice. No responsibility is accepted for possible inaccuracies.

University Semesters 2017

FIRST SEMESTER	:	30 January	-	9 June
SECOND SEMESTER	:	10 July	-	10 November
AUTUMN Recess (for students)	:	17 March	-	24 March
WINTER Recess (for students)	:	09 June	-	07 July
SPRING Recess (for students)	:	15 Sep	-	22 Sep
SUMMER Recess (University Vacation)	:	10 Nov	-	08 Jan 2018

Correspondence

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IMPORTANT DATES SCHEDULE: 2017 ACADEMIC YEAR

JANUARY 2017		
Su 1		NEW YEAR'S DAY
Mo 2		PUBLIC HOLIDAY
Tu 3		
We 4		
Th 5		
Fr 6		
Sa 7		
Su 8		
Mo 9	<ul style="list-style-type: none"> • UNIVERSITY RE-OPENS: All Academic & Administration Staff report for duty • First Semester Commences • Registration Commences: Honours, Masters and Doctoral Students 	
Tu 10	<ul style="list-style-type: none"> • Registration Ends: Honours, Masters and Doctoral Students 	
We 11	<ul style="list-style-type: none"> • Registration Commences: First-Entering Students 	
Th 12		
Fr 13	<ul style="list-style-type: none"> • Last Day for the Submission of Special Examinations Marks 	
Sa 14	<ul style="list-style-type: none"> • Library closed 	
Su 15		
Mo 16		
Tu 17	<ul style="list-style-type: none"> • Registration Ends: First-Entering Students 	
We 18	<ul style="list-style-type: none"> • Orientation Commences: First Entering Students • Registration Commences: Returning Undergraduate Students 	
Th 19		
Fr 20		
Sa 21	<ul style="list-style-type: none"> • Library closed 	
Su 22		
Mo 23		
Tu 24	<ul style="list-style-type: none"> • Orientation Ends: First Entering Students • Registration Ends: Returning Undergraduate Students 	
We 25	<ul style="list-style-type: none"> • Late Registration Commences: ALL Students • Library Orientation Commences: First-Entering Students • Meeting: 1/6 Research Ethics Committee (TREC) 	09:00
Th 26	<ul style="list-style-type: none"> • Meeting: Senate Appeals Committee 	09:00
Fr 27	<ul style="list-style-type: none"> • Library Orientation Ends: First-Entering Students 	
Sa 28	<ul style="list-style-type: none"> • Library closed 	
Su 29		
Mo 30	<ul style="list-style-type: none"> • Lectures and Practicals commence 	
Tu 31		

FEBRUARY 2017			
We 1			
Th 2	•	Meeting: Senate Appeals Committee	09:00
Fr 3	•	Late Registration Ends: <u>ALL</u> Students	
	•	Closing Date for:	
		- Submission of ALL assessment reports by assessors (Internal & External)	
		- Cancellation of courses or modules or study direction	
		- Changing of courses or modules or study direction	
		- Changing of degree/diploma programme/subjects	
		- Exemption from attending a course or module	
		- Submission of applications for exemption from courses passed at other universities	
Sa 4			
Su 5			
Mo 6	•	Meeting: 1/11 ECS	09:00
	•	Meeting: 1/11 EMC	14:00
Tu 7			
We 8	•	Meeting: 1/4 Council Information and Communication Technology Committee	15:00
	•	Meeting: 1/4 Council Human Resources Committee	18:00
Th 9			
Fr 10	•	Last Day for the Submission of Lists for the Autumn Graduation Ceremonies	
	•	Meeting: Animal Research Ethics Committee (AREC)	09:00
Sa 11			
Su 12			
Mo 13	•	Meeting: Central Higher Degrees Committee Meeting	09:00
Tu 14	•	Meeting: 1/4 Council Finance Committee	10:00
	•	Meeting: 1/4 Council Audit Committee	12:00
We 15	•	Meeting: Board of Faculty – Humanities	09:00
	•	Meeting: Board of Faculty – Management and Law	14:00
Th 16	•	Meeting: Board of Faculty – Health Sciences	09:00
	•	Meeting: Board of Faculty – Science & Agriculture	14:00
Fr 17			
Sa 18			
Su 19			
Mo 20	•	Meeting: Risk Management Committee Meeting	14:00
Tu 21			
We 22			
Th 23			
Fr 24			
Sa 25			
Su 26			
Mo 27	•	Meeting: 1/4 Senate Academic Planning Committee	09:00
Tu 28	•	Meeting: 1/4 Senate Teaching & Learning Committee	09:00

MARCH 2017			
We 1	•	Meeting: 1/4 Senate Research & Ethics Committee	09:00
Th 2	•	Meeting: 1/4 Senate Information and Communication Technology Committee	09:00
	•	Meeting: 1/4 Senate Committee for Persons with Disabilities	14:00
	•	Meeting: 1/4 Council Joint Tender and Physical Planning Committee	18:00
Fr 3	•	Meeting: 2/6 Research Ethics Committee (TREC)	09:00
	•	Meeting: 1/4 Senate Library and Information Services Committee	09:00
	•	Meeting: 1/4 Senate Community Engagement Committee	14:00
Sa 4			
Su 5			
Mo 6	•	Applications for 2018 Academic Year Open	
	•	Meeting: 2/11 ECS	09:00
	•	Meeting: 2/11 EMC	14:00
Tu 7			
We 8			
Th 9			
Fr 10	•	Meeting: 1/4 Institutional Forum	10:00
Sa 11			
Su 12			
Mo 13	•	Meeting: Central Higher Degrees Committee Meeting	09:00
Tu 14	•	Meeting: 1/4 Executive Committee of Council	18:00
We 15			
Th 16			
Fr 17	•	Meeting: 1/4 Senate	10:00
	•	Library closes @ 16:00	
	•	Autumn Recess Commences for Students	
Sa 18	•	Library closed	
Su 19			
Mo 20		UNIVERSITY HOLIDAY	
Tu 21		HUMAN RIGHTS DAY	
We 22			
Th 23			
Fr 24	•	Autumn Recess Ends for Students	
Sa 25	•	Library closed	
Su 26			
Mo 27	•	Second Term Commences	
Tu 28			
We 29			
Th 30			
Fr 31	•	Last day of Submission of Mid-Year examination question papers (External) to Examination Section	

APRIL 2017			
Sa 1			
Su 2			
Mo 3	<ul style="list-style-type: none"> • Meeting: 3/11 ECS • Meeting: 3/11 EMC 		09:00 14:00
Tu 4	<ul style="list-style-type: none"> • Meeting: Animal Research Ethics Committee (AREC) 		09:00
We 5	<ul style="list-style-type: none"> • Meeting: Risk Management Committee Meeting 		09:00
Th 6	<ul style="list-style-type: none"> • Graduation Ceremony 		
Fr 7	<ul style="list-style-type: none"> • Graduation Ceremony 		
Sa 8			
Su 9			
Mo 10	<ul style="list-style-type: none"> • Graduation Ceremony 		
Tu 11	<ul style="list-style-type: none"> • Graduation Ceremony 		
We 12	<ul style="list-style-type: none"> • Graduation Ceremony 		
Th 13			
Fr 14	GOOD FRIDAY		
Sa 15	<ul style="list-style-type: none"> • Library closed 		
Su 16			
Mo 17	PUBLIC HOLIDAY (FAMILY DAY)		
Tu 18			
We 19	<ul style="list-style-type: none"> • Meeting: Board of Faculty – Humanities • Meeting: Board of Faculty – Management and Law 		09:00 14:00
Th 20	<ul style="list-style-type: none"> • Meeting: Board of Faculty – Health Sciences • Meeting: Board of Faculty – Science & Agriculture 		09:00 14:00
Fr 21	<ul style="list-style-type: none"> • Last day of Submission of Mid-Year examination question papers (Internal) to Examination Section • Meeting: 1/4 Council 		
Sa 22			
Su 23			
Mo 24	<ul style="list-style-type: none"> • Meeting: 3/6 Research Ethics Committee (TREC) 		09:00
Tu 25	<ul style="list-style-type: none"> • Meeting: 2/4 Council Information and Communication Technology Committee • Meeting: 2/4 Council Human Resources Committee 		15:00 18:00
We 26			
Th 27	F R E E D O M D A Y (PUBLIC HOLIDAY)		
Fr 28	UNIVERSITY HOLIDAY		
Sa 29	<ul style="list-style-type: none"> • Library closed 		
Su 30			

MAY 2017			
Mo 1		WORKER'S DAY	
Tu 2	<ul style="list-style-type: none"> • Meeting: 4/11 ECS • Meeting: 4/11 EMC 		09:00 14:00
We 3	<ul style="list-style-type: none"> • Meeting: 2/4 Council Finance Committee • Meeting: 2/4 Council Audit Committee 		10:00 12:00
Th 4	<ul style="list-style-type: none"> • Meeting: Animal Research Ethics Committee (AREC) 		09:00
Fr 5	<ul style="list-style-type: none"> • Final date: Publishing of Exam Admissions for Mid-Year Examinations • Meeting: 2/4 Senate Academic Planning Committee 		09:00
Sa 6			
Su 7			
Mo 8	<ul style="list-style-type: none"> • Meeting: 2/4 Senate Teaching & Learning Committee 		09:00
Tu 9	<ul style="list-style-type: none"> • Meeting: 2/4 Senate Research & Ethics Committee 		09:00
We 10	<ul style="list-style-type: none"> • Meeting: 2/4 Senate Information and Communication Technology Committee • Meeting: 2/4 Senate Committee for Persons with Disabilities 		09:00 14:00
Th 11	<ul style="list-style-type: none"> • Meeting: 2/4 Senate Library and Information Services Committee • Meeting: 2/4 Senate Community Engagement Committee 		09:00 14:00
Fr 12	<ul style="list-style-type: none"> • Lectures and Practicals cease 		
Sa 13			
Su 14			
Mo 15	<ul style="list-style-type: none"> • Revision Week Starts • Meeting: Central Higher Degrees Committee Meeting 		09:00
Tu 16			
We 17			
Th 18			
Fr 19	<ul style="list-style-type: none"> • Revision Week Ends 		
Sa 20	<ul style="list-style-type: none"> • Open Day 		
Su 21			
Mo 22	<ul style="list-style-type: none"> • Mid-Year Examinations Commence 		
Tu 23	<ul style="list-style-type: none"> • Meeting: 2/4 Council Joint Tender and Physical Planning Committee 		18:00
We 24			
Th 25			
Fr 26			
Sa 27			
Su 28			
Mo 29	<ul style="list-style-type: none"> • Meeting: 5/11 ECS • Meeting: 5/11 EMC 		09:00 14:00
Tu 30			
We 31			

JUNE 2017			
Th 1			
Fr 2			
Sa 3			
Su 4			
Mo 5			
Tu 6	•	Meeting: 2/4 Executive Committee of Council	18:00
We 7	•	Meeting: 2/4 Institutional Forum	10:00
Th 8	•	Meeting: Animal Research Ethics Committee (AREC)	09:00
Fr 9	•	Mid-Year Examinations End	
	•	Winter Recess Commences for Students	
	•	Meeting: 2/4 Senate	10:00
Sa 10	•	Library closed	
Su 11			
Mo 12	•	Meeting: Central Higher Degrees Committee Meeting	09:00
Tu 13			
We 14	•	Supplementary / Aegrotat examinations starts	
Th 15			
Fr 16		YOUTH DAY	
Sa 17	•	Library closed	
Su 18			
Mo 19			
Tu 20	•	Meeting: Risk Management Committee Meeting	14:00
We 21	•	Supplementary / Aegrotat Examinations ends	
Th 22			
Fr 23	•	Meeting: 2/4 Council	09:30
Sa 24	•	Library closed	
Su 25			
Mo 26	•	Winter School (Tuition) commences	
	•	Meeting: 5/11 ECS	09:00
	•	Meeting: 5/11 EMC	14:00
Tu 27	•	Meeting: Board of Faculty – Humanities	09:00
	•	Meeting: Board of Faculty – Management and Law	14:00
We 28	•	Meeting: Board of Faculty – Health Sciences	09:00
	•	Meeting: Board of Faculty – Science & Agriculture	14:00
Th 29			
Fr 30	•	Winter School (Tuition) Ends	

JULY 2017			
Sa 1	•	Library closed	
Su 2			
Mo 3	•	Winter School Examinations Commence	
	•	Meeting: 3/4 Council Information and Communication Technology Committee	15:00
	•	Meeting: 3/4 Council Human Resources Committee	18:00
Tu 4	•	Winter School Examinations End	
	•	Meeting: 4/6 Research Ethics Committee (TREC)	09:00
We 5			
Th 6	•	Final Date: Submission of <u>ALL</u> Examination Marks	
Fr 7	•	Meeting: ECS (Results)	09:00
	•	Release Of Mid-Year Results	
	•	Winter Recess Ends For Students	
Sa 8	•	Library closed	
Su 9			
Mo 10	•	Second Semester Commences	
	•	Lectures and Practicals commence	
	•	Meeting: Central Higher Degrees Committee Meeting	09:00
Tu 11	•	Meeting: 3/4 Council Finance Committee	10:00
	•	Meeting: 3/4 Council Audit Committee	12:00
We 12			
Th 13	•	Meeting: Senate Appeals Committee	09:00
Fr 14	•	Final Date: Submission of Spring Graduation Ceremony Lists	
	•	Meeting: 3/4 Senate Academic Planning Committee	09:00
Sa 15			
Su 16			
Mo 17	•	Meeting: 3/4 Senate Teaching & Learning Committee	09:00
Tu 18	•	Meeting: 3/4 Senate Research & Ethics Committee	09:00
	•	Meeting: 3/4 Council Joint Tender and Physical Planning Committee	18:00
We 19	•	Meeting: 3/4 Senate Information and Communication Technology Committee	09:00
	•	Meeting: 3/4 Senate Committee for Persons with Disabilities	14:00
Th 20	•	Meeting: 3/4 Senate Library and Information Services Committee	09:00
	•	Meeting: 3/4 Senate Community Engagement Committee	14:00
Fr 21			
Sa 22			
Su 23			
Mo 24	•	Open Week Commences	
Tu 25			
We 26			
Th 27			
Fr 28	•	Open Week Ends	
	•	Closing Date for Nominations: VC's Research and Teaching Excellence Awards	
Sa 29			
Su 30			
Mo 31	•	Closing Date: MBChB Applications for 2018	
	•	Meeting: 6/11 ECS	10:00
	•	Meeting: 6/11 EMC	14:00

AUGUST 2017			
Tu 1			
We 2			
Th 3	<ul style="list-style-type: none"> • VC's Research Excellence Awards Judging Panel Meeting • VC'S Teaching Excellence Awards Judging Panel Meeting 		
Fr 4			
Sa 5	<ul style="list-style-type: none"> • Library open 		
Su 6			
Mo 7			
Tu 8			
We 9	NATIONAL WOMEN'S DAY (PUBLIC HOLIDAY)		
Th 10			
Fr 11			
Sa 12			
Su 13			
Mo 14			
Tu 15	<ul style="list-style-type: none"> • Meeting: 3/4 Executive Committee of Council 		18:00
We 16	<ul style="list-style-type: none"> • Meeting: 3/4 Institutional Forum 		10:00
Th 17			
Fr 18	<ul style="list-style-type: none"> • Meeting: 3/4 Senate 		10:00
Sa 19			
Su 20			
Mo 21	<ul style="list-style-type: none"> • Meeting: Central Higher Degrees Committee Meeting 		09:00
Tu 22			
We 23			
Th 24			
Fr 25			
Sa 26			
Su 27			
Mo 28			
Tu 29			
We 30			
Th 31	<ul style="list-style-type: none"> • Meeting: 5/6 Research Ethics Committee (TREC) 		09:00

