Central University of
Technology, Free State

CALENDAR
2024

CENTRAL UNIVERSITY OF TECHNOLOGY,
FREE STATE

CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE MESSAGE FROM THE VICE-CHANCELLOR AND PRINCIPAL

Dear CUT students

Greetings to all! *Ditumediso ho lona bohle! Groete aan u almal!*

Students are the backbone of innovations and academic excellence at CUT. Every academic year, they bring a buzz of activity, excitement and renewed energy. The 2024 academic year is the same, as we welcome our first-year and senior students in their respective studies.

To our first years, you have joined more than 20,000 other students, including international students from more than ten countries, at Bloemfontein and Welkom Campuses. Joining the university for the first time, your academic residence at CUT will be memorable, as you will be exposed to many innovations that will enrich your academic experiences.

In addition, our university offers a holistic learning experience, not limited only to academic learning. Graduate Attributes and Work Integrated Learning programmes are some interventions intended to prepare you to graduate from the university with much-needed experience in your chosen study programmes and help the university develop you as world-class graduates with academic acumen, emotional intelligence and creative, critical and entrepreneurial skills. Our collaborations with international universities allow us to expose you to the globalised world through student mobility programmes and scholarships.

Our vision states, "By 2030 Central University of Technology, Free State will be a leading African University of Technology, shaping the future through innovation". We have established an ecosystem of innovation that caters to students and the community at large to develop their innovative ideas. We encourage you to familiarise yourself with the ecosystem and think of creative ideas that you can develop during your stay at the institution.

Furthermore, we offer an array of extramural activities that will allow you to contribute to your development in sport, culture, and leadership. These include soccer, rugby, netball, basketball; cricket; tennis; choir, and student societies such as CUT Enactus; and CUT FM, to name but a few. For the past two years, CUT Enactus students, national winners, represented South Africa and competed against the best in the world at the Enactus World Cup in South America and Europe respectively. With your commitment and passion for what you do, you will be among those students who are innovative and able to go the extra mile to be honoured for excellence beyond their academic work.

Take full responsibility for your development and remain accountable to yourself. Familiarise yourself with the University Calendar. Attend lectures, laboratory sessions and tutorials, and do your assignments. Develop a study plan. Please make use of our fully equipped library and online learning resources. We have state-of-the-art resources to support your learning and development. These include the Wellness Centre, the Centre for Innovation

in Learning and Teaching (CILT), Offices of Student Affairs and Student Representative Council, Counselling Services and Libraries and Information Services.

Enjoy your CUT journey!

Best wishes / Katleho le Mahlohonolo / Beste wense

Prof. P Dube
Vice-Chancellor and Principal

CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE

VISION

The vision of CUT is as follows:

By 2030, Central University of Technology, Free State shall be a leading African University of Technology, shaping the future through innovation.

MISSION

In aspiring to fulfil its vision the reimagined CUT, as a university of technology:

- **delivers high-quality, appropriate Science,Technology Engineering and Mathematics (STEM) academic programmes, as well as those in Management Sciences, Education and Humanities, supported by applied research;**
- **engages with the community for mutually beneficial development;**
- **promotes access with success in attracting potentially successful students, and supporting them to become employableand job creating graduates;**
- **attracts and retains high-quality students and expert staff, and supports their development and well-being; and**
- **forges strategic partnerships that are mutually beneficial.**

CORE VALUES

- **Ubuntu**
- **Integrity**
- **Diversity**
- **Innovation**
- **Excellence**

HISTORICAL OVERVIEW

The Central University of Technology, Free State (CUT) is the only University of Technology in central South Africa dedicated to quality education and training in Science, Engineering and Technology (SET) and Arts. Over the past 35 years, CUT has developed into a model University of Technology, able to take its place in the national as well as international higher education landscape.

CUT, then still known as the Technikon Orange Free State, opened its doors in 1981 with 285 students enrolled in mainly Secretarial, Art and Design programmes. In 2018, the university boasted 19 386 students who decided to make CUT their academic partner in earning a qualification and gaining appropriate workplace experience. With the restructuring of the higher education landscape in the early 2000'ssome years ago, some years ago, CUT embraced its new status as a university of technology, and thus positioned itself to succeed as such. On 26 March 2004, the former Technikon Free State officially exchanged its "technikon" status for a tailor-made identity, when its new name was published in the *Government Gazette* – a name that is a true reflection of what the university stands for: Central University of Technology, Free State.

CUT's history – from its humble beginnings to the proud university it is today – is reflected in its buildings. The unoccupied buildings of the Commercial High School in St Georges Street, leased in 1981, soon became too small, and a second building in President Brand Street was occupied. In 1988, the university purchased the former premises of the Eunice Primary School and the campus of the Bloemfontein College of Education. Before long, these were followed by the Main Building (today known as the ZR Mahabane Building), the BHP Billiton Building (which houses a large portion of the Faculty of Engineering, Built Environment and Information Technology), the Dirk Coetzee Building (which houses the Faculty of Health and Environmental Sciences), the Prosperitas Auditorium, as well as the Boet Troskie Hall and a modern library. The Lapeng Student Centre is a hub of student activity that not only renders a valuable service with regard to the students' requirements, but also ensures that they enjoy every aspect of student life to the full. This centre is equipped with an amphitheatre, as well as a cafeteria where students can socialise. The University continue to expand its infrastructure to establish and accommodate the increasing requirements of a modern university.

However, it would be a pity if the university's progress could be measured only by its state-of-theart facilities. At CUT, progress and transformation go hand in hand. Within our new institutional culture, CUT can also be described in terms of the needs experienced within an African context. CUT boasts a diverse student community that is a true reflection of its demographic composition. The implementation of an Employment Equity Plan also guarantees that the academic and support services staff are representative in nature. In 2019, CUT employed approximately 1030 full-time as well as 480 part-time employees.

CUT offers a wide range of qualifications in its four faculties, namely the Faculty of Engineering, Built Environment and Information Technology, the Faculty of Health and Environmental Sciences, the Faculty of Management Sciences and the Faculty of Humanities.

Since its inception, CUT has been aware of its social responsibility towards the broader community. By making technology and expertise available to the entrepreneur, the development of new business in the region is encouraged, and jobs are created.

Excellent sporting facilities on campus cater for the needs of sport enthusiasts, who can choose from a host of formally organised sport codes, ranging from athletics, soccer, rugby and cricket, to basketball, volleyball and netball. In 2011, the Student Academic Support Centre on the Bloemfontein campus was completed. The construction of the Teacher Education Building, BHP Billiton Building (Faculty of Engineering, Built Environment and Information Technology) and Dirk Coetzee Building (Faculty of Health and Environmental Sciences) was completed in 2012. In 2017, 3 further buildings were completed, including an additional Teachers Education building for the Faculty of Humanities, and an additional building for the Faculty of Engineering, Built Environment and Information Technology. The construction of a 96-bed residence was completed in 2017.

Since the university's merger of the former Welkom campus of the Vista University in 2004, particular attention has been paid to the development of its academic infrastructure and the Programme Qualification Mix (PQM). The campus also boasts state-of-the-art Library and Information Services and well-equipped lecturing venues. The Student Academic Support Centre and Teacher Education Building accommodates the UoT-type programmes that are gradually being phased in at this campus. Some sporting facilities, including a soccer field and tennis courts, have also been built. Additional lecture rooms were constructed and completed in 2012. In 2017 a 252-bed student residence and a new building for IT and Languages were completed. A state-of-the-art cafeteria was completed in 2019.

CUT refers to its students who have completed their studies as *practuandi* and not *graduandi,* because CUT students graduate with academic qualifications that not only testify to a combination of theoretical and practical knowledge, but also allow graduates to enter the job market with prior experience in the industry – proof that they are fit for purpose. They have the foundation to be our country's new generation of forward-thinkers. We do not merely train students for jobs – we train students to think; to explore beyond the boundaries of today; to innovate; to imagine possibilities; to create; and to become agents of social change. CUT metamorphoses learners into leaders; amateurs into authorities; and pupils into professionals.

This UoT helps shape the future of approximately 4 500 practuandi annually, all of whom have the opportunity to further their studies at postgraduate level. As a UoT, CUT specialises in SET-applied research. The university recognises the importance of partnerships with industry/business and government to meet its research objectives and to contribute to the well-being of society

The research is organized through six research centres. These centres are:

- Centre for Applied Food Security and Biotechnology (CAFSaB)
- Centre for diversity in higher education research
- Centre for Enterprise and Entrepreneurship Studies
- Centre for Rapid Prototyping and Manufacturing (CRPM)
- Centre for Sustainable Smart Cities
- Centre on Quality of Health and Living

In our efforts to educate, teach and train our students with the aid of world-class technology, we also focus on those values we hold dear, namely customer service, excellence, innovation, integrity and diversity. You must integrate the entrepreneurial focus too.

BLOEMFONTEIN CITY MAP
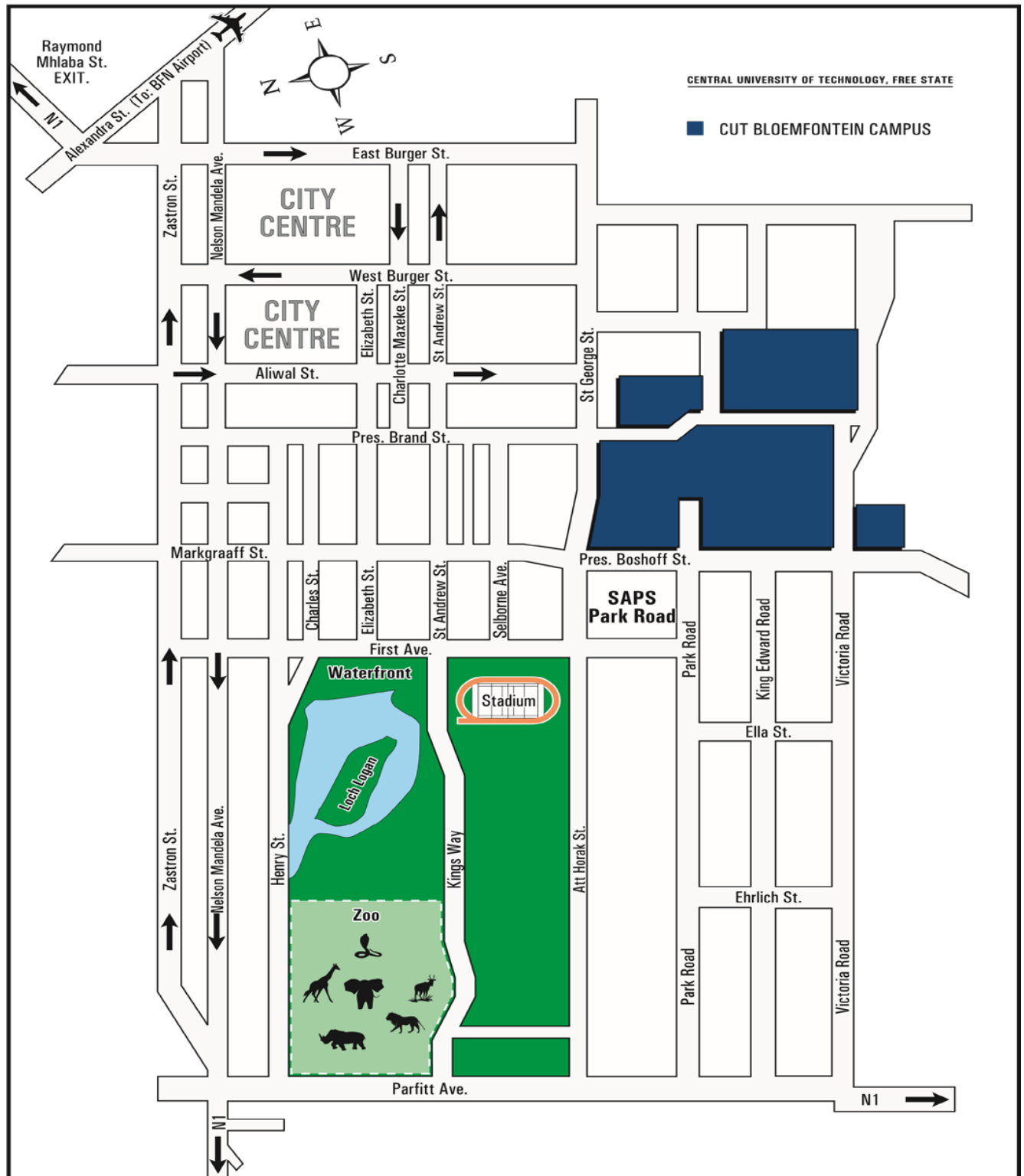
Central University of
Technology, Free State

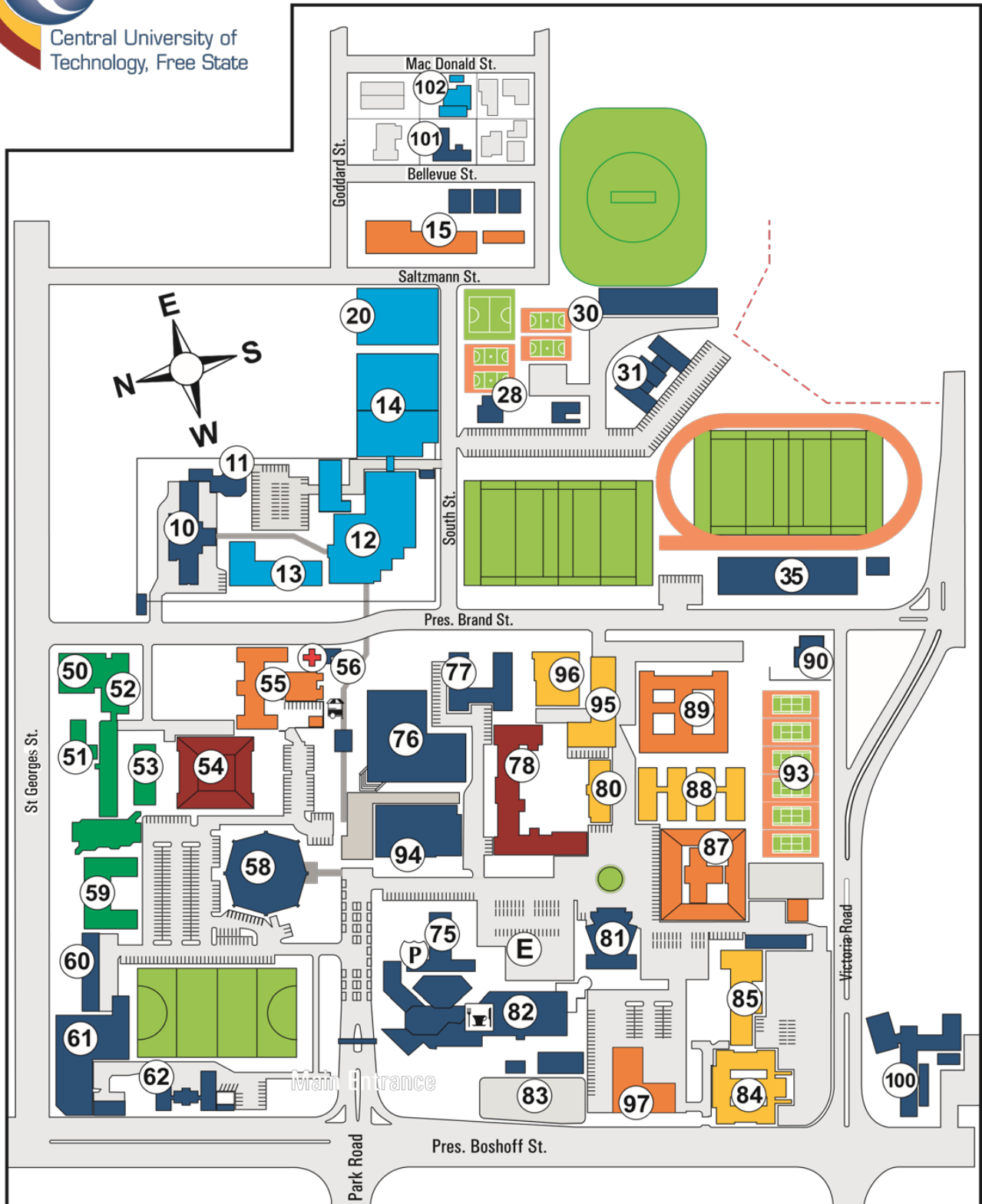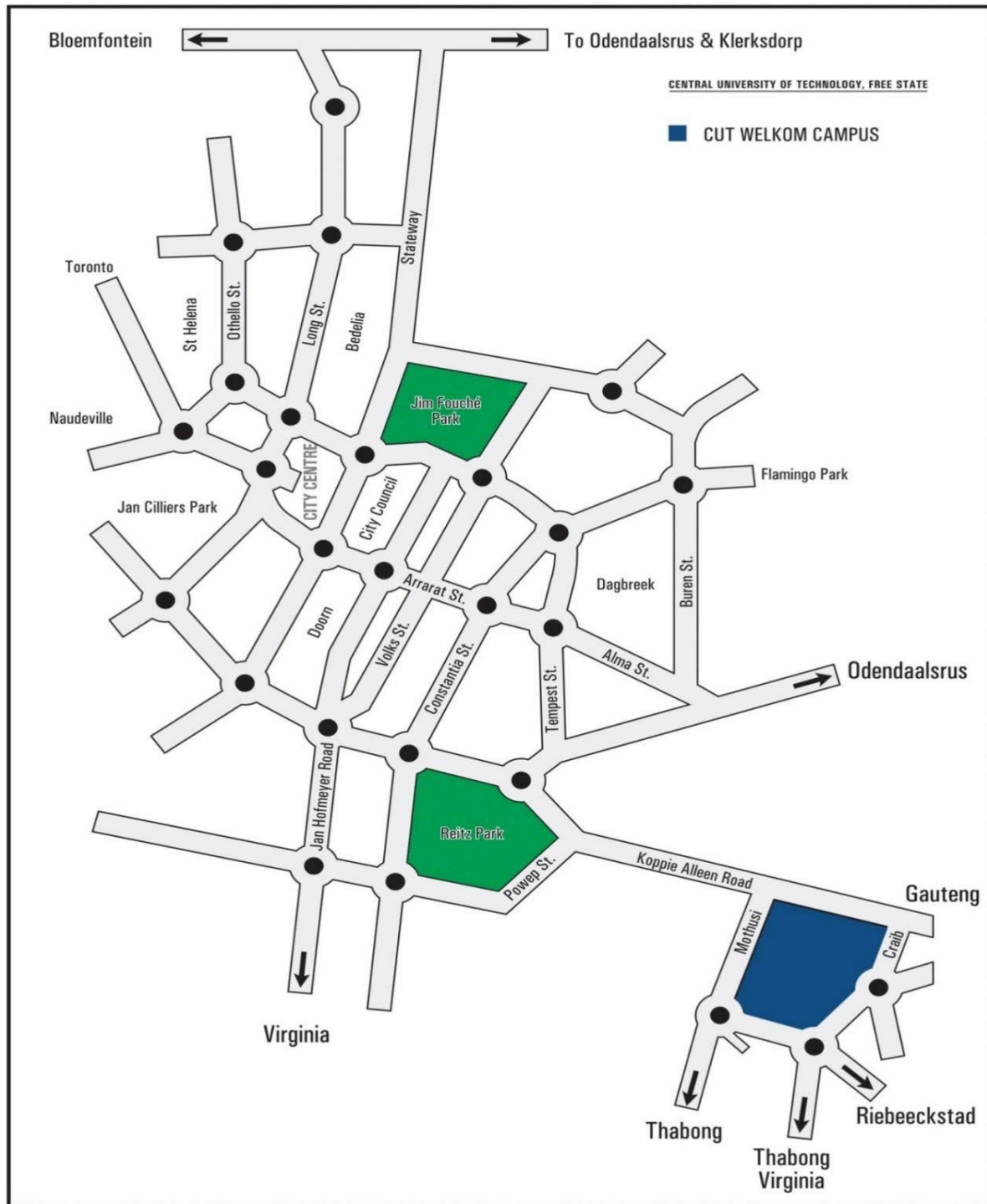# BLOEMFONTEIN CAMPUS BUILDINGS

- Faculty of Engineering and Information Technology
- Faculty of Health and Environmental Sciences
- Faculty of Management Sciences
- Faculty of Humanities
- General
- Residences

- 10 ZR Mahabane Building
- 11 Japie van Lill Auditorium
- 12 Faculty of Engineering & Information Technology
- 13 Engineering Technology Building
- 14 BHP Billiton Lecture Block
- 15 Residence: Loggies
- 20 Ya Rona Building
- 28 Exchange House
- 30 Netball / Mini Hockey Astro

    Cricket / Soccer Clubhouse / Volleyball

- 31 Orion Office Complex
- 35 CUT Pavilion
- 50 Main Hall
- 51 Emergency Medical Care
- 52 Dirk Coetzee Building (Faculty of Health & Environmental Sciences)
- 53 Prosperitas Auditorium
- 54 School of Tourism, Hospitality & Sport
- 55 Residence: Welgemoed
- 56 Medical Clinic
- 58 Boet Troskie Hall
- 59 Ellen Kuzwayo Building
- 60 Maintenance / Central Deliveries
- 61 Vehicle Park
- 62 Community Engagement / International Offices

- 75 Gym Hall / Idea Generator
- 76 Bethuel Setai Library and Information Services Building
- 77 Centre for e-Learning & Educational Technology
- 78 Petrus Molemela Building
- 80 Humanitas Office Complex
- 81 Artec Hall
- 82 Lapeng Student Centre Wellness Centre
- 83 Filling Station & ABSA ATM
- 84 Artis
- 85 Amoenitas
- 87 Residence: Eendrag
- 88 Kamelia Annex (Jewellery School)
- 89 Residence: Technikon
- 90 Dental Assisting & Maxillofacial Laboratories
- 93 Tennis / Basketball
- 94 Student Academic Support Centre
- 95 Tataisong Building
- 96 Kopanong Building
- 97 Residence: Graduandi House
- 100 Science Park
- 101 Estates and Infrastructure Offices
- 102 SAMTI Incubator Workshop

- Cafeteria / ATM
- (E) Noticeboards
- Vending Gazebos
- Campus Doctor / Clinic
- (P) Protection Services: Charge Office

WELKOM CITY MAP

WELKOM CAMPUS MAP

Central University of
Technology, Free State

Future cricket &
soccer fields
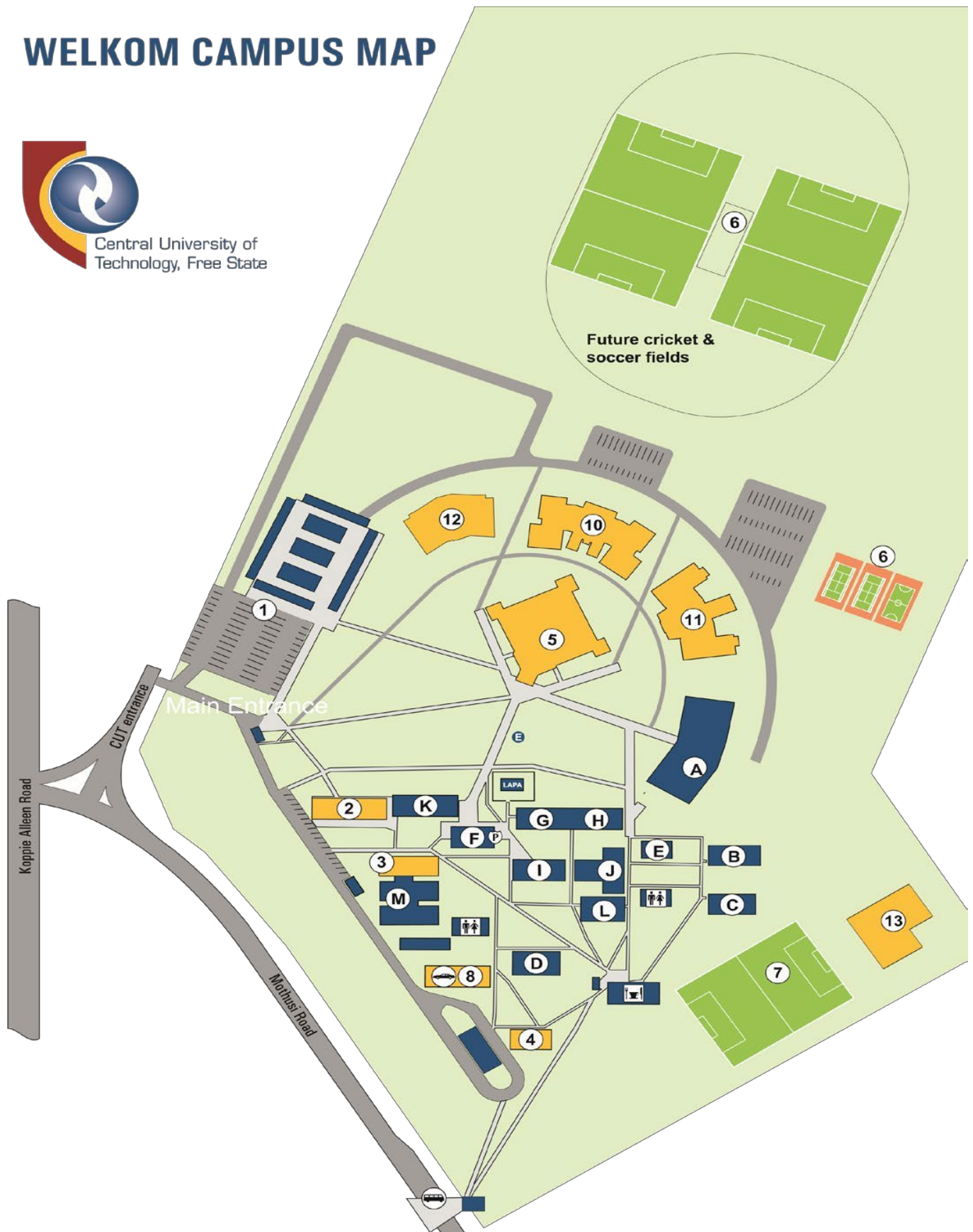
WELKOM CAMPUS BUILDINGS

1. Parking Area
2. General Administration, Finance, Student Enquiries
3. Assessment & Graduations Unit (Block M); Student Accounts, Bursaries & Loans
4. Estates and Infrastructure
    (Building Maintenance, Vehicle Bookings, Postal Services, Key Maintenance, Cleaning Services)
5. Clement Tsehloane Keto Library & Information Services
    (Open Computer Laboratory)
6. Sports Fields
    (Tennis / Netball / Basketball / Cricket / Soccer)
7. Soccer Training Field
8. Vehicle Park (CUT Vehicles)
10. Thutong Building
11. Lemmy Mule Building (Alwyn Louw Auditorium)
12. Mangaliso Robert Sobukwe Building
13. New Residence
A. Hugh Africa Building
B. Lecture Block
C. Lecture Block
D. Hall / Registration Venue
E. Lecture Block
F. SRC Offices & Protection Services Operational Office
G. Academic Offices
H. Academic Offices
I. Computer Laboratories
J. Academic Offices / Media Laboratory
K. Academic Offices
L. Office Block and Training Centre
M. Medical Clinic; Van Schaik Bookshop

- Cafeteria
- Toilet Facilities
- Protection Services: Operational
- Assessment Noticeboards
- Taxi Rank

SYMBOLISM OF THE LOGO

Our symbol

The molecule:

The molecule symbolises technology, innovation, the future and beyond. It expresses the unification of collective knowledge and celebrates diversity – reflecting the deepening of democracy for all CUT stakeholders.

Suspended, it has the freedom to choose its own path, create new paradigms, anticipate the future, and challenge the *status quo*.

As the central building block of the physical world, it expresses the energy of creation.

This energy, contained within the symbol, is the driving force that is typical of our conviction of humanity, dedication, community, free thinking, and clarity in vision.

The shield:

The shield is our sense of stability, credibility and sustainability – our strength as one. It is our foundation to leap forward into the future and beyond.

The colours:

Red is the colour of courage – the energy with which we grasp every task or challenge. It signifies our region of origin.

Yellow gives us light to see into the future, and the joy we feel as we embrace it.

Blue brings life to all that we imagine; calm and clarity to all that we hear; vision in all that we strive to do; and sincerity in all that we believe.

These are the ingredients driving us in THINKING BEYOND

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DIPLOMAS

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DISCLAIMER

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the Central University of Technology, Free State. The established procedures for making changes protect the integrity of the university, and the interests and welfare of the students

OBSERVATION OF SILENT REFLECTION

All meetings of the CUT Council and the standing committees of Council, as well as Senate and the CUT Management Committee (Mancom), are opened with a moment of silent reflection.

Academic ceremonies and other relevant public functions, such as the official opening and graduation ceremonies, are opened with a moment of silent reflection.

IMPORTANT NOTICE TO STUDENTS

The following information pertains to student and institutional rights and responsibilities as contained in this catalogue.

The general Calendar is published annually by the Central University of Technology, Free State (CUT) as a guide for students, staff and other stakeholders/partners with an interest in the university. Students are expected to be familiar with all institutional regulations and information contained in the Calendar, as well as any amendment to, or modification thereof.

CUT reserves the right to amend regulations, policies and procedures, and to add or withdraw courses at any time during the period the publication is in effect. The university, with the concurrence of the CUT Council, also reserves the right to add or withdraw degree programmes and to change fees at any time. Effective dates of changes are determined by the proper authorities, and apply to prospective students and to those who are already enrolled.

CUT places full responsibility upon the student for registering for the proper courses and for fulfilling all requirements for a diploma or degree as stipulated in the Calendar, as amended from time to time. No agent or employee of CUT has the authority to warrant graduation, the attainment of any type of licence, or the attainment of any other career goal. The university accepts no responsibility for delays in graduation or attainment of career goals resulting from errors in registration, cancelled courses, schedule changes, changes to degree requirements, or similar related changes, or for errors resulting from consultation with, and reliance upon, any information acquired from a CUT employee. An advisor's signature on pre-registration forms, advertisements or similar cards or forms does not necessarily indicate agreement with, or approval of, the student's choice of course, nor may it be construed in any way as a warranty that the student's choice of course is sufficient for graduation or the attainment of any career goals.

ADDRESSES: BLOEMFONTEIN CAMPUS

Please address all correspondence to:

The Registrar

Central University of Technology, Free State

Private Bag X20539

BLOEMFONTEIN

9300

Republic of South Africa

TELEPHONE NUMBER   :   (051) 507-3911

FAX NUMBER   **:**   (051) 507-3199

E-MAIL ADDRESSES

Vice-Chancellor and Principal	vc@cut.ac.za
Dean: Faculty of Management Sciences	astrydom@cut.ac.za
Dean: Faculty of Engineering, Built Environment and Information Technology	hvermaak@cut.ac.za
Dean: Faculty of Health and Environmental Sciences	smashele@cut.ac.za
Dean: Faculty of Humanities	wsetlale@cut.ac.za

TELEPHONE NUMBERS

Vice-Chancellor and Principal:	(051) 507-3001
All divisions (Switchboard):	(051) 507-3911
Students' Representative Council (SRC):	(051) 507-3181
Protection Services	(office hours): (051) 507-3732/3767/3645
	(after hours): 082 800 4701
Wellness Centre:	(051) 507-3155/3154
Student Services:	(051) 507-3785/3786
Academic Structure and Student Enrolment Services:	
First-year students:	(051) 507-3021/3028/3062/3725/3726/3784
Senior students:	(051) 507-3021/3028/3062/3725/3726/3784
Communications and Marketing:	(051) 507-3841
Campus doctors:	(051) 507-3716

ADDRESSES: WELKOM CAMPUS

Please address all correspondence to:

The Director: Welkom Campus

Central University of Technology, Free State

PO Box 1881

WELKOM

9460

Republic of South Africa

TELEPHONE NUMBER	**:**	(057) 910-3500
FAX NUMBER	**:**	(057) 396-3331

SEE PAGES 29 – 38 OF THIS CALENDAR FOR ADDITIONAL TELEPHONE NUMBERS

ENQUIRIES (MAIN CAMPUS)	CONTACT PERSON	SECTION/UNIT	TEL. NUMBER
FEES AND FINANCIAL AID ENQUIRIES			
Student Fees. NSFAS and Bursaries	Ms A Moleme	Financial Aid Officer	507-3760
Student Fees. NSFAS and Bursaries	Ms S Shoroma	Financial Aid Officer	507-3758
Student Fees. NSFAS and Bursaries	Mr M Chacha	Financial Aid Officer	507-3763
Student Fees. NSFAS and Bursaries	Ms K Wilbraham	Financial Aid Officer	507-3334
Student Fees. NSFAS and Bursaries	Ms N Mbobo	Financial Aid Officer	507-3374
STUDENT ENQUIRIES		**Academic Structure and Student Enrolment Services**	
Admission (first years); outstanding documentation (first years) Acknowledgement of receipt of documentation (first years) Change of learning programme (first years) Admission (seniors) Amendment of student records Selection outcomes	Ms M Burger	**Faculty of Management Sciences** • All master's and doctoral programmes **Faculty of Engineering, Built Environment and Information Technology** • All master's and doctoral programmes • Postdoctoral studies **Faculty of Health and Environmental Sciences** • All master's and doctoral programmes • Postdoctoral studies **Faculty of Humanities** • All master's and doctoral programmes	507-3784

Admission (first years); outstanding documentation (first years) Acknowledgement of receipt of documentation (first years) Change of learning programme (first years) Admission (seniors) Amendment of student records Selection outcomes	Mr SB Kambule	**Faculty of Management Sciences** • Higher Certificate Community Development Work, • Diploma in Hospitality Management ECP, • Diploma in Public Management, • Diploma in Office Management and Technology, • Diploma in Management, • Advanced Diploma in Applied Management, • Advanced Diploma in Hospitality Management, • Advanced Diploma in Public Management, • Postgraduate Diploma in Project Management, • Postgraduate Diploma in Public Management, • Master Of Philosophy in Management Sciences (Public Management), • Master Of Philosophy in Management Sciences (Business Management), • Master Of Philosophy in Management Sciences (Business Administration), • Master & Doctor of Public Management, • Doctor Of Philosophy in Management Sciences (Hospitality Business Management), **Faculty of Health and Environmental Sciences** • Diploma in Agricultural Management, • Advanced Diploma in Agricultural Management, • Advanced Diploma in Agricultural Extension • Postgraduate Diploma in Agricultural Management, • Master Of Agriculture, **Faculty of Humanities** • Postgraduate Certificate in Education in Senior Phase and Further Education And Training Teaching, • Bachelor of Education Honours in Educational Management, • Postgraduate Diploma in Higher Education, • Doctor of Education,	507-3028

| Admission (first years); outstanding documentation (first years)

Acknowledgement of receipt of documentation (first years)

Change of learning programme (first years)

Admission (seniors)

Amendment of student records Selection outcomes | Vacant | **Faculty of Engineering, Built Environment and Information Technology**

• Higher Certificate in Construction,
• Higher Certificate in Renewable Energy Technologies,
• Diploma In Engineering Technology in Mechanical,
• Diploma In Engineering Technology in Electrical Engineering,
• Bachelor Of Construction in Health and Safety Management,
• Bachelor Of Engineering Technology in Mechanical Engineering,
• Bachelor Of Construction in Construction Management,
• Bachelor Of Engineering Technology in Electrical Engineering,
• Bachelor Of Engineering Technology Honours in Mechanical Engineering,
• Bachelor Of Construction in Quantity Surveying,
• Bachelor Of Construction in Construction Management ECP,
• Bachelor Of Construction in Quatity Surveying ECP,
• Postgraduate Diploma in Construction in Health and Safety Management,
• Postgraduate Diploma in Construction in Quantity Surveying,
• Master Of Engineering in Electrical Engineering,
• Master Of Engineering Technology in Electrical Engineering,
• Doctor Of Engineering in Electrical Engineering, | 507-3062 |
| Admission (first years); outstanding documentation (first years)

Acknowledgement of receipt of documentation (first years)

Change of instructional programme (first years)

Admission (seniors)

Amendment of student records Selection outcomes | Ms KD Leeuw-Okafor | **Faculty of Engineering, Built Environment and Information Technology**

• Higher Certificate in Information Technology,
• Diploma in Computer Networking ECP,
• Diploma in Computer Networking
• Diploma in Information Technology ECP,
• Advanced Diploma in Computer Networking,
• Advanced Diploma in Information Technology,
• Master Of Information Technology,
• Doctor Of Phylosophy in Information Technology | 507-3021 |

		Faculty of Humanities • Diploma in Language Practice and Media Studies, • Advanced Diploma in Language Practice, • Advanced Diploma in Media Studies, • Bachelor Of Education in Foundation Phase Teaching, • Bachelor Of Education in Senior Phase and Further Education and Training Teaching (Mathematics), • Bachelor Of Education in Senior Phase and Further Education and Training Teaching (Natural Sciences), • Bachelor Of Education in Senior Phase and Further Education and Training Teaching (Technology), • Bachelor Of Education in Senior Phase and Further Education and Training Teaching (Computer Science), • Master Of Communication in Language Practice, • Doctor Of Communication in Language Practice	
Admission (first years); outstanding documentation (first years) Acknowledgement of receipt of documentation (first years) Change of learning programme (first years) Admission (seniors) Amendment of student records Selection outcomes	Ms P Pompie	**Faculty of Management Sciences** • Diploma in Human Resources Management, • Diploma in Marketing, • Diploma In Tourism Management. • Bachelor Of Management Sciences in Internal Auditing, • Bachelor Of Management Sciences in Accounting, • Advanced Diploma in Human Resources Management, • Advanced Diploma in Tourism Management, • Advanced Diploma in Marketing, • Postgraduate Diploma in Marketing Management, **Faculty of Humanities** • Diploma In Design and Studio Art ECP, • Diploma In Design and Studio Art, • Advanced Diploma in Studio Arts, • Postgraduate Diploma in Art and Social Design,	507-3726

			• Postgraduate Diploma in Design Technology, **Faculty of Health and Environmental Sciences** • Diploma Biomedical Technology, • Diploma In Somatology, • Bachelor Of Health Science in Medical Laboratory Science ECP, • Bachelor Of Radiography in Diagnostics ECP, • Master Of Health Sciences in Clinical Technology, • Master Of Health Sciences in Somatology, • Master Of Health Sciences in Biomedical Technology • Master Of Radiography, • Doctor Of Health Sciences Biomedical Technology,	
Admission (first years); outstanding documentation (first years) Acknowledgement of receipt of documentation (first years) Change of learning programme Admission (seniors) Amendment of student records Selection outcomes Appeal outcomes Recognition for Prior Learning (RPL)		Mr SP Nkoala	**Faculty of Engineering, Built Environment and Information Technology** • Higher Certificate in Mathematics for Engineering Technology, • Diploma in Engineering Technology in Civil Engineering, • Bachelor of Engineering Technology in Civil Engineering, • Bachelor of Science in Hydrology and Water Resources • Management, • Advanced Diploma in Logistics and Transportation Management, • Master Of Engineering in Civil Engineering, • Doctor Of Engineering in Civil Engineering **Faculty of Management Sciences** • Advanced Diploma in Monitoring and Evaluation, • Postgraduate Diploma in Entrepreneurial Management, • Master Of Management Sciences in Entrepreneurial Management, • Master Of Philosophy in Management Sciences (Small Enterp Man), • Master Of Management Sciences in Entrepreneurial Management,	507-3014

		• Master Of Philosophy in Management Sciences (Entrepreneurship), • Doctor Of Philosophy in Management Sciences (Finance), • Doctor Of Philosophy in Management Sciences (Entrepreneurship), **Faculty of Humanities** • Bachelor Of Education in Senior Phase and Further Education and Training Teaching (Economic and Management Sciences), • Bachelor Of Education in Senior Phase and Further Education and Training Teaching (Language Education) **Faculty of Health and Environmental Sciences** • Higher Certificate in Dental Assisting, • Bachelor of Science in Environmental Health ECP, • Master of Health Sciences in Environmental Health	
Criteria for admission (first years)	Head of Department	Relevant faculty	
Readmission (seniors)	Head of Department	Relevant faculty	
Rejected applications (first years)	Head of Department	Relevant faculty	
Exclusion on academic grounds (seniors)	Ms MM Mhlabathi	Assessment and Graduations	507-3037
Appeals against exclusion on academic grounds	Mr SP Nkoala	Academic Structure and Student Enrolment Services	507-3014
Outcome of appeals received from the Appeals Committee	Mr SP Nkoala	Academic Structure and Student Enrolment Services	507-3014
Recognition of prior learning (RPL) applications	Mr SP Nkoala	Academic Structure and Student Enrolment Services	507-3014
Dates of selection tests (first years		Wellness Centre	507-3705
ENQUIRIES REGARDING RESIDENCES			
Admission, placement, occupation rates and statistics of residences	Ms R Gilpin	Residence Unit	507-3158
Residence information	Ms ST Ngo	Residence Unit	507-3149
Residence fee quotations	Ms S Shoroma	Student Accounts, Bursaries and Loans	507-3758
ENQUIRIES REGARDING FINANCIAL AID			
All enquiries related to bursaries and loans	Ms K Wilbraham	Student Accounts, Bursaries and Loans	507-3334
REQUEST FOR INFORMATION			

BROCHURES AND BOOKLETS			
Calendar	Mr LM Nevare	Academic Structure and Student Enrolment Services	507-3715
Helpdesk/eThuto	Vacant	e-Learning and Educational Technology	507-3186
Information on learning programmes/subjects	Head of Department	Relevant faculty	
Information on counselling in respect of learning programmes	Wellness Centre	Wellness Centre	507-3154
CONFIRMATIONS			
CUT term dates, holidays, and recesses	Mr LM Nevare	Academic Structure and Student Enrolment Services	507-3715
Proof/confirmation of registration	Mr LM Nevare	Academic Structure and Student Enrolment Services	507-3715
Proof/confirmation of registration for donors	Ms K Wilbraham	Student Accounts, Bursaries and Loans	507-3334
ENQUIRIES REGARDING AS-		Assessment and Graduations	
General enquiries, Test, course, and assessment results. Study records	Ms A Botha	Assessment and Graduations	507-3408
General enquiries Subject recognitions Graduation enquiries Remarking of assessment scripts Assessment marks and results	Ms B Lemao	**Faculty of Management Sciences** *Department of Accounting and Auditing Department of Hospitality Management (Hotel School) Department of Government Management Department of Tourism and Events Management*	507-3033
General enquiries Subject recognitions Graduation enquiries Remarking of assessment scripts Assessment marks and results	Ms C Swanepoel	**Faculty of Engineering, Built Environment, and Information Technology** *Department of Civil Engineering* *Department of Built Environment* *Department of Electrical, Electronic and Computer Engineering* *Department of Mechanical and Mechatronics Engineering*	507-3509
General enquiries Subject recognitions Graduation enquiries Remarking of assessment scripts Assessment marks and results	Mr E Kaodi	**Faculty of Engineering, Built Environment and Information Technology** *Department of Information Technology Department of Mathematical and Physical Sciences Department of Design and Studio Art* **Faculty of Humanities** *Department of Postgraduate Studies: Education*	507-3405
General enquiries Subject recognitions Graduation enquiries Remarking of assessment scripts Assessment marks and results	Ms M Madiya	**Faculty of Humanities** *Department of Communication Sciences Department of Educational and Professional Studies Department of Language and Social Sciences Education Department of Mathematics, Science and Technology Education*	507-3035

General enquiries Subject recognitions Graduation enquiries Remarking of assessment scripts Assessment marks and results	Ms R Hattingh	**Faculty of Health and Environmental Sciences** *Department of Agriculture* *Department of Clinical Sciences* *Department of Health Sciences* *Department of Life Sciences*	507-3034
Postgraduate assessment: Master's degrees Doctorates	Ms M Phantsi	**Faculty of Humanities** **Faculty of Engineering, Built Environment and Information Technology** **Faculty of Management Sciences** **Faculty of Health and Environmental Sciences**	507-3068
Reissuing of certificates Requests for assessment timetable	Mr D Hlapho	**Faculty of Humanities** **Faculty of Engineering, Built Environment and Information Technology** **Faculty of Management Sciences** **Faculty of Health and Environmental Sciences**	507-3032
ENQUIRIES REGARDING COMMUNICATIONS AND MARKETING			
Marketing material	Mr S Lubuzo	Communications and Marketing	507-3841
Marketing material	Vacant	Communications and Marketing	507-3026
ENQUIRIES REGARDING PARKING DISCS			
Parking discs	Protection Services	Protection Services	507-3609
ENQUIRIES REGARDING ACADEMIC MATTERS			
Faculty Deans	Faculty Secretaries	Switchboard	507-3911
FACULTY OFFICERS	Ms M Mbeo	Faculty of Engineering, Built Environment and Information Technology	507-3081
	Mr WL Mbijekana	Faculty of Health and Environmental Sciences	507-4048
	Mr B Smith	Faculty of Management Sciences	507-3220
	Mr K Mokoena	Faculty of Humanities	507-4016
FACULTY ADMINISTRATORS	Mr BJ Jeremiah	Faculty of Engineering, Built Environment and Information Technology	507-3070
	Ms B Mooketsi	Faculty of Health and Environmental Sciences	507-3433
	Mr B Mokoma	Faculty of Management Sciences	507-3261
	Dr T Williams	Faculty of Humanities	507-3328
FINANCIAL ENQUIRIES			
Student Fees, NSFAS and Bursaries	Ms ESD Taka	Student Accounts, Bursaries and Loans	910-3663
Residence fees	Ms ESD Taka	Student Accounts, Bursaries and Loans	910-3663
Account enquiries	Ms ESD Taka	Student Accounts, Bursaries and Loans	910-3516
Student Fees, NSFAS and Bursaries	Ms N Leteane	Student Accounts, Bursaries and Loans	910-3661
STUDENT ENQUIRIES			
Admission (first years); outstanding documentation (first	Ms M Diradingwe Ms LC Ralile	Academic Structure and Student Enrolment Services	910-3513 910-3514

Acknowledgement of receipt of documentation (first years)	MS LC Ralile	Academic Structure and Student Enrolment Services	910-3513 910-3514
Change of instructional programme (first years)	Ms M Diradingwe Ms LC Ralile	Academic Structure and Student Enrolment Services	910-3513 910-3514
Admission (seniors)	Head of Department	Relevant faculty	
Admission and statistics	Ms L Lekutu	Academic Structure and Student Enrolment Services	910-3509
Rectification of student records	Ms L Lekutu	Academic Structure and Student Enrolment Services	910-3509
Selection results and/or selection lists	Head of Department	Relevant faculty	
Criteria for admission (first years	Head of Department	Relevant faculty	
Readmission (seniors	Head of Department	Relevant faculty	
Rejected applications (first years)	Head of Department	Relevant faculty	
Exclusion on academic grounds (seniors)	Ms A Botha	Assessment and Graduations	910-3672
Appeals against exclusion on academic grounds	Ms A Botha	Assessment and Graduations	910-3672
Results of appeals received from the Appeals Committee	Ms L Lekutu	Academic Structure and Student Enrolment Services	910-3509
Dates of selection tests (first years)	Dr H Oberholzer	Wellness Centre	910-3636
ENQUIRIES REGARDING FINANCIAL AID			
All bursary and loan enquiries	Ms ESD Taka	Student Accounts, Bursaries and Loans	910-3663
REQUESTS FOR INFORMATION BROCHURES AND BOOKLETS			
CUT Calendar	Ms L Lekutu	Academic Structure and Student Enrolment Services	910-3509
Brochures	Ms L Lekutu	Academic Structure and Student Enrolment Services	910-3509
Information on learning programmes/subjects	Head of Department	Relevant faculty	
Information on counselling in respect of learning programme	Dr H Oberholzer	Wellness Centre	910-3636
ENQUIRIES (WELKOM CAMPUS)	**CONTACT PERSON**	**SECTION/UNIT**	**TEL. NUMBER**
CONFIRMATIONS			
Term dates and recesses (CUT)	Ms L Lekutu	Academic Structure and Student Enrolment Services	910-3509
Proof/confirmation of registration for donors	Ms L Lekutu	Academic Structure and Student Enrolment Services	910-3509
Proof/confirmation of registration for donors	Ms ESD Taka	Student Accounts, Bursaries and Loans	910-3663
ENQUIRIES REGARDING ASSESSMENTS			
Assessment results	Mr K Motloheloa	Assessment and Graduations	910-3666
Test, course and assessment results	Mr K Motloheloa	Assessment and Graduations	910-3666
Study records and certificates of conduct	Mr K Motloheloa	Assessment and Graduations	910-3666

ENQUIRIES REGARDING COMMUNICATIONS AND MARKETING			
Marketing material	Dr C Moreku	Communications and Marketing	910-3652
ENQUIRIES REGARDING STUDENT CARDS AND PARKING DISCS			
Lost student cards	Ms LC Ralile	Academic Structure and Student Enrolment Services	910-3513 910-3514
Parking discs	Mr J Barnard	Facilities Management	910-3682
ENQUIRIES REGARDING ACADEMIC MATTERS			
Head of Department	Ms N Mphore	Academic Administration	910-3686
Head of Department	Ms T Chabana	Academic Administration	910-3618
	Ms MS Raputsoane	Academic Administration	910-3751
	Mr B Mjone	Academic Administration	910-3618

RECESSES

WINTER RECESS (Academic staff)	SUMMER RECESS (Academic staff)
Begins: 29 March 2024	01 July 2024
Ends: 08 April 2024	12 July 2024

CUT HOLIDAY

23 SEPTEMBER 2024   **VICE-CHANCELLOR'S DAY**
PUBLIC HOLIDAYS IN 2024

01 January	**New Year's Day**
21 March	**Human Rights Day**
29 March	**Good Friday**
01 April	**Family Day**
27 April	**Freedom Day**
01 May	**Workers' Day**
16 June	**Youth Day**
17 June	**Public Holiday – Youth Day observed**
09 August	**National Women's Day**
23 September	**Vice-Chancellor's Day (University Holiday)**
24 September	**Heritage Day**
16 December	**Day of Reconciliation**
25 December	**Christmas Day**
26 December	**Day of Goodwill**

SEMESTERS	QUARTER	COMMENCE	FINISH
• **First Semester Commences/ Commences 05 February 2024**	**First Term**	05 February 2024	28 March 2024
	First Term Recess	29 March 2024	08 April 2024
• **First Semester Concludes/ Ends 12 July 2024**	**Second Term**	09 April 2024	10 May 2024
	Second Term Recess	01 July 2024	12 July 2024
• **Second Semester Commences/ Commences 15 July 2024**	**Third Term**	15 July 2024	30 September 2024
	Third Term Recess	30 September 2024	04 October 2024
• **Second Semester Concludes/ Ends 18 October 2024 / 15 December 2024**	**Fourth Term**	07 October 2024	18 October 2024
	Fourth Term Recess	17 December 2024	31 December 2024

2024 YEAR PROGRAMME				
JANUARY 2024				
Date		Time	Meetings	Closing dates/registrations/notifications
Monday	**1**		**NEW YEAR'S DAY PUBLIC HOLIDAY**	
Tuesday	2			**SUMMER RECESS CONCLUDES**
Wednesday	3			**UNIVERSITY OPENS / OPENING** ➢ **Opening of submissions of appeals or objections against exclusion due to poor academic performance to Academic Structure and Student Enrolment Services** ➢ **Submission of documents for meeting: Student Fees Committee (2024-01-09)** ➢ Submission of documents for meeting: Access and Admissions Committee (2024-01-09) ➢ Submission of documents for meeting: Work-Integrated Learning and Skills Development Committee (2024-01-10)
Thursday	4	14:00 – 16:00		➢ Submission of documents for meeting: University Languages Committee (2024-01-12) ➢ Submission of documents for meeting: Assessment Committee (2024-01-11)
Friday	5			
Saturday	6			
Sunday	7			
Monday	8			
Tuesday	9	14:00 - 16:00	Meeting: Access and Admissions Committee (2024-01-03)	**10:00** Deadline for submission of financial exclusion appeal forms by students ➢ Deadline for submission of applications for the extension of residency periods – Faculty of Humanities ➢ Submission of documents for IT planning & Priorities Committee (2024-01-16) ➢ **Submission of documents for Special Meeting: Executive Committee of Council (2024-01-09) Submission of documents for Special Meeting: Remuneration Committee of Council (2024-01-09)** ➢ **Applications for a special assessment opportunity for students requiring only a single module to meet all the requirements for a degree/diploma/ certificate**

Wednesday	10	**12:30 - 13:30** **10:00 - 12:00**	Meeting: Work-Integrated Learning and Skills Development Committee (2024-01-03) Data Governance Steering Committee	➤ Deadline for submission of applications for the extension of residency periods – Faculty of Management Sciences ➤ Deadline for submission of applications for the extension of residency periods – Faculty of Engineering, Built Environment and Information Technology ➤ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-01-17) ➤ **Submission of documents for meeting: Student Affairs Council (2024-01-17)**
Thursday	11	**12:30 - 14:30** **14:00 - 16:00**	Meeting: Curriculum Committee Meeting: Assessment Committee (2024-01-04)	➤ Deadline for submission of applications for the extension of residency periods – Faculty of Health and Environmental Sciences ➤ Submission of documents for meeting: University Engagement Committee (2024-01-18) ➤ Submission of documents for meeting: Executive Committee of Faculty Board: Humanities (2024-01-20)
Friday	12	**09:00 - 12:00** **11:00 - 13:00**	Meeting: University Languages Committee (ULC) (2024-01-04) Meeting: University Performance Review Committee	
Saturday	13			
Sunday	14			
Monday	15			➤ Submission of documents for meeting: Executive Committee of Faculty Board: Management Sciences (2024-01-19) ➤ Submission of documents for meeting: University Academic Planning and Quality Committee (2024-01-22) ➤ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-01-22) ➤ Submission of documents for meeting: University Teaching and Learning Committee (2024-01-25)
Tuesday	16	**10:00 – 12:00**	Meeting: University Internationalisation Committee (2024-12-08)	➤ **Deadline of submission to Assessment and Graduation Unit of applications for a special assessment opportunity for students requiring only a single module to meet all the requirements for a degree/diploma/ certificate**

		13:00 - 16:00	Meeting: IT Planning & Priorities Committee (2024-01-09)	➢ Submission of documents for meeting: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences (2024-01-23) ➢ Submission of document for meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-01-29)
Wednesday	17	09:00 – 13:00 11:00 - 13:00	**Meeting: Student Affairs Council (2024-01-10)** Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-01-10)	➢ **Submission of documents for meeting: Extended Management Committee (2024-01-26)**
Thursday	18	09:00 – 11:00 14:00 - 16:00 14:00 – 16:00	**Meeting with Executive Management - 2024 APP Q4 Discussion in preparation for Extended Management Committee (EMC)** Meeting: University Engagement Committee (2024-01-11) Meeting: Quality Assurance and Enhancement Committee (QAEC)	
Friday	19	09:00 - 12:00 09:00 – 13:00 09:00 - 12:00 12:00 - 16:00 10:00 - 12:00	Meeting: Executive Committee of Faculty Board: Management Sciences (2024-01-15) Meeting: Academic Appeals Committee (*ad hoc* cases) **Special meeting: Executive Committee of Council (2024-01-09)** **Special meeting: Remuneration Committee of Council (2024-01-09)** Meeting: Executive Committee of Faculty Board: Humanities (2024-01-12)	**Matric / National Senior Certificate (NSC) Results Publication** **Well-Done Function for Grade 12s, in partnership with the Free State Provincial Government (FSPG)** **Deadline of submissions to Assessment and Graduations Unit of applications for remarking of assessment scripts** **Deadline for submission to Assessment and Graduations Unit of applications for subject recognitions for prospective diplomates and graduates for April 2024** ➢ Submission of documents for meeting: Labour Relations Forum (2024-02-02) ➢ Submission of documents for meeting: Faculty Board: Health and Environmental Sciences (2024-01-26)
Saturday	20			
Sunday	21			
Monday	22	09:00 – 13:00	Meeting: Brand, Marketing and	08:00 - 16:30 Review of 2024 Applications for

			Communications Committee 14:00 – 16:00 Meeting: University Academic Planning and Quality Committee (2024-01-15) 11:00 – 13:00 Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-01-15)	**First Years - Statuses of New Applicants Commences**
Tuesday	23	09:00 – 12:00	**Meeting: Student Fees Committee (SFC) (2024-01-03)** 09:00 - 11:00 Meeting: Risk and Compliance Advisory Committee 11:00 - 13:00 Meeting: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences (2024-01-16) 14:00 – 16:00 Meeting: PoPIA Committee	**08:00 - 16:30 Review of 2024 Applications for First Years - Statuses of New Applicants Concludes** ➤ **Submission of documents for Management Committee (Mancom) meeting (2024-01-30)**
Wednesday	24	08:30 - 16:00	Meeting: Academic Appeals Committee 09:00 - 13:00 **Meeting: Extended Management Committee (2024-01-17)**	**RESIDENCES OPEN AT 08:00 ONLY FOR ALL FIRST YEAR ACADEMICALLY AND RESIDENCE REGISTERED STUDENTS WITH PROOF OF REGISTRATION AT BOTH CAMPUSES** **08:00 - 16:30 Registration: First Time Entry (General) For All Faculties and At All Campuses Commences** **08:00 - 16:30 Registrations: Postgraduate Continuation Seniors - Including Continuing Masters And Doctoral (M & D) Registrations for All Faculties and At All Campuses Commences** ➤ Submission of documents for meeting: Community Engagement Committee (2024-02-01) ➤ Submission of documents for IT Investment Committee (2024-02-01)
Thursday	25	09:00 - 15:00	Meeting: University Teaching and Learning Committee (2024-01-15) 09:00 – 12:00 Meeting: Faculty Research and Innovation Committee (FRIC): Management Sciences 14:00 - 16:00 Meeting: Financial Exclusions and Appeals Committee 14:00 – 16:30 Meeting: Faculty Research and Innovation Committee (FRIC)	➤ Finalisation of class groups African Languages Week

			(FEBIT)	
Friday	**26**	**09:00 - 12:00** **11:00 – 13:00**	Meeting: Skills Development Committee (Human Resources) Meeting: Faculty Board: Health and Environmental Sciences (2024-01-19)	**Deadline for submission to Academic Structure and Student Enrolment Services of appeals or objections against exclusion due to poor academic performance** ➢ Submission of documents for meeting: Executive Committee of Faculty Board: Humanities (2024-02-02)
Saturday	**27**			
Sunday	**28**			
Monday	**29**	**09:00 – 12:00** **14:00 – 16:00**	Meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-01-16) Meeting: University Academic Planning and Quality Committee (2024-01-15)	**08:00 - 16:30 Registration: First Time Entry (General) for all Faculties and at all Campuses Concludes** ➢ Submission of documents for meeting: Faculty Board: Management Sciences (2024-02-02) African Languages Week **General Orientation for all first-year students (Welkom Campus)**
Tuesday	**30**	**14:00 - 16:00**	Meeting: ICT Planning & Priorities Committee	**RESIDENCES OPEN AT 08:00 FOR ALL SENIOR STUDENTS ACADEMICALLY AND RESIDENCE REGISTERED STUDENTS WITH PROOF OF REGISTRATION AT BOTH CAMPUSES** **Special assessment opportunity for all students requiring only a single module to meet all the requirements to obtain a degree/ diploma/certificate.** **08:00 - 16:30 Registration: Seniors (General) for all Faculties and at all Campuses Commences** ➢ Submission of documents for meeting: Faculty Board: Engineering. Built Environment and Information Technology (2024-02-09) African Languages Week **General Orientation for all first-year students (Bloemfontein) Commences**
Wednesday	**31**	**09:00 - 13:00**	**Meeting: Management Committee (Mancom) (2024-01-**	**Deadline for submission of Work Integrated Learning marks for students graduating in 2024.**

Date		Time	Meetings	Closing dates/registrations/notifications
			23)	➤ **Submission of documents for meeting: Senex (2024-01-31)**
		09:00 - 16:00	Meeting: Academic Appeals Committee	**General Orientation for all first-year students (Bloemfontein) Concludes**

FEBRUARY 2024				
Date		**Time**	**Meetings**	**Closing dates/registrations/notifications**
Thursday	**1**	09:00 - 12:00	Meeting: University Research and Innovation Committee (URIC)	**First Time Entry: Masters And Doctoral Registration for All Faculties Commence**
		09:00 - 13:00	IT Investment Committee (2024-01-24)	**CHANCELLOR'S INAUGURATION**
		14:00 - 16:00	Meeting: Community Engagement Committee (2024-01-24)	
Friday	**2**	09:00 – 13:00	Meeting: Labour Relations Forum (2024-01-19)	**08:00 - 16:30 Registration: Seniors (General) For All Faculties and At All Campuses Concludes**
		10:00 - 12:00	Meeting: Executive Committee of Faculty Board: Humanities (2024-01-26)	**General Orientation for all first-year students (Bloemfontein and Welkom Campuses) Concludes**
		12:30 - 15:00	Meeting: Faculty Board: Management Sciences (2024-01-29)	**WELCOME AND UNIVERSITY OFFICIAL OPENING CEREMONY: FIRST YEAR AND SENIOR STUDENTS: WELKOM CAMPUS**
Saturday	**3**			
Sunday	**4**			
Monday	**5**			**FIRST SEMESTER / QUARTER COMMENCES**
				ALL LECTURES/ CLASSES COMMENCE IN ALL FACULTIES AT ALL CAMPUSES: FIRST SEMESTER / QUARTER COMMENCE
				ORIENTATION FOR ALL FIRST-YEAR STUDENTS PER FACULTY COMMENCES
				Subject Additions, Cancellations, Total Cancellations and Change of Campuses Commences (New / First-Time Entering Students and Senior Students)
				Late Registration commences for all Students in all Faculties, at all Campuses
				➤ Submission of documents for meeting: Executive Committee of Faculty Board: Management Sciences (2024-02-09)
				➤ Submission of documents for meeting: Faculty Board: Humanities (2024-02-13)
Tuesday	**6**	12:00 – 16:00	SRC Mass Meeting	**First Year Orientation for the Faculty Board:**

				Engineering, Built Environment and Information Technology **12:00 - 13:00** SRC Inauguration (Welkom) ➢ Submission of documents for meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-02-19)
Wednesday	**7**	09:00 - 12:00 09:00 – 16:00 14:00 - 16:00	Meeting: CUT Student Media Board Final meeting: Academic Appeals Committee Meeting: Fascom	**10:00 - 12:00 Transformation Roadshow (Welkom Campus)**
Thursday	**8**			**08:30 - 16:30** Induction: academic development programme for lecturers ➢ **Submission of documents for meeting: Human Resources Committee of Council (2024-02-22)**
Friday	**9**	09:00 - 12:00 09:00 – 12:00	Meeting: Executive Committee of Faculty Board: Management Sciences (2024-02-05) Meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-01-30)	**12:30 – 13:30** SRC Inauguration (Bloemfontein) **Subject Additions, Cancellations, Total Cancellations and Change of Campuses Concludes (New / First-Time Entering Students and Senior Students)** **Late Registration Concludes for All Students in All Faculties, At All Campuses** ➢ **Submission of documents for meeting: Planning, Finance and Resources Committee of Council (2024-02-23)**
Saturday	**10**			**WELCOME AND UNIVERSITY OFFICIAL OPENING CEREMONY: FIRST YEAR AND SENIOR STUDENTS: BLOEMFONTEIN CAMPUS**
Sunday	**11**			
Monday	**12**	**09:00 – 12:00**	**Meeting: Senex (2024-01-31)**	
Tuesday	**13**	09:00 - 12:00	Meeting: Faculty Board: Humanities (2024-02-05)	➢ Finalisation of academic staff's timetables (class groups, venues, etc.): First Semester ➢ **Submission of documents for meeting: Social and Ethics Committee of Council (2024-02-27)**
Wednesday	**14**	14:00 – 15:00 14:00 – 16:00	Meeting: Broader Institutional Renewal and Organisational Culture Committee Meeting: CUT Human Research Ethics Committee	➢ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-02-21)

Thursday	15	09:00 – 15:00	New Employee Induction Day	**12:30 - 14:00** Induction for student organisations ➢ **Submission of documents for meeting: Audit, Risk and ICT Governance Committee of Council (2024-02-29)**
Friday	16	09:00 - 12:00		**STEM EXHIBITION** ➢ Draft Academic Calendar 2025 to faculties for consultation ➢ **Submission of documents for meeting: Institutional Forum (2024-03-01)**
Saturday	17			
Sunday	18			
Monday	19	09:00 - 12:00 10:00 – 12:00	Meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-02-06) Meeting: University Transformation Advisory Committee (UTAC)	➢ Submission of documents for meeting: Student Academic Affairs Committee (2024-02-26) ➢ **Submission of documents for meeting: Senate (2024-03-04)**
Tuesday	20			➢ Submission of class timetables and classroom occupation lists ➢ Submission of documents for meeting: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences (2024-02-27)
Wednesday	21	11:00 – 13:00	Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-02-14)	International Mother Tongue Day
Thursday	22	09:00 - 16:00 09:00 - 12:00	**Meeting: Human Resources Committee of Council (2024-02-08)** Meeting: Faculty Research and Innovation Committee (FRIC): Management Sciences	**08:30 - 16:30** Academic development programme for lecturers
Friday	23	09:00 - 16:00	**Meeting: Planning, Finance and Resources Committee of Council (2024-02-09)**	**08:30 - 16:30** Academic development programme for lecturers **10:00 - 13:00 CUT Women in Higher Education – Students** **10:00 - 16:00** Induction session: student associations' guardians

Date		Time	Meetings	Closing dates/registrations/notifications
				➢ **Submission of documents for meeting: Employment Equity Committee (2024-03-08)**
				➢ **Last day for identification of diplomates/ graduates by Assessment and Graduations Unit**
Saturday	**24**			
Sunday	**25**			**09:00 - 11:00** 1st Unity Service
Monday	**26**	**09:00 - 12:00**	Meeting: Student Academic Affairs Committee (2024-02-19)	**Block Session for Teaching and Learning Module (CILT) Commences**
				➢ **Submission of documents for meetings: Executive Committee of Council (2024-03-07)**
				➢ **Submission of documents for meetings: Remuneration Committee of Council (2024-03-07)**
Tuesday	**27**	**09:00 – 12:00**	Meeting: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences 2024-02-20)	
Wednesday	**28**	**09:00 - 13:00**	**Meeting: Social and Ethics Committee of Council (2024-02-13)**	**08:00 - 16:30 Registration: Post Graduate Continuation Seniors: Continuing Masters And Doctoral Registrations for All Faculties and At All Campuses Concludes**
		09:00 - 12:00	Meeting: Skills Development Committee (Human Resources)	➢ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-03-06)
Thursday	**29**	**09:00 - 13:00**	**Meeting: Audit, Risk and ICT Governance Committee of Council (2024-02-15)**	**09:00 - 15:30** Study Abroad Fair (Bloemfontein)
		14:00 – 16:30	Meeting: Faculty Research and Innovation Committee (FRIC) (FEBIT)	**13:00 - 16:00** Honours Graduate School Welcoming Webinar
				➢ Submission of documents for meeting: Executive Committee of Faculty Board: Humanities (2024-03-08)
MARCH 2024				
Date		**Time**	**Meetings**	**Closing dates/registrations/notifications**
Friday	**1**	**09:00 - 13:00**	**Meeting: Institutional Forum (2024-02-16)**	**13:00 - 16:30** Welcome function for First Semester CUT international students.
			Special meeting: Faculty Board: Health and Environmental Sciences (Approval of graduation lists – 2024 year-end)	**Executive Committees of Faculty Boards, after approval, to send the nomination lists for examiners and moderators for all year subjects and first-semester subjects to the Assessment and Graduations Unit**
			Special meeting: Faculty Board:	

			Humanities (Approval of graduation lists – 2024 year-end) Special meeting: Faculty Board: Engineering, Built Environment and Information Technology (Approval of graduation lists – 2024 year-end) Special Meeting: Faculty Board: Management Sciences (Approval of graduation lists – 2024 year-end)	**Block Session for Teaching and Learning Module (CILT) CONCLUDES**
Saturday	2			13:00 – 16:30 Welcome function for first-semester CUT international students
Sunday	3			
Monday	4	12:00 - 16:00	**Meeting: Senate (2024-02-19)**	➢ Submission of documents for meeting: Executive Committee of Faculty Board: Management Sciences (2024-03-08)
Tuesday	5		**Special meeting: Senex (Approval of graduation lists – 2024 year-end)**	**09:00 - 13:00 Institutional Culture Workshop (Bloemfontein Campus)** ➢ Submission of documents for meeting: Access and Admissions Committee (2024-03-12)
Wednesday	6	11:00 – 13:00 14:00 - 16:00	Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-02-24) Meeting: Quality Assurance and Enhancement Committee (QAEC)	**13:00 - 16:00** Master's Graduate School Welcoming Webinar ➢ Submission of documents for meeting: Assessment Committee (2024-03-14)
Thursday	7	09:00 - 12:00 12:00 - 16:00 09:00 – 14:00 11:00 - 13:00	**Meeting: Executive Committee of Council (2024-02-26)** **Meeting: Remuneration Committee of Council (2024-02-26)** **CUTIS (Pty) Ltd Human Resources, Social and Ethics Committee meeting** Meeting: Technology and Innovation Committee	**GRADE 9 CAREER DAY**
Friday	8	09:00 - 12:00 09:00 - 12:00 10:00 - 12:00	Meeting: Executive Committee of Faculty Board: Management Sciences (2024-03-04) **Meeting: Employment Equity Committee (2024-02-23)** Meeting: Executive Committee of Faculty Board: Humanities (2024-	**11:00 - 15:00** Induction session: Student associations' leadership ➢ **Submission of documents for meeting: CUT Council (2024-03-22)** **PUBLIC LECTURE SERIES 1 (HUMAN RIGHTS)**

			02-29)	Mailing of invitations to graduation ceremonies
Saturday	9	10:00 - 15:00	Meeting: Alumni Executive Committee	
Sunday	10			
Monday	11	09:00 – 10:00	Faculty Internationalisation Committee: Faculty of Management Sciences	➤ Submission of documents for meeting: University Languages Committee (2024-03-20)
		11:00 – 12:00	Faculty Internationalisation Committee: Faculty of Humanities	➤ Submission of documents for meeting: Work-Integrated Learning and Skills Development Committee (2024-03-19)
			Senate Workshop on Language Policy	1st Wellness Week & First Things First Campaign (Voluntary HIV Counselling and Testing)
Tuesday	12	09:00 – 14:00	**CUTIS (Pty) Ltd Finance & Planning Committee Meeting**	**COPYING OF ACADEMIC STRUCTURE FOR 2024**
		14:00 - 16:00	Meeting: Access and Admissions Committee (2024-03-05)	➤ Submission of documents for meeting: University Academic Planning and Quality Committee (2024-03-20)
				➤ Submission of documents for meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-03-25)
				➤ **Submission of documents for meeting: Management Committee (Mancom) (2024-03-12)**
				1st Wellness Week & First Things First Campaign (Voluntary HIV Counselling and Testing)
Wednesday	13	14:00 – 16:00	Meeting: CUT Human Research Ethics Committee	➤ Call for nominations for Vice-Chancellor's Excellence Awards
		13:30 - 14:30	Faculty Internationalisation Committee: Faculty of Health and Environmental Sciences	➤ Submission of documents for meeting: Library Senate Committee (2024-03-27)
		15:30 - 16:30	Faculty Internationalisation Committee: Faculty of Engineering, Built Environment and Information Technology	➤ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-03-20)
				1st Wellness Week & First Things First Campaign (Voluntary HIV Counselling and Testing)
Thursday	14	09:00 – 12:00	Meeting: Research Grants and Scholarships Committee	**13:00 - 16:00** Doctoral Graduate School Welcoming Webinar
		09:00 - 12:00	Meeting: Assessment Committee (2024-03-06)	➤ Submission of documents for meeting: University Engagement Committee (2024-03-20)
		09:00 – 14:00	**CUTIS (Pty) Ltd Audit, Risk and ICT Governance Committee meeting**	1st Wellness Week & First Things First Campaign (Voluntary HIV Counselling and Testing)

		12:30 - 14:30	Meeting: Curriculum Committee	
Friday	15	**09:00 – 16:30**	Student Parliament Capacity Building Session	1st Wellness Week & First Things First Campaign (Voluntary HIV Counselling and Testing)
Saturday	16	**09:00 – 16:30**	Student Parliament Capacity Building Session	
Sunday	17	**09:00 – 16:30**	Student Parliament Capacity Building Session	
Monday	18	**10:00 – 12:00** **12:00 - 16:00** **14:00 – 16:00**	Meeting: Faculty Research and Innovation Committee (FRIC): Humanities SRC mass meeting Meeting: Naming Committee	➤ **Submission of documents for meeting: Student Fees Committee (2024-04-10)**
Tuesday	19	**09:00 - 13:00** **12:30 - 13:30**	**Meeting: Management Committee (Mancom) (2024-03-12)** Meeting: Work-Integrated Learning and Skills Development Committee (2024-03-11)	**14:00 - 16:00** Postdoctoral Graduate School Seminar Commencement of observation of Postgraduate Certificate in Education students **14:00 - 16:00 Human Rights Day Celebration** **Announcement / Publication of draft May/June assessment timetable to students**
Wednesday	20	**09:00 - 12:00** **09:00 – 12:00** **11:00 – 13:00** **14:00 - 16:00**	Meeting: University Languages Committee (2024-03-11) Meeting: University Academic Planning and Quality Committee (2024-03-12) Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-03-13) Meeting: University Engagement Committee (2024-03-14)	**FIRST QUARTER CONCLUDES ALL LECTURES/CLASSES CONCLUDE IN ALL FACULTIES AT ALL CAMPUSES** **Deadline for submission to Assessment and Graduations Unit of applications for subject recognitions for prospective diplomates and graduates for September 2024** **Deadline for submission to Assessment and Graduations Unit of thesis/ dissertations for assessment, to identify prospective graduates for September 2024** **Test marks for the first quarter entered into the ITS system by faculties** **Completion of appointment by the Assessment and Graduations Unit of examiners and moderators for all year and first-semester subjects**
Thursday	21		**HUMAN RIGHTS DAY**	
Friday	22	**09:00 - 16:00**	**Meeting: CUT Council (2024-03-08)**	➤ Closing date for applications of second-semester international exchange student intake ➤ Request for nominations for honorary awards and honorary degrees for 2025

Day	Date	Time	Meetings	Closing dates/registrations/ notifications
Saturday	23			**RESIDENCES CLOSE FOR ALL STUDENTS AT 10:00** **09:00 - 17:00** CUT and Sol Plaatje Student Intervarsity Tournament
Sunday	24			
Monday	25		**RECESS**	**FIRST-QUARTER RECESS COMMENCES (EASTER RECESS)**
Tuesday	26		**RECESS**	
Wednesday	27		**RECESS**	**2025 ONLINE APPLICATIONS OPEN FOR ALL APPLICANTS (International and South African)** ➤ Submission of documents for meeting: Labour Relations Forum (2024-04-10) ➤ Submission of documents for meeting: University Internationalisation Committee (2024-04-10)
Thursday	28		**RECESS**	
Friday	29		**GOOD FRIDAY – PUBLIC HOLIDAY**	**Announcement / Publication of final May/June assessment timetable to students**
Saturday	30			
Sunday	31			

APRIL 2024				
Date		**Time**	**Meetings**	**Closing dates/registrations/ notifications**
Monday	**1**		**FAMILY DAY – PUBLIC HOLIDAY**	
Tuesday	**2**	**09:00 - 12:00** **10:00 - 12:00**	Meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-03-12) Meeting: Data Governance Steering Committee	**FIRST-QUARTER RECESS CONCLUDES (EASTER RECESS)** **RESIDENCES OPEN FOR ALL STUDENTS AT 08:00** Opening of 2025 online applications
Wednesday	**3**	**09:00 - 14:00** **12:00 - 14:00** **09:00 - 12:00**	**CUTIS (Pty) Ltd Board of Directors meeting** Meeting: Library Senate Committee (2024-03-13) Meeting: Faculty Research and Innovation Committee (FRIC): Management Sciences	**SECOND QUARTER COMMENCES** **ALL LECTURES/CLASSES COMMENCE IN ALL FACULTIES AT ALL CAMPUSES**
Thursday	**4**	**14:00 - 16:30**	Meeting: Faculty Research and Innovation Committee (FRIC): FEBIT	**10:00 AUTUMN GRADUATION CEREMONY: (WELKOM CAMPUS)** **14:00 AUTUMN GRADUATION CEREMONY: (WELKOM CAMPUS)**
Friday	**5**			**10:00 AUTUMN GRADUATION CEREMONY:**

				(WELKOM CAMPUS) **14:00 AUTUMN GRADUATION CEREMONY: (WELKOM CAMPUS)**
Saturday	6			
Sunday	7			
Monday	8			**10:00 AUTUMN GRADUATION CEREMONY: FACULTY OF MANAGEMENT SCIENCES (BLOEMFONTEIN CAMPUS)** **10:00 AUTUMN GRADUATION CEREMONY: FACULTY OF MANAGEMENT SCIENCES (BLOEMFONTEIN CAMPUS)** **14:00 AUTUMN GRADUATION CEREMONY: FACULTY OF MANAGEMENT SCIENCES (BLOEMFONTEIN CAMPUS)** ➢ Submission of documents for meeting: University Teaching and Learning Committee (2024-04-17)
Tuesday	9	09:00 - 12:00	**Meeting: Student Fees Committee (2024-03-25)** *(for submission of documents from SFC to SAC on 17 April 2024)*	**10:00 AUTUMN GRADUATION CEREMONY: FACULTY OF HUMANITIES (BLOEMFONTEIN CAMPUS)** **14:00 AUTUMN GRADUATION CEREMONY: FACULTY OF HUMANITIES (BLOEMFONTEIN CAMPUS)**
Wednesday	10	09:00 – 13:00 11:00 - 13:00 14:00 – 16:00 14:00 – 16:00	Meeting: Labour Relations Forum (2024-03-27) Meeting: Technology and Innovation Committee Meeting: CUT Human Research Ethics Committee Meeting: University Internationalisation Committee (2024-03-27)	➢ **Submission of documents for meeting: Student Affairs Council (2024-04-17)** **10:00 AUTUMN GRADUATION CEREMONY: FACULTY OF ENGINEERING, BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY (BLOEMFONTEIN CAMPUS)** **14:00 AUTUMN GRADUATION CEREMONY: FACULTY OF ENGINEERING, BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY (BLOEMFONTEIN CAMPUS)** **18:00:** Annual Prize-Giving Ceremony of the Faculty of Engineering, Built Environment and Information Technology
Thursday	11	09:00 – 12:00	Meeting: University Research and Innovation Committee (URIC)	➢ Submission of documents for meeting: Faculty Board: Health and Environmental Sciences (2024-04-18) **10:00: AUTUMN GRADUATION CEREMONY: FACULTY OF HEALTH AND ENVIRONMENTAL SCIENCES (BLOEMFONTEIN CAMPUS)**

				18:30: Chancellor's Doctorandi Dinner
Friday	12	09:00 - 11:00	Meeting: Risk and Compliance Advisory Committee	**Freedom Day activities**
		10:00 – 12:00	Meeting: Faculty Research and Innovation Committee (FRIC): Humanities	**08:00 - 18:00:** Main Test: Faculty of Engineering, Built Environment and Information Technology
		14:00 - 16:00	Meeting: PoPIA Committee	➢ Submission of documents for IT Planning & Priorities committee (2024-04-16)
				➢ Submission of documents for meeting: Executive Committee of Faculty Board: Humanities (2024-04-18)
				➢ Submission of documents for meeting: Community Engagement Committee (2024-04-25)
				Submission of first semester examination question papers to Assessment and Graduation Unit.
				Calculation of course marks completed by the Assessment and Graduation Unit.
				Publication of preliminary course marks by the Assessment and Graduation Unit.
Saturday	13			
Sunday	14			
Monday	15			➢ Submission of documents for meeting: Executive Committee of Faculty Board: Management Sciences (2024-04-19)
				➢ Student course marks sign off commences.
Tuesday	16	09:00 – 11:00	**Meeting with Executive Management 2024 APP Q1 Discussion in preparation for Extended Management Committee (EMC)**	**08:00 - 18:00:** Main Test: Faculty of Engineering, Built Environment and Information Technology
		09:00 - 12:00	Meeting: IT Planning & Priorities Committee (2024-04-12)	
		14:00 - 16:00	Meeting: University Transformation Advisory Committee (UTAC)	
Wednesday	17	09:00 - 12:00	**Meeting: Student Affairs Council (2024-04-11)** *(for submission of documents from SAC to Mancom of the 30 April 2024)*	**08:00 - 18:00:** Main Test: Faculty of Engineering, Built Environment and Information Technology
		09:00 - 15:00	Meeting: University Teaching and Learning Committee (2024-04-08)	➢ **Final draft Academic Calendar 2025 to faculties for consultation and signing off**
				➢ **Submission of documents for meeting: Extended Management Committee (2024-04-24)**

