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DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NO. 337

07 APRIL 2017

HIGHER EDUCATION ACT, 1997 (Act No. 101 of 1997)

INSTITUTIONAL STATUTE: CENTRAL UNIVERSITY OF TECHNOLOGY

I, Dr Bonginkosi Emmanuel Nzimande, MP, Minister of Higher Education and Training, in accordance with section 33 (1) of the Higher Education Act, 1997 (Act No. 101 of 1997), hereby publish the Institutional Statute of the Central University of Technology set out in the Schedule hereto.

Dr BE Nzimande, MP

Minister of Higher Education and Training

Date:



AMENDED STATUTE OF THE CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE

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AMENDED INSTITUTIONAL STATUTE

CHAPTER 1

DEFINITIONS AND APPLICATION

1. Definitions

In this Statute, any word or expression to which a meaning has been assigned by the Higher Education Act, 1997 (Act No. 101 of 1997), as amended, has the meaning so assigned to it, unless the context indicates otherwise:

- (1) "CUT" means the Central University of Technology, Free State;
- (2) "academic employee" means any person appointed to teach or to conduct research at CUT, and any other employee designated as such by the Council of CUT;
- (3) "Act" means the Higher Education Act, 1997 (Act No. 101 of 1997), as amended;
- (4) "after consultation with" means the process of approaching a structure or individual for information, advice or an opinion on a matter for consideration by the presenter, without having to reach an agreement with the structure or individual consulted regarding the matter presented for consultation;
- (5) "alumni" means members of Convocation and all former CUT students who have completed a credit-bearing short course, or any other persons who are academically and/or otherwise affiliated to CUT, subject to the approval of Council;
- (6) "Alumni Association" means the association of all CUT alumni and members of Convocation as contemplated in paragraph 9;
- (7) "Alumni Association Constitution" means the governing document adopted by the Alumni Association, and approved by Council, as amended from time to time;
- (8) "Alumni Parliament" means the representative body of the Alumni Association, as constituted in terms of the Alumni Association Constitution;
- (9) "Chancellor" means the titular head of CUT, with functions as contemplated in paragraph 3;
- (10) "Convocation" means a person who received a qualification at CUT and, in addition, the Vice-Chancellor and Principal, the Deputy Vice-Chancellors, the Registrar, academic employees on the permanent staff (excluding fixed-term and full-time employees) of CUT, professors emeriti and other retired academic employees of CUT;
- (11) "Council" means the governing body of CUT contemplated in paragraph 4;

- (12) "days" include Saturdays, Sundays and public holidays;
- (13) "diplomate" means a person who has been awarded a CUT diploma;
- (14) "donor" means a person or body that has made a donation that, in the opinion of Council, warrants that person or body being recognised as a donor, as contemplated in paragraph 13;
- (15) "employee" means any person employed by Council;
- (16) "Executive Management" means the Vice-Chancellor and Principal, the Deputy Vice-Chancellors, the Registrar and Executive Directors;
- (17) "functions" include powers and duties, and vice versa;
- (18) "in consultation with" means the process of approaching a structure or individual for information, advice or an opinion on a matter, and then reaching consensus or an agreement with the structure or individual being consulted;
- (19) "institution" means a public institution contemplated in Section 21 of the Act;
- (20) "Institutional Forum" means the Institutional Forum (IF) contemplated in paragraph 7 of this Statute, and Section 31 of the Act;
- (21) "Management" means Executive Management, as well as Management as contemplated in Chapter 10 of this Statute;
- (22) "majority" means 50% + 1 (FIFTY PER CENT PLUS ONE) of the votes cast by members, or by those members present, whichever is applicable;
- (23) "month" means calendar month;
- (24) "office bearer" means a functionary provided for in the Act, or as determined by Council;
- (25) "professor" means an academic employee who has been given the title of professor by CUT or another institution;
- (26) "qualification" means any formal qualification registered on the respective sub-framework of the National Qualifications Framework (NQF), including a degree, diploma or certificate;
- (27) "rules" mean rules made by CUT, as contemplated in Section 32 of the Act;
- (28) "seat of the institution", for the purposes of paragraph 2.1 of this Statute and Section 65A of the Act, means the physical location of the institution, set out in the notice contemplated in Section 20(1), Section 21(1) and Section 23(1) of the Act;
- (29) "Senate" means the body responsible for academic matters contemplated in paragraph 5;

- (30) "SRC" means the Students' Representative Council of CUT contemplated in paragraph 8;
- (31) "student" means a person registered for a course/module or qualification at CUT;
- (32) "working days" refer to those days on which an employee is normally expected to work, which for the purposes of CUT shall be Mondays to Fridays, or as otherwise agreed upon and included in an employee's employment contract.

2. Application

This Statute applies to CUT.

CHAPTER 2

INSTITUTION

3. Name, seat and powers

- (1) The name of the institution shall be the "Central University of Technology, Free State".
- (2) CUT's name may only be changed in terms of Section 65(1) of the Act.
- (3) CUT's seat, in accordance with Section 20(1), Section 21(1) and Section 23(1) of the Act, is Bloemfontein, whilst institutional operations are also in Welkom and locations elsewhere, as may be agreed with the Minister.
- (4) CUT is a juristic person, as contemplated in Section 20(4) of the Act.
- (5) Notwithstanding subparagraph 3(4), CUT may not, without the concurrence of the Minister, dispose of or alienate, in any manner, any immovable property acquired with the financial assistance of the State, or grant to any person any real right therein, or servitude thereon.
- (6) CUT may confer degrees and honorary degrees, and may award diplomas and certificates in its own name, as contemplated in Section 65(B) and Section 65(C) of the Act.

4. Composition of the Central University of Technology, Free State (CUT)

- (1) CUT consists of the:
 - (a) Chancellor;
 - (b) Council;
 - (c) Senate;
 - (d) Vice-Chancellor and Principal, within the meaning of Section 30 of the Act;
 - (e) Executive Managers, called Deputy Vice-Chancellors or Executive Directors, or such other title as Council may determine;

- (f) Registrar;
- (g) SRC;
- (h) IF;
- (i) academic, administrative and governance structures of CUT, as may be recommended by Senate, and approved by Council;
- (j) academic employees of CUT;
- (k) non-academic employees of CUT;
- (I) students of CUT;
- (m) the Convocation and alumni of CUT; and
- (n) such other offices or structures as may be established by Council.
- (2) No vacancy in any of the offices contemplated in subparagraph 4(1), or any deficiency in the numbers, or defect in the composition of the bodies or structures contemplated in subparagraph 4(1), impairs or affects either the existence of CUT as a juristic person, or any function conferred upon CUT by the Act or this Statute.