SEPTEMBER 2017			
Fr 1	•	Last day: Submission of Year-End examination question papers (External) to Examination Section	
	•	Meeting: 3/4 Council	09:30
Sa 2			
Su 3			
Mo 4	•	Meeting: 7/11 ECS	09:00
	•	Meeting: 7/11 EMC	14:00
Tu 5	•	Spring Lectures commence (Faculty of Humanities)	
We 6			
Th 7	•	Spring Lectures end (Faculty of Humanities)	
Fr 8	•	Onkgopotse Tiro Memorial Lectures	
Sa 9			
Su 10			
Mo 11	•	Meeting: Board of Faculty – Humanities	09:00
	•	Meeting: Board of Faculty – Management and Law	14:00
Tu 12	•	Meeting: Board of Faculty – Health Sciences	09:00
	•	Meeting: Board of Faculty – Science & Agriculture	14:00
We 13	•		
Th 14	•	Research Day – Faculty of Health Sciences	
Fr 15	•	Research Day – Faculty of Health Sciences	
	•	Spring Recess Commences for Students	
Sa 16	•	Library closed	
Su 17			
Mo 18	•	Meeting: Risk Management Committee Meeting	10:00
Tu 19	•	Spring Graduation	
We 20	•	Spring Graduation	
Th 21			
Fr 22	•	Last day: Submission of Year-End examination question papers (Internal) to Examination Section	
	•	Spring Recess Ends for Students	
Sa 23	•	Library closed	
Su 24		HERITAGE DAY	
Mo 25		PUBLIC HOLIDAY	
Tu 26	•	Fourth Term Commences	
We 27	•	Meeting: 4/4 Council Information and Communication Technology Committee	15:00
	•	Meeting: 4/4 Council Human Resources Committee	18:00
Th 28	•	Meeting: Animal Research Ethics Committee (AREC)	09:00
Fr 29	•	Closing Date: First Entering Applications for 2018	
Sa 30			

OCTOBER 2017			
Su 1			
Mo 2	<ul style="list-style-type: none"> • Meeting: 8/11 ECS • Meeting: 8/11 EMC 		09:00 14:00
Tu 3			
We 4	<ul style="list-style-type: none"> • Meeting: 4/4 Council Finance Committee • Meeting: 4/4 Council Audit Committee 		10:00 12:00
Th 5	• Meeting: Central Higher Degrees Committee Meeting		09:00
Fr 6	<ul style="list-style-type: none"> • Final date: Publishing of Exam Admissions for Year-End examination • Meeting: 4/4 Senate Academic Planning Committee 		09:00
Sa 7			
Su 8			
Mo 9	• Meeting: 4/4 Senate Teaching & Learning Committee		09:00
Tu 10	• Meeting: 4/4 Senate Research & Ethics Committee		09:00
We 11	<ul style="list-style-type: none"> • Meeting: 4/4 Senate Information and Communication Technology Committee • Meeting: 4/4 Senate Committee for Persons with Disabilities 		09:00 14:00
Th 12	<ul style="list-style-type: none"> • Research Day – Faculty of Management and Law • Meeting: 4/4 Senate Library and Information Services Committee • Meeting: 4/4 Senate Community Engagement Committee 		09:00 14:00
Fr 13	<ul style="list-style-type: none"> • Lectures and Practicals cease • Research Day – Faculty of Management and Law 		
Sa 14			
Su 15			
Mo 16	• Revision Week Commences		
Tu 17	• Meeting: 4/4 Council Joint Tender & Physical Planning Committee		18:00
We 18			
Th 19			
Fr 20	• Revision Week Ends		
Sa 21			
Su 22			
Mo 23	• Year-End Examinations Commence		
Tu 24			
We 25			
Th 26			
Fr 27	• VC's Research and Teaching Excellence Awards Ceremony		
Sa 28			
Su 29			
Mo 30	<ul style="list-style-type: none"> • Meeting: 9/11 ECS • Meeting: 9/11 EMC 		09:00 14:00
Tu 31			

NOVEMBER 2017		
We 1		
Th 2	• Meeting: 6/6 Research Ethics Committee (TREC)	09:00
Fr 3		
Sa 4		
Su 5		
Mo 6		
Tu 7	• Meeting: 4/4 Executive Committee of Council	18:00
We 8	• Meeting: 4/4 Institutional Forum	10:00
Th 9		
Fr 10	<ul style="list-style-type: none"> • Year-End Examination Ends for <u>ALL</u> Students • Summer Recess Commences for Students • Meeting: 4/4 Senate 	10:00
Sa 11	• Library closed	
Su 12		
Mo 13		
Tu 14		
We 15		
Th 16	• Supplementary / Aegrotat Examinations commence	
Fr 17		
Sa 18	• Library closed	
Su 19		
Mo 20		
Tu 21		
We 22	• Supplementary / Aegrotat Examinations end	
Th 23		
Fr 24	• Meeting: 4/4 Council	09:30
Sa 25	• Library closed	
Su 26		
Mo 27	• Summer School (Tuition) Commences	
Tu 28		
We 29		
Th 30		

DECEMBER 2017			
Fr 1	•	Summer School (Tuition) Ends	
Sa 2	•	Library closed	
Su 3			
Mo 4	•	Summer School Examinations Commence	
	•	Meeting: 10/11 ECS	09:00
	•	Meeting: 10/11 EMC	14:00
Tu 5	•	Summer School Examinations End	
We 6			
Th 7			
Fr 8	•	Final Date: Submission of <u>ALL</u> Examination Marks	
Sa 9	•	Library closed	
Su 10			
Mo 11			
Tu 12	•	Meeting: ECS (Results)	09:00
We 13	•	Release Of Year-End Examination Results	
Th 14			
Fr 15			
Sa 16	•	Library closed DAY OF RECONCILIATION	
Su 17			
Mo 18			
Tu 19			
We 20	•	All Academic and Administrative activities end	
Th 21			
Fr 22	•	University closes	
Sa 23			
Su 24			
Mo 25		CHRISTMAS DAY	
Tu 26		DAY OF GOODWILL	
We 27			
Th 28			
Fr 29			
Sa 30			
Su31			

The Council of the University in consultation with Senate determines admission and registration requirements for all degrees, diplomas and certificates.

The conditions under which the University of Limpopo (UL) grants degrees, diplomas and certificates are laid down in terms of the Higher education Act (No. 101, 1997) the University of Limpopo Statute and these are framed in terms of Section 32 of the Higher Education Act.

A. GENERAL RULES

RELATIONS TO OTHER RULES

G1

Except where otherwise laid down, expressly or by necessary implication, the General Rules hold good for the individual Faculties.

ADMISSION

G2

2.1 A candidate for a degree, diploma and certificate in any Faculty must comply with the conditions and meet the selection criteria as determined by the concerned Faculty. The Council has the right to refuse admission to any student should it consider to be in the interest of the University to do so.

2.2 Students are required, on admission, to register by signing the official registration form. Students must also pay the prescribed tuition fee. They must renew their registration and pay the prescribed fee annually as long as they continue to be students of the University; provided that students may be refused permission to renew their registration for any year of study if they fail to satisfy the prescribed minimum requirements.

REGISTRATION

G3

3.1 On registration (and after having completed and signed the official registration form), the student agrees to abide by all Rules and the Statute of the University.

3.2 Students may attend lectures/practicals/clinical only of those modules/courses officially registered for.

3.3 A student is responsible for the composition of his/her programme in so far as its compliance with the General Rules and the Rules of the various Faculties are concerned. Modules/courses registered for shall not clash on the official timetable.

3.4 A student shall not register for a full-time qualification on a part-time basis.

3.5 The onus to register before the closing dates resides with the student.

3.6 A student who, for some or other reason, has been expelled or excluded from another institution shall not be registered at this University.

3.7 Upon registration, all students, without exception, must produce their matriculation or equivalent certificates as stipulated in the General Calendar.

- 3.8 Certified copies of all original documents that the University requires, should be submitted to the office of the Registrar on or before the last day of the first semester in the year of first registration. Failure to comply with this requirement will result in the cancellation of the registration.
- 3.9 Altered names and surnames of students will have effect from date of publication in the Government Gazette, and all documents issued prior to that date will remain in the unaltered or previous names and surname.

ENROLMENT

G4

- 4.1 Subject to the stipulations under Rules G8, G9 and G11, every candidate shall after enrolling as a registered student of the University, follow an approved programme of study as listed under Rule G10.
- 4.2 Enrolment under new Rules
- 4.2.1 Non-interruption of studies
Where a Rule relating to the composition of a module/course or programme is amended, a student who began his/her studies under an old Rule and did not interrupt his/her studies, may complete his/her programme under the old Rule, except where Faculty Rules determine otherwise, subject to the stipulations under Rules G4.2.2.2 and G4.2.2.3.
- 4.2.2 Interruption of studies
- 4.2.2.1 A student interrupts his/her studies when he/she:
- (a) fails to renew registration in the following year of study.
 - (b) fails to attain the requisite credits at a specific year level and in all events, to the stipulations under Rule G25.1 and G26.
- 4.2.2.2 A student who interrupts his/her studies sacrifices the right to continue with his/her studies according to the old Rule and may forfeit accumulated credits in the programme, subject to the stipulations under Rule G9.
- 4.2.2.3 On the recommendation of the relevant Faculty, Senate may, in exceptional circumstances, permit a student who interrupted his/her studies under such conditions as the Faculty may determine, and to continue his/her studies under the old Rule.
- 4.2.2.4 Further, and on the recommendation of the relevant Faculty, Senate may formulate interim measures in order to enable a student indicated under Rule G4.2.2.2, who commenced his/her studies under an old Rule, to complete his/her studies according to the new Rule.
- 4.2.2.5 A student who wishes to interrupt his/her studies according to Rule 4.2.2.1 (a) may apply to the relevant Faculty and if approved, specific conditions for re-admission will be formulated.
- 4.3 Enrolment under programme changes
- 4.3.1 Where the composition of a programme changes substantially, the student shall be required to register under the new programme, whether or not such a student has interrupted his or her studies.
- 4.3.2 On the recommendation of the relevant Faculty, Senate may formulate interim measures to enable a student who commenced his/her studies under an old

programme, to complete his/her studies according to the new programme, with the understanding that certain accumulated credits may be forfeited.

TIMETABLE

G5

Modules/courses of study selected by students shall not clash on the official timetable.

PAYMENT OF FEES

G6

- 6.1 All requisite fees shall be paid as stipulated in the relevant documents.
- 6.2 No student shall be allowed to register or participate in attestation, oath taking and graduation ceremonies unless all outstanding University debts have been settled.
- 6.3 No academic documents pertaining to a student shall be released until all outstanding debts have been settled.

REGISTERING MODULES/COURSES FOR NON-DEGREE PURPOSES

G7

- 7.1 A student may not, for non-degree purposes, register for any module/course, which requires registration with a professional body.
- 7.2 A module/course thus registered should not clash on the official timetable.
- 7.3 A module/course taken outside a prescribed programme cannot later be recognised for that programme, unless such module/course could have been taken under the programme, and provided further that all other requirements of the qualification have been satisfied.
- 7.4 Recognition of credits is valid for a maximum of three years, except where Faculty Rules determine otherwise, subject to the stipulations under Rule G8.
- 7.5 The fees charged for all modules/courses registered for non-degree purposes, shall be double the normal rate.
- 7.6 Students who are excluded from registration, subject to Rule G26, shall not be allowed to register outstanding modules for non-degree purposes at this University.
- 7.7 The limit on the number of modules that students may register for non-degree purposes is subject to Faculty rules.

RECOGNITION AND EXEMPTION OF MODULES/COURSES

G8

- 8.1 Recognition of modules/courses from other institutions
 - 8.1.1 Senate may grant a student exemption from class attendance, as well as formative and summative assessment in a module/course by virtue of a credit obtained from another university or accredited institution of higher learning.
 - 8.1.2 Subject to the stipulations under Rules G8.1.1, G10.2 and G10.3, Senate may, as far as is permissible, accept academic transcripts and certificates attesting to conduct issued by such a university and grant credit for such modules/courses for degree purposes; provided further that such a candidate shall not be admitted to a qualification by the University unless:
 - 8.1.2.1 His/her total period of attendance at such a recognised university or other approved institution and at the University of Limpopo, together equals at least the full period prescribed by the University for the qualification;

8.1.2.2 He/she has successfully passed approved modules/courses at the University as follows:

- (a) for any bachelor's degree for which the prescribed period is four years or more, at least the final two academic years; and
- (b) for any other bachelor's degree: at least two academic years, provided that he/she has been successful in at least half the total number of credits prescribed for the qualification, including the credits for the final year of the major subjects, where such majors are required.

(NOTE: If a qualification does not comprise major subjects, such subjects are regarded as major subjects as are designated for the purposes of this Rule under the Rules of the Faculty concerned.)

8.2 Recognition of modules/courses after obtaining degrees or diplomas

8.2.1 In the case of a student of the University or of another university, Senate may recognise periods of attendance and assessment procedures in a core module/course in one Faculty for admission to studies in another Faculty; provided that the candidate shall have complied with the conditions laid down under Rule G8.1.2.2, and in the case of a graduate of another university, also those under Rule G8.1.2.1.

8.2.2 In the case of a graduate of this University or of another university, Senate may accept periods of attendance as well as assessment in a core module/course for a second bachelor's degree in the same Faculty; provided that the candidate has complied with all the conditions laid down under Rule G8.1.2.2, and in the case of a graduate of another university or institution approved for the purpose by Senate, also those under Rule G8.1.2.1.

(These requirements do not apply to admission to a postgraduate bachelor's degree in the same Faculty.)

8.3 Recognition of attendance at the University of Limpopo

8.3.1 A module/course passed with a final combined mark of 50% is passed with exemption and the student is automatically and fully exempted from such a module/course; provided it has no practical and/or clinical component.

8.3.2 Subject to the above, a student receives full credit for the module/course in question, unless a specific Faculty Rule should preclude such exemption, or shall allow provisional exemption only.

8.3.3 A student who has failed a module/course is required to repeat the respective module/course in full. The Faculty concerned may, however, exempt him/her from specific attendance requirements.

RETENTION/LOSS OF CREDITS

G9

9.1 Senate may, on the recommendation of a specific Faculty, refuse to maintain credits earned by a candidate through successful completion of assessment procedures or exemption from a qualifying module/course, if the candidate has interrupted his/her studies at the University, and wishes to resume his/her studies, subject to Rules G4.2.1, G4.2.2 and G4.3.1.

9.2 A student who interrupts his/her studies retains credit for module/course passed for the following maximum periods, except where Faculty Rules determine otherwise, subject to Rule G10.