				10:00: Deadline for student complaints regarding course marks **14:00 Verification of course marks completed.**
Thursday	**18**	10:00 - 12:00 11:00 - 13:00 14:00 - 16:00	Meeting: Executive Committee of Faculty Board: Humanities (2024-04-12) Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-04-11) Meeting: Faculty Research and Innovation Committee (FRIC): Management Sciences	**08:00 - 18:00:** Main Test: Faculty of Engineering, Built Environment and Information Technology ➢ Deadline for residence applications for second-semester students **Final course marks published by the Assessment and Graduation Unit.** **Announcement / Publication of invigilation timetable for May/June main assessment**
Friday	**19**	09:00 - 12:00	Meeting: Executive Committee of Faculty Board: Management Sciences (2024-04-15)	**08:00 - 18:00:** Main Test: Faculty of Engineering, Built Environment and Information Technology ➢ Submission of documents for meeting: Faculty Board: Engineering, Built Environment and Information Technology (2024-04-26) ➢ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-04-26)
Saturday	**20**			
Sunday	**21**			
Monday	**22**	09:00 - 14:00	**CUTis (Pty) Ltd Human Resources, Social and Ethics Committee Meeting**	➢ Submission of Documents for IT Investment Committee (2024-04-26
Tuesday	**23**			➢ Deadline for submission of nominations for Vice-Chancellor's Excellence Awards ➢ Bursary applicants notified of outcome of applications ➢ Submission of documents for meeting: Faculty Board: Humanities (2024-05-02) ➢ **Submission of documents for meeting: Management Committee (Mancom) (2024-04-30)**
Wednesday	**24**	09:00 – 14:00	**CUTIS (Pty) Ltd Finance & Planning Committee Meeting**	➢ Submission of documents: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences (2024-05-02)
Thursday	**25**	08:30 - 16:30 11:00 – 13:00	**Meeting: Extended Management Committee (2024-04-22)** Meeting: Faculty Board: Health and Environmental Sciences	

Date		Time	Meetings	Closing dates/registrations/notifications
			(2024-04-19)	
		14:00 – 16:30	Meeting: Faculty Research and Innovation Committee (FRIC) (FEBIT)	
		14:00 – 16:00	Meeting: Community Engagement Committee (2024-04-12)	
Friday	**26**	**09:00 – 12:00**	Meeting: IT Investment Committee (2024-04-22)	
		09:00 – 12:00	Meeting: Faculty Board: Engineering, Built Environment and Information Technology (2024-04-19)	
Saturday	**27**		**FREEDOM DAY**	
Sunday	**28**			
Monday	**29**	**09:00 - 14:00**	**CUTIS (Pty) Ltd Annual General Meeting**	**MID-YEAR JUNE FIRST-SEMESTER SUBJECTS EXAMS/ ASSESSMENTS COMMENCE**
		09:00 - 12:00	Meeting: Skills Development Committee (Human Resources)	
		14:00 - 16:00	Meeting: Fascom	
Tuesday	**30**	**09:00 - 13:00**	**Meeting: Management Committee (Mancom) (2024-04-16)**	
		08:00 - 18:00	SRC Policy Review Summit	

MAY 2024				
Date		**Time**	**Meetings**	**Closing dates/registrations/notifications**
Wednesday	**1**		**WORKERS' DAY**	
Thursday	**2**	**09:00 - 12:00**	Meeting: Faculty Board: Humanities (2024-04-23)	**08:00** Annual Art Exhibition opens
		11:00 - 13:00	Meeting: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences (2024-04-24)	➤ Submission of documents for meeting: Senex (2024-05-02) ➤ Submission of documents for meeting: Joint Bargaining Forum (2024-05-16)
Friday	**3**	**09:00 – 14:00**	**CUTIS (Pty) Ltd Audit, Risk and ICT Governance Committee meeting**	**13:30 - 16:00:** Presentation by nominees for the Vice-Chancellor's Excellence Awards (Community Engagement)
		09:00 – 16:30	SRC Affiliates Capacity Building Session	Career Fair – Welkom Campus

Saturday	4	09:00 – 16:30	SRC Affiliates Capacity Building Session	
Sunday	5	09:00 – 16:30	SRC Affiliates Capacity Building Session	
Monday	6			**09:00 - 15:30:** Study Abroad Fair (Welkom Campus) ➢ Submission of documents for meeting: Student Academic Affairs Committee (2024-05-13) Wellness Approach to Student Behaviour (WASB) Week, including Health and Voluntary Confidential Counselling and Testing (VCCT) (HIV/AIDS) Week
Tuesday	7			Wellness Approach to Student Behaviour (WASB) Week, including Health and Voluntary Confidential Counselling and Testing (VCCT) (HIV/AIDS) Week 1st Mental Health Awareness Week Career Fair – Bloemfontein Campus
Wednesday	8	14:00 - 16:00	Meeting: CUT Human Research Ethics Committee	Wellness Approach to Student Behaviour (WASB) Week, including Health and Voluntary Confidential Counselling and Testing (VCCT) (HIV/AIDS) Week 1st Mental Health Awareness Week Career Event – Industry-Specific (TBC) Bloemfontein Campus
Thursday	9			➢ **Submission of documents for meeting: Human Resources Committee of Council (2024-05-23)** Wellness Approach to Student Behaviour (WASB) Week, including Health and Voluntary Confidential Counselling and Testing (VCCT) (HIV/AIDS) Week 1st Mental Health Awareness Week Career Event - Industry- Specific (TBC) Bloemfontein Campus
Friday	10	09:00 - 10:00 11:00 - 12:00	Faculty Internationalisation Committee: Faculty of Management Sciences Faculty Internationalisation Committee: Faculty of Humanities	➢ **Submission of documents for meeting: Planning, Finance and Resources Committee of Council (2024-05-24)** ➢ Submission of documents for meeting: Access and Admissions Committee (2024-05-16) **CUT Open Day – Bloemfontein Campus** Wellness Approach to Student Behaviour (WASB)

				Week, including Health and Voluntary Confidential Counselling and Testing (VCCT) (HIV/AIDS) Week 1st Mental Health Awareness Week Candlelight Ceremony (Welkom Campus) Careers Office Roadshow – Bloemfontein Campus
Saturday	**11**			
Sunday	**12**			
Monday	**13**	**09:00 - 12:00** **10:00 –12:00**	Meeting: Student Academic Affairs Committee (2024-05-13) Meeting: Faculty Research and Innovation Committee (FRIC): Humanities	➤ Submission of documents for meeting: Executive Committee of Faculty Board: Management Sciences (2024-05-17) ➤ Submission of documents for meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-05-20) ➤ Submission of documents for meeting: Assessment Committee (2024-05-21) **22:00:** Annual Art Exhibition closes
Tuesday	**14**	**09:00 – 11:00** **13:30 - 14:30** **15:30 - 16:30**	Special meeting: University Research and Innovation Committee (URIC) (Research Outputs) Faculty Internationalisation Committee: Faculty of Health and Environmental Sciences Faculty Internationalisation Committee: Faculty of Engineering, Built Environment and Information Technology	➤ Submission of documents for meeting: Executive Committee of Faculty Board: Humanities (2024-05-24) ➤ Submission of documents for meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-05-27) ➤ Submission of documents for meeting: Library Senate Committee (2024-05-28)
Wednesday	**15**	**09:00 - 12:00** **09:00 – 15:00**	**Meeting: Senex (2024-05-02)** New Employee Induction Day	**Finalisation of Academic Calendar 2025** ➤ **Submission of documents for meeting: Social and Ethics Committee of Council (2024-05-29)** ➤ Submission of documents for meeting: Joint Bargaining Forum (2024-05-29) ➤ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-05-22)
Thursday	**16**	**09:00 – 12:00**	Meeting: Access and Admissions Committee (2024-05-10)	**08:30 - 16:30:** Academic development programme for lecturers

		09:00 - 13:00	Meeting: Joint Bargaining Forum (2024-05-02)	**PUBLIC LECTURE SERIES 2 (Economic matters)**
		14:00 – 16:00	Meeting: University Academic Appointments and Promotions Committee (UAAPC)	➢ **Submission of documents for meeting: Audit, Risk and ICT Governance Committee of Council (2024-05-30)**
				18:00 Awards Ceremony: Faculty of Management Sciences
Friday	**17**	09:00 - 12:00	Meeting: Executive Committee of Faculty Board: Management Sciences (2024-05-13)	**08:30 - 16:30:** Academic development programme for lecturers
				CUT Open Day – Welkom Campus
				➢ **Submission of documents for meeting: Institutional Forum (2024-05-31)**
Saturday	**18**	**10:00**	Elective Annual General Meeting: Alumni Association	
Sunday	**19**			
Monday	**20**	09:00 - 15:00	Meeting: University Teaching and Learning Committee (Special meeting: Vice-Chancellor's Excellence Awards)	**MID-YEAR JUNE FIRST-SEMESTER SUBJECTS EXAMS/ ASSESSMENTS ENDS**
				All marks for continuous assessment subjects entered into ITS system by faculties
				Grade 12's Open Day – Welkom Campus
				➢ **Submission of documents for meeting: Senate (2024-06-03)**
				➢ Submission of documents for meeting: Faculty Board: Management Sciences (2024-05-20)
Tuesday	**21**	09:00 – 12:00	Meeting: Assessment Committee (2024-05-13)	➢ Submission of documents for meeting: Joint Bargaining Forum (2024-06-06)
				World Day for Cultural Diversity for Dialogue and Development
Wednesday	**22**	11:00 – 13:00	Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-05-15)	
Thursday	**23**	09:00 - 15:00	**Meeting: Human Resources Committee of Council (2024-05-09)**	
		09:00 – 14:00	CUTIS (Pty) Ltd Board of Directors meeting	

		09:00 - 12:00	Meeting: Faculty Research and Innovation Committee (FRIC): Management Sciences	
		14:00 - 16:00	Meeting: Broader Institutional Renewal and Organisational Culture Committee	
Friday	**24**	**09:00 - 15:00**	**Meeting: Planning, Finance and Resources Committee of Council (2024-05-10)**	**14:00 - 16:00** Postdoctoral Graduate School Seminar
		10:00 - 12:00	Meeting: Executive Committee of Faculty Board: Humanities (2024-05-14)	➤ **Submission of documents for meeting: Employment Equity Committee (2024-06-07)**
		09:00 – 12:00	Meeting: Faculty Board: Management Sciences (2024-05-20)	**Submission Of Mark Sheets for Mid-Year Main Assessments to Assessment and Graduations Unit**
Saturday	**25**			
Sunday	**26**			
Monday	**27**	**09:00 – 12:00**	Meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-05-14)	➤ **Submission of documents for meeting: Executive Committee of Council (2024-06-06)** ➤ **Submission of documents for meeting: Remuneration Committee of Council (2024-06-06)** **Mid-Year Sickness, Reassessments/ Re-Exams, Special Assessments for First-Semester Subjects Commence**
Tuesday	**28**	**12:00 – 14:00**	Meeting: Library Senate Committee (2024-05-14)	➤ Submission of documents for meeting: Work-Integrated Learning and Skills Development Committee (2024-06-05) ➤ Deadline for nominations for honorary awards and honorary degrees for 2025
Wednesday	**29**	**09:00 – 13:00**	**Meeting: Social and Ethics Committee of Council (2024-05-15)**	➤ Submission of documents for meeting: University Languages Committee (2024-06-04)
		09:00 - 13:00	Meeting: Joint Bargaining Forum (2024-05-15)	**10:00 - 12:00 Transformation Roadshow (Bloemfontein Campus)** **18:00 Professorial Inaugural Address**
Thursday	**30**	**09:00 - 13:00**	**Meeting: Audit, Risk and ICT Governance Committee of Council (2024-05-16)**	**Commencement of submission to Assessment and Graduations Unit of applications for subject recognition for prospective diplomates and graduates for September 2024**
		12:30 - 14:30	Meeting: Curriculum Committee	
		14:00 – 16:30	Meeting: Faculty Research and Innovation Committee (FRIC) (FEBIT)	

Date		Time	Meetings	Closing dates/registrations/notifications
Friday	31	09:00 - 13:00	Meeting: Institutional Forum (2024-05-17)	Grade 12's Open Day Bloemfontein Campus Mid-Year Sickness, Reassessments/ Re-Exams, Special Assessments for First-Semester Subjects Conclude
JUNE 2024				
Date		Time	Meetings	Closing dates/registrations/notifications
Saturday	1			
Sunday	2			
Monday	3	12:00 - 16:00	Meeting: Senate (2024-05-20)	➢ Submission of documents for Joint Meeting: Audit, Risk and ICT Governance Committee & Planning, Finance and Resources Committee (2024-06-07)
Tuesday	4	09:00 – 13:00 09:00 – 13:00 14:00 – 16:00	Meeting: Joint Bargaining Forum (2024-05-21) Meeting: University Languages Committee (2024-05-29) Meeting: Quality Assurance and Enhancement Committee (QAEC)	➢ Submission of documents for meeting: Management Committee (Mancom) (2024-06-11)
Wednesday	5	09:00 - 12:00 12:30 - 13:30	Meeting: CUT Student Media Board Meeting: Work-Integrated Learning and Skills Development Committee (2024-05-28)	➢ Submission of documents for meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-06-19)
Thursday	6	09:00 - 12:00 12:00 - 16:00 09:00 - 15:00	Meeting: Executive Committee of Council (2024-05-20) Meeting: Remuneration Committee of Council (2024-05-20) Special meeting: University Research and Innovation Committee (URIC) (VC Awards)	Youth Day Student Activation ➢ Submission of documents for meeting: Student Fees Committee (2024-08-05) ➢ Submission of documents for meeting: Labour Relations Forum (2024-06-20)
Friday	7	09:00 - 13:00 14:00 – 16:00	Joint meeting: Audit, Risk and ICT Governance Committee & Planning, Finance and Resources Committee (2024-06-03) Meeting: Employment Equity Committee (2024-05-24)	Submission of re-assessment / sicknesses mark sheets Assessment and Graduations Unit STEM EXHIBITION ➢ Submission of documents for meeting: University Teaching and Learning Committee (2024-06-18) ➢ Submission of documents for meeting: University Engagement Committee (2024-06-25)

				➢ **Submission of documents for meeting: CUT Council (2024-06-21)** ➢ **Submission of documents for workshop: CUT Council (2024-06-22)**
Saturday	**8**			
Sunday	**9**			
Monday	**10**			**Results Ratification by Assessment and Graduations Unit and Faculties**
Tuesday	**11**	09:00 - 13:00	**Meeting: Management Committee (Mancom) (2024-06-06)**	➢ Deadline for submission of applications for the extension of residency periods: Faculty of Health and Environmental Sciences ➢ Submission of documents for meeting: Executive Committee of Faculty Board: Humanities (2024-06-21)
Wednesday	**12**	14:00 – 16:00	Meeting: CUT Human Research Ethics Committee	➢ Deadline for submission of applications for the extension of residency periods: Faculty of Management Sciences ➢ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-06-19) ➢ Submission of documents for meeting: Joint Bargaining Forum (2024-06-26)
Thursday	**13**	09:00 - 12:00	Meeting: Research Grants and Scholarships Committee	**18:00: Professorial Inaugural Address**
Friday	**14**		**Meeting: Student Fees Committee (2024-06-06)**	**Announcement/publication of mid-year May/June assessment results** **SECOND QUARTER CONCLUDES** **SECOND-QUARTER RECESS COMMENCES**
Saturday	**15**			
Sunday	**16**		**YOUTH DAY**	
Monday	**17**		**PUBLIC HOLIDAY**	
Tuesday	**18**	09:00 - 15:00	Meeting: University Teaching and Learning Committee (2024-06-07)	➢ **Opening of submissions of appeals or objections against exclusion due to poor academic performance to Academic Structure and Student Enrolment Services** ➢ Submission of documents for meeting: Executive Committee of Faculty Board: Management Sciences (2024-06-21)
Wednesday	**19**	09:00 - 12:00	Meeting: Executive Committee of Faculty Board: Engineering, Built	➢ **Submission of documents for meeting: Student Affairs Council (2024-06-26)**

			Environment and Information Technology (2024-06-05)	
Thursday	**20**	09:00 – 13:00 11:00 - 13:00 14:00 – 16:00	Meeting: Labour Relations Forum (2024-06-06) Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-06-12) Meeting: Naming Committee	➢ **Academic staff must submit all marksheets to the Assessment and Graduations Unit for placement on the system, and must then subsequently verify those marks, before leaving on holiday** ➢ Deadline for submission of applications for the extension of residency periods: Faculty of Engineering, Built Environment and Information Technology ➢ Deadline for submission of applications for the extension of residency periods: Faculty of Humanities
Friday	**21**	09:00 – 16:00 10:00 - 12:00 09:00 – 12:00	**Meeting: CUT Council (2024-06-07)** Meeting: Executive Committee of Faculty Board: Humanities (2024-06-11) Meeting: Executive Committee of Faculty Board: Management Sciences (2024-06-18)	**14:00 - 16:00: Youth Day Summit** ➢ Submission of documents for meeting: University Academic Planning and Quality Committee (2024-06-27)
Saturday	**22**	09:00 – 16:00	**Workshop: CUT Council (2024-06-07)**	**RESIDENCES CLOSE FOR ALL STUDENTS AT 10:00**
Sunday	**23**			
Monday	**24**		**RECESS**	➢ Submission of documents for meeting: Faculty Board: Engineering, Built Environment and Information Technology (2024-07-18) ➢ Submission to Academic Structure and Student Enrolment Services of appeals or objections against exclusion from CUT due to poor academic performance Drug Abuse and Illicit Trafficking Awareness Week
Tuesday	**25**	14:00 - 16:00	**RECESS** Meeting: University Engagement Committee (2024-06-07)	**Deadline for submission to Academic Structure and Student Enrolment Services of appeals or objections against exclusion due to poor academic performance** **Opening of Submission to of appeals or objections against exclusion from CUT due to poor academic performance** ➢ Final selection of second-semester students in the Faculty of Management Sciences Drug Abuse and Illicit Trafficking Awareness Week
Wednesday	**26**		**RECESS**	

Date		Time	Meetings	Closing dates/registrations/notifications
		09:00 – 13:00	Meeting: Joint Bargaining Forum (2024-06-12)	➢ Submission of documents for meeting: Executive Committee of Faculty Board: Humanities (2024-07-17)
		09:00 – 12:00	**Meeting: Student Affairs Council (2024-06-19)** *(for submission of documents from SAC to Mancom of the 30 July 2024)*	Drug Abuse and Illicit Trafficking Awareness Week
		10:00 - 12:00	Data Governance Steering Committee	
Thursday	**27**		RECESS	Deadline for submission of new learning programmes to Academic Structure and Student Enrolment Services, to be captured on academic structure
		14:00 – 16:00	Combined Assurance (Risk Management and Strategic Projects)	
		14:00 - 16:00	Meeting: Faculty Research and Innovation Committee (FRIC): Management Sciences	➢ Submission of documents for meeting: University Internationalisation Committee (2024-07-19)
		14:00 – 16:30	Meeting: Faculty Research and Innovation Committee (FRIC): (FEBIT)	Drug Abuse and Illicit Trafficking Awareness Week
Friday	**28**		RECESS	➢ Submission of documents for meeting: Labour Relations Forum (2024-07-17)
				➢ Submission of documents for meeting: Joint Bargaining Forum (2024-07-23)
				Drug Abuse and Illicit Trafficking Awareness Week
Saturday	**29**	**10:00 – 15:00**	Meeting: Alumni Executive Committee	
Sunday	**30**			
JULY 2024				
Date		**Time**	**Meetings**	**Closing dates/registrations/notifications**
Monday	**1**		RECESS	**SECOND SEMESTER ONLINE REGISTRATIONS IN ALL FACULTIES AT ALL CAMPUSES COMMENCES** **Application to Assessment and Graduations Unit of applications for a special assessment opportunity for students requiring only a single module to meet all the requirements for a degree/diploma/ certificate**
Tuesday	**2**		RECESS	

Day	Date	Time	Event	Notes
Wednesday	3	09:00 - 12:00	**RECESS** Meeting: Academic Appeals Committee	
Thursday	4	09:00 - 12:00	**RECESS** Meeting: Academic Appeals Committee	
Friday	5		**RECESS**	**Deadline for submission to Assessment and Graduations Unit of applications for a special assessment opportunity for students requiring only a single module to meet all the requirements for a degree/diploma/ certificate** **SECOND SEMESTER CONCLUDES** **SECOND SEMESTER ONLINE REGISTRATIONS IN ALL FACULTIES AT ALL CAMPUSES CONCLUDES**
Saturday	6			
Sunday	7			
Monday	8	09:00 - 12:00	Meeting: University Academic Planning and Quality Committee (2024-06-21)	**First Time Entry and Senior Students - Subject Additions, Cancellations/ Terminations, Total Cancellations and Change of Campuses for All Students in All Faculties at All Campus Commences** **SECOND SEMESTER / THIRD QUARTER COMMENCES** **ALL LECTURES/CLASSES COMMENCE IN ALL FACULTIES AT ALL CAMPUSES: SECOND SEMESTER COMMENCE**
Tuesday	9	09:00 - 13:00	Meeting: Brand, Marketing and Communications Committee	
Wednesday	10	14:00 – 16:00	Meeting: CUT Human Research Ethics Committee	➢ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-07-17) ➢ Submission of documents for meeting: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences (2024-06-25)
Thursday	11	09:00 - 12:00	**Meeting: Student Affairs Council (2024-06-19)**	
Friday	12			**Deadline of submissions to Assessment and Graduations Unit of applications for remarking of**

				assessment scripts **First Time Entry and Senior Students - Subject Additions, Cancellations/ Terminations, Total Cancellations and Change of Campuses for All Students in All Faculties at All Campus Concludes**
Saturday	**13**			
Sunday	**14**			
Monday	**15**			
Tuesday	**16**	09:00 – 12:00	**Meeting with Executive Management to discuss 2024 Q2 APP in preparation for Extended Management Committee (EMC)**	Deadline for submission of financial exclusion appeal forms by students ➢ Finalisation of class groups for the second semester ➢ **Submission of documents for meeting: Extended Management Committee (2024-07-24)**
		14:00 - 16:00	Meeting: Financial Exclusions and Appeals Committee	
Wednesday	**17**	09:00 – 13:00	Meeting: Labour Relations Forum (2024-06-28)	➢ **Submission of documents for meeting: Honorary Awards and Honorary Degrees Committee (2024-07-30)**
		09:00 – 11:00	Meeting: Risk and Compliance Advisory Committee	
		09:00 - 12:00	Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-07-10)	
		11:00 – 13:00	Meeting: University Performance Review Committee	
		11:00 – 13:00	Meeting: Executive Committee of Faculty Board: Humanities (2024-06-26)	
		11:00 – 13:00	Meeting: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences (2024-07-10)	
Thursday	**18**	09:00 – 14:00	**CUTis (Pty) Ltd Human Resources, Social and Ethics Committee Meeting**	**MANDELA DAY** **Special assessment opportunity for all students requiring only a single module to meet all the requirements to obtain a degree/ diploma/certificate.** ➢ Submission of documents for IT Planning & Priorities committee (2024-07-23) ➢ Departmental secretaries to finalise staff timetables in respect of class groups
		09:00 - 12:00	Meeting: Faculty Board: Engineering, Built Environment and Information Technology (2024-06-24)	

				Deadline for submission to Assessment and Graduations Unit of applications for subject recognitions for prospective diplomates and graduates for September 2024
Friday	**19**	14:00 – 16:00	Meeting: University Internationalisation Committee (2024-06-27)	**Nomination Lists for Examiners and Moderators for All Year subjects and first-semester subjects handed in at the Assessment and Graduations Unit** **11:00 - 13:00: Mandela Day Celebrations** ➢ Submission of documents for meeting: Labour Relations Forum (2024-08-02) ➢ Submission of documents for meeting: Faculty Board: Health and Environmental Sciences (2024-07-26)
Saturday	**20**			
Sunday	**21**			
Monday	**22**	09:00 – 14:00 10:00 – 12:00 14:00 – 16:00	**CUTIS (Pty) Ltd Finance & Planning Committee Meeting** Meeting: Faculty Research and Innovation Committee (FRIC): Humanities Meeting: PoPIA Committee	12:30 - 13:30: Carnival Week (student community project) **Commencement of submission to Assessment and Graduations Unit of applications for remarking of assessment scripts** ➢ Submission of documents for meeting: Community Engagement Committee (2024-08-01)
Tuesday	**23**	09:00 - 12:00 10:00 - 12:00	Meeting: Joint Bargaining Forum (2024-06-28) Meeting: IT Planning & Priorities Committee (2024-07-18)	**14:00 - 16:00: LGBTQAI+ Event** 12:30 - 13:30 Carnival Week (Student Community Project) ➢ Submission of documents for meeting: Faculty Board: Management Sciences (2024-07-23) ➢ **Submission of documents for meeting: Management Committee (Mancom) (2024-07-30)**
Wednesday	**24**	08:30 – 16:30 14:00 - 16:00	**Meeting: Extended Management Committee (2024-07-16)** Meeting: Fascom	12:30 - 13:30: Carnival Week (student community project) ➢ Submission of documents for meeting: Faculty Board: Humanities (2024-07-31)
Thursday	**25**	09:00 – 14:00	**CUTIS (Pty) Ltd Audit, Risk and ICT Governance Committee meeting**	12:30 - 13:30: Carnival Week (crowning of Mr and Miss Carnival First Year)

		09:00 – 12:00	Meeting: Faculty Research and Innovation Committee (FRIC): Management Sciences	➤ Submission of documents for IT Investment Committee (2024-08-01)
		09:00 – 12:00	Meeting: University Research and Innovation Committee (URIC)	
		14:00 – 16:30	Meeting: Faculty Research and Innovation Committee (FRIC) (FEBIT)	
Friday	26	11:00 - 13:00	Meeting: Faculty Board: Health and Environmental Sciences (2024-07-19)	**12:00 - 16:30:** International Student Integration Day: Welkom Campus
		12:30 – 15:00	Meeting: Faculty Board: Management Sciences (2024-07-23)	**12:30 - 13:30:** Carnival Week (student community project)
				Distribution of captured learning programmes on academic structure to deans for signing
				Deadline for submission of new learning programmes to Academic Structure and Student Enrolment Services, to be captured on academic structure
Saturday	27			**09:00 - 17:00** Kopano Cup (Students intervarsity tournament)
				Men's Conference (Welkom Campus)
Sunday	28			**09:00 - 11:00** 2nd Unity Service
Monday	29	09:00 - 11:00	**Meeting: Honorary Awards and Honorary Degrees Committee (2024-07-17)**	Block Session for Curriculum Development Module (CILT) Commences
				Last day for identification of diplomates/graduates
Tuesday	30	09:00 - 15:00	**Meeting: Management Committee (Mancom) (2024-07-23)**	➤ Finalisation of academic staff's timetables (class groups, venues, etc.): second semester
		11:00 - 13:00	Meeting: Technology and Innovation Committee	**Announcement / Publication of first draft October/November assessment timetable to faculties**
Wednesday	31	11:00 - 13:00	Meeting: Faculty Board: Humanities (2024-07-24)	**Completion of appointment of examiners and moderators for second-semester subjects by Assessment and Graduations Unit**
				Deadline for submission of Work Integrated Learning marks for students graduating in 2024.
				➤ Submission of documents for meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-08-12)

				➢ **Submission of documents for meeting: Senex (2024-08-14)** **Eskom Expo for Young Scientists Regional Science Fair**

AUGUST 2024				
Date		**Time**	**Meetings**	**Closing dates/registrations/notifications**
Thursday	**1**	09:00 – 12:00 12:30 - 13:30 14:00 - 16:00 14:00 - 15:00	Meeting: IT investment Committee (2024-07-25) SRC Mass Meeting Meeting: Community Engagement Committee (2024-07-22) Special Meeting: Faculty Board: Engineering, Built Environment and Information Technology – Approval of graduation list – 2024 Spring Graduation	**Eskom Expo for Young Scientists Regional Science Fair**
Friday	**2**	09:00 – 15:00 09:00 – 13:00 10:00 – 12:00 14:00 – 16:00	New Employee Induction Day Meeting: Labour Relations Forum (2024-07-19) Meeting: University Transformation Advisory Committee (UTAC) Meeting: Broader Institutional Renewal and Organisational Culture Committee	**Block Session for Curriculum Development Module (CILT) CONCLUDES** **Eskom Expo for Young Scientists Regional Science Fair**
Saturday	**3**			**Eskom Expo for Young Scientists prize giving ceremony**
Sunday	**4**			
Monday	**5**	14:00 - 16:00 09:00 - 11:00 09:00 - 11:00 09:00 - 11:00	Meeting: Institutional Nominations Committee on Vice-Chancellor's Excellence Awards Special meeting: Faculty Board: Health and Environmental Sciences (Approval of graduation list – 2024 year-end.) Special meeting: Faculty Board: Humanities (Approval of graduation lists – 2024 year-end) Special meeting: Faculty Board: Engineering, Built Environment and Information Technology (Approval of graduation lists –	➢ Submission of documents for meeting: Student Academic Affairs Committee (2024-08-14) 2nd Wellness Week and First-Things-First Campaign (Voluntary HIV Counselling and Testing)

		09:00 - 11:00	2024 year-end) Special meeting: Faculty Board: Management Sciences (Approval of graduation lists – 2024 year-end.)	
Tuesday	6	**09:00 – 10:00** **11:00 – 12:00**	Faculty Internationalisation Committee: Faculty of Management Sciences Faculty Internationalisation Committee: Faculty of Humanities	**CUT Wellness Women's Day celebrations** **08:30 - 16:30:** Academic development programme for lecturers **12:00 - 16:30:** Welcome function for Second semester CUT international students **Announcement / Publication of semi-final October/November assessment timetable to faculties and students** 2nd Wellness Week and First-Things-First Campaign (Voluntary HIV Counselling and Testing)
Wednesday	7	**09:00 – 14:00** **13:30 - 14:30** **15:30 - 16:30**	**CUTIS (Pty) Ltd Board of Directors meeting** Faculty Internationalisation Committee: Faculty of Health and Environmental Sciences Faculty Internationalisation Committee: Faculty of Engineering, Built Environment and Information Technology	**08:30 - 16:30:** Academic development programme for lecturers 2nd Wellness Week and First-Things-First Campaign (Voluntary HIV Counselling and Testing) ➤ **Submission of documents for meeting: Human Resources Committee of Council (2024-08-22)**
Thursday	8			➤ **Submission of documents for meeting: Planning, Finance and Resources Committee of Council (2024-08-23)** 2nd Wellness Week and First-Things-First Campaign (Voluntary HIV Counselling and Testing) GBV Awareness March
Friday	9		**NATIONAL WOMEN'S DAY**	
Saturday	10			**13:00 - 16:00: International Youth Day (Centre Global Engagement)**
Sunday	11			
Monday	12	**09:00 - 12:00** **14:00 – 16:00**	Meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-07-31) **Special meeting: Senex**	➤ Submission of documents for meeting: Executive Committee of Faculty Board: Management Sciences (2024-08-16) **13:00-16:00 International Youth Day (Centre for Global Engagement)**

			(Approval of graduation lists – 2024 year-end.)	
Tuesday	13			**09:00 - 12:00: Women's Day Celebration (Institutional)** **10:00-16:00 Centre for Global Engagement Family Week** ➢ **Submission of documents for meeting: Management Committee (Mancom) (2024-08-20)**
Wednesday	14	09:00 - 12:00 09:00 - 12:00 14:00 – 16:00	**Meeting: Senex (2024-07-31)** Meeting: Student Academic Affairs Committee (2024-08-05) Meeting: CUT Human Research Ethics Committee	➢ **Submission of documents for meeting: Social and Ethics Committee of Council (2024-08-27)** ➢ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-08-21) ➢ Submission of documents for meeting: Access and Admissions Committee (2024-08-20) **Publication of final October/November assessment timetable**
Thursday	15	10:00 - 11:15	Talent Forum: Research, Innovation and Engagement Division	**10:00-16:00 Centre for Global Engagement Family Week** ➢ **Submission of documents for meeting: Audit, Risk and ICT Governance Committee of Council (2024-08-29)**
Friday	16	09:00 - 12:00	Meeting: Executive Committee of Faculty Board: Management Sciences (2024-08-12)	**08:00** Women in the Workplace CUT Alumnae Breakfast **09:00 - 16:00:** Research Breakaway ➢ **Submission of documents for meeting: Institutional Forum (2024-08-30)** ➢ Submission of documents for meeting: Assessment Committee (2024-08-22) Mailing of invitations to graduation ceremonies
Saturday	17			**Women's Day Celebration (Welkom Campus)**
Sunday	18			
Monday	19			➢ Submission of documents for meeting: Executive Committee of Faculty Board: Humanities (2024-08-27) ➢ **Submission of documents for meeting: Senate (2024-09-02)**

Tuesday	**20**	**09:00 - 13:00** **09:00 - 12:00**	**Meeting: Management Committee (Mancom) (2024-08-13)** Meeting: Access and Admissions Committee (2024-08-14)	➢ Submission of documents for meeting: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences (2024-08-27)
Wednesday	**21**	**11:00 - 13:00** **10:00 -11:15**	Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-08-14) Talent Forum: Registrar's Division	NATIONAL COLLOQUIUM **14:00 - 16:00:** Postdoctoral Graduate School Seminar
Thursday	**22**	**09:00 - 15:00** **09:00 - 12:00** **09:00 - 12:00** **09:00 – 12:00**	**Meeting: Human Resources Committee of Council (2024-08-07)** Meeting: Assessment Committee (2024-08-16) Meeting: Skills Development Committee (Human Resources) Meeting: Faculty Research and Innovation Committee (FRIC): Management Sciences	NATIONAL COLLOQUIUM
Friday	**23**	**09:00 - 13:00**	**Meeting: Planning, Finance and Resources Committee of Council (2024-08-08)**	➢ Deadline for residence applications: year/ semester students for 2025 ➢ **Submission of documents for meeting: Employment Equity Committee (2024-09-06)**
Saturday	**24**			
Sunday	**25**			
Monday	**26**	**10:00 – 12:00**	Meeting: Faculty Research and Innovation Committee (FRIC): Humanities	➢ Submission of documents for meeting: Library Senate Committee (2024-09-09) ➢ **Submission of documents for meeting: Executive Committee of Council (2024-09-05)** ➢ **Submission of documents for meeting: Remuneration Committee of Council (2024-09-05)**
Tuesday	**27**	**10:00 - 12:00** **11:00 - 13:00**	Meeting: Executive Committee of Faculty Board: Humanities (2024-08-19) Meeting: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences (2024-08-20)	09:00 – 15:30 Employee Wellness Day ➢ Submission of documents for meeting: Work-Integrated Learning and Skills Development Committee (2024-09-04)

Dates		Time	Meetings	Closing dates/registrations/notifications
				09:00 - 16:00: Institutional Culture Workshop (Bloemfontein Campus)
Wednesday	28	09:00 – 13:00	**Meeting: Social and Ethics Committee of Council (2024-08-14)**	➤ Submission of documents for meeting: University Languages Committee (2024-09-06)
Thursday	29	09:00 - 15:00	**Meeting: Audit, Risk and ICT Governance Committee of Council (2024-08-15)**	**18:00 Professorial Inaugural Address**
		12:30 - 14:30	Meeting: Curriculum Committee	
		14:00 – 16:30	Meeting: Faculty Research and Innovation Committee (FRIC) (FEBIT)	
Friday	30	09:00 - 13:00	**Meeting: Institutional Forum (2024-08-16)**	**08:00 - 16:30 Registrations: Postgraduate First Time Entering Masters And Doctoral (M & D) Registrations for All Faculties and At All Campuses Concludes** **18:00 - 23:00:** Mr and Miss CUT
Saturday	31			
SEPTEMBER 2024				
Dates		Time	Meetings	Closing dates/registrations/notifications
Sunday	1			
Monday	2	12:00 - 16:00	**Meeting: Senate (2024-08-16)**	
Tuesday	3			**10:00 - 13:00: CUT Women in Higher Education – Staff** ➤ Submission of documents for meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-09-16) ➤ Submission of documents for meeting: Executive Committee of Faculty Board: Humanities (2024-09-11)
Wednesday	4	12:30 – 13:30	Meeting: Work-Integrated Learning and Skills Development Committee (2024-08-27)	**SRC ONLINE ELECTIONS COMMENCE AT 9:00** ➤ Submission of documents for meeting: University Academic Planning and Quality Committee (2024-09-17)
Thursday	5	09:00 - 12:00	**Meeting: Executive Committee of Council (2024-08-26)**	**SRC ONLINE ELECTIONS CONCLUDES AT 21:00**
		12:00 - 16:00	Meeting: Remuneration	

			Committee of Council (2024-08-26)	➤ **Submission of documents for meeting: Honorary Awards and Honorary Degrees Committee (2024-09-18)** ➤ Submission of documents for meeting: Labour Relations Forum (2024-09-19) **10:00 – 12:00 Pledge Against GBV** **13:00-16:00 International Day of Charity**
Friday	6	09:00 - 12:00 14:00 – 16:00 14:00 – 16:00 14:00 – 16:00	**Meeting: Employment Equity Committee (2024-08-16)** Meeting: Naming Committee Meeting: Quality Assurance and Enhancement Committee (QAEC) Meeting: University Languages Committee (2024-08-28)	12:00 – 13:00 SRC ONLINE ELECTIONS ANNOUNCEMENTS 10:00 SPRING GRADUATIONS CEREMONY 18:00 Chancellor's Doctorandi Dinner 08:30 - 16:00: Student Multicultural Celebrations ➤ Submission of documents for meeting: University Engagement Committee (2024-09-13) ➤ **Submission of documents for meeting: CUT Council (2024-09-27)** ➤ **Submission of documents for meeting: Student Fees Committee (2024-09-16)** **13:00-16:00 International Literacy Day**
Saturday	7			
Sunday	8			
Monday	9	09:00 – 16:30 12:00 – 14:00	SRC Departmental Induction Session (Day 1) Meeting: Library Senate Committee (2024-08-26)	➤ Submission of documents for meeting: Executive Committee of Faculty Board: Management Sciences (2024-09-13) ➤ Submission of documents for meeting: University Teaching and Learning Committee (2024-09-19) Suicide Awareness Week
Tuesday	10	09:00 – 16:30 09:00 - 12:00	SRC Departmental Induction Session (Day 2) Meeting: CUT Student Media Board	➤ Faculty Research Seminar: Management Sciences ➤ **Submission of documents for meeting: Management Committee (Mancom) (2024-09-17)** Suicide Awareness Week
Wednesday	11	10:00 - 12:00 14:00 – 16:00	Meeting: Executive Committee of Faculty Board: Humanities (2024-09-03) Meeting: CUT Human Research	Suicide Awareness Week ➤ Submission of documents for meeting: Executive Committee of Faculty Board: Health and

			Ethics Committee	Environmental Sciences (2024-09-18)
Thursday	12	10:00 - 12:00	Data Governance Steering Committee	**08:00 - 18:00:** Main Test: Faculty of Engineering, Built Environment and Information Technology **08:30 - 16:30:** Academic development programme for lecturers Suicide Awareness Week **Principals Dinner**
Friday	13	09:00 - 12:00 14:00 - 16:00	Meeting: Executive Committee of Faculty Board: Management Sciences (2024-09-09) Meeting: University Engagement Committee (2024-09-06)	**08:00 - 18:00:** Main Test: Faculty of Engineering, Built Environment and Information Technology **08:30 - 16:30:** Academic development programme for lecturers **08:00 - 17:00** SRC Leadership Capacity Building Workshop Suicide Awareness Week International Translation Day celebration
Saturday	14	10:00 - 15:00	Meeting: Alumni Executive Committee	**08:00 - 17:00** SRC Leadership Capacity Building Workshop
Sunday	15			
Monday	16	09:00 - 12:00 09:00 - 12:00	**Meeting: Student Fees Committee (2024-09-06)** *(for submission of documents from SFC to SAC on 26 September 2024)* Meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-09-03)	**16:00 – 18:00 Heritage Day Celebrations (Exhibition)** **08:00 - 18:00** Main Test: Faculty of Engineering, Built Environment and Information Technology
Tuesday	17	09:00 - 13:00 09:00 - 12:00	**Meeting: Management Committee (Mancom) (2024-09-10)** Meeting: University Academic Planning and Quality Committee (2024-09-04)	**10:00 – 18:00 Heritage Day Celebrations (Exhibition)** **08:00 - 18:00** Main Test: Faculty of Engineering, Built Environment and Information Technology
Wednesday	18	09:00 - 13:00 11:00 – 13:00	**Meeting: Honorary Awards and Honorary Degrees Committee (2024-09-05)** Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-09-	**10:00 – 18:00 Heritage Day Celebrations (Exhibition)** **08:00 - 18:00** Main Test: Faculty of Engineering, Built Environment and Information Technology **14:00 - 16:00** Institutional Three-Minute Thesis

			11)	Competition ➢ **Submission of documents for meeting: Student Affairs Council (2024-09-26)** ➢ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-09-26)
Thursday	**19**	09:00 - 13:00 09:00 – 13:00 10:00 – 11:15	Meeting: Labour Relations Forum (2024-09-05) Meeting: University Teaching and Learning Committee (2024-09-09) Talent Forum: Resources and Operations Division	10:00 – 18:00 Heritage Day Celebrations (Exhibition) **08:00 - 18:00:** Main Test: Faculty of Engineering, Built Environment and Information Technology
Friday	**20**	09:00 - 16:00	**Meeting: CUT Council (2024-09-13)**	10:00 – 18:00 Heritage Day Celebrations (Exhibition) **THIRD QUARTER RECESS COMMENCES** **TEST MARKS FOR THE THIRD QUARTER ENTERED INTO THE ITS SYSTEM BY FACULTIES**
Saturday	**21**			**RESIDENCES CLOSE FOR ALL STUDENTS AT 10:00**
Sunday	**22**			
Monday	**23**		**VICE-CHANCELLOR'S DAY**	
Tuesday	**24**		**HERITAGE DAY**	
Wednesday	**25**		**RECESS**	➢ Submission of documents for meeting: Labour Relations Forum (2024-10-08) ➢ Submission of documents for meeting: Executive Committee of Faculty Board: Humanities (2024-10-08) ➢ Submission of documents for IT Planning & Priorities Committee (2024-10-15)
Thursday	**26**		**RECESS**	➢ 7th Annual Research Culture Workshop: Faculty of Engineering, Built Environment and Information Technology **Submission of the 2024 End-Of-Year Instructions for the Closing of the CUT (Office of the Institutional Registrar)**

				Employee Appreciation Day (Welkom Campus)
Friday	**27**		**RECESS**	➢ Deadline for 2024 Sport Bursary applications **Deadline for submission to Assessment and Graduations Unit of thesis/ dissertations for assessment, to identify prospective graduates for April 2025** **08:00 - 15:00:** CUT Annual Scholarship of Teaching and Learning (SoTL) Conference with SoTL in the South ➢ **Submission of documents for meeting: Senex (2024-10-15)** ➢ Submission of documents for meeting: Faculty Board: Humanities (2024-10-10) ➢ Submission of documents for meeting: University Internationalisation Committee (2024-10-10)
Saturday	**28**			
Sunday	**29**			**RESIDENCES CLOSE FOR ALL STUDENTS AT 08:00**
Monday	**30**			**THIRD QUARTER CONCLUDES** **Closing of Online applications for 2025 for all applicants (South African and International students), including Recognition of Prior Learning (RPL) applications** International Translation Day
			OCTOBER 2024	
Dates		**Time**	**Meetings**	**Closing dates/registrations/notifications**
Tuesday	**1**			**FOURTH QUARTER COMMENCES** **ALL LECTURES/CLASSES COMMENCE IN ALL FACULTIES AT ALL CAMPUSES**
Wednesday	**2**	**09:00 - 16:00** **14:00 - 16:00**	**CUTIS (Pty) Ltd Strategic Planning Workshop** Meeting: University Academic Appointments and Promotions Committee (UAAPC)	
Thursday	**3**	**09:00 - 12:00** **09:00 - 16:00**	**Meeting: Student Affairs Council (2024-09-18)** **CUTIS (Pty) Ltd Strategic Planning Workshop**	**Employee Appreciation Day (Welkom Campus)**

CUT CALENDAR 2024

		14:00 - 16:00	Meeting: Faculty Research and Innovation Committee (FRIC): Management Sciences	
		14:00 - 16:30	Meeting: Faculty Research and Innovation Committee (FRIC): FEBIT	
Friday	**4**	**09:00 - 16:00**	**CUTIS (Pty) Ltd Strategic Planning Workshop – special meeting: CUTIS (Pty) Ltd Board of Directors**	
		10:00 - 11:15	Talent Forum: Teaching and Learning Division	
Saturday	**5**			
Sunday	**6**			
Monday	**7**	**13:00 - 15:00**	Meeting: Brand, Marketing and Communications Committee	➢ Submission of documents for meeting: Executive Committee of Faculty Board: Management Sciences (2024-10-11)
		09:00 – 13:00	Meeting: Advisory Committee: Engineering, Built Environment and Information Technology	➢ Submission of documents for meeting: Student Academic Affairs Committee (2024-10-17) **Calculation of progress marks completed by Assessment and Graduations Unit** **Preliminary course marks published** 2nd Mental Health Awareness Week
Tuesday	**8**	**09:00 – 13:00**	Meeting: Labour Relations Forum (2024-09-25)	**12:00 - 16:30** International Day Celebrations
		09:00 – 13:00	Meeting: Brand, Marketing and Communications Committee	Faculty Research Seminar: Humanities
		09:00 - 11:00	Meeting: Risk and Compliance Advisory Committee	➢ **Submission of documents for meeting: Management Committee (Mancom) (2024-10-15)**
		10:00 - 12:00	Meeting: Executive Committee of Faculty Board: Humanities (2024-10-25)	➢ Submission of documents for meeting: Faculty Board: Engineering, Built Environment and Information Technology (2024-10-18)
		14:00 - 16:00	Combined Assurance (Risk Management and Strategic Projects)	➢ **Closing date for applications of first-semester 2024 international exchange student intake** Verification of course marks by faculties and students. 2nd Mental Health Awareness Week
Wednesday	**9**	**09:00 - 12:00**	Meeting: University Research and Innovation Committee (URIC)	2nd Mental Health Awareness Week
		10:00 - 12:00	Meeting: PoPIA Committee	

		14:00 - 16:00	Meeting: Fascom	
		16:00 - 18:00	SRC mass meeting	
		14:00 – 16:00	Meeting: CUT Human Research Ethics Committee	
Thursday	10	**10:00 - 12:00**	Meeting: Faculty Board: Humanities (2024-09-27)	➤ Submission of documents for meeting: Labour Relations Forum (2024-10-24) 2nd Mental Health Awareness Week **Employee Appreciation Day (Bloemfontein Campus)**
		14:00 – 16:00	Meeting: University Internationalisation Committee (2024-09-27)	
Friday	11	**09:00 - 12:00**	Meeting with Executive Management to discuss 2024 quarter three APP in preparations for the Extended Management Committee (EMC) meeting	**18:00 VICE-CHANCELLOR'S EXCELLENCE AWARDS DINNER – STAFF** **08:00 - 16:30:** CUT Annual Scholarship of Teaching and Learning (SoTL) Conference with SoTL in the South **Publication of invigilation timetable for October/November main assessment** **Assessment papers for October/November main assessment handed in at Assessment and Graduations Unit** **Deadline for student complaints regarding course marks** **Calculation of progress marks completed by Assessment and Graduations Unit** **Final course marks published** ➤ Academic timetables 2024 to departmental secretaries ➤ Submission of quarterly assessment forms/ mentors' reports on new staff members **08:30-14:30:** Regional Seminar on Extended Curriculum Programmes 2nd Mental Health Awareness Week
		09:00 – 12:00	Meeting: Executive Committee of Faculty Board: Management Sciences (2024-10-07)	
Saturday	12			**12:30 - 14:00: VICE-CHANCELLOR'S STUDENT LEADERSHIP AWARDS**
Sunday	13			
Monday	14	**09:00 - 13:00**	**Meeting: Management Committee (Mancom) (2024-10-08)**	➤ **Submission of documents for meeting: Extended Management Committee (2024-10-18)**

Tuesday	**15**	09:00 – 12:00 09:00 – 12:00 13:00 - 16:00	**Meeting: Senex (2024-09-27)** Annual Performance Plan / Budget meeting Meeting: IT Planning & Priorities Committee (2024-09-25)	➢ Submission of documents for meeting: Faculty Board: Engineering, Built Environment and Information Technology (2024-10-28)
Wednesday	**16**			➢ **Submission of documents for meeting: Human Resources Committee of Council (2024-10-25)** ➢ **Submission of documents for meeting: Social and Ethics Committee of Council (2024-10-30)** ➢ Submission of documents for meeting: Library Senate Committee (2024-10-30) ➢ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-10-23) **17:00 - 19:00:** Faculty Public Lecture: Health and Environmental Sciences
Thursday	**17**	09:00 – 12:00 10:00 – 11:15	Meeting: Student Academic Affairs Committee (2024-10-07) Talent Forum: Division Finance	**08:30 - 16:00:** Faculty Prestige Research Day: Health and Environmental Sciences ➢ **Submission of documents for meeting: Audit, Risk and ICT Governance Committee of Council (2024-10-31)**
Friday	**18**	08:30 - 16:30 09:00 – 14:00 13:00 - 15:00	**Meeting: Extended Management Committee (2024-10-12)** **CUTis (Pty) Ltd Human Resources, Social and Ethics Committee Meeting** Meeting: Faculty Board: Engineering, Built Environment and Information Technology (2024-10-08)	**ALL LECTURES/CLASSES END IN ALL FACULTIES AT ALL CAMPUSES: FOURTH QUARTER / SECOND SEMESTER** **14:00 - 16:00** Postdoctoral Graduate School Seminar ➢ Submission of documents for meeting: Community Engagement Committee (2024-10-23) ➢ Submission of documents for meeting: Faculty Board: Health and Environmental Sciences (2024-10-25) ➢ Submission of documents for meeting: Institutional Forum (2024-11-01)
Saturday	**19**			
Sunday	**20**			
Monday	**21**			**Days For Preparation For Exams/Assessments For Second Semester Subjects Commence** **Days For Preparation For Year Subjects/November Main Exams/ Assessments Commence**

				➢ Submission of documents for meeting: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences (2024-10-21) ➢ Submission of documents for meeting: Faculty Board: Management Sciences (2024-10-25) ➢ **Submission of documents for meeting: Planning, Finance and Resources Committee of Council (2024-10-30)** ➢ **Submission of documents for meeting: Senate (2024-11-04)**
Tuesday	22	09:00 – 14:00	**CUTIS (Pty) Ltd Finance & Planning Committee Meeting**	
Wednesday	23	10:00 - 12:00	Meeting: University Transformation Advisory Committee (UTAC) 11:00 – 13:00 Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-10-16) 14:00 – 16:00 Meeting: Broad Institutional Renewal and Organisational Culture Committee 14:00 – 16:00 Meeting: Community Engagement Committee (2024-10-18)	
Thursday	24	09:00 – 14:00	**CUTIS (Pty) Ltd Audit, Risk and ICT Governance Committee meeting** **09:00 – 13:00** Meeting: Labour Relations Forum (2024-10-10) **14:00 – 16:00** Meeting: Faculty Research and Innovation Committee (FRIC): Management Sciences	**PUBLIC LECTURE SERIES 4 (ANNUAL HERMAN MASHABA LECTURE**
Friday	25	09:00 - 13:00	**Meeting: Human Resources Committee of Council (2024-10-16)** **12:30 – 15:00** Meeting: Faculty Board: Management Sciences (2024-10-21) **11:00 – 13:00** Meeting: Faculty Board: Health and Environmental Sciences (2024-10-18)	**DAYS FOR PREPARATION FOR EXAMS/ASSESSMENTS FOR SECOND SEMESTER SUBJECTS IN END /CONCLUDE** ➢ Submission of documents for IT investment Committee (2024-11-01) ➢ Submission of documents for meeting: Executive Committee of Faculty Board: Humanities (2024-11-07) **13:30 – 16:30** Awards Ceremony: Faculty of Humanities

Saturday	26			
Sunday	27			
Monday	28	**09:00 – 12:00**	Meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-10-15)	**2024 FINAL YEAR-END/NOVEMBER MAIN EXAMS/ ASSESSMENTS FOR SECOND-SEMESTER SUBJECTS COMMENCES** ➢ **Submission of documents for meeting: Executive Committee of Council (2024-11-06)** ➢ **Submission of documents for meeting: Remuneration Committee of Council (2024-11-06)**
Tuesday	29	**09:00 - 13:00**	**Meeting: Social and Ethics Committee of Council (2024-10-16)** Meeting: Faculty Research and Innovation Committee (FRIC): Health and Environmental Sciences (2024-10-21)	
		11:00 - 13:00		
Wednesday	30	**09:00 - 13:00**	**Meeting: Planning, Finance and Resources Committee of Council (2024-10-17)** Meeting: Library Senate Committee (2024-10-16)	
		12:00 – 14:00		
Thursday	31	**09:00 - 13:00**	**Meeting: Audit, Risk and ICT Governance Committee of Council (2024-10-17)**	**18:00 Professorial Inaugural Address**
		09:00 - 13:00	Meeting: Journal for New Generation Sciences (JNGS) Editorial Board	
		11:00 - 13:00	Meeting: Technology and Innovation Committee	

NOVEMBER 2024				
Date		**Time**	**Meetings**	**Closing dates/registrations/notifications**
Friday	1	**09:00 - 13:00**	**Meeting: Institutional Forum (2024-10-18)**	➢ **Submission of documents for meeting: Employment Equity Committee (2024-11-15)**
		09:00 – 12:00	Meeting: IT investment Committee (2024-10-25)	
		09:00 – 10:00	Faculty Internationalisation Committee: Faculty of Management Sciences	
		11:00 – 12:00	Faculty Internationalisation	

			Committee: Faculty of Humanities	
Saturday	2			
Sunday	3			
Monday	4	12:00 - 16:00	**Meeting: Senate (2024-10-21)**	
Tuesday	5	09:00 – 15:00 13:30 - 14:30 15:30 - 16:30	New Employee Induction Day Faculty Internationalisation Committee: Faculty of Health and Environmental Sciences Faculty Internationalisation Committee: Faculty of Engineering, Built Environment and Information Technology	➢ Submission of documents for meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-11-18)
Wednesday	6	09:00 - 12:00 12:00 - 16:00	**Meetings: Executive Committee of Council (2024-10-28)** **Meeting: Remuneration Committee of Council (2024-10-28)**	➢ Submission of documents for meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-11-13)
Thursday	7	09:00 – 14:00 10:00 - 12:00	**CUTIS (Pty) Ltd Board of Directors meeting** Meeting: Executive Committee of Faculty Board: Humanities (2024-11-07)	**10:00 - 16:00** Graduate School - Doctoral Summer School
Friday	8			**10:00 - 16:00** Graduate School - Doctoral Summer School **09:00 – 11:00 Faculty Public Lecture: Humanities** ➢ **Submission of documents for meeting: CUT Council (2024-11-22)** ➢ **Submission of documents for workshop: CUT Council (2024-11-23)**
Saturday	9			**10:00-16:00** Graduate School - Doctoral Summer School **Annual CUT Bloemfontein Thusanang (Poverty) Golf Day**
Sunday	10			
Monday	11	09:00 - 12:00	Meeting: CUT Student Media Board	
Tuesday	12			➢ **Submission of documents for meeting: Management Committee (Mancom) (2024-11-19)**

Wednesday	13	**11:00 - 13:00** **14:00 – 16:00**	Meeting: Executive Committee of Faculty Board: Health and Environmental Sciences (2024-11-06) Meeting: CUT Human Research Ethics Committee	**10:00 - 16:00** Graduate School - Honours Summer School
Thursday	14	**09:00 - 12:00**	Meeting: Research Grants and Scholarships Committee	
Friday	15	**09:00 - 12:00**	**Meeting: Employment Equity Committee (2024-11-01)**	**2024 FINAL YEAR-END/NOVEMBER MAIN EXAMS/ ASSESSMENTS FOR YEAR SUBJECTS END/CONCLUDE** **2024 FINAL YEAR-END/NOVEMBER MAIN EXAMS/ ASSESSMENTS FOR SECOND-SEMESTER SUBJECTS END/CONCLUDE** **All marks for continuous assessment subjects entered into the ITS system by faculties** **10:00 - 16:00** Graduate School - Masters' Summer School
Saturday	16	**10:00 - 15:00**	Meeting: Alumni Executive Committee	**RESIDENCES CLOSE AT 10:00 FOR ALL STUDENTS NOT DOING RE-ASSESSMENT**
Sunday	17			
Monday	18	**09:00 – 12:00**	Meeting: Executive Committee of Faculty Board: Engineering, Built Environment and Information Technology (2024-11-05)	➢ Submission of documents for meeting: Executive Committee of Faculty Board: Management Sciences (2024-11-22)
Tuesday	19	**09:00 – 13:00**	**Meeting: Management Committee (Mancom) (2024-11-12)**	27th Annual Research Seminar: Faculty of Engineering, Built Environment and Information Technology
Wednesday	20			**09:00 - 16:30 CUT's 6th Transformation Summit (Day 1)**
Thursday	21	**09:00 - 12:00**	Special Meeting: University Research and Innovation Committee (URIC)	**09:00 - 16:30 CUT's 6th Transformation Summit (Day 2)**
Friday	22	**09:00 - 16:00** **09:00 – 12:00** **09:00 – 12:00**	**Workshop: CUT Council (2024-11-08)** Meeting: Faculty Research and Innovation Committee (FRIC): Management Sciences Meeting: Executive Committee of Faculty Board: Management Sciences (2024-11-18)	**08:30 - 16:30** Student Leadership Workshop (HCs and SRC)
Saturday	23	**09:00 - 16:00**	**Workshop: CUT Council (2024-**	

Date		Time	Meetings	Closing dates/registrations/notifications
			11-08)	
Sunday	24			
Monday	25			**2024 Final Year-End/November Main Reassessments, Sickness Assessments, Special Assessments for Year Subjects Commence**
Tuesday	26	**09:00 - 12:00**	Meeting: Skills Development Committee (Human Resources)	**08:30 - 16:00** SRC Strategic Planning Session
Wednesday	27			**Finalisation Of Marking Of 2024 Year-End/November Main Exams/ Assessments Commences** **Submission Of Mark Sheets to Assessment and Graduations Unit For 2024 Year-End Main Assessments for All Faculties at All Campuses – Year subjects**
Thursday	28			
Friday	29			**2024 Year-End/November Main Reassessments, Sickness Assessments, Special Assessments for Year Subjects Conclude**
Saturday	30			**RESIDENCES CLOSE AT 10:00 FOR ALL STUDENTS NOT DOING REASSESSMENT**
DECEMBER 2024				
Date		**Time**	**Meetings**	**Closing dates/registrations/notifications**
Sunday	1			
Monday	2			
Tuesday	3			
Wednesday	4			**Finalisation of Marking of 2024 Year-End/November Main Exams/ Assessments Concludes**
Thursday	5			
Friday	6			**YEAR-END FUNCTION – BLOEMFONTEIN AND WELKOM CAMPUSES** **Academic staff must submit all marksheets to the Assessment and Graduations Unit for placement on the system, and must then subsequently verify those marks, before leaving on holiday**
Saturday	7			
Sunday	8			
Monday	9			**Submission Of Mark Sheets to Assessment and Graduations Unit 2024 Year-End Main Reassessments, Sickness Assessments, Special Assessments**
Tuesday	10			**Results Ratification by Assessment and Graduations Unit and Faculties**

				➢ Submission of documents for meeting: University Internationalisation Committee (2025-01-07)
Wednesday	11			
Thursday	12			
Friday	13			**Publication of Year End Main Exam/ Assessment Results** **UNIVERSITY CLOSES** **SECOND SEMESTER / FOURTH QUARTER CONCLUDES**
Saturday	14			**RESIDENCES CLOSE FOR ALL STUDENTS AT 10:00**
Sunday	15			
Monday	16		**DAY OF RECONCILIATION**	
Tuesday	17			**FOURTH TERM / FOURTH QUARTER RECESS COMMENCES (SUMMER RECESS)** **UNIVERSITY CLOSES**
Wednesday	18			
Thursday	19			
Friday	20			
Saturday	21			
Sunday	22			
Monday	23			
Tuesday	24			
Wednesday	25		**CHRISTMAS DAY**	
Thursday	26		**DAY OF GOODWILL**	
Friday	27			
Saturday	28			
Sunday	29			
Monday	30			
Tuesday	31			

CUT CALENDAR 2024

2024 CENTRAL UNIVERSITY OF TECHNOLOGY ACADEMIC CALENDAR

FIRST SEMESTER		NEW STUDENTS				SENIOR STUDENTS			
		HEALTH & ENVIRONMENTAL SCIENCES	MANAGEMENT SCIENCES	HUMANITIES	ENGINEERING & INFORMATION TECHNOLOGY	HEALTH & ENVIRONMENTAL SCIENCES	MANAGEMENT SCIENCES	HUMANITIES	ENGINEERING & INFORMATION TECHNOLOGY
FIRST QUARTER	START	05-Feb-24	05-Feb-24	05 - Feb-24	05-Feb-24	05-Feb-24	05-Feb-24	05-Feb-24	05-Feb-24
	END	28-Mar-24	28-Mar-24	28 - Mar-24	28-Mar-24	28-Mar-24	28-Mar-24	28-Mar-24	28-Mar-24
MATRIC RESULTS PUBLICATION		19 – Jan - 24	19 – Jan - 24	19 – Jan - 24	19 – Jan - 24				
REGISTRATION: BLOEMFONTEIN AND WELKOM CAMPUSES	START	24 – Jan – 24	24 – Jan – 24	24 – Jan – 24	24 – Jan – 24	24 – Jan – 24	24 – Jan – 24	24 – Jan – 24	24 – Jan – 24
	END	02– Feb – 24	02 – Feb – 24	02 – Feb – 24	02 – Feb – 24	02– Feb – 24	02 – Feb – 24	02 – Feb – 24	02 – Feb – 24
REGISTRATION: FIRST TIME ENTRY POSTGRADUATES (M&D)	START	24-Jan-24	24-Jan-24	24 - Jan-24	24-Jan-24	24-Jan-24	24-Jan-24	24-Jan-24	24-Jan-24
	END	28-Feb-24	28-Feb-24	28 - Feb-24	28-Feb-24	28-Feb-24	28-Feb-24	28-Feb-24	28-Feb-24
LATE REGISTRATION FOR ALL STUDENTS IN ALL CAMPUSES	START	05-Feb-24	05-Feb-24	05 - Feb-24	05-Feb-24	05-Feb-24	05-Feb-24	05-Feb-24	05-Feb-24
	END	09-Feb-24	09-Feb-24	09 - Feb-24	09-Feb-24	09-Feb-24	09-Feb-24	09-Feb-24	09-Feb-24
GENERAL Orientation for all first year students (Bloemfontein and Welkom Campuses)	START	01 – Feb – 24	01 – Feb – 24	01 - Feb – 24	01 - Feb – 24	01 - Feb – 24	01 - Feb – 24	01 - Feb – 24	01 - Feb – 24
	END	02 -Feb – 24	02 -Feb – 24	02 -Feb – 24	02 -Feb – 24	02 -Feb – 24	02 -Feb – 24	02 -Feb – 24	02 -Feb – 24
Orientation for all first year students per faculty		05 – Feb - 24	05– Feb - 24	05 – Feb - 24	05 – Feb - 24				
SPECIAL ASSESSMENT	START					12-Feb-24	12-Feb-24	12-Feb-24	12-Feb-24
	END					16-FEB-24	16-FEB-24	16-FEB-24	16-FEB-24
SUBJECT ADDITIONS, SUBJECT TERMINATION & COURSE CHANGES	START	05- Feb - 24	05- Feb - 24	05- Feb - 24	05- Feb - 24	05- Feb - 24	05- Feb - 24	05- Feb - 24	05- Feb - 24
	END	09 -Feb – 24	09 -Feb – 24	09 -Feb – 24	09 -Feb – 24	09 -Feb – 24	09 -Feb – 24	09 -Feb – 24	09 -Feb – 24
CLASSES START FOR FIRST QUARTER		05 – Feb - 24	05 – Feb - 24	05 – Feb - 24	05 – Feb - 24	05 – Feb - 24	05 – Feb - 24	05 – Feb - 24	05 – Feb - 24
APRIL HOLIDAYS	START	20 – Mar – 24	20 – Mar – 24	20 – Mar – 24	20 – Mar – 24	20 – Mar – 24	20 – Mar – 24	20 – Mar – 24	20 – Mar – 24
	END	02– April – 24	02– April – 24	02– April – 24	02– April – 24	02– April – 24	02– April – 24	02– April – 24	02– April – 24
CLASSES START SECOND QUARTER		03 - April - 24	03 - April - 24	03 - April - 24	03 - April - 24	03 - April - 24	03 - April - 24	03 - April - 24	03 - April - 24
SECOND QUARTER	START	03- April - 24	03- April - 24	03- April - 24	03- April - 24	03- April - 24	03- April - 24	03- April - 24	03- April - 24
	END	14-June-24	14-June-24	14-June-24	14-June-24	14-June-24	14-June-24	14-June-24	14-June-24
DAYS FOR PREPARATION OF ASSESSMENT FOR SEMESTER SUBJECTS	START	22 - April - 24	22 - April - 24	22 - April - 24	22 - April - 24	22 - April - 24	22 - April - 24	22 - April - 24	22 - April - 24
	END	26 - April - 24	26 - April - 24	26 - April - 24	26 - April - 24	26 - April - 24	26 - April - 24	26 - April - 24	26 - April - 24
MID-YEAR ASSESSMENTS	START	29 – April– 24	29 – April– 24	29 – April– 24	29 – April– 24	29 – April– 24	29 – April– 24	29 – April– 24	29 – April– 24
	END	20– May -24	20– May -24	20– May -24	20– May -24	20– May -24	20– May -24	20– May -24	20– May -24
SUBMISSION OF MARK-SHEETS TO ASSESSMENT & GRADUATION UNIT: MAIN ASSESSMENT		24 - May - 24	24 - May - 24	24 - May - 24	24 - May - 24	24 - May - 24	24 - May - 24	24 - May - 24	24 - May - 24
SUBMISSION OF MARK-SHEETS TO ASSESSMENT & GRADUATION UNIT: REASSESSMENT		07-June-24	07-June-24	07-June-24	07-June-24	07-June-24	07-June-24	07-June-24	07-June-24
PUBLICATION OF FINAL MARKS		14-June-24	14-June-24	14-June-24	14-June-24	14-June-24	14-June-24	14-June-24	14-June-24
JUNE HOLIDAY START		14-June 24	14-June 24	14-June 24	14-June 24	14-June 24	14-June 24	14-June 24	14-June 24
SECOND SEMESTER		NEW STUDENTS				SENIOR STUDENTS			
		HEALTH & ENVIRONMENTAL SCIENCES	MANAGEMENT SCIENCES	HUMANITIES	ENGINEERING & INFORMATION TECHNOLOGY	HEALTH & ENVIRONMENTAL SCIENCES	MANAGEMENT SCIENCES	HUMANITIES	ENGINEERING & INFORMATION TECHNOLOGY
THIRD QUARTER	START	08- Jul - 24	08- Jul - 24	08- Jul - 24	08- Jul - 24	08- Jul - 24	08- Jul - 24	08- Jul - 24	08- Jul - 24
	END	20 - Sep - 24	20 - Sep - 24	20 - Sep - 24	20 - Sep - 24	20 - Sep - 24	20 - Sep - 24	20 - Sep - 24	20 - Sep - 24
LATE APPLICATIONS CLOSE									
REGISTRATION	START	01 – Jul – 24	01 – Jul – 24	01 – Jul – 24	01 – Jul – 24	01 – Jul – 24	01 – Jul – 24	01 – Jul – 24	01 – Jul – 24
	END	05 – Jul – 24	05 – Jul – 24	05 – Jul – 24	05 – Jul – 24	05 – Jul – 24	05 – Jul – 24	05 – Jul – 24	05 – Jul – 24
CLASSES START FOR THIRD QUARTER		08 – Jul – 24	08 – Jul – 24	08 – Jul – 24	08 – Jul – 24	08 – Jul – 24	08 – Jul – 24	08 – Jul – 24	08 – Jul – 24
SPECIAL ASSESSMENT		11– Jul - 24	11– Jul - 24	11– Jul - 24	11– Jul - 24	11– Jul - 24	11– Jul - 24	11– Jul - 24	11– Jul - 24
SUBJECT ADDITION, SUBJECT TERMINATION & COURSE CHANGES	START	08 – Jul – 24	08 – Jul – 24	08 – Jul – 24	08 – Jul – 24	08 – Jul – 24	08 – Jul – 24	08 – Jul – 24	08 – Jul – 24
	END	12 - Jul - 24	12 - Jul - 24	12 - Jul - 24	12 - Jul - 24	12 - Jul - 24	12 - Jul - 24	12 - Jul - 24	12 - Jul - 24
SEPTEMBER HOLIDAY START		20– Sep- 24	20– Sep- 24	20– Sep- 24	20– Sep- 24	20– Sep- 24	20– Sep- 24	20– Sep- 24	20– Sep- 24
CLASSES START FOR FOURTH QUARTER		01 - Oct - 24	01 - Oct - 24	01 - Oct - 24	01 - Oct - 24	01 - Oct - 24	01 - Oct - 24	01 - Oct - 24	01 - Oct - 24
FOURTH QUARTER	START	01 - Oct - 24	01 - Oct - 24	01 - Oct - 24	01 - Oct - 24	01 - Oct - 24	01 - Oct - 24	01 - Oct - 24	01 - Oct - 24
	END	13- Dec - 24	13- Dec - 24	13- Dec - 24	13- Dec - 24	13- Dec - 24	13- Dec - 24	13- Dec - 24	13- Dec - 24
DAYS FOR PREPARATION OF ASSESSMENT FOR YEAR SUBJECTS	START YEAR SUBJECTS	21 – Oct - 24	21 – Oct - 24	21 – Oct - 24	21 – Oct - 24	21 – Oct - 24	21 – Oct - 24	21 – Oct - 24	21 – Oct - 24
	END SEMESTER SUBJECTS	25- Oct - 24	25- Oct - 24	25- Oct - 24	25- Oct - 24	25- Oct - 24	25- Oct - 24	25- Oct - 24	25- Oct - 24
ASSESSMENT	START	28- Oct - 24	28- Oct - 24	28- Oct - 24	28- Oct - 24	28- Oct - 24	28- Oct - 24	28- Oct - 24	28- Oct - 24
	END	15 – Nov - 24	15 – Nov - 24	15 – Nov - 24	15 – Nov - 24	15 – Nov - 24	15 – Nov - 24	15 – Nov - 24	15 – Nov - 24
SUBMISSION OF MARK-SHEETS TO ASSESSMENT & GRADUATION UNIT: MAIN ASSESSMENT		27 - Nov - 24	27 - Nov - 24	27 - Nov - 24	27 - Nov - 24	27 - Nov - 24	27 - Nov - 24	27 - Nov - 24	27 - Nov - 24
SICKNESS / SPECIAL ASSESSMENT & RE ASSESSMENT	START	25 - Nov - 24	25 - Nov - 24	25 - Nov - 24	25 - Nov - 24	25 - Nov - 24	25 - Nov - 24	25 - Nov - 24	25 - Nov - 24
	END	29- Nov - 24	29- Nov - 24	29- Nov - 24	29- Nov - 24	29- Nov - 24	29- Nov - 24	29- Nov - 24	29- Nov - 24
SUBMISSION OF MARK-SHEETS TO ASSESSMENT & GRADUATION UNIT: REASSESSMENT		09 - Dec - 24	09 - Dec - 24	09 - Dec - 24	09 - Dec - 24	09 - Dec - 24	09 - Dec - 24	09 - Dec - 24	09 - Dec - 24
DECEMBER HOLIDAY START		17 - Dec - 23	17 - Dec - 23	17 - Dec - 23	17 - Dec - 23	17 - Dec - 23	17 - Dec - 23	17 - Dec - 23	17 - Dec - 23

*Y: Year Subjects / * S: Semester Subjects

CUT COUNCIL

Dr VT Maphai, BA (Hons) (Unisa), MPhil (Leuven), PhD (UKZN), Advanced Management Programme (Harvard), Finance for Senior Management (Harvard), Advanced Negotiation (Harvard)

CHAIRPERSON

Dr CN Mbileni-Morema, MTech (TUT), PhD (Wits), MBA (HWU), Cert Leadership (HWU), Cert Project Management (HWU), Cert Strategy (HWU), Cert Finance (HWU), Cert Economics (HWU), Cert Organisational Behaviour (HWU), Cert Influence (HWU), Cert Marketing (HWU)	**Technology**

DEPUTY CHAIRPERSON

Dr MS Sefika, PhD (UFS), MA (UFS), BSc (UFS)	**Expert in local/regional development and governance**

SECRETARY

Dr SM Dzingwa, PhD (UKZN)	**Institutional Registrar and Secretary of Council**

MEMBERS

Mr SJ Njikelana Dip Applied Social studies (UO), Cert Leadership Communication (RU)	**Ministerial Appointee**
Vacant	**Ministerial Appointee**
Vacant	**Ministerial Appointee**
Vacant	**Ministerial Appointee**
Vacant	**Ministerial Appointee**
Ms U Exner, Certified Director (IoDSA), Claritas Investment Cert (CFA Institute), CISA (ISACA), CISSP (ISC), BCom (Unisa)	**Audit and Risk/ICT Governance**
Ms P Moshanyana BSc (Civil Engineering) (UKZN), BBA (MANCOSA), PgD in Project Management (MANCOSA), CIPM (BMT College), Dip Advanced Mobile App Development (Shaw Academy)	**Business**
Ms C Moshao Chartered Accountant Qualifying Exam Part 2 (IRBA's Public Practise Exam), Chartered Accountant Qualifying Exam Part 1 (SAICA) BAcc Hons (UFS), Hons (Commercii in Accounting) (UFS)	**Finance**
Prof (Dr). VM Mmbengwa, BSc Agric (Univen), PhD (UFS), PGDip (UJ), MDS (UFS), DBL (Unisa). Postdoc (NWU), PrisSciNat	**Higher Education**
Mr GS Hlongwane, NDip (UJ), BTech (UJ), MAP (Wits), BCom Hons (UJ), MBA (Milpark Business School), Cert ERP (UJ)	**Human Resource Management**
Mr LE Sebola, BEng Comp Hons (UP), MEng (UP)	**Technology**

Ms NMMM Mokose, MA Agriculture (UP), BSc (Cornell)	**Agriculture**
Vacant	**Prominent person who would be able to add value to the Welkom Campus**
Vacant	**Alumni Association**
Mr AS Dladla, Dip. Animal Health (NWU), Dip Marketing Management (RAU), PGDip Marketing (IMMGSM), BPhil (Hons) Marketing Management (IMMGSM), PGDip Business Administration (Milpark Business School), MBL (Unisa), PGDip Digital Marketing (Regent Business School), CM(SA)	**Marketing**
Dr R Mahabeer, NDip (DUT), PGDip (UKZN), MCom (UKZN), MBA (Derby), Cert Leaderhip (UP), CA (SA), FCMA, CGMA, CA, CIA, FIIASA, FCCA, BFP	**Finance**
Mr LTK Shabe BScEd (NWU), BTech (CUT), MBA (UFS), Diploma (Damelin), Cert Business Leadership (Wits),	**Businessman from the Central region who will add business value to the university**
Prof. P Dube, BA Hons (UKZN), PhD (Siegen)	**Vice-Chancellor and Principal**
Prof DP Ngidi, Med (Unisa), DEd (UZ), Cert Project Management (Boston)	**Deputy Vice-Chancellor: Teaching and Learning**
Prof AB Ngowi, BBSc (UDSM), MSc (Chalmers), PhD (Wits) PrCPM (SA), MBIE (BW), MCIOB Pr Tech ENG, MIEEE	**Deputy Vice Chancellor: Research, Innovation and Engagement**
Vacant	**Deputy Vice-Chancellor: Resources and Operations**
Dr L Wiese, BA Hons (Unisa), PhD (UFS), PGDip (SU)	**Senate Member**
Prof. EJS Coetzee, BA Hons (Unisa), PhD (UFS)	**Senate Member**
Dr M Molete, D_CMLP (CUT)	**Institutional Forum Member**
Mr I Phage, MSc (NWU), BScEd (SMU), Cert Engineering Technology (UJ)	**Academic Staff Member**
Vacant	**Non-academic Staff Member**
Mr IM Matlhaku	**Institutional SRC President: Bloemfontein Campus**
Mr MC Dangobe	**Institutional SRC President: Welkom Campus**

INSTITUTIONAL FORUM

Dr M Molete, D_CMLP (CUT))	**Chairperson and Representative: NEHAWU**
Dr SM Dzingwa, PhD UKZN)	**Institutional Registrar and Secretary of Institutional Forum**
Vacant	**Alumni Association Representative**
Mr KE Moremi, BTech (CUT), Cert. EMDP (US)	**Co-opted Member Alumni Association**
Prof AB Ngowi, BBSc (UDSM), MSc (Chalmers), PhD (Wits), • PrCPM (SA), MBIE (BW), MCIOB Pr Tech Eng, MIEEE	**Member: Management Committee**
Mr LE Sebola, BEng Comp Hons (UP), MEng (UP)	**External Member: Council**
Prof. W Setlalentoa, BEd Hons (NWU), MEd (UFS), PhD (CUT)	**Representative: Senate**
Dr P Makhoahle, MMedSc (UFS), PhD (CUT)	**Representative : Academic Employees**
Mr MB Manyarela, Dip (CUT), BEd Hons (UFS)	**Representative: Non-academic Employees**
Prof. R Lues, PhD (UFS)	**Representative: NTEU**
Ms L Letsoara, PGDip (PU, UK), BSocSc (UFS)	**Representative: Human Resources (Transformation)**
Ms J Mawoyo, BComm (UFS), PGDip (MANCOSA)	**Representative: Student Affairs Council**
Mr LM Musa	**Representative: Welkom Campus Employee Group**
Ms R Moleyane, BA (UFS), PGDip (UFS), MA (UFS)	**Additional Member Employee Group (Employment Equity Committee)**
Mr IM Matlhaku	**Student Representative Council President: Bloemfontein Campus**
Mr MC Dangobe	**Student Representative Council President: Welkom Campus**
Vacant	**Additional Member (Employees/People with disabilities)**

SENATE

Prof. P Dube, BA Hons (UKZN), PhD (Siegen)	**Vice-Chancellor and Principal (Chairperson)**
Vacant	**Council Member**
Cllr Prof. VMM Mmbengwa, PGDip (UJ), MDS (UFS), PhD (Unisa), DBL (Unisa), PhD (UFS), BSc Agric (UNIVEN), PriSciNat	**Council Member**
Prof DP Ngidi, Med (Unisa), DEd (UZ), CPM (Boston)	**Deputy Vice-Chancellor: Teaching and Learning (Deputy Chairperson)**
Prof. AB Ngowi, BBSc (UDSM), MSc (Chalmers), PhD (Wits) PrCPM (SA), MBIE (BW), MCIOB Pr Tech Eng, MIEEE	**Deputy Vice-Chancellor: Research, Innovation and Engagement**
Vacant	**Executive Director: Resources and Operations**
Mr M Nemutshili, BComm (Vista), SMDPm(Wists), Professional Accountant (SA)	**Chief Financial Officer**
Dr SM Dzingwa,PhD (UKZN)	**Institutional Registrar & Secretary to Senate**
Mr F Mavhungu, BA (UNIVEN), Bed Hons (UJ), MBL (Unisa)	**Deputy Registrar: Academic Administration**
Vacant	**Dean: Student Affairs**
Prof. AJ Strydom, PhD (UFS)	**Dean: Faculty of Management Sciences**
Prof SS Mashele, BSc (UNIN), PhD (MEDUNSA)	**Dean: Faculty of Health and Environmental Sciences**
Prof W Setlalentoa, Bed Hons (NWU), Med (UFS), PhD (CUT), PGDip (USB)	**Dean: Faculty of Humanities**
Vacant	**Dean: Faculty of Engineering, Built Environment and Information Technology**
Prof. HS Friedrich-Nel, PhD (UFS)	**Assisting Dean: Teaching & Learning: Faculty of Health and Environmental Sciences & Associate**
Prof. F van der Walt, MCom (CC), MPL(UFS), PhD (UP)	**Assistant Dean: Teaching and Learning: Faculty of Management Sciences & Professor: Organisational Behaviour**
Prof YE Woyessa, BSc (AAU), MSc (ENSAM), PhD (UFS)	**Assistant Dean: Research, Innovation and Engagement: Faculty of Engineering, Built Environment and Information**