CHAPTER 3

CHANCELLOR

5. Functions of the Chancellor

- (1) The Chancellor is the titular head of CUT.
- (2) The Chancellor shall at all times embody the aspirations and values of CUT, and shall actively advance the interests of CUT.
- (3) The Chancellor, or in his or her absence, the Vice-Chancellor and Principal, or in the latter's absence, one of the Deputy Vice-Chancellors, or in the absence of the latter, the person appointed by Council as the case may be to act on behalf of the Chancellor, presides at all congregations of CUT and, in the name of CUT, confers all degrees, and awards all diplomas and certificates.

6. Election and appointment of the Chancellor

- (1) The Chancellor is elected by Council in the following manner:
 - (a) The Chairperson of Council determines the date on which a meeting of Council is to be held for purposes of electing a Chancellor, unless that date is the date of a regular Council meeting.
 - (b) The Secretary of Council gives due notice to the Council members of the date and time of, and venue for, the meeting contemplated in subparagraph 6(1)(a), if these are different from those for a regular meeting of Council.
 - (c) The Secretary of Council shall invite the members of Council, Senate and the IF to submit nominations for the office of Chancellor.
 - (d) The nominations contemplated in subparagraph 6(1)(c) shall reach the Secretary of Council at least 20 (TWENTY) working

- days before the meeting contemplated in subparagraph 6(1)(a).
- (e) The nominations contemplated in subparagraph 3.2.1(c) shall be in writing, in the prescribed format, and must include the nominee's complete curriculum vitae (CV).
- (f) The Secretary of Council shall, within 5 (FIVE) working days after the closing date for nominations, inform members of Council, Senate and the IF in writing of the nominations received.
- (g) A special meeting of the IF may be held before the meeting contemplated in subparagraph 6(1)(a), for purposes of considering the nominations, and advising Council on the appointment of a candidate to the office of Chancellor.
- (h) A special meeting of Senate may be held before the meeting contemplated in subparagraph 6(1)(a), for purposes of considering the nominations, and advising Council on the appointment of a candidate to the office of Chancellor.
- (i) The Chancellor is elected by secret ballot, and by a majority of the members present at the meeting contemplated in subparagraph 6(1)(a).
- (j) If no candidate receives the majority of votes, successive rounds of voting are held, and in each successive round of voting, the candidate receiving the fewest votes is eliminated as a candidate.
- (2) Once Council has elected a Chancellor, the name of the Chancellor is announced by the Chairperson of Council.

7. Term of office of the Chancellor

- (1) The Chancellor holds office for a period of 4 (FOUR) years, unless he or she resigns, or is removed from office in accordance with subparagraph 7(4).
- (2) If the Chancellor is unable, for any reason, to perform the functions of his or her office, or if the office of Chancellor becomes vacant, the Vice-Chancellor and Principal or the Acting Vice-Chancellor and Principal performs the functions of the Chancellor.
- (3) The term of office of the Chancellor terminates in the event of:
 - (a) death or incapacity;
 - (b) resignation; or
 - (c) removal from office by Council.
- (4) The Chancellor may only be removed from office by Council. Removal of the Chancellor will be done in a manner determined by Council.
- (5) The term of office of the Chancellor is renewable. The Chancellor may serve more than 1 (ONE) term of office, up to a maximum of 2 (TWO) consecutive terms.
- (6) A person ceases to be eligible as Chancellor if:

- (a) the person is declared insolvent, is removed from office of trust by a court of law, or is convicted of an offence involving dishonesty, or an offence for which the sentence is imprisonment without the option of a fine; or
- the person is declared unfit to attend to his or her personal affairs by a court of law; or
- (c) in the opinion of Council, the person's conduct is inconsistent with the values and aspirations of CUT.

CHAPTER 4

COUNCIL

8. Functions and powers of Council

- (1) Council governs the University in accordance with the applicable provisions of the Act, the policies and regulations issued in terms of the Act, the Statute and rules of CUT, and in compliance with generally accepted governance principles and practices.
- (2) In performing its governance role, Council shall act with care, skill, diligence and due regard to the values and interests of CUT.
- (3) Without derogating from the generality of subparagraph 8(1), Council:
 - (a) adopts the vision, mission and value statements of CUT;
 - approves CUT policies and strategic plans at institutional level, prior to the submission thereof to the government department responsible for higher education or universities for approval;
 - (c) monitors the implementation of structures and policies approved by Council;
 - (d) identifies and monitors the risks relevant to the business of CUT:
 - (e) ensures that CUT complies with all the relevant laws and regulations of the country;
 - (f) compiles the institutional Statute, and any amendments thereto, with the approval of the Minister, and sets the governance and strategic management rules and regulations of CUT;
 - (g) establishes the committees of Council and, in consultation with Senate, establishes joint committees of Council and Senate;
 - (h) adopts its own rules, including the rules of order and the code of conduct for members of Council, in terms of which it conducts its activities;
 - (i) after consultation with Senate, and after consultation with the SRC, determines:
 - (i) the language policy of CUT, subject to Section 27(2) of the Act;

- the entrance requirements in respect of particular academic programmes;
- (iii) the number of students who may be admitted for particular academic programmes, and the manner of their selection; and
- (iv) the minimum requirements for admission or readmission to study at the University;
- (j) after consultation with Senate, determines:
 - (i) the admission policy of CUT; and
 - (ii) the academic structures of the University;
- (k) after consultation with the SRC, establishes a structure to advise the Management Committee (Mancom) and Council, where necessary, on the rendering of student support services;
- (i) after consultation with the SRC, approves:
 - the tuition fees, accommodation fees and any other fees payable by students;
 - (ii) the Constitution of the SRC; and
 - (iii) the privileges of the SRC;
- (m) after consultation with Senate and the SRC, determines the disciplinary measures and disciplinary procedures applicable to the students;
- (n) appoints the employees of CUT in accordance with CUT's Delegation Register, subject to Sections 31(1)(a)(iii) and 34(2) of the Act. In the case of academic employees, Council may do so in consultation with Senate:
- determines the conditions of service, disciplinary provisions, functions and privileges of CUT employees, subject to the applicable labour laws;
- (p) approves the performance management system of the employees;
- (q) approves the annual budget of CUT;
- (r) provides the Minister with such information as the Minister prescribes in terms of Section 41 of the Act; and
- (s) considers the IF's advice on the matters contemplated in Section 31(1)(a) of the Act.
- (4) Subject to Section 68(2) of the Act, and on such conditions as it may determine, Council may delegate some of its functions and powers to the other internal structures, the Vice-Chancellor and Principal, and/or as stipulated in CUT's Delegation Register.
- (5) Council may not delegate or assign any of the following powers and functions:

- (a) appointment, restructuring and redeployment, suspension and dismissal of Executive Managers;
- (b) approval of the annual operating and capital budgets;
- (c) adoption of the Annual Financial Statements and Annual Report;
- (d) determination of the student fees;
- (e) compilation, approval or revision of the Statute:
- (f) approval of a loan or an overdraft, in accordance with Section 40(2)(a) of the Act;
- (g) the decision to construct a permanent building or other immovable infrastructural development, in accordance with Section 40(3)(a)(i) of the Act;
- (h) purchase of immovable property, in accordance with Section 40(3)(a)(ii) of the Act;
- (i) approval of a long-term lease of immovable property, in accordance with Section 40(3)(a)(iii) of the Act; and
- establishment or disestablishment of faculties, departments or any other structures of CUT.
- (6) Council is not divested of responsibility for the performance of any function delegated or assigned under subparagraph 8(4).

9. Composition of Council

(1) Council, as contemplated in Section 27 of the Act, consists of:

EXTERNAL MEMBERS:

- (a) 5 (FIVE) persons appointed by the Minister;
- (b) 10 (TEN) external members, with a broad spectrum of competencies in the fields of Higher Education (1 (ONE) member), Business (1 (ONE) member), Agriculture (1 (ONE) member), Finance (2 (TWO) members), Law (1 (ONE) member), Marketing (1 (ONE) member), Technology (2 (TWO) members) and Human Resources Management (1 (ONE) member) appointed by Council;
- (c) 1 (ONE) member with local/regional development and governance expertise;
- (d) 1 (ONE) member of the Alumni Association, elected by the Alumni Association, provided that such a member is not an employee or student; and
- (e) 2 (TWO) additional members that Council may appoint, in its discretion, as and when deemed necessary.

INTERNAL MEMBERS:

- (f) the Vice-Chancellor and Principal;
- (g) a maximum of 3 (THREE) Deputy Vice-Chancellors or Executive Directors;
- (h) 2 (TWO) members of Senate, elected by Senate;
- (i) 1 (ONE) academic employee of CUT, elected by the academic employees;
- (j) the SRC President and 1 (ONE) member of the SRC, as determined by the SRC Constitution;

- (k) 1 (ONE) non-academic employee, elected by the nonacademic employees; and
- (I) the Chairperson of the IF.
- (2) At least 60% (SIXTY PER CENT) of the members of Council must be persons who are not employed by, or students of, CUT, and due regard must be paid to racial and gender representation on Council.
- (3) Council members must have knowledge and experience relevant to the objectives and governance of CUT. Furthermore, a person ceases to be eligible to serve as a member of Council if:
 - (a) he or she is declared insolvent, is removed from office of trust by a court of law, or is convicted of an offence involving dishonesty, or an offence for which the sentence is imprisonment without the option of a fine;

(b) he or she is declared unfit to attend to his or her personal affairs by a court of law; or

- (c) to the opinion of Council, his or her conduct and/or performance is inconsistent with the values and aspirations of CUT.
- (4) Except as provided in subparagraphs 9(1)(a), (b), (c), (d) and (e):
 - (a) no student or employee of CUT, and no other person in receipt of regular remuneration from CUT, are eligible for appointment or nomination for election as a member of Council; and
 - (b) a member of Council who becomes a student or an employee of CUT, must forthwith resign from Council.

10. Election of Council members

- (1) Members of Council are elected in the manner determined by Council.
- (2) If Council resigns as contemplated in subparagraph 4.5.3, all members of Council are elected in accordance with the CUT Statute.

11. Terms of office of members of Council

- (1) Student members of Council remain members of Council for the duration of their term of office on the SRC, provided that membership ceases automatically when a student member ceases to be a member of the SRC.
- (2) The term of office of members of Council who are not students or employees of CUT shall be 4 (FOUR) years.
- (3) Notwithstanding subparagraph 11(2), 50% of the members of Council who are not students or employees of CUT shall hold office for a period of 3 (THREE) years; a process that shall be decided by lot at the first meeting they attend.
- (4) Notwithstanding subparagraphs 11(2) and 11(3), a member of Council who becomes so as a result of a vacancy shall only serve for the remainder of the term of office of the previous incumbent.

- (5) The terms of office of the elected members of Council who are employees of CUT, except that of the Vice-Chancellor and Principal and the Deputy Vice-Chancellors, is 2 (TWO) years.
- (6) A member may serve up to a maximum of 2 (TWO) consecutive terms as a Council member. A Council member will normally serve up to a maximum of 2 (TWO) consecutive terms, unless Council decides otherwise on the basis of continuity, stability or expertise.

12. Termination of membership and filling of vacancies

- A Council member's term of office terminates if:
 - (a) he or she tenders a written resignation;

(b) the Minister, or the person or body who appointed or elected the member to Council, terminates the membership in writing at any time before the expiry of the member's term of office:

- (c) he or she is absent with or without leave from 3 (THREE) consecutive ordinary meetings of Council, or absent from 3 (THREE) consecutive meetings of a standing committee of Council of which he/she is a member, unless the circumstances for his/her absence are explained in writing by the relevant member, and are accepted by a simple majority of Council;
- (d) he or she is declared insolvent;

(e) he or she is removed from an office of trust by a court of law, or is convicted of an offence for which the sentence is imprisonment without the option of a fine; or

(f) he or she, in the majority opinion of Council or its standing committees, is deemed to be incapacitated to fulfil his or her role as a Council member in terms of the rules and code of conduct of Council, including other strategic considerations of CUT.