Certificates	:	1 year
Diplomas	:	1 year
Bachelor's degrees	:	3 years
Honours degrees	:	2 years

Masters' degrees	:	2 years
Doctoral degrees	:	2 years

DURATION OF STUDY

G10

- 10.1 Subject to the stipulations under Rules G8.1 and G9, every candidate for one of the qualifications listed hereunder, after enrolling as a registered student of the University, shall follow an approved programme of study as prescribed by the Rules. Such study programme should have a duration period as indicated.

Undergraduate Diplomas	Minimum	Maximum
ACE	1	2 years
Undergraduate Bachelor's Degrees	Minimum	Maximum
BA	3	5 years
BA (Media Studies)	3	5 years
BA (Communication Studies)	3	5 years
BA (Contemporary English and Multilingual Studies)	3	5 years
BAdmin	3	5 years
BAdmin (Local Government)	3	5 years
BAgricMan	3	5 years
BCom	3	5 years
BDevSt	3	5 years
BSc	3	5 years
BSc (Community Water Services and Sanitation)	3	5 years
BSc (Geology)	3	5 years
BAcc	4	6 years
BEEd (SP & FET)	4	6 years
BInfSt	4	6 years
BNurs	4	6 years
BSc (Agriculture) (Plant Production)	4	6 years
BSc (Agriculture) (Animal Production)	4	6 years
BSc (Agriculture) (Soil Science)	4	6 years
BSc (Agriculture) (Agriculture Economics)	4	6 years
BSc (Dietetics)		
BSc (Environmental and Resource Studies)	4	6 years
BSc (Medical Science)	4	6 years
BSW		
BOptom	4	6 years
BPharm	4	6 years
BPsyc	4	6 years
LLB	4	6 years
MBChB	6	8 years
Post-graduate Diplomas	Minimum	Maximum
PGCE	1	2 years
PGDip. (Information Studies)	1	2 years
PGDip. (Primary Health Care)	1	2 years
PGDip. (Health Promotion)	1	2 years
PGDip. (Public Health)	1	2 years
Honours Bachelor's Degrees	Minimum	Maximum
BAdminHons (Planning and Management)	1	2 years
BAgricManHons	1	2 years
BAHons	1	2 years

BComHons	1	2 years
BDevStHons (Planning and Management)	1	2 years
BEdHons	1	2 years
BEdHons (Adult Education)	1	2 years
BEdHons (Curriculum Studies)	1	2 years
BEdHons (Educational Studies)	1	2 years
BEdHons (Learners with Special Needs)	1	2 years
BEdHons (Management)	1	2 years
BEdHons (Maths, Science and Technology Education)	1	2 years
BInfStHons	1	2 years
BScHons	1	2 years
BScHons (Geology)	1	2 years
BScHons (Mineral Processing and Ore Beneficiation)	1	2 years
BScHons (Mining Geology)	1	2 years

Masters' Degrees	Minimum	Maximum
LLM	1	3 years
LLM(Labour Law)	1	3 years
LLM (Development and Management Law)	1	3 years
MA	1	3 years
MA (African Languages)	1	3 years
MA (Clinical Psychology)	1	3 years
MA (English Studies)	1	3 years
MA (Folklore Studies)	1	3 Years
MA (Translation Studies and Linguistics)	1	3 years
MAdmin (Public Administration)	1	3 years
MAgricMan	1	3 years
MAgricMan (Agricultural Extension)	1	3 years
MBA	1	3 years
MCom	1	3 years
MDevSt	1	3 years
MDev (Planning and Management)	1	3 years
MEd	1	3 years
MEd (Adult Education)	1	3 years
MEd (Language Education)	1	3 years
MEd (Mathematics Education)	1	3 years
MEd (Science Education)	1	3 years
MEd (Technology education)	1	3 years
MInfSt	1	3 years
MMed	4	6 years
MMed (Family Medicine)	4	6 years
MMed (Neurology)	4	6 years
MMed	5	7 years
MNurs	1	3 years
MOpt	1	3 years
MPA	1	3 years
MPH	1	3 years
MPharm	1	3 years
MSc	1	3 years
MSc (Agriculture) (Agronomy)	1	3 years
MSc (Agriculture) (Agricultural Economics)	1	3 years
MSc (Agriculture) (Animal Production)	1	3 years
MSc (Agriculture) (Horticulture)	1	3 years
MSc (Agriculture) (Pasture Science)	1	3 years
MSc (Agriculture) (Soil Science)	1	3 years
MSc (Medical Sciences)	1	3 years

MSc (Dietetics)	1	3 years
MSW	1	3 years

Doctoral Degrees	Minimum	Maximum
DAdmin	2	4 years
DCom	2	4 years
DOptom	2	4 years
DPharm	2	4 years
PhD	2	4 years
LLD	2	4 years

- 10.2 Subject to the terms of the Statute, Senate may recognise as part of the prescribed period of attendance by a student who qualifies for admission to a bachelor's degree at the University, periods of attendance as a registered student at another university or institution. Such attendance will only be accepted in respect of a recognised module/course of the University, or an equivalent module/course approved for the purpose by Senate.
- 10.3 Senate may recognise periods of attendance as an internal registered student at another university on application and after submitting a certificate of attendance and good conduct issued by such a university on or before the closing date for applications for admission to the University.
- 10.4 The duration of all extended degree programmes is one year longer than the corresponding standard degree programme.

CHANGE OF PROGRAMMES AND SIMULTANEOUS REGISTRATION FOR TWO OR MORE PROGRAMMES

G11

- 11.1 Changes from one programme to another, and/or from one Faculty to another are subject to the approval of the Faculties concerned.
- 11.2 A student shall not, except with the permission of Senate, register for a qualification simultaneously with another qualification either undergraduate or postgraduate.
- 11.3 Where such permission has been granted, the candidate must comply with all applicable Rules.
- 11.4 A student who has been granted permission to register for more than one programme of study at a time may proceed with his or her proposed studies only if the Faculties concerned have not reported adversely on his or her work.
- 11.5 Simultaneous registration for two or more programmes shall be allowed provided that there are no clashes in continuous or summative assessment, attendance or any other instance. A student who registers simultaneously for two or more programmes shall ensure that there are no such clashes on the standard lecture and assessment timetable.
- 11.6 Should it become known that a student of this University has registered in contravention of the above Rule, his or her registration will be terminated with immediate effect.

ASSESSMENT

G12

- 12.1 Assessment of students shall conform to the University's Assessment Policy.
- 12.2 A candidate shall be subjected to formative as well as summative assessment processes. Certain cases of exemption from assessment events may be condoned, in terms of Faculty Rules.

- 12.3 No assessment event that contributes to the formative assessment mark shall be written after commencement of the summative assessment period.
- 12.4 No further assessment shall be granted after the student has had the benefit of a full assessment cycle, i.e. standard, and supplementary or deferred assessment, where applicable.
- 12.5 A candidate shall not be allowed to sit for summative assessment or receive final assessment results unless he/she has settled all outstanding University debts.
- 12.6 Under certain extraordinary conditions, deviations from the standard assessment procedures may be allowed by Senate, subject to Rule G16.

SUMMATIVE ASSESSMENT

G13

- 13.1 To be admitted to the summative assessment, a student must have:
 - 13.1.1 A formative assessment mark of at least 40% in the module/course.
 - 13.1.2 Evidence of class attendance of 75% as a minimum requirement in planned formal contact sessions as determined by Faculty rules, except where Rule G8.3.3 applies.
- 13.2 Summative assessment, where indicated, will be held at the normal assessment times, unless the Rules of the Faculty allow otherwise.
- 13.3 Summative assessment in a module/course will normally be a written and/or oral and/or clinical assessment, or an approved alternative assessment procedure subject to Faculty Rules.
- 13.4 For each and every final level summative assessment, one or more external assessors shall be appointed by the University.
- 13.5 When calculating the final mark following a summative assessment, the differential contribution of the formative and the summative assessment marks are 60% and 40% respectively.
- 13.6 Irrespective of the final mark achieved, a student must obtain at least 40% in the summative assessment.

SUPPLEMENTARY ASSESSMENT (FOR UNDERGRADUATE STUDIES ONLY)

G14

- 14.1 The format of a supplementary assessment shall be the same as that of the summative assessment.
- 14.2 Conditions for the granting of a supplementary assessment in any specific module/course are dealt with as stipulated in Rules G14.3 and G14.4.
- 14.3 Students who obtain a final mark between 45% and 49%, both inclusive, will be permitted to write supplementary assessment in the module/course concerned.
- 14.4 If the final mark achieved in a module/course is 50% or more, but the summative assessment mark is below 40%, the student will sit for a supplementary assessment.
- 14.5 Unless otherwise decided by Senate, supplementary assessment will be a flexible system within a reasonable period after the standard assessment.
- 14.6 Calculation of the final mark following a supplementary assessment will be same as that after the summative assessment with the supplementary assessment mark substituting the summative assessment mark. The maximum final mark allocated can only be 50%.

SPECIAL SUMMATIVE ASSESSMENT

G15

- 15.1 A special summative assessment may be granted to a student who has been prevented from taking the assessment:
- 15.1.1 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 Faculty; or
 - 15.1.2 As a result of domestic circumstances such as serious illness, or death of a spouse, legal partner, parent, guardian, child, sibling; provided the student can produce satisfactory proof of such special circumstances.
- 15.2 Senate shall determine whether the whole or only part of the assessment in the module/course concerned shall be done.
- 15.3 Where a candidate is permitted to do part of the assessment, the part of the assessment completed before the illness or relevant circumstances shall remain valid.
- 15.4 A special assessment may be given immediately after the cessation of the circumstances that prevented the candidate from taking part in an assessment or should be given within 7 days of approval.
- 15.5 A candidate who fails to sit for a special summative assessment shall not have a chance to sit for further assessment in the same module/course, and shall re-register such a module/course.
- 15.6 Applications for such a special summative assessment must be made on the prescribed form within 7 days of the date on which the assessment was held.

DEVIATION FROM STANDARD ASSESSMENT PROCEDURE

G16

- 16.1 Under certain extraordinary circumstances, Senate may allow deviation from the standard assessment procedure. Such circumstances include, amongst others, blindness of a student, inability of the student to write, extremely slow writing by a student, stuttering or any other condition that could be considered extraordinary.
- 16.2 Students who wish to be accommodated under Rule G16.1 shall register with and apply to Senate through the Disabled Students Unit, for approval at the first Senate meeting of the year.

ASSESSMENT FRAUD

G17

- 17.1 The guidelines as stipulated in the Student Code of Conduct will be followed to identify fraud in the assessment venue. A student, who is suspected of having acted in contravention of these, will be charged with assessment fraud and tried through a Faculty Student Disciplinary Committee, as described in the Student Disciplinary Procedure.
- 17.2 A student charged with assessment fraud shall appear before a Faculty Student Disciplinary committee within four weeks of the occurrence of the act of infringement.
- 17.3 Marks obtained in assessment events in all modules/courses registered for, will be withheld pending the outcome of the disciplinary hearing.

- 17.4 Plagiarism, as described in the Student Code of Conduct, is considered as assessment fraud. Any material that is presented for assessment and where plagiarism is suspected will be used as evidence and Rules G17.2 and G17.3 shall also apply.
- 17.5 A student, who presents a fraudulent Sick Certificate for assessment, will enter the same process as that described in Rules G17.2 and G17.3.
- 17.6 A student, who has been found guilty of assessment fraud by a Faculty Student Disciplinary Committee, will automatically be deregistered from all registered modules/courses and receive a suspension from the University aligned with the outcome of the Disciplinary hearing.

ASSESSORS

G18

- 18.1 Students are assessed in all modules/courses by internal and/or external assessors, as per respective Faculty arrangement.
- 18.2 Internal assessors are nominated by the Department concerned, and it is preferable that they should have taken part in the training and preparation of the students for the assessment concerned.
- 18.3 External assessors are nominated from outside the University staff establishment.

MINIMUM PASS AND DISTINCTION IN A OR MODULE/COURSE

G19

- 19.1 The minimum pass mark in any module/course is 50%.
- 19.2 A module/course is passed with distinction when a mark of 75% or more is obtained.

FAILURE OF A MODULE/COURSE

G20

- 20.1 A student is regarded as having failed a module/course if,
- 20.1.1 He/she does not fulfil all the requirements in the module/course concerned.
- 20.1.2 He/she does not meet the sub-minimum requirements in certain parts/ divisions/ papers of the assessment.
- 20.1.3 His/her final mark is less than 50%.
- 20.2 Subject to the provisions of Rules G25 and G26, a student shall not be permitted more than two attempts at passing a module/course even when changing his/her degree programme.

VIEWING AND REMARKING OF SCRIPTS

G21

- 21.1 Viewing of scripts:
- 21.1.1 With the permission of the Dean of the Faculty, a student may view his/her final assessment script together with the marking memorandum, under the supervision of a responsible person appointed by the Dean.
- 21.2 Remarking of assessment scripts:
- 21.2.1 An application from a student for the remarking of an assessment script should be submitted in writing on the prescribed form to the Dean of the Faculty within two weeks of the assessment results having been issued to students. Requests through the postal service should be by registered mail.

21.2.2 The Dean of the Faculty shall make the necessary arrangements for the remarking of the script.

21.2.3 The prescribed fee per module/course is to be paid in full by the applicant prior to remarking.

21.2.4 Assessment scripts shall be kept for five years only.

STUDENT PROGRESS

G22

22.1 The performance of a student is assessed throughout the year by way of assessment tasks such as tests (written or oral), practical work, assignments, group discussions, seminars and/or other suitable means of assessment. Students should be regularly provided with feedback on their progress.

22.2 The results of each formative assessment are expressed quantitatively and are the determinants of the student's formative mark that is his/her admission to summative assessment (refer to Rules G12 and G13).

AWARDING OF A QUALIFICATION

G23

23.1 Conferment of a Qualification:

23.1.1 No person shall receive a qualification, except an honorary degree, unless he/she has fulfilled all the requirements prescribed by the Rules for the qualification.

23.2 Awarding of a qualification "with distinction" (*cum laude*) for all degrees and diplomas, except for doctoral degrees (Rule G60), are subject to the following:

23.2.1 The qualification must have been completed within the minimum prescribed period

23.2.2 A distinction mark is required when calculated as an average over all modules that were registered within the programme

23.2.3 Any additional criteria as prescribed by the Faculty concerned.

23.3 In all events, the University reserves the right neither to confer any degree nor to award any qualification on any grandaunt of the University who have outstanding University debts.

B. RULES FOR UNDERGRADUATE STUDY

ADMISSION

G24

- 24.1 No person shall be admitted as a candidate for a qualification unless he/she:
- 24.1.1 is in possession of a National Senior Certificate with Bachelor Endorsement.

Or

 - 24.1.2 is in possession of the Certificate of Full Exemption from the Matriculation Board or its equivalent.

Or

 - 24.1.3 has satisfied the requirements of an alternative admission through applicable legislation and policy.
- 24.2 Applicants shall also comply with the conditions contained under Rule G26.