	Technology & Professor : Water Resources Management
Dr BJ Kotze, NHDip (TUT), DTech (CUT)	**Assistant Dean: Teaching & Learning of Engineering, Built Environment and Information Technology & Associate Professor: Electrical, Electronic and Computer Engineering**
Dr CL Schlebusch, BCom Ed (UFS), PhD (CUT)	**Assistant Dean: Teaching and Learning : Faculty of Humanities**
Prof. LOK Lategan, PhD (Phil), DTh (Dogmatics) PhD (Community Health) (UFS)	**Research Professor: Research Education and Postgraduate Development**
Prof. JFR Lues PhD (UFS) Prof. C van der Westhuizen, PhD (UFS)	**Professor: Environmental Health** **Professor: Agriculture (Production Economics and Management)**
Prof.T van Niekerk, MPA (SU), DTech (CUT), ADHE (UFS)	**Professor: Public Management**
Prof. FE Emuze, NDip (Federal Polytechnic), HND (Polytechnic Ibahan), PhF (NMU)	**Professor: Built Environment & Head of Department: Built Environment**
Dr A Modise, UDES (TNCE), ACE (UFS), PhD (CUT)	**Assistant Dean: Research, Innovation and Engagement: Faculty of Humanities & Professor: Postgraduate Studies**
Prof. M Naong, BCom Hons (UFS), Med (Vista), DBA (UKZN)	**Professor: Business Administration**
Prof. P Rambe, MPA (UZ), PGD (CCOSSA), PhD (UCT)	**Professor: Business Support Studies**
Prof. PJ Fourie, NHDip (TSA), DTech (CUT)	**Association Professor: Agriculture & Head of Department Agriculture**
Prof. D Kokt, BPL (UFS), DTech (CUT)	**Professor: Human Resources Management**
Prof. C Chipunza, BSc Hons (UZ), MCom (UFH) MPhil (SUN), DTech (NMU)	**Professor: Human Resources Management & Assistant Dean: Research, Innovation and Engagement: Faculty of Management Sciences**
Prof. K Kusakana, BSc ENG (UNILU), MTech (TUT), DTech (CUT)	**Professor: Electrical, Electronic and Computer Engineering & Head of Department: Electrical, Electronic and Computer Engineering**
Prof. DY Dzansi, MA (UFS), MBA (PU for CHE), PhD (UP)	**Professor: Entrepreneurship Development Unit**
Prof. M Sedibe, PhD (UFS)	**Professor: Agriculture**

Prof. M Nkoane, Bed Hons (Vista), MEd (UNIN), PhD (UFS)	**Professor: Foundations of Education: Department of Postgraduate Studies Education**
Prof. EM Masinde, BSc (UoN), MSc (VUB), PhD (UCT)	**Professor: Information Technology & Head of Department: information Technology**
Prof. P Hertzog, DTech (CUT)	**Professor: Electrical Engineering**
Prof. DJ de Beer:	**Chair in Innovation and Commercialisation of Additive Manufacturing**
Dr NJ Nkhebenyane, PhD (CUT)	**Representative: Non-Professorial Academic Employees on Senate & Head of Department: Life Sciences**
Prof. T Makhafola, BSc Hons (UL), PhD (UP)	**Assistant Dean: Research, Innovation and Engagement: Faculty of Health and Environmental Sciences**
Prof. M Truscott, PhD (UFS)	**Associate Professor: Mathematical and Physial Sciences**
Prof. EJS Coetzee, BA Hons (Unisa), PhD (UFS)	**Associate Professor: Department of Communications Sciences: Faculty of Humanities & Senate Representative on Council**
Prof. G Alexander, HDE (Postgraduate) (UWC), BA (UWC), Dip VBL (Wits), PhD (UFS), Dip (IBMCSA)	**Associate Professor: Postgraduate Studies**
Prof. G Schlebusch, Dip (Bfn Tech College), PhD (UFS)	**Associate Professor: Teaching Education**
Prof. AH Makura, Dip Agric Ed (Botswana and Swaziland) MEd (Lesotho), CFL (UFH), PGDHET (UFH) PhD (UFH)	**Associate Professor: Postgraduate Studies**
Prof. AJ Swart, DTech (VUT)	**Associate Professor: Electrical, Electronic, and Computer Engineering**
Prof. B Awuzie, BSc Hons (ISU), MSc (RGU), PhD (Salford)	**Associate Professor: Built Environment**
Prof. JW Badenhorst, BA (RAU), PGHED (Unisa), DEd (Unisa)	**Associate Professor: Education Studies & Acting Department Manager:**
Prof. E Theron, MTech (CUT), PhD (UFS)	**Associate Professor: Civil Engineering**
Prof. NJ Luwes, DTech (CUT)	**Associate Professor: Electrical, Electronic and Computer Engineering**

Prof. ED Markus, MEng (ATBU), DTech (TU), PGDip HE	**Associate Professor: Electrical, Electronic and Computer Engineering**
Prof. J Gericke, BSc (UP), MTech (CUT), MSc (SU), PhD (UKZN)	**Association Professor: Civil Engineering & Head of Department: Civil Engineering**
Prof. J Palmer, PhD (NWU)	**Associate Professor: Postgraduate Studies: Education**
Prof. S Oke, PhD	**Associate Professor: Civil Engineering**
Prof. A Rambuda, BA (UN), UED (UN), BEd (UN), BA Hons (Unisa), BA Hons (Unisa), MEd (UCT PhD (UP)	**Associate Professor: Educational and Professional studies**
Prof. M Mochane, PhD (UFS)	**Associate Professor: Life Sciences**
Prof. P Phindane, BA Hons (Vista), BA Hons (UFS), DLitt (US)	**Associate Professor: Language and Social Sciences Education**
Dr M Erasmus, PhD (UFS)	**Head of Department: Mathematical and Physical Sciences**
Dr J Combrinck, DEng (CUT)	**Head of Department: Mechanical and Mechatronic Engineering**
Adv. G Phetheni, NDip HR (CUT), BTh Hons (UFS), PGDip Law (UFS), LLB (Unisa)	**Head of Department Government Management**
Dr PK Hoeyi, MA (UG), DBA (CUT)	**Head of Department: Business Support Studies**
Ms A Coetzee, BTech (Unisa), MPhil (CUT), PA (SA)	**Head of Department: Accounting and Auditing**
Dr BG Fredericks, HED (UWC), BEd Hons (UFS), DTech (CUT)	**Head of Department: Communication Sciences**
Dr PF Mfengwana, DHSc (CUT)	**Head of Department: Health Sciences**
Dr D Crowther, BTech FSM (CUT), BTech PSE (CUT), MA (UFS)	**Head of Department: Hotel School**
Dr RW Thabane, DipScEd (NUL), BA (Vista), BEd (PU for CHE), MEd (NWU), PhD (CUT)	**Head of Department: Educational and Professional Studies**
Dr J du Plessis, PhD (UFS)	**Head of Department: Clinical Scineces**
Dr M Kimanzi, PhD (UKZN)	**Head of Department: Language and Social Sciences Education**
Ms B de Klerk, MTech (CUT)	**Head of Department: Tourism and Events Management**

Ms M Barnard, BA (Unisa), MTech (CUT), MA (UFS)	**Acting Head of Department: Design and Studio Art**
Mr G Beukes, MIETTB, HEd [Technical] (UFS), BEd Hons [Technical] (UFS), MEd (CUT)	**Head of Department: Mathematic, Science and Technology Education**
Dr L Dzansi, MPA (UFS), DTech (CUT)	**Head of Department: Business Management**
Dr T Matlho, MEd (Vista), MA (UFS)	**Acting Head of Department: Postgraduate Studies: Education**
Dr H Jordaan, MCom (NWU), PhD (UFS)	**Department manager: Government Management and Business Management (Marketing)**
Dr BP Badenhorst, DLitt et Phil (RAU)	**Department Manage: Communication Sciences**
Mr CH Wessels, MSc (UFS)	**Department Manager: Information Technology (Bloemfontein)**
Ms M Thithi, MTech (VUT)	**Department Manager: Accounting and Internal Auditing**
Dr L Lezar, BTech (TUT), MBA (MANCOSA), PhD (CUT), PGC MANCOSA	**Department Manager: Business support and business Management**
Dr C Mphojane, STD (Tshiya), ADT (UFS), ACE (UJ), DEd (CUT)	**Department Manager: Language and Social Sciences Education & Educational Professional Studies**
Dr R Bhagwandeen, PhD (Jabalpur)	**Department Manager: Mathematics, Science and Technology Education**
Ms M Tlale-Mkhize, MTech (CUT)	**Department Manager: Information Technology, Welkom**
Ms MP Nyetanyane, MSc (CUT)	**Department Manager: Human Resources Management**
Mr IM Matlhaku	**Representative: SRC (SRC President: Bloemfontein Campus)**
Mr MC Dangobe	**Representative: SRC (SRC President: Welkom Campus)**
Dr NJ Malebo, PhD (UFS), PGDip (Rhodes), PGDip (SU)	**Senior Director: Centre for Innovation in Learning and Teaching & Associate Professor: Centre for Innovation in Learning and Teaching**
Mr I Mokhele, M PBL (Aalborg), M Admin (Sun Yat Sen)	**Senior Director: Institutional Planning and Quality Enhancement**
Ms E Sempe, BSc (Hons) (Rhodes)	**Director: Research Development and Postgraduate Studies**
Ms KB Eister, BBibl (UFH), HDE (Vista), BBibl Hons (Unisa) MIS (UJ)	**University Librarian**

Mr F Matongo	**Senior Director: Innovation and Technology Transfer**
Prof. S Makola, BA Hons (Vista), MA (Wits), PhD (UFS)	**Campus principal: Welkom Campus & Acting Director: Vice-Chancellor and Principal's Office**
Vacant	**Director: Office of Vice-Chancellor and Principal/Senior Manager in Charge of Institutional Renewal and Transformation**
Mr L Jackson, BTh Hons (UWC), MA (SU)	**Director: Centre of Global Engagement**
Dr X Khohliso, PhD (UKZN)	**Deputy Director: Curriculum and Academic Staff Development**
Dr HS Jacobs, HED (UFS), FDE (RAU), BComm Hons (Unisa), DTech (CUT)	**Director: Work-Integrated Learning and Industry Liaison**
Dr JJC Badenhorst, PhD (UFS)	**Deputy Director: Centre for e-Learning and Educational Technology**
Dr L Wiese, BA (Unisa), PhD (UFS), PGDip (SU)	**Deputy Director: Quality Enhancement & Senate Representative on Council**
Ms A Karra, BA (Unisa), BTech (CPUT), MBS (Hochschule Wismar)	**Acting Deputy Director: Management Information Systems**
Dr KC Nunes, PhD (UP)	**Deputy Director: Student Academic Development & Support**
Vacant	**Chief Executive Officer: CUT Innovation Services (CUT)**

MANAGEMENT COMMITTEE (MANCOM)

Prof. P Dube, BA Hons (UKZN), PhD (Siegen)	**Vice-Chancellor and Principal and Chairperson of Management Committee**
Dr SM Dzingwa, PhD (UKZN)	**Institutional Registrar and Secretary of Management Committee**
Prof. DP Ngidi, MEd (Unisa), DEd (UZ), CPM (Boston)	**Deputy Vice-Chancellor: Teaching and Learning**
Prof. AB Ngowi, BBSc (UDSM), MSc (Chalmers), PhD (Wits), PrCPM (SA), MBIE (BW), MCIOB Pr Tech Eng, MIEE	**Deputy Vice Chancellor: Research, Innovation and Engagement**
Vacant	**Executive Director: resources and Operations**
Mr M Nemutshili, BCom (Vista), SMDP (Wits), Professional Accountant (SA)	**Chief Financial Officer**
Prof. S Makola, BA Hons (Vista), MA (Wits), PhD (UFS)	**Campus Principal: Welkom Campus**

HONORARY DEGREES

EXTRAORDINARY PROFESSORSHIPS

Prof. CC de Witt, BA (SU), BA Hons (Unisa), LLB (SU), MA (RAU), LLD (UCT), CPIR (Wits)
Prof. B Setai, BSc (Columbia), PhD (NYU)

EMERITUS PROFESSORS

Emeritus Rector	Prof. JJ van Lill, DCom (SU)
Faculty of Management Sciences	Prof. J Strauss, DPhil
Emeritus Professor	Prof. CAJ van Rensburg, DSc (PU for CHE), IEM (Harvard
Emeritus Professor	Prof. LG Hechter, HED (UFS), DEd (SU)

HONORARY DOCTORATES AND HONORARY MASTERS

2001 - Dr NR Mandela, DTech Education (*honoris causa*)
2003 - Dr K Mokhele, DTech Management (*honoris causa*)
2003 - Dr TA Manuel, DTech Business Management (*honoris causa*)
2004 - Prof. K Asmal, DTech Education (*honoris causa*)
2004 - Dr T Wohlers, DTech Mechanical Engineering (*honoris causa*)
2004 - Dr MA Pyoos, DTech Management (*honoris causa*)
2005 - Dr S Mthembi-Mahanyele, DTech Management (*honoris causa*)
2006 - Dr D Tutu, DTech Education (*honoris causa*)
2006 - Dr P Molemela, DTech Management (*honoris causa*)
2007 - Dr CA Troskie, DTech Management (*honoris causa*)
2009 - Dr PJ Gordhan, DTech Business Administration (*honoris causa*)
2013 - Dr HSP Mashaba, DTech Business Administration (*honoris causa*)
2014 - Dr G Marcus, DTech Business Administration (*honoris causa*)
2017 - Prof. ZKG Mda, DTech Language Practice *(honoris causa)*
2017 - Prof. S Ramakrishna, DTech Engineering *(honoris causa)*
2017 - Mr L Mule, MTech: Business Administration *(honoris causa)*
2018 - Dr B Pretorius, DTech Marketing Management *(honoris causa)*
2021 - Dr K Nkhatho, DTech Language Practice *(honoris causa)*
2021 - Prof. IJ Mosala, DTech Business Administration *(honoris causa)*
2021 - Dr JS Chaka, DTech Environmental Health *(honoris causa)*
2022 - Dr CJ Hansen, DTech Mechanical Engineering *(honoris causa)*
2023 - Dr D Mashile-Nkosi, DTech Management (Entrepreneurship) *(honoris causa)*
2023 - Dr J Shameel, DTech Management (Business Administration) *(honoris causa)*

CHANCELLOR'S EXCELLENCE AWARDS

2017 - Mr T Loate (Leadership and community involvement)
2018 - Dr S Seane (Leadership and community involvement)
2019 - Dr E Blekie (Community involvement)
2021 - Dr T Makgoe (Leadership)

BLOEMFONTEIN CAMPUS

NON-LECTURING AND SUPPORT SERVICES STAFF

OFFICE OF THE VICE-CHANCELLOR AND PRINCIPAL

Vice-Chancellor and Principal   Prof. P Dube, BA Hons (UKZN), PhD (Siegen)

OFFICE OF THE DEPUTY VICE CHANCELLOR
RESEARCH, INNOVATION AND ENGAGEMENT
(Reporting to the Vice-Chancellor and Principal)

Deputy Vice-Chancellor   Prof. AB Ngowi, BBSc (UDSM), MSc (Chalmers), PhD Wits), PrCPM (SA), MBIE (BW), MCIOB Pr Tech Eng, MIEEE

OFFICE OF THE DEPUTY VICE-CHANCELLOR:
TEACHING AND LEARNING
(Reporting to the Vice-Chancellor and Principal)

Deputy Vice-Chancellor   DP Ngidi, MEd (Unisa), DEd (UZ), CPM (Boston)

OFFICE OF THE DEPUTY VICE-CHANCELLOR:
RESOURCES AND OPERATIONS
(Reporting to the Vice-Chancellor and Principal)

Deputy Vice-Chancellor   Vacant

OFFICE OF THE REGISTRAR
(Reporting to the Vice-Chancellor and Principal)

Registrar   SM Dzingwa: M Admin (UKZN), PhD (UKZN)

OFFICE OF THE VICE-CHANCELLOR AND PRINCIPAL:
INSTITUTIONAL RENEWAL AND TRANSFORMATION
(Reporting to the Vice-Chancellor and Principal)

Director: Vacant

COMMUNICATIONS AND MARKETING
(Reporting to the Deputy Vice-Chancellor: Resources and Operations)

Director: D Maritz, BS Journalism (Illinois, USA)

RESEARCH, INNOVATION AND ENGAGEMENT
(Reporting to the Deputy Vice Chancellor: Research, Innovation and Engagement)

Senior Director: Research Development and Postgraduate Studies	LOK Lategan, PhD, DTh (UFS)
Director: Innovation and Technology Transfer	F Matongo,
Research Professor: Academic and Professional Pedagogy	Vacant
Director: International Office	L Jackson, MA (UFS), BTh Hons (UWC)

TEACHING AND LEARNING
(Reporting to the Deputy Vice Chancellor: Teaching and Learning)

Senior Director: Centre for Innovation in Learning and Teaching	NJ Malebo, PhD (UFS)
Deputy Director: Curriculum and Academic Staff and Development	MH Maimane, MA (UP)
Deputy Director: e-Learning and Educational Technology	Vacant
Deputy Director: Student Academic Development and Support	KC Nunes, PhD (UFS)
Deputy Director: Work-Integrated Learning and Skills Development	HS Jacobs, D Tech (CUT)

ACADEMIC PLANNING
(Reporting to the Deputy Vice-Chancellor: Teaching and Learning)

Senior Director: Institutional Planning and Quality Enhancement	I Mokhele, M PBL (Aalborg), MAdmin (Sun Yat Sen)
Deputy Director: Management Information Systems	Vacant
Deputy Director: Quality Enhancement	L Van Straaten, BA Hons (Unisa), MA HES (UFS)

LIBRARY AND INFORMATION SERVICES
(Reporting to the Deputy Vice-Chancellor: Research, Innovation and Engagement)

University Librarian	K Eister, BBibl (UFH), HDE (Vista), BBibl Hons (Unisa), MIS (UJ)

FINANCE SECTION
(Reporting to the Chief Financial Officer)

Director: Financial Operations	Vacant
Director: Financial Reporting	HW van der Berg, CA (SA)
Director: Fees and Financial Aid	N Bogatsu, BTech (CUT)

CHIEF FINANCIAL OFFICER
(Reporting to the Deputy Vice-Chancellor: Resources and Operations)

Acting Chief Financial Officer	M Nemutshili, PA (SA-SAIPA), SMDP Cert (Wits), BCom Degree (Vista)

ESTATES AND INFRASTRUCTURE
(Reporting to the Deputy Vice-Chancellor: Resources and Operations)

Senior Director: Estates and Infrastructure	MN Ndawo, DBA Candidate (MANCOSA), MBL (UNISA SBL), MDP (GIBS), Btech (UNISA), ND. (WSU)
Acting Deputy Director: Estates and Infrastructure	WR Britz, BTech (CUT), BTech, ND (NMU)

INFORMATION & COMMUNICATION TECHNOLOGY (ICT) AND COMPUTER SERVICES
(Reporting to the Director: Estates and Infrastructure)

Senior Director: ICT and Computer Services	ME Matube, BSc (NUL)
Deputy Director: Web Support Services	LP Pillay, BSc (Unisa)
Deputy Director: ICT Governance and Cyber Security Networks	J Nengomasha, Meng (Wits), HMOT (UP), MBL (Unisa)
Deputy Director: ICT Infrastructure Services	Vacant
Deputy Director: IT and Information Systems Support	GA Mothlaolwa, BCom Hons (Unisa)

HUMAN RESOURCES
(Reporting to the Deputy Vice-Chancellor: Resources and Operations)

Senior Director: Human Resources	Jacobs Razina, MBA (Milpark Business)

HUMAN RESOURCES
(Reporting to the Senior Director: Human Resources)

Deputy Director: HR Specialist Services	Vacant
Deputy Director: HR Operations	H Kotzé, BCom Hons (UFS), Cert Management Services (TUT), SABPP

ACADEMIC ADMINISTRATION
(Reporting to the Registrar)

Deputy Registrar	F Mavhungu, BA, UED (UNIVEN), BED Hons (UJ), Master BL (Unisa)

ACADEMIC ADMINISTRATION
(Reporting to the Deputy Registrar: Academic Administration)

Assistant Registrar: Assessment and Graduations	MM Mhlabathi, BA (UNISA), BA Hons (UNISA)
Assistant Registrar: Academic Structure	MM Mawoyo, BCom Degree (UFS), Cert of Theology (UFS), PGDP (MANCOSA
Business Process Manager: Academic Administration	V Njokweni, BCom Hons (UFH), BTech (WSU), Dip (ECT)

GOVERNANCE
(Reporting to the Registrar)

Senior Director: Legal Services	M Kwena
Deputy Director: Committee Services	LME Venter, NCert (Kby Tech College)
Deputy Director: Language Services	Dr L Motake, NDip, BTech (CUT), Masters, DTech (TUT)
Records Manager/Archivist	MF Ngcobo, BInf Hons (Unisa), PGDip (Unisa), NDip (DUT)

STUDENT SERVICES
(Reporting to the Registrar)

Dean of students	Vacant

STUDENT SERVICES
(Reporting to the Deputy Registrar: Student Services)

Manager: Governance and Student Life	LP Kokoana, MDP (UFS), BTech (CUT)
Manager: Residences	ST Ngo, BA (UL), BTech, PGCE (CUT)
Manager: Wellness Centre	Vacant
Manager: Operational Sport	S Lekalakala, BA Hons (UWC)

INTERNAL AUDITORS
(Reporting to the Audit, Risk and ICT Governance Committee of Council)

Internal auditors	PricewaterhouseCoopers (PwC)
Chief Risk Officer	TK Mothudi; B Compt, PGD, BCom (Unisa), Cert EO (Stellenbosch Uni)

ALUMNI ASSOCIATION	
Interim President	L Seleke, NDip, BTech, PGCE (CUT)

STUDENTS' REPRESENTATIVE COUNCIL (SRC)

Bloemfontein campus

President	M Matlhaku
Deputy President	J Mokoena

Welkom campus

President	MC Dangobe
Deputy President	TD Makintane

WELKOM CAMPUS

NON-LECTURING AND SUPPORT SERVICES STAFF

CAMPUS DIRECTOR
(Reporting to the Deputy Vice-Chancellor: Resources and Operations)

Campus Director   S Makola, BA Hons (Vista), MA (Wits), PhD (UFS)

DEPUTY CAMPUS DIRECTOR
(Reporting to the Campus Director)

Deputy Campus Director   G Pule,

COMMUNICATIONS AND MARKETING

Assistant Director   C Moreku, BA Hons (UCT), MA, LLB (Unisa) PhD (CUT)

STUDENT COUNSELLING
(Reporting to the Campus Director)

Assistant Director   HH Oberholzer, BA, HOD, PhD (UFS)

ACADEMIC ADMINISTRATION
(Reporting to the Assistant Director: Student Counselling)

Co-ordinator   L Hoare, BA (Wits), BA Hons (Vista), BPsych (CUT), MA (UFS)

GOVERNANCE AND STUDENT LIFE
(Reporting to the Deputy Campus Director)

Student Development Officer   MM Henson-Teisi, BA Hons (Vista), B Tech (CUT)

SPORT MANAGER
(Reporting to the Deputy Campus Director)

Deputy Manager   NS Smith, Bed (Vista), PDIM (RAU)

ACADEMIC STRUCTURE AND STUDENT ENROLMENT SERVICES

Assistant Enrolment Officer   LC Lekutu, BSc (UFS), BTech, PGCE (CUT)

ASSESSEMENT AND GRADUATIONS
(Reporting to the Deputy Campus Director)

Assistant Assessment Officer   K Motloheloa, BTech (CUT)

STUDENT ACCOUNTS, BURSARIES AND LOANS
(Reporting to the Deputy Campus Director)

Student Accounts, Bursaries and Loan Officer   ESD Taka, BComm (NWU)

DEFINITIONS AND ABBREVIATIONS

CUT	Central University of Technology, Free State
Qualification	A degree, diploma or certificate offered by CUT.
Quarter	Equivalent to half a semester. A full academic year comprises four quarters.
Term	Equivalent to one semester, i.e. the first or the second half of the academic year.
Academic year	The portion of the calendar year approved by the CUT Council, on recommendation of Senate, for academic activities of CUT.
Subject	A field of study in which CUT offers tuition.
Study unit	The academic sections into which a subject is divided for tuition purposes, e.g. module, paper or research essay.
NQF	National Qualifications Framework
Continuous assessment mark	The mark for each study unit, composed of marks achieved in tests and other means of assessment than the final assessment, calculated in accordance with departmental policy.
Final assessment (examination)	An approved unit of assessment that may occur at the end of a prescribed study period.
Assessment (examination) mark	The mark obtained in the final assessment (examination) of a study unit.
Final mark	The mark calculated according to a prescribed ratio of the continuous assessment mark and the assessment (examination) mark.
Pass mark	A mark of at least 50% (except if otherwise stipulated in the faculty rules), provided that the subminimum requirements have been met.
Subminimum	A specified minimum mark to be achieved in the final assessment (examination) in order to pass a study unit. A student who does not obtain the subminimum mark will fail the study unit, irrespective of the final mark.
Pipeline student	A student who were registered for phased-out qualification programme prior December 2019 , terms of the specified rules, must complete certain modules to graduate for a specific degree, diploma or certificate
Final-year student	A student who can complete his/her qualification at the end of a particular academic year.

CHAPTER 1

IMPORTANT INFORMATION ON DOCUMENTS, RULES AND REGULATIONS FOR STUDENTS

2.5.1 DEFINITIONS AND ABBREVIATIONS

"CUT" Central University of Technology, Free State
"IRC" Institutional Regulatory Code

2.5.2 PURPOSE OF REGULATIONS

The purpose of these regulations is to provide registered students at CUT with guidelines regarding important informational and regulatory documents applicable to them, as well as directions on where to obtain such documents.

All students must ensure that they are familiar with, and that they understand, the contents of these regulations, as well as all other relevant documents mentioned herein, and must ensure compliance with all student-related rules, policies, procedures, etc.

2.5.3 REGULATIONS

2.5.3.1 All students at CUT are subject to the University rules, policies, procedures and regulations as promulgated by the CUT Council, or delegate of Council, or other competent authority, in accordance with the *Higher Education Act (Act 101 of 1997),* hereinafter referred to as "the Act".

2.5.3.2 Every student must be familiar with the provisions of the Act, as well as all CUT regulations, rules, policies and procedures, as amended from time to time.

2.5.3.3 No student may violate any provision of the Act, nor any CUT regulation, rule, policy or procedure, as amended from time to time.

2.5.3.4 No student may violate the common law or any other law.

2.5.3.5 Rules, regulations, policies and procedures applicable to students are available from the IRC and Compliance Unit, Room 107, ZR Mahabane Building, X3624, or the CUT intranet.

2.5.4 RELATED DOCUMENTS

(a) IRC Governance Portal – Higher Education Act (Act No. 101 of 1997), as amended; and
(b) CUT Promotion of Access to Information Manual

Enquiries regarding regulatory issues/documents (rules, policies, etc. related to students) can be directed telephonically, in person or in writing (e.g. via e-mail) to the IRC and Compliance Unit, X3624, Room 107, ZR Mahabane Building.

2.5.5 COMPLIANCE OFFICER

The Registrar is the appointed Compliance Officer for these regulations, and is therefore accountable for the contents and implementation thereof, as well as for monitoring compliance therewith.

2.5.6 RESPONSIBLE OFFICER(S)

The Executive Manager in charge of Student Services is responsible for the implementation of these regulations.

CHAPTER 2

GENERAL ADMINISTRATIVE RULES FOR STUDENTS

1. PURPOSE/SCOPE OF REGULATIONS

1.1 Purpose

The purpose of these regulations is to provide registered students at CUT with general administrative responsibilities with which they must comply.

1.2 Scope

These regulations are applicable to all registered students at CUT, as well as all staff members of Academic Administration, Student Services and faculties.

2. DIRECTIVES FOR IMPLEMENTING REGULATIONS

2.1 Responsibilities

(a) The Registrar, as the appointed Compliance Officer for these regulations, is accountable for the quality and contents of these regulations, and for monitoring compliance therewith.

(b) The Deputy Registrar: Academic Administration is responsible for the implementation of these regulations, and must revise the contents thereof, as appropriate.

(c) Students must comply with these regulations.

(d) Staff members of Academic Administration, Student Services and faculties must comply with these regulations.

2.2 Regulations

In addition to the general rules for students, which are available from the office of Institutional Regulatory Code (IRC) and Compliance Unit (Room 107, ZR Mahabane Building; tel.: 051507 3045; e-mail address: tntjana@cut.ac.za) and/or the CUT student website, every student must comply with the following rules:

(a) The CUT Student Calendar 2024 contains all the official approved dates of all academic activities throughout the year. These dates form part of the Calendar 2024.

(b) No student is allowed to enrol after the approved closing dates.

(c) Postgraduate students must apply and register annually until the Assessment and Graduations Unit confirms that a qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year until 31 August, the registration is accepted as being effective as from January of the year in question.

Students registering for the remainder of the duration of postgraduate studies should register during the normal period, as published in the CUT Academic Calendar.

(d) All students who took a gap year/s must indicate their intention to continue with their studies by no later than 31 August each year. They must complete the prescribed application form for

continued studies, which is available from Academic Structure and Student Enrolment Services, as well as online at http://www.cut.ac.za.

(e) The deadlines for subject additions, subject termination and course changes are as follows:

    (i)   Year and first-semester subjects :   As per approved registration date
    (ii)   Second-semester subjects   :   As per approved registration date

Students seeking to change to another learning programme or subject must submit the prescribed form, completed in triplicate and signed by the relevant Head of Department (HoD), to Academic Structure and Student Enrolment Services without delay. (The third copy is for the student's records.)

The above concession is subject to consent by the relevant Executive Committee (Exco) of the Faculty Board, on condition that this procedure takes place before the dates mentioned above.

(f) Total suspension of studies will NOT be recorded on a student's study record later than the under-mentioned dates:

    (i)   First-semester students   as per approved dates
    (ii)   Second-semester students   as per approved dates
    (iii) Year students   as per approved dates

(g) When suspending studies, the prescribed form, signed by the relevant HoD, must be submitted to Academic Structure and Student Enrolment Services. In the case of a change of residence or the suspension of accommodation in a residence, the prescribed form must be signed by the respective supervisory staff member prior to the submission thereof to Residence Life.

Under no circumstances will any discount/refund of fees be granted if the prescribed form is submitted after the dates mentioned above.

(h) During course verification week, which takes place between the dates mentioned in the year programme and academic calendar, it is the responsibility of the student to verify that they have been correctly enrolled:

    Year students   as per approved dates
    First-semester students   as per approved dates
    Second-semester students as per approved dates

CUT accepts no responsibility for any incorrect enrolments after course verification week.

(i) Senate may demand a satisfactory study record and certificate of conduct before admitting a student from another university or university of technology

(j) An applicant who suffers and/or has previously suffered from a contagious disease, or who has been exposed to such a disease, must present a certificate to the Assistant Registrar: Academic Structure and Student Enrolment Services prior to enrolment in his/her learning programme, declaring that he/she may attend CUT without risk to others.

(k) An applicant who is not a South African citizen must have the following documents in his/her possession before he/she will be allowed to enrol at CUT:

- certified copy of valid passport;

- certified copy of valid study visa, issued for the Central University of Technology, Free State;
- certified copy (proof) of medical cover with a medical scheme registered in South Africa in terms of the Medical Schemes Act (Act No. 131 of 1009). Cover must remain valid for the duration of the calendar year. CUT recommends the following medical aids: Momentum Health and Comp Care. Only medical aids recognised in South Africa will be accepted; and
- MIE Personal Credential Disclosure form.

Please make sure you pay your registration fee at least five days prior to registration.

(l)   When applying for admission, every applicant, as well as his/her parent/guardian (if the applicant is a minor), must read and accept online application rules and regulations as a declaration, indemnifying CUT from any claims that may arise, as defined in the official rules for students. An applicant will only be admitted to CUT once the above-mentioned declaration has been correctly completed and signed by both the applicant and his/her parent/guardian (if necessary).

(m) All students must visibly display and/or be able to show their student cards to a Protection Services Officer for identification purposes, and/or to the invigilator when writing an assessment, and/or where access control is enforced (e.g. at Library and Information Services (LIS)).

(n)   Every student must comply with the disciplinary rules of CUT.

(o)   The primary means of communication with students is by mail, e-mail and short message service (SMS)

CHAPTER 3

REGULATIONS ON HOW THE BILL OF RIGHTS IS TO BE IMPLEMENTED WITHIN CUT

2.1.1. DEFINITIONS AND ABBREVIATIONS

"Academic staff" All academic personnel and researchers of CUT

"Bill of Rights" The Bill of Rights contained in Chapter 2 of the Constitution

"CUT" Central University of Technology, Free State

"Law" The common law and any applicable Constitution, statute, bylaw, proclamation, regulation, rule, notice, treaty, directive, code of practice, judgement or order having force of law in South Africa, and any interpretation of any of them by any court or responsible authority.

"SRC" Students' Representative Council

"The Constitution" Constitution of the Republic of South Africa, Act 108 of 1996

2.1.2. PREAMBLE

2.1.2.1. CUT's commitment to the maintenance of the human dignity of individuals and groups of individuals is central to this document. CUT is committed to a university free of discrimination and harassment, and is dedicated to the highest standard of human equality and academic freedom. CUT actively endorses these standards at every level of the CUT community and in all aspects of student, faculty and staff life while individuals or groups are acting in a capacity defined by their relationship with CUT. In addition to promoting these values, persons with supervisory responsibilities, as defined in Section 2.1.4.4, are expected to address and attempt to resolve human rights issues, whenever possible, through informal discussion or by mediation.

2.1.2.2. No provision in this document denies or limits a person's right to access other avenues of redress available under the law.

2.1.2.3. In light of the above, CUT:

2.1.2.3.1. endorses the fundamental rights and values contained in the Bill of Rights;

2.1.2.3.2. recognises that these fundamental values and rights must be respected and upheld in the CUT community; and

2.1.2.3.3. recognises that these fundamental rights and values should not be viewed in isolation, but must be applied as an integral part of all CUT's practices and policies.

2.1.3. OBJECTIVES

2.1.3.1. Objectives of implementing the Bill of Rights within CUT:

2.1.3.1.1. To promote the observance of human rights;

2.1.3.1.2. To promote a culture of human rights;

2.1.3.1.3. To promote respect for and the protection of human rights;

2.1.3.1.4.   To develop an awareness of human rights among the CUT community and its external environment;

2.1.3.1.5.   To monitor and assess the compliance of human rights in the CUT community;

2.1.3.1.6.   To make recommendations to the CUT Council on the promotion of human rights within the framework of the law and the Constitution;

2.1.3.1.7.   To investigate any alleged violation of human rights within the CUT community, and to assist any person adversely affected thereby to secure redress; and

2.1.3.1.8.   To carry out (non-academic) educational programmes on human rights in the CUT community.

2.1.4.   DUTIES AND RESPONSIBILITIES

2.1.4.1.   All members of the CUT community have the responsibility not to engage in activities that constitute a breach of the Constitution.

2.1.4.2.   CUT has a duty to maintain an environment free of discrimination and harassment for all persons served by it, and to be vigilant against violations of this document and the Constitution.

2.1.4.3.   CUT has an obligation to make reasonable accommodation, where appropriate, on regulations covered in this document.

2.1.4.4.   Apart from the general expectations from all members of the CUT community, CUT Administrators, Deans, Chairpersons, Directors and Supervisors (hereinafter referred to as "a person(s) with supervisory responsibilities") are in positions of trust, power and authority, and have a particular duty to take steps to prevent discrimination and harassment on the grounds covered by this document and to support the implementation of these regulations. A person with supervisory responsibilities is also encouraged to support, where established, special programmes designated to eliminate disadvantage caused by discrimination.

2.1.5.   ACADEMIC FREEDOM AND HUMAN RIGHTS

2.1.5.1.   In terms of CUT's Leadership Charter, a primary core value of CUT is academic freedom, which is enshrined in the Bill of Rights. This core value must be buttressed by institutional autonomy, but within an environment where public accountability is regarded as a virtue.

2.1.5.2.   The practice of academic freedom is therefore supported by CUT's Leadership Charter, and regulated in terms of this policy, which pronounces CUT's vision to promote academic freedom in such a way that CUT would be able to determine who will teach, who will be taught, what will be taught and how it will be taught, subject thereto that such objectives be pursued in accordance with all applicable law.

2.1.5.3.   CUT believes that the ability to investigate, to speculate, to comment and to criticise without deference to a specific authority is a precious freedom that must be protected and nurtured at all times.

2.1.5.4.   CUT is committed to maintain its place as a university of excellence and to nurture its environment of creative and original research, and it is crucial that academic and intellectual independence be robust and secure.

2.1.5.5.   CUT acknowledges that situations may arise in which there is a perceived conflict between academic freedom and human rights. A violation of either freedom is of grave concern to CUT.

CUT will, through this policy, endeavour all possible avenues to establish a balance in the interplay between human rights protection and the practice of academic freedom.

2.1.6.   GENERAL RIGHTS OF CUT STAFF MEMBERS

2.1.6.1.   CUT is committed to providing a work environment in which every employee is treated fairly, is respected, and has the opportunity to contribute to CUT's success and to realise their full potential as individuals.

2.1.6.2.   In order to protect the inherent dignity of its employees, CUT subscribes to the following principles:

2.1.6.2.1.   Human rights

2.1.6.2.1.1. Employees have the right to have their dignity respected and protected.

2.1.6.2.1.2. Working conditions and practices will not infringe on the inherent dignity of employees.

2.1.6.2.1.3. Physical, sexual, racial, religious, psychological, verbal or any other form of harassment, threat or abuse, whether manifested in behaviour, language or gesture, is strongly condemned and will not be tolerated.

2.1.6.2.1.4. Corporal punishment, mental or physical coercion or verbal abuse will not be tolerated, encouraged or supported.

2.1.6.2.1.5. Employees have the right of freedom of association as it relates to cultural, religious or linguistic communities of their choice.

2.1.6.2.1.6. Employees have the right to make political choices, and to exercise these rights outside of working hours.

2.1.6.2.2.   Freedom of association

Employees will be free to form associations for the protection of their interests and to bargain collectively, but will not be compelled to do so.

2.1.6.2.3. Forced labour

2.1.6.2.3.1. Employees will not be subjected to any forced labour.

2.1.6.2.3.2. Overtime will be voluntary and restricted to the permitted levels, as set out in the Basic Conditions of Employment Act, Act 75 of 1997.

2.1.6.2.3.3. Employees have the right to freedom of movement, and accordingly their movements will not be unreasonable or unnecessarily restricted.

2.1.6.2.3.4. Where accommodation is provided for employees, they will have reasonable freedom of movement within the accommodation facilities, including access and egress as they wish.

2.1.7. THE RIGHTS OF ACADEMIC AND RESEARCH STAFF

2.1.7.1.   General

2.1.7.1.1. Academic staff members have the right to academic freedom when teaching and conducting research. Within the framework of CUT's policies and the regulations of departments and

faculties, academic staff is free to choose the subject of their studies and to seek support for their research from any appropriate source.

2.1.7.1.2. Academic staff members further have the right to information required for their teaching and research, in so far as there is no legal or moral limitation on furnishing such information. They are free to develop their own theories and to arrive at their own conclusions. They have the right to disseminate the results of their research, without supervision or alterations by external funders, unless this has been stipulated in advance by a signed contract.

2.1.7.1.3. CUT has the responsibility to create an environment that promotes research and fosters a good academic environment. Therefore, the Management of CUT has to create an environment in which academic freedom and research can flourish by, amongst other things, visionary policy, innovative programmes, sound support services, appropriate incentives, effective financial management and the mobilisation of funding.

2.1.7.1.4. CUT has the responsibility, in so far as it is feasible, to make facilities, equipment and services available to academic staff for use in research and tuition, with a view to the creation of an environment that is conducive to quality research and tuition.

2.1.7.1.5. Where CUT does not have sufficient resources to give effect to this right, it should endeavour to obtain resources from other sources, and to allocate such resources to academic staff, based on fairness and on the academic, educational and ethical merits of the research and tuition.

2.1.7.1.6. Academic staff members have a responsibility to familiarise themselves and comply with the Bill of Rights, especially those rights that have a direct bearing on teaching and research.

2.1.7.2. Teaching and learning

2.1.7.2.1. Academic staff, in the classroom and in conferences, should encourage free discussion, inquiry and expression. The performance of students is to be evaluated solely on academic grounds, and not on the basis of opinions or conduct in matters unrelated to academic standards.

2.1.7.2.2. Academic staff members have the right to:

2.1.7.2.2.1. Base diagnosis, planning, methodology and evaluation on professional knowledge and skills, and have the responsibility to constantly review their own level of competence and effectiveness, and to seek necessary improvements as part of a continuing process of professional development;

2.1.7.2.2.2. A voice in all decisions of a professional nature that affect them, and have the responsibility to seek the most effective means of consultation and collaboration with their professional colleagues;

2.1.7.2.2.3. Fair and reasonable evaluation of professional performance, and have a responsibility to give sincere consideration to any suggestions for improvement;

2.1.7.2.2.4. A reasonable allotment of resources, materials and services of support services staff, and have the responsibility to use them in an efficient manner;

2.1.7.2.2.5. Expect standards of student behaviour necessary for maintaining an optimal learning environment, and have the responsibility to use reasonable methods to achieve such standards;

2.1.7.2.2.6. Institute appropriate disciplinary action against students who do not conform to CUT's rules and regulations;

2.1.7.2.2.7. Teach in a safe, secure and orderly environment that is conducive to learning and free from recognised dangers or hazards; and

2.1.7.2.2.8. Be treated with civility and respect by students.

2.1.7.2.3. Academic staff members are in charge of the orderly conduct in the classroom, and have the right to exclude a student or a visitor who does not comply with a reasonable request in this regard.

2.1.8. STUDENT RIGHTS

2.1.8.1. CUT students have the right to:

2.1.8.1.1. A university experience and environment that is safe and secure, conducive to learning and free from discrimination, assault, harassment, intimidation, threats, bullying, coercion, initiation or any other inappropriate behaviour;

2.1.8.1.2. Enjoy within CUT freedom of opinion, expression, belief and political association, to the extent that these freedoms do not interfere with the rights of others or violate other CUT policies and procedures;

2.1.8.1.3. Belong to any lawful association(s) of his or her choice, and will not be subject to any prejudicial action by any member of the CUT community for so belonging;

2.1.8.1.4. Assemble and participate in orderly and peaceful demonstrations within the scope of CUT regulations;

2.1.8.1.5. Appropriate access to facilities, resources and materials that will support student engagement and learning;

2.1.8.1.6. Quality education;

2.1.8.1.7. Student representation;

2.1.8.1.8. Guidance, instruction and support from well-informed CUT staff;

2.1.8.1.9. Be recognised as individual members of the CUT community, with all associated rights of access to CUT's services and facilities;

2.1.8.1.10. Be treated fairly and ethically, with respect and dignity;

2.1.8.1.11. Study in an environment committed to the principles of equity and equality of opportunity and the recognition of diversity;

2.1.8.1.12. Have access to education, services and representation regardless of gender or gender history, sexual orientation, race, political conviction, religious conviction, disability, age, language, ethnicity and socio-economic status;

2.1.8.1.13. Equal treatment by CUT;

2.1.8.1.14. Be free from sexual solicitation or advance made by a person in a position to offer or deny the student an academic advantage or any opportunity pertaining to the status of the student, where this person knows or ought reasonably to know that this solicitation is unwelcome;

2.1.8.1.15. Safe and suitable conditions of learning and study; and

2.1.8.1.16. Evaluation of their performance in a programme that is fair and reasonable, and that will reflect the content of the programme.

2.1.8.2. Interpretation of this document

The interpretation of this document must conform to the relevant sections in the Bill of Rights, read in conjunction with Section 39 of the Constitution.

2.1.8.3. PROCEDURE FOR IMPLEMENTING THE REGULATIONS

The Deputy Registrar: Student Services is responsible for the implementation and revision of these regulations.

2.1.9. RELATED DOCUMENTS

Leadership Charter;
Code of Conduct for Students; General Rules for Students; Student Disciplinary Rules; and Grievance resolution procedures for student-related grievances.

2.1.10. COMPLIANCE OFFICER

The Registrar is the Compliance Officer.

2.1.11. RESPONSIBLE OFFICER(S)

The Executive Managers in charge of the respective divisions at CUT are responsible for the implementation of these regulations, whilst the Registrar is responsible for the revision and monitoring of these regulations on a regular basis.

CHAPTER 4

GENERAL RULES FOR STUDENTS

1. **PURPOSE OF REGULATIONS**

1.1 The purpose of these rules is to regulate the conduct of students at the Central University of Technology, Free State (CUT).

1.2 These rules are applicable to all students, who should ensure that they understand the content thereof and abide by it.

2. **REGULATIONS/ RULES**

2.1 **Legal Enforceability of Rules**

2.1.1 The general rules for students have been promulgated by means of a resolution of the CUT Council, in terms of the Higher Education Act.

2.1.2 Except where explicitly stated in the rules of a faculty, or by necessary implication, the general rules are applicable to all faculties of the CUT.

2.1.3 The Council may arrange with other institutions to offer qualifications and/or the tuition leading to qualifications. Any rule that is a requirement of such an agreement is specified in the rules of the faculty or faculties concerned.

2.1.4 The Students' Representative Council (SRC) is the highest authoritative body of students at the CUT, and negotiations are entered into by the SRC on behalf of the CUT students. Any agreement or consultation between the CUT Council and the SRC is binding on all registered students.

2.1.5 In any rule, terms that refer to the masculine gender also apply to the feminine gender.

2.2 **Exemption**

2.2.1 The CUT undertakes to render the outputs of teaching, research and community service, in accordance with the statutory obligations of the CUT and in terms of the procedures that it deems necessary in every case, should a registered student undertake studies or research at the CUT in accordance with the institutional rules of the CUT.

2.2.2 The student is expected to be familiar with the rules and institutional procedures of the CUT, which are available at the office of the Registrar and which include the respective faculty regulations applicable to the student's field of study.

2.2.3 The student must be familiar with the course for which he is to register in each relevant academic year, as specified in the faculty regulations. Any uncertainties must be clarified with the executive dean of the faculty concerned, in writing and prior to registration.

2.2.4 The CUT reserves the right not to bestow a degree, diploma or other award upon a student, in the event that such student fails to meet the academic standards set by the CUT.

2.2.5 The CUT reserves the right to determine the method of instruction and/or research, to appoint a lecturer for a specific subject/course, and also to determine contact hours and the instructional planning for the year or semester, as it deems fit.

2.2.7   The CUT accepts no responsibility for any sporting injuries. Participants take part in sporting activities at their own risk and all participants are liable for any or all injuries arising from such participation.

2.2.8   Upon registration the student grants the CUT the right to publish and use for marketing purposes any photographs of the student taken by the CUT, whether in an individual capacity or as a member of a group.

2.2.9   Upon registration as a student at the CUT, the student, as well as his parent/guardian, signs a statement that is considered part of the CUT's contract with the student and his parent/guardian, the contents of which constitute part of these rules.

2.2.10   In terms hereof, the student declares the following:

(1)   That he is familiar with the contents of all rules, regulations, policies and procedures of the CUT;

(2)   That for the duration of his studies at the CUT, he is committed to complying with all rules and regulations as determined by the CUT Council, or delegate, or any other authorised body or person, as well as any additional rules and regulations that the CUT Council or any authorised body or person may promulgate from time to time; and these rules and regulations form part of the student's agreement with the CUT;

(3)   That he is completing and signing the agreement and the registration form with the knowledge and permission of his parent/guardian;

(4)   That all details furnished to the CUT are true and correct, failing which the student's registration will be cancelled with immediate and automatic effect;

(5)   That the agreement resulting from the signing of the application, notwithstanding the place of signing, is regarded as coming into effect in Bloemfontein;

(6)   That he will immediately inform the Assistant Registrar: Academic Structure and Student Enrolment Services in writing of any change of address;

(7)   That he renounces any possible action against the CUT and indemnifies the CUT from any possible claim that might result from the following:

(7.1)   Any loss of or damage to property, movable or immovable, including any consequential damage resulting directly from damage caused to such property;

(7.2)   Any injury, illness or death;

(7.3)   Any occurrence, incident or accident;

(7.4)   Any legal costs or reasonable expenses with regard to claims or court cases that might result from any such incident mentioned above; and

(7.5)   Any costs for medical treatment.

        Where such loss, damage, illness, injury, death, occurrence or incident results from the student's visit to and/or instruction and/or stay at the CUT, and/or any accompanying tour/outing/excursion/visit/experiential training or transport that may occur during the student's period of study at the CUT and which could not reasonably have been prevented by the CUT.

2.2.11   The student accepts that he participates in the activities mentioned in paragraph 2.3.3.2 (i) at his own risk, and he voluntarily accepts the risk associated therewith.

2.2.12   The student accepts liability for the prompt payment of all fees due with regard to his study, tuition, residence and any other fees that may be levied by the CUT, resulting from the student's studies at the CUT.

2.2.13   The student accepts that no accommodation in a CUT residence shall be permitted before the minimum fees have been paid.

2.2.14   The student accepts that no classes of the CUT may be attended before all minimum fees have been paid.

2.2.15   The student accepts liability for the payment of all legal costs of the CUT, including attorney and client costs, as well as recovery costs, should he fail to comply with any obligations with regard to payments.

2.2.16   The student is aware that his enrolment is only valid if it complies with the regulations of the programme concerned, notwithstanding acceptance of the application by the CUT.

2.2.17   During enrolment, the student furthermore declares that he is familiar with the contents of the CUT Calendar and all other CUT rules, regulations, policies and procedures, and that he will comply with all CUT rules, regulations, policies and procedures; on condition that the formulation, amendment and suspension of such rules, regulations, policies and procedures are prerogatives of the CUT.

2.2.18   The student furthermore declares that he has completed the prescribed application form of the CUT in full and has handed it in, and that he understands that failure to do so will result in the cancellation of his registration with immediate and automatic effect; provided further that a student may only register if he is a South African citizen or in possession of a valid study permit, and that failure to have such a permit in his possession will result in the cancellation of his registration with immediate and automatic effect.

2.3   Registration

2.3.1   A student must be registered for the relevant learning programme for the full duration of his studies, including experiential learning periods.

2.3.2   A person who applies for permission to register for the first time must apply on the "online application on CUT website www.cut.c.za", which is used from time to time.

2.3.3   A student who applies for the continuation of his studies must apply on the " online application on CUT website www.cut.c.za ", which is used from time to time.

2.3.4   Notwithstanding the stipulations of subparagraphs 2.3.3.3 (a) and (b), the CUT is entitled to enrol in a learning programme any person who has completed and signed the enrolment form and any other documents required by the Senate and which are used from time to time, in which case the application forms mentioned in subparagraphs 2.3.3.3 (a) and (b) are not required; provided that any admission to the CUT is subject to the *admission policy of the CUT Council*, as well as any admission procedures and regulations as formulated by the Senate.

2.3.5   Notwithstanding the stipulations of subparagraph 2.3.3.3 (d), a student must apply annually in the case of year programmes, or each semester in the case of semester programmes, for permission to register, and the student will then enrol upon acceptance as a student.

2.3.6   No person may participate in any activity of the CUT, and/or receive tuition from the CUT unless such person is enrolled as a student at the CUT.

2.3.7   No person who attends classes and/or participates in a CUT activity, but is not registered as a student, may lay claim to Academic Structure and Student Enrolment Services t Unit

2.3.8   Certified copies of the minimum admission qualification, and of those pages of the identity document/card on which the photograph and identity number appear, must accompany all first-time registrations.

2.3.9   It is the responsibility of the applicant to ensure that he complies with the conditions and standards for admission to the CUT as determined by *section 37 of the Higher Education Act*, as well as the *admission policy of the Central University of Technology, Free State Council* and the Senate regulations and procedures governing admission.

2.3.10   Under no circumstances is the CUT compelled to permit any student who has been accepted on the basis of a *bona fide* incorrectly issued certificate or statement of results, to continue his studies. Credits acquired by a student admitted on the basis of a *bona fide* incorrectly issued certificate or statement of results shall be declared null and void.

2.3.11   A student who has been mistakenly admitted to the CUT is not entitled to any refund or remission of tuition fees, residence fees or any other fees that have already been paid or which are still due, but such student may request a refund or a remission in writing from the Deputy Vice-Chancellor (DVC): Resources and Operations.

2.3.12   In order to qualify for enrolment, an applicant must apply for permission to register before or on the prescribed date for a specific academic year or semester.

2.3.13   Students must enrol for a specific academic year or semester before or on the prescribed enrolment date. The amounts payable and the deadlines for enrolment are determined annually by the CUT and are communicated to students and prospective students.

2.3.14   The Senate has stipulated dates after which no student will be allowed to change his learning programme.

2.3.15   Registration for year programmes is valid for one (1) calendar year only, and lapses at the end of that year. Registration for a semester programme is valid for one (1) semester only, and lapses at the end of that semester. Students will under no circumstances be registered for shorter periods of time.

2.3.16   No student shall be permitted to register for more than one (1) certificate and/or diploma and/or degree simultaneously, unless with the special consent of the Senate.

2.3.17   No registered student may be simultaneously registered at any other university or university of technology, unless with the special consent of the Senate.

2.3.18   No student shall be registered for a subject unless he has passed the preceding level of that particular subject. The following is applicable to a student failing one or more subjects: When the student next enrols, he must first enrol for the failed subjects before enrolling for additional subjects, taking into account all prerequisites of these subjects. The scheduling of lectures in the additional subjects may not conflict with that of lectures in the failed subjects.

2.3.19   A candidate's previous course mark expires when he reregisters for a subject.

2.3.20   Students who are registered for full-time day classes may be compelled to attend evening classes.

2.3.21   As the learning programmes of the CUT are career oriented, they are regularly adapted to meet the demands of commerce, industry and community. Consequently, the nature, content and duration of learning programmes may be amended without prior notice.

2.3.22   The student is expected to be familiar with the nature and content of the learning programme he intends studying; with the *proviso* that any conscientious objections to the content of the course must be clarified with the CUT prior to registration, and provided further that a person is deemed to have no conscientious objections to the nature and content of a learning programme if he registers for such a learning programme.

2.3.23   A learning programme will not be offered if the specified minimum number of students has not enrolled for that programme.

2.3.24   The CUT reserves the right not to offer all optional subjects for a specific national learning programme.

2.3.25   No suspension of subjects will be indicated on a student's study record after the predetermined deadlines.

2.4   Changes to the agreement with the CUT

2.4.1   Any change made by the student to the agreement with the CUT is valid only if it appears in writing and is approved by the competent authority at the CUT, in accordance with the institutional procedures of the CUT.

2.4.2   When a change in learning programme or subject is made, the student must immediately supply the Student Administration Services with the prescribed form (available from the university website: www.cut.ac.za / academic-structure-enrolment-services Assistant Registrar: Academic Structure and Student Enrolment Services), completed in duplicate and signed by the head of the relevant department, before the predetermined deadline.

2.4.3   Upon suspension of studies, the *prescribed form* (available from the university website: www.cut.ac.za/academic-structure-enrolment-services Assistant Registrar: Academic Structure and Student Enrolment Services), signed by the head of the department concerned, must be emailed to apply@cut.ac.za . In the case of a change of residence or the cancellation of board and lodging, the *prescribed form*, signed by the supervisory staff member of the particular residence, must be delivered to the Student Administration Section. If the form is not submitted by the deadline, no discount/refund of fees will be allowed.

2.5   General campus rules regulating the conduct of students

2.5.1   No student may violate any provision of the *Higher Education Act, Act 101 of 1997 (as amended)* or a CUT regulation, rule, policy or procedure.

2.5.2   A student may not violate the common law. Examples hereof include theft, fraud, assault, rape, etc.

2.5.3   Permission must be sought from the Registrar for a tour undertaken by students in the name of the CUT.

2.5.4   The CUT accepts no liability for any loss or theft of, or damage to property arising from a student's attendance at the CUT.

2.5.5   The vehicle, belongings and person of any student on CUT premises may be searched by a member of the Protection Services Department.

2.5.6   A student must display his CUT student identity card when writing assessments, and must produce it when instructed to do so by a member of staff.

2.5.7   Initiation is prohibited at the CUT.

2.5.8   No student will be admitted to a CUT residence unless that particular student has registered and paid the minimum residence fees. Under no circumstances will a student be allowed to occupy a residence prior to the date of enrolment without official permission. Overnight accommodation for students who have not enrolled may only be granted in terms of the *policy on students who arrive at the residences prior to the date of enrolment*.

2.5.9   The CUT may require a study record and certificate of good conduct before admitting a student to the institution.

2.5.10   A student shall at all times and places behave with due decorum and propriety, and in a manner becoming a student of the CUT.

2.5.11   A student shall obey legitimate instructions given by a member of the academic or administrative staff.

2.5.12   Any enrolled student who plays sport must play as a member of a CUT club. Students who participate in sports not offered by the CUT must apply in writing to the Head: Operational Sport for permission to practise their sport elsewhere.

2.5.13   No student will be allowed to have a cellular phone switched on in class.

2.5.14   The copyright on a thesis/treatise/dissertation or essay of a CUT student is vested in the CUT. An arrangement can be made for the transfer thereof to the author(s), if thus approved by the CUT Council.

2.5.15   The reproduction of copyrighted works on the CUT campus may only proceed in accordance with the *Copyright Act*, as well as the *copyright policy of the CUT*.

2.5.16   The *CUT policy on patents and inventions* is applicable to all enrolled students.

2.5.17   A student shall not damage CUT property by a wilful or negligent act.

2.5.18   A student shall not reproduce or distribute copies of CUT lecture notes without the written consent of the staff member concerned.

2.5.19   A student shall not behave in a way that is or could be detrimental to the good name of the CUT, the maintenance of order and discipline at the CUT, or the proper performance of the work of the CUT.

2.5.20   A student may not persistently fail to attend lectures, fail to complete assignments, fail to write class tests or in any other way fail to fulfil the obligations related to his studies.

2.5.21   A student may not refuse to submit to the authority or any legitimate decision of the Council, the Senate or any other authoritative body of the CUT, or of a lecturer or any other CUT official.

2.5.22   A student may not encourage a fellow student to commit an offence, or neglect to discourage a fellow student from misconduct, when such discouragement could reasonably be expected of that student.

2.5.23   A student may not behave in an unbecoming, improper or disgraceful way on the CUT campus or elsewhere.

2.5.24   A student may not bring the CUT or any part of it, or a member of its staff or a student, or any part of its student body, into contempt or disrepute.

2.5.25   A student may not interfere with the governance and proper administration of the CUT.

2.5.26   A student may not interfere with the conditions necessary for teaching, learning and research.

2.5.27   A student may not take into the assessment or test venue, or have in his possession whilst in the room, any books, memoranda or notes, or any paper whatsoever, except such answer- books or other books or papers as have been supplied by the examination officer on duty.

2.5.28   A student may not aid or attempt to aid another candidate, or obtain or attempt to seek aid from another candidate, or communicate or attempt to communicate in any way with another candidate during an assessment or test. No student may be guilty of irregularities during, or with regard to, the writing of a test or assessment.

2.5.29   A student may not hand in any written assignment for assessment where the essential parts of the assignment have been taken from the work of another person without giving full credit to that person.

2.5.30   A student may not forge any certificate or diploma or degree of the CUT, or submit any forged document to the CUT, or make a false statement to the CUT.

2.5.31   A student may not use violence against a person or threaten any person on any premises of the CUT or on premises controlled by the CUT, or during participation in any CUT activity.

2.5.32   A student who has been suffering from an infectious disease or who has been exposed to such a disease shall furnish the Assistant Registrar: Academic Structure and Student Enrolment Services with a medical certificate to the effect that he may resume attendance at the CUT without the risk of infection to others.

2.5.33   A student may not refuse to obey an order of the Vice-Chancellor and Principal or his representative.

2.5.34   A student may not fail to attend an investigation in the capacity of a witness, or purposefully submit false evidence during or in connection with such an investigation.

2.5.35   A student may not intimidate a person who is a witness or a potential witness during an investigation or a disciplinary hearing.

2.5.36   A student may not participate in an unauthorised action that could disrupt the academic or administrative work of the CUT.

2.5.37   A student may not participate in any action that will prevent any official or member of the CUT staff from performing his duties.

2.5.38   A student may not deliberately damage, deface or remove any property of the CUT.

2.5.39 A student may not use any CUT property without written authorisation, and may not misuse any property of the CUT.

2.5.40 A student may not take possession of, make use of or be present on any property of which the CUT is the rightful owner or tenant, after having been instructed by a member of the academic or administrative staff to refrain from such an act.

2.5.41 A student may not, in accordance with policy, possess, consume or sell liquor on CUT premises without written authorisation (given by means of the prescribed form) from the Deputy Director: Protection Services.

2.5.42 Students are at all times forbidden to smoke in areas that have been identified as smokefree areas in terms of the relevant policy.

2.5.43 A student may not refuse to state his name, surname and/or address when instructed to do so by a CUT official.

2.5.44 A student must be familiar with and adhere to the prescribed rules as published from time to time by the CUT Library and Information Centre, CUT residences, the SRC and the Principal Sports Committee.

2.5.45 A student must be familiar with and adhere to the rules pertaining to assessment, as well as the CUT rules pertaining to specific learning programmes.

2.5.46 No student may enter into a contract on behalf of the CUT.

2.5.47 In cases where a student has failed to achieve a course mark, he must, if applicable, vacate his CUT residence within 24 hours of notification thereof or the posting of the course marks on the notice-boards.

2.5.48 A student may not possess stolen property on CUT premises.

2.5.49 A student may not distribute obscene material on CUT premises.

2.5.50 A student may not behave in an abusive, drunk, violent or excessively noisy manner on CUT premises.

2.5.51 A student may not pass a worthless cheque or money order to the CUT or to a staff member of the CUT acting in an official capacity.

2.5.52 No student may be guilty of irregularities during, or with regard to, the writing of a test or assessment.

2.5.53 All rules pertaining to students shall apply to, and the term "student" in such rules shall include, any person who was a student at the time of his alleged misconduct, and any person who became a registered student after having allegedly committed a breach of discipline or good order, as well as a person who has consented in writing to be subject to the rules and regulations of the CUT.

2.5.54 The registration period of a student extends from the date of enrolment up until the last date on which students may enrol for the subsequent study period. This applies if the student's registration is not cancelled or suspended at an earlier date. In the case of a person who is a final-year student, the period of registration extends from the date of registration in the final year up until the date of

publication of the student's results for that year, unless the registration is cancelled or suspended at an earlier date.

2.5.55   Failure on the part of the student concerned to attend or remain present during the proceedings of any disciplinary investigation shall not halt such proceedings, and a hearing may be held in the student's absence.

2.5.56   A student may not damage, misuse or in any way abuse fire-fighting equipment or emergency exits.

2.6   Possession of weapons on CUT premises

2.6.1   The carrying of weapons on CUT property, other than by members of the Protection Services Department, is prohibited, as it carries a safety risk for the CUT community.

2.6.2   A weapon is defined as a firearm or a dangerous object.

A firearm is defined as any gun, machine-gun, revolver, gas-gun, airgun, toy gun, alarm pistol or the barrel of a gun.

2.6.3   A dangerous object is defined as a weapon or device that can be used to attack, defend oneself or cause an injury.

2.6.4   Weapons are only allowed on CUT premises in exceptional circumstances, and only if prior written permission has been obtained from the Vice-Chancellor and Principal.

2.6.5   All firearms of students residing in CUT residences must be handed in to the supervisory staff member of the relevant residence for safekeeping in a CUT safe for the duration of such students' accommodation.

2.6.6   The supervisory staff member is responsible for the storage and control of firearms stored in such a CUT safe.

2.6.7   Upon receipt of a firearm, the supervisory staff member must:

i.   Complete and sign the *incident book* and the *weapons register*;
ii.   Attach a tag to the weapon, on which the following information appears:

(1)   The name of the student carrying the weapon;
(2)   The name of the owner of the weapon;
(3)   The incident book number;
(4)   The weapons register number;
iii.   Issue an official receipt to the student.

2.6.8   Before returning a firearm, the supervisory staff member must insist that the student produces proper identification and the weapon licence.

2.6.9   Firearms of students not residing in a residence must be handed in by the individual(s) concerned to the officer on duty in the radio control room, who will see to the placement thereof in a CUT safe and who will be responsible for the storage and control of such firearm. The stipulations mentioned in paragraph 3.6 (h) are valid where applicable.

2.6.10   Any irregularities regarding the storage of firearms must be brought to the attention of the Deputy Director: Protection Services.

2.6.11 The CUT reserves the right to refuse any person access to the campus, or to remove any person from the campus, should such a person be in possession of a weapon. A student shall not bring a firearm (including air-rifle or airgun) or dangerous weapon/object onto CUT property without the permission of the Vice-Chancellor and Principal.

2.7 Tuition and boarding fees

2.7.1 The Planning, Finance and Resource Committee (PFRC) of the CUT determines the tuition and boarding fees on the basis of and within the time periods concerned.

2.7.2 Residence fees as published may be increased at any stage, if necessitated by circumstances.

2.7.3 The application fee and boarding deposit (where applicable and only refundable if the applicant is not accepted as a student or fails to be awarded a place in a residence) must accompany the application for admission. Students are responsible for the prompt settlement of their financial obligations towards the CUT. These obligations may include:

 i. Residence fees
 ii. Tuition fees
 iii. Parking fines
 iv. Residence breakage fees
 v. Library fines
 vi. Personal cheques or credit card payments dishonoured by the bank
 vii. Equipment of materials not returned
 viii. Other outstanding financial obligations

2.7.4 A student failing to meet his financial obligations is at risk of having a "hold" placed on his student record. This "hold" restricts the student from registering for a subsequent semester. It may also lead to adjustment of the programme schedule and will prevent the student from receiving a degree/diploma.

2.7.5 The following fees must accompany the application for admission form:

 i. Boarding deposit (where applicable and only refundable if the person is not accepted as a student or is not placed in a residence).

2.7.6 The following fees are payable upon enrolment:

 i. An acceptance deposit (which is part of the tuition fee). If this fee is not paid, the student may not register.
 ii. An enrolment fee payable upon enrolment.
 iii. A minimum tuition fee payment payable upon registration

2.7.7 Over and above the fees mentioned in paragraph 2.3.3.7 (g), residence students also pay a minimum residence fee upon enrolment at the CUT.

2.7.8 Interest at prime rate plus 1% (one percent), as determined by the CUT's current account bankers, is levied on all outstanding fees.

2.7.9 In cases where a bursary covering the full tuition and/or boarding fees has already been awarded to a prospective student, the letter in which the student is informed thereof must be attached to the enrolment form. Over and above any other provisions, a student will not be exempted from accepting responsibility for any payments owed to the CUT.

2.7.10   In cases where an employer has already indicated that he is prepared to take responsibility for payment of the full tuition and/or boarding fees, the student must include the letter giving notice thereof, with the enrolment documents. In this letter the date(s) on which such payment(s) will be made must be mentioned.

2.7.11   The CUT reserves the right to refuse a student admission to a CUT assessment if the financial obligations for the study year concerned have not been paid in full. In cases where a student is in arrears with payments but is mistakenly allowed to write the assessment, the assessment results are withheld.

2.7.12   In cases where a student has not paid the full account with regard to a previous year of study, such a student will not be allowed to reregister before the account concerned has been paid in full.

2.7.13   The CUT Council or delegated authority determines the dates for payment of the outstanding balance in tuition fees, and these dates are communicated to the students.

2.7.14   A discount of five percent (5%) is granted to every individual who pays the full amount in tuition fees in cash or by means of bank-guaranteed cheque (upon enrolment).

2.7.15   Accounts can be paid by means of credit card, without a cash discount being applicable.

2.7.16   Only South African cheques, cash, credit cards or postal orders are accepted as methods of payment.

2.7.17   A certain percentage, as determined by the CUT Council or delegated authority, is refundable should a student officially discontinue his studies before or on the dates as determined by the CUT Council or delegated authority; provided that such discontinuation of studies occurs by means of a written notice on the prescribed form.

2.7.18   Applicants are not required to pay an application fee, and these is reviewed annually.

2.7.19   The boarding deposit is refundable in the following cases:

   i.   If no boarding is available; and
   ii.   If the student is not selected.

2.7.20   In cases where students from the same family are simultaneously enrolled at the CUT, and they are not financially independent, a discount is granted as determined by the CUT Council or delegated authority.

2.7.21   In the CUT residences, the following rules apply:

   i.   Two-thirds of the fee (boarding) are payable, irrespective of the time of year a student leaves the residence.

   ii.   One-third of the fee (meals) is payable pro rata on a monthly basis, on the assumption that a student who has resided in the residence on the first day or any subsequent day of the month in question, is regarded as having resided in the residence for the entire month.

2.7.22   Sports bursaries are awarded annually to sportsmen and -women for sport practised at SASSU student level, SASSU university level and CUT club level. The closing date for applications is 15 October each year.

2.7.23   If the CUT should receive compensation for any work(s) such as engravings, panels, sketches, paintings or sculptures produced by a student/lecturer, either individually or in group context, as a class or similar project as part of the student's training programme, the student/lecturer will have no claim for compensation against the CUT in this regard. The CUT may, however, decide to pay any part of such amount to the student/lecturer at its discretion.

2.8   Reportable diseases

(a) In terms of section 45 of the *Health Act, 1977 (Act No. 63 of 1977)* the following medical conditions have been declared reportable, and students must report such medical conditions to the CUT in writing and without delay.

(i)   Acute flaccid paralysis

(ii)   Acute rheumatic fever

(iii)   Anthrax

(iv)   Brucellosis

(v)   Cholera

(vi)   Diphtheria

(vii)   Yellow fever

(viii)   Haemophilus influenzae type B

(ix)   Haemorrhagic fevers from Africa (Dengue fever, Ebola fever, Congo fever, Lassa fever, Marburg fever, Rift Valley fever)

(x)   Rabies/Hydrophobia (specify whether the individual has contracted the disease or has only been in contact with the disease)

(xi)   Whooping cough

(xii)   Congenital syphilis

(xiii)   Legionellosis (legionnaires' disease)

(xiv)   Leprosy

(xv)   Lead-poisoning

(xvi)   Malaria

(xvii)   German measles (rubella)

(xviii)   Measles (morbilli)

(xix)   Meningococcal infection

(xx)   Paratyphoid fever

(xxi)   Plague

(xxii)   Variola and similar diseases, excluding chicken-pox

(xxiii)   Poliomyelitis

(xxiv)   Tetanus

(xxv)   Tetanus neonatorum

(xxvi)   Typhoid fever

(xxvii)   Typhus fever (epidemic lice-borne typhus fever, endemic flea-borne typhus fever)

(xxviii) Trachoma

(xxix)   Tuberculosis:

    (1)   pulmonary and other forms, except cases diagnosed on the grounds of clinical signs and symptoms only;

    (2)   in the case of a child younger than 5 years with a meaningful reaction after tuberculin testing;

(xxx)   Poisoning due to any agricultural or stock remedy registered in terms of the *Fertilisers, Stock Feed, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947)*;

(xxxi)   Food poisoning (outbreaks among more than 4 persons);

(xxxii)   Virus hepatitis A, B, non-A, non-B, undifferentiated and total

CHAPTER 5

ADMISSION POLICY

1.   POLICY STATEMENT

1.1   In line with sections 37(1) to 37(3) of the Higher Education Act (No. 101 of 1997), the Council of the Central University of Technology (CUT), Free State, after consultation with Senate and the Students' Representative Council (SRC), determines the admission policy of CUT. Council is required to publish the admission policy and make it available upon request. A higher education institution's admission policy, however, is expected to advance the objectives of the Higher Education Act, the Higher Education Qualifications Sub-Framework (HEQSF), the South African Qualifications Authority (SAQA), as well as any similar bodies that may have jurisdiction over higher education in South Africa. In particular, admission policies are expected to provide appropriate measures for the redress of past inequalities, and equity and quality in higher education. The admission policy therefore aims to promote and broaden equity of access and fair chances of success to all who seek to realise their potential through higher education.

1.2   CUT is committed to the promotion of equal opportunities in providing access to its academic programmes. This policy is aligned with the prescripts of the regulatory framework that directs higher education in South Africa, as mentioned in the foregoing paragraph. It is also informed by the mission, vision, and values of CUT.

2.   PURPOSE OF THE POLICY

2.1   The purpose of the admission policy is to provide guidelines relating to the selection and admission of undergraduate and postgraduate students to all formal programmes offered by CUT. This includes the systems, structures, and services related to student recruitment, admission, and enrolment according to CUT's Enrolment Plan.

2.2   The policy is an expression of the academic plans and priorities outlined in CUT's Strategic Plan and Institutional Operational Plan (IOP). It is the principal means of implementing CUT's educational profile, which cascades the institution's corporate and academic plans in relation with CUT's Vision 2030. The policy defines a targeted set of actions and expected outcomes that will ensure that CUT achieves a planned mix of enrolments consistent with the agreements reached with the Department of Higher Education and Training (DHET) and other agencies.

2.3   It is the policy of CUT that all applicants who applied within the applicable period, and who meet the minimum statutory requirements and institutional admission criteria, should be considered for admission to CUT.

2.4   This policy applies to all applications for admission to undergraduate and postgraduate academic programmes, as outlined in CUT's Programme and Qualification Mix (PQM).

3. ABBREVIATIONS AND DEFINITIONS

3.1 *Abbreviations*

A-level	Advanced Level (Cambridge)
APE	Accredited prior experience
APL	Accredited prior learning
APS	Admission Point Score
AS-level	Advanced Subsidiary Level
CACH	Central Applications Clearing House
CAT	Credit accumulation and transfer [policy]
CE	Complete exemption
CertEx	Certificate examination
CHE	Council on Higher Education
CHL/EM	*Certificado de Habilitacoes Literarias* (Mozambique) / *Ensino Medio* (Angola)
CUT	Central University of Technology, Free State
DHA	Department of Home Affairs
DHET	Department of Higher Education and Training
DoE	Department of Education
Diplome/Exam d'Etat	*Diplome d'Etat or d'Etudes Secondaire du Cycle*
ECP	Extended curriculum programme
FET	Further education and training
GSAT	General Scholastic Aptitude Test
HEQCIS	Higher Education Quality Committee Information System
HEQF	Higher Education Qualifications Framework
HEQSF	Higher Education Qualifications Sub-Framework
HG	Higher Grade
HIGCSE	Higher International General Certificate of Secondary Education
HoD	Head of department
IB (HL)	International Baccalaureate Schools (Higher Levels)
IB (SL)	International Baccalaureate Schools (Standard Levels)
ID	Identity document
IEB	Independent Examination Board
IELTS	International English Language Testing System
IGCSE	International General Certificate of Secondary Education
IOP	Institutional Operational Plan
IRC	Institutional Regulatory Code
KCSE	Kenya Certificate of Secondary Education
LGBTQIA+	Lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, and more
LO	Life Orientation
LoLT	Language of Learning and Teaching
NBT	National Benchmark Test
NDP	Non-degree purposes
NCV	National Certificate Vocational
NSC	National Senior Certificate (completed Grade 12 in or after 2008)
NSSC (HL)	Namibian Senior Secondary Certificate (Higher Level)
NSSC (OL)	Namibian Senior Secondary Certificate (Ordinary Level)
O-level	Ordinary Level (Cambridge) Equates to Grade 11 in SA
PQM	Programme and Qualification Mix

PSET	Post-School Education and Training
RPL	Recognition of prior learning
SADC	Southern African Development Community
SAQA	South African Qualifications Authority
SC (HG)	Senior Certificate Higher Grade (completed Grade 12 before 2008)
SC (SG)	Senior Certificate Standard Grade (completed Grade 12 before 2008)
SET	Science, engineering, and technology
SG	Standard Grade
SPS	School Performance Score
SRC	Students' Representative Council
ToEFL	Test of English as a Foreign Language
TVET	Technical vocational education and training
USAf	Universities South Africa
WAEC	West African Examination Council
WIL	Work-integrated learning

3.2 Definitions

Act refers to the Higher Education Act (No. 101 of 1997).

Admission means approval to report for registration as a student at CUT.

Admission policy is a statement of minimum standards that govern admission to register for a qualification at CUT, as approved by Council.

Advanced (A-) level Cambridge denotes to a pass at the level of the Senior Certificate examination.

Applicant means a person who applies for a particular programme offered by CUT for a particular academic year, but who has not yet been admitted to, or who is not yet registered for, that particular programme at CUT.

Articulation means progression from a completed qualification to another in a defined pathway.

Baccalaureate refers to the Gabonese school-leaving certificate.

Bloemfontein Campus refers to the CUT campus in Bloemfontein.

Course refers to a component of a learning programme, which is constituted by subjects/instructional offerings.

Curriculum: The term "curriculum" has both narrow and broader definitions. Narrow definitions are limited to formal descriptions of either academic offerings of specific programmes, or the whole range of programmes on offer. Broader definitions might encompass both the intentional plan(s) and design(s) for learning across an institution, and what is accomplished and experienced by students and teachers (Council on Higher Education [CHE], 2005:50; ITL Resources).

Exchange student means a student from one country who is received into an institution in another country, often on an exchange programme, for a period of one semester up to one year.

Higher Education Act refers to the Higher Education Act (No. 101 of 1997), as amended from time to time.

Higher Grade subject refers to a subject passed at this level in the Senior Certificate examination.

International student means a student who undertakes all or part of his/her higher education experience in a country other than his/her home country, or who travels across a national boundary to a country other than his/her home country to undertake all or part of his/her higher education experience at CUT.

Law refers to the common law, and any applicable constitution, statute, by-law, proclamation, regulation, rule, notice, treaty, directive, code of practice, charter, judgement, or order having force of law in South Africa, and any interpretation of any of them by any court or forum of law.

Mature student refers to a student who is 23 years of age or older, and/or any postgraduate student.

Minimum admission requirements refer to the minimum admission requirements applicable to the different qualifications offered at CUT.

New student refers to a student enrolling for a higher certificate, diploma, or bachelor's degree at a higher education institution for the first time.

Online application refers to an application for learning programmes that are processed online through CUT's online application link available on its website.

Ordinary (O-) level Cambridge denotes to a pass at Grade 11 level and will not be considered for admission.

Person/student/applicant with special needs defines a person in relation to the work or study environment, and not on the basis of the diagnosis of the impairment. Only a person who satisfies the criteria of physical and/or mental impairment, which is long term or recurring, and that substantially limits educational progress, is identified as a person with special needs.

Programme refers to a purposeful and structured set of learning experiences that leads to a qualification (CHE, 2004:36; Criteria for Programme Accreditation).

Recognition of prior learning (RPL) means the assessment and accreditation of previous learning and experience acquired by a student in the workplace or from life experience, measured against the specified learning outcomes of a module or qualification.

Redress, in the context of this admission policy, refers to rectifying past inequalities.

School-end certificate includes the following:

(i)   A Senior Certificate / Grade 12 Certificate or National Senior Certificate (NSC) as issued by the Department of Basic Education.
(ii)   A Senior Certificate with Grade 12 exemption issued by any of the officially recognised certification bodies.
(iii)   A qualification considered by Senate to be equivalent to (i) or (ii), and which is otherwise considered to be adequate.

Senior student means a student who registers for a consecutive period (second time) of study at an institution of higher learning.

Standard Grade subject refers to a subject passed at this level in the Senior Certificate examination.

Statutory admission requirements refer to admissions requirements of institutions of higher learning that are promulgated by law, and that are applicable to all universities in South Africa.

Umalusi refers to the Quality Council for General and Further Education and Training.

Universities South Africa (USAf) refers to a body representing all public higher education institutions.

Welkom Campus refers to the CUT campus in Welkom.

Women in non-traditional studies refer to women engaged in a field of study related to science, engineering and technology (SET).

Any reference to the male gender also includes the female gender, and *vice versa.* Except where indicated differently in this document, any word has the meaning defined in the Higher Education Act and in the CUT Statute.

4.   SCOPE AND APPLICATION

In the interest of transparency, each higher education institution must clearly stipulate the requirements that must be satisfied for admission and make these requirements public.

4.1   With academic quality being the foremost consideration, the major principles underlying CUT's admission policy are:

(i)   the quality of applicants;
(ii)   the demand for, and availability of, student places;
(iii)   the maintenance of an appropriate balance of disciplines;
(iv)   the capacity to accommodate the number of enrolments; and
(v)   equity and redress through the support and development of applicants who are not admitted to CUT, in partnership with the Technical and Vocational Education and Training (TVET) / Further Education and Training (FET) sector, and other stakeholders.