- (2) Council has the power to take disciplinary action against a member, and to suspend or terminate his or her membership.
- (3) If 75% (SEVENTY-FIVE PER CENT) or more of the members of Council resign, Council is deemed to have resigned, as contemplated in Section 27(8) of the Act.
- (4) If Council resigns, as contemplated in subparagraph 12(3), a new Council must be constituted in terms of this Statute.

13. Election of the Chairperson and Deputy Chairperson of Council, and their terms of office

- (1) The Chairperson and the Deputy Chairperson of Council must not be elected from amongst the members contemplated in subparagraph 9(1)(f) to 19(1)(l).
- (2) The Chairperson and the Deputy Chairperson of Council are each elected for a period of 3 (THREE) years, provided that he or she continues to be a member of Council within that period.

- (3) The Chairperson and the Deputy Chairperson are eligible for reelection for 2 (TWO) consecutive terms.
- (4) Nominations for the office of Chairperson and Deputy Chairperson of Council must be in writing, and must be directed to the Secretary of Council, in accordance with the rules and criteria determined by Council.
- (5) If more than 1 (ONE) candidate is nominated, voting is by secret ballot.
- (6) Each member of Council has only 1 (ONE) vote during a voting process by means of secret ballot, and no proxy is allowed.
- (7) A majority of all members present elects the Chairperson and the Deputy Chairperson.
- (8) Whenever a vacancy occurs in the office of the Chairperson or the Deputy Chairperson, the provisions of subparagraph 13(4) to subparagraph 13(7) apply, with the necessary changes, for the filling of such a vacancy.
- (9) A person who fills a vacancy in terms of subparagraph 13(8) holds office until the end of the predecessor's term.

14. Functions of the Chairperson

- (1) The Chairperson of Council:
 - (a) presides over all meetings of Council;
 - (b) provides ethical leadership to Council and the Councillors:
 - (c) ensures the effective functioning and operation of Council, and the development of the Councillors; and
 - (d) serves as the link between Management and Council.

15. Secretary of Council

- (1) The Registrar is the Secretary of Council, as contemplated in Section 26(4)(b) of the Act.
- (2) The Secretary acts as Electoral Officer.
- (3) The Secretary attends all meetings, and prepares and keeps all relevant documents of Council.
- (4) The Secretary may assign any other administrative employee to assist in discharging his or her responsibilities, but will remain accountable to Council for the execution of such delegated duties.
- (5) The Secretary receives and dispatches all official communication with stakeholders who may be affected by the decisions of Council.

16. Meetings of Council

(1) Council holds at least 4 (FOUR) ordinary meetings per calendar year.

- (2) Notice of any motion for consideration at the next ordinary meeting must be in writing, in the prescribed format, and must be lodged with the Secretary at least 21 (TWENTY-ONE) days before the date determined by Council for such a meeting, provided that any matter of an urgent nature may, without prior notice and with the consent of the Chairperson and a majority of the members present, be considered at such a meeting.
- (3) At least 7 (SEVEN) days prior to the date of an ordinary meeting, the Secretary gives due notice to each member of all the matters to be dealt with at such a meeting, and states the time and place of such a meeting.
- (4) A special meeting may be called by the Chairperson. The objective of such a meeting must be clearly stated, provided further that at least 7 (SEVEN) days' notice of a special meeting be given.
- (5) A special meeting must be called by the Chairperson, at the written request of at least 5 (FIVE) members, with the objective of such a meeting being clearly stated in the request, and provided that at least 7 (SEVEN) days' notice of the special meeting is given.
- (6) No business other than that for which the special meeting was called may be transacted at such a meeting.
- (7) An emergency meeting may be called by the Chairperson, or in his or her absence by the Vice-Chancellor and Principal, at any time, provided that members are given at least 24 (TWENTY-FOUR) hours' notice of such a meeting.
- (8) Notice of an emergency meeting must be given to all members, in any manner convenient under the circumstances.
- (9) The objective of an emergency meeting must be stated to members, and no business other than that for which the meeting was called, may be transacted at such a meeting.

17. Meeting procedure of Council

- Council members must participate in the deliberations of Council, in the best interests of CUT.
- (2) Except where otherwise provided in this Statute, all acts or matters authorised, or required to be carried out or decided by Council or its committees, and all questions that may come before it, are carried out or decided by the majority of the members present at any meeting, provided that the number present at any meeting is at least 50% + 1 (FIFTY PER CENT PLUS ONE) of the total number of members of Council, or the committee in question who are holding office on the date of such a meeting.
- (3) In the absence of the Chairperson and the Deputy Chairperson of Council, the members present elect 1 (ONE) of their members to preside at such a meeting.

- (4) The first act of an ordinary meeting, after being constituted, is to read and confirm, by the signature of the Chairperson, the minutes of the preceding ordinary meeting, and of any special or emergency Council meetings subsequently held, provided that the meeting may consider the minutes as read if a copy thereof was previously sent to every member of Council, and provided further that objections to the minutes of a meeting are raised and decided upon prior to confirmation of the minutes.
- (5) A member of Council may not, without the consent of the meeting, speak more than once on a motion or on any amendment, and the mover of any motion or any amendment has the right to reply.
- (6) Every motion or amendment must be seconded and, if so directed by the Chairperson, must be in writing.
- (7) A motion or an amendment seconded as contemplated in subparagraph 17(7) may not be withdrawn, except with the consent of the meeting.
- (8) The Chairperson has an ordinary vote on any matter and, in the event of an equality of votes, also a casting vote.
- (9) If so decided by the meeting, the number of members voting for or against any motion must be recorded in the minutes and, at the request of any member, the Chairperson must instruct that the vote of such a member be likewise recorded.
- (10) When a majority of the members of Council reaches an agreement on a matter referred to them by the Chairperson by letter or electronic means, without a meeting being convened, and where a resolution in this respect is conveyed by letter or electronic means, such a resolution is equivalent to a resolution of Council, and must be recorded in the minutes of the next ordinary meeting.
- (11) The views of a member of Council who is unable to attend a meeting may be submitted to the meeting in writing, but may not count as a vote of such a member.
- (12) The ruling of the Chairperson on a point of order or procedure is binding, unless immediately challenged by a member, in which event such a ruling must be submitted without discussion to the meeting, whose decision is final.