CREDIT FOR MODULES/COURSES PASSED / ADMISSION TO A SUBSEQUENT MODULE/COURSE

G25

Limitation on enrolment for modules/courses at subsequent levels, unless otherwise determined by the various Faculties:

- 25.1 Year level
- 25.1.1 Second year level
Subject to Rules G8 and G20.2, a student shall not be allowed to take any module/course at second year level, unless he/she has obtained at least 50% of the total credits prescribed at first year level, unless otherwise determined by the Faculty concerned.
 - 25.1.2 Third year level
Subject to Rules G8 and G20.2, a student shall not be allowed to take any module/course at third year level, unless he/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, unless otherwise determined by the Faculty concerned.
 - 25.1.3 Fourth year level
Subject to Rules G8 and G20.2, a student shall not be allowed to take any module/course at fourth-year level unless he/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, unless otherwise determined by the Faculty concerned.
 - 25.1.4 Fifth Year level
Subject to Rules G8 and G20.2, a student shall not be allowed to take any module/course at fifth year level, unless he/she has obtained 100% of the total credits prescribed at third year level, and at least 50% of the total credits prescribed at the fourth year level, unless otherwise determined by the Faculty concerned.
 - 25.1.5 Sixth Year level
Subject to Rules G8 and G20.2, a student shall not be allowed to take any module/course at sixth-year level, unless he/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, unless otherwise determined by the Faculty concerned.

25.2 Year status

25.2.1 Second-year status

Subject to any contrary Faculty Rule in respect of a particular qualification, a student must have obtained credit for at least 75% of the total credits at first year level before being admitted to second year status.

25.2.2 Third-year status

Subject to any contrary Faculty Rule in respect of a particular qualification, a student must have obtained credit for at least 75% of the total credits at second-year level before being admitted to third-year status.

25.2.3 Fourth-year status

Subject to any contrary Faculty Rule in respect of a particular qualification, a student must have obtained credit for at least 75% of the total credits at third year level before being admitted to fourth-year status.

25.2.4 Fifth-Year Status

Subject to any contrary Faculty Rule in respect of a particular qualification, a student must have obtained credit for at least 75% of the total credits at fourth-year level before being admitted to fifth-year status.

25.2.5 Sixth-Year Status

Subject to any contrary Faculty Rule in respect of a particular qualification, a student must have obtained credit for at least 75% of the total credits at fifth-year level before being admitted to sixth year status.

RENEWAL OF REGISTRATION

G26

26.1 A full-time student, who, after having been registered for a full academic year, has not been able to accumulate any credits, will not be able to renew his/her registration at this University.

26.2 Progress limitation

26.2.1 A full-time student who has been registered for a qualification at a specific year level for two years at this or any other University and has not yet obtained the requisite credits at that year level, as described under Rule G25.1, will not be allowed to register or to renew registration at this University in the following year.

26.2.2 A student who was thus excluded from the University may only apply for readmission after the outstanding credits were obtained from another accredited Institution of higher learning and subject to the stipulations under Rule G8.

26.3 Maximum duration limitation

26.3.1 A full-time student who has been enrolled for a period of two years exceeding the minimum period of attendance of a qualification as stipulated under Rule G10, and is still not in a position to complete his/her study programme in one more additional year, will not be allowed to renew registration at this University in the following year.

26.3.2 A student who was thus excluded from the University may apply for readmission for the purposes of degree conferment only. Renewal of registration will only be allowed after all the outstanding credits for the qualification were obtained from another accredited Institution of higher learning and subject to the stipulations under Rule G8.

26.4 A student who, for some or other reason, has been expelled or excluded from another institution shall not be registered at this University.

26.5 The period of study completed at a Tele-institution will be equated with a period of full-time study for purposes of applying Rules G26.2 to G26.4.

STATUTORY REGISTRATION

G27

- 27.1 A student who fails to comply with the statutory registration requirements shall not be permitted to pursue his/her studies in that module/course for the duration of the academic year. The same applies to a student whose statutory registration has been cancelled for a particular year of study.
- 27.2 In all events, the stipulations of Rule G7.1 also apply.

C. RULES FOR POSTGRADUATE STUDY

ADMISSION TO STUDIES

G28

- 28.1 Apart from the provisions of the General Rules, the provisions of the Faculty concerned also apply.
- 28.2 Subject to the stipulations of Rule G29 above, a candidate shall not be admitted to study for a postgraduate degree or diploma or certificate unless he/she holds a bachelor's degree, except where a Faculty Rule defines otherwise.
- 28.3 A student must register at the beginning of each year before the prescribed closing date, except in instances as stipulated under Rules G37.1 and G55.1.
- 28.4 The maximum duration of the post-graduate degree or diploma or certificate programme, as defined under Rule G10, may be extended with the approval of Senate.
- 28.5 Interruption of studies must be applied for and approved by Senate. Students who do not comply shall be responsible for payment of unsubsidised fees for the specific year of interruption of studies.
- 28.6 Subject to the relevant Faculty Rules, part-time students may extend their studies by one year beyond the maximum as stipulated under Rule G10.

EQUIVALENT STATUS

G29

- 29.1 On the recommendation of a Faculty, Senate may grant a graduate from another university or equivalent institution an equivalent status at the University on such conditions as Senate may impose.
- 29.2 A person who has passed assessment procedures at another university or equivalent institution, held by Senate to be at least equivalent to the University's own assessment procedures, may be admitted to the study for a subsequent degree.

D. RULES FOR HONOURS DEGREE STUDY

ADMISSION TO STUDY FOR AN HONOURS DEGREE

G30

30.1 In addition to the rules in this Section, those contained under Section A (General Rules) and Section C (Rules for Postgraduate Study) also applies.

30.2 Admission criteria:

30.2.1 A relevant bachelor's degree or equivalent.

30.2.2 At least 60% obtained as an average final mark in the appropriate major learning programme.

Or

30.2.3 By special recommendation of the Faculty concerned.

DURATION OF STUDY

G31

31.1 The study duration of the degree is as described under Rule G10.

31.2 No student shall be allowed to register or even receive results when he/she owes outstanding debts to the University.

REGISTRATION

G32

32.1 Students shall register during the registration period at the beginning of every year.

32.2 Fees payable shall cover registration as well as modules/courses registered for the year.

COMPOSITION OF A PROGRAMME

G33

The programme is composed of a number of modules/courses as prescribed in the relevant Faculty Rules. For purposes of this Rule, Faculty Rules may prescribe papers, projects, extended essays, practicals, or combinations thereof, as modules/courses for the honours bachelor's degree.

ASSESSMENT

G34

34.1 The degree is offered over one calendar year and students shall sit for summative assessment during the assessment periods as determined by Senate.

34.2 In order to pass, a student shall obtain a minimum of 50% in every required module/course in the programme.

- 34.3 Subject to Rule G10, submission and assessment of Honours Research reports shall be concluded before the end of March in the year following the final year of enrolment for the degree, unless otherwise specified by the Faculty.
- 34.4 The general assessment Rules, as described under Rule G12 to Rule G21, all apply to Honours students, except for supplementary assessment, as described under Rule G14 that is not permitted.

CONFERMENT OF THE DEGREE

G35

- 35.1 The degree shall not be conferred before at least one year has elapsed since the student obtained the bachelor's degree or other qualification by virtue of which he/she was admitted to the honour's programme.
- 35.2 The degree will be conferred when the required number of appropriate credits has been accumulated for a specific qualification.

E. RULES FOR MASTERS DEGREE STUDY

ADMISSION TO STUDY FOR MASTERS DEGREE

G36

- 36.1 In addition to the rules in this Section, those contained under Section A (General Rules) and Section C (Rules for Postgraduate Study) also applies.
- 36.2 Admission criteria:
- 36.2.1 A relevant honours bachelor's degree or equivalent.
- 36.2.2 At least 60% obtained as an average final mark in the appropriate major learning programme.
- Or
- 36.2.3 By special recommendation of the Faculty concerned.
- 36.3 On the recommendation of the Faculty concerned, Senate may allow a student to do a masters degree in a programme or Faculty different from that in which he/she holds an honours degree.

REGISTRATION AND RENEWAL OF REGISTRATION

G37

- 37.1 A candidate may register for the first time throughout the year and shall renew his/her registration each year before the closing date for academic registration of undergraduate programmes, until he/she has complied with all the requirements for the degree, subject to the stipulations under Rule G9.
- 37.2 After a candidate for a master's degree by research has paid the full amount of the study fees, he/she need only pay a registration fee upon renewal of his/her registration each year, provided that he/she otherwise complies with the prescribed Rules.
- 37.3 If a candidate registered for a coursework masters study fails in any module/course, he/she must repeat the module/course in order to qualify for the degree, subject to Faculty Rules.

- 37.4 If a student's progress is not satisfactory as per Faculty Rules, his/her registration for the programme in question may be cancelled.

COMPOSITION OF A PROGRAMME

G38

- 38.1 All masters' degrees require a dissertation or equivalent requirement as determined by special Faculty Rules.
- 38.2 A research master's programme is composed of a research project where the candidate should exhibit competency in planning, execution and reporting of a research topic.
- 38.3 A coursework master's programme is determined by Faculty Rules and may include assessment papers, projects, a mini-dissertation, research papers, practicals, or combinations thereof, as modules/ courses for the degree.

DISSERTATION/MINI-DISSERTATION

G39

- 39.1 The title and proposal of a dissertation/mini-dissertation is approved for a period of four years, after which the student shall apply to Senate for an extension of time.
- 39.2 The dissertation/mini-dissertation must render proof that the candidate is able to conduct and execute independent scientific research.
- 39.3 Material from the student's own published work may be incorporated in the dissertation/mini-dissertation, but a collection of published works shall not be accepted as a dissertation.
- 39.4 No publication may, without prior permission of Senate, contain a statement to the effect that the published material was or is to be submitted in part or in fulfilment for the degree.
- 39.5 A dissertation/mini-dissertation previously submitted as a whole or in substance for a degree at another university will not be accepted at this University.

CLOSING DATES FOR SUBMISSION

G40

- 40.1 In order to be awarded the degree during a particular graduation, the assessment report must be submitted in its final form for approval by the Executive Committee of Senate at least three months before the graduation ceremony.
- 40.2 Students who aim to graduate during the first graduation of the year, but who, for some reason, do not make the deadline described in Rule G40.1, must re-register before 31 March and complete all outstanding requirements for the degree.

ASSESSMENT OF THE DISSERTATION/MINI-DISSERTATION

G41

- 41.1 On the recommendation of the supervisor, and the Faculty concerned, the Executive Committee of Senate appoints an assessment panel consisting of the supervisor, the co-supervisors) (if any) as internal assessor(s), and at least one external assessor. (A co-supervisor may not act as an external assessor.)
- 41.2 As soon as the dissertation/mini-dissertation has been submitted for assessment, the Examinations Office shall notify the members of Senate and the Faculty concerned, in writing, that the dissertation/mini-dissertation is ready for inspection. Within fourteen days, any member of Senate or the Faculty concerned may submit comments, in writing, through the Executive Dean, for consideration by, the assessment panel.

- 41.3 The members of the assessment panel must submit their independent comments on the dissertation/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 Executive Dean. A summarised report will be submitted to the Faculty Assessment Committee within two weeks. Upon approval the supervisor oversees corrections and submits the report, with one spirally bound copy of the dissertation/mini-dissertation to the Office of the Executive Dean.
- 41.4 Before the degree is conferred, the candidate must submit to the Examinations Office:
- 41.4.1 One corrected hard bound copy for each assessor, including internal assessor(s).
- 41.4.2 One corrected hard bound copy for the Examinations Office.
- 41.4.3 One corrected hard bound copy and an electronic copy for the Library.
- 41.5 If a candidate fails in a dissertation/mini-dissertation, he/she may submit an amended or different dissertation/mini-dissertation within one year.

CONFERMENT OF THE MASTERS DEGREE

G42

- 42.1 Apart from the provision of the Statute to the contrary, a master's degree may not be conferred,
- 42.1.1 Before the minimum period of registration has elapsed.
- 42.1.2 Unless he/she has complied with all the requirements imposed under the Rules.
- And
- 42.1.3 All financial obligations to the University have been fulfilled.
- 42.2 In order to be awarded the degree in a particular year, the composite assessment report must be submitted in its final form for approval by the Executive Committee of Senate at least three months before the graduation ceremony.

PUBLICATION OF A DISSERTATION/MINI-DISSERTATION

G43

- 43.1 If a dissertation, or a paper thereon, is not published by the author within one year after the conferment of the degree, or no actual steps regarded by Senate as satisfactory are taken to effect the publication thereof in the said period, the University is entitled to publish the whole of the dissertation or part thereof or a summary.
- 43.2 The term "publishing" implies that the 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.
- 43.3 At publication, the University must state that it is a consequence of a dissertation/mini-dissertation submitted by the candidate in compliance with the requirements for the degree... of the University, and with the supervisor, co-supervisor (s) and student acting as co-authors.

MASTERS STUDY BY RESEARCH

DURATION OF STUDY

G44

The minimum and maximum duration of study is as described under rule G10.

REQUIREMENTS FOR AWARDING A MASTERS DEGREE

G45

45.1 A research master's degree is awarded on the grounds of:

45.1.1 A dissertation, in addition to which;

45.1.2 An oral summative assessment may be required.

SUBMISSION OF DISSERTATION

G46

46.1 The title page of the copies of the dissertation which are submitted shall contain the following:

46.1.1 The full title of the dissertation.

46.1.2 The full name of the candidate.

46.1.3 Submitted in fulfilment of the requirements for the degree of, in the Faculty of, at the University of Limpopo, South Africa.

46.1.4 Year of submission.

46.1.5 Name(s) of supervisor (s).

46.2 The candidate must sign the following official statement on submitting his/her dissertation:

"I declare that the dissertation hereby submitted to the University of Limpopo, for the degree of (degree & 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 in execution, and that all material contained herein has been duly acknowledged."

46.3 The candidate is required to submit to his/her supervisor, the following:

46.3.1 An abstract of the dissertation, in English. The abstract should further be bound into each copy of the dissertation.

46.3.2 One spirally bound copy of a dissertation for each supervisor and assessor.

46.3.3 One spirally bound copy for the Examinations Office for viewing purposes by members of Senate and Faculty.

46.4 With the copies of the dissertation, the supervisor and co-supervisor(s) must indicate to the Faculty that the candidate is ready for assessment.

AWARDING OF MARKS

G47

- 47.1 The final mark achieved for the dissertation, is the average of the marks allocated by all assessors (internal and external).
- 47.2 If an assessor indicates in his/her examination report that he/she has to view the dissertation again after the corrections are effected, it may be done so once only.
- 47.3 Where an external assessor awards a mark below 50%, Senate may seek a second external opinion once only.
- 47.4 In order to pass the degree, a minimum of 50% should be allocated by all assessors (internal and external).