4.2   CUT's admission policy is guided by its commitment to educate students of all ages, and to serve the people of South Africa and the world. Mindful of its mission as a public technological higher education institution with international perspectives, CUT has a public commitment to provide a place within the institution for all eligible applicants who are residents of South Africa. CUT is therefore committed to equal opportunity, and admission is thus open to eligible applicants regardless of race, colour, sexual orientation, creed, national origin, gender, age, religion, disability, or LGBTQIA+ status, with the understanding that preference may be given to an eligible South African applicant over an applicant from a foreign country, provided that the Southern African Development Community (SADC) protocols are observed. CUT is furthermore committed to establishing a student body that not only meets CUT's high academic standards, but also encompasses the cultural, racial, geographic, economic, and social diversity of South Africa.

4.3   No religious, racial, or political test is imposed on any person as a condition of admission to CUT, or as a condition for the awarding of any degree, diploma, certificate, or other academic award or distinction by CUT.

4.4   International applicants from the SADC and non-SADC regions seeking admission to undergraduate certificate and diploma programmes do not require Grade 12 exemption or an endorsement from USAf.

4.5   International applicants wishing to be admitted for first-degree studies in South Africa must have their school qualifications evaluated by USAf, which will then issue a certificate of exemption to those who qualify.

4.6   International applicants with an international/foreign qualification who are interested in studying towards a postgraduate degree at CUT must submit their qualifications to SAQA for evaluation.

4.7   The recruitment strategies are focused on achieving CUT's enrolment targets, as set in accordance with the Enrolment Plan approved by the DHET, or on the basis of other DHET advisement. Enrolments at CUT are also regulated by the student types, as specified from time to time by the DHET, and as contained in the CUT Enrolment Plan, namely mature students and students with special needs.

4.8   CUT welcomes undergraduate applications from all applicants with the potential to succeed in higher education. The admission of any applicant to CUT is based on the reasonable expectation that such an applicant will be able to fulfil the objectives of the programme in question and to achieve the standard of competency or skill required for the particular academic award(s) to which the programme leads.

4.9   CUT's admission requirements aim to provide educational opportunities to the maximum sustainable extent of its resource capacity for providing high-quality teaching and research. In this regard, particular attention is paid to the engineering, biomedical, health, economic, and social wellbeing of the regional environment, with emphasis on encouraging the support of enterprise in the application of frontier knowledge.

4.10 An applicant is expected to possess a minimum level of proficiency in English, as this is the Language of Learning and Teaching (LoLT) at CUT. A mark of 50% for English as Home Language (Vernacular) and First Additional Language is therefore considered to be sufficient, although any proof of proficiency in the English language will also be taken into consideration. Refer to the language policy of CUT in this regard. Cases where learners with an M-score of 27 or higher obtained 40% to 49% for English in their final assessment will be dealt with on an individual basis, at the discretion of the relevant faculty.

4.11 In relation to 4.6, 4.7, and 4.8 above, entry-level requirements per programme must be as per statutory admissions criteria and related faculty requirements, as related to RPL requirements.

5.   ADMISSION AND SELECTION OF APPLICANTS

5.1   The admission and selection criteria, including the faculty- and programme-specific requirements and the number of admissions per learning programme and/or qualification, as proclaimed by Senate, may vary from year to year, from campus to campus, and from learning programme to learning programme, depending on the number of applicants and their qualifications, as well as the CUT Enrolment Plan for that period.

5.2   CUT reserves the right to make changes to admission policies and procedures at any time in order to maintain compliance with the law, policy, or CUT's educational profile.

5.3   If an insufficient number of students should enrol for a specific subject/qualification in a particular year, Senate, taking into account the staff position and after deliberating with the department in question, may decide not to offer that subject/qualification for that year.

6.   ADMISSION AND SELECTION CRITERIA FOR UNDERGRADUATE STUDENTS

6.1   Gazetted statutory admission criteria for higher certificate, diploma, and bachelor's degree studies inform the minimum admission criteria for CUT.

6.2 CUT uses selection criteria as prescribed by Senate, which may include the consideration of school-end certificate results, English proficiency tests, general scholastic aptitude tests, results achieved in foundation courses, and/or recognition of transferred academic credit. In this respect, CUT's general admission requirements stipulate that all students must display a minimum level of competence in the English language according to a standard test of CUT's choice, and in applicable science and technology subjects. Normally, applicants must have passed a broad-based programme of study offerings in a range of subjects from a variety of disciplines. For example, applicants offering school-end certificate qualifications are normally expected to have passed six or more subjects. However, admission to a learning programme is subject to the requirements relevant to that programme.

7. ADMISSION CRITERIA FOR HOLDERS OF SENIOR CERTIFICATES

7.1 For applicants who matriculated in 2007 or before, CUT awards academic weights for achievement according to the following scoring scale, taking the best six subjects for calculation of the Admission Point Score (APS):

Symbol achieved for subject in Grade 12	Grade of subject in Grade 12	
	Higher Grade (HG)	Standard Grade (SG)
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

8. ADMISSION CRITERIA FOR HOLDERS OF NATIONAL SENIOR CERTIFICATE (NSC) / INDEPENDENT EXAMINATION BOARD (IEB)

8.1 Applicants who completed the NSC/IEB examinations in 2008 must score at least 27 or more points on the CUT scoring scale for admission to CUT. CUT awards academic weights for achievement according to the following scoring scale, taking the best six subjects, as well as Life Orientation (LO) – which contributes one (1) point to the APS – into account:

Percentage achieved in NSC subject	30% - 39%	40% - 49%	50% - 59%	60% - 69%	70% - 79%	80% - 89%	90% - 100%
Points rating for percentage (%) value	2	3	4	5	6	7	8

An applicant for a university of technology degree, diploma, or certificate must be inpossession of at least an NSC or equivalent National Qualifications Framework (NQF) level 4 certificate, approved by the relevant faculty.

9. ADMISSION CRITERIA FOR INTERNATIONAL STUDENTS OR THOSE WITH FOREIGN SECONDARY SCHOOL-LEAVING CERTIFICATES

9.1 Applicants seeking admission to undergraduate certificate and diploma qualifications who are from the SADC and non-SADC regions do not require Grade 12 exemption or endorsement from

USAf. The applicants also do not need to have their school-leaving qualifications evaluated by SAQA.

9.2   For admission to any certificate or diploma programme at CUT, please consult the following matrix to determine the APS, which would be recognised by the respective faculty. CUT awards academic weights for achievement according to the following matrix, taking the best six subjects for the calculation of the APS:

APS	NATIONAL			INTERNATIONAL												
	NCS	SC HG/M-SCORE	SC SG/M-SCORE	IEB	HIGCSE/NSSC(HL)	IGCSE/NSSC OL	AS/LEVELS	A/LEVELS	IB/(HL)	IB/(SL)	KCSE	WAEC	Diplome/Exam D Etat	CHL/EM	Baccalaureate	American High School Diploma
10								A	7							
9								B	6							
8	7 (90-100%)	A		7				C	5							
7	7 (80-89%)	B		7	1		A	D	4	7	A					
6	6 (70-79%)	B	A	6	2		B	E	3	6	B					
5	5 (60-69%)	D	B	5	3	A	C		2	5	C	A	80-100%	16-20	16-20	A (0-100%)
4	4 (50-59%)	E	C	4	4	B	D		1	4	D	B	70-79%	14-15	14-15	B (80-89%)
3	3 (40-49%)	F	D	3		C	E			3	E	C	50-69%	10-13	10-13	C (70-79%)
2	2 (30-39%)					D/E				2	F	D/E	30-49%	8-9	8-9	D (60-69%)
1	1 (0-29%)					F/G				1	G	F/G	0-29%	0-7	0-7	F (0-59%)

9.3   In addition to the above, applicants must meet the minimum School Performance Score (SPS) and programme-specific requirements, and will be selected at the discretion of the relevant faculty.

9.4   Faculties must use the abovementioned matrix as a guide to assess and/or select international students for admission to their programmes.

9.5   Undergraduate applicants from the SADC and non-SADC regions seeking to register for first-degree studies in South Africa must have their school qualifications evaluated by USAf, which

will then issue a certificate of exemption to those who qualify. <u>Visit USAf's website at https://mb.usaf.ac.za/qualification-by-country/</u> to see the types of exemption(s) applicable to different countries.

10. ENGLISH PROFICIENCY

10.1   An international student must submit evidence of proficiency in English as part of his/her application to study at CUT.

10.2   A recent Test of English as a Foreign Language (ToEFL) score (obtained within three to five years before application for admission) of at least the following is required:

(i)   570 for the paper-based test;
(ii)   230 for the computer-based test; or
(iii)   88 for the Internet-based test.

10.3   A recent overall band score of 7.0 on the International English Language Testing System (IELTS), with no individual element of the test scoring below 6.0, is also required.

10.4   If English is one of the official languages in an applicant's country of residence, and he/she is a first- or second-language English speaker of that country, he/she will not be required to undergo testing. However, he/she would have to submit proof of his/her competency in English when applying for admission to CUT.

10.5   International Baccalaureate (IB) schools: at least 27 points are required.

APPLICATION CLOSING DATES: 30 September each year.

11. ADMISSION CRITERIA FOR APPLICANTS WHO DO NOT HOLD ANY OF THE ABOVEMENTIONED QUALIFICATIONS

11.1   Applicants who do not possess the level of qualification as outlined in the programme may apply for studies through RPL in the prescribed format.

11.2   RPL is an important policy goal that is aligned with the Education White Paper and reaffirmed by the CHE, which suggests that RPL initiatives should be promoted to improve the intake of adult learners as an important avenue of redress.

11.3   Recognition of credit for prior learning programme is the process whereby CUT makes a judgement about the extent to which accredited prior learning (APL) or accredited prior experience (APE) – both certificated and non-certificated – may be accepted in partial fulfilment of CUT's requirements for a given academic award.

11.4   The university also recognises prior learning that may provide an opportunity for admission to CUT. In dealing with such applicants, the RPL policy will apply. RPL consideration should be at the discretion of the faculty, and should be per programme. The faculty should carry full responsibility and accountability. In this instance, the relevant faculty should complete this exercise by no later than the end of the first quarter of each year.

11.5   In exceptional circumstances, applicants may be considered for exemption from part of a programme on the basis of previous studies, but this might not be applicable to all departments.

11.6   In addition to the general admission requirements prescribed by Senate, an applicant must also meet the relevant faculty's or department's requirements for a programme.

11.7   Some departments within the faculties may interview certain applicants as part of the selection process. An indication of which applicants will be interviewed is given in the respective departments' entry requirements, as published in the CUT Calendar. Mature applicants or those applying for admission status can expect to be interviewed if the department in question is considering making an offer. A portfolio may also be required.

11.8   Applicants in possession of TVET/FET qualifications, as well as higher certificates pegged at HEQSF level 4, may qualify for admission to the first year of a CUT qualification. However, such applicants must meet the language- and programme- specific requirements.

11.9   An applicant who has failed the NSC may also enrol and complete the N3 certificate/qualification, which comprises four subjects. The applicant would still require an endorsement of the results from the provincial Department of Education (DoE). This is an Umalusi function. N-qualifications should be obtained at an accredited institution. In such cases, the applicant must first apply with the DoE so that the two set of results can be amalgamated into one. It should also be noted that only the six best subjects, which must include English and another official language, will be considered for admission.

11.10   Admission and selection criteria for qualifications and subjects offered in partnership with other local or foreign institutions, in respect of international qualifications offered by CUT, or any subject offered in partnership with CUT at an associated or affiliated institution, may include additional requirements, as agreed upon with the institution concerned.

11.11   Where there are more eligible applicants than places available, CUT may, in accordance with procedures approved by Senate, select students on the basis of academic achievement, according to criteria that exceed the minimum requirements, as well as their potential to contribute to the educational environment and intellectual vitality of the institution. Programme selectors consider applicants on their own merit and in competition with others, and may take into account examinations already passed, predicted grades in forthcoming examinations, personal statements, and academic references. Meeting the minimum requirements is therefore not necessarily a guarantee of admission to a particular programme or campus. Achievement or predicted achievement of the grades indicated also does not guarantee an offer of a place within a programme. CUT receives many more applications than it has places for, and the admission process is therefore competitive. Late applicants who meet the minimum requirements will not automatically be admitted to CUT; first preference will be given to applicants who applied during the application cycle.

12.   ADMISSION AND SELECTION CRITERIA FOR POSTGRADUATE STUDENTS

12.1   The admission and selection of students/applicants to postgraduate programmes take place in accordance with the academic regulations, faculty rules and regulations, and the relevant submissions to Senate when they are approved.

12.2   A 60% average is required for progression to the master's level, and from the master's to the doctoral level.

12.3   Pertaining to the admission of postgraduate students, qualification-/programme-specific admission requirements, as approved by Senate, and contained in the CUT Calendar, apply.

12.3.1   In addition to the above, the following applies for international applicants, as well as holders of foreign qualifications: all prospective international students with an international/foreign

qualification who are interested in studying towards a postgraduate qualification at CUT must submit their qualifications to SAQA for evaluation (https://www.saqa.org.za/evaluation-foreign-qualifications).

12.4   It is the responsibility of the prospective student to forward his/her documentation to SAQA before an application form is forwarded to CUT.

12.5   No person may register for a master's degree unless he/she is in possession of an appropriate qualification leading to an NQF 9 qualification or completed a BTech with CUT or the RPL giving access to a qualification at this level.

13.   READMISSION TO THE CENTRAL UNIVERSITY OF TECHNOLOGY (CUT)

13.1   Students who have been registered for a programme offered by CUT must re-register annually/per intake until they complete the programme.

13.2   A student may be deregistered and/or refused permission to re-register on the ground of unsatisfactory academic performance and/or behaviour, disqualifying the student from being issued with a Certificate of Good Conduct by CUT. Persons who are prevented from re-registering on the grounds of unsatisfactory academic performance may appeal their academic exclusion but may only exercise that right once. Once a student has been excluded on academic grounds, any application for readmission to CUT will only be processed in accordance with the regulations and procedures approved by Senate.

14.   DOCUMENTS REQUIRED FROM STUDENTS BEFORE REGISTRATION

14.1   Documents required from local undergraduate students

(i)   Certified copy of identity document (ID);
(ii)   Certified copy of school-leaving certificate or equivalent.

14.2   Documents required from local postgraduate students

(i)   Certified copy of ID; and
(ii)   Academic transcript/record and certificate (if qualification is completed).

15.   DOCUMENTS REQUIRED FROM INTERNATIONAL STUDENTS

In terms of the Immigration Amendment Act (No. 19 of 2004), any prospective international student planning to study at a South African higher education institution must be in possession of a valid study visa and must provide proof of medical cover. The medical scheme must be registered in South Africa in terms of the Medical Schemes Act (No. 131 of 1998).

15.1   Passport

All international students who intend to study at CUT must be in possession of a valid passport.

15.2   Study visa

In May 2014, the Department of Home Affairs (DHA) amended the Immigration Act, and the category on **study visas/permits** was one of the categories affected by this amendment. All international students are required to have a valid study visa in order to study in South Africa. This includes SADC students. A study visa can be obtained from the South African Embassy or High Commission or Consulate in their home country. A study visa should be valid for the period of their studies. Prospective students can visit http://www.vfsglobal.com/dha/southafrica/ for all the information they may require.

No foreign citizens may be officially enrolled/registered as students at CUT if they are not in possession of a valid study visa issued specifically for CUT. It may take up to three months to obtain a study visa; therefore both prospective and current international students are advised to apply for a study visa as early as possible.

15.3   Medical aid

CUT requires proof of medical aid cover with a South African-based medical aid scheme, covering at least 12 months of the study period. All international students are advised to make the necessary financial arrangements for the medical aid cover prior to their entry into South Africa.

No international student will be registered at CUT unless he/she produces proof of valid and comprehensive medical aid cover. **No hospital plans will be accepted.**

Part-time students who do not spend more than 90 days per year in the country are exempted from the medical aid requirement.

15.4   Exchange students

Exchange students are acknowledged based on the existing agreements between CUT and various other partner universities. Exchange learning programmes are short term in nature (mostly six months). **NB:** Exchange students must also meet the prerequisite of acquiring a valid study visa and submitting proof of medical aid cover with a South African-based medical aid scheme for the entire exchange term prior to their registration at CUT.

15.5   Articulation

It is CUT's aim to regionally collaborate with other institutions in administering and facilitating access to public higher education. A student who needs to complete his/her course at another university is granted permission by the faculty, after verification of curriculum and the credit for the modules that will be completed by the student. The Office of the Deputy Registrar: Academic Administration, in consultation with the relevant faculty, issues a permission letter for enrolment for that specific academic year, indicating the last date for achievement of the qualification/for the student to return to graduate with the qualification.

Every person applying and/or registering online as a student at CUT must accept the rules and regulations that are provided online, as declaration and indemnity that they agree to the rules and regulations. The online declaration serves as an official document, which binds a student to such conditions and rules as Council may determine.

Students' admission to CUT shall be taken to constitute acceptance of all published rules and regulations that may pertain to qualifications, and all lawful instructions of CUT and its agents.

Students who had completed a BTech degree with a research component could articulate directly into a master's degree.

Students who had completed a BTech degree without a research component must first complete a research module before they can articulate from a BTech to a master's degree.

Students who had completed a BTech degree and acquired reasonable work experience could be admitted through the RPL processes.

16.   RECOGNITION OF PRIOR LEARNING (RPL)

16.1   *Recognition of subjects, and the issuing of qualifications: General*

Notwithstanding the following faculty rules, the general guidelines, as stated below, for the issuing of a qualification by the university are applicable:

(i)   For purposes of receiving subject recognition, at least 50% of the total prescribed credits for a qualification must be obtained at an institution of higher learning (addition approved by the CUT Council on 2005/06/24 [*Resolution CR 12/05/02*]).
(ii)   Students admitted to any specific programme via RPL may not exceed 10% of the total number of students in the programme.

16.2   *Subject recognition, and issuing of qualifications*

The holder of a qualification must have:
(i)   completed more than 50% of the credits of the prescribed course/modules for thequalification with CUT that will confer the qualification.
(ii)   completed more than 60% of the credits of the exit or final academic year of theprescribed curriculum for the qualification with CUT that will confer the qualification; and
(iii)   been assessed and found competent in all the competencies and skills prescribed for the qualification.

Consult the detailed RPL policy for comprehensive information in this regard.

16.3   *Subject recognition*

In accordance with the policy and procedure on subject recognition for RPL, qualifying for the issuing of a qualification, and recognition of qualifications of South African as well as foreign students, the holder of a university qualification certificate must have:
(i)   complied with the admission requirements for the qualification, including the admission requirements of the course/module prescribed for the qualification;
(ii)   been assessed and found competent in all the competencies and skillsprescribed for the qualification;
(iii)   completed more than 50% of the credits of the prescribed course/modules for thequalification with CUT; and
(iv)   completed more than 60% of the credits of the exit or final academic year of theprescribed curriculum for the qualification with CUT.

17.   TRANSFER OF CREDITS

A student's achievements are recognised, and contribute to, a further learning programme, even if he/she does not obtain a qualification. In terms of the credit accumulation and transfer (CAT) policy, all credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification or may be recognised by a different institution as meeting

part of the requirements for the same qualification. Individual mobility between programmes and institutions is thus determined by curriculum requirements and is flexible.

18. APPROACH AND PHILOSOPHY/PRINCIPLES

18.1 **Access for success** within CUT parameters: CUT will ensure that gaps between theory and/or practical components are identified as weaknesses during admission and/or RPL processes in order to promote CAT. The necessary steps must be taken to ensure that individuals starting a course in a new sector or more advanced courses are supported, by identifying gaps in knowledge and skills. This is done by making the necessary arrangements to close these gaps by providing bridging courses or any other supplementary work.

18.2 **Articulation by design:** CUT will ensure possibilities for pathways, including within and between the sub-frameworks of the NQF and the world of work. These must be included in the design and purpose of new qualifications and part-qualifications, in order to promote the policy.

18.3 **Comparisons based on credible methods:** In order for CUT to promote the CAT policy, qualifications will be compared based on the credible methods that determine the extent to which their curricular properties, as well as their content and outcomes, match, as guided by NQF level descriptors. The comparison of qualifications takes into cognisance the purpose of each qualification, as well as the broader application of the qualifications within the contexts for which they are designed.

18.4 **Supplementary work:** In cases where there are differences in prerequisites, the rigor of the curriculum, or the topics covered, the relevant authority may require the applicant to do supplementary work before credits are awarded. Supplementary workwill be determined in a fair, consistent, and transparent manner, using credible methods, and in consultation with other institutions.

18.5 **Transparency**: The rules and regulations, or any register of precedents that inform, influence, or govern decisions taken in respect of the policy must be valid, fair, reliable, and transparent at all times. They must be made public and drawn to the attention of the student prior to enrolment. Where fees are charged for access, this should be clearly communicated.

Consult the detailed CAT policy for comprehensive information in this regard.

19. PLACEMENT IN EXTENDED CURRICULUM AND ACADEMIC SUPPORT PROGRAMMES

19.1   All first-year students at CUT should write the National Benchmark Test (NBT) prior to registration. The results of the NBT are used for recommendation of appropriate support programmes as early as during the first term.

19.2   Prospective students who do not meet all the admission criteria, despite having potential, may be supported through counselling and development, and may be referred to an extended curriculum programme (ECP), where available.

20. APPLICANTS WITH SPECIAL NEEDS

20.1   Applications by students with special needs are considered on the same academic grounds as all others, but applicants are asked to discuss their likely additional requirements with CUT before registration. CUT, via the Disability Unit, will then advise the applicant on the suitability of the

campus and the learning programme, as well as the equipment and/or support available. In certain cases, CUT may ask applicants who have indicated a recent, recurring, or serious health problem to permit CUT to request a medical report on their condition. Such reports do not form part of the academic selection process and are not made available to any person other than the CUT medical officer.

The Registrar, in consultation with the Disability Unit, is ultimately responsible for ensuring that CUT is able to make adequate provision for students with disabilities, and for keeping records of exceptional circumstances where an applicant might be refused admission on the grounds of disability.

21. SELECTION AND ADMISSION CRITERIA

21.1 Refusal of admission to CUT

21.1.1 It should be noted that, in exceptional circumstances, the CUT Council, in concurrence with Senate, may give the vice-chancellor and principal the power to refuse any person admission to CUT.
21.1.2 In the event that information of a relevant non-academic nature leads a selector to believe that *prima facie* evidence exists that an applicant's admission presents a clear and immediate danger of infraction of the law, the selector must recommend the rejection of the application, and keep record of such rejection.
21.1.3 Every person registering as a student at CUT must accept the conditions and rules during their online registration. Such electronic acceptance binds the registered student to such conditions and rules as Council may determine.
21.1.4 A person registered as a student at CUT is registered for the academic year or semester, or for such shorter period as may be determined by Council, in consultation with Senate, either generally or in any particular case.

21.2 Walk-in administration

21.2.1 No walk-in students will be administered during January annually. Prospective students will be directed to the Central Applications Clearing House (CACH) website (https://cach.dhet.gov.za/) for the entering of their details.
21.2.2 The CACH service provides an alternative mechanism to access opportunities at other institutions. The CACH service aims to match applicants' examination results and study preferences with places that need to be filled.
21.2.3 The CACH service does guarantee that applicants will be admitted to CUT. Applicants' data are made available to all possible institutions in the Post-School Education and Training (PSET) sector.

21.3 Online registration
CUT registration is done online using an online registration link available on CUT'S website. Online registration is regulated by the revised HEQSF.

22. CHANGES IN REGISTRATION (CANCELLATION AND ADDITIONS)

22.1 The student is responsible for initiating all changes of registration. Students may initiate changes in person, via the student portal and web registration, or by means of online electronic forms.

22.2 Approvals for cancellations and additions will be done by authorised CUT staff from the faculty, Fees and Financial Aid, and Academic Structure and Student Enrolment Services Unit.

22.3 **The deadlines and procedures for registration** changes are published each term.

23. RESIDENCY PERIOD

The residency period is based on the duration of a specific learning programme, and the offering type thereof.

23.1 Residency period for undergraduate and postgraduate learning programmes

23.1.1 Higher certificates, advanced certificates, and advanced diplomas offered on a full-time basis for a one-year duration have a residency period of two years. Higher certificates, advanced certificates, and advanced diplomas offered on a part-time basis for a two-year duration have a residency period of three years.

23.1.2 Diplomas and bachelor's degrees offered on a full-time basis for a three-year duration have a residency period of five years. Diplomas and bachelor's degrees offered on a part-time basis for a five-year duration have a residency period of seven years.

23.1.3 Bachelor's degrees offered on a full-time basis for a four-year duration have a residency period of six years. Bachelor's degrees offered on a part-time basis for a six-year duration have a residency period of eight years.

23.1.4 Bachelor honours degrees offered on a full-time basis for a one-year duration have a residency period of two years. Bachelor honours degrees offered on a part-time basis for a two-year duration have a residency period of three years.

23.2 Residency period for master's degrees

Master's degrees offered on a full-time basis for a one-year duration have a residency period of two years. Master's degrees offered on a part-time basis for a two-year duration have a residency period of four years.

23.3 Residency period for doctoral degrees

Doctoral degrees offered on a full-time basis for a two-year duration have a residency period of four years. Doctoral degrees offered on a part-time basis for either a three- or a four-year duration have a residency period of five or six years.

(i) For the PhD: Management Sciences, the maximum duration is calculated as follows: [Min. part-time (4) + 50% (4)] = (4 + 2) = 6 years.

(ii) For other doctorates, the minimum duration is as follows: (a) full-time = 2 years; (b) part time = 3 years.

(iii) The maximum duration is calculated as follows: [Min. part time (3) + 50% (4)] = (3 + 1.5) = 4.5, corrected to the nearest whole year = 5 years' study.

24. REGISTRATION FOR NON-DEGREE PURPOSES (NDP)

The following rules apply:

24.1 NDP subjects may not to be used by CUT students to obtain a qualification other than the one for which the students are registered.

24.2 Registration is allowed for a maximum of one subject/module per semester of, at least, the final year of study at undergraduate level, and should not be registered for concurrently with a formal qualification.

24.3   A request from the student, accompanied by his/her full academic record, must be submitted to the head of department (HoD). In cases where the HoD supports the request, he/she must motivate the request to the dean, for his/her consideration.

24.4   The HoD will determine if there is capacity available in his/her department to accommodate additional students.

25.   RELATED DOCUMENTS

Institutional Regulatory Code (IRC), section E, item 2.3: General Rules for Students. Particular attention is to be paid to the contents of the following:

(i)   admission regulations and procedures, as contained in this document;
(ii)   Assessment manual;
(iii)   CAT policy;
(iv)   CUT Calendar;
(v)   CUT language policy;
(vi)   Financial Aid Manual for Bursaries;
(vii)   fees and finance manuals;
(viii)   policy on financial aid to undergraduate students at CUT;
(ix)   policy on the exclusion of students on financial grounds;
(x)   RPL policy;
(xi)   policy on students with disabilities; and
(xii)   electronic forms (LS 149; LS 150; LS 151; and LS 154).

ADMISSION PROCEDURE

1.1 Abbreviations

A-level	Advanced Level (Cambridge)
AGU	Assessment and Graduations Unit
APE	Accredited prior experience
APS	Admission Point Score
AS-level	Advanced Subsidiary Level
CACH	Central Applications Clearing House
CE	Complete exemption
CertEx	Certificate examination
CHE	Council on Higher Education
CHL/EM	*Certificado de Habilitacoes Literarias* (Mozambique) / *Ensino Medio* (Angola)
CUT	Central University of Technology, Free State
DHET	Department of Higher Education and Training
Diplome/Exam D'Etat	*Diplome d'Etat or d'Etudes Secondaire du Cycle*
ECP	Extended curriculum programme
FAQs	Frequently Asked Questions
FET	Further education and training
GSAT	General Scholastic Aptitude Test
HEMIS	Higher Education Management Information Systems
HEQCIS	Higher Education Quality Committee Information System
HEQF	Higher Education Qualifications Framework
HEQSF	Higher Education Qualifications Sub-Framework
HESA	Higher Education South Africa
HG	Higher Grade
HIGCSE	Higher International General Certificate of Secondary Education
HoD	Head of department
IB (HL)	International Baccalaureate Schools (Higher Levels)
IB (SL)	International Baccalaureate Schools (Standard Levels)
IEB	Independent Examination Board
IELTS	International English Language Testing System
IGCSE	International General Certificate of Secondary Education
IRC	Institutional Regulatory Code
IT	Information Technology

KCSE	Kenya Certificate of Secondary Education
LMS	Learning Management System
LO	Life Orientation
LoLT	Language of Learning and Teaching
MEd	Master's in Education
NBT	National Benchmark Test
NCV	National Certificate Vocational
NQF	National Qualifications Framework
NSC	National Senior Certificate (completed Grade 12 in or after 2008)
NSSC (HL)	Namibian Senior Secondary Certificate (Higher Level)
NSSC (OL)	Namibian Senior Secondary Certificate (Ordinary Level)
PGCE	Postgraduate Certificate in Education
PoE	Portfolio of evidence
PQM	Programme and Qualification Mix
RPL	Recognition of prior learning
SADC	Southern African Development Community
SAQA	South African Qualifications Authority
SAT	Scholastic Aptitude Test
SC (HG)	Senior Certificate Higher Grade (completed Grade 12 before 2008)
SC (SG)	Senior Certificate Standard Grade (completed Grade 12 before 2008)
SET	Science, engineering, and technology
SG	Standard GGrade
SPS	School Performance Score
SRC	Students' Representative Council
SSS	Student Selection System
ToEFL	Test of English as a Foreign Language
TVET	Technical vocational education and training
USAf	Universities South Africa
WAEC	West African Examination Council
WIL	Work-integrated learning

1.2   Definitions

Act refers to the Higher Education Act (No. 101 of 1997).

Admission means approval to report for registration as a student at CUT.

Admission policy is a statement of minimum standards governing admission to register for a qualification at CUT, as approved by Council.

Applicant means a person who applies for a particular programme offered by CUT for a particular academic year, but who has not yet been admitted or who is not yet registered for that particular programme at CUT.

Articulation means progression from a completed qualification to another in a defined pathway.

Baccalaureate refers to the Gabonese school-leaving certificate.

Bloemfontein Campus refers to the CUT campus in Bloemfontein.

Course refers to a component of a learning programme, which is constituted by subjects/instructional offerings.

Curriculum: The term "curriculum" has both narrow and broader definitions. Narrow definitions are limited to formal descriptions of either academic offerings of specific programmes, or the whole range of programmes on offer. Broader definitions might encompass both the intentional plan(s) and design(s) for learning across an institution, and what is accomplished and experienced by students and teachers (Council on Higher Education [CHE], 2005:50; ITL Resources).

Exchange student means a student from one country who is received into an institution in another country, often on an exchange programme, for a period of one semester up to one year.

Higher Education Act refers to the Higher Education Act (No. 101 of 1997), as amended from time to time.

Higher Grade subject refers to a subject passed at this level in the Senior Certificate examination.

International student means a student who undertakes all or part of his/her higher education experience in a country other than his/her home country, or who travels across a national boundary to a country other than his/her home country to undertake all or part of his/her higher education experience at CUT.

Law refers to the common law, and any applicable constitution, statute, by-law, proclamation, regulation, rule, notice, treaty, directive, code of practice, charter, judgement, or order having force of law in South Africa, and any interpretation of any of them by any court or forum of law.

Mature student refers to a student who is 23 years of age or older, and/or any postgraduate student.

Minimum admission requirements refer to the minimum admission requirements applicable to the different qualifications offered at CUT.

New student refers to a student enrolling for a higher certificate, diploma, or bachelor's degree at a higher education institution for the first time.

Online application refers to an application for learning programmes that are processed online through CUT's online application link available on the website.

Person/student/applicant with special needs defines a person in relation to the work or study environment, and not on the basis of the diagnosis of the impairment. Only a person who satisfies the criteria of physical and/or mental impairment, which is long term or recurring, and that substantially limits educational progress, is identified as a person with special needs.

Programme refers to a purposeful and structured set of learning experiences that leads to a qualification (CHE, 2004:36; Criteria for Programme Accreditation).

Recognition of prior learning (RPL) means the assessment and accreditation of previous learning and experience acquired by a student in the workplace or from life experience, measured against the specified learning outcomes of a module or qualification.

School-end certificate includes the following:

(iv)   A Senior Certificate/Grade 12 Certificate or National Senior Certificate (NSC) as issued by the Department of Basic Education.
(v)   A Senior Certificate with matriculation exemption issued by any of the officially recognised certification bodies.
(vi)   A qualification considered by Senate to be equivalent to (i) or (ii), and which is otherwise considered to be adequate.

Senior student means a student who registers for a consecutive period of study at an institution of higher learning.

Standard Grade subject refers to a subject passed at this level in the Senior Certificate examination.

Statutory admission requirements refer to admissions requirements of institutions of higher learning that are promulgated by law, and that are applicable to all universities in South Africa.

Umalusi refers to the Quality Council for General and Further Education and Training.

Universities South Africa (USAf) refers to a body representing all public higher education institutions.

Welkom Campus refers to the CUT campus in Welkom.

Any reference to the male gender also includes the female gender, and vice versa. Except where indicated differently in this document, any word has the meaning defined in the Higher Education Act and in the CUT Statute.

1.3   Admission procedure

1.3.1   Prospective students apply for admission to CUT in accordance with the application procedures contained in this document, and published on the CUT website under the "Prospective students" section. An online application is available on the CUT website, at https://www.cut.ac.za.

1.3.2   Application for admission to CUT will be closed for South African applicants on the 30th of September each year.

1.3.3   Application for admission to CUT will be closed for international applicants on the 30th of September each year.

   The dean and the executive manager in charge of enrolment may use his/her discretion to continue accepting applications after the closing dates (for South African and international students).

1.3.4   The dates mentioned in these regulations are amended periodically to ensure concurrence with management's decisions and policies.

1.3.5   Applicants who are currently in their final year of secondary school education, and who meet all the admission requirements for admission to a learning programme, will be provisionally accepted, pending the final results downloaded at the beginning of each year.

Except in cases where the candidate has received an unconditional offer of admission to CUT from the Academic Structure and Student Enrolment Services Unit, which has been authorised by the faculty, the final decision regarding the admission of a candidate to a certificate, higher certificate, diploma, or degree is taken when the results of the school-end certificate or acceptable equivalent qualification are published by the Department of Basic Education at the beginning of each year.

1.3.6   CUT only considers exemption from part of a learning programme in highly exceptional circumstances, and all applications for such exemption are considered by Senate.

1.3.7   CUT considers applications from applicants with special needs on similar academic grounds as those applicable to other applicants, but it is essential that CUT takes cognisance of the qualification requirements and the nature of the special needs in question prior to making a decision, in order to advise the applicant well in advance regarding the facilities available at CUT, as well as the specific requirements set by the profession in question.

1.3.8   Although CUT makes an effort to determine whether sufficient facilities are available to accommodate an applicant with special needs, it remains the applicant's responsibility to ensure the existence and suitability of those facilities before registering for a learning programme.

1.3.9   An application can also be accessed online, on the CUT website, at http://www.cut.ac.za. First-time or new applicants will apply through Application Wizard. Returning or continuing applicants can apply online using the CUT iEnabler portal.

1.3.10 Heads of departments (HoDs) will access the applications via the Student Selection System (SSS), and assign different admission statuses to applicants, depending on the results submitted with the online applications.

1.3.11 Applicants receive an e-mail notification immediately after they submit an online application. Applicants are notified via e-mail of their admission status. A formal e-mail will be sent to the applicant within ten days of receipt of the application to inform the applicant of the status of the application.

1.3.12 All first-year students at CUT must ensure that online National Benchmark Tests (NBTs) are written prior to registration. The results of the NBT guide the selection teams/faculties when placing applicants in appropriate academic learning programmes, and/or recommending appropriate support learning programmes.

1.3.13 The NBT dates and venues are available on the website, at www.nbt.ac.za. Students with NBT results will be given first preference. Students must follow the steps and guidelines for NBT provided here: https://www.nbt.ac.za/sites/default/files/Manual_en_v3%20new.pdf.

1.3.14 Applicants should contact the relevant faculty administrators if they require more information regarding a learning programme; faculty details are available on the CUT website (https://www.cut.ac.za/prospective-student) .

1.3.15 An applicant that has been referred to testing is notified via e-mail, containing the test details, including the date, time, and venue.

1.3.16 The Wellness Centre makes the test results available to the various faculties, after which the relevant HoDs conduct the final selection of applicants for each learning programme.

1.3.17 CUT reserves the right to select the best candidate in its view in the case of applicants applying for admission to the learning programmes Art and Design, Tourism Management, Language Practice, Management Practice, Education, Somatology, Radiography, Hospitality Management, Biomedical Technology, Clinical Technology, Environmental Health, Dental Assisting, Project Management, or Marketing. It is expected that, in addition to the standard procedure, applicants will undergo one or more of the following procedures before final selection and acceptance:

(i) psychometric testing/assessment;
(ii) submission of a portfolio;
(iii) interview;
(iv) completion of a questionnaire;
(v) assessment of practical skills; and/or
(vi) any other process, as approved by Senate.

1.3.18 Facilitating access

It is CUT policy to facilitate access to public higher education, especially for persons who were previously disadvantaged in terms of such access, by recognising the prior learning achievements of individuals, irrespective of how such learning achievements were acquired. In making this commitment, CUT states that the aim of its policy is not to accredit prior learning achievements, but rather to give due recognition to such in determining access.

1.3.19 Responsibilities

It is CUT policy that aspirant students seeking admission to CUT through RPL must present credible evidence of prior learning achievements. CUT only assumes responsibility for encouraging and supporting such applications.

1.3.20 Credibility of assessment

CUT also aims to ensure that both the process and the outcomes of RPL, as an assessment procedure, are guided by the salient aspects of quality assurance. Critical prerequisites for maintaining acceptable procedures would be the following:

(i) The assessment of prior learning against the clearly formulated learning outcomes of each qualification and the modules prescribed by the curriculum for such a qualification.
(ii) A credible and transparent assessment process that is inherently fair to other students.
(iii) Support of the institutional principle of "student access with success".

1.3.21 Regional collaboration

It is also CUT's aim to regionally collaborate with other institutions in administering and facilitating access to public higher education. The Office of the Deputy Registrar: Academic Administration will grant permission to students requesting to complete a course at another institution, in consultation with the faculty.

2. APPLICATION PROCESS FOR RECOGNITION OF PRIOR LEARNING (RPL)

2.1 Information on RPL

(Also refer to the articulation policy and procedure.)

2.1.1   RPL processes and procedures are available from Academic Structure and Student Enrolment Services Unit and HoDs.

2.1.2   An application for RPL can be submitted during the application cycle for the next academic year. RPL applications should be opened earlier than normal applications, to allow time for processing all documents (portfolios of evidence [PoEs]) towards making decisions pertaining to RPL admissions. The submission and successful processing of an application will lead to an administrative admission ruling guided by the RPL policy, and the following operational aspects:

(i)   Depending on the circumstances, admission to an undergraduate learning programme or course of study can only come into effect in January/February for the first semester, or in June/July for the second semester for certain learning programmes.

(ii)   Admission to a postgraduate learning programme is guided by the table under 5.7.

2.2   Staged application and assessment procedure

2.2.1   <u>Formulation and submission of an application</u>

Based on the information provided in the section on RPL above, the applicant drafts a written application, which he/she then submits to the Academic Structure and Student Enrolment Services Unit. <u>When formulating the application, applicants are advised to seek the assistance of the academic department in question.</u>

2.2.2   <u>Initial screening of an application for RPL</u>

Any application for the recognition of prior academic achievements at another higher education institution will be referred to the relevant faculty, where it will be dealt with in terms of the standard procedures for subject/learning programme recognition.

The faculty in question subjects every application to a substantive assessment process, before presenting an assessment report to the Assessment and Graduations Unit (AGU).

2.2.3   <u>Institutional validation of the substantive assessment report</u>

(i)   Based on the faculty's assessment report, the dean of the faculty, after consultation with the registrar, may request the Academic Structure and Student Enrolment Services Unit to arrange for the applicant to undergo formal extraordinary reassessment, the schedule of which will be communicated to the applicant by the AGU.

(ii)   The assessment is conducted in a special venue.

(iii)   The duration of the assessment referred to in (i) is 75 minutes for each hour of the standard assessment.

(iv)   Unless otherwise approved by the dean, all rules pertaining to student conduct shall apply to the assessment referred to in (i).

(v)   The assessment referred to in (i) is then evaluated by the appropriate examiners/assessors.

(vi)   If the applicant underperforms in the reassessment, the examiner/assessor will take this into consideration, in view of modifying the substantive assessment results downward.

2.2.4   <u>Record of assessment</u>

The validated and/or adjusted substantive screening results will be placed on record as the admission credentials of the applicant when registering, and the applicant will be informed of this accordingly. This record must accompany the application for registration (at the time of the applicant's initial registration).

2.2.5   Appeal

(i)   An applicant who is dissatisfied with the outcome of the RPL assessment may lodge a written appeal with the Academic Structure and Student Enrolment Services Unit, outlining his/her motivation for disputing the outcome, and accompanied by proof of payment of the prescribed fee for this service.

(ii)   Upon receipt of an applicant's appeal and proof of payment, the registrar will appoint an independent assessor to reassess the evidence in respect of learning achievement, and will compile a report on the validity, or otherwise, of the assessment outcome.

(iii)   If the independent assessor arrives at a different outcome than the original assessment, then the reassessed outcome will be confirmed as the official outcome, and the fee will be reimbursed to the applicant. Otherwise, the outcome of the original RPL assessment stands, and the applicant forfeits the deposit.

2.2.6   Subordinate procedures designed to facilitate the execution of the standard admission procedure may be announced by Senate.

2.2.7   Standard administrative procedures and forms are used in the event of changes to the agreement concluded with CUT upon registration.

Upon registration at CUT, the student signs a statement in terms of the exemption stipulations contained in the General Rules for Students, declaring that he/she will immediately notify the Assistant Registrar: Academic Structure and Student Enrolment Services Unit, in writing, on the prescribed form (LS 149) (available from the Academic Structure and Student Enrolment Services Unit), of any change of address or contact number.

2.2.8   Should any change in a learning programme or subject be made, the student must supply the Academic Structure and Student Enrolment Services Unit with the prescribed form (LS 151) (available from the Academic Structure and Student Enrolment Services Unit), completed in triplicate, and signed by the HoD concerned, prior to the predetermined deadline.

2.2.9   In the event of the suspension of studies, the prescribed electronic form (LS 150) (available online at www.cut.ac.za) must be signed by the student and the HoD concerned. In the event of a change of residence, or the cancellation of board and lodging, the prescribed form (LS 150), signed by the supervisory staff member of the residence concerned, must be submitted. If the electronic form (LS 150) is not submitted prior to the deadline, no discount/refund of fees will be granted.

3.   **GENERAL ADMISSION REGULATIONS FOR APPLICANTS WHO MATRICULATED IN 2007 OR BEFORE**

3.1   An applicant applying for admission to a degree, diploma, higher certificate, or certificate must be in possession of at least a Grade 12 certificate, or an equivalent certificate as approved by Senate.

3.2   An applicant for a CUT degree and/or any higher qualification must be in possession of a Matriculation Exemption Certificate or Conditional Exemption Certificate.

3.3 Prospective/aspirant students already in possession of a Grade 12 certificate or equivalent may apply for admission to a degree, diploma, or certificate. In this case, the application is assessed using the assessment criteria published on the applicant's Grade 12 certificate or equivalent results.

3.4 In the cases specified in 4.1.2, the general minimum M-score that qualifies the applicant for acceptance as a student is as published for that year. The admission criteria applicable to each learning programme of study are as specified in the CUT Calendar.

3.5 Only a person holding a Grade 12 certificate or equivalent qualification may be admitted as a student for a post-secondary qualification. However, CUT may exempt a person from this criterion on the basis of the outcome of an individual RPL assessment. Applications for such an RPL assessment may be lodged with the Academic Structure and Student Enrolment Services Unit.

3.6 If an applicant meets the minimum subject requirements for a degree, diploma, or certificate, but scores fewer than the minimum points on the CUT scoring scale for the July Grade 12 examination or a subsequent examination, CUT will consider the following aspects:

(i) There must be a place available for the applicant in the learning programme.
(ii) The applicant may be subject to selection in the case of a learning programme where this is a requirement (see the chapter pertaining to the relevant faculty in the CUT Calendar).
(iii) If an applicant fails to qualify for admission to CUT in terms of these regulations, he/she may be subject to testing of potential.

Applicants must meet the necessary subject requirements for the various learning programmes.

3.7 The following measuring instruments are used to test potential:

3.7.1 Assessment of the prior experience of mature learners.
3.7.2 The results achieved in the General Scholastic Aptitude Test (GSAT), which determines the potential of an applicant, as well as the English Proficiency Test, which measures an applicant's understanding of, and proficiency in, English.
3.7.3 Grade 12 results.
3.7.4 Any other measuring instrument determined by Senate or Council.

3.8 The results of the abovementioned measuring instruments are used in accordance with the following guidelines:

3.8.1 The results are arranged in sequence of achievement.
3.8.2 Applicants are accepted in accordance with the needs and vacancies in the specific learning programme.
3.8.3 An applicant who is not selected may be reconsidered at a subsequent selection opportunity, where the same procedures as those described above will be followed.

3.9 The applicant must deliver proof that he/she is able to express himself/herself in English, both verbally and in writing, so that he/she can benefit fully from the learning programme of his/her choice. Some departments, however, set higher requirements with regard to language proficiency. An applicant will be offered a place in a postgraduate programme on condition that he/she possesses a minimum level of proficiency in English.

3.10 For applicants who matriculated in 2007 or before, CUT awards academic weights for achievement according to the following scoring scale:

Symbol achieved in subject in Grade 12	Grade of subject in Grade 12	
	Higher Grade (HG)	Standard Grade (SG)
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

3.11 General admission regulations for applicants who completed the National Senior Certificate (NSC) in 2008 and thereafter

3.11.1 An applicant applying for a degree, diploma, higher certificate, or certificate must be in possession of at least the NSC, or an equivalent certificate approved by Senate.

3.11.2 An applicant must score at least 27 or more points on the CUT scoring scale for the NSC examination for admission to CUT. (See the CUT scoring scale in 3.10 above for the appropriate weights according to which the abovementioned totals are calculated.) However, admission to a learning programme is subject to the requirements of that learning programme.

3.11.3 Life Orientation (LO) forms part of the final score, with a maximum value of 1 (one) point.

3.11.4 An applicant is expected to possess a minimum level of proficiency in English, as this is the Language of Learning and Teaching (LoLT) at CUT. A mark of 50% for English as Home Language (Vernacular) and First Additional Language is therefore considered to be sufficient, although any proof of proficiency in the English language will also be taken into consideration. Refer to the language policy of CUT in this regard. Cases where learners with an M-score of 27 or higher obtained 40% to 49% for English in their final assessment should be dealt with on an individual basis, at the discretion of the relevant faculty dean.

3.11.5 If an applicant meets the minimum subject requirements for the certificate, diploma, or degree, but scores fewer than the minimum points on the CUT scoring scale for the NSC examination, CUT will consider the following aspect: there must be a place available for the applicant in the learning programme.

3.11.6 The applicant may be subject to a selection test in the case of a learning programme where this is a requirement (see 5.3 below for the specific requirements of each learning programme).

3.11.7 Selection/admission tests are conducted to give an alternative opportunity to applicants who do not meet the minimum admission requirements as determined by the faculties.

3.11.8 The following measuring instruments are used to test the potential of an applicant:

3.11.8.1 RPL, with admission to be approved before an applicant may register.

3.11.8.2 Assessment of the prior experience of mature learners, and GSAT and English Proficiency Test results.

3.11.8.3 NSC results.

3.11.8.4 Any other measuring instrument determined by Senate or Council.

3.11.9 The results of the abovementioned measuring instruments are used in accordance with the following guidelines:

    3.11.9.1   The results are arranged in sequence of achievement.

    3.11.9.2   Applicants are accepted in accordance with the need and spaces available in the specific learning programme.

    3.11.9.3   An applicant who is not selected may be reconsidered at a subsequent selection opportunity, where the same procedures as those described above will be followed.

    3.11.9.4   The applicant must deliver proof that he/she is able to express himself/herself well in English, both verbally and in writing, so that he/she can benefit fully from the learning programme of his/her choice. Some departments, however, set higher requirements with regard to language proficiency. An applicant will be offered a place in a postgraduate programme on condition that he/she possesses a minimum level of proficiency in English.

    3.11.9.5   For applicants who completed the NSC in 2008 and thereafter, CUT awards academic weights for achievement according to the following scoring scale:

Percentage achieved in NSC subject	30-39%	40-49%	50-59%	60-69%	70-79%	80-89%	90-100%
Points rating for percentage value	2	3	4	5	6	7	8

    3.11.9.6   An applicant who scores 22 to 26 points on CUT's scoring scale must undergo a selection test. An applicant must obtain an achievement level of at least 4 (50% to 59%) in LO in the NSC. Even if a higher mark is achieved in LO, the value will still only be awarded as 1 (one) on the CUT scoring scale.

    3.11.9.7   An applicant who scores less than 22 points on the CUT scoring scale in the July or subsequent NSC examination is an applicant who does not possess the necessary skills to successfully pursue a course of study at CUT under the prevailing circumstances. Such an applicant will not be admitted to CUT unless he/she improves his/her results by obtaining a further education and training (FET) / technical vocational education and training (TVET) certificate/qualification.

    3.11.9.8   An applicant is expected to possess a minimum level of proficiency in English, as this is the LoLT at CUT. A mark of 50% for English as Home Language (Vernacular) or First Additional Language is therefore considered to be sufficient, although any sufficient proof of proficiency in the English language will also be taken into consideration. Refer to the language policy of CUT in this regard. Cases where learners with an M-score of 27 or higher obtained 40% to 49% for English in their final assessment should be dealt with on an individual basis, at the discretion of the relevant faculty dean.

    3.11.9.9   An applicant may be expected to attend an interview, undergo a selection test, and/or make a written presentation to the HoD. Applicants who have not recently been engaged in study, and who apply for admission to postgraduate studies, are normally invited for such an interview, or are requested to undergo a selection test and/or make a written presentation. No offer of admission to CUT will be made during such an interview or selection opportunity. Any offer of admission to CUT will be in writing, and will be mailed to the applicant.

4. **GENERAL ADMISSION REGULATIONS FOR APPLICANTS WHO COMPLETED THE N-QUALIFICATION AT A FURTHER EDUCATION AND TRAINING (FET) / TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE**

For applicants in possession of an N3, N4, N5, and/or N6 qualification, CUT awards academic weights for achievement according to the following scoring scale:

Grade 12 symbol achieved					
	SG	**HG**	**N3**	**N4**	**N5/N6**
A	6	8	6	8	**Applicants should apply for individual subject recognition if applying for a learning programme similar to that of the FET/TVET.**
B	5	7	5	7	
C	4	6	4	6	
D	3	5	3	5	
E	2	4	2	4	
F	1	3	1	3	

4.1   An applicant in possession of an N3, N4, N5, or N6 certificate may qualify for admission to the first year of a CUT qualification. However, such an applicant must meet the minimum admission requirements, including the language and learning programme-specific requirements. Applicants may be requested to write a selection test.

4.2   An applicant in possession of an N3 certificate or an equivalent National Qualifications Framework (NQF)-level certificate may qualify for admission to the first year of a CUT qualification, provided that the applicant applies for a similar or equivalent qualification to that completed at an FET/TVET college. Furthermore, applicants with Grade 12 or a NQF level 4 certificate, plus an N4 and/or N5 and/or N6 certificate, or an equivalent NQF level 5 qualification, may be admitted, provided that they qualify for the learning programme/course they are applying for. An applicant with an FET/TVET college diploma or equivalent may be admitted to a higher qualification at NQF level 7, provided that they have applied for it, as contained in the admission policy.

4.3   Applicants with N3 certificates should ensure that they enrol for two additional languages at NQF level 4, so that they comply with the selection of the seven best subjects in terms of the minimum admission requirements.

4.4   An applicant with a diploma or equivalent NQF-level qualification qualifies to apply for the bachelor's degree for the same diploma qualification, with full recognition, given the same qualification credits and NQF levels.

4.5   Subject recognition **may be granted to** FET/TVET students who have successfully completed their FET/TVET N4 to N6 certificates. Such subject recognition will only be considered for first-year CUT certificate and/or diploma subjects, and will only be based on FET/TVET N6 level or equivalent certificate subjects successfully completed. These subjects must be passed at N4, N5, and N6 or equivalent level, with a score of 40% or above. An official statement of results must be presented to CUT.

An applicant who has failed **some subjects** in the NSC (Higher Education Qualifications Sub-Framework [HEQSF] level 3) may be enrolled in an FET/TVET college for N3-level subjects. Upon successful completion of the N3 subjects, the applicant may apply to the provincial Department of Education for the results to be combined and converted to an NSC qualification. **This is an Umalusi function.**

4.6 An applicant who **has failed the NSC** may also enrol and complete the N3 certificate/qualification, which comprises four subjects. The applicant would still require an endorsement of the results from the provincial Department of Education. **This is an Umalusi function.**

5. **GENERAL ADMISSION REGULATIONS FOR APPLICANTS WHO COMPLETED THE NATIONAL CERTIFICATE (VOCATIONAL) (NCV) LEVEL 4**

5.1 For applicants in possession of an NCV level 4 qualification, CUT awards academic weights for achievement according to the following scoring scale:

Percentage achieved NCV subject	30-39%	40-49%	50-59%	60-69%	70-79%	80-89%	90-100%
Points rating for percentage value	2	3	4	5	6	7	8

5.2 An applicant in possession of NCV level 4 may qualify for admission to the first year of a CUT qualification. However, such an applicant must meet the minimum admission requirements, including the language and learning programme-specific requirements. Applicants may be requested to write a selection test.

5.3 Programme-specific requirements for NCV applicants

CUT QUALIFICATION	SUBJECT REQUIREMENTS	NCV 4 LEARNING PROGRAMME
Civil Engineering and Building Construction		
Diploma in Engineering Technology in Civil Engineering	In addition to the general admission requirements, a minimum pass mark of 50% (rating 4) in both Mathematics and Physical Sciences is required. Mathematical Literacy will **not** be accepted. Applicants in possession of the NCV will be selected according to the selection requirements as approved by Senate.	Construction Planning
		Construction Supervision
		Materials
		Carpentry and Roof Work
		Concrete Structures
		Masonry
		Physical Sciences
		Plumbing
		Roads
		Drawing Office Practice
Higher Certificate: Construction	In addition to the general admission requirements, a minimum mark of 50% in Mathematics is required. Physical Science is recommended.	Architectural Graphics & Technology
		Civil & Structural Steel Work
		Building Engineering
		Drawing Office Procedures & Techniques
Education and Development		
Diploma: Design and Studio Art	In addition to the general admission requirements, every applicant must write an access assessment test and undergo an interview. The following subjects are highly recommended: Painting, Ceramics, Drawing, Graphic Design, Graphic Processes, Jewellery Design, Jewellery Manufacturing, Entrepreneurship & Business Management (only N4), and History of Art (N5 and N6).	Art & Science of Teaching
		Human & Social Development
		Learning Psychology
Electrical Infrastructure Construction		
Diploma in Engineering Technology in Electrical Engineering	In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG in English, Physical Sciences, and Mathematics. A minimum pass mark of 50% (rating 4) in Mathematics, Physical Sciences, and English. Mathematical Literacy will **not** be accepted. Applicants in possession of the NCV will be selected according to the selection requirements approved by Senate.	Electrical Principles & Practice
		Electronic Control & Digital Electronics
		Electrical Workmanship
		Electrical Systems & Construction
		Physical Sciences
Engineering and Related Design		
Diploma in Engineering Technology in Mechanical Engineering	In addition to the general admission requirements, a minimum pass mark of 50% (rating 4) in Mathematics, Physical Sciences, and English. Mathematical Literacy will **not** be accepted. Applicants in possession of the NCV will be selected according to the selection requirements approved by Senate.	Applied Engineering Technology
		Engineering Processes: Professional Engineering Practice
		Automotive Repair & Maintenance
		Engineering Fabrication: Boiler making
		Engineering Fabrication: Sheet-metal Worker

CUT QUALIFICATION	SUBJECT REQUIREMENTS	NCV 4 LEARNING PROGRAMME
		Fitting & Turning
		Physical Sciences
		Refrigeration & Air-conditioning Processes
		Welding
Hospitality		
Diploma: Hospitality Management	In addition to the general admission requirements, a minimum mark of 50% in one of the following subjects is recommended: Accounting, Mathematics, Business Economics, Economics, Mercantile Law, Hotel-keeping and Catering, or Home Economics. Applicants with 32 points or more on the CUT scoring scale will be automatically admitted to this programme. Due to the relatively high demand for places in this programme, no applicants with a score lower than 27 on the CUT scoring scale will be considered for selection (RPL cases excluded).	Client Services & Human Relations
		Food Preparation
		Hospitality Generics
		Hospitality Services
Information Technology (IT) and Computer Science		
Diploma in IT	In addition to the general admission requirements, candidates who completed the NSC in 2007 or before must have a minimum mark of 60% on SG or 40% on HG in Mathematics or Computer Science. An applicant must also successfully complete the selection process for admission. Every applicant must write an access assessment test. Candidates who completed the NSC in 2008 or thereafter must have a minimum pass mark of 40% (rating 3) in Mathematics or Computer Science, or 60% (rating 5) in Mathematical Literacy. Applicants in possession of the NCV will be selected according to the selection requirements approved by Senate.	Computer Programming
		Data Communication & Networking
		Systems Analysis & Design
		Multimedia Service (implemented in 2013)
Management		
Diploma in Public Management Diploma in Human Resources (HR) Management Diploma in Project Management	An applicant must score at least 27 or more points on the CUT scoring scale. Diploma in Public Management: Due to high demand, admissions will be managed to allow not more than 50% of students from FET/TVET colleges and Grade 12 learners, respectively. An applicant from the Higher Certificate Community Development Work learning programme (NQF 5) will only be allowed to vertically articulate to the diploma	Operations Management

CUT QUALIFICATION	SUBJECT REQUIREMENTS	NCV 4 LEARNING PROGRAMME
	learning Programme (NQF 6) if he/she obtains the NQF 5 qualification.	
Marketing Management		
Diploma in Marketing	An applicant must score at least 27 or more points on the CUT scoring scale.	Advertising & Promotions
		Marketing
		Marketing Communication
		Consumer Behaviour
		Contact Centre Operations
Office Management		
Diploma in Office Management and Technology	An applicant must score at least 27 or more points on the CUT scoring scale.	Business Practice
		Office Data Processing
		Office Practice
		Personal Assistance
BACHELOR'S DEGREES: ACCOUNTING AND AUDITING		
Bachelor of Management Sciences in Accountancy	An applicant must score at least 27 or more points on the CUT scoring scale. Proficiency in written and spoken English. An NSC with degree exemption, or a Grade 12 Certificate, or an NCV 4 in Finance, Economics and Accounting. Selection tests, which may include psychometric testing. RPL according to CUT policy.	Finance
		Economics
		Accounting
Primary Agriculture		
Diploma in Agricultural Management	In addition to the general admission requirements, a minimum mark of 40% in one of the following subjects, as well as a minimum mark of 50% in another, is required: Agricultural Sciences, and/or Biology or Life Sciences, Mathematics, Mathematical Literacy, LO, Economics, Accounting, or Physical Sciences.	Animal Production
		Advanced Plant Production
		Farm Planning & Mechanisation
Process Instrumentation		
Diploma in Engineering Technology in Electrical Engineering	In addition to the general admission requirements, a minimum mark of 40% in one of the following subjects, as well as a minimum mark of 50% in another, is required: Agricultural Sciences, and/or	Agri-business
		Electronics Control & Digital Electronics
		Engineering Processes
		Physical Science

CUT QUALIFICATION	SUBJECT REQUIREMENTS	NCV 4 LEARNING PROGRAMME
	Biology or Life Sciences, Mathematics, Mathematical Literacy, LO, Economics, Accounting, or Physical Sciences. In addition to the general admission requirements, a minimum mark of 50% in both Mathematics and Physical Sciences is required for applicants wishing to pursue studies in Civil Engineering. Every applicant must write an access assessment test.	Instrumentation Technology

5.4   NCV level 4 applicants must score the minimum admission points on the scoring scale for admission, as prescribed in the CUT admission policy. As NCV learning programmes are highly specialised, such applicants will only be considered for admission into learning programmes of similar specialisation. For example, NCV: Tourism applicants will be considered for the National Diploma: Tourism Management or Diploma: Tourism Management only, and no other specialisation, regardless of their performance in the NCV examinations. Admission to a learning programme is subject to the requirements of that learning programme.

5.5   NCV level 4 applicants are eligible for CUT admission only if they have obtained a full qualification. No applicant will be admitted based on the completion of certain subjects in a qualification (NCV).

5.6   LO forms part of the final score, with a maximum value of 1 (one).

5.7   An applicant is expected to possess a minimum level of proficiency in English, as this is the LoLT at CUT. A mark of 50% for English as Home Language (Vernacular) or First Additional Language is therefore considered to be sufficient, although any sufficient proof of proficiency in the English language will also be taken into consideration. Refer to the language policy of CUT in this regard. Cases where learners with an M-score of 27 or higher had obtained 40% to 49% for English in their final assessment should be dealt with on an individual basis, at the discretion of the relevant faculty dean.

Qualification type	Minimum total credits	NQF exit level	Minimum admission requirements	Progression
Higher certificate	120	5	NSC or the NCV with appropriate subject combinations and levels of achievement, as per the minister's policies.	Advanced certificate
Advanced certificate	120	6	Higher certificate in the appropriate field.	Diploma programme or bachelor's degree
Diploma	120/240/360	6	A 240- or 360-credit diploma meets the minimum entry requirement for admission to a bachelor's degree. Accumulated credits may also be presented for admission into a cognate bachelor's degree programme. Completion of a 360-credit diploma also meets the minimum entry requirement for admission	A 240- or 360-credit diploma meets the requirements for the bachelor's degree. A 240-credit diploma meets the requirements for the advanced diploma.

Qualification type	Minimum total credits	NQF exit level	Minimum admission requirements	Progression
			to an advanced diploma. Candidates with a 240-credit diploma may enter an advanced diploma upon successful completion of a work-integrated learning (WIL) component, or a combination of WIL and coursework equivalent to 120 credits.	
Advanced diploma	120	7	Higher certificate in the appropriate field.	Postgraduate diploma, bachelor's degree, or bachelor honours degree.
Bachelor's degree	360/480	7/8	NSC with appropriate subject combinations and levels of achievement, as defined in the minister's policy: *Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Learning Programmes Requiring a National Senior Certificate.*	A 360-credit bachelor's degree = minimum entry for bachelor honours degree or postgraduate diploma. A level 8 bachelor's degree with 480 credits meets the minimum requirement for admission to a cognate master's degree.
Postgraduate diploma	120	8	Diploma or bachelor's degree.	A postgraduate diploma meets the minimum entry requirements for admission to a master's degree.
Bachelor honours degree	120	8	Bachelor's degree or appropriate Advanced Diploma.	Completion of a bachelor honours degree meets the minimum entry requirement for admission to a cognate master's degree.
Master's degree	180	9	Bachelor honours degree or a relevant postgraduate diploma.	Completion of a master's degree meets the minimum entry requirement for admission to a cognate doctoral degree.
Professional master's degree	180	9	Bachelor honours degree or a postgraduate diploma. A cognate bachelor's degree at level 8 may also be recognised as meeting the minimum entry requirement to a cognate master's degree programme.	Completion of a master's degree meets the minimum entry requirement for admission to a cognate doctoral degree.
Doctoral degree	360	10	Master's degree.	A doctoral degree (including the higher doctorate) is the highest qualification type awarded in this framework.

Learning programme-specific requirements for NCV applicants

6. GENERAL ADMISSION REGULATIONS FOR APPLICANTS WITH CONDITIONAL EXEMPTION BY VIRTUE OF MATURE AGE

6.1 An applicant who is 23 years or older, who is in possession of a Senior Certificate, and who has been granted a certificate of conditional exemption by USAf, formerly known as Higher Education South Africa (HESA), on the grounds of mature age, may be admitted to CUT. The applicant must meet the following requirements:

6.1.1 Attained the age of 23 years before or during the year in which the applicant wishes to register at the university.

6.1.2 Before 31 March of the year for which a certificate of conditional exemption is required, passed with at least four HG or SG subjects, at least three of which shall have been passed simultaneously, and one of which shall be a recognised subject on HG, provided further that:

6.1.2.1 An official second-language subject shall be recognised as a subject if at least 40% is obtained.

6.1.2.2 Other subjects may be recognised for purposes of this subparagraph, or a certificate of conditional exemption may be issued in terms of this paragraph, to a person whose general educational qualifications satisfy the USAf Committee of Principals.

6.1.2.3 CUT may, at its discretion, admit a student who has been granted a certificate of conditional exemption by USAf on the grounds of having attained the age of 45 years during or before the year in which he/she intends to register for a diploma, irrespective of his/her educational qualification.

6.1.2.4 A certificate of conditional exemption issued by virtue of a Senior Certificate shall be deemed to have lapsed if the holder of the certificate does not satisfy the outstanding requirements within a period equal to the minimum prescribed full-time duration of the relevant qualification plus two additional years, calculated from 1 January of the year in which the holder registers for the qualification at a university. It may be renewed on application.

7. GENERAL ADMISSION REGULATIONS FOR APPLICANTS WHO COMPLETED THE HIGHER CERTIFICATE

a) The admission requirement to register for a higher certificate is Grade 12/NSC with a higher certificate or diploma studies endorsement. It is accessed by students who could not be admitted by universities owing to inadequate point scores, or who could not meet the subject requirements. Rather than enrolling for N3 to N5, some students select the higher certificate route.

b) The qualification comprises a minimum of 120 credits at NQF level 5, and focuses on different specialisation areas, such as IT, Marketing, Office Administration, etc. Graduates of the higher certificate are admitted to advanced certificates, diplomas, or degrees, depending on each university's preference.

7.1 Online registration

a) The Higher Education Act (No. 101 of 1997) requires the council of a public higher education institution to provide the Minister of Higher Education, Science and Technology

<ol type="a" start="2">
The student registration process is guided by the revised directives for the external auditing of student and academic programme data as per the auditing period.
Students must be registered for a qualification on the approved CUT Programme and Qualification Mix (PQM).
Occasional students do not register for a qualification on the PQM, but if they are reflected in the institution's Higher Education Management Information Systems (HEMIS) database, they must be registered for subjects that are part of an approved qualification.
Students cannot generate state subsidy for the same qualification and course at more than one public higher education institution. Collaboration agreements must indicate which one of the participating institutions will be registering students for courses.
Students who do not complete the requirements of a course in a given academic year may be permitted by the institution to write the examinations for the course in a subsequent year, without reattending the course. Institutions must register these students as "examination-only" students, which has the effect of excluding them from the enrolled student count for that year. These students will not be included in the enrolled funding credit, but in the completed funding credit.
Online registration must be aligned with the CUT census dates of the academic programme. The start date for the set period is the first teaching day of the course, and the end date the last teaching day before the examination. The start date for the set period must not be the date of registration.
Students may not attend academic programmes for which they have not registered.
Students are encouraged to refer to the online Academic Calendar before registering their qualification.
Students may register for courses offered online, in hybrid mode, or on site.

7.2 Changes in registration (cancellation and additions)

<ol type="a">
The student is responsible for initiating all changes of registration. Students may initiate changes in person, via the student portal and web registration, or by means of online electronic forms.
Approvals for cancellations and additions will be done by the authorised CUT staff from the faculty, Fees and Financial Aid, and Academic Structure and Student Enrolment Services.

Deadlines and procedures for registration changes are published each term.

8. REGULATIONS PERTAINING TO ACADEMIC EXCLUSION

8.1 In the implementation of CUT's admission policy, the regulations pertaining to readmission are applicable to all academically unsuccessful students.

8.2 A student is academically unsuccessful in the following instances:

<ol type="a">
In the case of a **first-year student failing all subjects**, the student can be referred to the extended curriculum programme (ECP) learning programme.
In the case of a **first-year student** failing all **credit-bearing** subjects for which he/she is enrolled at the end of academic year, a warning letter will be issued to the student indicating poor performance. **Non-credit-bearing** subjects do not count during academic exclusion.
In the case of a **senior student** failing, on two consecutive attempts, 50% or more of the subjects for which he/she is enrolled, and/or cancelling some or all modules or the course for which he/she is registered, after the registration control date in the academic year. A warning letter will be issued to a student indicating poor performance.

d) **Students are excluded at the end of each academic year, as opposed to at the end of each semester.**
e) **First-year students in the Faculty of Engineering Built Environment and IT** are regarded as senior students during second-semester registration.

8.3 In the case of full-time students, the qualification must be completed in the minimum stipulated study period, plus an additional complement/add-on of half the minimum study period. In essence, this implies that the period will be rounded off to the next full academic year, which means that a three-year qualification, for example, must be completed within the maximum period of five years.

8.4 Part-time students must complete the qualification in double the minimum time allowed, which means that a three-year qualification, for example, must be completed within the maximum period of six years.

9. THE APPEALS PROCESS

a) Students who are underperforming receive notification in writing from the Academic Structure and Student Enrolment Services Unit to inform them of their poor performance.
b) Students are given an opportunity to apply for an appeals process through the same unit.
c) After the closing date for appeals, the Appeals Committee is convened to review all applications.
d) The outcome of the appeals process is communicated to all students (both successful and unsuccessful appeals).
e) Should the outcome of the appeal be unsuccessful, students may reappeal the decision.

10. DURATION OF ACADEMIC EXCLUSION

The duration of academic exclusion is determined by the nature of the academic shortcomings exhibited by the student, the time required to address those shortcomings, and evidence that the student's shortcomings have been addressed. The duration of the academic exclusion is:

10.1 at most two years if registered for a year learning programme; and
10.2 at most two semesters if registered for a semester learning programme.

11. CONDITIONS PERTAINING TO ACADEMIC EXCLUSION

If a student should fail one or more subjects, he/she, when re-enrolling, may enrol only for the same number of subjects passed during the preceding study period. This rule is to be read in conjunction with the relevant regulation pertaining to registration contained in the General Rules for Students (published in chapter 4 of the CUT Calendar, and in section E of the Institutional Regulatory Code [IRC], as well as on the admissions information webpage on the CUT website), which stipulate that no student may register for a subject unless he/she has passed the preceding level of that particular subject, and that when re-enrolling, he/she must first enrol for the subjects failed, and thereafter for additional subjects; taking into account all prerequisites applicable to those particular subjects. The scheduling of the lecture periods for these additional subjects may not conflict with the scheduling of the lecture periods for the failed subjects.

A student who is academically unsuccessful in terms of subjects for which he/she must register in each academic year, as specified in the regulations pertaining to the faculty in question (see the section on exemption as contained in the General Rules for Students), will not be accepted into any other faculty at CUT.

A student who is failing tests and/or subjects is expected to seek assistance as soon as possible, in an effort to resolve his/her academic problems. CUT provides such assistance through services rendered by Student Academic Development and Support, and the Wellness Centre.

Except with the special permission of Senate, an applicant will be refused readmission to a master's or doctoral degree if, in the opinion of the supervisor(s) and the dean of the faculty concerned, he/she has not succeeded in making the minimum progress in his/her studies and/or project(s).

12.   READMISSION AFTER ACADEMIC EXCLUSION

Students should note that, after serving the exclusion period, they must appeal before attempting registration. This must be done through the Academic Structure and Student Enrolment Services Unit.

Academically unsuccessful students are encouraged to register for failed subjects at another institution, and produce evidence that the subjects have been passed when applying for readmission. Should the content be equivalent to the CUT curriculum, the subjects will be exempted.

13.   REGULATIONS PERTAINING TO LEARNING PROGRAMMES

The general admission requirements for all qualifications, in addition to the basic entry requirements outlined in the admission policy, are stipulated below.

13.1   Higher certificates

An NSC or equivalent qualification is required for admission.

Applicants in possession of the NCV will be selected according to the selection requirements approved by Senate. Applicants with a score lower than 27 on the CUT scoring scale may be subject to a selection process, based on a minimum number of points to be scored on the CUT scoring scale.

Refer to the CUT Calendar for faculty-specific requirements.

13.2   Advanced certificates

The minimum entry requirement is a higher certificate in the appropriate field.

Refer to the CUT Calendar for faculty-specific requirements.

13.3   Diplomas

An NSC or equivalent qualification is required for admission. Applicants in possession of the NCV will be selected according to the selection requirements approved by Senate.

Refer to the CUT Calendar for faculty-specific requirements.

13.4   Advanced diplomas

A student who has been awarded an appropriate diploma, bachelor's degree, or equivalent qualification may apply for admission to an advanced diploma. All admissions to an advanced diploma will be subject to the approval of the relevant HoD. In the event of such, an advanced diploma may be completed within the minimum period of one year of full-time study, or two years of part-time study.

13.5   Bachelor's degree

A Senior Certificate with endorsement or equivalent for applicants who matriculated in 2007 or before. An NSC with admission to a bachelors' degree. A minimum mark of 50% in English. Applicants with an M-score of 27 or higher, but who obtained a final mark of between 40% and 49% for English, should undergo a selection test.

An applicant should have obtained at least 27 or more points on the CUT scale of notation.

Refer to the CUT Calendar for the specific requirements of each learning programme.

13.6   Postgraduate diplomas

A student who has been awarded an appropriate bachelor's degree, appropriate advanced diploma, or equivalent qualification may apply for admission to postgraduate diplomas. All admissions to postgraduate diplomas will be subject to the approval of the relevant HoD. In the event of such, a postgraduate diploma may be completed within the minimum period of one year of full-time study, or two years of part-time study.

13.7   Postgraduate Certificate in Education (PGCE)

The applicant must normally hold at least a bachelor's degree or a three-year diploma, evaluated at NQF level 6 (360 credits). The degree or diploma must include at least two school-related subjects at second-year level. Alternatively, one school-related subject must be at either second-year or third-year level, and one must be at first-year level, on condition that the latter will be registered for upgrading to second-year level concurrently with the PGCE, for non-degree purposes. The 360-credit-diploma teaching subjects must be on the list of the Department of Higher Education and Training (DHET) fields.

Qualifying applicants must be proficient in both oral and written formal English and must have reliable Internet for access to the online Learning Management System (LMS) Web CT used to support teaching and learning.

13.8   Bachelor honours

For admission to the bachelor honours, the applicant must be in possession of:

(i)   a bachelor's degree; or
(ii)   an appropriate degree or advanced diploma.

13.9   Additional requirement for Bachelor of Science: Hydrology and Water Management

In addition to the general admission requirements, a minimum mark of 50% on SG or 40% on HG in Biology/Physiology, Mathematics, and Physical Sciences is required. A minimum Admission Point Score (APS) of 28 points on the CUT scale of notation is also required.

13.10   For applicants who completed the NSC in 2008 and thereafter

In addition to the general admission requirements, the applicant must be in possession of an NSC with endorsement for a bachelor's degree. A minimum mark of 50% in Life Sciences/Physiology, Mathematics, and Physical Sciences is required. A minimum APS of 28 points on the CUT scale of notation is also required.

Applicants in possession of the NCV will be selected according to the selection requirements approved by Senate.

13.11   Master's degrees

13.11.1   Regulations pertaining to selection

For all students, admission to a master's degree is subject to approval by the relevant HoD. No person may register for a master's degree unless he/she is in possession of a bachelor honours degree, a

professional 480-credit bachelor's degree or postgraduate diploma, or an advanced diploma with a research methodology component. If not, a research methodology component should be taken before embarking on a master's degree, as approved by Senate, provided that Senate considers the standard of study to be sufficient.

Admission into a learning programme is based on meeting the requirements for that learning programme. For a master's degree (NQF level 9), a basic admission requirement is a relevant NQF level 8 qualification. In cases where an applicant does not meet the NQF level qualification, RPL and the articulation of design principle can be used for admission into the learning programme. The minimum registration period for the qualification (including assessment) leading to the attainment of the master's degree is one year of full-time study or two consecutive years of part-time study. This requirement shall under no circumstances be waived or altered.

The minimum duration of the learning programme for a master's degree is one year of full-time study, or two consecutive years of part-time study.

Any person enrolled as a student at CUT while also holding a position at a place of work in terms of the Labour Relations Act (No. 66 of 1995) is a part-time student, while any other student is a full-time student. The student registers annually until the AGU confirms that the qualification has been achieved.

Notwithstanding the fact that students registering for the first time may register at any given time during the year, the registration is accepted as being effective as from January of the year in question. A student registered for longer than the required minimum duration of study is required to pay an extension fee upon registration, as determined annually by CUT.

Except with the special permission of Senate, no applicant may be registered for the master's degree for a period exceeding the residency period.

A person who has registered for a master's degree will automatically be deregistered if the protocol and form LS 262 are not approved within six months (full-time master's degree students) or one year (part-time master's degree students), respectively.

International postgraduate applicants must have all their previous post-school qualifications evaluated by the South African Qualifications Authority (SAQA) before applying for postgraduate studies at CUT.

Admission to a master's degree is subject to the approval of the relevant HoD or his/her delegate.

13.11.2   Applicants must be in possession of:

(i)   a relevant bachelor honours degree;
(ii)   an appropriate 480-credit NQF level-8 professional bachelor's degree; or
(iii)   a postgraduate diploma for a cognate MEd learning programme if it meets the HEQSF research requirement of at least 30 credits.

No person may register for a master's degree unless he/she is in possession of an appropriate qualification leading to an NQF 9 qualification, or completed a BTech with CUT or RPL giving access to a qualification at that level.

For a master's application, a marks statement at B level, to indicate that 65% for main subjects and a 60% average were attained. This must be on official university statements.

Registration for a master's degree is subject to the provisions of the Student Assessment Manual.

13.12   Doctoral degrees

13.12.1   Regulations pertaining to selection

For all students, admission to a doctoral degree will be subject to the approval of the relevant HoD. No person may register for a doctoral degree unless he/she is in possession of an appropriate master's degree or equivalent qualification, as approved by Senate, if Senate considers the standard of study to be sufficient.

Registration for a doctoral degree is subject to the provisions of the Student Assessment Manual. For doctoral applications, a marks statement indicating 65% should be included. This must be on official university statements.

The minimum duration of the learning programme for a doctoral degree is two consecutive years of full-time study. For part-time study, it is either three or four consecutive years, depending on the programme. Any person enrolled as a student at CUT while also holding a position at a place of work in terms of the Labour Relations Act (No. 66 of 1995) is a part-time student, while any other student is considered to be a full-time student. The student registers annually until the AGU confirms that the qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year, the registration is accepted as being effective as from January of the year in question. A student registered for longer than the required minimum duration of study is required to pay an extension fee upon registration, as determined annually by CUT.

Except with the special permission of Senate, no applicant may be registered for a doctoral degree for a period exceeding five or six years, depending on the programme.

A person who has registered for a doctoral degree will automatically be deregistered if the protocol and form LS 262 are not approved within six months (full-time doctoral degree students) or one year (part-time doctoral degree students), respectively.

International postgraduate applicants must have their highest previous post-school qualifications evaluated by SAQA before applying for postgraduate studies at CUT.

In all CUT learning programmes, class attendance is not compulsory. The medium of instruction in all learning programmes is English.

13.13   Residency period

The residency period is based on the duration of a specific learning programme, and the offering type of a learning programme.

13.13.1   Residency period for undergraduate and postgraduate learning programmes

Higher certificates, advanced certificates, and advanced diplomas offered on a full-time basis for a one-year duration have a residency period of two years. Higher certificates, advanced certificates, and advanced diplomas offered on a part-time basis for a two-year duration have a residency period of three years.
Diplomas and bachelor's degrees offered on a full-time basis for a three-year duration have a residency period of five years. Diplomas and bachelor's degrees offered on a part-time basis for a five-year duration have a residency period of seven years.

Bachelor's degrees offered on a full-time basis for a four-year duration have a residency period of six years. Bachelor's degrees offered on a part-time basis for a six-year duration have a residency period of eight years.

Bachelor honours degrees offered on a full-time basis for a one-year duration have a residency period of two years. Bachelor honours degrees offered on a part-time basis for a two-year duration have a residency period of three years.

13.13.2 Residency period for master's degrees

Master's degrees offered on a full-time basis for a one-year duration have a residency period of two years. Master's degrees offered on a part-time basis for a two-year duration have a residency period of four years.

Except with the special permission of Senate, no candidate may be registered for a master's degree for a period exceeding a residency period.

13.13.3 Residency period for doctoral degrees

Doctoral degrees offered on a full-time basis for a two-year duration have a residency period of four years. Doctoral degrees offered on a part-time basis for either a three-year or a four-year duration have a residency period of five or six years.