18. Conflict of interest of Council members

- (1) Council must adopt rules and a Code of Conduct for its members.
- (2) A member of Council may not have a conflict of interest with CUT.
- (3) A member of Council who has a direct or indirect financial, personal or other interest in any matter to be discussed at a meeting, and which entails, or may entail, a conflict or possible conflict of interest must, before or during such a meeting, declare the interest.

- (4) Prior to a meeting, any person may inform the Chairperson in writing of a conflict or possible conflict of interest of a Council member of which such a person may be aware.
- (5) The member is obliged to excuse him- or herself from the meeting during the discussion of, and voting on, the matter.

19. Committees of Council

- (1) Council appoints an:
 - (a) Executive Committee;
 - (b) Remuneration Committee
 - (c) Audit and Risk Committee;
 - (d) Finance Committee;
 - (e) Human Resources Committee;
 - (f) Investment Committee; and
 - (g) any such other committees as may be required.
- (2) The composition and functions of the committees are determined by Council.
- (3) At least 60% (SIXTY PER CENT) of the members of a committee must be persons who are not employees or students of CUT.
- (4) The Chairperson of a committee may not be an employee or a student of CUT.
- (5) The Chairperson of Council is also the Chairperson of the Executive Committee of Council and the Remuneration Committee. The Chairperson of Council does not serve on any other standing committee of Council.

20. Minutes of Council and committee meetings

- (1) The Secretary of Council keeps the minutes of each meeting of Council and its committees, and includes such minutes in the agenda of the next Council or committee meeting, when the agenda is sent out.
- (2) The minutes of all committee meetings must be included in the agenda of the next ordinary meeting of Council following the respective committee meetings.

21. Drafting, amending or rescinding the Statute

- (1) No motion to draft, amend or rescind this Statute or a rule is of force and effect, unless adopted by at least 75% (SEVENTY-FIVE PER CENT) of all members present at the meeting of Council, provided that such a meeting is constituted by at least 50% + 1 (FIFTY PER CENT PLUS ONE) of the total number of members.
- (2) Any motion to draft, amend or rescind this Statute or a rule must be in accordance with the provisions of Section 32(2) of the Act.

CHAPTER 5

SENATE

22. Functions of Senate

(1) Subject to the Act, Senate is accountable to Council for all the academic and research functions of CUT, and all other functions delegated or assigned to it by Council.

(2) Senate:

- (a) may make or amend any rule relating to the curriculum for, or to the obtaining of, any degree, diploma, certificate or other qualification, but may do so only in consultation with the relevant Faculty Board;
- (b) may make or amend any rule relating to the mode of delivery, and mode of assessment of students;
- (c) determines the standard of proficiency required in any mode of assessment that may be used in order to satisfy the requirements for the obtaining of each degree, diploma, certificate or other qualification;
- (d) advises Council on disciplinary measures and rules concerning students;
- (e) may make recommendations to Council regarding the faculty to which each academic unit, department or other academic structure belongs;
- (f) may make recommendations to Council regarding the establishment and disestablishment of faculties, academic units, departments and other academic structures;
- (g) determines, in accordance with any relevant deed or gift, and in consultation with the Vice-Chancellor and Principal, the conditions applicable to any scholarships and other academic prizes;
- (h) determines the persons to whom scholarships, academic prizes, honorary doctorates and other academic awards are awarded;
- may establish committees to perform any of its functions, and may appoint persons who are not members of the Senate as members of such committees;
- (j) determines the functions of its committees, as well as the procedure of meeting of these committees;
- (k) may make standing orders on procedures and the delegation of powers for the improved performance of its functions;
- may delegate its functions;
- (m) must, when a committee reports its actions to the next meeting of Senate, take cognisance of any action taken by the committee in exercising its delegated powers or functions;
- (n) approves the appointment of examiners and moderators; and
- approves the promotion of all senior academic staff at all levels of Associate Professor and Professor.

- (3) Senate submits to Council:
 - quarterly reports on its work, and/or such other reports as may be required by Council;
 - (b) recommendations on matters referred to it by Council; and
 - (c) recommendations on any other matter affecting CUT, as Senate considers useful.
- (4) Senate may, in terms of the rules, cancel the registration of a student in any or all of the courses for which the student is registered in that year if, in the opinion of Senate, the academic achievement of the student is such that the student may not, at the end of the year, earn credit in such a course or courses, as the case may be.
- (5) Recognition of equivalent status and exemption from assessments:

Senate may:

- (a) grant credit for a course prescribed for a degree, diploma or certificate to a student who has completed a course or courses or other work, which Senate considers equivalent, at another university, CUT or elsewhere;
- (b) grant exemption from a course prescribed for a degree, diploma or certificate to a student who has completed a course or courses or work, which Senate considers equivalent, at another university, CUT or elsewhere; and
- (c) accept part of the period or periods of attendance and registration at another university, CUT or elsewhere.

23. Members' responsibilities

- Members of Senate must participate in the deliberations of Senate, in the best interests of CUT.
- (2) Failure to act in the best interests of CUT, or behaviour that brings CUT into disrepute, may result in removal from Senate, following due process.
- (3) If it is alleged that a member is not acting in the best interest of CUT, or has engaged in conduct that brings, or tends to bring, CUT into disrepute, and at least one-third of the members of Senate resolve, at any meeting, that steps should be taken against that member, Senate must instruct that a hearing by an ad hoc committee of Senate take place.
- (4) The member may be removed from Senate if at least two-thirds of the members of Senate present at any meeting vote in favour of his or her removal.

24. Composition of Senate

- (1) Subject to the provisions of the Act, Senate consists of:
 - (a) the Vice-Chancellor and Principal;
 - (b) all Deputy Vice-Chancellors and Executive Directors;
 - (c) the Registrar;

- (d) all Deputy Registrars;
- (e) all the Deans;
- (f) all categories of professors, excluding honorary professors, visiting professors, emeritus professors and adjunct professors;
- (g) all Heads of Department (HoDs);
- (h) all academic Department Managers;
- (i) 2 (TWO) representatives of the SRC, elected by the SRC;
- (j) 2 (TWO) members of Council, designated by Council, provided that no person specified in subparagraph (1)(a) to (e) is eligible for designation under this subparagraph;
- (k) 1 (ONE) representative of support services staff:
- (I) 1 (ONE) representative of non-professorial academic staff;
- (m) Senior Managers responsible for academic support;
- (n) the University Librarian; and
- (o) a maximum of 10 (TEN) additional members, as approved by Senate.
- (2) The Senior Manager responsible for Communications and Marketing will have observer status at meetings of Senate, but is not entitled to any voting rights.
- (3) The majority of Senate members must be academic employees.
- (4) The manner of election of members that represent a constituency is as determined by that constituency.