CONVERSION OF A MASTERS DEGREE STUDY INTO A DOCTORAL DEGREE

G48

- 48.1 Should a dissertation be deemed of exceptional merit by the supervisor (s) and/or co-supervisor (s), it may be converted to a doctoral thesis, subject to the Rules governing doctor's degrees, provided that Rule G54, is understood to mean that the degree shall be awarded at least four years after the Bachelor's degree has been conferred on the candidate.
- 48.2 Procedure:
- 48.2.1 If in the process of supervising a masters degree, the supervisor and co-supervisor (s), if any, and in consultation with the Director of the School and the Executive Dean of the Faculty, consider that:
- (a) The research already done, the findings or outcome of which at that stage are of exceptional merit in that in all probability, it has surpassed a masters dissertation; or
 - (b) The research, when ultimately completed, will outclass work of a master's quality, and would academically fall within the range of a doctoral thesis. The supervisor shall:
 - 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 the doctoral level, the Executive Dean shall submit the recommendation of the external assessors and the substantiation of the supervisor and co-supervisor(s) to the Faculty Assessment Committee and to the Executive Committee of Senate for consideration and approval.
- 48.2.2 If a masters dissertation already completed is found to be of such an exceptional quality that the supervisor and co-supervisor consider that, in all probability, it stands a chance of being upgraded to a doctoral degree level, the supervisor, in consultation with the Director of the School and the Executive Dean of the Faculty, shall apply to the Senate who shall put the following processes 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 a doctoral quality, the Faculty 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 of a doctoral thesis.

- 48.2.3 If, after the conversion of the master's dissertation to a doctoral thesis, the student fails in the opinion of the assessors to obtain a pass in the doctoral assessment, the normal assessment procedure for master's dissertations, as indicated under Rule G41, shall be initiated.

MASTERS STUDY BY COURSEWORK

DURATION OF STUDY

G49

The minimum and maximum duration of study is as described under Rule G10.

REQUIREMENTS FOR AWARDING A COURSEWORK MASTERS DEGREE

G50

50.1 A coursework master's degree is awarded on the grounds of

50.1.1 Completion of the required modules/courses.

50.1.2 A mini-dissertation, contributing at least 50% towards the final mark.

Or

50.1.3 A research paper in the case of the MBA study.

SUBMISSION OF A MINI-DISSERTATION

G51

51.1 The title page of the copies of the dissertation which are submitted shall contain the following:

51.1.1 The full title of the dissertation.

51.1.2 The full name of the candidate.

51.1.3 Submitted in partial of the requirements for the degree of, in the Faculty of, at the University of Limpopo, South Africa.

51.1.4 Year of submission.

51.1.5 Name(s) of supervisor (s).

51.2 The candidate must sign the following official statement on submitting his/her dissertation:

"I declare that the mini-dissertation hereby submitted to the University of Limpopo, for the degree of(degree & 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 in execution, and that all material contained herein has been duly acknowledged."

51.3 The candidate is required to submit to his/her supervisor, the following:

51.3.1 An abstract of the mini-dissertation. The abstract should be bound into each copy of the mini-dissertation.

51.3.2 One spirally bound copy of a mini-dissertation for each supervisor and assessor.

51.3.3 One spirally bound copy for the Examinations Office for viewing purposes by members of Senate and Faculty.

51.4 With the copies of the dissertation, the supervisor and co-supervisor(s) must indicate to the Faculty that the candidate is ready for assessment.

51.5 If a candidate fails in a mini-dissertation or research paper, he/she may submit an amended or different mini-dissertation within one year.

AWARDING OF MARKS

G52

52.1 In order to pass the degree, a student shall obtain a pass mark of at least 50% in every module/course required for the degree.

52.2 The final mark should be proportional between the mark obtained for the mini-dissertation and all the required coursework components of the degree.

52.3 The final mark achieved for the mini-dissertation, is the average of the marks allocated by all assessors (internal and external).

52.4 In order to pass the degree, a minimum of 50% should be allocated for the mini-dissertation by all assessors (internal and external).

52.5 Where an external assessor awards a mark below 50%, Senate may seek a second external opinion once only.

52.6 If an assessor indicates in his/her examination report that he/she has to view the mini-dissertation again after the corrections are effected, it may be done so once only.

F. RULES FOR DOCTORAL DEGREE STUDY

ADMISSION FOR DOCTORAL STUDY

G53

- 53.1 In addition to the rules in this Section, those contained under Section A (General Rules) and Section C (Rules for Postgraduate Study) also applies.
- 53.2 Admission criteria:
- 5.3.2.1 A master's degree or equivalent qualification.
- 53.2.2 If a candidate does not have a master's degree, he/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.
- 53.3 Before a candidate is accepted for doctoral study, the Faculty concerned must be convinced that the candidate has sufficient knowledge of the field of study to be able to fulfil the requirements for the degree.

DURATION OF STUDY

G54

The minimum and maximum duration of study is as described under Rule G10.

REGISTRATION AND RENEWAL OF REGISTRATION

G55

- 55.1 Candidates for doctoral study are not subject to the registration date for bachelor's degrees only for the first registration.
- 55.2 A candidate who has been registered for a doctoral degree must renew his/her registration each year before the closing date for academic registration and pay all prescribed fees until the candidate has complied with all the requirements for the degree. On renewal of registration, the student is required to pay the registration fee only.
- 55.3 If a student's progress is not satisfactory as per Faculty Rules, the student's registration for doctoral study may be cancelled.

REQUIREMENTS FOR AWARDING A DOCTORAL DEGREE

G56

- 56.1 A doctoral degree is awarded on the grounds of a completed thesis.
- 56.2 Subject to Faculty Rules, the assessment panel may subject a candidate to a defence of the thesis.

THESIS

G57

- 57.1 The title and proposal of a thesis is approved for a period of five years, after which the student may apply to Senate, through the relevant Faculty, for an extension of time.
- 57.2 A thesis must:
- 57.2.1 Demonstrate a high level of research capability.

57.2.2 Make a significant and original academic contribution in the discipline or field.

57.2.3 Be of a quality to satisfy peer review

And

57.2.4 Merit publication.

57.3 Unless otherwise stated under Faculty Rules for degrees and diplomas, material from the student's own published work may be incorporated in the thesis, but should not substitute the full text. A collection of published works shall not be accepted as a thesis.

57.4 No publication may, without prior permission of Senate, contain a statement to the effect that the published material was or is to be submitted in fulfilment of the degree.

57.5 In order to be awarded the degree during a particular graduation, the assessment report must be submitted in its final form for approval by the Executive Committee of Senate at least three months before the graduation ceremony.

57.6 Students who aim to graduate during the first graduation of the year, but who, for some reason, do not make the deadline described in Rule G57.5, must re-register before 31 March and complete all outstanding requirements for the degree.

57.7 A thesis previously submitted as a whole or in part for a degree at another tertiary institution will not be accepted for consideration at this University.

SUBMISSION OF THE THESIS

G58

58.1 The title page of the copies of the thesis which are submitted shall contain the following:

58.1.1 The full title of the thesis.

58.1.2 The full name of the candidate.

58.1.3 Submitted in fulfilment of the requirements for the degree of, in the Faculty of, at the University of Limpopo, South Africa.

58.1.4 Year of submission.

58.1.5 Name(s) of supervisor (s).

58.2 A candidate for the doctoral degree must sign the following official statement on submitting his/her thesis:

"I declare that the thesis hereby submitted to the University of Limpopo, for the degree of (degree & 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 in execution, and that all material contained herein has been duly acknowledged."

58.3 The candidate is required to submit to his/her supervisor, the following:

58.3.1 An abstract of the dissertation, in English, subsequently bound into each copy for approval.

- 58.3.2 One spirally bound copy of a thesis for each supervisor and assessor.
- 58.3.3 One spirally bound copy for the Examinations Office for viewing purposes by members of Senate and Faculty.
- 58.4 With the copies of the thesis, the supervisor and co-supervisor (s) must indicate to the Faculty that the candidate is ready for assessment.

ASSESSMENT OF THE THESIS

G59

- 59.1 On the recommendation of the supervisor and the Faculty concerned, the Executive Committee of Senate appoints an assessment panel consisting of the supervisor, the co-supervisor (s) (if any) as internal assessor(s), and at least two external assessors. (A co-supervisor may not act as external assessor).
- 59.2 Should the Executive Committee of Senate consider it necessary, it may appoint one additional member, who is not an assessor, to act as chair of the assessment panel.
- 59.3 As soon as the thesis has been submitted for assessment, the Examinations Office shall notify the members of Senate and Faculty concerned, in writing, that the thesis is ready for inspection.
- 59.4 Within fourteen days after the abovementioned notice, any member of Senate or Faculty concerned may submit comments on the thesis, in writing, through the Executive Dean, for consideration by the assessment panel.
- 59.5 The members of the assessment panel 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 Executive Dean.
- 59.6 The supervisor compiles a summary report for submission to the Faculty Assessment Committee within two weeks. Upon approval, the supervisor oversees corrections and submits the report, with one spirally bound copy of the thesis to the Office of the Executive Dean.
- 59.7 Before the degree is conferred, the candidate must hand in to the Examinations Office:
- 59.7.1 One corrected hard bound copy for each assessor, including all internal assessor(s).
- 59.7.2 One corrected hard bound copy for the Examinations office.
- 59.7.3 One corrected hard bound copy and an electronic copy for the library.
- 59.8 A candidate may not resubmit a thesis for a doctoral degree if it has been formerly rejected in a different form.

CONFERMENT OF THE DEGREE

G60

- 60.1 A Doctoral degree is not awarded unless the candidate has been registered for the degree at the University for at least two academic years before the presentation of his/her thesis.
- 60.2 If a thesis is accepted and an assessor decides that the candidate has to make certain changes, the degree is not conferred until the changes have been effected to the satisfaction of Senate.
- 60.3 The doctor's degree is conferred on a student who, in the opinion of the assessment panel and Senate, has fulfilled the requirements of the degree.
- 60.4 The doctoral degree is not awarded with distinction.

PUBLICATION OF A THESIS

G61

- 61.1 Rule G43, applies throughout to a doctoral degree.
- 61.2 The Senate may waive this right, provided the student makes arrangements for publication of the work in a manner acceptable to Senate.

AWARDING OF DEGREE *honoris causa*

G62

- 62.1 Subject to the provisions of the Statute, Council may confer a degree *honoris causa* on a person on the recommendation of Senate.
- 62.2 The degree *honoris causa* may be awarded in any Faculty, and on any person, within or without the University, who has rendered distinguished service in the advancement of arts, science, jurisprudence or other branches of learning.
- 62.3 The Statute of the University, University rules, policy and procedure describe the awarding of the degree *honoris causa*.

GUIDELINES FOR OUTSTANDING ACHIEVEMENT AND ENDEAVOURS

G63

- 63.1 Scholarship and Research.
- 63.2 Contributions to the community's cultural resources and traditions, or its health and welfare services, or its educational needs.
- 63.3 The promotion of better human relations or service to society.
- 63.4 Leadership, economic and industrial development, advancement of the profession, or leadership in public life in South Africa.
- 63.5 Eminence that reflects favourably on the University.
- 63.6 Intellectual and/or scientific consideration,
- 63.7 Non-academic performance and achievements in respect of other contributions that have direct or indirect relevance to the University's objectives and functions.
- 63.8 Contributions made in a world arena.

PROCEDURE

G64

- 64.1 A proposal to confer a degree *honoris causa* may be submitted only by members of the academic staff.
- 64.2 An academic member of staff suggests a name which is submitted to a meeting of the School. If there is support, the name is submitted to the Faculty, and later to Senate and Council.
- 64.3 The consent of the candidate to be honoured shall be obtained, in writing, beforehand.
- 64.4 Voting in the Senate shall be by ballot after deliberations on the matter, and no such honour shall be conferred if it is opposed by more than one-third of the members present at the meeting.
- 64.5 Should Senate, by a two-thirds majority, approve and Council ratify the awarding of such an honorary degree, (but prior to public announcement thereof) the candidate shall be contacted by the Registrar and informed of the University's decision about honouring him or her with such an award.
- 64.6 A maximum of four *honorary doctors degrees* may be awarded during one academic year.

GENERAL INFORMATION

GLOSSARY

- **Abstract**
A shortened form of a dissertation or thesis outlining the most important facts or arguments.
- **Academic year**
The specified period that delineates the academic activities of a specific year.
- **Alternative access programme**
A programme designed to assist students who do not qualify for outright entry into degree or diploma studies.
- **Assessment**
The process of determining a learner's capability by observing and evaluating performance using a range of methods benchmarked against standards.
- **Block release**
A period of study that a student undertakes during a fixed time-frame over and above the normal contact period; otherwise defined as a fixed period during which part-time students present themselves for tuition.
- **Compulsory ancillary module/course**
A module/course, which has to be completed before a learning programme is finalised.
- **Continuous Assessment**
A variety of assessments, including formative and summative methods, given during a learning process.
- **Cum Laude**
A qualification obtained with an average distinction mark over all modules/courses.
- **Discipline**
A coherent branch of knowledge and theory.
- **Dissertation**
A comprehensive report of research findings with a defined number of credits for a Research Masters degree.
- **Distinction mark:**
A final mark of 75% or more achieved in a module/course.

- **Exemption**
A full credit for a module/course already passed at the University; or an accredited institution of higher learning.
- **Extended Degree Programme**
Degree programme extended by one year beyond the normal duration.
- **Extended essay**
A short research report as a component of an Honours or LLB degree study.
- **Final mark**
The weighted average of the formative assessment mark and the summative assessment mark in a module/course.
- **Formative assessment**
Assessment that takes place during the process of learning and teaching, to inform learning and teaching strategies for improvement as well as give an indication regarding the readiness of the learner to do summative assessment.
- **Formative assessment mark**
The mark obtained through continuous assessment in a module/course.
- **Mini-dissertation**
A research component for a Coursework Masters degree.
- **Module/Course**
A self-contained unit of study with a defined number of credits.
- **Part-time student**
A student engaged in other occupations (such as full-time employment) and who can devote only part of his/her time to contact studies.
- **Part-time study**
Contact studies done on a part-time basis.
- **Pass mark**
A minimum final mark of 50% achieved in a module/course.
- **Prerequisite of a module/course**
Specified learning required for the registration of a module/course.
- **Programme**
A purposeful and structured set of learning experiences, defined by a coherent grouping of modules/courses that leads to a qualification.
- **Qualification**
A formal recognition of the achievement of required credits as determined by a programme.

- **Quarter**
The study period extending over a quarter of the academic year.
- **Recognition of prior learning**
A mode of recognising skills and competencies gained outside formal learning structures.
- **Research paper**
A short research report as a component of a degree study e.g. an MBA.
- **Semester**
A study period extending over half of the academic year.
- **Statutory registration**
Registration with a professional body.
- **Summative assessment**
Assessment, which integrates all learning of a module/course in conjunction with formative assessment. It is an indicator of competency and leads to credits, which are recorded and reported.
- **Summative assessment mark**
The mark obtained through summative assessment in a module/course.
- **Supplementary assessment**
Assessment granted to a student for purposes of assessing knowledge through the process of re-assessment.
- **Syllabus**
The content of a module/course.
- **Thesis**
A comprehensive report of research findings of a research study for a Doctoral degree.