(i) For the PhD Management Sciences, the maximum duration is calculated as follows: [Min. part-time (4) + 50% (4)] = (4 + 2) = 6 years.
(ii) For other doctorates, the minimum duration is: (a) full-time = 2 years; (b) part-time = 3 years.
(iii) The maximum duration is calculated as follows: [Min. part-time (3) + 50% (4)] = (3+1.5) = 4.5, corrected to the nearest whole year = 5 years.

13.14 Admission of international applicants

13.14.1 Admission of international applicants (certificate and diploma programmes):

Undergraduate certificate and diploma applicants from the **Southern African Development Community (SADC) and non-SADC regions do not require** Grade 12 exemption or an endorsement from the Matriculation Board (USAf). The applicants also **do not need** to have their school-leaving qualifications evaluated by SAQA. For admission into any certificate or diploma programme at CUT, the following matrix must be consulted to determine the admission score, which would be scrutinised by the respective faculty.

NATIONAL					INTERNATIONAL											
APS	NCS	SC HG / M-SCORE	SC SG/M-SCORE	IEB	HIGCSE/NSSC (HL)	IGCSE / NSSC (OL)	AS-LEVELS	A-LEVELS	IB/(HL)	IB / (SL)	KCSE	WAEC	Diplome / Exam D Etat	CHL/EM	Baccalaureate	American High School Diploma
10								A	7							
9								B	6							
8	7 (90-100%)	A		7				C	5							
7	7 (80-89%)	B		7	1		A	D	4	7	A					
6	6 (70-79%)	B	A	6	2		B	E	3	6	B					
5	5 (60-69%)	D	B	5	3	A	C		2	5	C	A	80-100%	16-20	16-20	A (0-100%)
4	4 (50-59%)	E	C	4	4	B	D		1	4	D	B	70-79%	14-15	14-15	B (80-89%)
3	3 (40-49%)	F	D	3		C	E			3	E	C	50-69%	10-13	10-13	C (70-79%)
2	2 (30-39%)					D/E				2	F	D/E	30-49%	8-9	8-9	D (60-69%)
1	1 (0-29%)					F/G				1	G	F/G	0-29%	0-7	0-7	F (0-59%)

In addition to the above, applicants must meet the minimum School Performance Score (SPS) and programme-specific requirements, and will be selected at the discretion of the relevant faculty.

Where the format of secondary school education is unfamiliar to CUT, students who apply for admission to CUT programmes may be requested to apply for an evaluation of their qualifications by SAQA, prior to being accepted to CUT.

Faculties must use the abovementioned matrix as a guide to assess and/or select international students into their programmes.

13.14.2   Admission of international applicants (bachelor programmes)

International students wishing to register for first-degree studies in South Africa must have their school qualifications evaluated by USAf, which will then issue a certificate of exemption to those who qualify: FAQs | Matriculation Board (usaf.ac.za); (http://www.universitiessa.ac.za).
NB: Degree-seeking applicants on the basis of the American High School Diploma are required to submit their Scholastic Aptitude Test (SAT) statement, with Reading and Writing at a score of 610, and Mathematics at a score of 530, as part of their application for Grade 12 exemption.

13.14.3   Admission of international applicants (postgraduate programmes)

All prospective international students with an international/foreign qualification who are interested in studying towards a **postgraduate degree** at CUT must submit their qualifications to SAQA for evaluation (sagainfo@saqa.org.za/www.saqa.org.za). It is the responsibility of the prospective student to forward his/her documentation to SAQA and/or USAf (FAQs | Matriculation Board (usaf.ac.za); http://www.universitiessa.ac.za) and/or before an application form is forwarded to CUT.

13.15   Documents required from international students with application

CUT is unable to make a valid assessment of the application based on unevaluated foreign qualification(s). It is the responsibility of the prospective student to forward his/her documentation to USAf/SAQA.

13.16   The following documentation should accompany an application towards a CUT qualification

(i)   Certified copies of school-leaving results for certificate, diploma, and bachelor's studies.
(ii)   Certified copies of academic transcripts for CUT postgraduate degree studies.
(iii)   Certified copy of USAf certificate of exemption for CUT bachelor's degree studies.
(iv)   Certified copy of SAQA evaluation certificate for CUT postgraduate degree studies.
(v)   Certified copies of foreign qualifications for bachelor's and postgraduate degrees.
(vi)   Certified copy of passport.
(vii)   A sworn English translation of documents (documents issued in any language other than English).

14.   ENGLISH PROFICIENCY

An international student must submit evidence of proficiency in English as part of his/her application to study at CUT.

A recent Test of English as a Foreign Language (ToEFL) score (obtained within three to five years before application for admission) of at least:

(i)   570 for the paper-based test;

    (ii)   230 for the computer-based test; or

    (iii)   88 for the Internet-based test.

A recent overall band score of 7.0 on the International English Language Testing System (IELTS), with no individual element of the test scoring below 6.0, is also required.

If English is one of the official languages or the medium of instruction in the schools in an applicant's country of residence, and he/she is a first- or second-language English speaker of that country, he/she will not be required to undergo testing. However, if English is not one of the mediums of instruction, then he/she would have to submit proof of his/her proficiency in English when applying for admission to CUT.

15.   APPLICATION CLOSING DATES

The CUT application process for undergraduate international students closes on 30 September every year.

16.   POSTGRADUATE APPLICANTS

International students wanting to pursue a postgraduate programme at CUT must contact the respective faculty:

Faculty	Contact person	E-mail address
Management Sciences	Prof. C. Chipunza	cchipunza@cut.ac.za
Humanities	Dr A. Modise	mamodise@cut.ac.za
Health and Environmental Sciences	Prof. T. Makhafola	jmakhafola@cut.ac.za
Engineering, Built Environment and IT	Prof. Y. Woyessa	ywoyessa@cut.ac.za

16.1   Documents required from international students before registration

In terms of the Immigration Amendment Act (No. 19 of 2004), any prospective international student planning to study at a South African higher education institution must be in possession of a valid study visa and must provide proof of medical cover.

The medical scheme must be registered in South Africa in terms of the Medical Schemes Act (No. 131 of 1998).

16.2   Passport

All international students who intend to study at CUT must be in possession of a valid passport.

16.3   Study visa

In May 2014, the Department of Home Affairs amended the Immigration Act, and the category on **study visas/permits** was one of the categories affected by this amendment. All international students are required to have a valid study visa in order to study in South Africa. This includes students from the SADC. A study visa can be obtained from the South African Embassy, or High Commission or Consulate in their home country. A study visa should be valid for the period of their studies. The following link http://www.vfsglobal.com/dha/southafrica/ provides all the necessary information.

No foreign citizens may be officially enrolled/registered as students at CUT if they are not in possession of a valid study visa issued specifically for CUT. It may take up to three months to obtain a study visa; therefore both prospective and current international students are advised to apply for a study visa as early as possible.

16.4   Medical aid

CUT requires proof of medical aid cover with a South African-based medical aid scheme, covering at least 12 months of the study period. All international students are advised to make the necessary financial arrangements for the medical aid cover prior to their entry into South Africa.

No international student will be registered at CUT unless he/she produces proof of valid and comprehensive medical aid cover. No hospital plans will be accepted.

Part-time students who do not spend more than 90 days per year in the country are exempted from the medical aid requirement.

16.5   Exchange students

Exchange students are acknowledged based on the existing agreements between CUT and various other partner universities. Exchange learning programmes are short term in nature (mostly six months). **NB:** Exchange students must also meet the prerequisite of acquiring a valid study visa and submitting proof of medical aid cover with a South African-based medical aid for the entire exchange term, prior to their registration at CUT.

The following documentation should accompany their application to CUT:

(i)   Certified academic transcripts from partner institution (home university).
(ii)   Certified copy of their passports.

17.   RELATED DOCUMENTS

IRC, section E, item 2.3: General Rules for Students. Particular attention is to be paid to the contents of the following:

(i)   admission regulations and procedures, as contained in this document;
(ii)   Assessment Manual;
(iii)   CUT Calendar;
(iv)   CUT language policy;
(v)   Financial Aid Manual for Bursaries:
(vi)   Financial Aid Manual for Loans;
(vii)   policy on financial aid to undergraduate students at CUT;
(viii)   policy on the exclusion of students on financial grounds;
(ix)   Admission Policy; and
(x)   Electronic form LS 149; LS 150; form LS 151; and form LS 154.

POLICY ON THE EXCLUSION OF STUDENTS ON FINANCIAL GROUNDS

12.5.1 Policy Principles

(a) It is Central University of Technology, Free State (CUT) policy to financially assist academically deserving and financially needy students by not excluding them on financial grounds, provided that funds can be made available.

(b) A student may lodge a written objection to financial exclusion with the Financial Exclusion Appeals Committee. Such an objection must be lodged by the specified date as published in the CUT Calendar and must be supported by relevant evidence.

12.5.1.1 Objectives

(a) The objective of this policy is to regulate the exclusion of students from the CUT on financial grounds.

12.5.1.2 Definitions/abbreviations/acronyms

(a) **"Academically deserving"** refers to a student who has achieved a pass rate of 60% or more and who enrolled for at least three (3) subjects or more in the previous assessment period.

(b) **"Financially need"** is calculated by the NSFAS means test on a family's total gross household income to determine the financial need of a student.

(c) **"NSFAS"** refers to the National Student Financial Aid Scheme.

(d) **"Exclusion on financial grounds"** refers to the exclusion of a student who still has fees outstanding for the previous year/semester and/or who does not have the means to pay his/her required minimum deposits for enrolment, but who is academically deserving.

(e) **"SRC"** is the Students' Representative Council.

(f) **"CUT"** is the Central University of Technology, Free State.

12.5.1.4 Scope
This policy applies to all students and staff of the CUT.

12.5.1.5 Policy

(a) No student may be registered with debt outstanding from the previous year, unless satisfactory arrangements have been made for settling the debt.

(b) Any first-year or senior student who is financially needy and academically deserving will be assisted by the CUT to the extent of the available funds.

12.5.2 Directives for implementing the policy

The Head: Bursaries and Loans Department is responsible for implementing this policy.

12.5.2.1 Monitoring and review of the policy

b) The Deputy Director: Student Accounts, Bursaries and Loans, who is the compliance officer, monitors and reviews this policy annually based on any changes in enrolment procedure or financial decisions related to this policy.

12.5.3 Policy administrative procedures

(a) The Financial Exclusion Appeals Committee investigates any appeals against exclusion on financial grounds.

(b) The deadline for the finalisation of such appeals is two (2) days prior to the final date of course verification, as published in the annual CUT Calendar.

(c) On the final date of course verification, the Deputy Director: Student Accounts, Bursaries and Loans closes the final procedure for the cancellation of exclusions on financial grounds.

Related documents

This policy is to be read in conjunction with the Admissions policy, rules and regulations of the CUT, which regulate the exclusion of students on the basis of non-payment of outstanding

CHAPTER 6

WORK-INTEGRATED LEARNING (WIL) POLICY

1.   POLICY STATEMENT

This document serves to describe the scope of work for the implementation, functioning and maintenance of work-integrated learning (WIL).

2.   DEFINITIONS AND ABBREVIATIONS

2.1   **Work-integrated learning (WIL):** A term used to describe a range of approaches, strategies and methods used to meaningfully integrate theory with the practices of the workplace within a purposefully designed curriculum. It makes provision for four curricular modalities, namely workplace or work-based learning in the workplace; work-directed theoretical learning (for example Mathematics for Mechanical Engineering, instead of generic mathematics); problem- based learning; project-based learning; and simulations.

2.2   **Placement position:** A workstation or temporary position at a company or institution where students are placed for periods of WIL.

2.3   **Problem-based learning (PBL):** A range of pedagogic approaches that encourage students to learn through the structured exploration of a research or practice-based problem. In PBL, students work in small, self-directed groups to define, execute and reflect on a task, which is usually related to, or based on, a real-life problem (Council on Higher Education (CHE) 2011:74).

2.4   **Project-based learning (PJBL):** PJBL combines PBL and workplace learning by bringing together intellectual inquiry, real-world problems, and student engagement in relevant and meaningful work. Project work is generally understood to facilitate students' understanding of essential concepts and practical skills (CHE 2011:75).

2.5   **Simulated learning:** Simulated learning occurs when learning is stimulated through an activity that involves the imitation of the real world in the academe. The act of simulating something entails representing certain key characteristics of the selected workplace, and includes such things as laboratories, patient models, mock meetings, flight simulations, etc. (CHE 2011:76).

3.   PURPOSE OF THE POLICY

The purpose of this policy is to provide a framework for WIL at the Central University of Technology, Free State (CUT), towards the enhancement of producing quality social and technological innovations in socio-economic developments, primarily in the Central region of South Africa.

4.   SCOPE AND APPLICATION

4.1   The implementation of comprehensive WIL is required, without exception, at a suitable juncture in every qualification in every faculty (Directions Document Version 4 – Next steps in the STEPS Process). For qualifications that are three years in duration or longer, a minimum of 30 credits must be allocated for WIL, which must consist of an approved placement in a workplace environment (workplace-based learning) for at least three months, or problem-based learning and/or project-based learning and/or simulations, as well as a WIL preparation module with generic and specific workplace skills. Every qualification must include a code of conduct to which students must adhere during WIL. (Refer to the WIL procedure for a generic code of conduct that contains compulsory information to be included in every programme's own code of conduct).

4.2   Although the emphasis is on workplace-based learning, a WIL module may include the other modalities of WIL, such as problem-based learning, project-based learning and simulations, as electives within the WIL module.

5.   THE APPROACH AND PHILOSOPHY/ PRINCIPLES

5.1   The Higher Education Qualifications Sub-Framework (HEQSF) (2013:11) states that: "WIL may take various forms, including simulated learning, work-directed theoretical learning, problem- based learning, project-based learning and workplace-based learning. Where the entire WIL component or any part of it takes the form of workplace-based learning, it is the responsibility of institutions that offer programmes requiring credits for such learning, to place students into appropriate workplaces. Such workplace-based learning must be appropriately structured, properly supervised, and assessed".

5.2   CHE (2004) provides criteria for programme accreditation in terms of WIL under Criterion 15, whilst the Higher Education Quality Committee (HEQC) (2004) indicates the relevant audit criteria for WIL under Criteria 7(iii) and 11(iv).

5.3   WIL is a distinguishing feature of universities of technology, and has been practised by CUT since its inception.

5.4   WIL provides a close link to the vision, mission and strategic operational statements of CUT, namely to equip students with the necessary knowledge, skills and hands-on experience to prepare employed graduates and entrepreneurs to make an impact on socio-economic development, primarily in the Central region of South Africa.

5.5   WIL provides a mechanism to approach and forge strategic partnerships with commerce, industry and the public sector, in order to further enhance the relevance of qualifications, as well as the employability of students.

6.   ROLES AND RESPONSIBILITIES

Refer to the WIL procedure for a delineation of roles and responsibilities.

7.   DELEGATIONS OF AUTHORITY

The delegations of authority as detailed in the CUT Delegations Register will apply to this policy.

8.   REVIEW OF THE POLICY

The policy will be reviewed in 2024, or earlier, if changes in circumstances require an earlier review.

9.   RELATED DOCUMENTS

• HEQSF;
• CHE: WIL Good Practice Guide;
• HEQC: Criteria for Programme Accreditation; and • HEQC Audit Manual.

WORK-INTEGRATED LEARNING (WIL) PROCEDURE

1. STATEMENT

The purpose of this document is to describe the procedures for the implementation, functioning and maintenance of work-integrated learning (WIL) at the Central University of Technology, Free State (CUT).

2. DEFINITIONS AND ABBREVIATIONS

2.1 **Work-integrated learning (WIL):** A term used to describe a range of approaches, strategies and methods used to meaningfully integrate theory with the practices of the workplace within a purposefully designed curriculum. It makes provision for four curricular modalities, namely workplace or work-based learning in the workplace; work-directed theoretical learning (for example Mathematics for Mechanical Engineering, instead of generic mathematics); problem- based learning; project-based learning; and simulations.

2.2 **Placement position:** A workstation or temporary position at a company or institution where students are placed for periods of WIL.

2.3 **Problem-based learning (PBL):** A range of pedagogic approaches that encourage students to learn through the structured exploration of a research or practice-based problem. In PBL, students work in small, self-directed groups to define, execute and reflect on a task, which is usually related to, or based on, a real-life problem (CHE 2011:74).

2.4 **Project-based learning (PJBL):** PJBL combines PBL and workplace learning by bringing together intellectual inquiry, real-world problems, and student engagement in relevant and meaningful work. Project work is generally understood to facilitate students' understanding of essential concepts and practical skills (CHE 2011:75).

2.5 **Simulated learning:** Simulated learning occurs when learning is stimulated through an activity that involves the imitation of the real world in the academe. The act of simulating something entails representing certain key characteristics of the selected workplace, and includes such things as laboratories, patient models, mock meetings, flight simulations, etc. (CHE 2011:76).

3. PROCEDURES FOR WIL (WITH AN EMPHASIS ON WORKPLACE-BASED LEARNING)

3.1 The Unit for WIL and Skills Development is primarily responsible for the following:

3.1.1 Promoting WIL by negotiating suitable placement positions for students with companies and institutions, in collaboration with faculties.

3.1.2 Institutional oversight, and drafting and maintaining WIL-related policies and procedures at CUT.

3.1.3 Assisting with the development of methods and processes for monitoring and assessing student progress (visits to students whilst visiting companies to negotiate opportunities for WIL, during WIL).

3.1.4 Administering WIL by creating and maintaining databases of potential placement positions, and students in such placement positions.

3.1.5 Providing assistance to academic departments with the drafting of WIL curricula, guidelines and programmes (logbooks and study guides).

3.1.6 Continuously liaising with the various faculties and departments in order to develop and maintain effective WIL systems.

3.1.7   Assisting academic departments to prepare students for WIL.

3.1.8   Approving employers for WIL, in collaboration with academic departments.

3.1.9   Meeting with relevant academic staff in academic departments to ensure cohesion and the proper co-ordination of student placements and contact with employers.

3.1.10   Maintaining records of visits to employers and students for WIL purposes.

3.1.11   Liaising with national and international organisations, such as the Southern African Society for Co-operative Education (SASCE) and the World Association for Co-operative Education (WACE).

3.2   Academic departments are primarily responsible for the following:

3.2.1   Drafting suitable WIL curricula, guidelines and programmes (logbooks and study guides), as well as a code of conduct for students who are undergoing WIL. (Refer to paragraph 3.4.9 for a generic code of conduct that contains compulsory information to be included in every programme's own code of conduct).

3.2.2   Identifying and registering students who are to be placed for WIL.

3.2.3   Approving employers for WIL, in collaboration with the Unit for WIL and Skills Development.

3.2.4   Preparing and regularly monitoring students who have been placed for, or are engaged in, WIL.

3.2.5   Assessing the WIL performed by students.

3.2.6   Keeping record of reports and assessments.

3.2.7   Arranging briefing and debriefing sessions with students, in collaboration with the Unit for WIL and Skills Development.

3.2.8   Meeting with the relevant WIL Co-ordinators to ensure cohesion and the proper co-ordination of student placements and contact with employers.

3.2.9   Maintaining records of visits to employers and students for WIL purposes.

3.3   Students:

3.3.1   Students should ensure that they receive the prescribed WIL logbook or study guide, as required by their WIL programmes, in consultation with their relevant academic department. Problems experienced should be reported to the relevant Head of Department (HoD) and/or WIL Co- ordinator.

3.3.2   Students should submit reports to their employers and CUT as part of their assessment.

3.3.3   Students may approach companies to negotiate opportunities for WIL, after consultation with the relevant WIL Co-ordinator. However, these opportunities are subject to the approval of the relevant academic department and/or WIL Co-ordinator.

3.3.4   If the Unit for WIL and Skills Development or an academic department has placed a student for WIL, and he/she is dismissed by the employer due to misconduct, attitude problems or unsatisfactory work performance, it is incumbent on the student to find further opportunities where he/she can complete the required WIL. In this case, the student's continuation of WIL is based on the relevant HoD's approval. Each case will be dealt with on merit by the relevant HoD, in collaboration with the Unit for

WIL and Skills Development. Such opportunities will be subject to approval by the relevant HoD, in collaboration with the Unit for WIL and Skills Development.

3.3.5   Similar to any other subject, students should register for WIL. Failure to register for WIL will result in the student not receiving credit for completed WIL.

3.3.6   Students should register for WIL within two to four weeks (before or after) commencement of WIL with an employer, and should provide details, such as the employer's name; contact person; address; telephone and fax number, to the relevant academic department.

3.3.7   Students may be required to undertake WIL at a company/organisation outside of the Mangaung and Matjhabeng areas, as it is not always possible to accommodate all WIL students within the immediate vicinity of the Bloemfontein and Welkom campuses.

3.3.8   Students cannot reasonably expect to receive remuneration during this phase of their training, as WIL is a pre-qualification requirement. However, some companies/organisations do offer some form of allowance or wages.

3.3.9   Students are subject to the rules and regulations of the relevant company/organisation where they complete WIL, and should abide by it. Students should also display a positive attitude at all times. Any perceived injustices should be reported to the relevant HoD.

3.3.10 Where relevant, pregnancy may result in the cancellation and/or postponement of a student's WIL placement due to safety and/or operational requirements, subject to relevant labour and other applicable legislation.

3.4   General:

3.4.1   CUT's insurance portfolio makes provision for personal accident cover for all students who have been placed for WIL, as well as cover for exposure to the HIV virus resulting from a needle prick or contact with bodily fluids in specified programmes of the Faculty of Health and Environmental Sciences.

3.4.2   WIL opportunities may be advertised on notice boards, by means of electronic and social media, during information sessions to students, as announcements in class, or by means dictated by employers.

3.4.3   Students apply for positions by completing the prescribed application forms of employers, or by submitting full curricula vitae (CVs), as requested by a WIL employer. Students submit their applications to the Unit for WIL and Skills Development, the relevant academic department, or directly to the relevant employer, depending on the requirements of the employer.

3.4.4   After the closing date for applications, applications are forwarded to the relevant employers for their consideration. The final decision regarding which students, if any, the employers are willing to accommodate, rests with the employers.

3.4.5   Where employers request interviews, interviews are arranged by the Unit for WIL and Skills Development, in collaboration with the relevant academic department and staff.

3.4.6   In some instructional programmes, academic staff is responsible for the placement of students for WIL, for logistical reasons and/or due to the requirements of the relevant employers and industry. The same process as outlined above is followed for the placement of such students. The number of students to be placed, and the progress made, should be reported to the Unit for WIL and Skills Development, to enable them to assist students to find suitable WIL opportunities, as well as to monitor the students that have been placed.

3.4.7   In cases where academic departments have placed students for WIL, complete information on the placement should be submitted to the Unit for WIL and Skills Development, for data and administrative purposes.

3.4.8   The closing dates for the submission of WIL marks to the Assessment and Graduations Unit are within the first two weeks of August for the Spring (September) Graduation Ceremony, and within the first two weeks of February for the Autumn (March) Graduation Ceremony.

3.4.9   Generic code of conduct

STUDENTS SHOULD:

(a) display a positive attitude at all times;
(b) show an eagerness to learn, as opposed to an attitude of knowing it all;
(c) execute tasks in an energetic and enthusiastic way; thus, be willing to walk the extra mile for the employer, also after hours;
(d) avoid using telephones, internet, e-mail, etc. for personal purposes without the written approval of the employer;
(e) avoid criticising the employer, as well as gossiping, especially with other employees;
(f) dress properly and appropriately for each day, abiding by the dress code of the employer;
(g) treat the employer's staff and visitors with the necessary respect;
(h) abide by the working hours, as well as the rules and regulations of the employer; and
(i) commit themselves for the full WIL period at the employer where they have commenced with WIL. Students are not allowed to transfer between employers without written approval from the relevant HoD and the employer. Such approval will only be granted if irregularities occurred on the side of the employer.

THE FOLLOWING SHOULD BE NOTED:

(a) Students' WIL with a specific employer will be terminated in the event of attitude and disciplinary problems, unsatisfactory work performance, any conduct on the side of the student that could cause potential harm to the reputation and image of the employer and/or CUT, and failure to comply with any aspect of the code of conduct. Each case will be dealt with on merit by the relevant HoD, in collaboration with the Unit for WIL and Skills Development.
(b) In such cases, students could fail, and would have to repeat the WIL instructional offering. It is then incumbent on the student to find further opportunities where he/she can complete the required WIL. Such opportunities will be subject to approval by the relevant HoD, in collaboration with the Unit for WIL and Skills Development.

3.5   Approval of employers:

3.5.1   Students should complete the WIL component of their programmes at an approved employer. This implies that the employer should have been approved by either the Unit for WIL and Skills Development, and/or the relevant academic department at CUT. Complete information regarding approved employers should be made available to the Unit for WIL and Skills Development by the relevant staff at CUT who approved the employers.

3.6   Campus work by students:

3.6.1   When another higher education institution approaches CUT to make its facilities available to students of that institution for purposes of obligatory WIL, the relevant HoD, in collaboration with the Deputy Director: WIL and Skills Development, may approve the number of students to be placed for WIL at CUT.

3.6.2   All appointments of students as Student Assistants, Laboratory Assistants, Lecturer's Assistants, interns, etc., should be reported to the Careers Office of the Unit for WIL and Skills Development by the relevant staff at CUT who made the appointments.

3.7   PROCEDURES FOR WIL (WITH AN EMPHASIS ON PROBLEM-BASED LEARNING, PROJECT-BASED LEARNING AND SIMULATIONS)

3.7.1   The selection of the relevant modality of WIL (PBL, PJBL, workplace-based learning or simulations) within a WIL module is subject to the following:

3.7.1.1 The modality of WIL selected might be subject to approval by a programme's relevant professional board. Each programme should determine whether this will be acceptable for its relevant professional board.

3.7.1.2 A motivation should be provided and approved by Senate as part of the approval process of the programme.

The relevant department should provide a motivation to Senate, including reasons why the specific modality of WIL is proposed.

CHAPTER 7

RULES FOR BURSARIES AND LOANS (FINANCIAL SUPPORT)

12.7.1   Purpose/scope of regulations

12.7.1.1   Purpose

The purpose of these rules is to regulate financial support with regard to bursaries and loans to registered students at CUT.

12.7.1.2   Scope

a) These regulations are applicable to registered students at CUT and staff members in the Bursaries and Loans Department who are involved in the administration of financial support to students.

12.7.2   Directives for implementing regulations

a)   The DVC: Resources and Operations is accountable for the contents and implementation of these regulations. As the appointed Compliance Officer for these regulations, the DVC: Resources and Operations is responsible for monitoring compliance with these regulations.

b)   The Manager: Bursaries and Loans is responsible for implementing these regulations.

c)   These regulations or any amendment to these regulations must, in accordance with Code 75 of the CUT Delegations Register, be approved by the DVC: Resources and Operations.

12.7.3   Regulations

12.7.3.1   Student Fees Calendar

The Student Fees Calendar is available on request from the Chairperson of the Finance Committee, as well as at the LIS.

12.7.3.2   Rules: Bursaries/loans (financial support)

a)   All applications for financial support are to be submitted to the Bursaries and Loans Department.

b)   All applications for financial support are to reach the Bursaries and Loans Department before the closing date, as determined by this department.

c)   Application forms received after the closing date will only be considered if adequate funds are available.

d)   Applications for financial support must be completed in full.

e)   No application can be processed unless the candidate has completed all the necessary information/particulars on the form.

f)   All allocations are subject to the availability of funds.

g)   No application form has to be completed for a student to be considered for an academic merit bursary award.

h) A bursary/loan may be withdrawn at any time if the student's conduct, diligence or progress is not up to standard.

i) Students must attach all relevant documents to the application form for financial support.

j) Students must re-apply for financial support each year.

(k) Only original application forms will be accepted.

(l) Only certified copies of documents will be accepted.

(m) Application forms are to be completed in ink in capital letters, and no correction fluid/tape (Tipp-Ex) may be used.

(n) Students/applicants must sign their initials and indicate the date alongside all corrections, insertions or deletions on the application form.

(o) If any information on the application form is found to be false, disciplinary steps may be taken and/or any possible award may be cancelled.

(p) In order to be considered for a bursary and/or any other financial support, the student must meet the criteria as required by the Bursaries and Loans Department and/or the relevant donors, as well as the provisions of the *policy on financial support to students* and any other document published by the aforementioned department, subject to the availability of funds.

(q) Students must report all additional assistance received to the Bursaries and Loans Department.

CHAPTER 8

LANGUAGE POLICY OF THE CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE (CUT)

1.   POLICY STATEMENT

1.1   CUT is committed to creating an inclusive environment advancing respect for diversity. Furthermore, CUT is committed to enabling a language-rich environment by promoting multilingualism in institutional practices, and in day-to-day institutional life, including core academic activities. The implementation of functional multilingualism must take place purposefully and systematically. In alignment with the Language Policy Framework for Public Higher Education Institutions, and Section 29(2) of the Constitution of the Republic of South Africa in relation to language usage in its academic, professional, administrative and social contexts, CUT acknowledges the crucial role of language and access to language skills as critical in enabling individuals to realise their full potential to participate in, and contribute to, society.

1.2   The CUT Language Policy (**"this/the policy"**) therefore acknowledges and takes cognisance of the constitutional, legislative, statutory and national contexts of CUT. Therefore, it aims to increase reasonable access for all CUT students and staff, and to facilitate pedagogically sound teaching and learning. Language at CUT should therefore promote access to, and success in, academic, administrative, social and professional contexts, and should not create a barrier to the university's staff or students. This is of particular importance in respect of redressing the results of past racial discrimination, and to ensure no direct or indirect discrimination against any present or prospective CUT staff member or student. As our campuses are situated in the Free State province, we commit ourselves to multilingualism by choosing to promote three predominant languages in the Free State province, namely English, Afrikaans and Sesotho. However, the implementation of the CUT Language Policy will adapt to the changing language demographics and language preferences of its staff and students.

1.3   This policy, whilst determining the academic language, and promoting inclusivity, social justice, reconciliation, multilingualism and translanguaging, is founded on the principles of *ubuntu* embedded in the core values of CUT. This includes mutual respect and tolerance amongst all cultural, linguistic and religious groups, and therefore this policy should be free from political influences.

1.4   CUT will continue in its endeavours to empower its students and staff in English, Afrikaans and Sesotho proficiency. South African Sign Language will also be promoted. The contextual considerations for using these languages are as follows:

1.4.1   **Afrikaans**
Afrikaans has developed an academic repertoire over decades, and is spoken by many residents in the Free State province. Applying and enhancing the academic potential of Afrikaans is a means of empowering a large and diverse community in South Africa.

1.4.2   **English**
English is widely used in communication worldwide, and therefore provides a common code that facilitates communication amongst speakers of different mother tongues. Therefore, English has significant business, academic and international value. In the South African context, speakers of the various official South African languages also use English to communicate with each other. Therefore, CUT uses English routinely, but not exclusively, in its academic, professional, administrative and social contexts.

1.4.3   **Sesotho**

Sesotho is used by most African language speakers in the Free State province. By means of specific initiatives, such as the development of lexicons in identified academic programmes, and expanding Sesotho as an internal language of communication, CUT contributes to the advancement of Sesotho as a developing academic language. The university has also embarked on implementing a Conversational Sesotho module for all first-year students whose mother tongue is not Sesotho.

1.4.4 **South African Sign Language**
South African Sign Language entails employing a system of hand gestures, and their placement relative to the upper body, facial expressions, body postures and finger spelling, especially for communication by and with deaf people via a qualified South African Sign Language interpreter. CUT is committed to the promotion of South African Sign Language. This will be implemented gradually at university flagship events.

1.5 CUT is committed to develop regional partnerships and collaborative language developments with other universities and language bodies.

1.6 The CUT Language Policy Implementation Plan contains details of the implementation of this policy, and should be read in conjunction with this policy.

1.7 The implementation of this policy will be monitored closely via the CUT Language Policy Implementation Plan, which will be submitted to the Department of Higher Education and Training (DHET) on an annual basis.

2. DEFINITIONS AND ABBREVIATIONS

The meanings of the terminology used in the policy are as follows:

Academic language: This denotes the language to be used in academic transactions, including all teaching and learning endeavours of CUT, such as facilitation, assessment, study guides, curricula, syllabi, and class notes. It includes, for example, discipline-specific vocabulary, grammar and punctuation, argumentation and discourse, and applications of rhetorical conventions and devices that are typical for a content area. If a particular language is a subject, it should be taught according to the scholarly prescriptions of that language.

Academic literacy: Understanding a range of academic vocabulary in context; demonstrating membership of an academic (disciplinary) community by reading, writing and thinking in ways that are congruent with the values and attitudes of that community; strengthening development and proficiency in the language needed for career and academic advancement.

Access: The opportunity afforded by a higher education institution to students to register for, and pursue, education and training; or the opportunity of staff members to work for the institution.

African languages: Languages indigenous to the African continent.

Collaborative partnerships: Two or more people or institutions working together to reach a specific goal.

CUT: The Central University of Technology, Free State.

Differently abled: The presence of a limitation in the ability to pursue studies in the usual way because of a change in bodily function (physical or mental).

Epistemic access: Successful knowledge acquisition and dissemination by enabling teaching and learning pedagogies.

Higher education: All learning programmes resulting in a qualification that meets all the requirements of the Higher Education Qualifications Framework (HEQF).

Higher education institutions: Institutions providing higher education on a full-time, parttime or distance basis, and that are, in terms of the Higher Education Act (Act No. 101 of 1997) established and declared as public higher education institutions.

Inclusivity: Embracing diversity, and bringing people from diverse backgrounds at different institutional levels together.

Indigenous languages: Languages with their heritage roots in Africa (also referred to as "African languages"); languages that are native to a country, and that are spoken by indigenous people.

Institutional transaction(s): This denotes all forms of interaction and communication – written or otherwise – amongst the members of the university community, and between the university and the public.

Language(s) of Learning and Teaching (LoLT): A language or languages used in the teaching/instruction of students within an educational context.

Language of scholarship: A language used in an academic context for purposes of knowledge creation and dissemination, and for purposes of technology transfer.

Multilingualism: The ability of societies, communities, institutions, groups and individuals to engage, on a regular basis, with multiple languages in their daily lives.

Official South African languages: The 11 official languages of South Africa as stipulated in the Constitution of the Republic of South Africa, namely Sepedi, Sesotho, Setswana, siSwati, Tshivenda, Xitsonga, Afrikaans, isiNdebele, isiXhosa, isiZulu and English.

Scientific language: Language of, relating to, derived from, or used in science, scholarly work, or research findings, and that conforms with the principles or methods used in science.

Social cohesion: The degree to which a society is integrated, united and functional, providing an environment to its citizens in which they can flourish, and live together in harmony.

The/this policy: The CUT Language Policy.

Translanguaging: The process whereby multilingual speakers use multiple languages as an integrated communication system, often simultaneously.

Ubuntu: A spirit of fellowship, humanity and compassion (South African Concise Oxford Dictionary 2002:1272). It is often translated as "I am because you are", meaning that a person is a person through other people (Ifejika 2006). It emphasises sharing, solidarity, compassion, brotherhood and collective morality (Hendriks n.d:5).

3.   PURPOSE OF THE POLICY

3.1   The purpose of the CUT Language Policy is to guide the planning, management and use of language at CUT, and in so doing, ensuring that language does not create a barrier for social inclusion, equity of access, opportunity or effective communication, or impede the success of our students.

3.2   The policy serves to facilitate effective teaching and learning, research, and service delivery at CUT.

3.3   Furthermore, this policy serves to promote and create opportunities for multilingualism in all spheres of university life by accommodating linguistic diversity within CUT's regional, national and international contexts. To this effect, CUT is committed to:

3.0.1   the development of indigenous African languages as academic and scientific languages;

3.0.2   the continuous development of Afrikaans as an academic language; and

3.0.3   the promotion of the three chosen regional languages of the Free State province, namely English, Sesotho and Afrikaans, in all spheres of university life.

3.4   The policy serves to promote the academic literacy of all our students.

3.5   Finally, the CUT Language Policy will ensure access, equity and inclusivity by incrementally phasing in South African Sign Language to accommodate students who require instruction in South African Sign Language.

3.6   The following principles must be considered in interpreting and guiding the implementation of the CUT Language Policy:

3.6.1   CUT recognises the complex role of language in society, and regards all languages as resources for the construction of knowledge.

3.6.2   CUT acknowledges and respects the linguistic diversity, language preferences, and levels of language proficiency of its staff and students.

3.6.3   CUT acknowledges the role of academic literacy in knowledge creation in different subject disciplines.

3.6.4   CUT recognises the importance of establishing suitable and sufficiently staffed language services and academic staff development services to support the implementation of this policy, and to coordinate all language development and promotional activities related to the CUT Language Policy.

3.6.5   The implementation of CUT's Language Policy adapts to the changing language demographics and language preferences of its students and staff.

3.6.6   To give effect to the stipulations contained in the Language Policy Framework for Public Higher Education Institutions pertaining to the development of indigenous languages, and for purposes of undertaking relevant steps required with respect to the development of official languages, a Centre for Language Development should be established at CUT.

4.   SCOPE AND APPLICATION

4.1   This policy must be interpreted and applied in a manner consistent with:

4.1.1   the Constitution of the Republic of South Africa (1996);
4.1.2   the Higher Education Act (Act No. 101 of 1997), as amended;
4.1.3   the White Paper for Post-School Education and Training (2013);
4.1.4   Language Policy Framework for Public Higher Education Institutions (2020);
4.1.5   the National Curriculum Statement: Curriculum and Assessment Policy Statement Grade R to 12 (2010);
4.1.6   the Pan South African Language Board (PanSALB) Act (Act No. 59 of 1995);
4.1.7   the National Development Plan;
4.1.8   4.1.8 the CUT Statute;
4.1.9   CUT's Language Policy Implementation Plan;
4.1.10   CUT's Vision 2030;
4.1.11   CUT's Strategic Plan 2021 – 2025; and
4.1.12   CUT's Transformation Plan.

4.2   This policy impacts upon CUT's staff, students, stakeholders and the community we serve.

5.   APPROACH AND PHILOSOPHY
5.1   Language of teaching, learning and assessment
5.2.1   Where demonstrable competencies have been established in one or more languages (Afrikaans and Sesotho) other than English, such competencies and initiatives will be allowed and encouraged in all learning environments, such as the classroom, laboratories, etc. Where such competencies, initiatives, lexicons, or other resources are lacking, investments will be made to ensure the development of Afrikaans and Sesotho into languages of teaching and learning, scholarship and research. The CUT Language Policy Implementation Plan contains details of how this should be implemented.

5.2.2   Translanguaging, or code switching, can be used in all learning environments to ensure the attainment of specific educational outcomes, provided that it does not exclude others in terms of facilitating understanding. Caution should be exercised using a certain language if it would have negative implications in terms of students' academic achievement.

5.2.3   Assessments will be conducted in English, Afrikaans and Sesotho. Qualifiers for assessments in Afrikaans and Sesotho are contained in CUT's Language Policy Implementation Plan.

5.2.4   Students may submit dissertations or theses in English, Afrikaans or Sesotho. In terms of publications, the choice of language of publication is the prerogative of the researcher. However, researchers should consider variables such as the purpose of the research report and the target audience. Should the dissertation or thesis be written in Sesotho or Afrikaans, it could be translated into English to reach a broader audience. This will take place in accordance with the qualifiers stipulated in CUT's Language Policy Implementation Plan.

5.2   Individual consultations with students
5.2.1   Notwithstanding Paragraphs 5.1.1 to 5.1.2 above, where facilitators of students identify a need for further facilitation in another language, such a need may be accommodated in individual sessions outside of the ordinary learning environment.

5.2.2   Pursuant to Paragraph 5.2.1 above, this policy does not prescribe the language of communication between the academic employee and student in the settings described in the preceding paragraphs, but assumes that the choice of language is determined by mutual agreement. It is recommended that where a student's competency in a language other than his/her home language constitutes a serious communication barrier that can be remedied by reverting to a student`s home language, the use of the student`s home language is to be encouraged.

5.2.3   In cases where an academic employee does not have the instructional competency in the student's home language, he/she should refer the student to an academic employee or senior student who is competent in the applicable language, and who is willing and able to assist the student.

5.3   Provisions for differently abled students
5.3.1   Dealings with differently abled students (including the presence of deaf, partially sighted, or blind persons) should be dealt with in a flexible and sensitive manner that is consistent with the spirit, framework, objectives and values of this policy, as read in conjunction with CUT`s Policy on Provision for Students with Disabilities ("disability policy").

5.3.2   In exceptional circumstances, teaching and learning situations will be provided to differently abled students to address their specific language requirements related to their specific disability. For example, provision can be made to offer translation services in South African Sign Language to students who qualify in terms of CUT`s disability policy, should it be within the limits of CUT's resources, and subject to approval in terms of the Language Policy.

5.3.3   The university may provide special communication aids required by students with sensory disabilities on request and where feasible, such as the use of qualified South African Sign Language interpreters.

5.3.4   The university will develop a short course in South African Sign Language for staff and students who are interested and have a passion for sign language.

5.3.5   In line with the restructuring and implementation of an African Languages Department, the CUT will endeavour to develop a South African Sign Language course for students who are interested and have the desire to learn South African Sign Language.

5.4   Language of oral and written correspondence

5.4.1   Official correspondence at CUT will be conducted in English, Afrikaans and Sesotho, provided that it is reasonably feasible to do so. The determination of language choice for internal and external communication will consider the situation and context of communication, the purpose and future pathway of the communication, and the language needs and levels of language proficiency of the target audience. Such official correspondence includes, but is not limited to, communiqués and documentation addressed to all stakeholders.

5.4.2   Multilingualism will be accommodated in oral and written correspondence, to the extent that stakeholders of CUT can correspond with one another in their language of preference.

5.5   Language of general communication

5.5.1   English will be used as the language of general communication in all CUT endeavours, including meetings and meeting documentation, workshops, seminars, and training sessions. However, depending on the target audience, Sesotho and Afrikaans may also be used.

5.5.2   English, Afrikaans and Sesotho will be used parallel in university documentation, including, but not limited to, university publications, communiqués, magazines, documentation related to staff and students, etc.

5.5.3   The university logo should include English, Sesotho and Afrikaans.

5.6   Language of institutional transactions

5.6.1   English, Sesotho and Afrikaans will be the primary languages used for both internal and external transactions, such as telephone responses and face-to-face enquiries, based on mutual agreement between/amongst staff members, students and/or another person, provided that no other party or third person is linguistically excluded from such an institutional transaction.

5.6.2   University statutory and other high-level meetings will be conducted in English. However, depending on the target audience, meetings within departments, sections and units may be conducted in English, Afrikaans or Sesotho, or these languages may be used interchangeably, based on the target audience.

5.6.3   Official university ceremonial or commemorative events such as graduation ceremonies, official openings, bereavement ceremonies and public lectures should reflect the use of the three chosen languages of the university (English, Sesotho and Afrikaans). Cultural events will be presented in any applicable language to reflect the linguistic diversity of the university. All forms of entertainment and sport will be conducted in any of the university's chosen languages, depending on the target audience, and provided that no other third party or person is linguistically excluded.

5.7   Language of record

5.7.1   English will be used as the language of record in agendas, minutes of statutory and high-level meetings, policies, procedures, manuals, official e-mails and all records of CUT.

5.7.2 English, Sesotho and Afrikaans will be used in communiqués to staff and students, university advertisements, and e-mail communication between staff members who wish to communicate with one another in their mother tongue.

5.8 **Employee or student relations**

5.8.1 All participants in employee or student relations matters have the right to make use of the services of an interpreter to interpret the proceedings in any of the official South African languages of their choice, or to make use of the services of a qualified South African Sign Language Interpreter.

5.8.2 A participant, employee or student at a disciplinary hearing must notify the university at least seven days prior to commencement of the hearing that he/she will be using a language other than English, to enable CUT to provide interpreting services; or that he/she requires a qualified South African Sign Language Interpreter.

6. ROLES AND RESPONSIBILITIES

6.1 All employees and stakeholders have a responsibility to adhere to the CUT Language Policy.

6.2 Each faculty and support department of the university must adopt and implement a language plan, in consultation with the applicable executive manager, the Management Committee (Mancom), and Senate. Such language plans should be consistent with this policy. CUT's Language Policy Implementation Plan provides more details in terms of all the respective roles, responsibilities and timelines, and how the policy is to be implemented.

6.3 PanSALB will assist CUT in monitoring and evaluating the implementation of the university's language policy.

7. DELEGATION OF AUTHORITY

CUT's Delegations Register identifies the delegations related to the implementation of this policy.

8. REVIEW OF THE POLICY

8.1 The CUT Language Policy will be reviewed every three years, and in consideration of developments in the Language Policy Framework for Public Higher Education Institutions and CUT's own language dynamics amongst its students, staff and stakeholders.

8.2 The reviews mentioned in Paragraph 8.1 will not exclude any intermittent amendments made during any three-year period, should they be required in terms of legislation, or demanded by a changing policy framework.

9. RELATED DOCUMENTS

The CUT Language Policy should be read in conjunction with the following documents:

- Constitution of the Republic of South Africa, 1996;
- Higher Education Act (Act No. 101 of 1997), and amendments thereto;
- the White Paper for Post-School Education and Training (2013);
- Language Policy Framework for Public Higher Education Institutions (2020);
- the National Curriculum Statement: Curriculum and Assessment Policy Statement Grade R to 12 (2010);
- PanSALB Act (Act No. 59 of 1995);

- the National Development Plan;
- the CUT Statute;
- CUT's Language Policy Implementation Plan;
- CUT's Vision 2030;
- CUT's Strategic Plan 2021 – 2025; and
- CUT's Transformation Plan.

CHAPTER 9

SUMMARY OF ASSESSMENT RULES AND REGULATIONS: 2024

Please note the following regulations pertaining to assessment at the Central University of Technology, Free State (CUT) for the year 2024.

Students are responsible for ensuring that they are aware of, and that they understand, the various means of assessment for each of the subjects for which they are registered, as explained in their study guides.

1. STATEMENT

The Central University of Technology, Free State (CUT) acknowledges the importance of assessment as a key element of teaching and learning, and ensures quality and principled assessment by lecturers. Assessment of students must be fair, valid, reliable, manageable and transparent.

This procedure must be read in conjunction with the assessment policy, examination policy and procedure, and the CUT Teaching and Learning Plan 2014 – 2024.

2. DEFINITIONS AND ABBREVIATIONS

A **non-repeated question** means a question that has not been included in previous papers.

Academic assessment misconduct is any prohibited and dishonest means leading to a student being awarded a course credit, a higher grade, or being helped to avoid a lower grade. Failure to observe any stated rule with regard to the procedure used in an assessment, or an activity undertaken for academic credit, where such a failure could result in the student gaining relatively greater credit. The university regards *academic misconduct* as a very serious matter.

Admission mark means the minimum admission mark (40%) needed to qualify for a summative assessment.

Assessment is a process whereby evidence of performance is gathered and evaluated against agreed-upon criteria, in order to make a judgement as to whether the learning required for the achievement of a specific outcome is taking place, or has taken place. It determines what a student understands, what he/she knows, and what he/she is able to do.

Collusion may involve one or more candidates agreeing to collaborate with unscrupulous assessment agencies or school authorities; between candidates and invigilators; between supervisors, invigilators and school authorities; or between parents of candidates and invigilators, etc., all with the intent to cheat.

Co-supervisor means the person appointed by CUT to assist the supervisor in discharging his/her responsibilities as supervisor.

Co-promoter means the person appointed by CUT to assist the promoter in discharging his/her responsibilities as promoter.

Curriculum means the prescribed courses/modules to be successfully completed before a qualification can be awarded.

Deferred assessment or deferred summative assessment is offered to students who were unable to participate in the scheduled summative assessment sessions due to illness or special individual circumstances. Deferred assessment sessions are governed by the following administrative rules:

a) If necessary, deferred assessment sessions are scheduled immediately or directly upon conclusion of the June and November summative assessment schedules.
b) A deferred summative assessment may only be considered if the affected student makes a formal application, with supporting evidence (e.g. a medical certificate, etc.), to the Assessment and Graduations Unit within three working days after the scheduled summative assessment session of a particular course/module.
c) No further assessment opportunity beyond a deferred assessment is offered.

Dissertation means the research report submitted, in the prescribed format, in partial fulfilment of the curriculum of a master's degree.

Fairness means conducting assessment in a way that gives students equal and unbiased treatment, regardless of differences in personal characteristics such as race, gender, ethnicity or disability. Assessment is fair when it is manageable or can be completed within the allocated time.

Final mark or final course mark for a course/module means the composite formative and summative assessment mark that is determined in a manner prescribed by the relevant Faculty Board.

Formative assessment mark means a calculated mark based on all assessments done, with manner of calculation being determined by the relevant faculty, and announced to the students accordingly.

Leakage takes place when candidates have knowledge of the actual questions before the assessment day.

Module or course means a structured set of learning activities and outcomes or course offerings within an assigned National Qualifications Framework (NQF) level and credits, and which is assessed independently.

Occasional student means any person who is registered for one or more courses/modules, and who has complied with the admission requirements for the course(s)/module(s), but who is not registered as a candidate for a specific qualification.

Student means any person registered for one or more courses/modules leading towards a qualification at CUT, or who is an occasional student at CUT.

Unit or assessment unit means courses/modules that are sometimes divided into two or more units that are independently assessed, possibly at different times of the year. Generally, units of a course/module do not have a final mark.

Summative assessment means an assessment opportunity assessing all or broad sections of the learning outcomes identified for the course/module, administered by the Assessment and Graduations Unit. Unless the context indicates otherwise, "assessment" will have the same meaning

Formative assessment is a process consisting of a variety of assessment opportunities (such as written tests, assignments and presentations), scheduled on an ongoing basis, and structured as part of teaching and learning during the course or module. The assessment is graded by means of an appropriate assessment tool, such as a rubric or memorandum, culminating in a formative assessment mark captured on the ITS System. The student receives feedback on the assessment towards the achievement of the intended learning outcomes. The formative assessment schedule is approved by the relevant Faculty Board, and published in the student's learning guide.

Supplementary assessment means an extension of the original summative assessment in the form of an oral, project or portfolio, or practical work assessment. The learning aims and achievements covered in such a supplementary assessment are the same as in the preceding summative assessment. The following administrative provisions govern supplementary assessments:

a) All students who obtain between 48% and 49% in the summative assessment at the end of a module or unit are summoned by the examiner/assessor to a supplementary assessment, to confirm the assessment result.

b) A notice with the particulars of candidates summoned for a supplementary assessment is published on the department/faculty noticeboards within four working days after the conclusion of the summative assessment in question.

c) It is the responsibility of the student to have knowledge of the details of a summons to supplementary assessment, especially the date, time and venue of assessment. CUT accepts no responsibility/liability in this regard.

Unless otherwise stated in the faculty rules, **reassessment** means a further assessment opportunity is granted to a candidate who obtains a final mark of between 45% and 49% for a course/module, and who wishes to improve the final mark to 50%. Reassessment is granted under the following administrative conditions:

a) The reassessment of a year course/module (with two or more units) takes place directly after the assessment of the last unit, and covers the learning aims and achievements of all units.

b) The reassessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November each year.

c) No further assessment opportunity beyond reassessment is offered.

Progress report or student progress report means a report indicating the progress of each student, which is mailed to the student and his/her identified sponsor at the end of each quarter. Progress reports between summative assessments are based on the student's continuous assessment marks.

Supervisor means the person appointed by CUT under whose academic direction and guidance a student completes his/her dissertation or treatise.

Promoter means the person appointed by CUT under whose academic direction and guidance a student completes his/her thesis.

Statement of results means a summary of the final marks over all courses/modules already completed, which, subject to the payment of all CUT fees, is supplied to students upon completion of the June and November summative assessments.

Syllabus means a description of the competency and autonomous learning outcomes of a course/module, as well as the learning topics to be covered in order to achieve these outcomes.

Thesis means the research report submitted, in the prescribed format, in partial fulfilment of the curriculum of a doctorate.

Treatise means the research report submitted, in the prescribed format, in partial fulfilment of the curriculum of course work forming part of a master's degree.

3.   ASSESSMENT MODEL FOR ALL PROGRAMMES: 2024

Unless otherwise determined by a resolution of Senate, the proposed calculations for 2024 are as follows:

1.   **Year subjects**

Course   mark –
20%

Subject | Unit   1   Final   mark for

Assessment   mark – 30%
Final mark for subject
Course mark –

Assessment
mark – 30%

45% to
Re-assessment directly
after main assessment
(**first-semester subjects –
June.**
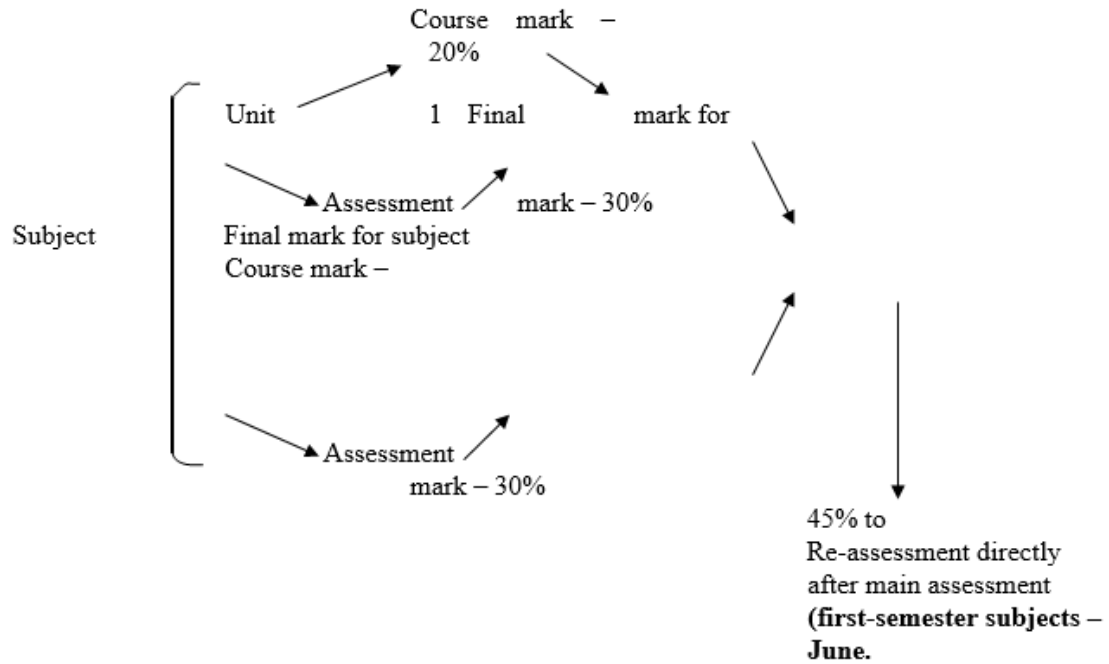
Re-assessment directly after main assessment (**first-semester subjects – June.
Year subjects and second-semester subjects – November**).

Year subjects and
second-semester
subjects – November).

2.   **Semester subjects**

Course mark – 50%

Subject Final mark for subject

Assessment mark – 50%

45% to 49%
Re-assessment directly after
main assessment.
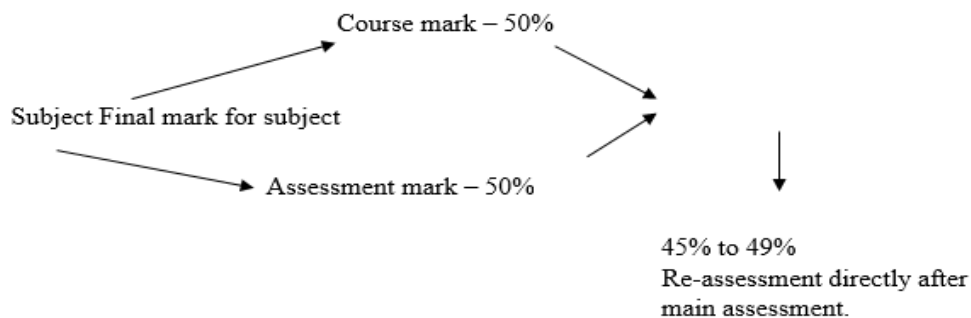
4.   ASSESSMENT AND RESULTS (ALL faculties, unless otherwise specified)

- Unless otherwise stated in the faculty rules, an admission mark of 40% is required for the summative assessment at the end of a course/module/unit.

- A course/module successfully completed counts as a credit only if the student has successfully completed the prerequisite course/modules or has met the admission requirements for the course/module. Senate has the authority to prevent a student from registering for a course/module/unit, unless credit has been awarded for prerequisite courses/modules; and/or co-requisite courses/modules have been successfully completed; and/or the admission requirements have been met.

- A student has "successfully completed" a course/module if he/she has achieved 50% or more as a final mark for the course/module and has participated in all summative assessment opportunities. The course/module is "completed with distinction" if the final mark for the course/module is 75% or above.

5.   THE 2019 RULES FOR ALL PROGRAMMES

(a)   For all Engineering programmes, a subminimum mark of 50% accumulated for practical work and projects in specified subjects is compulsory to gain access to the relevant assessment session and to pass the subject. This rule applies to all those subjects identified as such in the study guides.

(b)   An admission mark of at least 40% is required for main assessments.

(c)   A re-assessment is granted to a candidate who has achieved a final mark of 45% – 49% in a subject. The re-assessment of a year subject – covering the subject content of the entire year – takes place directly after the main assessment in November. The re-assessment of semester subjects takes place immediately after the main assessment in June, while the reassessment of second-semester and year subjects takes place in November.

•Please note that once a student has been granted a re-assessment or a special assessment opportunity as a result of illness or some other reason, no additional such assessment opportunity will be granted.

5.1 Summative assessment schedule

5.1.1 A schedule of all summative assessments (i.e. dates, times and venues for summative assessment opportunities), supplementary assessments and deferred assessments, normally at the beginning of June and November each year, will be compiled by the Assessment and Graduations Unit, taking into consideration the type of prescribed assessments and the information contained in the CUT Calendar.

5.1.2 The Assessment and Graduations Unit will publish the summative assessment schedule, as per the Year Programme, on the CUT Student iEnabler and/or the internet (Student Portal). Neither this schedule, nor extractions thereof, for individuals will be mailed to students, and it remains the duty of every student to confirm the dates, times, venues, etc. of assessments. CUT accepts no responsibility/liability for any damages, now or in the future, of any nature whatsoever, resulting from, or related in any manner to, a student's failure to attend an assessment opportunity.

5.2 Publication of summative assessment results

5.2.1 Following the summative assessment, and in accordance with the Year Programme, the Assessment and Graduations Unit will forward the summative assessment results to candidates by means of a Statement of Results. The candidates' summative assessment results will be published on the CUT Student iEnabler and/or internet (Student Portal). No results will be supplied telephonically. Assessment results appearing on the CUT website (Student iEnabler) reflect student numbers only, so as to protect the privacy of individual students.

5.2.2 **The Assessment and Graduations Unit is the only official body permitted to supply candidates with their official assessment results. No academic or support services staff member may supply any candidate with his/her assessment results.** CUT accepts no responsibility for any consequences resulting from any such unofficial communication of assessment results, nor any liability for consequences of any nature whatsoever resulting from the withholding of results.

5.2.3 CUT reserves the right to rectify any *bona fide* errors in assessment results or the compilation of summative assessment results, and may set aside any certificate or award granted as a result of such *bona fide* errors. In such an instance, CUT will give the affected student(s) written notification of all changes made.

5.2.4 **A candidate who is in arrears with any CUT fees, or who does not comply with the admission requirements, will not be entitled to receive his/her final mark in the course/module(s) for which he/she is enrolled. CUT accepts no responsibility for any consequences resulting from such withholding of results.**

5.3 Supplementary assessment

5.3.1 Grounds for granting supplementary assessment

(1)   In accordance with the approved rules formulated by the relevant faculty, and on completion of the prescribed summative assessment, the examiner/assessor may summon a candidate for a supplementary assessment in any course/module as an extension of the original assessment. Such a supplementary assessment will be administrated as a whole, at the discretion of the relevant department, provided it takes place no more than four working days after the conclusion of the summative assessment period announced in the CUT Calendar and/or Year Programme. If a candidate fails to report for the supplementary assessment, his/her original mark will then be confirmed as the summative assessment mark.

(2)   No supplementary assessment will be granted on the grounds that a student has mistaken the time, date or place of a summative assessment opportunity. This rule will apply to all other assessment opportunities, including assignments and projects in terms of the deadline for submission.

5.3.2 Nature and requirements of supplementary assessment

(1) An examiner/assessor may summon a candidate for assessment as an extension of the original summative assessment in the form of an oral, project or portfolio, or practical work assessment. The learning aims and achievements covered in such a supplementary assessment are the same as those covered in the preceding summative assessment.
    The following administrative provisions govern supplementary assessment:

(i)   All students who have achieved between 48% and 49% in the summative assessment at the end of a module or unit are also summoned by the examiner/assessor for a supplementary assessment to confirm the assessment result.

(ii)   A notice with the particulars of candidates summoned for a supplementary assessment is published on the relevant department's/faculty's noticeboards within four working days after conclusion of the summative assessment in question.

(iii)   It is the responsibility of the student to acquaint him-/herself of a summons to supplementary assessment, particularly the date, time and venue of assessment. CUT accepts no responsibility/liability in this regard.

(iv)   For an oral assessment, the same rules apply as for all other assessments of CUT.

1.   An assessor as well as a scribe must be available during an oral assessment. The scribe must take down the answers of the student, in writing, for future reference.

2.   The student, scribe and assessor should sign the script to ensure that it is the correct answer script.

3.   During official oral assessments, the Assessment and Graduations Unit will supply a tape recorder to record the answers of the student, for further reference.

5.4   Re-assessment

5.4.1 **Unless otherwise stated in a faculty's rules**, this is an assessment opportunity granted to a candidate who has achieved a final mark of between 45% and 49% for a course/module, and who wishes to improve the final mark to 50%. Re-assessment is granted under the following administrative conditions:

(1)   The re-assessment of a year course/module (with two or more units) takes place directly after the summative assessment of the last unit, and covers the learning aims and achievements of all units;

(2)   A re-assessment will in all material academic respects conform to the planned summative assessment stipulations of the course/module;

(3)   The re-assessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November each year; and

(4)   There is no further assessment opportunity offered following a re-assessment.

5.4.2 The names of candidates who qualify for re-assessment must be identified by the examiner and communicated to the Assessment and Graduations Unit, for publication on the central noticeboards, four working days before the re-assessment is to be conducted. Again, it is the responsibility of students to acquaint themselves of such notices, and CUT accepts no responsibility in this regard.

5.5 Deferred assessment

5.5.1 This assessment opportunity is offered to students who were unable to participate in the scheduled summative assessment session(s) due to illness, on medical grounds, or as a result of individual circumstances. Deferred assessment sessions are governed by the following administrative rules:

(1)   If necessary, they are scheduled immediately or directly upon conclusion of the June and November summative assessment schedules;

(2)   A deferred summative assessment may only be considered if the affected student makes a formal application with proof (e.g. a medical certificate, etc.), and submits the application to the Assessment and Graduations Unit within three working days after the scheduled summative assessment in a particular course/module; and

(3)   There is no further assessment opportunity following a deferred assessment.

5.5.2 The same grounds listed above would also apply to an application for a deferred assessment to other assessment opportunities called and administered within a faculty. No deferred assessments will be considered and granted on the grounds that a student has mistaken the date, time or place of an assessment.

5.5.3 An application for a deferred assessment should be lodged on the prescribed LS124.3 form, in accordance with policy and procedure, by no later than three working days after the assessment. The application must be supported by a medical or other registered professional report, or other appropriate credible evidence, which must specifically include the following information:

(1)   The date of professional consultation (no applications will be considered in cases where the practitioner was visited **after** the date of the assessment opportunity);

(2)   The severity and duration of the complaint; and

(3)   The practitioner's opinion on how the reported condition could adversely affect the student's assessment preparation and/or performance.

5.5.4 If a student qualifies for a deferred assessment opportunity, but nevertheless participates in a course/module assessment, he/she loses all rights or claims to a deferred assessment.

5.5.5 Should a student contract a communicable disease (e.g. chicken pox, measles, etc.) during the period of the summative assessment, he/she must consult a medical practitioner immediately to determine whether he/she is medically fit to continue participating in any or all further assessments. If the recommendation is that the student is unable to participate in any assessment(s), the absence will be treated as absence on valid grounds; otherwise, arrangements will be made to hold the assessment(s) in a quarantined room.

5.5.6 Special assessment opportunity: A student who requires only a single course/module to meet all the requirements for a degree/diploma/certificate, but who participated unsuccessfully in that course/module during the preceding semester/year, qualifies for a special assessment opportunity in the course/module concerned, provided that he/she complies with the following criteria:

(1)   Only one course/module is outstanding in order for the registered qualification to be awarded.

(2)   The student must have earned an official admission mark for the course/module, and must have unsuccessfully participated during his/her final year of study in the course/module outstanding for the qualification to be awarded. In cases where CUT fails to present a course/module, or where courses/modules are presented in cycles over the period of a year or longer, special permission may be granted by the relevant faculty for a special assessment opportunity if the course/module was offered previously.
A student who qualifies for, but subsequently fails, the special assessment at the end of the first semester will not qualify for a second special assessment at the end of the year.

A student who requires only one course/module at the end of an academic year, and who qualifies for assessment in the subject during his/her final year of study, will qualify for a special assessment. If a student qualifies for a first-semester course/module, the existing course mark will be carried over.

(3)   A candidate must apply for a special assessment opportunity in writing (on form LS124.3) to the Assessment and Graduations Unit, or must submit his/her application by registered mail.

(4)   An application for a special assessment opportunity must reach the Assessment and Graduations Unit within two weeks after publication of the assessment outcomes/results. This deadline will not be amended on any account.

5.5.7   Scheduling of deferred and special assessments

(1)   Unless Senate decides otherwise, all deferred and special assessments will be conducted at the end of each semester.

(2)   Subject to the special circumstance in paragraph 1.4.6.6, the Assessment and Graduations Unit may schedule alternative dates for special assessment opportunities, and will communicate the dates, times and venues of such assessment opportunities to the affected students.

(3)   Deferred and special assessments will, in all material academic respects, conform to the planned summative assessment stipulations of the course/module.

5.6   Assessment result/outcome notations

All courses/modules will be assessed, and the final mark awarded (irrespective of any numeric value) will be coded according to the following approved academic progress symbols/notations	Meaning	Notional %
PD	Pass, or successful completion with distinction.	75% – 100%
PE	Credit (recognition).	50%
P	Pass, i.e. successful completion.	50% – 74%
PU	Provisional pass, or provisionally successful completion, subject to an investigation.	50% and higher
F	Fail, or unsuccessful completion.	Below 50%
FD	Fail due to disciplinary sanctions.	0%
FT/FS	Deferred assessment opportunity granted.	
FX	Fail, or unsuccessful completion due to absence without prior notice.	
FN	Results/assessment outcomes not yet available.	
FC	Continuous assessment results/assessment outcomes not available.	
F9	Reassessment.	
P4	Recognised in terms of the recognition of prior learning (RPL) policy.	
FR	Fail subminimum.	

5.6.1 Date of issue of qualifications

The date of issue of a qualification is the first day of the month following the month in which the assessment results/outcomes of the last summative assessment were published by the Assessment and Graduations Unit.

5.6.2 Awarding of qualifications *cum laude* (i.e. with honours)

Subject to the approval of Senate, as well as compliance with the applicable rules of the relevant faculty, a qualification may be awarded *cum laude,* provided the candidate meets the following criteria:

(1)   The candidate has participated in and successfully completed all courses/modules prescribed for the qualification in question;

(2)   The candidate has passed or successfully completed all prescribed courses/modules of the qualification on the first attempt;

(3)   The candidate has achieved an overall average of 75% or above for all prescribed courses/modules of the qualification; and

(4)   The candidate has achieved an overall average of 75% or above for all exit-level courses/modules of the qualification.

5.7   Academic review of student progress

5.7.1 A student is considered to be academically unsuccessful in the following instances:

- In the case of a first-year student: Failing all subjects for which he/she is enrolled;
- In the case of a senior student: Failing, on two consecutive attempts, 50% or more of the subjects for which he/she is enrolled, and/or cancelling some or all modules or the course for which he/she is registered after registration control day.

5.7.2 In the case of full-time students, the qualification must be completed in the minimum stipulated study period, plus an additional complement/add-on of half the minimum study period. In essence, this implies that the period will be rounded off to the next full academic year, meaning that, for example, a three-year qualification must be completed within the maximum period of five years.

5.7.3 Part-time students must complete the qualification in double the minimum time allowed, meaning that, for example, a three-year qualification must be completed within the maximum period of six years.

5.7.4 It must be noted that, in the case of a qualification being phased out, Senate will implement *ad hoc* arrangements in order to resolve the matter.

5.7.5 **Prognosis of unsatisfactory academic progress:** *A student is identified as "academically at risk" on the basis of the same criteria as stipulated in par. 1.8.1.1 above, but applicable only to the continuous assessment marks as on the third Monday in April (for the first semester), or the third Monday in September (for the second semester), or the working day immediately thereafter. In making this determination, faculties must ensure that a continuous assessment mark is recorded for each and every student on an official database*.

5.8   Procedure for student objections or appeals

A student who has been instructed by the Assessment Committee or the relevant faculty to subject him-/herself to the measures outlined in par. 1.8.3.1(2) and 1.8.3.1(3) above, may object to or appeal against that decision by means of the following procedure:

(1)   A written objection, accompanied by supporting evidence, may be lodged with the Assessment Committee.

(2)   Such an objection must be lodged by the last working day on or before the applicable date specified below (alternative dates may be published in the annual CUT Calendar).

Courses/modules offered during the first semester and over the course of the year	03 February
Courses/modules offered during the second semester	25 July

(3)   Upon receipt of such an appeal or objection, the Assessment Committee will convene an Appeals Committee consisting of the following members:

(i)   Registrar;
(ii)   Dean or senior academic member of the faculty concerned;
(iii)   Assistant Registrar: Academic Structure and Student Enrolment Services; (iv) Deputy Registrar: Student Services; and
(v)   An SRC member delegated by the SRC.

(4)   When considering an objection or appeal, the Appeals Committee will take the following factors into account:

(i)   The academic ability of the student in question, as reflected in his/her academic record, as well as the time limit allowed for completion of the courses/modules prescribed by the curriculum or the enrolment contract; (ii) CUT's institutional duty to encourage and support:
(a)   Student success, even if based on reduced learning targets; and/or
(b)   Student compliance with contractual obligations; and
       (iii) If applicable, the current enrolment measured against any limits in this regard, with the Appeals Committee having no jurisdiction to make any adjustments to the existing enrolment limits.

(5)   Academic exclusion will be enforced as follows:

(i)   In the case of a student registered for a year programme, the period of academic exclusion will not exceed two years.
(ii)   In the case of a student registered for a semester programme, the period of academic exclusion will not exceed two semesters.
(iii)   The duration of academic exclusion will be determined by the nature of the academic shortcomings exhibited by the student, the time required to address such shortcomings, and the evidence provided in this regard.

(6)   The Assessment and Graduations Unit will notify the student in writing of the decision of the Appeals Committee, and will likewise report the decision to the Assessment Committee.
(7)   Should a student feel aggrieved by the decision of the Appeals Committee, he/she may lodge a final appeal or objection with the Executive Committee of Senate for a final ruling on the matter.

6.   REMARKING

Remarking means that an assignment/answer script, which has not been altered or extended by the student, is marked for a second time.

6.1 In accordance with the provisions in the *Student Assessment Manual of the Central University of Technology, Free State*, should a student be of the opinion that an individual assignment/answer script has been marked unfairly or inappropriately, a request for remarking (on the prescribed form) may be addressed to the Assistant Registrar: Assessment and Graduations within three weeks after publication of the results. ***An administrative fee per subject is payable before any application will be processed.***

6.2 An assignment may only be submitted for remarking once.

6.3 If the remarking culminates in an amended mark or result, that result is the final result.

7. EXTRA TIME DURING ASSESSMENTS

In accordance with the *policy and procedure for the granting of extra time and other concessions during officially scheduled tests and assessments at the Central University of Technology, Free State,* extra time is allocated to persons with obvious physical, psychological or emotional disabilities, to allow them to complete their tests and assessments. Alternative arrangements are also made where necessary, e.g. oral assessments may be permitted.

7.1   A maximum of 15 extra minutes per hour is allowed.

7.2   The allocation of extra time is indicated on the diploma/degree/certificate of the student.

7.3 Students must apply for extra time at the Centre for Counselling and Social Services, using form LS227.1 (*Application for the granting of extra time or other concessions during officially scheduled tests and/or assessments of the Central University of Technology, Free State*), at least two weeks before classes commence. Applications must be accompanied by supporting documentation.

7.3.1 <u>Students entitled to variations on the standard summative assessment requirements</u>

a)   The following groups of students shall be entitled to variations on the standard assessment requirements for summative assessment:

   (i)   Students with temporary or permanent physical disabilities.
   (ii)   Students with prior written permission to use special equipment, books, documents and/or other special requirements to complete the assessment.

b)   A student seeking or expecting a variation on the standard assessment requirements for summative assessment must complete an application form (available from the Assessment and Graduations Unit). The Wellness Centre is required to submit a recommendation together with the application to the Assessment and Graduations Unit. The relevant Faculty Dean will approve/reject the application, after which the decision will be communicated to the student in writing by the Assessment and Graduations Unit.

c)   The faculty may vary the other standard assessment requirements to accommodate the groups of students mentioned in paragraph 1.2.2.2(a).

7.3.2 <u>Responsibilities of students with temporary disabilities</u>

a)   In accordance with procedure, a student with a temporary disability is required to complete the standard application form (LS 227.1) to be considered for extra time and/or other variations on the conditions for summative assessment, and to submit such to the Assessment and Graduations Unit within five working days after the temporary disability manifests itself, and at least five working days prior to the scheduled summative assessment opportunity. It is recommended that the student seeks the advice and support of the Wellness Centre before submitting the application.

b)   In the application, the student will be required to provide documentary evidence from a statutory registered practitioner appropriately qualified to evaluate the disability in question, and the way in which it relates to the need for a variation on the normal summative assessment conditions.

c)   The Wellness Centre is required to submit a recommendation on the *pro forma* application form, subject to the approval of the relevant Faculty Dean, identifying the nature and extent of the extra time and/or other conditions applicable to any assessment to be undertaken by the student. This form is then forwarded to the Assessment and Graduations Unit.

d)   Prior to the assessment session in question, the Assessment and Graduations Unit will notify both the student (in writing, and also telephonically, if possible) and the invigilator of any extra time and/or other variations granted.

7.3.3 <u>Responsibilities of students with permanent disabilities</u>

a)   Upon applying for admission as a student, any person with a permanent disability must indicate the nature of that disability, as well as the associated requirements in terms of support, curriculum adaptation and variations on assessments. The relevant Faculty Board will evaluate and consider such an application without unfair discrimination.

b)   The Faculty Board shall advise all relevant employees, including those in the Assessment and Graduations Unit, of the agreed-upon variations on the assessment conditions.

7.3.4 <u>Use of special equipment, books and documents, and other special requirements</u>

a)   Any variations approved by the Executive Committee (Exco) of the Faculty Board must be clearly indicated on the cover page of all documents.

b)   The Assessment and Graduations Unit must ensure that the summative assessment venue is suitable for any approved variations on the standard requirements, and must give the Chief Invigilator advance written notice of any variations applicable to a venue.

8.   SUBJECT RECOGNITION

8.1 In accordance with the *policy and procedure with regard to subject recognition of prior learning, qualifying for the issuing of a qualification, and recognition of qualifications of South African as well as foreign students,* applicants requesting credit must address a written application on the prescribed form to the Assistant Registrar: Assessment and Graduations. Satisfactory documentary evidence in support of such applications must be provided. ***An administrative fee per subject is payable before any application will be processed.***

8.2 The holder of a university qualification certificate must have:

(a)   Complied with the admission requirements for the qualification, including the admission requirements of the courses/module prescribed for the qualification;
(b)   Been assessed and found competent in all the competences and skills prescribed for the qualification;
(c)   Completed more than 50% of the credits of the prescribed courses/modules for the qualification with the university; and
(d)   Completed more than 60% of the credits of the exit or final academic year of the prescribed curriculum for the qualification with the university.

8.3 Final dates for the submission of applications for subject recognition at the Assessment and Graduations Unit:

For registration during semester 1 and year courses: 25 January
For registration during semester 2:   10 July

9. STUDENT ACADEMIC MISCONDUCT

9.1 Student academic misconduct is a particular form of student misconduct, also subject to the student disciplinary regulations.

9.2 Academic misconduct

Academic misconduct, whether inadvertent or deliberate, includes the following:

(1)   Presenting data with respect to practical work, projects or other work that has been copied, falsified or otherwise improperly obtained;

(2)   Plagiarising the work of others – i.e. claiming or insinuating ownership of another person's intellectual and/or academic work – which is a specific and very serious form of academic misconduct that encompasses the following:

    (i)   Copying one or more sentences or paragraphs, word for word, from one or more sources/persons, or presenting one or more substantial extracts from any book, article, thesis, working paper, seminar/conference paper, internal report, lecture notes or tape <u>without clearly indicating their origin or source</u> by means of appropriate referencing;

    (ii)   Paraphrasing one or more sentences or paragraphs from one or more sources/persons, or presenting one or more substantial extracts from any book, article, thesis, working paper, seminar/conference paper, internal report, lecture notes or tape <u>without clearly indicating</u> their origin or source;

    (iii)   Submitting the work of another person in whole or in part;

    (iv)   Using another person's ideas, work or research data without acknowledgement;

    (v)   Submitting work done by someone else on the student's behalf;

    (vi)   Copying computer files, algorithms or computer codes without clearly indicating their origin;

    (vii)   Submitting work derived in whole or in part from another person's work by a process of mechanical, digital or other transformation (e.g. changing variable names in computer program;

(3)   Including material in individual work that was compiled with significant assistance from another person in a manner that is unacceptable according to the assessment guidelines for the course/module;

(4)   Providing assistance to a student in the presentation of individual work in a manner that is unacceptable according to the assessment guidelines for the course/module;

(5)   Intentionally acquiring, using or attempting to use unauthorised information, materials or study aids;

(6)   Conspiring to commit, or being complicit in committing, an act of academic misconduct or dishonesty;

(7)   Facilitating academic dishonesty by intentionally or knowingly assisting or attempting to assist another person in the act of violating any stipulation of the CUT Code of Academic Integrity, or any relevant rules, regulations, policies or procedures;

(8)   Fabricating information through the intentional and unauthorised falsification or invention of any information or citation in any academic exercise;

(9)   Violating any academic integrity rules of a faculty/department/programme or the University, including the abuse and/or misuse of computer access and information;

(10)   Deliberately forging, or fabricating without authorisation, any official stationery, and/or fraudulently misusing any official stationery or unauthorised fabrications thereof; and

(11)   Committing or being complicit in committing any other action not covered by the above clauses, but which may be judged by Senate to be an act of unethical academic conduct.

9.3 Code of Academic Integrity

9.3.1 Jurisdiction of the Code of Academic Integrity

(1) This Code of Academic Integrity shall have jurisdiction on all properties under the control of CUT, including, but not limited to, its campuses.

(2) Any transgression or violation of this Code of Academic Integrity will be dealt with in accordance with the existing disciplinary rules, regulations, policies, procedures and sanction guidelines of CUT.

9.3.2 Academic dishonesty

(1) Academic dishonesty is an act of misrepresenting another person's work as one's own, taking credit for the work of others without acknowledgement and/or appropriate authorisation, and/or fabricating information.

(2) Common examples of academically dishonest behaviour include, but are not limited to, the following:

(i) Cheating:
Intentionally using or attempting to use unauthorised information, materials or study aids in any academic exercise (including assessment); copying answers from another student's assessment paper; submitting work for an in-class assessment that has been prepared in advance; representing material prepared by another person as one's own work; submitting the same work in more than one course/module without the express permission of all lecturers/educators concerned; violating any rules governing the administration of assessments; and violating any rules relating to the academic conduct prescribed for a course/module or academic programme.

(ii) Forgery:
Intentionally, and without authorisation, falsifying and/or inventing any data, information or citation in an academic exercise conducted under the auspices of CUT.

(iii) Plagiarism:
Intentionally or negligently representing the words, ideas or sequence of ideas of another person as one's own in any academic exercise conducted under the auspices of CUT; alternatively, failing to attribute any quoted, paraphrased or borrowed information to the proper source (refer to par. 1.6.1.2(2) above).

(iv) Falsification and/or forgery of academic documents:
Knowingly making a false or misleading statement by concealing material information to this fact and/or forging a CUT official's signature on any academic document or record, including, but not limited to, an application for admission, transcript, add-drop form, request for advanced standing, and/or request to register for a graduate-level course. The falsification or forgery of a non-academic CUT document, such as a financial aid form, shall be considered a violation of the general student rules and regulations.