25. Term of office of Senate members

- (1) Members of Senate who became members by virtue of their office, remain members of Senate as long as they hold the offices to which they were appointed and by virtue of which they are members of Senate, provided that members of Senate contemplated in paragraph 24(1) (i), (k) and (l) above are subject to bi-annual re-elections.
- (2) In case of a vacancy, the constituency that elected or designated such a member must fill such a vacancy.
- (3) In the event of an elected or appointed member passing away, resigning, or vacating office for any reason, including the expiry of his or her term of office, the Secretary of Senate must notify the authority or body that has appointed or elected such a member of the vacancy, and, if in the opinion of the Chairperson of Senate this is reasonably practicable, must request such an authority or body to appoint or elect a successor.
- (4) The successor holds office for the unexpired term of office of the predecessor, unless the successor is appointed or elected because his or her predecessor's term of office has expired.

26. Chairperson, Deputy Chairperson and Secretary of Senate

(1) The Vice-Chancellor and Principal is the Chairperson of Senate, as contemplated by Section 26(4)(a) of the Act. The Deputy Chairperson

- of Senate is a the Executive Manager in charge of the Teaching and Learning portfolio.
- (2) The Registrar is the Secretary of Senate.
- (3) The Chairperson presides at meetings of Senate or meetings of the subcommittees of Senate, unless Senate considers it inappropriate for him or her to do so.
- (4) The Chairperson performs such other functions as Senate may determine.
- (5) In the absence of the Chairperson, the provisions of subparagraph 26(4) apply to the Deputy Chairperson.
- (6) The Deputy Chairperson performs such other functions as Senate may determine.
- (7) The Secretary performs those functions assigned to him or her by Senate.
- (8) If both the Chairperson and the Deputy-Chairperson are absent, Senate elects a Chairperson for the meeting concerned from amongst its members.

27. Meeting procedure of Senate

(1) The procedure applicable to Council meetings is applicable, with the necessary changes, to meetings of Senate.

28. Committees of Senate

- (1) Senate appoints:
 - (a) an Executive Committee; and
 - (b) such other committees as may be required.
- (2) The composition and functions of the committees are determined by Senate, provided that every Senate committee must have a Chairperson, elected by Senate from amongst its members.

29. Joint committees of Council and Senate

 Council, in consultation with Senate, appoints such joint committees of Council and Senate as may be necessary for the performance of particular tasks.

CHAPTER 6

FACULTY BOARDS

30. Functions of Faculty Boards

(1) Faculty Boards are appointed by Senate to regulate the activities of the respective faculties of CUT.

31. Composition of Faculty Boards

(1) The composition of a Faculty Board is as determined by Senate.

32. Meeting procedure of Faculty Boards

(1) The procedure applicable to Council meetings is applicable, with the necessary changes, to meetings of Faculty Boards.

CHAPTER 7

INSTITUTIONAL FORUM (IF)

33. Functions of the IF

- (1) The IF advises Council on matters affecting CUT, including:
 - the implementation of the Act and the national policy on higher education;
 - (b) race and gender equity policies;
 - (c) the selection of candidates for Senior Management positions;
 - (d) codes of conduct, mediation and dispute resolution procedures:
 - fostering an institutional culture that promotes transformation, social cohesion and respect for fundamental human rights, and creates an appropriate environment for teaching, research and learning; and
 - (f) the language policy of CUT.
- (2) The IF performs such other functions as determined by Council.

34. Composition of the IF

- (1) The IF consists of:
 - (a) 1 (ONE) representative of Executive Management, appointed by the Vice-Chancellor and Principal;
 - (b) the Registrar, as Secretary;
 - (c) 1 (ONE) external Council member;
 - (d) 1 (ONE) Senate member;
 - (e) 1 (ONE) person representing academic employees;
 - (f) 1 (ONE) person representing non-academic employees;
 - (g) 2 (TWO) persons representing the SRC;

- (h) 2 (TWO) persons representing the 2 (TWO) recognised employee unions with the top two highest staff membership within CUT;
- (i) 1 (ONE) person representing the Alumni Association;
- (j) 1 (ONE) person representing the Student Services Council (SSC);
- (k) 1 (ONE) person representing the Human Resources Section, with background on transformational matters; and
- (I) a maximum of 3 (THREE) additional members, as approved by the IF.
- (2) The nomination of representatives must be transparent and democratic, and each constituency must follow the voting procedure within its own constituency, and must submit the names of its representatives to the Registrar.

35. Terms of office of members of the IF

- (1) Members of the IF who are appointed in terms of subparagraph 34(1)(a) and (b) shall hold office for as long as they are employed in that capacity by CUT.
- (2) Student members of the IF remain members of the IF for the duration of their term of office on the SRC, provided that membership ceases automatically when a student member ceases to be a member of the SRC.
- (3) The term of office of the remaining members of the IF who are appointed in terms of subparagraph 34(1)(c), (d), (e), (f), (h), (i), (j) and (l) shall be 4 (FOUR) years.
- (4) Notwithstanding subparagraph 7.3.3, the IF must decide which 5 (five) members of the IF will hold office for a period of 3 (THREE) years; a process that shall be decided by lot at the first meeting they attend.
- (5) Notwithstanding subparagraphs 35(1) to 35(4), a member of the IF who becomes so as a result of a vacancy shall only serve for the remainder of the term of office of the previous incumbent.
- (6) A member may serve as an IF member up to a maximum of 2 (TWO) consecutive terms. An IF member will serve up to a maximum of 2 (TWO) consecutive terms, unless the IF decides otherwise on the basis of continuity, stability or expertise.
- (7) A member's term of office will be terminated if he or she:
 - (a) tenders a written resignation; or
 - (b) is absent without leave from 3 (THREE) consecutive meetings of the IF.

36. Office bearers of the IF

(1) The IF elects from amongst its members a Chairperson and Deputy Chairperson.

- (2) The Chairperson and the Deputy Chairperson of the IF are each elected for a period of 2 (TWO) years.
- (3) The Chairperson and the Deputy Chairperson are eligible for reelection for 2 (TWO) consecutive terms.