CODES

1. Subject Codes

Refer to the respective Faculty calendars

2. Examination Results Codes

Code Description Result

F1	FAIL	F
F2	FAIL: RE-EXAMINATION GRANTED	F
F3	FAIL SUB-MINIMUM – RE-EXAMINATION GRANTED	F
F4	FAIL – REPEAT IN 6 MONTHS	F
F5	FAIL RE-EXAMINATION	F
F6	CONTINUING	F
F7	INFRINGEMENT OF EXAMINATION Rules	F
F8	ABSENT – RE-EXAMINATION GRANTED	F
F9	INVESTIGATION PENDING	F
FA	NO EXAMINATION ADMISSION	F
FF	RESULTS PENDING	F
FR	FAIL SUBMINIMUM	F
FX	ABSENT FROM EXAMINATION	F
FT	ABSENT FROM CLASS	F
P1	PASS	P
P2	PASS WITH DISTINCTION	P
P3	CREDIT GRANTED	P
P4	PASS RE-EXAMINATION	P
P5	LAPSED	P
FP	NOT PROMOTED	F
FC	FAIL CLINICAL REQUIREMENTS	F
FE	FAIL – RE-EXAM IN CLINICAL	F
FQ	REPEAT BLOCK	F
FK	EXCLUDED FROM UNIVERSITY (ACADEMIC)	F
FD	DISSERTATION OUTSTANDING	F
PG	PASSED FINAL EXAM	P
PQ	PASSED FINAL EXAMINATION cum laude	P
PP	PROMOTED	P
PZ	CONTINUING ENROLMENT	P
PA	QUALIFICATION AWARDED	P
PC	QUALIFICATION AWARDED (cum laude)	P
X1	EXPELLED FROM THE UNIVERSITY	F
X2	EXCLUDED FROM THE UNIVERSITY	F
X3	DISCONTINUED	F
X4	CANCELLED BY SENATE	F
X5	CANCELLED BY DISCIPLINARY COMMITTEE	F
X6	UNAUTHORIZED REGISTRATION (G19)	F
X7	NO MATRICULATION EXEMPTION	F
X8	NO AGE EXEMPTION	F

3. Annual Result Codes

PP	Denotes promotion to the next level of study
PG	Denotes a pass on the final assessment
FP	Denotes a state of non-promotion
FH	Denotes a fail in the assessment, but are given a second chance
FZ	Denotes continuation with degree programme

GENERAL INFORMATION

ACADEMIC ADMINISTRATION

“Academic Excellence through effective and efficient Support Services”

Academic Administration is both a division under Central Administration as well as denotes administrative processes as a support base to the core business of the University and consists mainly of Central Admissions, Student Records and Examinations offices.

The aim of Academic Administration is to execute all student records related functions diligently and efficiently to the satisfaction of University of Limpopo students with dignity, confidentiality, to the benefit of students and the progress of the University of Limpopo. Its goal is to cultivate the deepest trust, reliability and respect expected from the University of Limpopo through academic administration division and faculty administration.

Academic Administration has capable, experienced and reliable staff members who have always reflected maturity and loyalty to their duties, even during pressure periods of work. The actual core business of admissions, registration, examination and graduations is controlled from the Academic Administration division of the university. Over and above, the Academic Administration uses an integrated system where it co-exists with other departments on campus. Relevant equipments are used to undertake the core functions of the different sub-sections of the Academic Administration and Faculty Administration.

The Academic Administration complies with the general university statutes in terms of equity, equality and demographics for selection and admission of suitable applicants to this institution. In addition, there are Professional bodies, the Council for Higher Education (CHE), Higher Education of South Africa (HESA), Education Authorities and the Higher Education Act of 1997 that govern the access, admissions, registration and examination of all Higher Education Institutions.

The Division aims to subscribes to the following core values: Accountability and integrity, Communication, Ownership, Respect, openness and transparency, Receptivity and responsiveness and Teamwork

CAMPUS HEALTH SERVICES

In the Turfloop Campus the Student Health Service Centre is located next to the Pedestrian Gate 2.

Students are able to have most of their problems dealt with by the Health Service but are referred to the Hospital if more specialised attention is needed.

Two trained senior nursing sisters are available daily from 08:00 to 15:30 to assist students with problems and to make appointments for them to see a doctor.

A doctor is available and could be consulted by appointment.

The Student Health Centres also provides services for voluntary counselling and testing for HIV.

A trained counsellor is available to have one-on-one sessions with clients.

CENTRE FOR ACADEMIC EXCELLENCE (CAE)

CAE is a cross-faculty academic structure that promotes excellence in teaching and learning on both campuses of the University of Limpopo (UL). The mission of CAE is to contribute directly to improving the throughput rate and, the quality of teaching and learning at UL through creative and collaborative partnerships with academic staff and students to promote quality and innovation in teaching and learning across all programmes in the University.

CAE focuses on Teaching and Learning, Academic Development, Research and Testing. It coordinates extended degree programmes (EDPs) across the various faculties of the University and teaches a credit-bearing academic skills course to students in four year extended degree programmes (EDPs) in B.Sc.; B.A. (Soc. Sc.), B.A. (Media Studies); LLB and B. Com. (Acct.). A student mentorship programme is organized by CAE in conjunction with mentor coordinators in programmes. First year students are assigned a senior student as a peer mentor to support the student academically and socially in the first year of study.

The merger of the directorates of CAE is progressing and its structure and functions are in the process of finalization.

ELECTIVE TERM STUDENTS

E.1 ENQUIRIES

All enquiries regarding Elective Terms to be directed to the Registrar. The Registrar refers the enquiry to the head of the department concerned who, in consultation with the Interim Executive Dean, makes a recommendation concerning acceptance/non acceptance of such a person as a visiting student.

E.2 FORMS TO BE COMPLETED

The office of the Registrar informs the applicant accordingly and provides him with the following forms for due completion:

- (i) Application for registration
- (ii) Medical questionnaire
- (iii) Application for registration with the South African Medical and Dental Council

E.3 ADMISSION REQUIREMENTS

To be admitted, the visiting student is required to submit documentary proof that he/she is a *bona fide* registered student at another university. Admission is normally limited to visiting medical students.

E.4 TRAVELLING DOCUMENTS

In the case of visiting students from neighbouring countries a temporary study permit is required whilst students from other countries should obtain visas.

E.5 MINIMUM PERIOD OF ELECTIVE TERM

The minimum period of an elective term shall be four continuous weeks and the maximum 16 weeks.

E.6 RECOGNITION OF ELECTIVE TERM

The elective term shall under no circumstances be recognised by the University of Limpopo for degree purposes. After completion of an elective term, a statement certifying the period of training as an elective term student in the School of Medicine of the University of Limpopo, will be issued to the visiting student by the Registrar.

E.7 FEES PAYABLE

An elective term student is required to pay the relevant University of Limpopo administration fee, and, also the relevant accommodation and/or meal fees at registration. (No credit on the account will be available).

ELECTRON MICROSCOPE UNIT

The Electron Microscope Unit provides a service to all faculties and departments of the University of Limpopo. The main purpose of the Unit is to assist researchers in ultra-structural research. Both transmission and scanning electron microscopes are available. An Image Analysis system is also available for quantitative analysis. The Unit offers a practical course in preparatory procedures for ultra-microscopy and the handling of electron microscopes.

IDENTITY CARDS

ID1 **STUDENTS, INHABITANTS OF UNIVERSITY OF LIMPOPO HOUSES AND MEMBERS OF STAFF**

All members of staff, students and inhabitants of University of Limpopo houses must ensure that they have obtained the University of Limpopo identity cards, and that these cards are worn in a visible manner at all times whilst on campus.

ID2 **VISITORS**

To facilitate the entry of visitors, please notify the Manager of Campus Control of such visit. The following information must be supplied:

- Date of visit
- Name of persons to be visited
- Name(s) and identity number(s) of visitor(s)

- Registration number(s) of vehicle(s)
- Expressed time of arrival
- Visitors, after having been properly identified at the gate, will be issued with temporary identity cards. Visitors are to be informed that these cards must be worn in a visible manner whilst on campus and handed back to the campus control staff at the gates on leaving.

ID3 **LOSS OF UNIVERSITY IDENTITY CARDS**

Loss of an identity card must be reported to the Director: Safety and Security without delay and shall pay an approved replacement fee in advance.

LIBRARY

The Library and Information Service consists of two campus libraries and two branch libraries. The Turfloop Campus Library is a comprehensive academic library covering the humanities, sciences, agriculture, management and law. The branch libraries at Polokwane and Mankweng specialize in the health sciences. The libraries provide information services and facilities in support of study, teaching, research and community outreach activities at the university. In addition to books, periodicals and audiovisual material, access is available to a wide range of electronic information via the library webpage.

LIBRARY HOURS

	<u>Turfloop Campus</u>
Term	
Monday - Thursday	07:30 – 22:00
Friday	07:30 – 16:30
Saturday	08:00 – 18:00
Vacation	
Monday - Thursday	07:30 – 16:30
Friday	07:30 – 16:30
Saturday	08:00 – 18:00

The library rules and policies, as well as pamphlets explaining the various library services, are obtainable from the library. For more information visit the Library webpage at <http://www.ul.ac.za> (click on required campus and library).

CONTACT INFORMATION

	<u>Telephone</u>	<u>Fax</u>
Turfloop Campus Library	(015) 268 2201	(015) 268 2198
Polokwane Branch Library	(015) 287 5325	(015) 297 7554
Mankweng Branch Library	(015) 267 0269	(015) 267 0018

MARKETING AND COMMUNICATING DIVISION

The Marketing and Communicating division has been described as the creation of an atmosphere in which the University can achieve its mission.

It is the purposeful, planned and sustained endeavour to create a healthy understanding between an institution and its publics in order to acquire their goodwill and support and maintain it.

The major functions are:

- (i) **Internal & External Communication:** Various sources channels and media of communication will be established to ensure all stakeholders of the University is kept informed of news, views, opinions and developments in and around the University of Limpopo.
- (ii) **Marketing:** The Marketing objectives are: To “Sell” the University of Limpopo its faculties, departments, services, research as well as to identify target markets with special focuses on Science and Health Education programmes.
- (iii) **School Liaison:** The main objective is to promote understanding amongst prospective students. This is done by working on a co-ordinated school visitation programme, using advertising (print & electronic media with the Media Liaison section), career exhibits, shows and other programmes to attract quality students to the university.
- (iv) **Media Liaison (Publicity & Publications):** This section supports all other sections by actually dealing with the media by means of news releases, news conferences, media visits, TV & radio exposure. Media Liaison also handles publications to give a professional and consolidated public image. This function is vital in fund raising, student recruitment, keeping staff informed and maintaining the support of various selected publics.
- (v) **General Public Relations:** This function is shared amongst all sections and includes handling of visitors, donor visits, memorabilia, help with passports & documentation, functions, assistance with conferences and generally assisting both the internal and external publics of the University.
- (vi) **Development (Fund raising):** A Trust has been formed with a Board of Governors who are all eminent persons. The express purpose of the Trust is to form a team to more effectively raise, control and distribute funds and assets. An office has been opened in Johannesburg for easier access to the private sector. Various programmes are underway with considerable success already evident.
- (vii) **Alumni & Convocation Liaison:** The aim of this function is to use Alumni to promote the image of their *Alma Mater* (University of Limpopo) and assist them to be our ambassadors. This also leads to fund raising with support of Alumni.

MEDICAL ILLUSTRATION AND AUDIO-VISUAL SERVICES (MIAAVS)

MIAAVS supports the ethos of care, training and scientific discovery on which the University of Limpopo has built its reputation, through recording, illustration, communication, investigation of new methods, teaching support for students, doctors, scientists and overseas visitors.

The Department provides medical illustration and Audio-Visual services to University of Limpopo Dr George Mukhari Hospital and Satellite Centres in the following:

- * Medical, Dental, Veterinary, Scientific, Research, Forensic and General Photography
- * Electronic and Digital Imaging
- * Medical Art, Graphic Design, Computer Graphics, Scientific and Technical Illustration
- * Television Production
- * Technical Services
- * Consultancy and Advisory Services
- * Educational Resources
- * Public Relations/Promotions

MIAAVS provides appropriate and effective guidelines for sharing information in a cost-effective manner. In maintaining this objective, the department will continue to identify, select new and emerging technologies that improve and keep visual-communication products and services current and cost effective.

MIAAVS: A total service to Medical and Scientific Communication

MEDICOS

The University of Limpopo Institute for Community Services is an institute of the University of Limpopo, constituted within the Division of Academic Support Service of the University.

The main objectives of the Institute are to bring together all those interested and involved in Community Health Care and to co-ordinate, promote and facilitate teaching- research- and associated services in the community. This would cover all aspects of community upliftment and improved health care delivery such as consultation services to rural areas, continuing education, rehabilitation, etc.

The Institute was established to fulfil the many and pressing needs that exist in the fields of training-, research- and associated services and to meet the many challenges that face the University of Limpopo.

MISSION STATEMENT

Medicos promotes, facilitates and co-ordinates community-based teaching, research and service rendering projects in partnership with communities in order to assist sustained development.

PARKING: RULES, INFRINGEMENTS, PENALTIES

- P1 The rules described hereunder have been in operation since 16 May 1983
- P2 University staff, students and members of the public may use the roads and parking bays only with the approval of the University Administration.
- P3 Each member of staff, student, contractor or other person wishing to make use of the road or a parking bay on the grounds of the University must display a parking disc on the front window of the vehicle. These discs are issued annually by the Campus Control Section to whom application must be made at the Director: Safety and Security. Discs of various colours are issued for different parking areas.
- P4 No person may park in any area:
- (i) where parking is prohibited, such as on lawns or pavements and/or as indicated by yellow lines, notices or other means;
 - (ii) allocated to specific persons or officials;
 - (iii) reserved for a group to which he/she does not belong
 - (iv) reserved for guests
- P5 No staff or student may park in areas reserved for guests.
- P6 Authorised traffic officers may order the forthright removal of a vehicle parked in a prohibited or unlawful place or constituting a nuisance factor by way of a noisy engine.
- P7 Contravention of any of the rules and/or regulations or refusal to obey the orders of a duly authorised traffic officer of the University by any member of staff, student, visitor or other person concerned, is an offence and may be punishable either by fine or as otherwise determined by the Principal. Persons objecting to a penalty must lodge such objection in writing with the Campus Control, which will submit it to the Principal, for a final ruling. The offender will be notified in due course of the outcome.
- P8 All persons use the roads and parking bays on the University terrain at their own risk and the University under no circumstances accepts responsibility for any loss, damage or mishap on its grounds.
- P9 Fines are imposed as per schedule and are subject to revision from time to time.
- P10 Holders of parking discs must:
- (i) Report any change of address to Campus Control within 14 (fourteen) days
 - (ii) On acquiring another vehicle or on re-registration of an existing vehicle, apply for a new parking disc and at the same time hand in the old disc.
- P11 All road signs which include the speed limit of 40 km/h displayed on the signboards, should be strictly adhered to and in addition, persons are urged to drive carefully at all times.
- P12 Vehicles may not be washed at buildings or on pavements and the use of fire hydrants and water hoses for this purpose is accordingly forbidden.
- P13 No person is allowed to drive a vehicle on the campus unless he/she is in possession of a valid driver's licence. Un-roadworthy vehicles are not allowed to be driven on the campus. Special permission to repair vehicles on the campus must be obtained from the Vice-Principal: Administration, who will indicate, if permission is granted, where such repairs may be carried out.
- P14 Broken down vehicles will be removed from the terrain at owner's cost.