(v) Facilitation of academic dishonesty:
Intentionally or knowingly assisting or attempting to assist another person in committing an academically dishonest act.

9.3.3 Reporting suspected incidents of academic dishonesty

(1) It is the moral and operational responsibility of every member of the CUT community to respond to any suspected act of academic dishonesty by:

(i) Confronting the suspect(s) and encouraging him/her/them to report the incident and confess his/her/their involvement;

(ii) Reporting his/her suspicions and reasons for such to a CUT official, e.g. lecturer/educator; and/or

(iii) Reporting the incident to the Academic Integrity Committee.

(2)   Turning oneself in and confessing after having committed an act of academic dishonesty is strongly encouraged and may be considered a mitigating factor in determining appropriate sanctions.

9.3.4 Actions to encourage and support academic honesty

(1)   Within the parameters approved by Senate, lecturers/educators are responsible for determining the appropriate learning and assessment activities to advance and support the educational outcomes of a course/module, including the personal values and conduct modification aims relevant to the course/module. Academic honesty must be upheld as an implicit educational outcome of all courses/modules.

(2)   Lecturers/educators are encouraged to:

(i)   Clearly explain to students their expectations regarding the completion of assessment tasks, including the permissible level of collaboration with others;

(ii)   Maintain high standards when it comes to securing confidential information and material, including assessment material;

(iii)   Be creative and innovative in devising assessment questions/tasks, and remove the element of predictability from such; and

(iv)   Afford students the opportunity to confirm their commitment to academic integrity in various settings, including assessments and other educational assignments. The following student declaration may be used for this purpose:
"I, {student's name and student number}, affirm that I have completed this assignment/assessment in accordance with the CUT's Code of Academic Integrity, that I have properly acknowledged all sources used, and that the work is my own intellectual product."

9.3.5 Sanction inscription on a student's record

(1)   In the event of a student being found guilty of academic dishonesty and unless otherwise prescribed by the Code of Student Conduct, all sanctions under this code – with the exception of failure of a particular assignment– shall be marked on the respondent's permanent record with the inscription "Academic Dishonesty".

(i)   In the case of failure of a course/module, the notation shall remain on the student's record for a minimum of one year.

(ii)   In the case of suspension or expulsion from a course/module, the notation shall remain on the student's record for a minimum of one year.

(2)   Once the minimum time period has elapsed, the student may petition the Registrar for the removal of the sanction inscription from his/her permanent record. This provision shall not, however, prohibit any programme, department or faculty of CUT from retaining records of violations and reporting such violations as required by the relevant professional accreditation standards.

10.   GENERAL INFORMATION

10.1   The results and assessment timetables for the various assessment opportunities are available as follows:

(a)   The CUT website (https://pr.cut.ac.za)

10.2   Please note that it is sometimes necessary to divide large class groups into smaller groups during assessments. Students must consult the individual assessment timetables for information on the venue in which the assessment is to be conducted.

10.3   A student may not take into the assessment room any books, dictionaries, calculators, notes, other documents, or any written or printed matter or devices except those authorised by the assessor and indicated on the cover page of the question paper.

10.4   CUT accepts no responsibility/liability for any loss of, or damage to, personal property in assessment venues.

CHAPTER 10

EXAMINATION POLICY

1.   POLICY STATEMENT (REASON, NATURE, AND OBJECTIVES)

Examination plays an important part in the assessment of knowledge and skills acquired by students as a result of studying a particular course. CUT conducts examinations in the form of both written and practical assessments. This policy outlines the basic principles supporting examinations, and the expectations of students and lecturing staff.

The examination policy should be read in conjunction with the assessment policy, assessment procedure, and examination procedure.

1.1   Definitions and abbreviations

Admission mark means the minimum course mark (50%) needed to qualify for a summative assessment.

Academic dishonesty means an act or an attempted act of deceit to gain or facilitate academic credits.

Continuous assessment means a form of educational examination that evaluates a student's progress throughout a prescribed course. It is often used as an alternative to the final examination system. Promoters of continuous assessment argue that the approach allows the tracking of progress, and has a chance of offering students more support, guidance, and opportunities to improve during the course or programme.

Curriculum means the prescribed courses/modules to be successfully completed before a qualification can be awarded.

Deferred assessment or **deferred summative assessment** means an assessment offered to students who were unable to participate in the scheduled summative assessment sessions due to illness or special individual circumstances. Deferred assessment sessions are governed by the following administrative rules:

(i)   If necessary, deferred assessment sessions are scheduled immediately or directly upon conclusion of the June and November summative assessment schedules.
(ii)   A deferred summative assessment may only be considered if the affected student makes a formal application, with supporting evidence (e.g., medical certificate, etc.), to the Assessment and Graduations Unit (AGU) within three work days after the scheduled summative assessment session of a particular course/module.
(iii)   No further assessment opportunity beyond a deferred assessment is offered.

Dissertation means the research report submitted, in the prescribed format, in partial fulfilment of the curriculum of a master's degree.

Examination duration means the time allocated for the writing of an examination paper, i.e., 120/180 minutes, excluding reading time.

Examination timetable means the scheduled dates for the assessment of subjects.

Final mark or **final course mark for a course/module** means the composite formative and summative assessment mark, which is determined in a manner prescribed by the faculty board.

Formative assessment means a process consisting of a variety of assessment opportunities (such as written tests, assignments, and presentations), scheduled on an ongoing basis, and structured as part of teaching and learning during the course or module. The assessment is graded by means of an appropriate assessment tool such as a rubric or memorandum, which culminates in a formative assessment mark captured on the Integrated Tertiary Software (ITS) system. The student receives feedback on the assessment towards the achievement of intended learning outcomes. The formative assessment schedule is approved by the faculty board and published in the student learning guide.

Formative assessment mark means a calculated mark based on all assessments done, with the manner of calculation being determined by the faculty and announced to the students accordingly.

Leakage means when candidates have knowledge of the actual questions before the assessment day.

Module or **course** means a structured set of learning activities and outcomes or course offerings within an assigned National Qualifications Framework (NQF) level and credits, and which is assessed independently.

Non-repeated question means a question that has not been included in previous papers.

Occasional student means any person who is registered for one or more modules, and who has complied with the admission requirements for the course(s)/module(s), but who is not registered as a candidate for a specific qualification.

Promoter means the person appointed by CUT under whose academic direction and guidance a student completes his/her thesis.

Reassessment, unless otherwise stated in the faculty rules, means a further assessment opportunity granted to a candidate who achieves a final mark of between 45% and 49% for a course/module, and who wishes to improve the final mark to 50%. Reassessment is granted under the following administrative conditions:

(i)   The reassessment of a year course/module (with two or more units) takes place directly after the assessment of the last unit, and covers the learning aims and achievements of all units.
(ii)   The reassessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November each year.
(iii)   No further assessment opportunity beyond reassessment is offered.

Student means any person registered for a courses/module leading towards a qualification at CUT, or who is an occasional student at CUT.

Summative assessment means an assessment opportunity assessing all or broad sections of the learning outcome identified for the course/module, administered by the AGU. Unless the context indicates otherwise, "assessment" will have the same meaning.

Supplementary assessment means an extension of the original summative assessment in the form of an oral, project, portfolio, or practical work assessment. The learning aims and achievements covered in such a supplementary assessment are the same as in the preceding summative assessment.

The following administrative provisions govern supplementary assessments:

(i)   All students who achieve between 48% and 49% in the summative assessment at the end of a module or unit are summoned by the examiner/assessor to a supplementary assessment to confirm the assessment result.

(ii)   A notice with the particulars of candidates summoned for a supplementary assessment is published on the departmental noticeboard and on the Student Portal within four work days after the conclusion of the summative assessment in question.

(iii) It is the responsibility of the student to have knowledge of the details of a summons to supplementary assessment, especially the date, time, and venue of assessment. CUT accepts no responsibility/liability in this regard.

Statement of results means a summary of the final marks over all courses/modules already completed (pass or fail), and, subject to the payment of all CUT fees, is supplied to students on completion of the June and November summative assessments.

Syllabus means a description of the competency and autonomous learning outcomes of a course/module, as well as the learning topics to be covered in order to achieve these outcomes.

Supervisor means the person appointed by CUT under whose academic direction and guidance a student completes his/her dissertation or treatise.

Thesis means the research report submitted, in the prescribed format, in partial fulfilment of the curriculum of a doctorate.

Treatise means the research report submitted, in the prescribed format, in partial fulfilment of the curriculum of course work forming part of a master's degree.

Unit means courses/modules that are sometimes divided into two or more units that are independently assessed, possibly at different times of the year. Generally, units of a course/module do not have a final mark.

1.2   Abbreviations and acronyms

AGU means Assessment and Graduations Unit.

ARC means Assessment Review Committee.

CUT means Central University of Technology, Free State.

CUTIS means CUT Innovation Services

DHET means Department of Higher Education and Training (DHET).

HEI means higher education institution.

HoD means head of department.

ITS means Integrated Tertiary Software [system].

NQF means National Qualifications Framework.

POPIA means Protection of Personal Information Act [No. 4 of 2013].

SAQA means South African Qualifications Authority.

Senex means Executive Committee of Senate.

USAf means Universities South Africa (formerly known as Higher Education South Africa [HESA]).

2.   PURPOSE OF THE POLICY

2.1   To maintain the highest standard of academic integrity in examination processes.
2.2   To ensure that examination assesses learning outcomes.
2.3   To establish fair examination processes.
2.4   To provide an excellent assessment support service at CUT.
2.5   To ensure fair treatment to students, including those with disabilities.

3.   SCOPE AND APPLICATION

The examination policy applies to all academic programmes offered by the faculties, departments, and CUT Innovation Services (CUTIS) across CUT, in order to ensure the integrity of examination, which leads to a qualification.

4.   APPROACH AND PHILOSOPHY/PRINCIPLES

The following philosophies/principles inform the assessment of students at CUT:

4.1   CUT's Vision 2030 endeavours to create a harmonious community conducive to applied research, teaching, and learning.
4.2   Promoting CUT's core values, namely integrity, Ubuntu, diversity, innovation, and excellence.
4.3   Ensuring the quality of examination papers.
4.4   Fair treatment of all students.
4.5   Fair treatment of students with disabilities.
4.6   Ensuring the correctness of student course marks.
4.7   Adequate time given to all students.
4.8   Continuous communication to students.

5.   EXAMINATIONS PREPARATIONS

Appointment of assessors, moderators, and members of the Assessment Review Committee (ARC), as well as their tasks and responsibilities

Each faculty board is responsible for nominating and approving assessors and/or moderators for every subject/module to be assessed within the faculty (with further approval by the Executive Committee of Senate [Senex] needed in the case of external assessors and/or moderators).

Moderators shall be appointed for a maximum period of three years, after which that specific moderator may not be used for the same subject/module for a period of at least three years. In exceptional circumstances, Senate may be requested to extend the period of appointment in case of scarce subject expertise.

All such nominations must be submitted to the AGU, for the appointment of assessors and/or moderators.

6.   REMUNERATION OF ASSESSORS AND MODERATORS

6.1   Full-time academic staff members of CUT are not additionally remunerated for examining the students at CUT, except for special examinations.

6.2   Assessors/moderators from outside CUT shall be paid according to tariffs as recommended.

An assessor/examiner/moderator shall be remunerated for compiling a question paper for any examination (i.e., deferred, special circumstances, and special examination) where these examinations are scheduled outside the normal supplementary and special examination periods. The same rates apply as those for remunerating external assessors/assessors/ moderators, as set out in the list of tariffs for remuneration and allowances payable by CUT.

6.3   Academic departments that follow the non-examination assessment model, e.g., continuous assessment, work-integrated learning, etc. shall annually budget for the remuneration of all assessment activities, including moderation, assistant marking, and test invigilation.

6.4   The **chief invigilator** assigned to a scheduled assessment session will be responsible for the organisation and administration of the invigilation within the assessment venue.

6.5   The **invigilator** must ensure that they report to the assessment venue to which they have been assigned at least 45 minutes prior to commencement of the assessment session.

6.6   **Proctoring software** should be used for online examinations.

7.   TYPING AND FORMAT OF TEST AND ASSESSMENT PAPERS

All papers must be provided with a cover page containing the necessary instructions to enable the candidate to answer the correct paper in the correct way.

Papers must be technically edited in accordance with the format contained in the procedure.

All papers must be compiled in accordance with the language policy. In cases where only one language is used by a certain student group, the assessor may compile such a paper in one language only, if students indicate in writing that it is acceptable. A statement to this effect must be submitted to the AGU by the assessor together with the paper.

7.1   Copying of assessment question papers

Assessment books are issued by the AGU itself.

The AGU must complete form LS 98 (photocopy requisition form) based on the number of students per computer printout drawn from the ITS system.

7.2   Examination timetable

The AGU is responsible for compiling the examination timetable. The first draft of the timetable will be published, and clashes will be attended to. Students will be furnished with draft examination timetables for the first and second semesters. It is the responsibility of the student to ensure that he/she does not register for courses that clash on the examination timetable. The final examination timetable will be published **one month before** examination commences.

7.3   Examination scripts

Examination scripts shall always remain the property of CUT and shall not be removed from the examination venue or fall into the hands of unauthorised persons.

Blank examination scripts and other stationery that may be necessary for any examination session shall be delivered to the examination by Assessment Management.

8.   DISCOVERY OF AN ERROR IN A MARK AFTER SUBMISSION OF THE FINAL MARK

8.1   If an error in a mark is discovered after the final mark has been submitted, but before the results are published, the AGU must be notified immediately. The notification must be in writing using the LS 106 form. The Assistant Registrar: AGU will then make the necessary correction to CUT's record.

8.2   When an error is detected in the final marks after the marks are published, the dean will ensure that:

(i)   The mark is corrected if the student has been disadvantaged, and any decisions that might have been made are to be reassessed. The faculty administrator will advise the student about the new results. The published mark is adhered to if the student has been advantaged but the margin of error is small (does not change the result code of the student results).

(ii)   Where the advantage to the student has been considerable and results in a change in the outcome for the subject, or compromises the integrity of the qualification, appropriate corrective action must be taken.

(iii)   At the end of the assessment period, the faculty administrator will submit a schedule to the faculty board showing details of all corrections made after the results have been published and the reasons thereof.

The final decision on the action taken where there have been errors will rest with the vice-chancellor.

8.3   Administration of assessment

For each assessment venue and session (according to the official assessment schedule), a chief invigilator will be appointed by the AGU in accordance with the policy and procedure for the appointment and employment of independent contractors as invigilators during official summative assessment sessions.

8.4   Remarking and resubmission of an assessment

8.4.1   Remarking

Remarking is the process whereby an alternate examiner/assessor reassesses a portion of a student's assessment work, or an entire assessment book, and/or related material, to which the student has made no alterations or additions.

8.4.2   Resubmission

Resubmission is the act of submitting, for assessment purposes, previously submitted assessment work to which the student has since made improvements by means of altering, adding to, rewriting, or reworking the original content.

8.5   Student academic misconduct

Student academic misconduct is a particular form of student misconduct, which is also subject to student disciplinary regulations.

8.6   Academic review of student progress

A student is academically unsuccessful in the following instances:

(i)   In the case of a **first-year student**: Failing all **credit-bearing** subjects for which he/she is enrolled at the end of academic year. A warning letter will be issued to the student indicating poor performance during the year. **Non-credit-bearing subjects do not count during academic exclusions.**

(ii)   In the case of a **senior student**: Failing, on two consecutive attempts, 50% or more of the subjects for which he/she is enrolled, and/or cancelling some or all modules or the course for which he/she is registered, after the registration control date in the academic year. A warning letter will be issued to a student indicating poor performance.

(iii)   **Students are excluded at the end of each academic year, as opposed to at the end of each semester**

First-year students in the Faculty of Engineering, Built Environment and Information Technology are regarded as senior students during second semester registration.

9.   ROLES AND RESPONSIBILITIES

The roles and responsibilities are outlined in the examination procedure.

10.   DELEGATIONS OF AUTHORITY

The deans, heads of department (HoDs), and lecturers are responsible for ensuring the integrity of the examinations.

The Quality Enhancement Unit is responsible for the evaluation of the question papers in the three-year cycle.

The AGU ensures effective assessment practices.

The Registrar's Office is responsible for the moderation and invigilation of formative and summative assessment practices.

11.   REVIEW OF THE POLICY

The policy is reviewed annually to ensure compliance and adherence to legislative changes.

12.   RELATED DOCUMENTS

E/41 –   Admission policy
LS 101.1 –   Checklist: Results
LS 103 –   Reassessment candidates
LS 106.1 –   Declaration of verification of marks
LS 107.3 –   Assessment mark control form
LS 108.2 –   Claim form: External assessors/moderators
LS 118.2 –   Statement of independent work
LS 119 –   Questionnaire on the quality of assessment papers
LS 120.2 –   Application form: Certificates
LS 120.3 –   Application for the issuing of a certificate of conduct

LS 121.2 –   Assessment: Special report on question papers
LS 123 –   Application for subject recognition
LS 124.3 –   Application form: Assessments
LS 215.1 –   Mark sheet (Dissertation)
LS 216.1 –   Mark sheet (Treatise)
LS 217.1 –   Results (Doctorate)
LS 218.1 –   Recommendation on the awarding of a master's degree (dissertation)
LS 219.1 –   Recommendation on the awarding of a master's degree (treatise)
LS 220.1 –   Recommendation on the awarding of a doctorate
LS 227.1 –   Application for the granting of extra time or other concessions during officially scheduled tests and/or assessments of CUT
LS 236 –   Application form: Recognition of prior learning
LS 262 –   Application for the approval of a research project
LS 263 –   Amendment of a title
LS 264 –   Appointment/amendment/addition of a supervisor/co-supervisor/ promoter/co-promoter
LS 265 –   Appointment/amendment/addition of an examiner
LS 266 –   Amendment of an instructional programme that includes a research project form
LS 154 –   Replacement of student card application form

13.   PERSONAL INFORMATION RELATING TO THE EXAMINATIONS

13.1   In line with section 11(1) of the Protection of Personal Information Act (POPIA), No. 4 of 2013, all personal information of students, including examination-related information, will be processed only as far as there are lawful bases for such processing, and this includes any of the following:

(i)   **Consent:** The student, as the data subject, must give clear consent for CUT to process their personal information for a specific purpose. Such consent will be dealt with in line with the provisions of the POPIA.

(ii)   **Legal obligation:** The processing is necessary for CUT to comply with the law. An example would be the sharing of the students' personal information with the South African Qualifications Authority (SAQA) for the purposes of the National Learner Records Database, in terms of the NQF Act.

(iii)   **Public task:** The processing is necessary for CUT to perform a task in the public interest or for CUT's official functions, and the task or function has a clear basis in law. An example would be to cooperate and work with law enforcement agencies in instances where a student may have altered their marks and therefore engaging in fraud. CUT, in such instances, has a public task to expose such acts, without requiring any consent of the student or former student concerned.

(iv)   **Other legitimate interests:** The processing is necessary for CUT's legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the data subject's personal information, which overrides those legitimate interests.

13.2   In accordance with section 14 of POPIA, students' personal information will not be retained any longer than is necessary for achieving the purpose for which the information was collected, unless there are specific provisions in legislation to authorise further retention.

EXAMINATION PROCEDURES

1. STATEMENT

Examination plays an important part in the assessment of knowledge and skills acquired by students as a result of studying a particular course. CUT conducts examinations in the form of both written and practical assessment. The procedure outlines the basic principles that support examinations, and the expectations of students and lecturing staff.

The examination procedure should be read in conjunction with the assessment policy, assessment procedure, and examination policy.

2. DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

Admission mark means the minimum course mark (40%) needed to qualify for a summative assessment.

Academic dishonesty means an act or an attempted act of deceit to gain or facilitate academic credits.

Continuous assessment is regular and ongoing assessment of learning outcomes in a course/module and is accompanied by regular feedback. Continuous assessment can take various forms such as observation of practical skills, written assessment, portfolio of learning evidence, or assessment of competencies. Each continuous assessment opportunity counts towards the final mark for the course/module.

Curriculum means the prescribed courses/modules to be successfully completed before a qualification can be awarded.

Deferred assessment or **deferred summative assessment** means an assessment offered to students who were unable to participate in the scheduled summative assessment sessions due to illness or special individual circumstances. Deferred assessment sessions are governed by the following administrative rules:

(i) If necessary, deferred assessment sessions are scheduled immediately or directly upon conclusion of the June and November summative assessment schedules.
(ii) A deferred summative assessment may only be considered if the affected student makes a formal application, with supporting evidence (e.g., medical certificate, etc.), to the Assessment and Graduations Unit (AGU) within three work days after the scheduled summative assessment session of a particular course/module.
(iii) No further assessment opportunity beyond a deferred assessment is offered.

Dissertation means the research report submitted, in the prescribed format, in partial fulfilment of the curriculum of a master's degree.

Examination duration means the time allocated for the writing of an examination paper, i.e., 120/180 minutes, excluding reading time.

Examination timetable means the scheduled dates for the assessment of subjects.

Final mark or **final course mark for a course/module** means the composite formative and summative assessment mark, which is determined in a manner prescribed by the faculty board.

Formative assessment means a process consisting of a variety of assessment opportunities (such as written tests, assignments, and presentations), scheduled on an ongoing basis, and structured as part of teaching and learning during the course or module. The assessment is graded by means of an appropriate assessment tool such as a rubric or memorandum, culminating in a formative assessment mark captured on the Integrated Tertiary Software (ITS) system. The student receives feedback on the assessment towards the achievement of intended learning outcomes. The formative assessment schedule is approved by the faculty board and published in the student's learning guide.

Formative assessment mark means a calculated mark based on all assessments done, with the manner of calculation being determined by the faculty and announced to the students accordingly.

Leakage means when candidates have knowledge of the actual questions before the assessment day.

Module or **course** means a structured set of learning activities and outcomes or course offerings within an assigned National Qualifications Framework (NQF) level and credits, and which is assessed independently.

Non-repeated question means a question that has not been included in previous papers.

Occasional student means any person who is registered for one or more modules, who has complied with the admission requirements for the course(s)/module(s) but who is not registered as a candidate for a specific qualification.

Promoter means the person appointed by the CUT under whose academic direction and guidance a student completes his/her thesis.

Reassessment, unless otherwise stated in the faculty rules, means a further assessment opportunity granted to a candidate who achieves a final mark of between 45% and 49% for a course/module, and who wishes to improve the final mark to 50%. Reassessment is granted under the following administrative conditions:

(i)   The reassessment of a year course/module (with two or more units) takes place directly after the assessment of the last unit, and covers the learning aims and achievements of all units.
(ii)   The reassessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November each year.
(iii)   No further assessment opportunity beyond reassessment is offered.

Student means any person registered for a courses/module leading towards a qualification at CUT, or who is an occasional student at CUT.

Summative assessment means an assessment opportunity that assesses all or broad sections of the learning outcome identified for the course/module, administered by the AGU. Unless the context indicates otherwise, "assessment" will have the same meaning.

Supplementary assessment means an extension of the original summative assessment in the form of an oral, project, portfolio, or practical work assessment. The learning aims and achievements covered in such a supplementary assessment are the same as in the preceding summative assessment.

The following administrative provisions govern supplementary assessments:

(i)   All students who achieve between 48% and 49% in the summative assessment at the end of a module or unit are summoned by the examiner/assessor to a supplementary assessment to confirm the assessment result.

(ii)   A notice with the particulars of candidates summoned for a supplementary assessment is published on the departmental noticeboard and on the Student Portal within four work days after the conclusion of the summative assessment in question.

(iii)   It is the responsibility of the student to have knowledge of the details of a summons to supplementary assessment, especially the date, time, and venue of assessment. CUT accepts no responsibility/liability in this regard.

Statement of results means a summary of the final marks over all courses/modules already completed (pass or fail), and, subject to the payment of all CUT fees, is supplied to students on completion of the June and November summative assessments.

Syllabus means a description of the competency and autonomous learning outcomes of a course/module, as well as the learning topics to be covered in order to achieve these outcomes.

Supervisor means the person appointed by CUT under whose academic direction and guidance a student completes his/her dissertation or treatise.

Thesis means the research report submitted, in the prescribed format, in partial fulfilment of the curriculum of a doctorate.

Treatise means the research report submitted, in the prescribed format, in partial fulfilment of the curriculum of course work forming part of a master's degree.

Unit means courses/modules that are sometimes divided into two or more units that are independently assessed, possibly at different times of the year. Generally, units of a course/module do not have a final mark.

2.2   Abbreviations

AGU	Assessment and Graduations Unit
ARC	Assessment Review Committee
BCI	Black, colored, and Indian
CAQDAS	Computer-assisted qualitative data analysis software
CILT	Centre for Innovation in Learning and Teaching
CV	Curriculum vitae
DHET	Department of Higher Education and Training
DVC	Deputy Vice-Chancellor
ECP	Extended Curriculum Programme
Exco	Executive Committee
FRIC	Faculty Research and Innovation Committee
HEI	Higher education institution
HESA	Higher Education South Africa
HoD	Head of the Department
IP	Intellectual property
IPQE	Institutional Planning and Quality Enhancement
ITS	Integrated Tertiary Software
LIS	Library and Information Services
LMS	Learning Management System
MoU	Memorandum of Understanding
NQF	National Qualifications Framework
POPI	Protection of Personal Information [Act]
RPL	Recognition of prior learning
SABS	South African Bureau of Standards

SAICA	South African Institute of Chartered Accountants
Senex	Executive Committee of Senate
SRC	Students' Representative Council
SU	Stellenbosch University
UFS	University of the Free State
URIC	*University Research and Innovation Committee*
USAf	Universities South Africa
WIL	Work-integrated learning

3. TYPING AND FORMAT OF TEST AND ASSESSMENT PAPERS

3.1   All papers must be provided with a cover page that contains the necessary instructions to enable the candidate to answer the correct paper in the correct way.

3.2   Papers must be technically edited in accordance with the format contained in this procedure.

3.3   All papers must be compiled in accordance with the CUT language policy. In cases where more than one language is used by a certain student group, the assessor may compile such a paper in those languages, provided that students agree to it in writing. A statement to this effect must be submitted together with the paper to the AGU by the assessor.

3.4   Papers are handed in at the AGU in typewritten form. The assessor/moderator receives a receipt for the papers/memoranda handed in.

3.5   *Format and composition of papers*

3.5.1   Cover page

(i)   The date and session of the relevant paper.
(ii)   The subject/module name and code.
(iii) Any special stationery that may be needed, such as graph paper, steam tables, etc., as well as the type of pocket calculator that may be used, if applicable.
(iv)   The educational programme(s) under which the subject/module falls.
(v)   The duration of the paper, and the maximum marks thereof.
(vi)   Any special instructions, e.g., the answering of any four questions, or the answering of Question 1 on the multiple-choice answer sheet.
(vii) The number of pages the paper consists of, including the cover page.
(viii) Any appendices/tables that must be attached to the paper.
(ix)   Space for the signature of the assessor/moderator.

3.5.2   Appendices: Any appendices must be attached to the paper by the assessor and must also be indicated on the cover page of the paper.

3.5.3   Dictionaries, pocket calculators, and necessities for open-book assessments: Any dictionaries, pocket calculators, and/or necessities for open-book assessments that may be used should be indicated under "stationery" on the cover page.

3.5.4   Font: The following word-processing program and font must be used:

a)   MS Word
b)   Arial 12

3.6 Responsibilities of the assessor and moderator

3.6.1 The format requirements mentioned in this procedure must be strictly adhered to.

3.6.2 Instructions to the candidates must be clearly explained, and any special requisites must be indicated.

3.6.3 The grand total of the paper must be indicated. The marks for each section of each question must be clearly indicated at the end of that section, and the total number of marks for the question must be indicated at the end of the question.

3.6.4 Careful attention must be paid to the wording of questions to ensure that all questions are unambiguous. Only standard abbreviations may be used, and should there be any doubt regarding the abbreviation, the standard South African Bureau of Standards (SABS) abbreviation will be regarded as correct.

3.6.5 In general, abbreviations should be avoided where a single letter or symbol that may have more than one meaning is used.

3.6.6 The memorandum must indicate the marks allocated for parts of questions, as well as parts of calculations.

3.6.7 Assessors and moderators must maintain strict security during the compilation and moderation of papers and memoranda. Under no circumstances may an uncompleted or completed paper/memorandum be left or stored in such a way that any other person can obtain access to it. Papers and memoranda stored on computers and computer disks must be safeguarded with a unique access code. The typist must also maintain strict confidentiality.

3.6.8 Assessors and moderators must strictly adhere to the deadlines for the submission of papers indicated in their letters of appointment.

3.6.9 After the paper has been prepared according to the approved format, and all corrections have been made to the satisfaction of the assessor and moderator, both the assessor and the moderator must sign on the front of each page of the paper, including the cover page and appendices, as an indication that the paper is correct in all respects and that it can be duplicated.

4. RECEIVING OF TEST/ASSESSMENT BOOKS

4.1 On receipt of test papers, test books, and assessment books from the suppliers, a check is conducted by the Assessment Manager as to whether the correct number of books and papers have been delivered, and the books are then packed in a storeroom at the AGU, which is then locked by the Assessment Manager.

4.2 The storeroom containing the test papers, test books, and assessment books may never be left unattended when open, and the keys are to be kept by the responsible person in the AGU.

4.3 When a faculty requires test books or test papers, a request (LS 225 form) should be submitted by the department concerned to the AGU.

4.4 The number of books and/or sheets of paper is noted in a register, together with the names of the applicant and the messenger.

4.5   It is obligatory to sign in acknowledgement of receipt of the books. Faculty officers are responsible for the further safekeeping and issuing of test books and test papers, as well as the recordkeeping thereof.

4.6   Assessment books are issued by the AGU itself.

4.7   During assessment periods, the relevant number of assessment books, together with the question papers, are taken to the venues in locked boxes, which are transported to the various venues by Protection Services employees daily.

4.8   A checklist for stationery, indicating the number of assessment books sent, is sent to each venue.

4.9   When the remaining assessment books are returned, the main examiner must indicate on the checklist how many books were used. When the AGU receives the list and the books, the books are recounted, and the numbers are balanced.

4.10   Assessors who are involved with tests and assessments must always ensure that students do not take completed or uncompleted test papers, test books, and/or assessment books from the test/assessment venue.

4.11   Completed assessment books are stored according to national archive prescriptions.

4.12   Completed and marked test papers and test books are provided to registered students after tests by the relevant academic departments.

4.13   Completed assessment books are stored by Metrofile for five years. The AGU is responsible for arrangements pertaining to the archiving thereof.

5.   COPYING OF ASSESSMENT QUESTION PAPERS

5.1   Printing of examination papers is done by the AGU.

5.2   The AGU must complete the requisition form in full. The number of original documents submitted, and the code of the assessment question paper concerned, must also be indicated.

5.3   In the case of a main assessment, the number of copies requested must be based strictly on the list reflecting the number of students, plus the number of copies for outside parties, such as Library and Information Services (LIS).

5.4   In the case of a sickness assessment, special assessment, or a reassessment, the number of copies requested must be based on the average number of students who qualified for previous sickness assessments, special assessments, and reassessments.

5.5   The Copying Services Officers make the exact same number of copies specified on the requisition form (LS 98 form).

5.6   If copying has not yet been completed by the end of the work day, the copies already made must be locked away in the strongroom of the copying room.

5.7   Copying Services officers are the only persons authorised to hold keys to the doors and security gates of the copying room.

5.8   All defective copies of assessment question papers must be shredded.

5.9   The Copying Services officers must also complete the requisition form (LS 98 form) in full, indicating the number of copies made, the name of the person who made the copies, and the date of completion.

5.10   Brief statements must be signed if the number of copies made should differ from the number of copies requested.

5.11   Assessment question papers must be returned to the AGU under guard as soon as the copying process has been completed.

5.12   The receiving officer at the AGU must immediately sign and date the LS 98 form in acknowledgement of receipt of the assessment question papers.

6.   ADMINISTRATION OF ASSESSMENT

6.1   For each assessment venue and session as per the official assessment schedule, a chief invigilator will be appointed by the AGU, in accordance with the policy and procedure for the appointment and employment of independent contractors as invigilators during official summative assessment sessions.

6.2   The AGU, in accordance with the policy and procedure, appoints invigilators in line with the following student assessment participation levels per session:

Additional invigilators	Student participation level per session
One	For the first 30 students, or parts thereof.
One	For every additional 45 students (i.e., after having discounted the first 30).

6.3   The AGU will induct all chief invigilators and invigilators on the applicable assessment procedures and conduct and will supply each with an invigilation timetable/schedule.

6.4   The AGU, or its delegate(s), will assume responsibility for the following tasks:
a)   Producing and publishing an assessment schedule.
b)   Numbering the seats in each assessment venue and assigning a seat to each participating candidate (with the necessary variation, the same arrangements apply to assessment sessions without seating requirements).
c)   Supplying each chief invigilator with all necessary assessment material and documentation one hour before the start of an assigned assessment session. The documentation should include a copy of the chief invigilator's report sheet/card, mark sheet, and seating assignment sheet.
d)   Accepting from the chief invigilator all unused assessment material and documentation after each assessment session.
e)   Balancing/reconciling the number of used and unused assessment materials and documents against the number supplied for the session.
f)   Contacting examiners/assessors who fail to collect the relevant scripts and mark sheets from the assessment venue and reminding them to collect the same from the AGU.
g)   Immediately on conclusion of the scheduled assessment session, reporting to the relevant dean all the assigned examiners who failed to collect the relevant scripts and mark sheets from the assessment venue.
h)   On conclusion of the scheduled summative assessment activity, facilitating the remuneration claims of external examiners, moderators, and invigilators.
i)   Forwarding, within three work days, all chief invigilators' reports of incidents of suspected misconduct or irregularities to the Registrar's Office, for investigation and/or processing in accordance with approved policies and procedures.

6.5   *Online examination*

a) Traditional requirements regarding general examination will apply similarly to online examination.

b) All online examination should be hosted on the CUT eThuto Learning Management System (LMS) only. Third-party software applications or portals for examination should be used only after pre-approval and provide security of data as stipulated in the Protection of Personal Information (POPI) Act and not generate additional costs.

c) Academic staff (including part-time staff members) and moderators who use online examination should attend training sessions on the use of online systems offered by the unit for E-Learning and Educational Technologies (including Blackboard and Turnitin).

d) Each faculty should define its own restrictions that will be applied on tests and assignments on eThuto.

e) Examination integrity online should be ensured through:

(i) the use of Lockdown Browser® to lock down the testing environment within the LMS;

(ii) the use of Respondus Monitor® or Invigilator App to confirm student identity; and

(iii) SafeAssign (for undergraduate) and Turnitin (for postgraduate) should be used to check originality of all assignments submitted online.

7.   CHIEF INVIGILATOR

The chief invigilator assigned to a scheduled assessment session will be responsible for the organisation and administration of the invigilation within the assessment venue, as well as the following:

7.1   Ensuring that the assigned venue is properly prepared, so as to allow assessment candidates to enter at least 20 minutes before the scheduled commencement time.

7.2   Collecting the following material and documentation from the AGU one hour prior to the commencement of the session:

a) the necessary question papers;

b) the necessary stationery;

c) the chief invigilator's report and mark sheets; and

d) the attendance slips (to be completed by students participating in the assessment).

7.3   Ensuring that the correct assessment material and documentation for the specific assessment session are handed over by the AGU, or by the Protection Services Unit if the assigned venue is the Boet Troskie Hall, Main Hall, or Artec Hall.

7.4   Ensuring compliance with all codes, rules, regulations, policies, and procedures that govern assessments.

7.5   Ensuring that the question papers are distributed to the candidates sufficiently ahead of time, so that the assessment session may commence promptly.

7.6   Ensuring that the area around each candidate is cleared of all articles and material not required for assessment purposes, and that an area of the venue has been designated for the depositing of briefcases, bags, and other items, prior to commencement of the assessment session.

7.7   Ensuring that students participating in the assessment session openly display their student identity cards on the corners of their assigned desks.

7.8   Ensuring that all announcements are made before the assessment session commences.

7.9   Announcing the start and end times of the assessment session, as well as the courses/modules, or parts thereof, to be assessed during the session.

7.10   Deciding whether any of the invigilators may be released from duty during the assessment session.

7.11   Reporting, in accordance with procedures, all cases of suspected misconduct, deviations, mistakes, errata, or differences to the AGU on the prescribed form (LS 121.2) within 24 hours of the session.

7.12   Arranging attendance slips in the same order as the mark sheet and the chief invigilator's report.

7.13   Checking the number of attendance slips against the number of students present, and checking the attendance slips against the mark sheet and the chief invigilator's report. Under no circumstances may the chief invigilator add candidates' names to his/her report or mark sheet. Any enquiry in this regard should be referred to the AGU.

7.14   Indicating on the chief invigilator's report and mark sheet whether a candidate is present or absent, and performing the following duties:

   a)   Deleting the absentees' student numbers from the chief invigilator's report and mark sheet and indicating the attending candidates' names with a tick (✓).
   b)   Indicating the student numbers of the absentees in the relevant column on the chief invigilator's report and mark sheet.
   c)   Carefully completing and signing the chief invigilator's report.

7.15   Arranging the students' assessment scripts in the same order as the names on the chief invigilator's report and the mark sheet before handing the scripts over to the examiner.

8.   INVIGILATORS

Invigilators must do the following:

8.1   Ensure that they report to the assessment venue to which they have been assigned at least 45 minutes prior to the commencement of the assessment session.

8.2   Without unduly disturbing the students, check their identity cards or official identification documents against the attendance slips during the assessment session, and prevent any student without positive identification from entering the assessment venue, with such students to be referred to the AGU.

8.3   Collect and sort all attendance slips, and hand these over to the chief invigilator.

8.4   Ensure that candidates do not consume any food or beverages, other than what may be medically prescribed, during the assessment session.

8.5   Ensure that there is no smoking in the assessment venue.

8.6   Ensure that there is no communication, either spoken or written, among candidates during the assessment session.

8.7   Ensure that the correct assessment stationery and question papers are available, and are distributed to candidates present in the assessment venue.

8.8   Ensure that, on conclusion of the assessment session, all assessment scripts are collected, sorted, and handed over to the chief invigilator.

8.9   Report to the chief invigilator any suspected infringement of the rules by a candidate, and immediately attend to any such suspected infringement according to the procedures stipulated in this procedure.

8.10   Take appropriate steps to maintain ideal performance conditions within and around the assessment venue and take the necessary steps to curtail activities considered detrimental to the performance of candidates.

9.   RULES FOR STUDENT CONDUCT DURING ASSESSMENTS

9.1   The following rules for student conduct shall apply to all assessment sessions conducted under the auspices of the AGU:

9.1.1   All students must be seated 15 minutes before the assessment is scheduled to commence.

9.1.2   Students will be given five minutes to read through the question paper before the assessment session starts.

9.1.3   With the exceptions referred to hereafter, no writing on the assessment paper or the supplied stationery is permitted during the reading time referred to above. During this period, students may, however, complete and sign the attendance slips, and fill in the details required on the front cover of the answer books or the stationery provided.

9.1.4   Every student must fill in and sign the assessment attendance slip provided and must also present the chief invigilator with his/her student identification card or other form of official identification. Students who are unable to provide such proof of identity must present themselves to the AGU prior to the commencement of the session, at which time they will be granted temporary admission to the assessment. In such a case, the student's assessment results will not be released until proof of identity has been established by the AGU in the manner prescribed.

9.1.5   Every student must read and comply with the instructions that appear on the front cover of the answer book(s) or stationery provided, as well as the instructions on the assessment paper. As proof, students must provide their full names and signatures in the space provided on the answer book(s) or stationery provided.

9.1.6   No student may start answering the assessment questions until authorised to do so by the chief invigilator and must immediately cease writing when instructed to do so by the chief invigilator. On conclusion of the assessment, all students must remain seated until all the assessment book(s) and stationery have been collected.

9.1.7   No student shall be admitted to the assessment venue more than 30 minutes after the published starting time of the assessment. Only students with a valid reason for being late will be admitted to the assessment venue after the starting time.

9.1.8   No student may leave the assessment venue during the first 60 minutes or the last 10 minutes of an assessment session.

9.1.9   Once the assessment has commenced, a student may leave the assessment venue only with the consent of the chief invigilator and must be supervised by an invigilator for the duration of his/her absence.

9.1.10   Subject to 9.1.8 above, any student wishing to leave the assessment venue permanently must hand over all answer books and stationery to the chief invigilator, who must again verify the identity of the student.

9.1.11   Unless with the prior consent and approval of the assessor and/or the AGU, no student may bring into or remove from an assessment venue any books, dictionaries, calculators, notes, documents, written or printed material, or devices in any form, assessment answer book, stationery, or attendance slip.

9.1.12   During the course of an assessment, no student may speak to, consult with, or share any material or device with any person other than an invigilator.

9.1.13   No student may give any form of assistance to another student, or accept any form of assistance from another student, during an assessment session.

9.1.14   Lecturing/teaching staff may in no way assist students during an assessment session. However, in cases where a student encounters a problem with the question paper or a part thereof, the chief invigilator shall seek the assistance of the assigned assessor to resolve the reported problem.

9.1.15   No smoking is allowed in an assessment venue.

9.1.16   No cellular phones or other communication devices are permitted in an assessment venue.

9.1.17   When permitted in the assessment venue, calculators must be handheld/portable, quiet, and self-powered, and may not be used as a storage device.

9.1.18   No candidate may consume any food or beverages in the assessment venue, unless medically prescribed (e.g., cough lozenges, etc.). Water is allowed only in clear, transparent, no-label water bottles.

9.1.19   All assessment answers must be written in black or blue ink.

9.1.20   Subject to the context variations, and unless otherwise determined by the relevant examiner/assessor, the rules of assessment conduct shall apply to all assessments.

9.2   Examination scripts

9.2.1   Examination scripts shall at all times remain the property of CUT and shall not be removed from the examination venue or fall into the hands of unauthorised persons.

9.2.2   Blank examination scripts and other stationery that may be required at any examination session shall be delivered to the examination venue by the AGU.

9.2.3   Examiners must collect examination scripts and other stationery from the AGU within 48 hours after a paper was written.

9.2.4   Should the examination scripts not be collected by the internal examiner within 48 hours after the paper was written, the AGU must inform the relevant faculty dean and head of department (HoD) accordingly.

9.2.5   Marked examination scripts, together with a mark schedule containing the signatures of the internal examiner and the HoD, should be submitted to the AGU within ten days of the writing of the module concerned.

9.2.6   Examination scripts will be kept safely for three years (five years for Faculty of Engineering, Built Environment and Information Technology), for any validation and/or verification purposes, after which it must be destroyed by the AGU in accordance with the applicable records management policy.

9.2.7   The AGU shall send a sample of scripts for the external moderation for exit modules, as per the following:

   a)   If the total number of scripts is less than 40, the sample shall consist of all scripts.
   b)   In the case of 400 or less scripts per module, the sample shall consist of 40 scripts.
   c)   In the case of more than 400 modules, the sample shall consist of 10% of the scripts.
   d)   The sample shall be selected to represent 20% of candidates with examination marks of less than 40%; 20% of candidates with examination marks of more than 60%; and 60% representing candidates with more than 80%.

10.   STUDENT ACADEMIC MISCONDUCT

10.1   Student academic misconduct is a particular form of student misconduct, which is also subject to the student disciplinary regulations.

10.2   Academic misconduct, whether inadvertent or deliberate, includes the following:

   a)   Presenting data with respect to practical work, projects, or other work that has been copied, falsified, or otherwise improperly obtained.

   b)   Plagiarising the work of others – i.e., claiming, or insinuating ownership of another person's intellectual and/or academic work – which is a specific and very serious form of academic misconduct that encompasses the following:

      (i)   Copying one or more sentences or paragraphs, word for word, from one or more sources/persons, or presenting one or more substantial extracts from any book, article, thesis, working paper, seminar/conference paper, internal report, lecture notes, or tape without clearly indicating their origin or source by means of appropriate referencing.
      (ii)   Paraphrasing one or more sentences or paragraphs from one or more sources/persons, or presenting one or more substantial extracts from any book, article, thesis, working paper, seminar/conference paper, internal report, lecture notes, or tape without clearly indicating the origin or source.
      (iii)   Submitting the work of another person in whole or in part.
      (iv)   Using another person's ideas, work, or research data without acknowledgement.
      (v)   Submitting work done by someone else on the student's behalf.
      (vi)   Copying computer files, algorithms, or computer codes without clearly indicating their origin.
      (vii)   Submitting work derived in whole or in part from another person's work by a process of mechanical, digital, or other transformation (e.g., changing variable names in computer programmes).

   c)   Including material in individual work that was compiled with significant assistance from another person in a manner that is unacceptable according to the assessment guidelines for the course/module.

d) Providing assistance to a student in the presentation of individual work in a manner that is unacceptable according to the assessment guidelines for the course/module.

e) Intentionally acquiring, using, or attempting to use unauthorised information, materials, or study aids.

f) Conspiring to commit, or being complicit in committing, an act of academic misconduct or dishonesty.

g) Facilitating academic dishonesty by intentionally or knowingly assisting or attempting to assist another person in the act of violating any stipulation of the CUT Code of Academic Integrity, or any relevant rules, regulations, policies, or procedures.

h) Fabricating information through the intentional and unauthorised falsification or invention of any information or citation in any academic exercise.

i) Violating any academic integrity rules of a faculty/department or CUT, including the abuse and/or misuse of computer access and information.

j) Deliberately forging or fabricating without authorisation any official stationery, and/or fraudulently misusing any official stationery or unauthorised fabrications thereof.

k) Committing, or being complicit in committing, any other action not covered by the above clauses, but that may be judged by Senate to be an act of unethical academic conduct.

10.3 Code of Academic Integrity

10.3.1 Jurisdiction of the Code of Academic Integrity

a) The Code of Academic Integrity shall have jurisdiction on all properties under the control of CUT, including, but not limited to, its campuses.

b) Any transgression or violation of this Code of Academic Integrity will be dealt with in accordance with the existing disciplinary rules, regulations, policies, procedures, and sanction guidelines of CUT.

10.3.2 Academic dishonesty

a) Academic dishonesty is an act of misrepresenting another person's work as one's own, taking credit for the work of others without acknowledgement and/or appropriate authorisation, and/or fabricating information.

b) Common examples of academically dishonest behaviour include, but are not limited to, the following:

(i) Cheating: Intentionally using, or attempting to use, unauthorised information, materials, or study aids in any academic exercise (including assessment); copying answers from another student's assessment paper; submitting work for an in-class assessment that has been prepared in advance; representing material prepared by another person as one's own work; submitting the same work in more than one course/module without the express permission of all lecturers/educators concerned; violating any rules governing the administration of assessments; and violating any rules relating to the academic conduct prescribed for a course/module or academic programme.

(ii)   <u>Forgery</u>: Intentionally, and without authorisation, falsifying and/or inventing any data, information, or citation in an academic exercise conducted under the auspices of CUT.

(iii)   <u>Plagiarism</u>: Intentionally or negligently representing the words, ideas, or sequence of ideas of another person as one's own in any academic exercise conducted under the auspices of CUT; alternatively, failing to attribute any quoted, paraphrased, or borrowed information to the proper source (refer to paragraph 10(2)(b) above).

(iv)   <u>Falsification and/or forgery of academic documents:</u> Knowingly making a false or misleading statement by concealing material information to this fact, and/or forging a CUT official's signature on any academic document or record, including, but not limited to, an application for admission, transcript, add-drop form, request for advanced standing, and/or request to register for a graduate-level course. The falsification or forgery of a non-academic CUT document, such as a financial aid form, shall be considered a violation of the general student rules and regulations.

(v)   <u>Facilitation of academic dishonesty:</u> Intentionally or knowingly assisting, or attempting to assist, another person in committing an academically dishonest act.

10.3.3   <u>Reporting suspected incidents of academic dishonesty</u>

It is the moral and operational responsibility of every member of the CUT community to respond to any suspected act of academic dishonesty by:

a)   confronting the suspect(s) and encouraging him/her/them to report the incident and confess his/her/their involvement;

b)   reporting his/her suspicions and reasons for such to a CUT official, e.g., lecturer/educator; and/or

c)   turning oneself in and confessing after having committed an act of academic dishonesty are strongly encouraged and may be considered a mitigating factor in determining appropriate sanctions.

10.3.4   <u>Actions to encourage and support academic honesty</u>

a)   Within the parameters approved by Senate, lecturers/educators are responsible for determining the appropriate learning and assessment activities to advance and support the educational outcomes of a course/module, including the personal values and conduct modification aims relevant to the course/module. Academic honesty must be upheld as an implicit educational outcome of all courses/modules.

b)   Lecturers/educators are encouraged to:

(i)   clearly explain to students their expectations regarding the completion of assessment tasks, including the permissible level of collaboration with others;

(ii)   maintain high standards when it comes to securing confidential information and material, including assessment material;

(iii)   be creative and innovative in devising assessment questions/tasks, and to remove the element of predictability from such; and

(iv)   afford students the opportunity to confirm their commitment to academic integrity in various settings, including assessments and other educational assignments. The following student declaration may be used for this purpose:
"I, {student's name and student number}, affirm that I have completed this assignment/assessment in accordance with CUT's Code of Academic Integrity,

that I have properly acknowledged all sources used, and that the work is my own intellectual product."

10.3.5   Sanction inscription on a student's record

    a)   In the event of a student being found guilty of academic dishonesty, and unless otherwise prescribed by the Code of Student Conduct, all sanctions under this code – with the exception of failure of a particular assignment – shall be marked on the respondent's permanent record with the inscription "Academic Dishonesty".

        (i)   In the case of failure of a course/module, the notation shall remain on the student's record for a minimum of one year.

        (ii)   In the case of suspension or expulsion from a course/module, the notation shall remain on the student's record for a minimum of one year.

    b)   Once the minimum time period has elapsed, the student may petition the registrar for the removal of the sanction inscription from his/her permanent record. This provision shall not, however, prohibit any department or faculty of CUT from retaining records of violations, and reporting such violations as required by the relevant professional accreditation standards.

10.3.6   Amendments to the Code of Academic Integrity

Amendments to the Code of Academic Integrity shall be:

    a)   referred to or initiated by Senate, in consultation with the Students' Representative Council (SRC);
    b)   adopted by a simple majority; and
    c)   submitted to Senate, together with the Vice-Chancellor and Principal's recommendations.

11.   REMARKING AND RESUBMISSION OF AN ASSESSMENT

11.1   Remarking

11.1.1   Remarking is the process whereby an alternate examiner/assessor reassesses a portion of a student's assessment work, or an entire assessment book and/or related material, to which the student has made no alterations or additions.

11.1.2   Where a student is of the opinion that a particular piece of assessment work has been unfairly or inappropriately assessed, he/she may apply for the work to be remarked. Such an application must reach the AGU no later than three weeks after the student has been notified of the outcome of the original assessment.

11.1.3   A particular piece of assessment work may be submitted for remarking not more than once.

11.1.4   If the outcome of the remark constitutes a change to the original assessment result, the new result determined by the remark will become the official assessment result.

11.1.5   The remarking of a piece of assessment work is done by an assessor who is appointed for this purpose by the AGU, with the approval of the relevant faculty dean. An assessor, whether or not a CUT employee, must have expertise in the relevant subject/course/discipline, as well as proven competence as an examiner/assessor, but may not be the original examiner/assessor. In all material respects, the appointed assessor must satisfy all the minimum criteria for the teaching and assessment of the subject/course/discipline at CUT.

11.1.6   The relevant executive committee (Exco) of the faculty board considers and approves the outcome of the remarking. This decision is final and is communicated to the AGU for implementation.

11.1.7   The AGU shall notify the student of the outcome of the remark and the final decision of the relevant Exco of the faculty board.

11.2   Resubmission

11.2.1   Resubmission is the act of submitting, for assessment purposes, previously submitted assessment work to which the student has since made improvements by means of altering, adding to, rewriting, or reworking the original content.

11.2.2   Resubmission is applicable only to individual assessment activities within the context of continuous assessment and practical assessment and is subject to the approval of the relevant faculty board/Exco.

11.2.3   Subject to the approval of the relevant faculty board, a lecturer/assessor may offer a student the opportunity to resubmit a piece of assessment work, or a student may request such an opportunity from the lecturer/assessor concerned. Individual applications are considered by the lecturer and recommended to the faculty board for approval.

11.2.4   A piece of assessment work may be resubmitted for assessment only once. A student will thus have no more than one opportunity to improve a piece of assessment work.

11.2.5   Any request by a student for the resubmission of assessment work must reach the relevant lecturer/assessor in writing within five work days of the return of the original work that was submitted for assessment. Any such opportunity offered by a lecturer/assessor to a student must also be made in writing, and within the timeline specified above.

11.2.6   Should a student's request for the resubmission of assessment work be approved, the lecturer/assessor will give the student a written indication of exactly what the resubmission entails, and of the timeline applicable to such.

11.2.7   Should such resubmission lead to a new assessment result, this new assessment result will become the official result.

12.   ACADEMIC REVIEW OF STUDENT PROGRESS

12.1   A student is academically unsuccessful in the following instances:

a) In the case of a **first-year student failing all subjects**: The student can be referred to the Extended Curriculum Programme (ECP).
b) In the case of a **first-year student failing all credit-bearing subjects** for which he/she is enrolled at the end of academic year: A warning letter will be issued to a student indicating poor performance. **Non-credit-bearing** subjects do not count for academic exclusion.
c) In the case of a **senior student failing**, on two consecutive attempts, 50% or more of the subjects for which he/she is enrolled, and/or cancelling some or all modules or the course for which he/she is registered, after registration control date in the particular academic year: A warning letter will be issued to a student to indicate poor performance.
d) **Students are excluded at the end of each academic year, as opposed to at the end of each semester.**

e) **First-year students in the** Faculty of Engineering Built Environment and Information Technology are regarded as senior students during second semester registration.

12.2   In the case of full-time students, the qualification must be completed in the minimum stipulated study period, plus an additional complement/add-on of half the minimum study period. In essence, this implies that the period will be rounded off to the next full academic year, which means that a three-year qualification, for example, must be completed within the maximum period of five years.

12.3   Part-time students must complete the qualification in double the minimum time allowed, which means that a three-year qualification, for example, must be completed within the maximum period of six years.

12.4   It must be noted that, in the case of a qualification being phased out, Senate will implement *ad hoc* arrangements in order to resolve the matter.

12.5   <u>Prognosis of unsatisfactory academic progress:</u> A student is identified as "academically at risk" on the basis of the same criteria as stipulated above, but applicable only to the continuous assessment marks in April (for the first semester), in September (for the second semester), or the work day immediately thereafter. In making this determination, faculties must ensure that a continuous assessment mark is recorded on an official database for each student.

12.6   CUT strives to encourage and support every student in making good academic progress towards the qualification for which he/she is registered. Notwithstanding this fact, CUT cannot reserve study placements for students who are making unsatisfactory academic progress, and such students are dealt with in accordance with certain procedures put in place for this reason.

12.7   On the third Wednesday of April and September each year, unless otherwise determined by the relevant faculty, the AGU will publish a list of students in each faculty who are considered to be **academically at risk**, at which point the following course of action is taken:

Each HoD or his/her delegate, assisted by the Centre for Innovation in Learning and Teaching (CILT) and/or the Wellness Centre, schedules individual interviews with the students identified as being academically at risk. Interviews will be conducted using all digital communication channels, including telephone calls, e-mail, and text messages.

a) Every student appearing on the list must note the date, time, and place of his/her individual interview, and, if necessary, arrange for the appointment to be rescheduled. Any student who fails to attend his/her interview will be assumed to have no interest in the matter of his/her academic progress.

b) During the interview, the relevant HoD or his/her delegate will consider any explanation or reason given by the student for his/her lack of progress, and, together with the student and CILT and/or Wellness Centre, will develop an academic support plan for the student using a combination of the available student support systems.

c) An electronic record of every academic support plan must be kept on file in the office of the relevant HoD, CILT, and the Wellness Centre.

12.8   The following procedure will apply to any students failing to comply with the aforementioned minimum requirements of academic progress:

a) The AGU will provide the faculty deans with the names and study records of students who are failing to meet the minimum requirements of academic progress.

b) The Exco of the faculty board, on recommendation of the Assessment Committee Group of the faculty board, will decide, on the basis of the applicable regulations, whether a student will be readmitted.

c) The AGU will notify the student of the decision of the Exco of the faculty board.

d) The decision of the Exco of the faculty board will be reflected on the student's record.

e) Any student who is excluded from a course/module will also be excluded from the student registration system, after which he/she will receive a written notice, warning him/her of the implications of unsatisfactory progress.

13. ADMINISTRATIVE ACTIONS IN SUPPORT OF ACADEMIC PROGRESS

The Assessment Committee or the relevant faculty may take the following actions in support of a student who is making unsatisfactory academic progress:

13.1 The student may be advised to seek counselling and undergo supplementary instruction in an attempt to resolve the problems being experienced.

13.2 In the case of a contract enrolment student, he/she will be required to complete certain courses/subjects within a set time period in order to comply with the requirements of the contract. In addition, the support outlined in 12.8 will be made available to the student in question.

13.3 In other instances, the student will be advised to reduce his/her instructional load, i.e., to defer further enrolment in some courses/modules prescribed by the curriculum, until such time as the student has made sufficient academic progress. During this time, support from Student Academic Development and Support will be made available to the student.

13.4 Decisions based on the stipulations of paragraph 12 above, as well as any variations thereto resulting from any subsequent appeals procedure, will be recorded on the student registration system.

13.5 Procedure for student objections or appeals
A student who has been instructed by the Appeals Committee or the relevant faculty to subject him-/herself to the outcome of the appeal as unsuccessful, may object to, or appeal against, that decision by means of the following procedure:

13.5.1 A written objection, accompanied by supporting evidence, may be lodged with the Access and Admissions Committee.

13.5.2 Such an objection must be lodged by the last work day on or before the applicable date specified below (alternative dates may be published in the annual CUT Calendar):

Courses/modules offered during the first semester and over the course of the year	01 March
Courses/modules offered during the second semester	02 August

13.5.3 On receipt of such an appeal or objection, the Access and Admissions Committee will convene an Appeals Committee, consisting of the following members:

a) Registrar;
b) Dean or senior academic member of the faculty concerned;
c) Assistant Registrar: Academic Structure and Student Enrolment Services;
d) Deputy Registrar: Student Services;

e) Deputy Registrar: Academic Administration; and
f) One SRC member delegated by the SRC.

13.5.4 When considering an objection or appeal, the Appeals Committee will take the following factors into account:

a) The academic ability of the student in question, as reflected in his/her academic record, as well as the time limit allowed for completion of the courses/modules prescribed by the curriculum or the enrolment contract.

b) CUT's institutional duty to encourage and support:

(i) student success, even if based on reduced learning targets; and/or
(ii) student compliance with contractual obligations.

c) If applicable, the current enrolment, measured against any limits in this regard, with the Appeals Committee having no jurisdiction to make any adjustments to the existing enrolment limits.

13.5.5 Academic exclusion will be enforced as follows:

a) In the case of a student registered for a year programme, the period of academic exclusion will not exceed two years.
b) In the case of a student registered for a semester programme, the period of academic exclusion will not exceed two semesters or one year.
c) The duration of academic exclusion will be determined by the nature of the academic shortcomings exhibited by the student, the time required to address such shortcomings, and the evidence provided in this regard.

13.5.6 The Academic Structure and Student Enrolment Unit will notify the student through e-mail communication or text message of the decision of the Appeals Committee and will likewise report the decision to the Access and Admissions Committee.

13.5.7 Should a student feel aggrieved by the decision of the Appeals Committee, he/she may lodge a final appeal or objection with the Executive Committee of Senate (Senex) for a final ruling on the matter.

14. APPOINTMENT OF EXAMINERS, ASSESSORS, MODERATORS, AND MEMBERS OF THE ASSESSMENT REVIEW COMMITTEE (ARC), AS WELL AS THEIR TASKS AND RESPONSIBILITIES

Each faculty board is responsible for the following:

14.1 Nominating and approving assessors and/or moderators for every course/module to be assessed within the faculty, with further ratification by Senex needed in the case of external assessors and/or moderators.

14.2 Submitting all such nominations to the AGU for appointment.

14.3 In accordance with the educational outcomes of a particular course/module, determining the structure of assessment and the setting of assessment papers.

14.4 Submitting all assessment papers to the AGU by the specified deadline, to allow for the necessary preparations towards the official assessment period.

14.5 The nomination form must include the following information in respect of each nominee:

a) full names and title;
b) address and e-mail address (internal addresses in the case of internal examiners and moderators);
c) telephone numbers (home, work, and cell phone, if available);
d) relevant and other qualifications;
e) areas and competencies of discipline/subject specialisation;
f) highest qualification the nominee is qualified to assess/moderate; and
g) description of the nature of the assessment(s) to be conducted by the nominee.

14.6 The Assistant Registrar: Assessment and Graduations also assumes the following responsibilities:

a) Ensuring that an examiner, assessor, and/or moderator is nominated and appointed for each course/module in which students are currently enrolled.

b) Ensuring that faculties nominate examiners, assessors, and/or moderators for every assessment to be conducted under the auspices of the AGU.

c) Ensuring that the nominated examiners, assessors, and/or moderators meet the requirements set out below, and that they have been approved by the faculty board or, where applicable, Senex.

d) Ensuring that letters of appointment are compiled and sent to all approved examiners, assessors, and moderators, with the registrar having to sign these letters and keep record of all original documentation, including the signed acceptance forms.

e) Ensuring that all examiners, assessors, and moderators who are not full-time employees of CUT are remunerated in accordance with an approved schedule of payment for work done. Each claim submitted by an examiner/assessor/moderator is processed by the Assistant Registrar: Assessment and Graduations and is only paid upon the satisfactory completion of the assigned task by the examiner/assessor/moderator concerned.

14.7 The appointment of nominated examiners, assessors, and moderators is subject to the following competency guidelines:

a) For exit-level courses/modules (i.e., those at NQF level 6 and above), examiners, assessors, and moderators must be discipline/subject experts not employed by CUT (i.e., external examiners, assessors, and moderators).

b) For all other courses/modules, examiners, assessors, and moderators must, where possible, be discipline/subject experts employed by CUT (i.e., internal examiners, assessors, and moderators).

c) The appointed examiner, assessor, or moderator, whether internal or external, must have credible competencies equal to or exceeding the course/module competencies being assessed. In particular, the examiner, assessor, or moderator must have a relevant qualification similar to or higher than the qualification in which the assigned course/module is located.

14.8 The chief examiner is responsible for compiling an assessment question paper for a course/module and supplying a master copy to the AGU. Assistant examiners and/or assessors are appointed to assist with the assessment of students' answers to the questions contained in the assessment paper. Students' answer scripts may only be assessed or marked by officially appointed examiners and/or assessors.

14.9   Assessment question papers must be set strictly in accordance with the syllabus, targeted at the educational outcomes approved for the course/module and the assessment formats announced in the study guide.

14.10   The question paper must conform to all best assessment practices announced by Student Academic Development and Support in its guidelines to academic staff. Particular attention should be paid to eliminating ambiguities, accurately targeting the language competencies of students, and ensuring correct language usage within the context of the approved language policy of CUT.

14.11   In general, abbreviations should be avoided, and only standard abbreviations may be used, where necessary. Should there be any uncertainty regarding an abbreviation used, the SABS and dictionary standard abbreviation will be the accepted standard.

14.12   If the assessment question paper requires the use of mathematical tables, data sheets, graph paper, pocket calculators, and/or special items of stationery, such requirements must be:

    a) indicated on the front cover of the question paper; and
    b) communicated in writing to the AGU.

14.13   Whenever possible, the assessment question paper must be compiled in such a manner that the participating students are given a fair and reasonable chance to demonstrate their competency levels, and to receive due acknowledgement and credit.

14.14   The principle reflected above has special significance in the case of assessment questions that are concatenated; i.e., where one answer becomes an input or assumption for the next question. In such instances, each subsequent assessment question must be assessed on the available input and/or assumptions of the participating student.

14.15   The marks that can be awarded for each section of an assessment question must be clearly indicated at the end of every section, and the total score that can be awarded for the overall assessment question must be indicated at the end of the question. The total marks that can be awarded for all assessment questions, or combinations of questions overall, must also be indicated at the end of the assessment paper and on the cover page.

14.16   A memorandum or assessment scheme must be prepared for each assessment question paper, which details the proposed mark allocation and distribution for the contemplated answers that students will give to each question or part thereof.

14.17   Examiners/assessors must maintain strict security measures during the compilation of assessment question papers and memoranda/assessment schemes; being mindful of the following:

    a) Under no circumstances may an incomplete or complete assessment question paper/memorandum/assessment scheme be left or stored in such a manner that an unauthorised person may gain or attempt to gain access thereto.
    b) No record of the assessment question paper or memorandum/ assessment scheme may be kept by the examiner or assessor after the question paper and memorandum/assessment scheme have been completed and handed in at the AGU. Under no circumstances may the contents of any memorandum be revealed to any unauthorised person.
    c) The above provisions also apply to computer records of the materials in question.
    d) No assessment question paper may be used more than once during any assessment period.
    e) Every assessment question paper must be unique and must contain only non-repeated questions. The area tested can be the same, but the question posed must be framed differently.

f) An assessment paper with more than 20% of marks allocated to repeated questions is classified as a repeated assessment paper and must be rewritten.

g) The repeated assessment paper is classified as leakage and collusion, and such an assessment paper will be declared null and void. Annulment does not require evidence that the staff member intended to commit an assessment offence.

14.18 However, it should be noted that the main responsibility for compliance lies with the assessor. It should be noted that the HoD and moderator who respectively signed off an assessment paper are also tasked with ensuring the quality of assessment papers, as well as safeguarding against repetitions of questions and papers. The guidelines above are considered to be amendments to the conditions of employment, and as such are covered by both the performance agreement and disciplinary action provisions of CUT.

15. GUIDELINES FOR MODERATING ASSESSMENT QUESTION PAPERS / ANSWER SCRIPTS

15.1 The assigned quality assurance tasks of the moderator consist of the following three elements:

15.1.1 Assisting the institution in ensuring fair and reasonable assessment in a course/module

a) The Assistant Registrar: Assessment and Graduations or the appointed examiner/assessor supplies the moderator with the assessment question paper and the memorandum/assessment scheme.

b) On receipt of the assessment material mentioned in (a) above, the moderator judges the fairness and reasonableness of the proposed assessment question paper against the following criteria:

(i) Whether the assessment questions are spread evenly and fairly over the syllabus and the specified educational outcomes of the course/module;

(ii) Whether the awarding of marks by the examiner/assessor in the memorandum or assessment scheme is fair for the work and time involved in completing the memorandum; and

(iii) Whether the language usage is correct, and there are no obvious ambiguities.

c) If the moderator is not satisfied with the proposed assessment question paper, he/she must discuss the matter with the examiner/assessor, and propose changes, where necessary.

d) Once the examiner/assessor and moderator agree regarding the assessment question paper, both must sign and date the question paper and the modified version thereof.

e) The signed assessment question paper is returned to the Assistant Registrar: Assessment and Graduations for safekeeping and reproduction for the assessment period.

15.1.2 Assisting the institution in ensuring fair and consistent assessment (excluding exit-level modules)

a) The marked or assessed answer scripts of students are dispatched by the Assistant Registrar: Assessment and Graduations or the appointed examiner to the moderator, who must assess/mark a sample of no fewer than 20 scripts, each of which must be signed and dated. In the case of 200 scripts or more, at least 10% thereof must be moderated and then signed, while the remainder must be checked for calculation and transfer errors, and then signed.

b) The sample used by a moderator must include all borderline cases; i.e., cases where minimal changes to the examiners or assessor's marks can have an effect on the student's final result.

    c)   The moderator's results are compared with those of the examiner according to the following criteria:

        (i)   Firstly, whether every answer given by the student has been marked or assessed, and, secondly, whether the mark or assessment is fair.

        (ii)   Whether the examiner/assessor has been consistent in the awarding of marks according to the memorandum/assessment scheme.

    d)   If the moderator's assessment mark differs from that of the examiner/assessor, this mark must be indicated on the answer script. However, the moderator may not change the mark awarded by the examiner/assessor unless an agreement has been reached in this regard.

    e)   If the examiner/assessor and the moderator are unable to reach an agreement, the following procedure applies:

        (i)   If the difference between the assessment marks awarded by the examiner/assessor and those awarded by the moderator is 10% or less, the average of the two marks is taken as the assessment mark.

        (ii)   If the difference is more than 10%, the examiner/assessor and the moderator must discuss the matter and reach an agreement. If an agreement cannot be reached, the relevant faculty dean will act as the final arbitrator between the two officials, and his/her decision will be final.

15.1.3   <u>Additional tasks to be performed by the moderator</u>

    a)   Rechecking that marks and percentages reflect correctly on the answer scripts.
    b)   Verifying that the assessment results of the moderated assessment script are correctly transferred to the mark sheet.
    c)   Using the spaces provided on the mark sheet to indicate any differences in the marks awarded by the examiner/assessor and the moderator, respectively.
    d)   Compiling a moderator's report (LS 107.3 form).

15.2   Notwithstanding the specific provisions above, all other communication with external examiners/assessors and/or moderators will be carried out by the Assistant Registrar: Assessment and Graduations.

15.3   All completed mark sheets, moderator's reports (LS 107.3 forms), and students' answer scripts (including moderated scripts) must be hand delivered or sent by registered mail to the AGU.

15.4   <u>Task completion timelines for examiners/assessors and moderators</u>

The following timelines apply to the completion of tasks by examiners/assessors and moderators:

Number of students participating in, or sitting for, the assessment (where applicable)	Calendar days allowed for completion of task by examiner/assessor after assessment date	Calendar days allowed for completion of task by moderator after receipt of assessed scripts
Fewer than 60 students	2	1
Between 60 and 120 students	3	1
Between 120 and 300 students	4	2
More than 300 students	5	2
Deferred assessment (any number)	2	1
Reassessment (any number)	3	1

15.5   <u>Backup security and quality features at the AGU</u>

15.5.1   Course/subject files

    a)   For each module/course/subject to be assessed under the auspices of the AGU, there will be a module/course/subject file containing the following records:

        (i)   The most recent study guide, plus the approved syllabus for the course/module.

        (ii)   The assessment question papers and memoranda/assessment scheme of the previous two assessments, plus the examiner's/assessor's and moderator's report for each of these assessments.

        (iii)   The assessment question paper and memorandum/assessment scheme of the upcoming assessment.

        (iv)   The name, address, and telephone number of the examiner/assessor.

        (v)   The name, address, and telephone number of the moderator.

        (vi)   The results of the questionnaire (*Quality of assessment papers*).

    b)   It is the joint responsibility of both the AGU and the faculties, via the appointed examiners/assessors and moderators, to update the course/subject files kept at the AGU.

15.5.2   Security of assessment question papers and student assessment scripts

    a)   Using the assessment paper master copy supplied and signed by the examiner/assessor and moderator (from the course/module file), the duplication of copies for use during the assessment session is done under the auspices of the AGU.

    b)   A Protection Services officer, working under the direction of the AGU, must be present at all times during the duplication of assessment papers.

    c)   Any waste produced during the duplication process must be destroyed in the presence of the officer mentioned in (b) above.

    d)   Any electronic record of the assessment paper that might be produced or developed to support the duplication process must, after production, be uninstalled or erased, with the production house/facility to complete a certificate or form to this effect.

    e)   In addition to the security measures outlined for invigilators, it is the duty of the examiner/assessor to collect student assessment answer scripts from the chief invigilator at the end of the scheduled assessment session. If the examiner/assessor is unable to collect these scripts from the chief invigilator at that time, he/she is responsible for making advance alternative arrangements with the Assistant Registrar: Assessment and Graduations for the collection of the scripts. Such arrangements will not, however, alter the timelines specified in 15.4.

16.   ASSESSMENT OF POSTGRADUATE QUALIFICATIONS

16.1   The rules and procedures in this section are intended to regulate admission to the institution's postgraduate programmes, and to regulate the assessment of treatises/dissertations/theses as key components of the exit assessment of postgraduate qualifications.

16.2   Unless otherwise indicated by the context, the definitions introduced at the beginning of this assessment procedure apply.

16.3   The rules stipulated in paragraphs 17, 18, and 19 apply only to postgraduate students who first registered as such in 2009 or thereafter.

17.   CONTEXT OF APPLICATION OF RULES AND PROCEDURES

17.1   Postgraduate curriculum

In advanced educational programmes, the prescribed curriculum may consist only of prescribed courses/subjects or treatises of limited academic extent, in conjunction with other courses/subjects, or an exclusively extended dissertation/thesis written on the grounds of an approved research project.

17.2   Dissertation and thesis assessment

Such an assessment differs from those used in other courses/subjects in so far as independent academic and intellectual work by the student forms part of the competency and skills evidence. In general, but consistent with the NQF hierarchy of competencies, the dissertation or thesis assessment is informed by the expected learning outcomes of the qualification.

18.   MASTER'S DEGREES

18.1   Admission and registration requirements

18.1.1   No person may register for a master's degree unless he/she is in possession of an appropriate qualification leading to an NQF 9 qualification, completed BTech with CUT, or the recognition of prior learning (RPL) giving access to a qualification at this level.

18.1.2   No candidate may register for a master's degree if a minimum of 65% in the main subjects and the overall percentage of 60% were not achieved in the prior qualification leading to a master's degree.

18.1.3   Registration will only be permitted if Senate is of the opinion that, based on the evidence provided in the application and endorsement of the faculty:

   a)   the candidate will be able to develop the learning outcomes of the qualification successfully;
   b)   the candidate has the potential to contribute to intellectual and/or technological advancement in the chosen field of study; and
   c)   suitable infrastructure and resources are or will be available to assist and support the candidate and the learning outcomes of the qualification, including the availability of supervisor(s) and examiners/assessors.

18.1.4   Council may, on the recommendation of Senate, refuse to register a student if the candidate's previous learning achievements are considered inadequate to successfully complete the qualification.

18.1.5   Except with the special permission of Senate, a candidate shall be excluded from, or refused readmission to, the instructional programme if, in the opinion of his/her supervisor(s) and the faculty board, the candidate has failed to maintain sufficient progress to complete the qualification within the maximum time period stipulated.

18.2   Definition of full-time candidate

A full-time candidate is defined as one of the following:

a)   One who is available to attend and participate in the academic activities of the faculty in which he or she is registered.

b)   One who is employed by and has obligations to a structure recognised by CUT as adequate for purposes of the candidate's research, provided that the candidate can produce acceptable certification from his/her employer that his/her time will be fully devoted to his/her approved research. Such candidate may be required by the HoD to meet additional requirements, including participation in the work of the department.

Note: A full-time member of staff may not be registered as a full-time candidate for a higher degree, except with the permission of the HoD, who will need to satisfy the Faculty Research and Innovation Committee that adequate arrangements have been made for the fulfilment of the duties of the candidate concerned.

A candidate who does not fulfil the definition of a full-time candidate, as defined above, will be deemed to be a part-time candidate.

18.3   Structures of the curriculum

18.3.1   The curriculum for the master's degree shall produce all the competency and autonomy of learning outcomes prescribed for the qualification at NQF level 9.

18.3.2   Notwithstanding any indications to the contrary, a candidate must successfully participate in and complete the prescribed course/module in Research Methodology before commencing with the prescribed research project of the qualification.

18.3.3   Where a research project is prescribed as part of the curriculum, the application, format, and assessment thereof must meet the requirements as set out in this procedure, as well as all other relevant policies, procedures, rules, and regulations.

18.4   Duration of master's degree

18.4.1   Master's degrees offered on a full-time basis for a one-year duration have a residency period of two years. Master's degrees offered on a part-time basis for a two-year duration have a residency period of four years.

18.4.2   The first extension following the end of the residency period is approved by the Exco of the faculty, ratified by *the University Research and Innovation Committee (URIC) and noted* by Senate. The faculty Exco-approved application should be submitted to the URIC meeting in the last year of the residency period. The extension is for the year following the last year of the residency period.

18.4.3   The second or more extension of the study period following the end of the residency period must be submitted via the Exco of a faculty to the URIC and to Senate for approval. The faculty Exco application should be submitted to the Quarter 4 URIC meeting in the year of the first extension following the residency period.

18.4.4   Late applications that did not follow 18.3.2 and 18.3.3 must be submitted directly to Senate for approval.

18.5 Master's degree cum laude (i.e., with honours)

The master's degree is awarded *cum laude* (i.e., with honours) if the candidate qualifies for the awarding of the qualification within the maximum time period prescribed and satisfies the applicable criteria:

a) If the curriculum conforms to 18.2.1, the candidate must score a final mark of 75% for all prescribed courses.
b) If the curriculum conforms to 18.2.2, the candidate must score a final mark of at least 75% for the dissertation/thesis.
c) If the curriculum conforms to 18.2.3, the candidate must score:

   (i) an average mark of at least 75% across all prescribed courses/modules; and
   (ii) a subminimum of 75% for the treatise.

18.6 Assessment

18.6.1 The assessment takes on two forms: formative assessment and summative assessment.

18.6.2 Formative assessment is the continuous evaluation and feedback given to the student during the study according to the accepted Memorandum of Understanding between the student and the supervisor. Where more than one supervisor assesses a study, consolidated feedback must be given to the student. This will avoid conflicting and contradicting feedback. The supervisor takes the main responsibility for this feedback.

18.6.3 The supervisor must complete a formative assessment report annually, in September, for each master's student. This report must reflect on the progress the student made during the year of study. It will also serve as a basis for the student to register for the next year.

18.6.4 Summative assessment is the final assessment of the study. In this case, the assessment panel for the master's study will be constituted as follows:

18.7 Assessment panel: Master's degrees

18.7.1 Subject to the approval of Senate, or the **Faculty Research and Innovation Committee** (FRIC) acting on its behalf, the faculty may appoint any suitably qualified person with at least a master's degree as supervisor of an admitted master's degree candidate, on the recommendation of the HoD concerned. Where the main supervisor does not have a doctoral degree, a co-supervisor to mentor the supervisor must be appointed. However, if the supervisor is not a full-time employee of CUT, a co-supervisor must be appointed to assist the supervisor.

18.7.2 The HoD concerned acts as the administrative coordinator of all assessment panels and is responsible for nominating the membership of such.

18.7.3 The FRIC must approve the nominations and notify the AGU accordingly. Subject to the necessary context variations, the responsibilities of the AGU are outlined in 14.6(a) to (e) of this procedure.

18.7.4 The assessment panel for a master's degree is composed as follows:

   a) At least two external examiners.
   b) The supervisor and co-supervisor (if appointed) do not form part of the formal assessment panel but must complete a report on the NQF learning outcomes to give evidence of how the candidate meets the required outcome at NQF level 9. This compulsory report does

not form part of the formal assessment panel and therefore does not contribute to the final mark for the study.

18.7.5   Academic staff must have a doctoral degree, and industry staff must have at least a master's qualification.

18.7.6   Subject to the necessary context variations, the responsibilities of the assessment panel include:

a)   assessing evidence of the candidate's learning outcomes against the required competency and autonomous learning outcomes for the qualification;
b)   assessing the credibility of the evidence provided;
c)   assessing the extent to which the candidate complies with the requirements for the qualification; and
d)   evidence of the Turnitin report for similarity and proof of language editing must be submitted as part of the thesis.

18.8   ORIGINALITY OF THE MASTER'S STUDY

18.8.1   Research master's

18.8.1.1   Before submitting the study for assessment, the candidate must sign a written agreement to the following effect:

a)   That all scholarly reflections have been acknowledged as such, and that the remaining content is his/her own original work (see relevant LS form).
b)   That where the study contains material governed by intellectual property laws, written permission has been obtained for the implicit rights to be waived, and that the necessary notices/undertakings to this effect have been lodged with the HoDs.
c)   That the study, or any part thereof, has not previously been:

(i)   submitted for a qualification; or
(ii)   rejected as a submission towards a qualification at CUT or any other educational institution.

18.9   Keywords

18.9.1   Directly after the summary/abstract of the work, the student must provide approximately ten keywords describing the research study.

18.10   Submission of an article

18.10.1   The awarding of the qualification shall only be approved after the student produces sufficient evidence to show that he/she has submitted an article from the study to an accredited journal (and that it has been accepted to be subjected to review) or has an accepted full paper in national or international conference proceedings that meet the Department of Higher Education and Training's (DHET) criteria for credit-bearing proceedings, or a registered patent, or an art exhibition. Evidence must be submitted together with the final copies of the study. On receipt of evidence that the candidate has met one of these requirements, the supervisor, HoD, and faculty dean will append their signatures to form LS 215.

18.11   Coursework master's

18.11.1   The awarding of the qualification shall only be approved after the student has successfully completed and passed all the taught modules for the programme, including the mini-dissertation component, with at least a 50% pass. The mini-dissertation shall be assessed by two external examiners, who must have doctoral qualifications relevant to the essence of the research for each student.