37. Meetings and meeting procedure of the IF

- (1) The IF has four meetings per year, plus extraordinary meetings on matters that require urgent attention.
- (2) 50% + 1 (FIFTY PER CENT PLUS ONE) of the members constitute a quorum.
- (3) The meeting procedure is in terms of the CUT Standard Rules of Order.

CHAPTER 8

STUDENTS' REPRESENTATIVE COUNCIL (SRC)

38. Functions of the SRC

- (1) The SRC represents the students of CUT in matters that may affect them.
- (2) The matters contemplated in subparagraph 38(1) include:
 - (a) liaising with Council, Senate, Management, the general public, other institutions, SRCs of other institutions, national or international student organisations, and unions;
 - (b) granting or withdrawing recognition of student committees, clubs, councils and societies, as it deems appropriate in its capacity as umbrella organisation for all such student committees, clubs, councils and societies;
 - co-ordinating and supervising the use of student facilities and all matters pertaining thereto, in co-operation with Management;
 - (d) convening and conducting all authorised meetings of the student body;
 - (e) being the managing body in all general referenda and petitions organised, within the rules, by students;
 - (f) appointing such office bearers and establishing such committees as it deems necessary;
 - (g) organising and promoting extramural activities amongst students;
 - (h) keeping account of all monies allocated to it by Council, and any other monies that may accrue to it in its capacity as representative of the students:
 - allocating or disbursing such funds for use by students, and making grants to approved student clubs, committees, societies and councils;
 - preserving order at student functions, and ensuring good conduct at other approved meetings of students;

- (k) co-ordinating student involvement in all community projects initiated by it;
- (I) being responsible for all student publications;
- recommending to Council rules to determine the conduct of the SRC's affairs;
- (n) final decision-making in all matters falling within its jurisdiction;
- such additional functions and privileges as may be specifically conferred upon it by Council; and
- (p) facilitating a smooth transition of processes after the SRC elections.

39. Composition of the SRC

- (1) Only registered students are eligible to serve on the SRC.
- (2) The SRC, as contemplated in Section 35 of the Act, must be representative of the student body.
- (3) The election of SRC members must be democratic and transparent.

40. Office bearers of the SRC

- (1) The President shall be elected by students from the two campuses of CUT, with the candidates coming from both the Bloemfontein and the Welkom campuses.
- (2) The functions of other office bearers, and the election of such office bearers, are as determined by the SRC Constitution.
- (3) The composition of the SRC may not be repealed or amended, except after consultation with the SRC.

41. Term of office of SRC members

(1) The term of office of members of the SRC is 1 (ONE) year.

42. Privileges

(1) The privileges of members of the SRC are as determined by Management, after consultation with the SRC.

43. Meetings of the SRC

(1) The number of meetings, the quorum at a meeting, and the meeting procedures are as determined by the Constitution of the SRC, as approved by Council. Any amendments to the Constitution have to be approved by Council, after consultation with the SRC.

44. SRC committees

- (1) The SRC must establish a Disciplinary Committee, responsible for the discipline of any member of the SRC, and any member of the student structures affiliated to the SRC.
- (2) The SRC may establish such other committees as may be required.

(3) The SRC may establish campus SRCs from amongst the students at a campus to co-ordinate its activities on the respective campuses.

45. General meetings

- (1) The SRC must convene at least 1 (ONE) general meeting of students per semester.
- (2) A general meeting may also be requested by at least 1 000 (ONE THOUSAND) signatories petitioning the SRC.
- (3) Meetings may not interfere with academic activities, unless the Vice-Chancellor and Principal has granted prior permission.

CHAPTER 9

ALUMNI ASSOCIATION

46. Membership of the Alumni Association

- (1) The Alumni Association consists of:
 - (a) the Convocation; and
 - (b) former CUT students who have completed a credit-bearing short course, or any other persons who are academically and/or otherwise affiliated to CUT, subject to the approval of Council.
 - (c) The fact that the name of a person appears on the Alumni Association roll is, at face value, proof of him or her being a member of the Alumni Association, and of him or her being entitled to vote.
 - (d) The names of new graduates and diplomates of CUT are deemed to have been inscribed on the Alumni Association roll after degrees have been conferred, or diplomas have been awarded, but members so registered are required to furnish their addresses to the Secretary, and to notify him or her of any change of address.
 - (e) For purposes of the election of Council members, the Alumni Association roll is deemed closed from the latest date on which ballot papers are issued, until the date of the election, both days inclusive.

47. Office bearers of the Alumni Association

(1) The Alumni Association shall, in accordance with the Alumni Association Constitution, elect an Alumni Parliament, which will meet annually to discuss and decide on such matters as determined by the Alumni Association Constitution.

- (2) The Alumni Association shall further, in accordance with the Alumni Association Constitution, elect from amongst its members a President to act as Chairperson at all meetings of the Alumni Parliament, and who shall hold office for a period of 3 (THREE) years from the meeting at which he or she is elected.
- (3) The functions and election of the other office bearers of the Alumni Parliament will be as determined by the Alumni Association Constitution.
- (4) The Constitution of the Alumni Association shall be approved by Council.

48. Meetings and meeting procedure of the Alumni Association

(1) The provisions regarding the meetings, quorums and meeting procedure of the Alumni Association and Alumni Parliament, as well as all other matters pertaining to the Management thereof, are regulated by the Alumni Association Constitution.

CHAPTER 10

MANAGEMENT AND EXECUTIVE MANAGEMENT

49. Executive Management

(1) For purposes of Section 31(1)(a)(iii) of the Act, Executive Management means the Vice-Chancellor and Principal, the Deputy Vice-Chancellors, the Registrar, Executive Directors, and any other employees designated as such by Council.

50. Vice-Chancellor and Principal

 The Vice-Chancellor and Principal is the Chief Executive Officer (CEO) of CUT.

51. Functions of the Vice-Chancellor and Principal

- (1) The Vice-Chancellor and Principal, who is the CEO, Accounting Officer and academic head, is responsible for the day-to-day management and administration of CUT, and has all the powers necessary to perform these functions.
- (2) The Vice-Chancellor and Principal reports to Council.
- (3) By way of his or her office, the Vice-Chancellor and Principal is a member of all the committees of Council and Senate.
- (4) Council may assign additional functions, and grant additional powers and privileges, to the Vice-Chancellor and Principal.
- (5) When the Vice-Chancellor and Principal is absent or unable to carry out his or her duties, 1 (ONE) of the Deputy Vice-Chancellors

designated by Council takes over or, alternatively, the Council may appoint an acting Vice-Chancellor and Principal.