- P15 Members of staff and students are not allowed to leave their vehicles on the premises after normal hours, neither when using official transport to and from their place of residence, nor when temporary transport arrangements have been made.
- P16 Vehicles being driven on the campus must have their lights switched on from sunset to sunrise.
- P17 The University may suspend or alter any of these rules on the occasion of special functions.
- P18 Fines will be enforced for the following offences
- (i) Parking or driving on lawns or pavements
 - (ii) Parking on shoulder (driving surface) of roads
 - (iii) Parking in a parking area which is not a demarcated parking space
 - (iv) Parking at residences by residence inhabitants, not in possession of a parking disc
 - (v) Driving at a speed which endangers the safety of other road-users
 - (vi) Ignoring stop signs
 - (vii) Riding a bicycle on the lawns or pavements

SOCIAL AND DOMESTIC MATTERS

S.1 APPLICATION FOR THE OCCASIONAL USE OF A LECTURE ROOM/HALL

Application for the occasional use of lecture room must be lodged to the Administration Room S518 in writing, at least 5 working days before it is required.

S.2 STUDENT CODE OF CONDUCT - as approved by Council: 08 October 2010

PREAMBLE

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

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

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

S.2.1. THE STUDENT CODE OF CONDUCT

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

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

S.2.2. ACCEPTANCE OF JURISDICTION

- 2.2.1 Each Student shall be bound by the Student Code of Conduct and the General Rules and Regulations upon admission to or attendance at the University. It is the responsibility of each student to know and comply with the University Student Code of Conduct and the General Rules and Regulations of the University.
- 2.2.2 Any violation of the Students Code of Conduct or the General Rules and Regulations shall be subjected to appropriate disciplinary procedures.
- 2.2.3 A decision to invoke internal disciplinary proceedings shall not preclude or delay the prosecution of the student concerned in criminal and/or civil proceedings.

- 2.2.4 Each student shall be bound by all laws applicable or relevant to properties under the control of the University or which the University is associated with or has interests in.
- 2.2.5 Each student shall be bound by all other Rules approved by Council for the good governance of the University.
- 2.2.6 Each student shall comply with whatever action brought against him/her by the relevant University authority.

S.2.3. ACT OF GENERAL MISCONDUCT

- 2.3.1 Misconduct, in terms of this Code, shall mean the breach or violation of any University Student Code of Conduct and the General Rules or Regulations of the University which shall among others include:
 - 2.3.1.1 Improper, disorderly or indecent behaviour on any premises of the University or any other place which is associated with the University or the University has interests in;
 - 2.3.1.2 Any violation of the privacy of another student including but not limited to the unauthorized scrutiny or examination of his or her possessions;
 - 2.3.1.3 Being in possession of another person's property without his or her authority;
 - 2.3.1.4 Interfering with or hindering any business and/or activities of the University;
 - 2.3.1.4 threatening or attempting to threaten the rights of another student to attend lectures, practicals, research, reading centres or any other facility which is associated with teaching, learning, and/or research;
 - 2.3.1.5 any failure to report the misconduct of another student of which he or she is aware of or which he or she has witnessed;
 - 2.3.1.6 Convening or participating in any unauthorized demonstrations on the University premises or any such property whereby the University has interests;
 - 2.3.1.7 failure or neglect to carry the University student card or other University identification document (i.e. valid proof of registration plus an Identity Book) or refusal to furnish such when requested to do so by a competent University authority;
 - 2.3.1.8 Allowing another student or any other person to use one's student card or to use another student's card to gain access to any room and/ or premises of the University or to perform or obtain any service that cannot be performed or obtained without such a card.

S.2.4. HARASSMENT, PHYSICAL ABUSE AND DEMEANING CONDUCT

- 2.4.1 Any form of harassment or intimidation by way of written or verbal acts or use of technology causing violation to the dignity of any student, employee or visitor of the University or causing any mental prejudice to, or humiliation of such persons, on any premises of the University or premises controlled by the University or on any other place where such conduct brings the University into disrepute;
- 2.4.2 Authorizing or permitting the commission of any act that would result in willful or deliberate or reckless infliction of harm to any person, including but not limited to:
 - 2.4.2.1 physical assault or abuse upon any person;
 - 2.4.2.2 an attempt or threats to inflict such physical assault or abuse upon any person;
 - 2.4.2.3 the use of force in any form of physical abuse such as rape, sexual assaults, sexual offences upon any person which includes acts or threats, unlawful assault or attempt to assault any person in a manner designed or intended to achieve sexual intercourse or any other form of sexual gratification of whatever nature or degree with the person assaulted;
 - 2.4.2.4 any other conduct that threatens, limits or violates the physical integrity of others including indecently assaulting or touching another person;
 - 2.4.2.5 subjecting any student, employee or visitor of the University to any form of initiation;
 - 2.4.2.6 any other act that is degrading or may reasonably be interpreted as degrading, such as the holding of a strip show, the open display of photographs, films or videos or any other material that is degrading of a person or a group or a sector of people.

S.2.5. PUBLICATIONS, INFORMATION AND STATEMENTS

- 2.5.1 Failure to indicate whether any statement made to the public or the University community, is made officially on behalf of a named body such as the Student Representative Council or Student political Organization, Church group, Cultural group any other group or in the student's private capacity.
- 2.5.2 Any conduct detrimental to the maintenance of law and order, discipline and proper performance of the work of the University or any section thereof, including but not limited to:

- 2.5.2.1 Affixing, distributing or displaying on or in, or outside University premises, publications, including but not limited to posters, placards, notices, banners, circulars or any other form of publication, of a defamatory or otherwise unlawful nature towards members of the University community or any other person;
- 2.5.2.2 Knowingly providing forged or erroneous University admission documents, addresses and names required by the University from time to time or statutory documents to the University or intentionally providing false information or forged documents such as but limited to the statement of results, academic records, examination results, diploma/degree certificate or any other document purporting it to be an official

document issued by an academic or other institution to anyone outside the University about the University;

- 2.5.2.3 Making a false statement or providing incorrect information for whatsoever reason to any person in the position of authority;

S.2.6. INTERFERENCE WITH THE BUSINESS OF THE UNIVERSITY

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

S.2.7. UNIVERSITY ASSETS

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

S.2.8. CONDUCTING BUSINESS

- 2.8.1 Collecting money for whatever reason or offering goods for sale or advertising goods on or in University premises or any other property which is under the control of the University, without prior written permission by the relevant University authority.
- 2.8.2 Fundraising on behalf of the University or any of its constituent structures without prior written permission by the relevant University authority.
Fundraising on behalf of other organization(s) without prior permission.
- 2.8.3 Conducting any act of prostitution or pimping on or in University premises or any other property under the control of the University.
- 2.8.4 Conducting any act of gambling which is regarded as criminal offence under Criminal Law.
- 2.8.5 Substance abuse and Use and/or distribution or sale of Narcotics and drugs.

S.2.9. RESIDENCES

- 2.9.1 Failure or negligence to adhere to any rules and regulations of the University's residence including but not limited to:
 - 2.9.1.1 An unauthorized occupation or squatting on or in the University residence, or any other premises of the University or any other property under the control of the University;
 - 2.9.1.2 permitting and/ or assisting or attempting to permit and/ or assisting another person to squat on or in the University residence or any other premises under the control of the University;
 - 2.9.1.3 failure to adhere to the safety procedures and standards, including but not limited to the authorized use of electrical, plumbing and sewerage services;
 - 2.9.1.4 failure to adhere to basic hygiene and sanitary standards;
 - 2.9.1.5 cooking in rooms not designated as kitchens;
 - 2.9.1.6 removal or tempering with windows panes or screens;

- 2.9.1.7 allowing the unruly and unlawful behaviour by guests of a specified student;
- 2.9.1.8 damage or misuse of furniture or any other facilities in the residences;
- 2.9.1.9 unauthorized removal of furniture and fittings found in University residences;
- 2.9.1.10 unauthorized presence of a student in the residences after specified visiting hours;
- 2.9.1.11 failure to obey any lawful or reasonable order of any person in authority in a residence;
- 9.1.12 any form of violation directed at any other reasonably publicized residence policy;

S.2.10. ACADEMIC ACTIVITIES

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

S.2.11. PLAGIARISM

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

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

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

S.3 STUDENT DISCIPLINARY PROCEDURE - as approved by Council: 08 October 2010

S.3.1. APPLICATION

- 3.1.1 These rules shall apply to any person who is a student of the University and subject to the Student Code of Conduct, at the time of the alleged misconduct.
- 3.1.2 A person is subject to the Student Code of Conduct of the University under the following conditions, if;
 - 3.1.2.1 He or she is a registered student of the University; or
 - 3.1.2.2 He or she is a prospective returning student of the University

S.3.2. CRIMINAL AND/ OR CIVIL LIABILITIES

- 3.2.1 The University may institute proceedings against a student in terms of this Disciplinary Procedure and lay criminal charges and/ or institute civil proceedings in a Court of law.
- 3.2.2 Any criminal or civil proceedings pending in a court of law or tribunal does not preclude the University from instituting an internal hearing in terms of this Disciplinary Procedure.
- 3.2.3 The University reserves the right to institute its own internal disciplinary procedures in accordance with these Rules.

S.3.3. MISCONDUCT

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

S.3.4. COMPLAINT

- 3.4.1 Any member of the University community including students, staff, University management, contractors, or a visitor may lay a complaint against a student with the Registrar or his nominee.
- 3.4.2 The Registrar or his/ her nominee shall institute a preliminary investigation into every complaint received, save where he or she believes that there are good grounds for not doing so.
- 3.4.3 The Registrar shall inform the Vice Chancellor, in writing, of all complaints received indicating actions taken.
- 3.4.4 The Vice Chancellor may decide otherwise in case the Registrar has declined to take further action regarding a complaint.

S.3.5. INVESTIGATING OFFICER

- 3.5.1 The Registrar shall appoint a member of staff as the Investigating Officer or any other suitable person on an *ad hoc* basis.
- 3.5.2 After a preliminary investigation by the Registrar or his/ her nominee in terms of article 4.2 of this Disciplinary Procedure, the matter shall be reported to the Investigating Officer who may;
 - 3.5.2.1 Conduct a full investigation; and/ or
 - 3.5.2.2 Advise the Registrar that the matter to be heard by one of the disciplinary bodies constituted in terms of this Disciplinary Procedure;
 - 3.5.2.3 Advise the Registrar that the Vice Chancellor should consider using his or her powers of suspension in terms of **Article 6.2**; or
 - 3.5.2.4 Accept an admission of guilt in terms of **Article 13**; or
 - 3.5.2.5 Advise that no further disciplinary steps should be taken against the student and withdraw the charge or charges.

S.3.6. THE UNIVERSITY DISCIPLINARY COMMITTEES

- 3.6.1 The University Disciplinary Committees shall be constituted as follows:-;
 - 3.6.1.1 University Appeal Committee
 - 3.6.1.2 Student Affairs Disciplinary Committee (General offences)
 - 3.6.1.3 Faculty Disciplinary Committee (Academic related offences)
- 3.6.2 The Vice Chancellor shall have the power to suspend any student charged with gross misconduct after due process as defined in the Student Code of Conduct, which suspension may include one or more of the following, that he or she:
 - 3.6.2.1 Refrain from participating in any or all academic activities on the University premises or any other premises under the control of the University or activity(ies) conducted by the University at any place;
 - 3.6.2.2 Refrain from entering any part or all of the premises of the University or any place under its control; except with the written permission of the Vice-Chancellor and Principal
 - 3.6.2.3 Vacate any University residence or any part of any structure under the control of the University.
- 3.6.3 Any order made in terms of **Article 6.2** shall lapse if no further disciplinary proceedings have been commenced in terms of this Student Disciplinary Procedure within 14 working days of the order having been made.
- 3.6.4 Notwithstanding the stipulation in Article 6.3, the suspension which has been made in terms of Article 6.2 shall be extended by the Vice Chancellor if it is in the best interest of the University. Such extension must never exceed the maximum period of 30 working days.
- 3.6.5 The Vice Chancellor in consultation with the Chairperson of Council shall immediately suspend any student prior to the charge, if the University property, University students, University staff and/ or visitors are considered to be in danger. Any such suspended student must be given preliminary charges within ten working days of the decision being taken.

S.3.7. FUNCTIONS OF THE INVESTIGATING OFFICER

- 3.7.1 When a complaint has been made in terms of Article 4 of this Disciplinary Procedure, the Registrar may refer the matter to an Investigating Officer.
- 3.7.2 The Investigating Officer may constitute a Disciplinary Investigating Committee which shall assist him or her with the investigation.
- 3.7.3 The Investigating Officer shall investigate the allegations of misconduct and report to the Registrar as to whether or not there exist good course to proceed with a formal disciplinary hearing.

- 3.7.4 The Investigating Officer shall keep accurate records of all activities and shall produce them when requested in a prescribed form, unless he or she classified such information as confidential.
- 3.7.5 The activities of the Investigating Officer shall not be interrupted in the event of one or more members of the Investigating Committee failing to participate in the proceedings for any reason.
- 3.7.6 In the event of the Investigating Officer declining to recommend a prosecution, he or she must indicate in writing to the Registrar the reasons thereof.
- 3.7.7 After the investigation, the Investigating Officer may make recommendations to the Registrar regarding the charge or any other matter regarding the student disciplinary processes. The Registrar is not bound to accept any such recommendation.
- 3.7.8 The Investigating Officer shall recommend to the Registrar, which student disciplinary committee has jurisdiction to hear particular allegations of misconduct. The Registrar is not bound to accept such recommendation.
- 3.7.9 The Registrar reserve the final decision on which forum shall hear the matter.
- 3.7.10 The Investigating Officer shall complete his or her work as soon as is reasonably practical.
- 3.7.11 The Investigating Officer shall recommend to the Registrar which charge should be laid against a student in terms of the Student Code of Conduct. The Registrar is not bound to accept such recommendation
- 3.7.12 In the event of the Registrar deciding to press charges against the student(s), he/she may nominate or appoint the Investigating Officer to present the case against the student(s).