18.11.2   The supervisor and co-supervisor do not form part of the formal assessment panel, but complete jointly, if applicable, a report on the NQF learning outcomes. This report will give evidence of how the candidate meets the requirements at NQF level 9. This report does not contribute to the final mark of the study.

19.   DOCTORATE

19.1   Admission and registration requirements

19.1.1   No person shall be registered for a doctorate unless he/she is in possession of an appropriate qualification leading to an NQF 10 qualification, or the RPL giving access to a qualification on this level.

19.1.2   No candidate may register for a doctoral degree if a minimum of 65% was not achieved in the prior qualification leading to a doctoral degree.

19.1.3.   Subject to context variations, the rules stipulated in 18.1 shall also apply to candidates who register, or apply to register, for a doctorate.

19.2   Structure of the curriculum

19.2.1.   The curriculum for the doctorate will support and develop the learning outcomes prescribed for the qualification, which must be developed around and in support of the tasks and activities connected to an extensive research project leading towards a thesis.

19.2.2   The candidate shall follow the instructional programme of study and/or research as prescribed or approved by Senate. Before commencing with the research project, the candidate must pass a course/module in Research Methodology or provide proof of his/her knowledge with regard to Research Methodology, to the satisfaction of his/her promoter.

19.3   Duration of the doctorate

19.3.1   Doctoral degrees offered on a full-time basis for a two-year duration have a residency period of four years. Doctoral degrees offered on a part-time basis for a four-year duration have a residency period of six years.

a)   For the PhD in Management Sciences, the maximum duration is calculated as follows: [min part-time (4) + 50% (4)] = (4+2) = 6 years.

b)   For other doctorates the minimum duration is: (a) full-time = 2 years; (b) part-time = 4 years.

c)   The maximum duration is calculated as follows: [min part-time (4) + 50% (4)] = (4+1.5) = 5.5 corrected to the nearest whole year = 6 years.

19.3.2   The first extension following the end of the residency period is approved by the Exco of the faculty, ratified by the URIC and noted by Senate. The faculty Exco-approved application should be submitted to the URIC meeting in the last year of the residency period. The extension is for the year following the last year of the residency period.

19.3.3   The second or more extension of the study period following the end of the residency period must be submitted via the Exco of a faculty to URIC and Senate for approval. The faculty Exco application should be submitted to the Quarter 4 URIC meeting in the year of the first extension following the residency period.

19.3.4   Late applications that did not follow 19.3.2 and 19.3.3 must be submitted directly to Senate for approval.

19.3.5   Doctorate *cum laude* (i.e., passed with honours)

The doctorate cannot be obtained *cum laude*.

19.4   Assessment

19.4.1   The assessment takes on two forms: formative assessment and summative assessment.

(i)   Formative assessment is the continuous evaluation and feedback given to the student during the study according to the accepted Memorandum of Understanding between the student and the supervisor. Where more than one promoter assesses a study, consolidated feedback must be given to the student. This will avoid conflicting and contradicting feedback. The promotor takes the main responsibility for this feedback.

The promotor must complete a formative assessment report annually, in September, for each doctoral student. This report must reflect on the progress the student made during the year of study. It will also serve as a basis for the student to register for the next year.

(ii)   Summative assessment is the final assessment of the study. The promotor and co-promotor(s) do not form part of the assessment panel.

19.4.2   Subject to the approval of Senate, or the FRIC acting on its behalf, the faculty may appoint any suitably qualified person with a doctoral degree as the promoter of an admitted doctoral candidate, on the recommendation of the HoD concerned. However, if the promoter is not a full-time employee of CUT, a co-promoter must be appointed to assist the supervisor.

19.4.3   The HoD concerned acts as the administrative coordinator of all assessment panels and is responsible for nominating the membership thereof.

19.4.4   The FRIC must approve the nominations and notify the AGU accordingly. Subject to the necessary context variations, the responsibilities of the AGU are outlined in 14.6(a) to (e) of this document.

19.4.5   The assessment panel for a doctorate is composed as follows:

(a)   At least two external examiners, one of whom is preferably an international academic in good standing.

(b)   The promotor and co-promotor (if appointed) do not form part of the formal assessment panel but must complete a report on the NQF learning outcomes to give evidence of how the candidate meets the required outcome at NQF level 10. This compulsory report does

not form part of the formal assessment panel and therefore does not contribute to the final mark of the study.

19.4.6   Subject to the necessary variations required by the context, the rules stipulated in 18.6.1, 18.6.2, and 18.6.3 shall apply to the assessment panel for a doctorate.

19.4.7   The HoD, in the capacity of administrative coordinator for the assessment panel, must, after the thesis has been assessed, arrange for the student to give evidence on his/her thesis. The faculty board makes the final recommendation. The promotor and co-promotor(s) attend this meeting, but do not form part of the making of the final recommendation.

It may be in the form of:

(i)   a public presentation of the study; or
(ii)   a presentation at a workshop.

19.5   Originality of the study

Subject to the necessary variations required by the context, the rule stipulated in 18.7 shall apply in its entirety to the thesis for a doctorate.

19.6   Keywords

Directly after the summary/abstract of the work, the student must provide approximately ten keywords describing the research study.

19.7   Submission of research outputs

19.7.1   The awarding of the qualification shall only be approved after the student produces sufficient evidence to show that he/she has:

(i)   an article from the study accepted for publication in an accredited journal;
(ii)   two papers accepted for national or international conference proceedings that meet the DHET's criteria for credit-bearing conference proceedings;
(iii) two articles submitted to a DHET-approved journal for publication (and accepted to be subjected to review); or
(iv)   a registered patent or art exhibition.

19.7.2   Evidence must be submitted together with the final copies of the study. On receipt of evidence that the candidate has met one of these requirements, the promoter, HoD, and faculty dean will append their signatures to form LS 217.1.

19.7.3   Evidence of the Turnitin report for similarity and proof of language editing must be submitted as part of the thesis.

19.7.4   In addition to these requirements, faculties also have the right to set additional criteria to which the student must adhere.

20.   APPLICATIONS FOR REGISTRATION FOR A HIGHER QUALIFICATION WHERE THE CURRICULUM INCLUDES A RESEARCH PROJECT

20.1   General declarations upon application

All applications to register for a higher qualification that includes a research project in the curriculum must be in writing (by completing form LS 262a) and must be submitted to the HoD concerned. The application must be accompanied by declarations of the following information on the candidate:

a) Full names;
b) Address and telephone number(s) (if available);
c) Date of birth and age;
d) List of post-school qualifications, with the date of attainment indicated in each case, and accompanied by certified copies of relevant certificates; and
e) Professional activities, with the emphasis on professional, educational, and research experience.

20.2 Information on the supervisor/promoter

The following should be provided:

20.2.1 A brief curriculum vitae (CV) of the proposed external (co-)supervisor or (co-)promoter, with special reference to his/her qualifications (academic as well as professional), experience in the field, and suitability as supervisor/promoter.

20.2.2 A written and signed undertaking by the proposed supervisor/promoter in respect of the following:
   (i) Acceptance of the duties to be performed in his/her capacity as supervisor/promoter, and an undertaking to complete all necessary tasks in this regard, including the tasks indicated herein.
   (ii) A brief statement on the acceptability and feasibility of the proposed research project (as outlined by the applicant).
   (iii) A description of any developmental activities that would be necessary to comply with all the minimum requirements of the qualification and to conclude the project.
   (iv) A statement regarding possible resources and support requirements of the proposed research project, in particular any specialised equipment needed, as well as the finances to be budgeted for in support of the overall research project.
   (v) Protecting the integrity of the study and any potential intellectual property (IP) flowing from the study.

20.2.3 Within three months of admission and registration in the case of a master's degree, or within six months of admission and registration in the case of a doctorate, a **full-time postgraduate student** must submit a research project proposal. A **part-time postgraduate student** must submit such research project proposal within six months of admission and registration in the case of a master's degree, or within nine months of admission and registration in the case of a doctorate.

20.2.4 The project proposal must include at least the following aspects:

   a) An introduction to the intended field of study/research;
   b) The problem or question to be considered or investigated;
   c) The proposed framework for solving the problem;
   d) The possible results and importance of the research to be conducted;
   e) A brief overview of the most recent research in this proposed field of study, including the necessary references relevant to the process of addressing/solving the problem;
   f) A brief description of the proposed composition (i.e., chapters and sections) of the treatise/dissertation/thesis;
   g) The estimated timelines for the achievement of the proposed outcomes; and
   h) Ethical matters for which clearance must be obtained.

20.3   Applications requiring the support of other institutions

20.3.1   In instances where the intended research project requires the cooperation and support of another institution, the additional information listed below should accompany the application referred to in 20.1 and 20.2.

20.3.2   Where a research project is to be conducted at an institution other than CUT, the head of such an institution must provide a written statement of consent, verifying the following:

(i)   Cognisance of the proposed project and its implications for the institution;
(ii)   Permission for the applicant to conduct the project at the institution concerned, and to be hosted as a student at the institution;
(iii)   Any restrictions or prerequisites applicable to the candidate and/or the research to be conducted;
(iv)   An undertaking to permit the completion of the research project or part(s) thereof, as agreed;
(v)   The type of support that the institution will provide to the applicant for the duration of his/her research project; and
(vi)   The estimated cost implications **for CUT, the host institution, and the student** (refer to 20.2.2(iv) above).

20.3.3   Where a project is included as part of an advanced instructional programme, the application must indicate the developmental and/or applied nature of the research to be undertaken in terms of 20.2.2.

21.   CONFIDENTIAL RESEARCH PROJECTS

21.1   The provisions in this subsection of the procedure are applicable to all research projects conducted in partial fulfilment of the learning outcomes of a degree.

21.2   In recommending to Senate that a research project be registered as "confidential", the faculty dean presents Senate with such recommendation, duly motivated, together with proof from the direction-giving institution, if applicable. Should Senate approve the recommendation, the following procedures apply:

a)   The Assistant Registrar: Assessment and Graduations notifies the relevant assessment panel in writing of Senate's decision in this regard.
b)   The Assistant Registrar: Assessment and Graduations ensures that every member of the assessment panel, as well as the student, sign a written confidentiality agreement.
c)   No assessor is entitled to a personal copy of the research material or part(s) thereof, including the thesis/dissertation/treatise.
d)   The evidence as required in 19.4.7 lapses.
e)   The assessment panel (see 19.4.5) is enlarged, and the registrar becomes an *ex officio* member.

21.3   All prescriptions with regard to the compulsory provision of copies for distribution expire, with the exception of the submission of one hard copy and one electronic copy, to be stored at the AGU for safekeeping under a special security seal.

21.4   Senate is presented with a confidential report on the matter, which includes an abstract of the research and the proprietary rights applicable thereto.

22. FORMAT AND COMPULSORY COPIES OF MASTER'S AND DOCTORAL STUDIES

22.1 General format

22.1.1 **Unless otherwise approved by Senate**, the following minimum general requirements apply to the layout and format of theses/dissertations/ treatises:

a) title page;
b) statement of independent work (see form LS 118.2);
c) acknowledgements;
d) summary of the work, consisting of approximately 600 words;
e) table of contents of the thesis/dissertation/treatise;
f) an introductory chapter, reflecting the problem statement and/or problem hypothesis;
g) appropriate chapters, arranged in logical sequence; and
h) list of references cited in the research report, in a uniform format that complies with an internationally acceptable expert method.

22.1.2. Unless otherwise determined, the following technical requirements apply to the presentation of a treatise/dissertation/thesis:

a) The work must be presented in the form of typed pages of A4-size paper, with 1.5 line spacing.
b) Each page must have a left-hand margin of at least 32 mm.

22.1.3 Any other specific format requirements that are set by the faculties, in compliance with the standards of the subject/discipline, and which may vary according to some or all of the provisions in 22.1 and 22.2, will be communicated to the students by the HoD concerned.

22.2 Compulsory copies

22.2.1 For assessment purposes, the student shall submit an electronic copy of the study to the AGU via the supervisor once the relevant faculty dean has approved it.

22.2.2 After having revised and/or improved a master's or doctoral study as recommended by the assessment panel, the student must, at his/her own cost, submit bound copies thereof to the AGU, via the HoD concerned, before the qualification can be awarded.

22.2.3 The Assistant Registrar: Assessment and Graduations distributes a bound and electronic copy to each of the following:

a) each member of the assessment panel;
b) LIS;
c) the faculty dean's office; and
d) any library that, in terms of the law or an agreement to that effect, must receive a copy.

23. POSTGRADUATE STUDENT REGISTRATION, PROJECT APPROVAL, AND ASSESSMENT PROCEDURES

23.1 Compulsory registration renewal date

23.1.1   Upon admission to an instructional programme, a candidate may register at any time within the first year of study, and, subject to the provisions in 18.1 and 19.1 above, must reregister by the end of February of every year thereafter during the official registration period of CUT, until such a time as the prescribed curriculum has been completed. Any candidate who fails to renew his/her registration of any particular year shall be deemed to have voluntarily discontinued his/her studies.

23.2   Lapse of registration

From the second year of registration to completion, candidates are required to register in the specified period for each subsequent year of registration. It is the responsibility of the postgraduate office to ensure that all candidates are duly registered, and to report unregistered candidates to the HoD. The HoD shall then investigate, through the supervisors, the reasons for non-registration. Any candidate not registered by the end of the official registration period, provided that they are in good standing, will be assumed to have allowed their registration to lapse and will be required to reapply for candidature. The years during which the registration has lapsed are considered part of the formal time allowed for candidature.

23.3   Abeyance

A candidate who does not wish to register in a particular year for some good or sufficient reason may apply to the FRIC for permission to have his/her registration put into abeyance for a defined period. This defined period may not exceed two years. Permission for abeyance should be the exception and not the norm and may also be granted by the chairperson of the FRIC, provided that the decision is reported to the FRIC. Such permission may not be given for more than a total of two years during the complete period of registration.

During such period of abeyance, the candidate will not be required to pay fees and will not receive supervision or other services from CUT.

No year of registration can be put into abeyance retrospectively.

23.4   Previously published work

Unsupervised work published previously cannot be accepted in lieu of research pursued under the guidance of a supervisor for the award of a higher degree.

23.4.1   Procedure for the approval of a research project: In addition to the provisions in paragraph 20 above, the following staged procedures apply to the approval of a research project:

   (i)   The student, together with the supervisor/promoter, prepares the application, together with all supporting documents.
   (ii)   The FRIC must first consider, accept, and recommend the application before it is signed by the faculty dean concerned.
   (iii) The relevant faculty, acting on behalf of Senate, must consider and approve the application – including the recommended membership of the assessment panel – and notify Senate accordingly.

23.4.2   Should the FRIC approve the application, the Assistant Registrar: Assessment and Graduations is notified accordingly, in view of performing the following administrative functions:

   (i)   Notifying the applicant, the supervisor, the HoD, the relevant faculty dean, the Research Office, and the LIS of the approved project title no later than five work days after such approval is granted by the relevant faculty.

(ii)   Ensuring that, in their letters of appointment, the assessors are informed of the proper format to be used for the assessment report, as well as the period of 30 calendar days allowed for the completion of an independent assessment of the treatise/dissertation/thesis.

(iii)   Notifying the assessors of the intended assessment date, as confirmed by the candidate and supervisor.

24.   ASSESSMENT PROCEDURES FOR RESEARCH PROJECTS

24.1   Subject to the approval of the supervisor/promoter, the candidate must give at least three calendar months' written notice to the Assistant Registrar: Assessment and Graduations and the relevant HoD of his/her intention to complete and submit the research report for assessment purposes. On receipt of this notice, the Assistant Registrar: Assessment and Graduations shall then discharge the duties in 14.6(a) to (e).

24.2   The assessor, without consulting the candidate or a fellow assessor, is expected to compile an independent, concise, and critical written assessment of the submitted master's or doctoral study, using the provisions in line with the relevant NQF level of the learning outcomes guide.

24.3   In the case of a master's or doctoral study, the assessment report must qualify the assessor's opinion of the following educational outcome expectations:

a)   Whether the master's or doctoral study proves that the candidate is capable of conducting technological-scientific research, with evidence of the practical relevance of the finding(s).

b)   Whether the master's or doctoral study is linguistically correct and technically sound.

c)   Whether the contents are structured according to the following elements:

(i)   The schematisation, chapter classification, and content listing of the research are in accordance with the set objectives.

(ii)   The inclusion of appendixes, e.g., questionnaires, computer programs, and other research documents.

(iii)   The technological-scientific processing of the contents, inter alia, through systemisation and arrangement, descriptive and explanatory analysis and interpretation, and justifiable statements and conclusions; in other words, the candidate must prove that the subject of the study has been thoroughly investigated, that the nature and purpose of the research are clearly stated, that he/she has sufficient knowledge of the relevant literature and study methods, and that he/she conducted independent research into the specific subject.

(iv)   The inclusion of a comprehensive list of literary sources, arranged according to the conventions of the research field in question, with all literary references in the text to correspond with those in the reference list.

24.4   The assessor must motivate the recommendations made in the report in such a manner that the members of the assessment panel and the Exco of the faculty board, who are usually not experts in a particular subject field, are aided in the compilation and submission of a final assessment.

24.5   In making his/her assessment, the assessor must also be mindful of the NQF level at which the qualification is to be awarded, as well as the declared competency expectations of the qualification.

24.6   A candidate may not be penalised if it is evident from the research report that he/she "belongs to a specific school of thought", or if the contents and findings of the treatise have only limited practical applicability.

24.7   Examiners are to make a final assessment recommendation in terms of only one of the following possible composite assessment outcomes:

(i)   The study is accepted as it is.

(ii)   The study meets the competency requirements for the qualification concerned, <u>subject to editorial adjustments and/or minor content adjustments</u> indicated in the assessment report being made to the satisfaction of the supervisor or promoter.

(iii)   The study in its current form is not accepted, and the candidate should be requested to extend or revise the work, for purposes of reassessment.

(iv)   The study is rejected.

24.8   <u>The study must make a substantial contribution to the scientific knowledge of, and insight into, the subject and must attest to independent and original thought.</u>

24.9   Every assessor involved in the assessment of a particular study must submit his/her assessment report to the AGU, which provides copies thereof to the relevant faculty dean, in view of appropriate action by the HoD and the supervisor or promoter.

24.10   Should the supervisor or promoter find irreconcilable differences between two or more assessment reports, he/she may approach the assessors individually, and request that they consider amending their original report. Any amendments arising from such interactions must be put in writing and signed, before being submitted to the AGU as an amendment to the original assessment report.

24.11   If, after having been approached by the supervisor or promoter, every assessor recommends the acceptance of the report, except for a single assessor who recommends the rejection thereof, the relevant faculty dean will appoint an arbitrator to assess the situation. The arbitrator will only indicate whether or not he/she recommends the acceptance of the study, and the decision of the arbitrator is final.

24.12   The opinions of the individual assessors, as expressed in their respective assessment reports, should at no time be revealed to the candidate. However, should a study be referred for revision, extracts from the individual assessment reports may be brought to the attention of the candidate by the promoter or supervisor, without mentioning any names.

24.13   Unless Senate determines otherwise, a study is accepted by CUT if such acceptance is recommended by all the assessors concerned, with the final assessment outcome, where applicable, to be taken as the average of all the assessment results awarded by the assessors.

24.14   An assessor may retain possession of the assessed copy of the study supplied to him/her, unless Senate has classified the contents as confidential, or if the study has not been accepted by Senate. In both instances, the supplied copy must be returned to CUT within 30 days, while in all other instances the assessor will be provided with an amended bound copy that reflects the necessary changes.

24.15   The AGU may only accept bound copies of a thesis/dissertation/treatise (as provided for in paragraph 22 above) if the candidate's submission is accompanied by a written statement from the supervisor/promoter that confirms that all corrections and/or improvements recommended by the assessor(s) have been made to the document.

24.16   The results of each candidate must be submitted by the supervisor or promoter to the Exco of the relevant faculty board for approval, via the faculty dean. On approval of the results, the AGU is notified; accordingly, the candidate's record of results is updated; and the candidate is notified by means of a statement of results.

24.17   As per existing procedures, the AGU administers all applications for the issuing of a qualification or statement of results.

Maximum period allowed for assessment of postgraduate dissertations

Each assessor shall be requested to submit his/her report within six weeks of his/her receiving the thesis/dissertation sent to him/her for assessment. Assessors will be requested to notify the AGU as soon as it becomes apparent to them that they will be unable to meet this deadline.

The FRIC may replace an assessor if he/she takes an unduly long time to submit his/her report and will do so if the delay in submission of the report will affect the completion date of the candidate concerned.

Business process flow:

Communication challenges with the assessor before submission of dissertation for assessment

a)   The AGU will notify the supervisor/HoD of difficulties experienced in regard to communication with the appointed assessor (if communication becomes a challenge before the submission of the dissertation).

b)   The HoD will report to the FRIC and make the necessary recommendations, which will be communicated to the AGU for actioning.

Non-submission of assessment reports/results beyond agreed deadlines

a)   The AGU will notify the supervisor/HoD regarding non-submission of reports following all attempts by the AGU to receive feedback from the external assessor.

b)   The HoD reports to the FRIC committee, which will make the necessary recommendations, i.e., replacement of the assessor.

c)   New nominee(s) must be submitted to the FRIC for deliberations, and the approved candidate(s) forwarded to the AGU for appointment. This process must be finalised within a month of receiving the non-submission report from the AGU.

d)   The AGU appoints the new candidate and sends the dissertation for assessment.

(i)   Formal correspondence will be sent to the replaced assessor, informing him/her about CUT's decision to repeal the agreement.

(ii)   Should the reports or assessed dissertation be received following the above correspondence, it will be accepted as null and void.

(iii) No payment will be processed for the replaced assessor.

Procedure after non-approval

If the submitted dissertation is not approved, the candidate's candidature shall be terminated, and he/she shall not be readmitted as a candidate for the same degree within a period of two years from the date of submission of his/her submitted dissertation. Any application for readmission shall be dealt with as though the candidate were applying for the first time.

25.   STUDENT APPEALS AGAINST A STUDY ASSESSMENT

25.1   If a student considers the assessment of his/her study to be unfair and/or unreasonable, a complaint, with reasons, may be lodged in writing with the supervisor or promoter no later than five work days after the publication of the assessment results.

25.2   The supervisor or promoter is responsible for informing both the faculty dean concerned and the senior manager in charge of postgraduate studies about the complaint.

25.3   Within three work days after receipt of the formal complaint, the faculty dean shall convene and chair a special meeting with the student and the supervisor or promoter, in an effort to discuss and resolve the complaint.

25.4   If the intervention in 25.3 above is unsuccessful, both the complaint and the record of the meeting referred to above will be submitted to the registrar, who, in turn, will invoke the provisions contained in 29.3 (remarking, with the necessary context modifications).

25.5   Embargoed work: It is the policy of CUT for higher degrees research to be published. In exceptional cases, CUT will consider placing an embargo, once only, of up to three years on the publication of the research. Permission for an embargo must be granted by the Deputy Vice-Chancellor: Research, Innovation and Engagement on the advice of the supervisor, through the FRIC, and should normally be approved at the time that the candidate's title and scope are considered. The applicant must specify in his/her request for an embargo whether it should apply to both the hard and electronic copies or only to one of them.

26.   RECOGNITION OF PRIOR LEARNING (RPL)
(Refer to the admissions policy for detailed information.)

26.1   It is CUT policy that aspirant students wishing to gain access to CUT through RPL must present themselves to CUT for consideration, together with all credible evidence of learning achievements. CUT is only responsible for encouraging and supporting such applications.

26.2   CUT also aims to ensure that the RPL process and outcome, as an assessment procedure, are guided by the salient aspects of quality assurance, with the following prerequisites being critical in maintaining acceptable procedures:

a)   The assessment of prior learning is only possible through a comparison with the clearly formulated learning outcomes of each qualification and module, as prescribed by the curriculum.

b)   A credible and transparent assessment process that is inherently fair to all students, is essential.

c)   Supporting the institutional principle of "student access with success" remains a priority.

26.3   Regional collaboration

CUT also aims to collaborate with other institutions in the region in terms of administering and facilitating access to public higher education.

26.4   Record of assessment

26.4.1   When registering for a learning programme, the substantive screening results, as validated and/or adjusted, will be recorded as the admission credentials of the applicant, and will be communicated as such to the applicant.

26.4.2   This record must accompany the application for registration of an applicant registering for the first time.

26.5   Appeals

26.5.1   An applicant who is dissatisfied with the outcome of the RPL assessment may lodge a written appeal with the AGU, outlining his/her reasons for disputing the outcome, accompanied by proof of deposit of the prescribed fee.

26.5.2   Upon receipt of an applicant's appeal and the notice of deposit, the registrar will appoint an independent assessor to reassess the available evidence of learning achievements, and to compile a report on the validity, or otherwise, of the assessment outcomes.

26.5.3   Should the independent assessor arrive at a different set of outcomes than the original assessment, the reassessed outcomes in terms of 26.5.2 will be confirmed as the official and final outcome, and the deposit will be reimbursed to the applicant. Otherwise, the original RPL assessment outcome stands, and the applicant forfeits the deposit.

27.   ASSESSING PARTNERS IN WORK-INTEGRATED LEARNING (WIL)

27.1   Unless the context indicates otherwise, WIL is a joint educational effort between CUT and others, including independent employers who contribute towards students' attainment of the learning outcomes of qualifications.

27.2   These procedures seek to regulate the assessment relations, including the functions and responsibilities connected thereto, between CUT and its partners in WIL ventures.

27.3   These procedures also seek to outline and maintain reasonable standards of quality in assessment practices throughout a student's learning experience.

27.4   Subject to the approval of Senate, a faculty may vary the provisions under 27.5 below.

27.5   Assessment elements in a WIL agreement

27.5.1   Capacity of potential partner

Unless otherwise determined by Senate, the learning programme and/or WIL and skills development, on behalf of the faculty board, shall use the following capacity assessment criteria to evaluate a WIL partner before placing a student for WIL in terms of an agreement to that effect:

27.5.2   Suitability as an education provider

a)   Whether the potential partner has the infrastructure to support the learning outcomes for which the student(s) will be placed (under the partner's supervision).
b)   Whether the student's learning objectives are aligned to the core activities of the potential partner.
c)   Whether the potential partner has implemented an effective integration programme to integrate the student into the operations of the partner.

27.5.3   Mentoring capacity

a)   Whether the potential partner has a staff complement that satisfies the professional and other requirements for supervising and/or mentoring students.
b)   Whether the potential supervisor/mentor is able and willing to participate in the assessment of students when placed with the partner.

27.5.4   Capacity of CUT

As before, the relevant department and/or WIL and skills development must determine whether the institution is able to support any incapacities of the partner, or help the partner to develop new capacities, so as to ensure effective learning by students who are placed with the partner.

27.6   WIL agreement

27.6.1   A potential WIL partner is deemed an "approved partner" upon entering into an enforceable WIL agreement, including any development initiatives and orientation responsibilities agreed to by the partner and the relevant CUT department.

27.6.2   Unless otherwise determined by Senate:

a)   all assessments conducted by WIL partners must be submitted via the lecturer responsible for assessment to the AGU, who shall store copies of such assessments in safekeeping for a period of three years; and

b)   all assessments conducted by assessors employed by the WIL partner, but not by CUT, and who file assessment reports via the relevant lecturer responsible for assessment with the AGU in terms of a WIL agreement, shall be appointed as external assessors in terms of the provisions of this procedure.

27.7   Student orientation prior to placement with an approved WIL partner

27.7.1   Before a student is placed with an approved WIL partner, the student must be orientated to the requirements of the partner where he/she will be placed. Among others, the student must be aware of, and agree to, the following conditions:

a)   Complying with all regulatory standards, including those relating to the discipline, as stipulated by the partner.

b)   Making effective use of the stipulated grievance procedures of the partner.

c)   Upholding high standards of personal and professional conduct as a critical component of the assessment conducted by the partner.

d)   Assuming greater and more active responsibility for learning during the placement period and maintaining orderly records as evidence of learning.

28.   VERIFICATION OF ASSESSMENT MARKS

28.1   Lecturers continuously enter test marks on the ITS system.

28.2   Proper recordkeeping of all assessment marks is the responsibility of the academic departments.

28.3   The various departmental administrators are responsible for the transfer of the marks from the Excel sheet to the ITS system prior to the deadline stipulated in the Year Programme.

28.4   Once all test marks have been transferred to the ITS system, the Assistant Registrar: Assessment and Graduations calculates the course marks. The course mark is a mark calculated from all assessments completed during a unit and is calculated prior to the commencement of an official assessment.

28.5   Once all assessment scripts have been marked, each lecturer enters the assessment marks on the official ITS-generated mark sheet provided by the AGU.

28.6   Once the lecturer/departmental administrator has entered the assessment marks on the official ITS-generated mark sheet provided by the AGU, the assessor provides the moderator with a printout of the entered marks, for moderating purposes.

28.7   Once the assessment scripts have been moderated, and the moderator and assessor have confirmed that the marks are correct, the ITS-generated mark sheet is signed by both the moderator and the assessor, and handed to the faculties' secretaries, for the corrections where applicable of the assessment marks to the ITS system.

28.8   The signed ITS mark sheet, together with the answer scripts, is handed in at the AGU within the prescribed number of days.

28.9   For a second time, staff of the AGU then enter all assessment marks on "secondary" on the ITS system, as a control measure for the accuracy of the entered marks. Should there be a difference between the mark entered by the faculty and the mark entered by the staff of the AGU, the ITS system will prohibit the person from continuing to enter marks until both marks correspond.

28.10   Once all marks have been entered, the Assistant Registrar: Assessment and Graduations calculates the final marks.

28.11   Staff of the AGU check the calculated marks and the result codes to ensure that the marks have been calculated correctly.

28.12   The various HoDs and faculty deans receive student results per department and confirm that all assessment marks are correct by completing form LS 106, and returning it to the AGU.

28.13   Once all amendments have been made, students' results are published on the Student Portal.

28.14   When the results are ready for publication, the Assistant Registrar: Assessment and Graduations and the relevant faculty dean sign the checklist (form LS 101.1), and the results are made available on the Student Portal.

28.15   If a student is dissatisfied with his/her results, he/she must follow the approved procedure. *(Refer to the policy on the granting of an appeal against a mark allocated during an assessment.)*

29.   LODGING AN APPEAL AGAINST A MARK ALLOCATED DURING A TEST/ASSESSMENT

29.1   Appeal against test mark allocation

The appeals procedure makes provision for different hierarchical steps to be followed by a candidate who wishes to appeal. The next step is only taken if a satisfactory solution cannot be found during the preceding step(s). The order of steps is as follows:

29.1.1   Examiner

The candidate must discuss the mark allocated to him/her and the supposed unfair treatment by the examiner concerned immediately after the mark has been announced.

29.1.2   HoD

Should the candidate and the examiner involved be unable to find a satisfactory solution, the candidate may take up the matter with the HoD in writing within two work days. The HoD will then investigate the matter by comparing the relevant question paper and answer sheet with the memorandum of the examiner.

If it can be proved that the candidate has a valid reason for his/her appeal, the mark is adjusted. Should further reasons for the appeal exist, the next steps are followed within two work days. The same procedure is followed for each of the steps.

29.1.3 Faculty dean

As soon as the matter has been referred to the faculty dean, it will also be referred to the Faculty Appeals Committee within two work days, for recommendation to the examination board of the faculty.

29.1.4 Faculty Appeals Committee

a) **Exco of the faculty:** The decision of the Exco of the faculty is final in faculty context.
b) **Deputy Vice-Chancellor (DVC): Teaching and Learning:** On completion of the above procedure, a candidate may appeal to the DVC: Teaching and Learning within two work days, should a satisfactory solution not be found at faculty level. The decision of the DVC: Teaching and Learning is final, and no further appeal will be allowed.

29.2 Appeal against assessment mark allocation

The appeals procedure makes provision for different hierarchical steps to be followed by a candidate who wishes to appeal. The next step is only taken if a satisfactory solution cannot be found during the preceding step(s). As a result of the difference in nature between tests and assessments, the procedure will also be different. In the case of assessments, the following steps apply:

29.2.1 Application for remarking of an answer script

An application for the remarking of a specific answer script is made at the AGU, and the amount due is paid by the candidate.

The *Application for the remarking of an assessment* form (LS 124.3) and the *Appeal notice* form (LS 109.1) must be completed for this purpose.

29.2.2 Examiner

A student who is of the opinion that his/her assessment reflects an unfair, arbitrary, or prejudiced academic assessment should first discuss the matter with the examiner.

29.2.3 HoD

a) If no satisfactory resolution is reached with the examiner and the student wishes to appeal, he/ she shall appeal to the relevant HoD within two work days.

b) To appeal to the HoD regarding assessment results, the student will complete the *Appeal notice* form (LS 109.1), as well as the *Application for the remarking of an assessment* form (LS 124.3), and attach all documentation that supports claims of unfair, arbitrary, or prejudiced academic assessment. The forms are obtainable from the AGU.

c) The HoD will, at his/her own discretion, meet individually and/or in a group with the student, the examiner, and the moderator regarding the case, in an attempt to resolve the appeal at the departmental level.

d)   After consultation with all parties, the HoD will examine the student's appeal in order to determine if the student has established a *prima facie* matter of unfair, arbitrary, or prejudiced academic assessment.

e)   If not, the HoD will inform the student accordingly in writing within two work days.

29.2.4   Faculty dean

If there are grounds for an appeal, the HoD will refer the case to the Faculty Appeals Committee. The student may appeal against the HoD's decision (findings and/or remedies) to the relevant faculty dean, who will refer the appeal to the Faculty Appeals Committee within two work days.

29.2.5   Faculty Appeals Committee

The Faculty Appeals Committee will examine and review the case and deliver a written assessment and recommendation to the Exco of the faculty board, who will discuss the assessment and recommendation of the Faculty Appeals Committee. The faculty dean, via the AGU, will notify the student in writing of the Exco of the faculty board's decision within two work days.

29.2.6   Senate

If the student does not agree with the decision made by the Exco of the faculty board, the appeal will be referred to Senate within two work days. The decision of Senate will be final.

29.3   Appeals of master's and doctoral candidates

29.3.1   Should the candidate be of the opinion that the assessment of his/her treatise, dissertation, or thesis was unfair, arbitrary, or prejudiced, the assessment must, as a first step, be discussed with his/her supervisor/promoter.

29.3.2   Should a satisfactory solution not be found, and the candidate wishes to take the matter further, he/she may appeal to the Assistant Registrar: Assessment and Graduations. The *Application for the remarking of an assessment* form (LS 124.3) must be completed for this purpose. The necessary documents must also accompany the application.

29.3.3   The Assistant Registrar: Assessment and Graduations will obtain the necessary comments and recommendations from the supervisor/promoter, as well as from the external examiner(s), and will refer the matter to the relevant faculty dean, who, in turn, will refer it to the Faculty Appeals Committee for further action.

29.3.4   The Faculty Appeals Committee investigates the appeal and makes a recommendation to the examination board of the faculty. The examination board of the faculty will discuss the matter and will send a report to the Assistant Registrar: Assessment and Graduations via the faculty dean concerned.

29.3.5   The Assistant Registrar: Assessment and Graduations will inform the candidate and his/her supervisor/promoter in writing of the decision of the examination board of the faculty.

29.3.6   Should the candidate still not be satisfied with the outcome, the matter will be referred to Senate for a final decision.

29.4   Fees payable

29.4.1   In cases where a candidate appeals against an allocated mark, a fee is payable by the candidate before attention will be paid to his/her case.

29.4.2   In cases of substantial error on CUT's part, the abovementioned fee payable by students will be refunded to the student, at the discretion of CUT.

30.   APPOINTMENT AND EMPLOYMENT OF INDEPENDENT CONTRACTORS AS INVIGILATORS DURING OFFICIAL ASSESSMENTS

30.1   Independent contractors who act as invigilators during official assessments are recruited by means of references from institutions such as the University of the Free State (UFS) and the DHET.

30.2   The Assistant Registrar: Assessment and Graduations conducts personal interviews with candidates, for purposes of the appointment of external contractors to act as invigilators during official assessments.

30.3   The registrar appoints independent contractors at least ten work days prior to the commencement of the official assessment.

30.4   The Senior Administrative Officer: Assessment and Graduations ensures that the completed forms are received from all independent contractors.

30.5   The Assistant Registrar: Assessment and Graduations arranges an annual training session for all invigilators, of which the session must be held prior to the first official assessment session of any particular year.

30.6   A group of approximately 80 independent contractors who are already invigilating on a regular basis will attend the training session.

30.7   Responsibilities of the AGU, chief invigilators, and invigilators

a)   For each venue, and for the first 30 students or a part thereof, a chief invigilator and one invigilator will be appointed by the registrar, in accordance with the policy and procedure for the appointment and employment of independent contractors as invigilators during official assessments. One additional invigilator will be appointed for every additional 45 candidates. The Assistant Registrar: Assessment and Graduations will supply all chief invigilators and invigilators with an invigilation timetable.

b)   The Assessment Manager compiles an assessment timetable and allocates a suitable venue for each assessment.

c)   The Assistant Registrar: Assessment and Graduations, or a person nominated by him/her, numbers the seats in the assessment venues in which theoretical question papers are to be written. A copy of the chief invigilator's report and mark sheet is provided to the chief invigilator, in view of the planning of each candidate's seat number.

d)   On the day of the assessment, the Senior Administrative Officer: Assessment and Graduations provides the chief invigilators with all assessment documentation one hour prior to the commencement of the assessment session.

e)   Upon completion of each assessment session, the Senior Administrative Officer: Assessment and Graduations receives all unused documentation. The used and unused documentation must be balanced against the documentation issued for the specific assessment session. Assessors who have not received the relevant answer scripts and mark sheets at the assessment venue are requested to

collect the documentation from the Senior Administrative Officer: Assessment and Graduations. The name of any assessor who fails to collect his/her documentation from the assessment venue is reported to the relevant faculty dean.

f)   The Assessment Manager administers the compensation of independent contractors. Such claims are paid out only after the assessment of the subject has been completed in full, and to the satisfaction of CUT. Reports regarding academic misconduct and special reports regarding any other irregularities/faults are investigated and referred by the Assistant Registrar: Assessment and Graduations to the Registrar, for processing in accordance with the approved policy and procedures. Reports must be submitted in writing within three work days after the incident.

30.8   Chief invigilator

The chief invigilator is responsible for the organisation and administration of supervision in each assessment venue. He/she must also do the following:

a)   Ensure that the candidates enter the assessment venue punctually.
b)   Collect the following from the AGU at least 60 minutes prior to the commencement of the session:

(i)   question papers;
(ii)   stationery;
(iii)   mark sheet and chief invigilator's report; and
(iv)   attendance forms.

c)   Ensure that the Assessment Manager provides him/her with the correct documentation for that specific assessment. However, chief invigilators must note that the Protection Services section delivers the assessment documentation to the following assessment venues: Boet Troskie Hall, Main Hall, and Artec Hall.
d)   Ensure that all codes, rules, regulations, policies, and procedures with respect to assessments are strictly adhered to.
e)   Ensure that the question papers are handed out to the candidates, so that the assessment can commence punctually.
f)   Ensure that assessment areas are free from all articles unnecessary for assessment purposes, and that, prior to the commencement of the assessment, an area within the assessment venue is identified for the storage of briefcases, bags, and other objects.
g)   Request students to display their student cards on the corner of their desks.
h)   Ensure that all announcements are made prior to the commencement of the assessment.
i)   Announce the start and end of the assessment, as well as the question papers to be written. The time will be announced at regular intervals.
j)   Decide whether any of the invigilators may be excused from duty during the assessment.
k)   Record all cases of academic misconduct, deviations, mistakes, errata, or discrepancies in terms of procedure on form LS 121.2, and report these to the Assistant Registrar: Assessment and Graduations.
l)   Arrange attendance forms in the same order as the names on the mark sheet and the chief invigilator's report.
m)   Check the number of attendance forms against the number of students present. The attendance forms must also be checked against the mark sheet and the chief invigilator's report. Under no circumstances may the chief invigilator add candidates' names to the mark sheet and chief invigilator's report. Any enquiries with regard to a student number not appearing on the mark sheet must be directed to the Assistant Registrar: Assessment and Graduations.
n)   Indicate on the mark sheet and chief invigilator's report whether a candidate is present or absent, and carry out the following tasks:

(i)   Delete absent candidates' student numbers from the mark sheet and chief invigilator's report and mark the names of those candidates present with a tick (✓).

(ii)   Indicate the student numbers of the absentees in the appropriate column on the mark sheet and the chief invigilator's report.

(iii)   Carefully complete the report and sign it.

o)   Arrange the answer scripts in the same order as the names on the mark sheet and chief invigilator's report before handing them to the assessor.

30.9   Invigilators

Invigilators must do the following:

a)   Ensure that they are present in the assessment venue to which they have been assigned at least 30 minutes prior to commencement of the assessment.

b)   Check student identification cards against the attendance forms during the assessment.

NOTE: Any student who is unable to produce a student identification card, but who is in possession of any other form of identification, should be permitted to complete the assessment, provided that his/her name appears on the mark sheet. A student who is not in possession of any form of positive identification is referred to the AGU.

c)   Collect all attendance forms, and hand them to the chief invigilator. Ensure that candidates do not bring any food or beverages, unless medically prescribed, into the assessment venue. Ensure that there is no smoking in the assessment venue. Ensure that no communication, whether verbal or written, occurs between candidates during the assessment period. Ensure that the correct stationery is available.

h)   Hand out answer scripts to candidates. Ensure that all answer scripts are collected and handed to the chief invigilator upon completion of the assessment period. Immediately report to the chief invigilator any violation of the rules by a candidate and take the necessary steps with respect to such a violation, in accordance with the procedures contained in this procedure. Take appropriate steps in an effort to eliminate activities in the vicinity of the assessment venue that are considered detrimental to the performance of the candidates.

31.   ASSESSMENT RULES

31.1   Students will be allowed a reading period of five minutes prior to the published starting time of the assessment.

31.2   During this reading period, students may not write anything in the answer scripts. However, students may complete attendance forms and the necessary particulars on the cover page of the answer scripts.

31.3   Each student must complete and sign the attendance form provided. The chief invigilator will request the candidates to produce their student identification cards. Students who are unable to produce such proof of identity will be permitted to continue with the assessment but will consequently be requested to render proof of identity by means of an alternative form of identification.

31.4   Each student must read and comply with the instructions that appear on the attendance form, as well as the instructions that appear on the question paper. As proof hereof, students must write their full names on the attendance form and sign it accordingly.

31.5   No student may start writing down answers before authorised to do so by the chief invigilator. All students must stop writing immediately when instructed to do so by the chief invigilator. Upon completion of the assessment, all students must remain seated until all the answer scripts have been collected.

31.6   No student will be permitted to enter the assessment venue more than 60 minutes after the published starting time of the assessment.

31.7   No student may leave the assessment venue before 60 minutes have elapsed from the published starting time, or during the last ten minutes of any assessment.

31.8   A student may leave the assessment venue after the published starting time only with the permission of the chief invigilator, and such a student must always be properly supervised at all times.

31.9   Any student wishing to leave the assessment venue, except temporarily, must hand in all answer scripts to the chief invigilator, of which these answer scripts must be properly endorsed in order to identify the student.

31.10   A student may not bring into the assessment venue any books, dictionaries, pocket calculators, notes, or other documents, written or printed material, or apparatus, except where provided to the student by the officer on duty, or authorised by the assessor.

31.11   A student may not speak with another student during an assessment.

31.12   A student may in no way provide assistance to, or request assistance from, any other person during an assessment.

31.13   No student may bring any answer scripts, answer sheets, or attendance forms into an assessment venue, or remove such from an assessment venue.

31.14   Smoking is not permitted in an assessment venue.

31.15   Cellular phones or any other means of communication are not permitted in the assessment venue.

31.16   If pocket calculators are permitted in the assessment venue, they should be handheld models that are quiet, self-powered, and portable.

31.17   No candidate may take any food or beverages into the assessment venue, unless medically prescribed (e.g., cough lozenges, etc.).

31.18   All answers must be written in black or blue ink.

31.19   Violations of assessment rules and procedures

31.19.1   Any candidate who violates a code, rule, regulation, policy, or procedure applicable to an assessment is guilty of misconduct.

31.19.2   If misconduct is evident, the chief invigilator must take the following steps:

a)   Confiscate all relevant evidence (in the absence of physical evidence, the names of witnesses must be noted, as well as the type of misconduct). The chief invigilator must confiscate all answer sheet(s) and/or answer script(s) used by the candidate up to that point and write the following on the cover page: "Answer script confiscated at …" and indicate the exact time.

b) The candidate must be issued with a new answer script, with the following written on the cover page: "New answer script issued at …", with the time clearly indicated.

c) It must be explained to the candidate that permission to continue with the assessment does not necessarily mean that his/her violation is being condoned, nor that is it an indication that he/she is entitled to receive the result of the assessment.

d) The candidate must be informed that the matter will be referred for disciplinary action.

e) Following the assessment, the candidate must submit a written report on the incident by means of form LS 121.2.

f) If the candidate prefers not to submit a report, he/she must indicate his/her decision in writing.

g) Where appropriate (e.g., where a student disrupts the assessment, or repeatedly ignores the assessment rules and procedures), the chief invigilator may, with the permission of the Assistant Registrar: Assessment and Graduations, confiscate the candidate's answer script(s) and request him/her to vacate the assessment venue.

31.19.3   The chief invigilator must record all the particulars of such a candidate during the assessment session.

31.19.4   The chief invigilator must submit a complete report on form LS 121.2, together with the candidate's statement, to the Assistant Registrar: Assessment and Graduations within 24 hours after the incident.

31.19.5   Upon completion of an assessment session, the chief invigilator/invigilator completes claim form LS 105.

31.19.6   The Assessment Manager makes further arrangements for the compensation of the invigilators, provided that all duties were fulfilled in accordance with the rules, and to the satisfaction of CUT.

32.   INDEMNIFICATION

CUT cannot be held liable for the following, where such loss, damage, illness, injury, death, incident, occurrence, or accident arises from, is related to, or is in any way associated with the independent contractor's duties as invigilator at CUT, or at the venue identified for this purpose, and the independent contractor indemnifies CUT from any such claims/costs/expenses, etc.:

a) any loss of, or damage to property, moveable or fixed, including any consequential damage directly arising from damage to such property;

b) any injury, illness or death;

c) any incident, occurrence, or accident;

d) any legal costs or expenses in relation to claims or court cases reasonably arising from any such incident, occurrence, or accident; and

e) any costs relating to medical treatment

33.   ROLES AND RESPONSIBILITIES

- Administration of assessment at CUT.
- Appointment of invigilators.
- Appointment of internal and external examiners.

34.   DELEGATION OF AUTHORITY

The faculty deans, HoDs, and lecturers are responsible for ensuring the integrity of examinations.

The Institutional Planning and Quality Enhancement (IPQE) section is responsible for the evaluation of the question papers in three-year cycles.

The AGU is responsible for ensuring effective assessment practices.

The Registrar's Office is responsible for the moderation and invigilation of formative and summative assessment practices.

35. REVIEW OF THE PROCEDURE

The procedure is reviewed annually to ensure compliance and adherence to legislative changes.

36. RELATED DOCUMENTS AND ELECTRONIC FORMS

E/41 –   Admission policy
LS 101.1 –   Checklist: Results
LS 103 –   Reassessment candidates
LS 106.1 –   Declaration of verification of marks
LS 107.3 –   Assessment mark control form
LS 108.2 –   Claim form: External assessors/moderators
LS 118.2 –   Statement of independent work
LS 119 –   Questionnaire on the quality of assessment papers
LS 120.2 –   Application form: Certificates
LS 120.3 –   Application for the issuing of a certificate of conduct
LS 121.2 –   Assessment: Special report on question papers
LS 123 –   Application for subject recognition
LS 124.3 –   Application form: Assessments
LS 215.1 –   Mark sheet (dissertation)
LS 216.1 –   Mark sheet (treatise)
LS 217.1 –   Results (doctorate)
LS 218.1 –   Recommendation on the awarding of a master's degree (dissertation)
LS 219.1 –   Recommendation on the awarding of a master's degree (treatise)
LS 220.1 –   Recommendation on the awarding of a doctorate
LS 227.1 –   Application for the granting of extra time or other concessions during officially scheduled tests and/or assessments of CUT
LS 236 –   Application form: RPL
LS 262 –   Application for the approval of a research project
LS 263 –   Amendment of a title
LS 264 –   Appointment/amendment/addition of a supervisor/co-supervisor/ promoter/co-promoter
LS 265 –   Appointment/amendment/addition of an examiner
LS 266 –   Amendment of an instructional programme that includes a research project
LS 154 –   Replacement student card application
Memorandum of Understanding (MoU)

37. PERSONAL INFORMATION RELATING TO THE EXAMINATIONS

In line with section 11(1) of the POPI Act, No. 4 of 2013, all personal information of students, including examination-related information, will be processed only as far as there are lawful bases for such processing, and this includes any of the following:

(a) **Consent:** The student, as the data subject, has given clear consent for CUT to process their personal information for a specific purpose.
(b) **Contract:** The processing is necessary for a contract CUT has with the student.

(c) **Legal obligation:** The processing is necessary for CUT to comply with the law. An example would be the sharing of the students' personal information with South African Qualifications Authority (SAQA) for the purposes of the National Learner Records Database, in terms of the NQF Act.

(d) **Public task:** The processing is necessary for CUT to perform a task in the public interest or for CUT's official functions, and the task or function has a clear basis in law. An example would be to cooperate and work with law enforcement agencies in instances where a student may have altered their marks, and therefore engaging in fraud. CUT, in such instances, has a public task to expose such acts, without requiring any consent of the student or former student concerned.

(e) **Other legitimate interests:** The processing is necessary for CUT's legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the data subject's personal information, which overrides those legitimate interests.

In accordance with section 14 of the POPI Act, students' personal information will not be retained any longer than is necessary for achieving the purpose for which the information was collected, unless there are specific provisions in law to authorise further retention.

CHAPTER 11

LIBRARY AND INFORMATION SERVICES RULES

7.1.1   DEFINITIONS AND ABBREVIATIONS

> **"CUT"**   Central University of Technology, Free State
>
> **"LIS"**   Library and Information Services
>
> **"ERAC"**   Electronic Resource Access Centre

7.1.2   PURPOSE OF REGULATIONS

The purpose of these regulations is to ensure that clients are aware of the rules pertaining to Library and Information Services (LIS).

7.1.3   REGULATIONS

7.1.3.1   Access

7.1.3.1.1   All LIS clients must at all times be in possession of a valid CUT personnel or student identity card. Unauthorised use of another person's identity card is a punishable offence (see *CUT Calendar: Disciplinary rules for students; fine system; offences: lending/borrowing of personnel/student card – R200*). If a card is lost or misplaced, the loss must immediately be reported at the library issuing desk and to the Protection Services Unit.

7.1.3.1.2   Books and other library material will be issued only to the holder of a valid CUT personnel or student card.

7.1.3.1.3   Any person entering the library for a legitimate reason other than to study or conduct research – e.g. to attend a meeting or perform maintenance work – will be issued with a visitor's card at the issuing desk.

7.1.3.1.4   No CUT student or staff member will be issued with a visitor's card to access the library.

7.1.3.1.5   An external client (neither a student nor a staff member of CUT) may apply for library membership at the issuing desk. Such an applicant will be required to pay a fee covering membership, the production of an identity card, and a refundable deposit, as prescribed from time to time, as well as an annual membership fee.

7.1.3.1.6   An external client's membership card is not transferable for use in the library.

7.1.3.1.7   Any person taking a bag or other property or possessions into the library does so at his or her own risk.

7.1.3.2   General conduct

7.1.3.2.1   Every LIS client must at all times be considerate towards others, and may not intrude on the rights of other users with regard to access to space and materials, or with regard to noise or general conduct.

7.1.3.2.2   As the library is an important study area, courteous behaviour towards fellow users is important to ensure meaningful study time and use of the library by all.

7.1.3.3 **Loans and returns**

7.1.3.3.1   Library material may only be loaned in accordance with the officially approved procedures.

7.1.3.3.2   A student registered at another institution of learning will require an official letter from that institution requesting permission for such student to make use of CUT's library resources.

7.1.3.3.3   No audio-visual equipment may be loaned. All equipment in the library forms part of the assets of CUT.

7.1.3.3.4   All students and staff members are required to settle their library accounts in full before CUT closes for the academic year and also before leaving CUT for any reason, e.g. when graduating or terminating their studies at CUT, and before retiring or resigning or otherwise leaving the employ of CUT.

7.1.3.3.5   A library client is responsible for all library material in his/her possession, and any loss of or damage to such material must be reported immediately at the issuing desk. Any material that is lost or damaged must be replaced by the client with similar material or the latest edition thereof, to CUT's satisfaction.

7.1.3.3.6   Any problems encountered with materials on loan must be reported without delay at the issuing desk.

7.1.3.4 **Facilities and information**

7.1.3.4.1   Study space may not be reserved. Any person leaving books or personal property unattended does so at his or her own risk.

7.1.3.4.2   The rules and regulations pertaining to the study cubicles and buzz rooms are available from the office of the person in charge of circulations.

7.1.3.4.3   The rules and regulations pertaining to the Electronic Resource Access Centre (ERAC), as set out in paragraph 7.1.3.10 of this document, are on display at the ERAC.

7.1.3.4.4   All LIS rules, as well as the Protection Services rule regarding the demanding of identification (see CUT Calendar 2018: Protection Services rules), are applicable to the 24-hour study rooms.

7.1.3.4.5   Group discussions are not permitted on levels 1, 2 or 3 of the library. Only the 24-hour study rooms may be used for this purpose.

7.1.3.4.6   A copy centre with facilities for photocopying, faxing, ring binding, etc. is available on the ground floor of the library building.

7.1.3.4.7   CUT accepts no responsibility for any loss, damage, injury, etc. sustained or suffered in the copy centre.

7.1.3.4.8   The Copyright Act must be observed in all reprographic activities.

7.1.3.5 **Fines**

Fines will be charged if books and other information resources are not returned within the prescribed period of time (open-shelf books: R1.00 per item per day; study-collection material, reserve-shelf books and notes: R2.00 per item per hour). Furthermore, failure to return borrowed material could result in the suspension of lending rights and/or other disciplinary action.

7.1.3.6   **Payment of fines**

7.1.3.6.1   Fines for overdue material must be paid at the Student Accounts Unit by the deadline indicated in the notice of overdue material.

7.1.3.6.2   Any student/staff member/external client who fails to pay a fine that has been imposed upon him/her will be referred to the Debtor Controller.

7.1.3.6.3   Furthermore, any student with an outstanding fine may have his or her assessment results withheld until all such fines have been paid in full.

7.1.3.6.4   No cash will be received by LIS.

7.1.3.6.5   An admission-of-guilt form must be signed at the issuing desk, after which the person in charge of circulations will compile a list of defaulters to be submitted to the Student Accounts Unit.

7.1.3.6.6   In addition to a fine, failure to respond to requests for the return of overdue material will result in the suspension of the individual's lending rights at the library. A replacement fee for lost, damaged or outstanding library material, plus an administration fee and VAT (where applicable), will be forwarded to the Student Accounts Unit to be charged to the account of the student concerned.

7.1.3.6.7   If a client fails to return loaned materials or if such items are found to be damaged upon return, the client responsible will be subject to the following provisions:

7.1.3.6.7.1   The University Librarian may rule that the materials not returned must be replaced at the expense of the client concerned.

7.1.3.6.7.2   If any library material is found to be slightly damaged on return, the cost of repairing and processing may be recovered from the client concerned. If the damage is extensive or the returned information resource has been damaged beyond repair, the University Librarian may instruct the responsible client to pay the full cost of replacing the material.

7.1.3.6.7.3   A new copy of the same edition or a more recent edition of the lost material may be accepted in lieu of the replacement cost, but the client may still be held accountable for the processing and administrative costs.

7.1.3.6.7.4   All materials that are lost or not returned to the library remain the property of LIS, and must be returned immediately to LIS in the event of recovery.

7.1.3.7   **Offences**

7.1.3.7.   1 It is an offence to remove books or any other library material, to attempt to obtain such material, or to gain access to the library under false pretences or fraudulently, to deliberately misplace books in the library, or to damage library material.

7.1.3.7.2   Other offences include the damaging of books, journals, study-collection documents or any other library material, and the disfiguring of library material by means of writing therein or thereon, underlining therein, or any form of marking thereof.

7.1.3.7.3   Violating any rule in respect of LIS may lead to disciplinary action against the transgressor in accordance with CUT's disciplinary procedures, policies, rules and regulations. In cases where misconduct can be proved, one or more of the following measures may be enforced (this is not an exclusive list):

7.1.3.7.3.1   Suspension of the transgressor's right to access the library permanently or for a specific period of time; and/or

7.1.3.7.3.2   Payment of replacement and processing costs (R100.00) and/or a fine as determined by the University Librarian.

7.1.3.8   General rules

7.1.3.8.1   No apparatus that could cause a disturbance to others in the library – e.g. cellphones and iPods – may be used. All such devices must therefore be switched off before entering the library.

7.1.3.8.2   No food or beverages (including tea, coffee, soft drinks or alcohol) may be brought into the library building.

7.1.3.8.3   The library is a smoke-free building. In accordance with the CUT smoking policy, no person may smoke within the building.

7.1.3.8.4   No item of furniture or equipment may be removed from the library or be shifted within the building.

7.1.3.8.5   No firearms may be taken into the library building.

7.1.3.8.6   With the exception of guide dogs and other assistance dogs for persons with disabilities, no pets or other animals are allowed in the library.

7.1.3.8.7   No posters or documents may be affixed to the walls or noticeboards of the library unless the necessary steps have been taken and written permission has been obtained from the relevant CUT official, in accordance with CUT's policies, rules and procedures.

7.1.3.8.8   No person may book or reserve study space or access to a computer by means of leaving personal belongings at the location/place/station in question.

7.1.3.9   Other offences

7.1.3.9.1   A penalty/fine of R100.00 will be imposed for the following:

7.1.3.9.1.1   Failure to switch off apparatus that could cause a disturbance, e.g. a cellphone or other electronic device;

7.1.3.9.1.2   Excessive noise;

7.1.3.9.1.3   Eating and/or drinking in the library;

7.1.3.9.1.4   Moving of furniture or equipment in the library; and

7.1.3.9.1.5   Littering in the library.
Such an offence may also lead to the barring/suspension of the offender's access to the library building for a given period, as specified by CUT.

7.1.3.9.2   Penalties for offences of this nature are imposed in a spirit of educating and informing offenders and may, for instance, take the form of cleaning the library premises, at the discretion of the relevant staff.

7.1.3.9.3   An admission-of-guilt form may be completed for these types of offences.

7.1.3.10 Electronic Resource Access Centre (ERAC)

7.1.3.10.1 In addition to all the above rules, which also apply to the ERAC and computer laboratories, the following rules apply:

- It is a serious offence to damage or vandalise computer equipment, furniture or any other component.
- A client will be penalised for damaging or defacing any CUT property or removing it from the premises.
- It is an offence to use any CUT property without prior written authorisation.
- Violent, abusive, intimidating or drunken behaviour will not be tolerated in the ERAC.

7.1.3.10.2 According to the *LIS rules*:

- LIS clients must be considerate at all times, and may not intrude on the rights of other users with regard to access to space and materials, or with regard to noise or conduct in general.

- LIS clients are expected to be courteous towards their fellow library users:

- No person is allowed to work for more than two consecutive hours on a computer at any given time.
- A maximum of two people are allowed to work on a single computer station at any one time.

Enforcement

- Allegations regarding the violation of LIS or other applicable CUT rules, policies, procedures, etc. may lead to disciplinary action against the transgressor, in accordance with the CUT disciplinary procedures, rules, regulations, policies, etc.
- In cases of proven misconduct, the suspension of the transgressor's right to access and use the library, either permanently or for a specific period of time, may be issued and enforced.

7.1.3.10.3 Fines imposed for misconduct in the ERAC and computer laboratories:

Offence	Fine
Use of computer for non-academic purposes	R200
Viewing or downloading of pornographic material	R400
Working for longer than the allocated time (two continuous)	R200

Repeated misconduct may lead to permanent suspension of usage of the ERAC and computer laboratories.

7.1.4 PROCEDURE FOR IMPLEMENTING THE REGULATIONS

The regulations above stipulate the applicable procedure.

7.1.5 RELATED DOCUMENTS

CUT Student Calendar Protection Services Rules General Rules for Students Disciplinary Rules for Students
Code 114 of the CUT Delegations Register

7.1.6 COMPLIANCE OFFICER

The Executive Manager in charge of the Academic and Research portfolio is the Compliance Officer.

7.1.7 RESPONSIBLE OFFICER(S)

University Librarian
Persons in charge of the various LIS functions

CHAPTER 12

CODE OF CONDUCT FOR STUDENTS

4.5.1   POLICY STATEMENT

4.5.1.1   The Students' Representative Council (SRC) and all registered students of the Central University of Technology, Free State (CUT) endorse the principles of the freedom of individuals, as contained in the Constitution of the Republic of South Africa, Act 108 of 1996 (the Constitution) and other legislation of the Republic of South Africa.

4.5.1.2   Notwithstanding the right of each person to participate in gatherings, to argue/contend, and to submit petitions together with others in a peaceful and unarmed way, any person who is guilty of the following conduct on CUT property exposes him- or herself to disciplinary action:

(i)   Using language, documents or behaviour that incite emotions, are insulting in nature, or give offence to others;

(ii)   Defacing CUT property by applying slogans or graffiti in places other than those that have been agreed upon;

(iii)   Displaying or carrying firearms or any other dangerous objects on CUT property, other than with the prior written authorisation of CUT Management;

(iv)   Any form of blackmail or extortion;

(v)   Any action that hinders, hampers, disrupts, defers, delays or upsets orderly academic tuition, administration and normal student activity on CUT property, or that causes damage to any property of CUT or any property on CUT premises;

vi)   Instigating, inciting, prompting or stimulating others to carry out any action that hinders, hampers, disrupts, defers, delays or upsets orderly academic tuition, administration and normal student activity on CUT premises, or that causes damage to any property of CUT or any property on CUT premises;

vii)   Being present on any CUT campus or premises, except as is reasonably necessary
for a student to receive academic tuition, or to have essential personal contact with the administration of CUT, or to participate in normal student activities;

viii)   Failing to air any grievances, objections or complaints through use of the existing prescribed policies, rules, regulations, procedures and processes;

ix)   Harassing, assaulting or threatening to hurt or harm an employee, student or visitor during a protest action;

x)   Propagating and/or encouraging violence;

xi)   Propagating and/or encouraging hatred based on race, ethnicity, gender, beliefs, sexual orientation or any other aspect; xii) Failing to vacate a building, office, venue, hall or room that has been declared
closed;

xiii)   Obstructing any corridor in, or entrance to, a building;

xiv)   Hindering any student from attending a class or writing an assessment or test, or hindering any lecturer in the presentation of a lecture;

xv)   Hindering any student, employee or member of the public from listening to or hearing a scheduled speaker;

xvi)   Failing to leave a closed meeting when attending it without authorisation, or interrupting a private interview; and

(xvii)   Failing to leave a CUT building, office, venue, hall or room if instructed to do so by a Protection Services Officer who has identified him-/herself as such, and who aims to prevent or halt disruption on CUT premises.

4.5.1.3   CUT students are expected to show respect for order, morality and the rights of others in all places and at all times, as is expected of good citizens. Failure to behave in such a manner is sufficient reason for an offender to be removed from CUT premises.

4.5.2   **DEFINITIONS AND ABBREVIATIONS "SRC":** Students' Representative Council **"CUT":** Central University of Technology, Free State

4.5.3   **PRINCIPLES**

4.5.3.1   All CUT students have the right to participate in CUT programmes without being exposed to inappropriate behaviour that may negatively affect the teaching and learning processes or the well-being of all individuals concerned.

4.5.3.2   Students have a responsibility to promote and foster positive behaviour.

4.5.3.3   Whenever possible, every effort should be made to resolve conflict or misunderstanding through discussion and mediation before formal procedures are invoked.

4.5.3.4   The overarching obligation of all students is to act in the best interests of the CUT community at all times.

4.5.4   **PROCEDURES**

4.5.4.1   **Student protests and control measures**

4.5.4.1   No student protest may be held before the SRC has discussed the reason for the protest with the Executive Manager in charge of Student Services and/or other representative of the CUT Management Committee (Mancom) and a deadlock has been reached.

4.5.4.2   The written declaration of the deadlock will contain the views of CUT Management and the other concerned parties, as well as the reasons why an agreement could not be reached, and will be signed by the Mancom representative and other parties.

4.5.4.3   No protest action may occur within two days (excluding CUT recesses, weekends and public holidays) after a deadlock has been reached.

4.5.4.2   **Processions**

The right of students to protest in this way is acknowledged, on condition of compliance with the following control measures:

(i)   The names and student numbers of procession controllers (marshals), as well as the nature of their clothing, will be supplied beforehand to the Executive Manager in charge of Student Services, so that recognition can be facilitated.

(ii)   Sufficient marshals will be appointed to exercise control over participants at the front, on the flanks and at the rear of the procession.

(iii)   The route of the protest march on CUT premises will be approved beforehand by the Registrar and the Executive Manager in charge of Resources and Operations, with the proviso that the necessary permission will be obtained beforehand if a march is not to be confined to CUT premises, and with the further proviso that a march on CUT premises will not result in any vandalism or damage or the disruption of traffic or CUT activities.

(iv)   Only registered students may participate in processions.

(v)   Processions will always return by the same route, unless prior permission has been obtained for a different return route to be used.

(vi)   Processions will not be held during assessment periods.

4.5.4.3   Demonstrations

4.5.4.3.1 The names of demonstration controllers (marshals), as well as the nature of their clothing, will be supplied beforehand to the Executive Manager in charge of Student Services so that recognition can be facilitated.

4.5.4.3.2   Sufficient marshals will be appointed to exercise control over participants at the front, on the flanks and at the rear of the demonstration.

4.5.4.3.3   Only registered students may participate in demonstrations, unless otherwise agreed upon.

4.5.4.3.4   Posters displayed during demonstrations must meet the norms of public decency and the prescriptions of CUT.

4.5.4.3.5   Demonstrators will not obstruct the entrance to any CUT premises.

4.5.4.3.6   Demonstrations will not disrupt the normal activities of CUT by any means, including chanting, shouting or any other noise.

4.5.4.3.7   Demonstrations held during assessment periods may not interfere with or hinder the assessment process.

4.5.4.4   Petitions

4.5.4.4.1   A request for the handing over of a petition must be submitted to the Executive Manager in charge of Student Services for approval at least two days (excluding CUT recesses, weekends and public holidays) before the planned handing over of the petition.

4.5.4.4.2   All petitions will be handed over to the Executive Manager in charge of Student Services.

4.5.4.4.3   Only registered students may sign petitions, with the proviso that the student number appears alongside the signature.

4.5.5   RELATED DOCUMENTS

Protection Services Rules Library Services Rules Sport Rules
CUT Traffic Rules
Student Academic Assessment Rules
Rules for Bursaries and/or Loans (financial support) General Student Rules
Residence Rules Admission Regulations Student Disciplinary Rules
Grievance Procedure for Students

Code 94 of the CUT Delegations Register – Senate is responsible for the approval of the General Student Rules and the CUT Code of Conduct for students.

4.5.6   COMPLIANCE OFFICER

The Registrar is accountable for student discipline. All students are responsible for adhering to the rules and regulations for student conduct, while staff members are responsible for enforcing such rules and regulations.

4.5.7   RESPONSIBLE OFFICER(S)

The Senior Manager in charge of Student Services is the responsible officer.

CHAPTER 13

DISCIPLINARY RULES FOR STUDENTS

6.1.1   Disciplinary authority

(a)   The Central University of Technology, Free State (CUT) Council is the highest disciplinary authority at the University.

(b)   By virtue of the Higher Education Act (Act No. 101 of 1997), as amended, the general supervision and control of student discipline is the responsibility of the Vice-Chancellor and Principal.

(c)   The Vice-Chancellor and Principal, by virtue of the powers vested in him/her, may request any staff member to assist in the execution of his/her duties, including the maintenance of discipline and order at CUT. All bodies and officials with powers of adjudication will thus be nominated and appointed by the ViceChancellor and Principal, and will be directly accountable to him/her in the execution of their duties. Notwithstanding any stipulation in the disciplinary rules, the Vice-Chancellor and Principal may revise any disciplinary proceedings *mero motu* (i.e. by motion of his/her own free will).

(d)   In all cases where information on a student's ailment, condition or problem should not be made generally known, is in fact made known to the registered psychologists at the Wellness Centre, or comes to their knowledge, such registered psychologists will be entitled to reveal the information to the Vice-Chancellor and Principal, in accordance with authorisation by virtue of the Medical, Dental and Supplementary Health Professions Act, 1974 (Act No. 56 of 1974).

(e)   All disciplinary action taken in accordance with paragraph (d) above will be reported to Senate by a person nominated by the Vice-Chancellor and Principal.

(f)   The general rules of CUT are prescribed by Council in terms of the Higher Education Act. The violation of these rules, or any other student rules, institutional procedures or codes of conduct, may lead to disciplinary action, which may include suspension from the University. In such cases, the name of the student, as well as the particulars of the suspension, will be reported to all other tertiary institutions on request.

(g)   With regard to general student misconduct, any violation of the general rules will immediately be reported to the Registrar, and, with regard to academic misconduct, to the relevant Faculty Dean.

(h)   Depending on the nature and seriousness of the violation, misconduct by students must be dealt with by means of a disciplinary hearing, as contained in these rules, or by means of a disciplinary counselling interview, as contained in the institutional policies and procedures.

6.1.2   Disciplinary authority structure

6.1.2.1   Composition of a Disciplinary Committee

(a)   One of the following disciplinary committees <u>may</u> be used for disciplinary inquiries:

- Academic Disciplinary Committee; or
- Student Services Disciplinary Committee.

(b)   A disciplinary committee, as referred to in paragraph 6.1.2.1 (a), will be constituted by the Vice-Chancellor and Principal, or his/her nominee.

(c) The Vice-Chancellor and Principal, or his/her nominee, will appoint a prosecutor in accordance with these rules.

(d) Where a member or members of the committee cannot, or may not, serve on the panel, the Vice-Chancellor and Principal, or his/her nominee, may appoint an alternative member or members to the panel, or reduce the number of committee members accordingly.

(e) In cases where a student is found guilty after any disciplinary hearing, the applicable panel will recommend a suitable penalty to the Vice-Chancellor and Principal, or his/her nominee.

(f) The prosecutor will inform the student in writing of the penalty, the implementation date of the policy, his/her right to appeal, etc.

6.1.2.2 Composition of the Academic Disciplinary Committee

(a) The Academic Disciplinary Committee will comprise the following members:

- relevant Assistant Faculty Dean, as Chairperson;
- relevant Head of Department (HoD);
- relevant Faculty Administrator; and
- one Students' Representative Council (SRC) representative, on invitation by students.
- An external advisor may be co-opted in extreme technical cases, as and when required.

(b) In the absence of the relevant Assistant Faculty Dean, the relevant HoD will act as Chairperson.

(c) The functions of the Academic Disciplinary Committee are to give a hearing to all of the following disciplinary cases:

- alleged misconduct during normal academic activities;
- alleged misconduct in classroom-related academic matters in which students may be involved; and
- where alleged misconduct in academic matters related to examination or test venues is indicated.

(d) The prosecutor should keep a record of all the disciplinary measures taken by the Committee, and should report such measures to the Vice-Chancellor and Principal, and to Senate.

6.1.2.3 Composition of the Student Services Disciplinary Committee

(a) The Student Services Disciplinary Committee will comprise the following members:

- Deputy Registrar: Student Services, as Chairperson;
- Manager: Governance and Student Life;
- one SRC representative, on invitation by students; and
- Enrolment Officer.
- An external member may be co-opted as advisor in extreme technical cases, as and when required.

(b) The functions of the Student Services Disciplinary Committee are to give a hearing to all of the following disciplinary cases:

- alleged misconduct by a student, where such misconduct does not fall within the jurisdiction of the Academic Disciplinary Committee;

- alleged misconduct, or attempts to perpetrate misconduct on the sports grounds or premises of CUT, or any other case of alleged misconduct in which the name of CUT could be maligned;
- alleged misconduct, or attempts to perpetrate misconduct by CUT students, in which the property of CUT, any CUT staff, any visitor to CUT, or any other property or persons may be involved;
- alleged misconduct by residence dwellers in connection with the control, management and/or use of residence facilities;
- alleged misconduct, or attempts to perpetrate misconduct related to the violation of the rules and regulations of any residence; and
- any allegations concerning non-adherence to a penalty imposed by a disciplinary committee, any disciplinary discussion, or any conduct regulation by the Chairperson of a disciplinary committee.

(c)   It will be the prosecutor's duty to place all disciplinary measures of the Committee on record, and to report them to the Vice-Chancellor and Principal, and to Senate.

(d)   If the nature and seriousness of an offence do not, at the discretion of the appointed prosecutor, justify a disciplinary hearing, a disciplinary counselling discussion may be conducted with the student(s) concerned, in accordance with the institutional policy and procedures.

6.1.3   Disciplinary measures

(a)   In a case where a disciplinary committee finds a student guilty of any form of misconduct, one or more of the following disciplinary measures may be taken. These measures will be valid as measures for disciplinary penalties, and do not comprise a *numerus clausus*:
- The student may be expelled from CUT.
- The student may be suspended from CUT for a specified period.
- Where it can be proved that subject credit was attained in an improper manner, such credit may be withheld from the student.
- Where it can be proved that a qualification was attained in an improper manner, such a qualification may be withheld from the student.
- The student could forfeit examination and/or semester marks, or any other marks attained.
- The student may be prohibited from the CUT premises.
- The student may be excluded from lectures in any or all subjects, and/or from any or all tests and/or examinations of CUT.
- The student may be excluded from all/certain CUT activities (both academic and recreational) on a permanent basis, or for a specified period.
- The student may be dismissed from any position or capacity in which he/she was appointed.
- The student may be reprimanded and warned, depending on the seriousness of the offence.
- The student may be forbidden to keep or drive any type of motor vehicle on the CUT premises.
- The student may be punished in any other suitable educational and justifiable manner.
- A letter will be sent to the employer and/or parent(s) or guardian(s) of the student concerned.
- A fine not exceeding R1 000 may be imposed on the student, which amount will be payable in a manner determined by CUT, and which amount may be charged to the account of the student.
- The student may be deprived of the right or privilege to register for a specific module.

(b)   CUT may suspend any imposed penalty for a period not exceeding 365 days, on condition of good behaviour, as determined by the University, and provided that a similar offence is not committed during that period.

(c)   Regardless of whether the penalty imposed on a student in terms of these rules entails the payment of a fine, the repair of damage that was caused, or the execution of some or other action, the student concerned may be banned from CUT by the University's Vice-Chancellor and Principal until the payment has been made, or the required action has been carried out.

(d)   If any action must be taken, or any deed must be performed within a certain period, such a period will be calculated by excluding the first day, the last day, and all public and CUT holidays, as well as Saturdays and Sundays.

(e)   The income from any fine or payment for repairs or damages caused, as imposed in accordance with these rules, will be paid into the general funds of CUT.

(f)   A table that constitutes *Penalty Guidelines* is an annexure to these rules, and will be used for purposes of classifying the types of academic misconduct by students, and the rating thereof in terms of magnitude.

6.1.4   Pre-hearing disciplinary procedures

(a)   Any charge of misconduct, excluding academic misconduct, must be conveyed in writing to Protection Services within seven days, or within a period that is reasonable under the circumstances, as from the date of the alleged misconduct, or within three days thereof, or within such a period as is reasonable under the circumstances from the day on which the misconduct was brought to the attention of the complainant.

(b)   The Assistant Registrar: Academic Structure and Student Enrolment Services will report incidents of academic misconduct in writing to the relevant faculty within three working days, or within a period that is reasonable under the circumstances.

(c)   The Vice-Chancellor and Principal, or his/her nominee, may introduce any charge *suo motu* (i.e. on his/her own motion).

(d)   The Vice-Chancellor and Principal, or his/her nominee, will appoint a prosecutor for the investigation and processing of student misconduct, in general or in a specific case.

(e)   The prosecutor should investigate the nature and seriousness of the case, or see to the investigation thereof, and should recommend a method for dealing with the misconduct. Where a disciplinary hearing is suitable for dealing with the particular form of misconduct, it is the prosecutor's responsibility to convene the specific disciplinary committee.

(f)   It is the prosecutor's responsibility to inform all parties concerned of the disciplinary hearing.

(g)   It is the prosecutor's responsibility to state the alleged offence, and to collect evidence on behalf of CUT.

(h)   After the appointment of the prosecutor, the relevant disciplinary committee will institute a thorough and comprehensive investigation into the alleged misconduct, which investigation will take place within such a period as may be reasonable under the circumstances.

(i)   If the Chairperson of a disciplinary committee is of the opinion that the misconduct lies outside his/her jurisdiction, the hearing will be suspended, and the facts of the matter will be reported to the Vice-Chancellor and Principal, or his/her nominee.

(j)   The prosecutor will serve a notice, in which the charges of the alleged misconduct are included, on the student concerned by having it delivered; sending it by registered mail; or by delivering

it by hand to the student's residential address, or to his/her last known residential address, within two days after the notice has been issued.

(k)   The relevant student will be requested to acknowledge receipt of the notice in writing, in default of which the date, time and place of the serving of the notice will be recorded, and will be accepted as sufficient proof thereof.

(l)   The relevant student will receive notice to attend the sitting of the disciplinary committee at least two days before the sitting is to be held.

(m)   A report from the prosecutor, indicating that notice was given to the student concerned, will serve as *prima facie* evidence of the student's receipt of such notice.

(n)   If the student is a minor, his/her parent(s) or legal guardian must be informed of the charge against the student, if possible.

(o)   A student against whom a charge has been laid will have the right to be supported during the disciplinary hearing by his/her parent(s) or legal guardian(s), any fellow student, or a legal representative whose presence has been approved in accordance with the *Policy regarding legal representation in tribunal hearings*.

(p)   The prosecutor may hold discussions with the student to obtain his/her reaction to the alleged misconduct, and to determine whether there is merit to the allegations of misconduct.

(q)   The charges mentioned in the notice of the disciplinary hearing may be amended at any time. If the amendment entails that the student must prepare a defence other than that required in terms of the previous notice of the disciplinary hearing, any scheduled disciplinary hearing will be postponed for a reasonable period on request. If the charges are amended after the disciplinary hearing has commenced, the Chairperson of the disciplinary hearing may defer the hearing for a reasonable period of time.

(r)   All disciplinary hearings will be held *in camera,* and no such proceedings may be made public during the process. However, notice of a penalty imposed due to the defendant having been found guilty may be placed on the CUT noticeboards, at the discretion of the disciplinary panel.

(s)   If the behaviour of the accused or any witness makes it impossible to follow the procedure of a disciplinary committee, the Chairperson may issue a rule of order, which may include the removal of such a person, and the proceedings may then continue in the person's absence.

(t)   Evidence will be proffered in corroboration of the allegations in a manner reconcilable with the principles of natural justice, which may include the delivery of verbal evidence, or the submission of a sworn statement.

(u)   The accused person may, at any time or during any procedure of a disciplinary committee, acknowledge his/her guilt with regard to the specific matters mentioned in the charge, which admission of guilt will serve as proof of the allegations that appear on the charge sheet.

(v)   An accused person may be found guilty of misconduct on the grounds of an admission of guilt concerning the misconduct, if such admission of guilt is given freely and voluntarily, and corresponds with essential aspects in the charge sheet, or, in cases where the admission of guilt cannot be corroborated, it can be accepted on the grounds of other evidence that proves the guilt of the accused.

(w)   Any finding of a disciplinary committee will be the finding of the majority of the members of the disciplinary committee. The Chairperson will have an ordinary vote, as well as a casting vote.

(x)   The disciplinary committee will base its findings of guilty or not guilty on a balance of probability.

(y)   The fact that a student has been criminally charged, found guilty, or acquitted of a charge by a court, will not prevent CUT from taking action against such a student in terms of this procedure.

(z)   If a student's registration as a student at CUT is terminated, the termination will come into effect as from the date determined by the Vice-Chancellor and Principal.

6.1.5   Disciplinary hearing procedures

(a)   At the beginning of the disciplinary hearing, the accused will be requested to enter his/her plea in respect of the charge.

(b)   If the accused refuses to enter a plea, a plea of not guilty will be noted.

(c)   If the accused pleads guilty, and the Chairperson is of the opinion that the matter is of such a nature that it falls within the jurisdiction of the disciplinary committee to take disciplinary action, he/she may find the accused guilty, and may institute suitable disciplinary measures.

(d)   A plea of guilty may also be submitted to the disciplinary committee in the form of a written declaration in which the accused admits guilt in respect of all charges, as stated.