- (6) In accordance with subparagraph 51(1), the Vice-Chancellor and Principal executes all actions on behalf of CUT, and has the power to, inter alia:
 - (a) manage and administer CUT;
 - (b) restructure and reorganise the University, in consultation with Council, for purposes of the effective management and development of CUT;
 - (c) give instructions to any employee, student or managerial committee, which must be executed promptly and fully;
 - (d) ensure CUT's financial health and management;
 - (e) facilitate CUT's public relations and partnerships;
 - (f) undertake planning;
 - (g) ensure the optimal utilisation of CUT's resources;
 - in the manner set out in the disciplinary rules, suspend or dismiss any non-Executive employee of CUT; and
 - (i) order a non-Executive employee whom he or she has suspended to refrain from being on any premises under the control of CUT; to refrain from participating in any of CUT's activities; or issue such other conditions as he or she may deem necessary.
- 52. Appointment of the Vice-Chancellor and Principal, Deputy Vice-Chancellors, Registrar and other appointees designated as Executive Management by Council
 - (1) Subject to Section 31(1) of the Act, the advertising of the post, the invitation for the nomination of candidates, the search for suitable candidates, the criteria for the shortlisting of candidates, and the interviewing and appointment processes, are in the manner determined by Council.
- 53. Terms of office of the Vice-Chancellor and Principal, Deputy Vice-Chancellors, Registrar and other appointees designated as Executive Management by Council
 - (1) The Vice-Chancellor and Principal, the Deputy Vice-Chancellors, the Registrar and other appointees designated as Executive Management by Council are appointed by Council for such a period as agreed upon in their contracts, but not for a period exceeding 5 (FIVE) years. The contracts are renewable on expiry for one additional term not exceeding 5 (FIVE) years, based on institutional criteria as determined by Council, which may include, but not be limited to:
 - (a) a review of the strategic intent and value of the portfolio in terms of the University's vision, mission and relevant strategic documents; and
 - (b) a review of the performance of the incumbent in that portfolio, based on scores recorded in the University's performance management system and/or other relevant assessment tools.

(2) In making contractual appointments in terms of paragraph 53(1), Council may appoint permanent staff on supernumerary contracts, which means that, upon the expiry of the employment contract, the incumbent reverts back to his/her permanent position.

54. Roles of Deputy Vice-Chancellors, Registrar and Executive Managers

(1) The Deputy Vice-Chancellors, the Registrar and the Executive Managers are responsible for assisting the Vice-Chancellor and Principal in the management and administration of CUT.

CHAPTER 11

EMPLOYEES

55. Appointment

(1) Subject to Section 34 of the Act, Council appoints employees according to the staffing policies of CUT, as determined in the rules and the Delegation Register.

56. Conditions of employment

(1) The conditions of employment, including the determination and review of salaries of employees and all other forms of remuneration, are approved by Council according to CUT's policy, as determined in the rules, which may be amended from time to time by Council.

57. Evaluation

(1) All employees of CUT are subject to continuous evaluation in the performance of their duties, in accordance with the system approved by Council.

58. Employee discipline

(1) Every employee is subject to a disciplinary code, a disciplinary procedure and a grievance procedure for employees, as approved by Council, and determined in the rules, which serve as an integral part of every employee's conditions of service.

CHAPTER 12

STUDENTS

59. Admission and registration of students

(1) A person may be permitted by Council to register as a student only if he or she satisfies the legal requirements, if any, for admission to study at CUT, and satisfies any other requirements for admission that may be determined by Council, stipulated in the rules, and delegated accordingly.

- (2) The requirements for the admission of students to the faculties of CUT are stipulated in the rules, and may be changed by Council, in consultation with Senate.
- (3) A student is registered for a period commencing on the date of his/her registration, and expiring on the last day of the subsequent registration period, or for such shorter period as Council may determine, in general or in a particular case, as delegated, and in consultation with Senate.
- (4) In order for a student to renew his or her registration after the expiry of the period contemplated in subparagraph 59(3), the student is required to comply with any conditions set by Council.
- (5) Council, in consultation with Senate, may refuse to allow the renewal of registration if a student fails to meet the conditions contemplated in subparagraph 59(4).
- (6) The conditions contemplated in subparagraph 59(4) may include the payment of outstanding fees.

60. Student discipline

- (1) The disciplinary measures and disciplinary provisions applicable to students are set out in the rules, and may be changed by Council after consultation with Senate and the SRC.
- (2) The Vice-Chancellor and Principal may, from time to time, amend monetary penalties.
- (3) Such amended penalties must be placed before Council at its next ordinary meeting.
- (4) If Council should alter or set aside any such amendment, its validity up to the time of alteration or setting aside by Council is not affected.

CHAPTER 13

DONORS

61. Donors

- (1) CUT may receive monies and equipment of any sort from donors to assist the University in providing quality education.
- (2) CUT may recognise and register certain donors, as determined in the rules.

CHAPTER 14

AWARDS

62. Degrees, diplomas and certificates

- (1) In accordance with this Statute, the Act, and the rules of CUT, Senate may approve the awarding of diplomas and certificates, and the conferring of degrees of bachelor, honours, master's and doctoral, in any faculty, should the candidates meet the requirements of the qualifications enrolled for.
- (2) In accordance with this Statute, the Act, and the rules of CUT, Council, in consultation with Senate, has the power to admit a person to an honorary degree of doctor, whether or not that person has graduated at CUT or at any other higher education institution.
- (3) Council, in consultation with Senate, has the power to cancel an award previously conferred upon a person by CUT.

CHAPTER 15

TRANSITIONAL PROVISIONS

63. Transitional provisions

- (1) Anything done under any provision of the institutional Statute before this Statute came into operation, is deemed to have been done under the corresponding provision of this Statute.
- (2) Any existing rules in force upon the commencement of this Statute continue to apply, until replaced by any provision of the Statute, or any rule that may be made in terms of the Statute.
- (3) The Statute applicable to the University published under Government Notice No. 646, Government Gazette No. 33406 of 26 July 2010, is hereby repealed.