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

- 3.8.1 University's Appeal Disciplinary Committee shall:
 - 3.8.1.2 evaluate the disciplinary actions by different student disciplinary committees of the University as referred to it;
- 3.8.2 The University's Appeal Disciplinary Committee shall serve as the highest committee of appeal with regard to the findings of other student disciplinary committees at the University and shall consist of:
 - 3.8.2.1 the Vice Chancellor as Chairperson;
 - 3.8.2.2 the Deputy Vice Chancellor
 - 3.8.2.3 one external member of Council appointed by the Chairperson of Council on an *ad hoc* basis;
 - 3.8.2.4 one Senior member of Senate appointed by Senate Executive Committee;
 - 3.8.2.5 the President of the Student Representative Council or a representative of the SRC who did not sit in the first disciplinary hearing;
 - 3.8.2.6 the Director of the School of Law or any other Senior Lecturer in Law designated by the Director of the School.
- 3.8.3 The Vice Chancellor may alter the composition of the University's Appeal Disciplinary Committee for whatever reason if he/she deems appropriate, provided that a member of Council nominated by the Chairperson of Council, a member of Senate and President of the SRC or any such SRC representative designated by the SRC, are invited to sit on such a hearing.
- 3.8.4 Any member of the committee, who was involved in investigation process or directly interacted with the proceeding before, must recuse himself or herself from the hearing at which the appeal is heard, in such a case the Vice Chancellor can appoint a different person to act in his or her stead. In case the affected member is a representative of the SRC, the SRC shall be advised to forward a replacement.
- 3.8.5 The composition of the University's Appeal Disciplinary committee may not be augmented during and when the appeal is considered. The hearing shall proceed provided the Chairperson is available and at least other three members of the Committee are present at the hearing.
- 3.8.6 The Committee may impose any of the penalties set out in **Article 12** of this Student Disciplinary Procedure.
- 3.8.7 When sitting as a body of appeal the Committee may reduce, confirm or increase the penalty imposed by any of the student disciplinary committees.
- 3.8.8 The Appeal Committee shall report the outcomes of its hearing in writing within five working days after taking a decision.

S.3.9. Student Affairs Disciplinary Committee

- 3.9.1 The Student Affairs Disciplinary Committee shall be composed of the following members:
- 3.9.1.1 the Executive Dean of any Faculty as Chairperson as designated by the Vice Chancellor;
 - 3.9.1.2 the University official responsible for Student Affairs or a person in such office as designated by the Vice Chancellor;
 - 3.9.1.3 a representative of the Student Representative Council as designated by the Student Representative Council on an *ad hoc* basis;
 - 3.9.1.4 not more than two additional members appointed by the Vice Chancellor from members of the Senate, one of whom must a member of the School of Law.
- 3.9.2 The main function of the Committee is to hear all cases of alleged misconduct that do not primarily relate to academic or research activities or any matter referred to it by the Registrar in terms of **Article 7.9** of this Student Disciplinary Procedure.
- 3.9.3 The Committee may impose penalties as laid down in **Article 12** of this Disciplinary Procedure. The penalties imposed shall be immediately effective notwithstanding the right of appeal, unless the Vice Chancellor acting on a written request of the student decides otherwise.
- 3.9.4 The composition of the Student Affairs Disciplinary Committee may not be augmented during and when the hearing is in session. The hearing shall proceed provided the Chairperson is available and at least other three members of the Committee are present at the hearing.
- 3.9.5 The Committee shall report the outcome of its inquiry or adjudication in writing within 14 working days to the Vice Chancellor for the purpose of reporting to Senate and Council.

S.3.10. Faculty Student Disciplinary Committee

- 3.10.1 The Faculty Student Disciplinary Committee shall be composed of the following members:
- 3.10.1.1 The Executive Dean of the Faculty in which the student charged with misconduct is registered or any other Executive Dean of a Faculty appointed by the Vice Chancellor as Chairperson.
 - 3.10.1.2 The Director of the School in which the student charged with misconduct is registered or a different Director of the School as may be determined by the Executive Dean of the Faculty in which the student charged with misconduct is registered.
 - 3.10.1.3 one representative of the Student's Representative Council as designated by the School Students' Representative Council on an *ad hoc* basis.
 - 3.10.1.4 Not more than two members appointed by the Vice Chancellor from members of Senate, one of whom may be a member of the School of Law.
- 3.10.2 The main function of the Faculty Student Disciplinary Committee is to hear all cases of alleged misconduct involving any academic or research or examination impropriety arising in the Faculty or any matter referred to it by the Registrar in terms of **Article 7.9** of this Student Disciplinary Procedure.
- 3.10.3 The composition of the Faculty Student Disciplinary Committee may not be augmented during and when the hearing is in session. The hearing shall proceed provided the Chairperson is available and at least other three members of the Committee are present at the hearing.
- 3.10.4 The Committee may impose penalties as laid down in **Article 12** of this Student Disciplinary Procedure. The penalties imposed shall be immediately effective notwithstanding the right of appeal, unless the Vice Chancellor acting on a written request of the student decides otherwise.
- 3.10.5 The Committee shall report the outcome of the hearing in writing within 14 working days to the Vice Chancellor for the purpose of reporting to Senate and Council.

S.3.11. Appeals

- 3.11.1 A written notice of appeal shall be submitted to the Registrar within 5 working days of a decision of a disciplinary committee being communicated to the affected student.
- 3.11.2 The notice shall indicate whether the appeal is aimed against the conviction, or sentence or both, and indicate the grounds on which the appeal is based.
- 3.11.3 If a student appeals against a decision by any of the disciplinary committee, the disciplinary committee against which the appeal is made shall provide the University's Appeal Disciplinary Committee with all documents concerning the matter under appeal.
- 3.11.4 The student concerned shall in a prescribed form request copies of all documents stipulated in **Article 3.11.3**.

- 3.11.5 Subject to the provisions of these rules of discipline and to the principles of natural justice, the procedure to be followed during the hearing of an appeal shall be decided by the University's Appeal Disciplinary Committee in such a manner as it may deem expedient.
- 3.11.6 In exercising its discretion the University's Appeal Disciplinary Committee may decide to deal with the appeal solely on the strength of the documents.
- 3.11.7 The student shall receive written notice informing him or her about the procedure that is to be followed during the appeal hearing within 5 working days prior to the hearing.
- 3.11.8 The decision of the University's Appeal Disciplinary Committee shall be final and binding.
- 3.11.9 The University's Appeal Disciplinary Committee shall communicate its decision to the affected student within 5 working days of the decision being taken.

S.3.12. Penalties

- 3.12.1 Student Disciplinary committees of the University may, insofar as they apply to each committee, impose any or a combination of the following penalties:
 - 3.12.1.1 Expulsion from the University;
 - 3.12.1.2 Suspension from the University for a specific period of time, subject to conditions which are justifiable on educational grounds and accepted within the culture of the University;
 - 3.12.1.3 Permanent expulsion from residence or refusal of access to all or some of the buildings, land or services of the University or re-admission only subject to specific conditions;
 - 3.12.1.4 Suspension from attending classes for a specific period, either totally or only in respect of specific course(s)/module(s);
 - 3.12.1.5 Refusal of admission to any examination or test, which includes forfeiture of any marks already obtained and the cancellation of any subject or module(s);
 - 3.12.1.6 Imposition of a fine, which may not exceed an amount of money equal to the fees payable by the student during the year in which the misconduct was committed, unless the amount of money declared is equivalent to the damage caused.
 - 3.12.1.7 Imposition of a fine, which may be equivalent to the value of the damaged University property or the property of the University staff or visitor;
 - 3.12.1.8 Refusal of readmission to the University for a specific period or permanently;
 - 3.12.1.9 Suspending or withdrawing the privileges which are accrued to the student subject to the conditions that are justifiable on educational grounds and acceptable within the institutional culture of the University;
 - 3.12.1.10 imposition of any other penalty, combination of penalties or suspended penalty that, from the educational point of view and in accordance with the institutional culture of the University, is reasonable and fair under the circumstances;
 - 3.12.1.11 severe admonition and caution;
 - 3.12.1.12 prohibit the student from taking part in student related activities that fall under the aegis of the SRC for a specific period of time or indefinitely.
 - 3.12.1.13 the Vice Chancellor may order the withholding of examination results or the conferment of a degree or the award of a diploma or certificate to any student against whom an allegation of misconduct has been laid pending the outcomes of the disciplinary hearing
 - 3.12.1.14 the Vice Chancellor may order the withholding of examination results or the conferment of a degree or the award of a diploma or certificate to the student concerned until the Vice Chancellor is satisfied that any fine or money owed to the University has been paid or any act a student is obliged to perform has been executed.
 - 3.12.1.15 a student may not by reason of any action taken or punishment imposed in terms of these rules have a claim to repayment or reduction of tuition, residence fees or any other amount paid or payable to the University.

S.3.13. Admission of Guilt

- 3.13.1 Any admission of guilt shall be directed to the Investigating Officer under the following manner or procedure in writing:
 - 3.13.1.1 when the Investigating Officer considers a charge after a preliminary investigation, he/ she may offer to accept an admission of guilt from the accused student before a disciplinary hearing is convened;
 - 3.13.1.2 when the offer of acceptance of an admission of guilt is made the, accused student must be informed of the possible punishment that may be imposed. Such an offer

- to accept an admission of guilt may only be made in the presence of the student's representative and/ or parent or guardian and will be recorded accordingly;
- 3.13.1.3 When pleading guilty the student acknowledges that she/he,
 - Was under no obligation whatsoever to make such admission of guilt; the consequences of such a plea of guilt were explained to him/her including the penalty(ies) likely to be imposed;
 - Acknowledges that she/he understood what was explained to him or her in the official language of the University.
 - 3.13.1.4 The Investigating Officer shall report the matter to the Registrar indicating that the student has accepted guilt.
 - 3.13.1.5 The Registrar shall impose any penalty which is equivalent to the misconduct or any penalty he or she deem proper under the circumstances or may refer the matter to the relevant disciplinary hearing.
 - 3.13.1.6 The student who chose the options of Article 14 shall not appeal against the penalty imposed; but may request a pardon from the Vice Chancellor in writing.

S.3.14 Hearing/Disciplinary Procedures

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

- 3.14.11 If the concerned student admits to the alleged offence, the disciplinary committee may find the student guilty without hearing further evidence, provided the student is invited to provide mitigating factors.
- 3.14.12 In the event of a plea of guilty made before the disciplinary committee, the committee may invoke any of the penalties as set out in **Article 13**, without hearing further evidence.
- 3.14.13 The concerned student denies the alleged offence, the disciplinary committee shall hear the evidence in accordance with the prescribed procedure.
- 3.14.14 After hearing all evidence, the disciplinary committee shall allow the concerned student and the University to address it on mitigating and / or aggravating circumstances.
- 3.14.15 The disciplinary committee shall adjourn for deliberations in order to make a finding with regard to guilt or innocence of the accused student after all parties have closed their presentation. No person other than members of disciplinary committee may be present during deliberations.
- 3.14.16 After consideration of evidence, the disciplinary committee shall hand down a verdict in respect of each charge, which shall be either guilty or not guilty. The Chairperson shall inform the student in writing, as soon as possible, of the penalty imposed, and explain to the affected student the sentence and the right to appeal.
- 3.14.17 Any appeal against the verdict of the disciplinary committee must be submitted in accordance with **Article 3.11.1**.
- 3.14.18 The disciplinary committee shall hand the report of its findings to the Vice Chancellor, the Registrar, Executive Dean and Dean of Students in which the affected student is registered including the particulars of the charge, any amendment thereof, the plea, material findings as to facts, mitigating or aggravating circumstances, the verdict, the penalty imposed and the reasons for the imposition of such penalty.
- 3.14.19 The Registrar shall send a letter concerning the findings of the hearing to the parents or guardian of the affected student.
- 3.14.20 Unless the disciplinary committee directs otherwise, the hearing shall be conducted in camera and neither the proceedings nor the verdict of the disciplinary committee may be published.

S.3.15. Right to a Representative

- 3.15.1 Every student facing a disciplinary hearing shall have the right to a representative in the form of a fellow student of the University. The name of such a representative shall be communicated to the Chairperson of the disciplinary committee at the hearing.
- 3.15.2 The student may change representative at any stage of the proceedings; such a change may not affect the progress of the proceedings.
- 3.15.3 Any change made in accordance with **Article 15.2** shall be communicated to the Chairperson of the disciplinary committee at the hearing.

S.3.16. Amending the Student Disciplinary Procedure

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

S.3.17. Operative date of the Student Disciplinary Procedure

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

S.4 ARRANGEMENT PROCEDURE FOR VISITORS TO UNIVERSITY OF LIMPOPO

- 4.4.1 A club, society or other body planning a visit to the University of Limpopo, must notify the Marketing and Communication Division of such visit at least 21 days before the group is due to arrive at University of Limpopo.
- 4.4.2 The planned visit must not be confirmed until official approval by the University has been received.
- 4.4.3 The notification to the Marketing and Communication Division must contain the following information:

- Purpose of visit
- Duration of visit
- Date and time of arrival and departure
- Number of persons involved
- Facilities required, particularly as far as meals and refreshments are concerned

S.5 ARRANGEMENT PROCEDURE WHEN INVITING SPORT AND CULTURAL GROUPS TO UNIVERSITY OF LIMPOPO

5.5.1 A club, society or other body planning to invite a group to visit University of Limpopo, must lodge an application with the Director **OR** Assistant Director: Sports Bureau on the prescribed form at least fourteen days before the event. The planned visit of the group must not be arranged until official approval has been received.

5.5.2 The application must contain the following information:

- Purpose of visit
- Duration of visit
- Date and time of arrival and departure
- Full programme/agenda of events scheduled for the visit
- Number and names of persons involved and composition of the group in terms of males and females
- Facilities required for the group, particularly as far as meals (breakfast, lunch, and supper), accommodation, etc are concerned

S.6 SPORT ACTIVITIES AND RECREATIONAL FACILITIES

The University Sports Bureau is responsible for the administration of sporting, cultural, recreation and where possible, religious activities on the campus.

All sporting, cultural, religious and recreation activities undertaken for or by students should be channelled through the Sport and Cultural Office, especially regarding arrangements for the use of University transport, management of approved sport and cultural budgets, staging of functions and conferences, sport and cultural challenges and invitations as well as the use of sport and cultural facilities.

Sport and Cultural clubs currently featuring at University of Limpopo include:

Athletics	Netball
Badminton	Religious societies
Basketball	Rugby
Body building	Snooker and Pool
Boxing	Soccer
Chess	Softball
Cricket	Squash
Darts	Table Tennis
Drama societies	Tenniquoits
Karate	Tennis
Music societies	Volleyball

S.7 RELIGIOUS SERVICES

Denominational student religious societies may through the Sport and Cultural Office arrange religious services and related activities in allocated lecture halls over weekends. Ministers and leaders of different church denominations are welcome to visit church members on the campus after having made the necessary arrangements with the Sport and Cultural Office.

S.8 STUDENT ACCOMMODATION AND RESIDENCE RULES

Rules governing University of Limpopo residential accommodation are obtainable from the Residences Administration Offices.

S.9 STUDENT TUITION AND RESIDENCE FEES

Rules governing the payment of tuition and residence fees are contained in a Student Fees Brochure, obtainable from the Department of Finance.

S.10 TRANSPORT

S10.1 Students are personally responsible for payment of private travel costs to and from the University. University of Limpopo supplies transport to groups of students for specific events, subject to certain conditions.

S10.2 If any association, academic or non-academic, needs transport for its members, application for the use of a University vehicle(s) must be made on the prescribed form obtainable from the Transport Section at least 4 working days before the date on which the transport is needed.

S10.3 The applicant will be required to supply the following information regarding the event for which the transport is needed:

- (i) Nature or event, i.e. academic, cultural or sporting
- (ii) Date and place of event, including approximate distance of travel and route to be followed.
- (iii) Number of persons for whom transport is required as well as the required capacity, i.e. Bus, Combi or Sedan.
- (iv) Duration
- (v) Whether or not a reliable, licensed driver is available (in the case of light vehicles only)
- (vi) A copy of the driver's licence should be attached to the transport application form