(e)   If the accused enters a plea of not guilty, the accused will make a declaration in which the facts of the charge that he/she is contesting are indicated, and he/she will announce the basis of his/her defence to the committee.

(f)   The Chairperson will inform the accused of his/her duty to state his/her case to each witness, and also in respect of any other kind of evidence delivered against him/her.

(g)   If the accused fails to announce the basis of his/her defence, the Chairperson and the panel will have the right to cross-examine the accused in order to determine the basis of his/her defence.

(h) If a member is unable to act during a disciplinary hearing, or is not present, the disciplinary hearing may continue with the remaining members, with the proviso that the Chairperson is present. In any other case, the disciplinary hearing will be deferred, or, in cases where the panel must be reconstituted, will take place *de novo* (i.e. from the beginning).

(i)   If a student who must appear before the disciplinary hearing fails to appear at the time and place as indicated in the written notice, or subsequently fails to appear at any deferred disciplinary hearing, the disciplinary committee may, in any such case, continue with the consideration of the charge in the absence of such student, if the disciplinary committee is convinced that the student's absence is deliberate and without good reason.

(j)   All parties present during the disciplinary hearing must conscientiously carry out the instructions and requests of the Chairperson. Should any party deliberately refuse to do so, or deliberately disrupt or hamper the course of the disciplinary hearing in any way, the Chairperson will be entitled to warn the person, and/or to have him/her removed.

(k) Any student under disciplinary suspension must distance him-/herself from CUT, with the exception of appointments made in order to finalise CUT matters, which appointments should be approved beforehand by the Registrar.

6.1.6 Documentation

(a) A mechanical record of the proceedings of the disciplinary committee will be kept by the appointed prosecutor.

(b) The record will be deemed a true reflection of the proceedings of the disciplinary committee.

(c) Details of the charge, the parties concerned, the witnesses who provided evidence, the finding, the disciplinary action taken, and the date of implementation thereof, will be filed in a register kept by the Deputy Registrar: Student Services for this exclusive purpose.

6.1.6.1 Student rights

In respect of the charges that have been laid against him/her, the alleged offender will have the right to:

(a) be informed of the nature of the alleged offence;
(b) summon witnesses, and cross-examine them;
(c) examine any document submitted as evidence;
(d) receive a hearing as soon as possible;
(e) make use of the services of an interpreter to interpret the proceedings in the language of his/her choice, with the proviso that such an interpreter is in the service of CUT, and is available to interpret on the date of the scheduled disciplinary hearing;
(f) be represented by any fellow student of CUT, or his/her parent/guardian, or his/her legal representative, whose presence has been approved in accordance with the *Policy on legal representation in disciplinary hearings* (to be finalised);
(g) receive at least 48 hours' notice of the disciplinary hearing;
(h) cite a case in his/her defence;
(i) a finding;
(j) deferment of the consideration of any previous disciplinary record until after he/she has been found guilty;
(k) advance extenuating circumstances;
(l) lodge an appeal; and
(m) be protected against victimisation as a result of any statements, allegations and/or actions made or carried out during a disciplinary hearing, or on the grounds of membership to any organisation.

6.1.7 Announcement of finding

(a) After a charge of misconduct has received a hearing, the disciplinary panel will arrive at a finding of guilty or not guilty. In the case of a conviction, extenuating and aggravating circumstances will receive a hearing, after which the proceedings will be adjourned for the assessment of the facts.

(b) The penalty will be conveyed in writing to the student concerned, or by his/her legal representative, if he/she was represented by such during the disciplinary hearing, after permission was obtained in accordance with the *Policy on legal representation during disciplinary hearings* (to be finalised), who will acknowledge receipt thereof.

(c)   The conviction and the sentence will be noted on the student's study record for a period not exceeding one calendar year.

(d)   CUT may publicise the findings of any specific case, which may include the announcement thereof to a parent, guardian or sponsor of the student concerned, as well as other tertiary institutions.

6.1.8   Appeal

(a)   If the prosecutor or student is dissatisfied with the findings and/or sanctions of the disciplinary committee, he/she will have the right to appeal to the Disciplinary Appeal Committee against such findings and/or sanctions.

(b)   The Disciplinary Appeal Committee will comprise:
a Chairperson, who will be the Registrar, the Deputy Vice-Chancellor (DVC): Teaching and Learning, the DVC: Resources and Operations, or a similar figure of authority; and any other assessor(s) appointed by the Vice-Chancellor and Principal, or his/her nominee.

(c)   The Disciplinary Appeal Committee will pronounce a judgement on all cases that have been heard by a disciplinary committee, and in response to which an appeal has been lodged.

(d)   The notice of appeal must be presented to the prosecutor no later than 14 days after a finding has been pronounced by the Disciplinary Committee.

(e)   The Disciplinary Appeal Committee will be appointed by the Vice-Chancellor and Principal, or his/her nominee, in accordance with these rules.

(f)   The Disciplinary Appeal Committee will be convened by the appointed prosecutor within 40 days after the prosecutor has received the details concerning the appointment of the Committee.

(g)   In the notice of appeal, the appellant must provide written reasons that state the basis of the appeal.

(h)   The other party (i.e. the respondent) must be informed of the notice of appeal, and must be afforded the opportunity to respond in writing to such notice of appeal.

(i)   The Disciplinary Appeal Committee must act objectively, and as such may not comprise the same people who served on the disciplinary committee.

(j)   During the hearing of the appeal, the Disciplinary Appeal Committee may follow any procedure it deems fit, as it is not bound by the rules of evidence or other technical points or legal forms, and may also gather information with regard to any matter it deems fit according to its discretion. However, the Committee must:

  • act justly; and
  • ensure that all documents that will be used by a party in the meeting are made available to the other party.

(k)   A full report of the proceedings of the disciplinary committee hearing, as well as all the evidence delivered and relevant correspondence, will be made available to:

  • members of the Disciplinary Appeal Committee;
  • the appellant; and
  • the respondent, no less than 14 days before the hearing of the appeal.

(l) During the disciplinary hearing of the appeal, the appellant will be granted the opportunity to argue and discuss the basis of his/her appeal with the Committee.

(m) After the Disciplinary Appeal Committee has considered the material on the basis of which the appellant supports his/her appeal, as well as any material put forward in response thereto, the Committee must submit to the Vice-Chancellor and Principal, or his/her nominee, a recommendation, together with all relevant documentation concerning the rejection of the appeal, or the upholding thereof, as well as the confirmation of the penalty, or the disregarding or amendment thereof. If necessary, it may be recommended that the case be referred back to the Disciplinary Appeal Committee for further investigation.

(n) The finding of the Vice-Chancellor and Principal will be final, and will be communicated in writing to the relevant persons.

6.1.9 Powers of suspension of the Vice-Chancellor and Principal

(a) If the Vice-Chancellor and Principal is of the opinion that a student may be guilty of misconduct as defined in these rules, he/she will have the competence, should he/she deem this to be in the best interest of CUT, to order the student to carry out one, more than one, or all of the following actions, for a period deemed fit by the Vice-Chancellor and Principal, but for no longer than the time required for the finalisation of any disciplinary proceedings that may be brought against such a student in terms of these rules:

- refraining from attending lectures and classes on any premises occupied or held by CUT at any locality;
- refraining from participating in any activity of CUT;
- refraining from entering any space belonging to CUT, any place under CUT's control, or any part of such a space or place;
- vacating any CUT residence, or any part of any structure under the control of CUT;
- refraining from entering any CUT residence, or any part of any structure under the control of CUT;
- refraining from bringing any motor vehicle, motorcycle or any other mode of transport onto the premises of CUT, or any other place that may be under the control of CUT; and/or
- refraining from committing any act specified by the Vice-Chancellor and Principal that is related to the nature of the charge.

(b) The Vice-Chancellor and Principal will not issue an order, as specified in paragraph 6.1.10 (a), unless he/she is convinced that there is sufficient evidence to corroborate the charges against the student.

(c) A provisional suspension will be issued, which suspension will be valid, and will come into immediate effect.

(d) The order must be conveyed to the student, and, within three days after the order has been conveyed, the student must provide written reasons to the ViceChancellor and Principal as to why the order should not be final.

(e) The Vice-Chancellor and Principal's decision will be final and binding.

(f) Any order in terms of paragraph 6.1.10 (a) will expire if disciplinary proceedings in terms of these rules have not commenced within 45 days after the order was issued.

6.1.11 Powers of suspension of the Registrar

(a) If the Registrar is of the opinion that a student may be guilty of misconduct as defined in these rules, he/she will have the competence, should he/she deem this to be in the best interest of CUT, to order the student to carry out one, more than one, or all of the following actions:

- vacating a residence;
- refraining from entering a residence; and/or
- refraining from interfering or communicating with any residence student.

(b) The Registrar will:

• inform the Vice-Chancellor and Principal of any order that has been issued in terms of rule 11 (a) no later than 72 hours after it has been issued. If the Vice-Chancellor and Principal has not issued an order in terms of rule 6.1.10 (a) within seven days after receipt of such notice, any order issued in terms of rule 6.1.11
(a) of these rules will consequently fall away. An order of the ViceChancellor and Principal in terms of rule 6.1.10 (a) will replace the order that was issued in terms of this rule; and
• not give an order as envisaged in rule 6.1.11 (a), unless he/she has:

− informed the House Committee, if any, of that residence, by means of a written notification delivered to the Chairperson or Secretary of the House Committee, of any order he/she intends issuing in terms of rule 6.1.11 (a), as well as his/her reason(s) for intending to issue such an order, which notification will be delivered to the Chairperson or Secretary of the House Committee concerned;
− informed the student in person or by means of written notification, sent by post or delivered to the address furnished to CUT by the student, of the order he/she intends issuing in terms of rule 6.1.11 (a), as well as his/her reason(s) for intending to issue the said order;
− given the student a fair opportunity to challenge the reason(s) in person or through the submission of written representations to the Registrar; and
− given the necessary consideration to whatever has been said or done by the student in order to challenge any reason(s) for the issuing of such an order, with the proviso that it will not be the duty of the Registrar to, before such an order is issued, provide such information, or offer such an opportunity to the student if the student, despite all efforts by the Registrar to determine his/her place of residence, cannot be found, in which case the order will be issued via mail to an address furnished to CUT by the student.

6.1.12 Enforcement of certain penalties

(a) Whether the penalty imposed on a student in terms of these rules comprises the payment of a fine, the repair of any damage caused, or the carrying out of an instruction, the student concerned may be forbidden access to CUT by the Vice-Chancellor and Principal until the payment has been made, or the instruction has been carried out.

6.1.13 Non-cancellation of fees

(a) In a case where any action is taken, or a penalty is imposed in terms of these rules, a student will normally not be granted any reimbursement or cancellation of academic, residence or other fees that have been paid, or are payable to CUT. However, a student may direct a written request to the DVC: Resources and Operations for such reimbursement or cancellation, for final consideration by the CUT Council.

6.1.14 Fining system

Notwithstanding anything contained in these rules, and without prejudice to CUT's right to discipline students in accordance with the University's disciplinary policy and procedures

(to be finalised), the fining system in question will be applicable to the offences as specified hereunder:

(a)   A fine will be imposed at the scene of the offence.

(b)   A fine may only be imposed by senior staff members of the Protection Services Unit.

(c)   Fines must be paid at the cashiers of CUT within 30 days of being imposed.

(d)   The accused will have the opportunity to direct a representation to the Chief: Protection Services within eight days after the imposition of the fine. If such representation is unsuccessful, a disciplinary inquiry may be instituted at the request of the accused.

(e)   If an accused person fails to pay a fine, or to direct a representation, the amount will be recovered from his/her student account.

(f)   The following offences will be immediately punishable with a fine, in accordance with the fining system:

OF-	FINE
• Squatting in residence (person whose room is involved)	R400
• Hampering a Protection Services Officer in the execution of his/her duties	R300
• Swearing at, or insulting Protection Services staff	R300
• Drunkenness	R400
• Disturbing the peace	R300
• Furnishing false information	R200
• Lending/borrowing of a staff/student card	R200
• Damage/misuse of fire equipment/emergency exits	R300
• Unlawful use and/or provision of CUT property	R400
• Failing to give prior notice of functions to Protection Services	R300
• Unseemly behaviour	R300

Annexure A

TABLE ON PENALTY GUIDELINES

In line with section 6.1.3 the following are guidelines that may be followed as disciplinary measures for both academic and general misconduct by student:

Rating	Level of seriousness	Penalty range
1	Extremely serious	The student may be expelled from CUT.
2	Very serious	The student may be suspended from CUT for a specified period.
3	Serious	Any of the measures under 6.1.3, between bullets number 3 to 15 may be applied.
4	Minor	Any of the measures under 6.1.3, between bullets number 3 to 15 may be applied.

Types of misconduct and proposed ratings

Type of misconduct	Proposed rating
Academic dishonesty	
Plagiarism	1
Possession of unauthorized notes in test or assessment	2
Use of unauthorized notes or copying in test or assessment	2
Submitting a test or assessment under false name	2
Changing a test or assessment paper after it has been marked	2
Fraud	
False medical certificate	1
False proof of an academic qualification	1
Alcohol and prohibited substances	
Possession of prohibited substances on University property	1
Illegal selling of alcohol on University property	1
Selling of prohibited substances on University property	1
Other types of misconduct	
Guilty of conduct on CUT property as outlined under Section 4.5.1.2 of Code of Conduct for Student (Chapter 11)	3 and 4

RECORDING AND COMMUNICATING OF SANCTIONS

The recording and communicating of any of the above-mentioned penalties should be in accordance with the following procedure as outlined in subsection 1.6.2.5 of Chapter 1 of the CUT Assessment Procedure:

1.6.2.5. Sanction inscription on a student's record

1) In the event of a student being found guilty of academic dishonesty and unless otherwise prescribed by the Code of Student Conduct, all sanctions under this code – with the exception of failure of a particular assignment– shall be marked on the respondent's permanent record with the inscription "Academic Dishonesty".

   (i) In the case of failure of a course/module, the notation shall remain on the student's record for a minimum of one year.
   (ii) In the case of suspension or expulsion from a course/module, the notation shall remain on the student's record for a minimum of one year.

2) Once the minimum time period has elapsed, the student may petition the Registrar for the removal of the sanction inscription from his/her permanent record. This provision shall not, however, prohibit any programme, department or faculty of CUT from retaining records of violations and reporting such violations as required by the relevant professional accreditation standards.

CHAPTER 14

GRIEVANCE PROCEDURE

7.2.1 Definitions

7.2.1.1 "Grievance"

A grievance refers to any dissatisfaction or sense of injustice experienced by a student in an academic, residence, sport or general campus context, and that is brought in writing to the attention of CUT, with the following exceptions:

(i)   those cases covered by the CUT rules applicable to students; and

(ii)   dissatisfaction with the outcome of a disciplinary inquiry. Such dissatisfaction must be dealt with by means of the existing appeal procedure applicable to student discipline.

7.2.2 General principles

7.2.2.1 It is to the benefit of both CUT and students that any grievance, whether individual or in a group context, is dealt with at the lowest possible level.

7.2.2.2 The grievance procedure will not be misused in order to effect any change or addition to a CUT rule, or to cause any requirements of such a CUT rule, as applicable to students, to be declared null and void.

7.2.2.3 The parties concerned will abide by such action as may appear to be necessary to prevent grievances from arising and to settle any legitimate grievances.

7.2.2.4 If required, a CUT student may be support by another registered CUT student when lodging a grievance.

7.2.3 Procedure for investigating grievances

7.2.3.1 As soon as a grievance is reported, an investigation as set out hereunder is launched in respect of the facts related to the matter.

7.2.3.2 Before the grievance is processed, the aggrieved person and CUT have access to all relevant information from all relevant documentation that may be deemed necessary by both parties.

7.2.3.3 CUT will not permit any formal disciplinary action to be taken by virtue of the grievance procedure. If disciplinary action is necessary, a bridging process involving the transition of a grievance to a disciplinary action is implemented, as described in this procedure.

7.2.3.4 In the case of a grievance by a single student, the procedure as set out in par. 7.2.3.5 is to be followed. In cases where the same (academia-related) grievance is lodged by more than one student, the procedure as set out in par. 7.2.3.5 is to be followed. In cases where the same grievance (related to a residence or to general student affairs) is lodged by more than one student, the procedure as set out in par.7.2.3.6 is to be followed.

7.2.3.5 Stages of the grievance procedure: Individual and collective: Academic grievances

a)   In the first instance, the student makes the grievance known to:

(i) the HoD concerned, in the event of the grievance being related to an academic matter.

b)   In cases where the grievance involves two or more students, no more than three students may report the grievance.

c)   If the grievance is not satisfactorily resolved by the first level of authority, as outlined above, the aggrieved person may refer the matter to the subsequent level of authority:

      (i) in the case of a grievance related to an academic matter, to the relevant Faculty Dean.

d)   If a grievance has bearing on the person to whom the grievance is to be reported at the first level of authority, the student may, after having informed the relevant person of his/her intention, report the grievance to the subsequent level of authority (as outlined in par. 7.2.3.5 (a)).

e)   If the grievance is still not satisfactorily resolved by the second level of authority, the student may refer the grievance to the subsequent level of authority:

      (i) in the case of a grievance related to an academic matter, to the Registrar.

f)   If the grievance is still not satisfactorily resolved by the third level of authority, the student may refer the grievance to the final level:

      (i) in the case of a grievance related to an academic matter, to the Vice-Chancellor and Principal (whose decision is final).

7.2.3.6 Stages of the grievance procedure: Where a group of students is involved (excluding grievances related to academic matters)

a)   Students notify the SRC in writing of a general grievance involving a group of students. In this documentation, the nature of the grievance and the group of students involved is indicated, together with the names of a maximum of five representatives who will deal with the grievance further on behalf of the students.

b)   Within two days after notification of the grievance has been received, the SRC appoints a member or members to convene a meeting with the group representatives to settle the grievance. The main points are noted on the *grievance form* (available from the Office of the Registrar), and the SRC must take comprehensive minutes of the meeting.

c)   After all available evidence has been heard, the presiding officer, who must also be a member of the SRC, reaches a decision and announces such to all parties concerned; with the *proviso* that the decision falls within the powers of the SRC.

d)   If a satisfactory solution is reached, the presiding officer requests that the representatives indicate their acceptance of the decision by signing the *grievance form* in the appropriate space.

e)   If a satisfactory solution is not reached within two working days after the original grievance investigation, or if the SRC does not have the competency or power to address the grievance properly, the presiding officer makes a note in the appropriate space on the grievance form that a solution or agreement could not be reached.

f)   The completed documentation of the grievance investigation and the comprehensive minutes are then referred by the presiding officer to the Registrar, who convenes a grievance meeting in the capacity of Chairperson, in accordance with par. 4.

g) A maximum of three members per student body or group who are addressing representations may attend the interview with the Registrar. Three representatives of the SRC are to be present at all student body interviews with the Registrar.

h) In the first instance, the student makes the grievance known to:

(i) a House Committee member, where the grievance is related to the residence; or
(ii) a Student Council member, where the grievance is related to general student affairs.

i) If the grievance is not satisfactorily resolved by the first level of authority, as outlined above, the aggrieved person may refer the matter to the subsequent level of authority:

(i) in the case of a grievance concerning a residence, to the Supervisory Staff Member; or
(ii) in the case of a grievance related to general student affairs, to the Manager: Governance and Student Life or other relevant HoD in student affairs.

j) If the grievance is still not satisfactorily resolved by the second level of authority, the student may refer the grievance to the subsequent level of authority:

(i) in the case of a grievance related to a residence, to the Manager: Residences; or
(ii) in the case of a grievance related to general student affairs, to the Registrar (whose decision is final).

k) If a grievance related to a residence is still not satisfactorily resolved by the third level of authority, the student may refer the grievance to the final level, namely the Registrar (whose decision is final).

7.2.4. Rules of order

7.2.4.1 At every stage of the grievance, a meeting is arranged at a time convenient for the parties in order to resolve the grievance. The student and his/her representative and all relevant witnesses attend the meeting and are entitled to give evidence. Where possible, the meeting takes place within two days after the *grievance form* (*LS 52,* available from the Office of the Registrar) is completed by the student and handed in to the relevant official, as indicated in this set of rules.

7.2.4.2 The responsible person, at the level where the grievance has been lodged, convenes a grievance investigation within two days, if possible, after the *grievance form* has been received.

7.2.4.3 The following persons are to be present during a grievance investigation:

(a) the responsible official, as Chairperson;
(b) the aggrieved person;
(c) the person against whom the grievance has been lodged (if applicable);
(d) the aggrieved person's representative (if required);
(e) the representative of the person against whom the grievance has been lodged (if required);
(f) relevant witnesses; and
(g) an institutional equity representative.

7.2.4.4   After ensuring that the details on the *grievance form* are correct, the presiding officer gives a hearing to the statements submitted by those persons present.

7.24.5   The aggrieved person, together with his/her representative, has the right to present his/her case and give evidence, to summon witnesses, and to cross-examine the other person and his/her witnesses.

7.2.4.6   The parties have the right to hold a caucus during the grievance investigation.

7.2.4.7   The main points are to be recorded by the Chairperson on the *grievance form.*

7.2.4.8   If the Chairperson wishes or is obliged to consult with any official structure or person(s) (depending on the nature and seriousness of the grievance), the Chairperson may defer the proceedings, pending the finalisation of such consultation, and will reschedule the grievance meeting as soon as possible after completion of the appropriate consultation.

7.2.4.9   Once all available evidence has been heard, the presiding officer reaches a decision, which is announced to the parties concerned.

7.2.5.   Finalisation of the grievance investigation

7.2.5.1   If a satisfactory solution has been reached, the presiding officer requests that the aggrieved person and his/her representative indicate their acceptance of the decision by signing the *grievance form* in the appropriate space.

7.2.5.2   If a satisfactory solution has not been reached within two working days after the original grievance investigation, the presiding officer makes a note in the appropriate space on the *grievance form* that a solution or agreement could not be reached.

7.2.5.3   The completed documentation of the grievance investigation may then be referred by the student to the successive levels until the last level of the grievance procedure has been reached, at which point the matter is deemed to have been finalised.

7.2.6   Status quo

7.2.6.1   By virtue of this procedure, CUT reserves the right to preserve all practices affecting the aggrieved student throughout the course of the grievance process.

7.2.6.2   In the case of a successful resolution of any grievance to the benefit of a student, CUT undertakes to alter the circumstances that led to the grievance, according to the outcome of the grievance.

7.2.7   Transition of a grievance to disciplinary action

7.2.7.1   If the House Committee member (or any other presiding officer administering the grievance at any level) determines that disciplinary action should be taken on the grounds of the particulars of the matter in question, the grievance is bridged in order to effect a transition to disciplinary action, and the matter is accordingly referred to the Senior Manager in charge of Student Services.

CHAPTER 15

TRAFFIC RULES

1. DEFINITIONS

(a) **"Driver":** Any person who drives or attempts to drive a vehicle, or who rides or attempts to ride a motorcycle or bicycle. "Drive" or any similar word with a corresponding meaning is included herein.

(b) **"Owner":** With regard to a motor vehicle, also a co-owner or part owner of that vehicle. "Property" or any similar word with a corresponding meaning is included herein.

(c) **"Pedestrian walkway or pathway":** A path for the exclusive use of pedestrians and on which no vehicles may be driven.

(d) **"Road":** A street on Central University of Technology, Free State (CUT) premises normally used by vehicles, or any other area where a vehicle is normally driven, or an area that has been exclusively equipped for the purpose of parking vehicles.

(e) **"Parking area":** A place exclusively equipped to park a vehicle or a motorcycle or a bicycle, and which is identified as such by means of a suitable notice-board.

(f) **"Officer":** A Protection Services staff member, appointed on behalf of the Council of CUT to supervise all traffic on the premises of CUT, to organise such traffic, to control it, and to enforce the traffic regulations as specified by Council.

(g) **"Visitor":** An individual who is neither a full-time nor part-time member of staff, nor a fulltime or part-time student at CUT.

(h) **"Visitor's parking disc":** A disc issued to an individual who is neither a member of staff nor a student, but who visits CUT on a regular basis, who announces his/her visit, and to whom parking privileges are extended.

(i) **"Guest/guests":** A person or group of persons visiting CUT on special invitation and to whom parking privileges are extended.

(j) **"Parking disc":** A disc issued to a staff member, student or visitor to whom parking privileges on CUT premises (whether in a special parking area or in general) have been extended, and also the disc displayed on official and emergency vehicles.

(k) **"Official vehicle":** For purposes of the enforcement of these traffic regulations, an official vehicle is a vehicle that is the property of CUT and which, for purposes of these regulations, is only deemed to be official when it displays a suitable parking disc.

(l) **"Bicycle":** Also a cycle, three-wheel cycle or pedal car designed to be powered by means of human force.

(m) **"Council":** The Council of CUT.

2. PREMISES OF CUT

Section 1

The premises of CUT are private property. CUT staff and students and members of the public use the roads on CUT premises only with the permission of the Council. Parking regulations are always in

effect, also during orientation, assessments and recess periods. CUT reserves the right to invoke general law, including the Traffic Act, the Trespass Act and parking regulations, at its discretion. The general rules of the road as contained in the Traffic Act also apply to the CUT campus.

Section 2

Any person who disregards the Council's traffic regulations on the premises is guilty of a violation, and the Council will take action against such a person. Failure to comply with the CUT traffic and parking regulations may result in fines, tow-away and storage of the vehicle at the owner's risk and expense, as well as the cancellation of parking privileges. Persons availing themselves of the CUT parking facilities must be in possession of, and clearly display, a parking permit valid for both date and designated zone.

3. PARKING PRIVILEGES
Section 3
3.1   The following persons may apply for permission to park their vehicles/motorcycles/bicycles on the premises of CUT:

3.1.1 Staff members associated with CUT;
3.1.2 Students enrolled at CUT;
3.1.3 Any other person to whom Council has extended parking privileges.

3.2 A staff member/student of CUT who at any time wishes to make use of the parking areas or roads of CUT (irrespective of the period of time) with a motor vehicle/motorcycle (as defined in section 2 of the traffic regulations of CUT) must register the vehicle or motorcycle concerned at the Academic Structure and Student Enrolment Services Unit during registration, or at the office of the Deputy Director: Protection Services during the course of the year. Following the registration of such motor vehicle, a parking disc is issued, which must be attached to the inside (preferably in the bottom right-hand corner) of the windscreen of the registered vehicle. In the case of motorcycles, the disc is attached in the same manner as a licence and third-party disc. Parking areas are designated as zones that can be identified by signs posted at the entrance to each zone.

3.3   A parking disc entitles the driver of the vehicle concerned to make use of the roads and parking areas of CUT, as specified on the disc.

3.4   In the case of emergencies or special events, CUT reserves the right to reduce or suspend parking privileges or services normally provided in some areas.

3.5 Staff and students must register or reregister their vehicles annually, before or on 15 February, at the Academic Structure and Student Enrolment Services Unit during registrations and during the year at the offices of the Deputy Director: Protection Services. Any application for the reinstatement of parking privileges for reasons other than outstanding fines is to be lodged in writing. Parking privileges shall be reinstated provided that all outstanding penalties, plus a reinstatement fee of R150-00, have been paid and the period of any suspension has lapsed.

Section 4

All regulatory signs, warning signs and information signs, as well as roadway lines and markings that can be displayed in the Republic of South Africa in terms of the uniform Road Traffic Ordinance, are in force on the premises of CUT, provided that the Council of CUT can prescribe its own measurements, distances and heights with regard to road signs and the marking of roadway lines.

Section 5

The roads and parking areas of CUT are private property and individuals enter these areas at their own risk. CUT therefore accepts no responsibility for any damage to or loss of a vehicle on CUT premises.

Section 6

No person may make use of the parking areas and/or roads of CUT without the permission of the Council of CUT or its delegate (Deputy Director: Protection Services).

4.   RESPONSIBILITIES OF AUTHORISED PERSONS Section 7
An officer or other authorised person can:

4.1   Make any arrangements with regard to traffic on CUT premises and issue any instruction deemed necessary, either verbally or in writing, subject to a decision by the Deputy Director: Protection Services in the case of a difference of opinion with regard to whether such an instruction should be obeyed;

4.2   Issue a written permit to any person at any time granting him/her permission to park in a specific or different place on CUT premises;

4.3   Give traffic-directing signals or allow such signals to be given, or make any other arrangement that is to be complied with;

4.4   Demand the name and address of any person who drives a motor vehicle/motorcycle/bicycle on CUT premises and who violates a rule. The driver of such motor vehicle/motorcycle/bicycle is obliged to give his/her name and address to the officer;

4.5   Question any person regarding any information the officer may deem necessary with regard to a traffic violation that has been committed or which is likely to be committed, and any person who is questioned as such must divulge to the officer all information in his/her possession;

4.6   Order any person who drives a vehicle/motorcycle/bicycle on CUT premises, and who commits a traffic violation, to stop the vehicle or cycle, and the driver of such a vehicle or cycle must then immediately bring the vehicle/cycle to a halt;

4.7   Demand from the driver or owner of a vehicle/motorcycle/bicycle any information regarding his/her vehicle or, if necessary, question anybody else who he/she suspects may have information, in order to obtain information regarding a vehicle/motorcycle/bicycle, and such person is then obliged to divulge to the officer all information in his/her possession;

4.8   Demand the driver's licence of any driver of a vehicle/motorcycle in order to determine whether such person is capable of driving a vehicle/motorcycle, and such person is then obliged to show his/her driver's license to the officer within 21 days.

4.9   No person may obstruct or hinder an officer, or any other person authorised as such by the Council, in the performance of his/her duties.

4.10   Protection Services officers have has the authority to order the removal of any vehicle illegally parked on CUT premises.

4.11   The Deputy Director: Protection Services is responsible for investigating accidents involving vehicles on CUT premises, and any person involved in such an accident must report it without delay.

5.   DRIVING RULES

Section 8

5.1   No person may drive or park a motor vehicle/motorcycle/bicycle on CUT premises, or allow another person to drive or park a vehicle which:

     5.1.1 Is not licensed;
     5.1.2 Is not roadworthy;
     5.1.3 Does not have a valid parking disc or written parking permit on display.

5.2   A motor vehicle/motorcycle/bicycle that makes an excessive noise or creates a disturbance is not allowed on CUT premises.

6.   PARKING RULES

Section 9

6.1   Except on the instruction of an officer or due to other circumstances beyond the control of the driver, nobody may stop or park a vehicle/motorcycle/bicycle:

     6.1.1   Where it is prohibited to do so by a road traffic sign;
     6.1.2   In any place where it constitutes or is likely to constitute a danger or a hindrance to other traffic;
     6.1.3   Where it obstructs or can obstruct other traffic;
     6.1.4   Where it hinders or can hinder staff members of CUT in the performance of their duties;
     6.1.5   Alongside or opposite any other vehicle on a roadway that is less than nine metres wide.

6.2   No person may park a motor vehicle:

     6.2.1   In conflict with a road traffic sign;
     6.2.2   In front of a vehicle entrance;
     6.2.3   In front of the entrance to a garage or a carport, except if this is the normal place for the vehicle to be parked;
     6.2.4   In a parking area where the vehicle can hinder the free thoroughfare of traffic entering or leaving the area;
     6.2.5   In a reserved parking area or parking space.

6.3   Bicycles may not be operated on sidewalks, lawn areas or other areas not accessible by motor vehicles. Bicycles may not be taken into any building, except a person's room or an approved storage area. Bicycles must be parked in bicycle racks to promote maximum safety and security and minimum environmental damage. They are not to be locked, chained or leaned against handrails, trees, shrubs, bushes or other features of the CUT landscape in a way that will cause damage to CUT property or interfere with pedestrians or vehicular traffic or the work responsibilities of CUT employees. Bicycles found in violation are subject to ticketing and/or impoundment.

6.4   Persons who are granted permission to park a motor vehicle/motorcycle/bicycle on CUT premises may only park in those places that have been allocated to them.

6.5   Any disabled member of the CUT community or visitor to the campus is afforded primary consideration when it comes to parking. A Ministry of Transportation: Disabled Persons parking permit or any other relevant provincial permit/licence is required in this regard.

6.6   A staff member or student who out of necessity has to park in a place other than an allocated parking area or in conflict with a road traffic sign (such as for medical reasons, etc.), must obtain prior permission in this regard from the Protection Services Unit.

6.7   A staff member or student or any other person who rides a bicycle may not chain the bicycle to any fence or pole on CUT premises, and may only use the bicycle racks that have been provided specially for this purpose.

6.8   Location of disabled/wheelchair parking spaces:

6.8.1 At the Boet Troskie Hall and the parking spaces at the entrances to all faculties.

6.9   Parking spaces for visitors may under no circumstances be used by staff members or students.

7. PENALTIES
Section 10
7.1   A spot fine depending on the violation (all fines have been approved by the CUT Council):

Parking in an area without a valid permit for that area and	R 20-00 fine only
Parking in a parking area without a valid permit for that area and date	R 20-00 fine only
Failure to align between parking lines	R 20-00 fine only
Failure to squarely face the entire concrete verge	R 20-00 fine only
Failure to properly display a permit	R 20-00 fine only
Failure to obey regulatory signs	R 20-00 fine only
Driving in areas other than campus roadways	R 20-00 fine only
Failure to yield right of way to pedestrians	R 25-00 fine only
Contravening the rules of the road	R 25-00 fine only
Unauthorised use of a temporary permit	R 25-00 fine only
Exceeding the posted speed limit	R 35-00 fine only
Failure to obey the directions of a member of the CUT support services staff engaged in directing traffic parking	R 35-00 fine only
Unauthorised use of the pedestrian zone	R 25-00 fine and towaway
Blocking or obstructing traffic, a roadway, sidewalk, fire hydrant, or building entrance or exit	R 50-00 fine and towaway
Parking in an area designated for the disabled	R 35-00 fine, towaway and suspend
Furnishing false information to acquire a permit	R 35-00 fine, towaway and suspend
Using an altered or duplicated permit, or using a permit issued by an unauthorised person or for an unauthorised vehicle, or using an unauthorised parking disc (not a CUT park-	R 30-00 fine
Obstructing an entrance	R 30-00 fine
Parking on a lawn	R 30-00 fine
Parking in a reserved space	R 20-00 fine
Reckless and negligent driving	R100-00 fine
Disobeying a traffic sign	R100-00 fine
Obstructing the flow of traffic	R100-00 fine

(*Note) Upon the issuing of this violation tag, the vehicle is subject to towing at the risk and expense of the violator. CUT is not responsible for any damages to the vehicle as a result of being towed away. Parking privileges are also suspended unless the violation is successfully appealed.

7.2 A vehicle may be immobilised by means of it being locked in place. The fine must first be paid before the wheel-lock will be removed (unless otherwise ordered by the Deputy Director: Protection Services or appointee).

7.3 Any person who feels that he/she has been treated unfairly regarding the imposition of traffic fines may address a written representation for the amendment or withdrawal of the charge. The representation is to be accompanied by the notice of the traffic violation and must be addressed to the deputy director protection services within seven days after the issuing of the fine.

7.4 In addition to any other penalty, a vehicle may be towed away and stored at the owner's risk and expense if it is parked in violation of the traffic and parking regulations or if it falls into one of the following categories:

(a) The vehicle is obstructing traffic flow or parking.
(b) The vehicle is parked in such a manner that rules pertaining to a pedestrian or emergency area are violated.
(c) The parked vehicle could constitute a safety hazard.
(d) The driver or owner is known to be a habitual offender or is under suspension.
(e) The vehicle is displaying a suspended, lost, stolen or invalid parking permit.
(f) The vehicle is parked on a campus road or walkway system, in a loading area, or in a landscaped area.
(g) The vehicle is deemed to be abandoned.
(h) The vehicle is parked in a parking area for the disabled, without a valid permit/licence.

7.5 Persons committing serious traffic violations on CUT premises, such as reckless driving or driving under the influence of alcohol or drugs, will be arrested and handed over to the South African Police Service (SAPS).

Notwithstanding any provision in these rules, non-compliance with the traffic rules may result in formal disciplinary action in accordance with the disciplinary procedures of CUT.

CHAPTER 16

RULES OF THE PROTECTION SERVICES UNIT

1.   GENERAL

1.1   For purposes of the Control of Access to Public Premises and Vehicles Act, Act No. 53 of 1985, the Central University of Technology, Free State (CUT) has been proclaimed a statutory body. In terms of this Act, and for purposes of this Act, CUT is defined as public premises, and as such it has specific statutory rights and obligations regarding access to CUT premises and access to vehicles. These rights particularly pertain to the removal, searching and examining of persons and vehicles on CUT premises.

1.2   The Vice-Chancellor and Principal, in terms of Section 2(2)(g) of the aforementioned Act, has authorised Protection Services staff to search persons in view of granting access to any premises or vehicles that are the property of, that are occupied by, or that are controlled by CUT.

1.3   The Protection Services Unit is obliged to take the necessary steps to secure CUT premises, vehicles and the contents thereof, and to protect persons of and within CUT. Consequently, the Protection Services Unit has instructed that access to CUT premises only be granted in accordance with the following provisions:

(i)   No person may enter or gain access to CUT premises without the permission of an employee of Protection Services, and in view of the granting of such permission, a Protection Services Officer may require that the person concerned:

(a)   furnishes his/her name, address and any other relevant information, as demanded by the Protection Services Officer;

(b)   provides proof of identity to the satisfaction of the Protection Services Officer;

(c)   declares any dangerous object in his/her possession or care or under his/her control;

(d)   declares and shows to the Protection Services Officer the contents of any vehicle, suitcase, briefcase, bag, handbag, folder, envelope, package or container of any nature whatsoever in his/her possession or care or under his/her control;

(e)   allows him-/herself and/or anything in his/her possession or care or under his/her control to be searched by means of electronic or other apparatus in order to determine the presence of any dangerous object;

(f)   submits anything in his/her possession or care or under his/her control to an authorised officer for examining or safekeeping until he/she has vacated the premises or the vehicle; and/or

(g)   allows a search by a Protection Services Officer in circumstances involving premises or a vehicle, or a type of premises or vehicle, as determined by the Minister in terms of a notice in the Government Gazette.

(ii)   If a Protection Services Officer grants such permission in terms of subsection (i), he/she may do so on condition that the visitor carries some form of proof of permission.

(iii)   Without detracting from the provisions of the Trespass Act (Act No. 6 of 1959), a Protection Services Officer may at any time remove any person from public premises or from a public vehicle if:

(a)   such a person enters the premises or vehicle concerned without the permission stipulated in subsection (i);

(b)   such a person refuses or neglects to comply with a condition as stipulated in paragraph (i); and/or

(c)   the Protection Services Officer deems it necessary for the securing of the premises or vehicle concerned, or the contents thereof, or the protection of the persons thereon or therein.

(iv)   If it is not practically feasible to secure or keep on or in the relevant premises or vehicle anything that may be examined or taken into safekeeping in terms of subsection (i), such item(s) may be removed to a suitable place for purposes thereof, as determined by the Chief: Protection Services.

(v)   In terms of subsection (i) (g), any search of a female may only be conducted by another female.

2.   DEFINITIONS

2.1   **"Campus"** refers to the grounds, buildings and property, wherever situated, which are the property of, or which fall under the jurisdiction or control of, the Council of CUT.

2.2   **"Council"** refers to the Council of CUT.

2.3   **"Driver"** refers to any person who drives or attempts to drive a vehicle, or who rides or attempts to ride a motorcycle. "Drive" or any similar word with an equivalent meaning is included herein.

2.4   **"Guest"** or **"guests"** refers to a person or group of persons visiting CUT on special invitation and to whom parking rights are extended.

2.5   **"Motor vehicle"** also refers to a motorcycle or bicycle, as the case may be.

2.6   **"Official vehicle"** refers to a vehicle that is the property of CUT and which, for purposes of these regulations, is only deemed official if it displays a suitable parking disc.

2.7   **"Parking lot"** refers to a place exclusively equipped for the parking of a vehicle, motorcycle or bicycle, and which is indicated as such by means of a suitable noticeboard.

2.8   **"Parking disc"** refers to a disc issued to a member of staff, a student or a visitor to whom parking privileges have been extended on CUT premises, and also to the disc displayed on official and emergency vehicles.

2.9   **"Pedestrian path"** or "**footpath**" refers to a path for the exclusive use of pedestrians, and on which no vehicle may be driven.

2.10   **"Person"** refers to any individual, association, partnership, corporation or any other legal entity.

2.11   **"Protection Services Officer"** refers to the Chief: Protection Services of CUT or any other Officer appointed to this unit.

2.12   **"Street"** refers to any road or avenue situated on the campus of CUT, and which is used or meant to be used by motor vehicles, irrespective of whether such road or avenue is a private or public road.

2.13   **"Visitor"** refers to any person who is neither a part-time or full-time member of staff, nor a part-time or full-time student at CUT.

2.14 **"Visitor's parking disc"** refers to a disc issued to a person who is neither a member of staff nor a student, but who visits CUT regularly, who announces his/her visits, and to whom parking privileges have been extended.

3.   CHIEF: PROTECTION SERVICES

3.1   A Protection Services facility, consisting of appointed Officers of this section and the Chief: Protection Services at CUT, has been established at university level. This Protection Services Unit is responsible for law enforcement and fire control on campus.

3.2   The Chief: Protection Services and all Protection Services Officers are responsible for maintaining peace and order on campus, and are authorised to reasonably order any person to cease or to refrain from any disturbance of the peace. No person may interfere with any Officer or obstruct him/her in his/her attempts to keep the peace, and no person may refuse to obey any orders of such an Officer in this regard.

3.3   The Chief: Protection Services, or a person acting in this capacity, appoints a properly qualified Traffic Officer. The Traffic Officer exercises the applicable authority and fulfils duties in accordance with the prevailing traffic rules and safety practices, in a manner that best serves the interests of CUT. The Traffic Officer gives traffic orders that specify the approved or established rules and regulations. Such traffic orders must comply with the requirements of the National Traffic Code in all respects.

3.4   The Protection Services Unit of CUT is authorised to make provision for the impounding of any vehicles on the premises of CUT, in co-operation with the South African Police Services (SAPS)' Vehicle Theft Unit and Visible Policing Division.

3.5   The Protection Services Unit of CUT is authorised to make arrangements for the removal of abandoned vehicles in a suitable manner.

4.   APPOINTMENT

4.1   The Council expressly appoints the Chief: Protection Services to authorise and appoint, at his/her discretion, another person as a Protection Services Officer, with the responsibility of issuing notices of parking violations and serving summonses for civil violations with regard to the illegal parking of motor vehicles on campus.

4.2   A person appointed in this manner is thereby authorised and empowered to strictly enforce the CUT traffic rules on campus.

5.   OTHER VIOLATIONS

In terms of CUT's rules, an employee or student may not commit or cause any act that impairs the administration, discipline or effectiveness of CUT, and may not permit or be present during the commission of any such act.

Since every employee and student are expected to behave in a manner that befits their portfolio, and since every employee and student are expected to obey the rules and regulations of the institution, it is considered necessary to explain which forms of conduct *inter alia* have a bearing on the above-mentioned rules.

6.   FIRE PROTECTION

The Chief: Protection Services and all Protection Services Officers, in close co-operation with Occupational Health and Safety, are responsible for controlling any fires on campus, and for instituting reasonable rules and regulations to minimise the threat of fire. No person may interfere

with or obstruct any Officer who is conducting fire-control duties, and no person may disregard the instituted fire protection rules. No person may tamper with any firefighting equipment or notices, unless in an emergency situation. The stipulations of this paragraph are also applicable to vehicle accidents.

7.   LOST PROPERTY

The Protection Services Unit is responsible for the collecting and safekeeping of forgotten, lost and found, and stolen and recovered articles on campus. The Chief: Protection Services keeps record of such articles, and establishes regulations and procedures for the identification of the owners and the return of such articles, and for the orderly disposal of unclaimed and perishable articles in accordance with the CUT rules. The Chief: Protection Services, as the agent of the finder, may hold in safekeeping any article found on campus in view of its return to the lawful owner, and any such article that is not claimed may be returned to the finder in accordance with CUT policies and laws.

8.   OFFENDERS

The Chief: Protection Services and all Protection Services Officers are expressly authorised to remove offenders from the campus or a part thereof, and to prohibit them from entering the campus or a part thereof, and no person may disregard any order of any such officer given in accordance with this authorisation.

9.   MENTALLY ILL PERSONS

The Protection Services Unit, under the direction of the Chief: Protection Services, is authorised to take into protective custody any person who is apparently mentally ill and who poses a danger to him-/herself, any other person(s) or property. The Protection Services Unit may detain any such person until he/she can be released into the care of a suitable public or private institution or a responsible family member.

10.   PROTECTION OF CIVIL RIGHTS

The Protection Services Unit, under the direction of the Chief: Protection Services, lends support to all persons in terms of protecting and defending their constitutionally guaranteed civil rights.

11.   DEMANDING OF IDENTIFICATION

The Protection Services Unit, under direction of the Chief: Protection Services, is responsible for protecting persons and property on campus from unlawful acts by persons who are on campus without permission or reason. In meeting this responsibility, the Chief: Protection Services and all Protection Services Officers may take steps to determine the identity of persons who are found on campus outside normal hours of use of such areas, or in reasonably disturbing circumstances, in order to protect the safety of persons and property. The Chief: Protection Services and all Protection Services Officers have the authority to remove from campus any person unable to identify him-/herself or explain his/her presence, and/or who is unable to prove that there is no reason to believe that his/her presence constitutes a threat to persons or property on campus.

12.   IMPOUNDING OF MOTOR VEHICLES

The Protection Services Unit has the authority to make arrangements for the impounding of motor vehicles on the CUT campus.

13.   SAFETY VIOLATIONS

(a) <u>Assault</u>: No person may threaten another person who is conducting lawful activities on campus with physical violence, nor may any person assault any other person or threaten his/her safety or welfare.

(b) <u>Buildings</u>: The Vice-Chancellor and Principal or a designated person has the authority to issue rules, regulations and/or orders that authorise, limit or prohibit the use of buildings on campus in a way that supports the objectives, programmes and policies of CUT, with the aim of protecting persons and property on campus, and no person may disregard any such rule, regulation or order.

(c) <u>Camping</u>: No person may build, erect or occupy any tent, trailer, lean-to or any other temporary shelter on campus, except with the express permission of the Vice-Chancellor and Principal or a designated person.

(d) <u>Computers and other equipment</u>: No person may intentionally, and without proper authorisation, gain access to and/or change, damage or destroy a computer system, computer network or software programme, or the data in a computer, computer system or computer network. No person may use any CUT computer equipment and/or software and/or any other CUT equipment, whether owned or rented by CUT, for purposes of personal financial gain and/or for reasons not related to any legitimate academic work, unless such use coincides with a contractual arrangement concluded prior to the use of such equipment and in which provision is made for suitable remuneration to CUT; or in cases where such use involves a breach of any contractual agreement between CUT and the sellers or renters of equipment or software, or computer network organisations. No person may, without proper authorisation and/or for personal use, use computer equipment or programmes in order to gain access to and/or copy information or records that are the property of CUT.

(e) <u>Destruction of property</u>: No person may intentionally destroy, disfigure or damage any CUT property or the property of any other person on campus.

(f) <u>Dumping and littering</u>: No person may dump or otherwise dispose of any waste, rubbish, refuse or waste material of any nature on campus, except in the containers provided by CUT for this purpose at specific places on campus. Such CUT containers are intended only for the disposal of CUT-generated waste material. The disposal of personal waste material (e.g. domestic waste, furnishings, equipment or building materials) in CUT containers or in any other place on campus is expressly forbidden. No person may drive a truck or any other vehicle that transports goods or materials on campus if a possibility exists that a portion of or the entire contents may fall off, be blown off or escape in any other way, or that may result in rubbish or refuse finding its way onto the campus in any manner whatsoever.

(g) <u>Fires</u>: No person may light or permit open fires on campus, except under the supervision of, or with the permission of, the Chief: Protection Services or a designated person.

(h) <u>Fire alarms and emergency equipment</u>: No person may raise a fire alarm or any other emergency alarm, except in cases where he/she has received reasonable information or has reason to believe that a fire or other emergency situation does indeed exist, necessitating the raising of such an alarm. No person may tamper with, damage or disregard an alarm system or other emergency equipment.

(i) <u>Fraud</u>: No person may write, fabricate, forge, copy, alter or falsify the signature of any other person on any CUT record, document or identification form with the intention of using such document, record or identification form for an improper or unlawful purpose. No person may deliberately possess or use such falsified or altered documentation.

(j) <u>Gambling</u>: No person may participate in any unlawful gambling activities under any circumstances that are in conflict with the provisions of the Statute or any applicable CUT policy.

(k)   Locks: No person may possess or make duplicates or have duplicates made of any key, card or unlocking device with the aim of locking or unlocking any lock or locking mechanism used or maintained by CUT, without the permission of the ViceChancellor and Principal or a designated person.

(l)   Misrepresentation: No person may unlawfully pass him-/herself off as a student or employee of CUT. No person may, for improper or unlawful purposes, give a misrepresentation of his/her identity.

(m)   Pets: No person who owns or controls any dog, cat, other pet or any other animal may allow such animal to be on campus without a leash to keep it in check, unless the animal is in a cage or other enclosure that protects persons legally on campus from contact with such an animal, provided that this section is not applicable to nature programmes established on campus with the permission of the Vice-Chancellor and Principal or a designated person. It is unlawful for any person in charge of any animal on campus to neglect to pick up and remove the excrement, manure or solid waste of any such animal from the developed areas or gardens, and to dispose of such waste in a suitable manner.

(n)   Picnics: No person may hold a picnic on campus, except in places designated as picnic spots, unless otherwise authorised by the Vice-Chancellor and Principal or a designated person.

(o)   Plants: No person may damage, cut, pick or disfigure any tree, shrub, flower or herb, or remove any identifying sign or label from it, unless in accordance with proper garden landscaping, forest management, capital improvements or approved research and learning programmes of CUT, or unless otherwise authorised by the Vice-Chancellor and Principal or a designated person.

(p)   Sales and advertising: No person may sell any goods on campus, or advertise goods, wares, commercial goods or services as being for sale, or take orders and enter into contracts for such sales, unless so authorised by the Vice-Chancellor and Principal or a designated person. Identifying information, such as the name of the person, entity or organisation, contained in or on such goods, is deemed grounds for a refutable assumption that such a person, business entity or organisation is responsible for distribution on campus.

(q)   Signs: No person may put up a sign, placard or advertisement in any place other than the noticeboards or other places designated by CUT for such use, and this must be in accordance with CUT procedures. Identifying information, such as the name of a person, entity or organisation, contained in or on such goods, is deemed reasonable grounds for a refutable assumption that the person, business entity or organisation is responsible for distribution on campus.

(r)   Smoking: No person may smoke in an area where smoking is prohibited by means of signs erected in accordance with CUT policy and government statutes, or in areas where it would be dangerous to smoke.

(s)   Telephones: No person may use any telephone or other communication apparatus to harass, offend or disturb any other person, and no person may make threats over the telephone or use rude, immoral or derogatory language over any telephone or communication apparatus. No person may use any telephone or other communication apparatus to summon emergency services as some type of prank or when such services are not required.

(t)   Theft: No person may use, take or remove the property of any other person or any CUT property without permission.

(u)   Occupation: No person may enter the campus or remain on the campus without proper authorisation or on lawful invitation, and no person may remain on campus after he/she has lawfully been instructed to leave the campus.

14.   ALCOHOL

(a)   <u>Unlawful use of alcohol</u>: No consumption, sale or possession of alcohol is permitted on campus, unless written permission has been received from the Chief: Protection Services in accordance with the policies and procedures of CUT.

(b)   No person under the age of 18 years may possess and/or consume alcohol on campus.

(c)   No person may supply alcohol to another person on campus under the age of 18 years.

(d)   No person may possess, consume or distribute alcohol on campus, unless otherwise determined by this section. The lawful possession and responsible consumption of alcohol is permitted under the following circumstances:

- during scheduled activities approved by CUT, at campus facilities that have been properly licensed for the consumption of alcohol, subject to the rules applicable to such facilities; and

- during activities at another venue if the Vice-Chancellor and Principal or a designated person has given specific written permission for the consumption of alcohol during the activity, and if a special liquor licence is in force at the venue.

- It is considered an offence if a person is intoxicated on campus and acts in a manner that threatens the health and safety of another person or property, or creates a disturbance that disrupts the normal and uninterrupted use of the campus.

(e)   <u>Driving of a motor vehicle</u>: No person may drive a motor vehicle while under the influence of alcohol.

15.   DISORDERLY CONDUCT

(a)   <u>Meetings in conflict with the Regulation of Gatherings Act (1996)</u>: No person may, in conflict with the Act, meet with others on campus in a manner that causes a disturbance, noise, riot, obstruction, or the disruption of the free, normal and uninterrupted use of the campus for learning programmes, business activities, and residencerelated food services and recreational activities.

(b)   <u>Unlawful individual activities</u>: No person may, either individually or with others, participate in activities that hinder the free movement of persons on campus or that interfere with such movement, or that obstruct the free, normal and uninterrupted use of the campus for learning programmes, business activities, and residence-related food services and recreational activities. Furthermore, no person may intimidate, harass, threaten or attack any other person engaged in lawful activities on campus.

(c)   <u>Conduct during activities</u>: No person may disrupt any authorised activities before an audience on campus, including concerts, stage productions, lectures, scientific demonstrations, sporting events and similar activities, or interfere in such activities by making a noise, displaying signs, holding demonstrations, throwing or dropping objects, mounting the stage, running onto the field, entering the area in which such an activity is taking place, or in any other manner.

(d)   <u>Public events</u>: No person may gain access to any concert, music recital, lecture, dance, sporting event or any other activity in a manner that is in conflict with the rules or requirements for entry as determined by the sponsors, or in the absence of a ticket when one is required.

(e)   <u>Loitering</u>: No person may loiter on campus. Circumstances that can be taken into account when determining whether such caution is justified include the person fleeing when a Protection Services Officer makes an appearance, and a person refusing to identify him-/herself or deliberately trying to hide or conceal some or other object. Except in cases where the person flees or some or other circumstance makes it practically impossible, a Protection Services Officer, before arresting a person for an offence in terms of this section, should give the person an opportunity to prove that there is no reason for more caution than would otherwise be justified, by asking for identification and an explanation of the person's presence and conduct.

16.   DRUGS AND WEAPONS

(a)   <u>Drugs</u>: No person may possess, use, sell or manufacture illegal drugs, narcotics or banned substances on campus, except where otherwise permitted by law.

(b)   <u>Weapons and explosives</u>: No person may possess a gun or any other firearm, dangerous object, weapon, explosive or fire-raising apparatus on campus, without the permission of the Vice-Chancellor and Principal.

(c)   <u>Chemical or gas-releasing apparatus</u>: No person may possess any illegal chemical or gas-releasing apparatus or dangerous chemical, biological or radiographic substance on campus with the aim of using such substance to injure, attack or threaten any other person.

(d)   <u>Confiscation</u>: All Protection Services Officers are authorised and obliged to confiscate any object or substance found on campus, or in the possession of a person, in conflict with these regulations.

(e)   <u>Possession by Protection Services Officers</u>: The stipulations of this document will not serve to prevent a Protection Services Officer or other police officer from carrying a weapon or other form of law-enforcement equipment on campus.

17.   PROMULGATION OF PROCEDURES, RULES AND REGULATIONS

17.1   Standards for regulations: Any and all procedures, rules and regulations promulgated by the Vice-Chancellor and Principal or a designated person, or the Chief: Protection Services, designated in terms of these rules, must comply with the following requirements:

- such rules must be reasonably associated with the health, safety and welfare of persons and property on campus;
- such rules and regulations may not be discriminatory or arbitrary in nature, or be applied in such a manner;
- such rules and regulations must support the programmes offered at CUT, and may not be in conflict with the orderly management of the affairs of CUT; and
- no such rule may deprive any person of any constitutional rights.

17.2   <u>Procedure for approval:</u> Procedures, rules and regulations for general application may be approved by the Vice-Chancellor and Principal or a designated person, or by the Chief: Protection Services. Such rules and regulations must appear in written form in one or more public places on campus at the time they are approved, and a volume of all such rules and regulations must be kept at the Office of the Secretary of Council and the offices of the Protection Services Unit at CUT.

17.3   <u>*Ad hoc* rules and regulations:</u> Any rule and regulation established by the Vice-Chancellor and Principal or a designated person, or the Chief: Protection Services, in accordance with the authority delegated by means of these ordinances, and that is directly imparted to any person, either verbally or in writing, by the Vice-Chancellor and Principal or a designated person or the Chief: Protection Services, will be deemed effectively applicable to such a person.

18.   DISCIPLINE

Any violation of these ordinances may be referred for disciplinary action in terms of the rules and regulations of CUT

CHAPTER 17

RESIDENCE RULES

The residence rules are available on request from the Manager: Residences, as well as from the Manager: Institutional Regulatory Code (IRC) and Compliance (Room 107, ZR Mahabane Building; Tel.: 051-5073045).

10.1.3.3 SECTION 3 – Application for accommodation and placement in a residence, as well as suspension thereof

1.   General information, rules and conditions

1.1   Only students who have been accepted academically by the Central University of Technology, Free State (CUT) and who have received written confirmation of such academic acceptance from CUT may apply for accommodation in a residence. This is inclusive of students who arrive in January and have not received written confirmation. Such students should present their enrolment forms or confirmation of such academic acceptance from the relevant faculty.

1.2   Applications for residence accommodation by students who have not been accepted academically will not be considered.

1.3   The date of payment appearing on the deposit slip is presumed to be the date of signing of the *application form*, and placements will be made strictly according to this date. For students who have approved bursaries/loans, the date of the Student-Accounts stamp is presumed to be the date of signing of the application form.

1.4   A copy of the **bank deposit slip/CUT receipt** as proof of payment of the application fee must accompany the application form, otherwise the application will not be processed or considered. **The student must keep a certified copy of the deposit slip in a safe place.**

1.5   Placements will be made according to the date of payment indicated on the deposit slip/date of the Student-Accounts stamp, subject to the following conditions:

1.5.1   If no accommodation is available, students will be placed in residences in accordance with a waiting list. It is the responsibility of students to maintain contact with Residence Life, at telephone number (051) 507 3158 during working hours, in this regard.

1.6   The residence application fee will only be refunded in cases where a student's name appears on the waiting list, but CUT is unable to provide accommodation for that student in a CUT residence.

2.   Finance

2.1   Accommodation fees do not include meals.

2.2   Bursary holders must produce their sponsor's letter of confirmation, clearly indicating that accommodation is covered by the bursary, failing which no placement will be made.

2.3   Accommodation fees do not include house levies.

3.   Placement

3.1   A student who has applied for residence accommodation, but who fails to report to the residence within <u>FOUR</u> days after the date of enrolment, forfeits his/her place automatically and without further notice. Students who will be late must inform the Residence Manager in question or Residence Life accordingly within the said four days to avoid forfeiting their place.

3.2   Students who have already applied and whose names appear on the list of the relevant residence must report to the residence ONE day prior to the official enrolment date.

3.3   Senior students living in residences and applying for the next year have preference as far as placement is concerned, up until 30 August of the previous year. Senior students who have not applied for residence accommodation prior to the aforementioned date are placed with new senior students and first-years students in order of the date of payment appearing on the deposit slip. Senior students living in residences and applying for the second semester have preference as far as placement is concerned, up until 30 April of the current year.

4.   Exclusions

4.1   CUT may deny a student admission or re-admission to a residence for the following reasons, which do not constitute an exclusive category, and in accordance with the applicable rules:

4.1.1   misconduct in the residence, if a student is found guilty thereof in a disciplinary hearing;

4.1.2   causing trouble in the residence; and/or

4.1.3   non-payment of an account.

        The House Committee has the right to veto the placement of a student in a residence. However, any right of veto that is exercised has to be properly accounted for, and such a right of veto is only valid if it is approved by the Residence Manager. The right of veto must be exercised with the greatest discretion and responsibility.

4.2   Students who are denied residence accommodation on the grounds specified above may lodge an appeal with the Registrar within the allotted period of time and in the format as determined in the applicable rules.

5.   Indemnification of CUT

CUT accepts no responsibility for any claims that may arise from any injury/illness incurred by a student, and/or damage/detriment a student may suffer as a result of any event, incident, theft, accident, injury, illness or death arising from a student's accommodation in a residence, or as a result of a student's participation in any tour/excursion/visit or transportation that may take place during such a student's period of accommodation in the residence, and the student hereby accordingly indemnifies CUT and exempts it from any liability in this regard.

6.   Termination of residence accommodation

Students wishing to suspend their residence accommodation must complete the *cancellation form* (currently *form LS 150*) in triplicate, in accordance with the provisions of the applicable rules. These forms are available from Residence Life. The forms must be completed and signed by the Residence Manager before being submitted by the student to **Academic Structure and Student Enrolment Services in case of a residence and academic termination, and at Residence Life if it is only a residence termination**.

7.   Responsibilities: Residents

Residents will be responsible/accountable for any damage/loss of any CUT property in their rooms and/or the property in the residences at large.

8.   Rules, regulations, policies, procedures, etc.

The information contained in this section does not constitute an exclusive category, and is to be read in conjunction with the approved applicable rules, regulations, policies and procedures, etc. of CUT.

CHAPTER 18

TERMS OF REFERENCE OF THE CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE (CUT)'S STUDENTS' REPRESENTATIVE COUNCIL (SRC)

PREAMBLE

The students of the Central University of Technology, Free State (hereinafter referred to as "CUT") are committed to promoting a non-racial and non-sexist democratic society, as envisioned by of the Terms of Reference of the Republic of South Africa.

The Students' Representative Council (hereinafter referred to as "the SRC") will act as the primary student governing body on all matters of student governance falling within its jurisdiction. The SRC is determined to instill and foster a culture of learning, tolerance and understanding within the University community, and is committed to supporting all efforts geared towards responding to the country's socio-economic challenges, which require intense and conscious programmes geared towards sustainable development.

The SRC will strive to:

- promote and embrace the vision and mission of CUT;
- uphold the University's code of conduct and core values, namely customer service, integrity, diversity, innovation and excellence;
- ensure that the fundamental right of access to education is restored, protected and preserved; and
- build a strong, disciplined and committed SRC leadership.

1. DEFINITIONS AND ABBREVIATIONS

In these Terms of Reference, any word or expression to which a meaning has been assigned by the Higher Education Act, (Act No. 101 of 1997), as amended (hereinafter referred to as "the Act"), shall have the same meaning as in the Act, unless the context indicates otherwise:

"Academic Calendar Days":	All days excluding recess and weekends
"the Act":	The Higher Education Act (Act No. 101 of 1997) as amended.
"Amendment":	Any alteration effected to 2 (TWO) or less provisions of this Term of Reference.
"Appoint":	To assign or designate to someone an office or function.
"Campaign Period"	The period which nominees shall be allowed to campaign for elections before the Election Day.
"Code of Conduct for committee members":	The Code of Conduct for members of the Council, standing committees of Council, Senate, standing committees of Senate, the Mancom, and any other official committee of CUT. The Code of Conduct shall be applicable to the SRC, unless the context indicates otherwise.
"Council":	The CUT Council, which is the highest governing body of CUT as contemplated in

CUT Statute.

"CUT":   The Central University of Technology, Free State;

"Days":   All calendar days including Saturdays, Sundays and public holidays.

"Domestic Rules":   Any rules established by the SRC which seek to regulate the relationship between the SRC and the student populous.

"Election Day":   the date the elections are scheduled to take place.

"Employee":   any academic or a support service person employed by CUT, excluding an independent contractor, who is employed at CUT on a full-time or part-time basis, in a permanent or temporary capacity, and who receives, or is entitled to receive, any remuneration, a House Committee member, an SRC member or external Council member.

"Executive Committee":   The Executive Committee of the SRC, composed and elected in terms of these Terms of Reference.

"Faculty Student Representatives":   Class and faculty representative structures, as regulated in accordance with **"Schedule F".**

"General Student Meetings":   All meetings involving the general student populous ex-cluding mass meetings.

"Institutional Forum":   The Institutional Forum (IF) of CUT.

"Majority":   50% (FIFTY PER CENT) plus ONE of the SRC members present at a meeting of the SRC.

"Mancom":   The Management Committee of CUT.

"Mass meeting":   A meeting of CUT students, organised and conducted by the SRC in accordance with these Terms of Reference.

"Months":   Calendar months.

"Nominate":   The action of submitting names for election in accordance with these Terms of Reference.

"Organisational Report":   A report on how the SRC performed as a structure of governance and management of student matters.

"Party agent":   CUT students who are identified by their own organisation to ensure that the voting and counting procedures during elections are free and fair.

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"Political Report": A report on the state of institutional politics regarding student matters. It provides an overview of current affairs directly or indirectly affecting the youth, students and potential students in respect of higher education.

"Revision": An entire overhaul review of every clause, including the underlying principles.

"Rules": The institutional rules of CUT, formulated in terms of Section 32 of the Act.

"Standard Rules of Order for Council": The Standard Rules of Order as approved by the Council

Committee Members": which are applicable to the SRC.

"Sabbatical/Secretary-General": The person elected to the portfolio of Student Sabatical and who, for the duration of his/her term, serves as the Secretary-General of the SRC, and who complies with all other requirements as contained in these Terms of Reference.

"Semester": ONE half of a calendar year, approved by the Council on the recommendation of Senate, for the academic activities of CUT.

"Sports Council": terms of *"Schedule H"*. The Sports Council of CUT, as regulated in

"SRC": The Students' Representative Council of CUT, as democratically elected by CUT students in terms of these Terms of Reference.

"SRC Code of Conduct": SRC, as The CUT-approved Code of Conduct of the CUT outlined in **"Schedule A"**.

"SRC meeting": Any meeting scheduled in accordance with these Terms of Reference.

"Statute": The institutional Statute of CUT.

"Student": A person registered for a formal qualification at CUT.

"Student activities": All academic and extracurricular activities of CUT.

"Student organisations": Any officially registered and recognised students' formation duly functioning within CUT, which is solely intended to address the diverse aspirations of students at an academic, social, religious and political level.

"Student Parliament": The body of student leaders, elected from all recognised structures, who meet to discuss University matters that affect the students, and who serves as an advisory body to the SRC, as regulated in terms of **"Schedule D"**.

"Student Services Council": The statutory body that reports to the CUT, in accordance with Section 27(3) of the Act.

"Residence and Accommodation Forum": The Student Residence and Accommodation Forum of CUT, as regulated in terms of **"Schedule G"**.

"Valid student card": The latest endorsed student card that is acceptable to CUT.

"Vice-Chancellor and Principal": The Chief Executive and Accounting Officer of CUT, And the person who is responsible for the management and administration of the University.

1.1.   Unless otherwise indicated in these Terms of Reference, if a quorum or required majority of votes is expressed as a mathematical fraction, and it happens that the consequent quorum or majority is not an integral number, the next greater integral number shall constitute the quorum or majority of votes.

1.2.   In these Terms of Reference, unless there is something in the context that repudiates such construction, words denoting the masculine gender or singular number shall be construed to include the feminine gender and plural number, respectively, and vice versa.

1.3.   Interpretation: The correct interpretation of these Terms of Reference is vested with the Registrar of CUT.

1.4.   In so far as a provision has been made or duty placed, in terms of these Terms of Reference, on the Manager: Governance and Student Life (Bloemfontein), in the absence of an equivalent provision for the Welkom Campus, the duty will vest with the Deputy Manager: Welkom Campus.

2. PURPOSE

2.1.   The SRC has been established in order to ensure that communication with all students occurs through a representative student body, and that such representative student body pledges to uphold the pursuit of academic freedom at CUT.

2.2.   The Terms of Reference of the SRC serves the purpose of outlining the details and the procedural implementation of aspects of the Act (as amended) and the Statute of CUT with regards to the

establishment and composition, manner of election, term of office, functions and privileges of the SRC.

3. OBJECTIVES OF THE SRC

3.1.   To represent the interest of the students in a manner that is not bias, prejudicial or discriminatory in any form.

3.2.   To ensure that communication with all students occurs through a representative student body, and that such a representative student body pledges to maintain high standards of academic excellence, thus upholding the pursuit of academic freedom at CUT.

3.3.   To ensure that students understand their rights with regard to voting and nominating students for the election of the SRC.

3.4.   To support the development of good student governance by encouraging student participation in various student structures.

3.5.   To enhance and promote debate amongst students, thus creating a culture of openness and tolerance.

4. COMPOSITION

4.1.   The SRC shall consist of not more than 25, and not fewer than 11 members.

4.2.   The Sabbatical of the SRC shall act as Secretary at the meetings of the SRC.

4.3.   The SRC comprises of the following:

4.3.1   Bloemfontein campus:

4.3.1.1   Campus President;
4.3.1.2   Deputy President;
4.3.1.3   Sabbatical/Secretary-General;
4.3.1.4   Finance Officer;
4.3.1.5   Academic Officer;
4.3.1.6   Constitution and Legal Affairs Officer;
4.3.1.7   Sports Officer;
4.3.1.8   Public Relations Officer;
4.3.1.9   Residence and Accommodation Officer;
4.3.1.10   Health and Welfare Officer;
4.3.1.11   Projects and Campaign Officer;
4.3.1.12   Student Affairs Officer;
4.3.1.13   Equity and Diversity Officer; and
4.3.1.14   Transformation Officer.

4.3.2   Welkom campus:
4.3.2.1   Campus President;
4.3.2.2   Deputy President;
4.3.2.3   Sabbatical/Secretary-General;
4.3.2.4   Finance Officer;
4.3.2.5   Academic and Transformation Officer;
4.3.2.6   Sports and Culture Officer;

4.3.2.7   Public Relations Officer;
4.3.2.8   Health and Welfare Officer;
4.3.2.9   Constitution and Legal Affairs Officer;
4.3.2.10   Projects and Campaign Officer;
4.3.2.11   Residence and Accommodation Officer; and
4.3.2.12   Student Affairs Officer.

4.4.   The Executive Committee of the SRC comprises of the following:

4.4.1   Bloemfontein campus:

4.4.1.1   Campus President;
4.4.1.2   Deputy President;
4.4.1.3   Sabbatical/Secretary-General;
4.4.1.4   Finance Officer; and
4.4.1.5   Academic and Transformation Officer.

4.4.2   Welkom campus:

4.4.2.1   Campus President;
4.4.2.2   Deputy President;
4.4.2.3   Sabbatical/Secretary-General; and
4.4.2.4   Finance Officer.

4.5.   The functions and responsibilities of the portfolios provided above are outlined in **"Schedule C"**.

5   FUNCTIONS

5.1   Pursuant to the functions of the SRC as contained in Section 8 of the CUT Statute, the SRC:

5.1.1   is the highest body of authority amongst students, and agreements between the SRC and the Council shall be binding on all students;

5.1.2   acts on behalf of CUT only with prior approval of the Vice-Chancellor and Principal;

5.1.3   represents, co-ordinates and promotes students' interests, and shall be accountable at all times to the student mass;

5.1.4   must uphold the pursuit of academic freedom, which includes the following:

5.1.4.1   preserving and promoting the best interests of CUT, and the student community in particular;

5.1.4.2   performing all duties and responsibilities as agreed upon in meetings of the SRC, within the rules, policies, codes of conduct and procedures of CUT;

5.1.4.3   respecting and upholding the Constitution and the SRC Code of Conduct, regulated in terms of **"Schedule A"** of these Terms of Reference;

5.1.4.4   protecting and promoting the good image of the SRC at all times;

5.1.4.5   enhancing unity and co-operation amongst students;

5.1.4.6 managing societal and organisational life on campus, and rendering assistance, where necessary;

5.1.4.7 convening all general student meetings on campus;

5.1.4.8 remaining subject to the final authority of the Council at all times;

5.1.4.9 promoting an environment conducive to the holistic development of CUT students, in accordance with the policies, rules, codes of conduct and procedures of CUT;

5.1.4.10 representing students when involved in discussions with CUT, when serving on any committee of CUT, and during public appearances;

5.1.4.11 establishing structures, systems and domestic rules as may be necessary for students to articulate and express their opinions on all matters to be dealt with by the SRC on behalf of the students, provided that any such structure established by the SRC shall report to the SRC only, and shall have no official CUT status; provided further that the constitutional authority of the SRC is not inhibited in any way, and that the institutional policies, rules, regulations, procedures and codes of conduct of CUT are respected and adhered to at all times;

5.1.4.12 further allocating the budget for all student structures in consultation with the Registrar of CUT or his/her nominee;

5.1.4.13 operating on a non-discriminatory basis, and facilitating a culture of tolerance, peace and reconciliation amongst students;

5.1.4.14 adhering to, and ensuring the implementation of the approved language policy of CUT in all documents and activities of the SRC; and

5.1.4.15 promoting the transformation of CUT in accordance with the vision of CUT, and assisting, where possible, in the effective implementation of all resolutions of, but not limited to, the Council and official authoritative managerial structures, committees, bodies, where such resolutions are applicable to students.

5.2 As the SRC is not a legal entity, and with due regard to the CUT Statute, the SRC shall have no contractual capacity or legal competence of any nature on behalf of CUT. However, as a body mandated by all students, upon registration at CUT, to act on their behalf, and in accordance with the CUT Statute, any agreement between the SRC and CUT shall be legally enforceable.

5.3 The budget of the SRC shall be administered by CUT, as part of CUT's central budget, and in accordance with the financial policies, procedures and rules of CUT. No funds in the SRC budget may be used without the prior written approval of the Registrar or his/her nominee. No request for permission to use funds shall be submitted to the Registrar of CUT before the SRC Finance Officer, the SRC President and the SRC Sabbatical/Secretary-General have been consulted.

5.4 The outgoing SRC members shall be held individually and collectively accountable for all financial irregularities during their terms of office.

5.5 Any recommendation to the Registrar of CUT for the expenditure of funds in the SRC budget must be made in writing, after a two-thirds majority resolution has been passed in this regard by the SRC.

5.6   The SRC shall present recommendations with regard to the SRC budget for the next financial year to the Registrar of CUT on a date and at a time as indicated by the Registrar of CUT.

5.7   Money collected through fundraising efforts, as approved by CUT, or any other form of income generated by the SRC or any student organisation, must be handed over to CUT, and shall be dealt with in accordance with the policies, procedures, rules, regulations, etc. of CUT. No such funds or income shall be paid out to any member of the SRC or a student organisation.

5.8   A financial statement, which must be a true reflection of the state of the SRC's financial affairs, shall be submitted by the SRC to the Registrar of CUT at the end of the SRC's term of office.

5.9   At every scheduled SRC meeting, a report must be submitted regarding the SRC's use of funds from the SRC budget, and such a report shall be available at any time for inspection by any student, as well as by the Registrar of CUT.

5.10   SRC members shall receive honoraria as determined by CUT from time to time, and such honoraria may be withheld by CUT if the SRC or a particular SRC member has failed to act in accordance with these Terms of Reference and the Code of Conduct, provided that the provision of such honoraria does not imply that the SRC or any member of the SRC is an employee of CUT.

5.11   For purposes of the implementation of the CUT Statute, the SRC may arrange, facilitate and co-ordinate student affairs on campus, as authorised in writing by the Registrar of CUT.

5.12   No SRC member other than the President may act as the official SRC spokesperson without the prior approval of the SRC, and no media statements may be made in the name of the SRC without the prior approval of the Registrar of CUT, provided that all media statements are made with due regard to the policies, procedures, rules and regulations of CUT.

5.13   The SRC shall liaise with the Student Parliament, where the Student Parliament will act as an advisory body to the SRC. The debate of the Student Parliament will be guided by the Code of Conduct for the Student Parliament, as regulated by **"Schedule E".**

5.14   The SRC President: Bloemfontein Campus and SRC President: Welkom Campus shall both represent the students on the CUT Council and other institutional structures of CUT:

   5.14.1   internally; and

   5.14.2   externally with the prior approval of the Registrar of CUT.

5.15   The SRC President: Bloemfontein Campus and SRC President: Welkom Campus shall both serve as Council members until the end of December of the applicable year.

5.16   Members of the SRC are committed, collectively and individually, to:

   5.16.1   protect, promote and maintain the honour of CUT and its students;

   5.16.2   at all times, act with due regard to the principles of fairness, justice, respectability, unity, dignity and equity;

   5.16.3   assist in the protection of the basic human rights of all students;

   5.16.4   execute resolutions of the SRC, and shall be held accountable to the SRC and the student mass;

5.16.5   strive for co-operation and communication between the students and other constituencies within CUT, and assisting in the co-ordination of activities that are of common interest to CUT and the students; and

5.16.6   perform the duties and functions as allocated to them by the SRC.

6   DELEGATIONS

6.1   The SRC may not delegate any accountability with regard to the functions and responsibilities of the SRC, as stipulated in these Terms of Reference.

6.2   The SRC may delegate responsibility for the execution of any function of the SRC, as stipulated in these Terms of Reference, to any one or more SRC members, on the conditions decided upon by the SRC at an SRC meeting. Full reports on such delegated responsibilities must be put before the next SRC meeting.

6.3   The Executive Committee of the SRC shall have the following delegated powers, which may be withdrawn at any time by the Vice-Chancellor and Principal or by a majority decision of the SRC, either wholly or in part:

6.3.1   to effectively and efficiently exercise those powers delegated to it by the SRC;

6.3.2   to establish and select standing or portfolio committees, which shall be chaired by non-Executive members of the SRC, in terms of the Terms of Reference;

6.3.3   to attend to the day-to-day administration of the SRC in representing student matters and interests;

6.3.4   to report regularly to the SRC and the Registrar of CUT with regard to its activities, and to promptly provide the SRC and the Registrar of CUT with the minutes of all meetings;

6.3.5   to promote effective communication within its own ranks, as well as with the SRC, established committees and subcommittees;

6.3.6   to administer all funds received, in accordance with the policies, procedures, rules and regulations of CUT;

6.3.7   to prepare and present quarterly and annual reports on all the activities performed during its term of office;

6.3.8   to keep comprehensive minutes of all its meetings, and to submit these, as official minutes, to the SRC;

6.3.9   to ensure maximum distribution or sharing of responsibilities (division of labour) amongst members in order to effectuate broad representation and participation by each member of the SRC; and

6.3.10   to receive quarterly reports from all SRC members on all their activities, and submit these to the responsible staff member at Student Services, as well as to the Registrar of CUT.

6.4   Where an SRC member has been appointed to represent the SRC on an official managerial or governing committee of CUT (including any official board/Council/Senate/working group), such a member shall represent the SRC on such a committee with full delegated powers, provided that the person's appointment has been executed and performed in accordance with the procedures

stipulated in the CUT Statute, or by a majority vote of the SRC. An SRC member representing the SRC on such a committee must provide full reports on the activities of the committee at every SRC meeting.

7. ELIGIBILITY AND ELECTION OF SRC MEMBERS

7.1.   To be eligible for nomination as a candidate for the SRC, the candidate must:

7.1.1.   identify and associate himself/herself with the mission and vision of CUT;

7.1.2.   be a full-time registered student at CUT;

7.1.3.   not have been previously found guilty and convicted of an offence by CUT or a court of law;

7.1.4.   not have been found guilty of a serious misconduct by CUT or any higher education institution;

7.1.5.   have been a student for a minimum of THREE semesters;

7.1.6.   have passed at least 60% (SIXTY PERCENT) of his/her registered credit-bearing subjects in the previous year (in the case of year-course students) or semester (in the case of semester students) at CUT, and, once elected, such a member will have to maintain the 60% (SIXTY PERCENT) pass rate for all such subjects obtained during the exam period ending in the academic year following elections, and such standard should be maintained for the duration of his/her term in office;

7.1.7.   not be undergoing any practical training exceeding ONE month for any part of the period referred to in terms of paragraph 7.1.2; and

7.1.8.   SRC members who meet the eligibility requirement may be re-elected, and may serve for a total of TWO consecutive terms.

7.2.   To be eligible to be nominated as a candidate for Sabbatical/Secretary-General, the following applies:

7.2.1.   The candidate must be in possession of at least a BTech or any postgraduate qualification.

7.2.2.   The term of office of the Sabbatical/Secretary-General shall extend from January to December of the applicable year. The SRC President: Bloemfontein Campus and SRC President: Welkom Campus shall both serve as Council members until the end of December of the applicable year.

7.2.3.   The Sabbatical/Secretary-General of the SRC shall suspend his/her studies for the duration of the year in question to occupy the office full time.

7.2.4.   The candidate shall not have been previously found guilty and convicted of an offence by CUT or a court of law.

7.3.   The procedure for the election of SRC members is outlined in **"Schedule B"** of these Terms of Reference

8 ELECTIONS

8.1   Nominations must be signed by EIGHT students with the right to vote, and must be countersigned by the nominee.

8.2 A student shall have the right to vote if, and so long as he/she is registered as a full-time/parttime year or semester student for a learning programme at CUT, as on the day of the election, or is undergoing practical training, and he/she has paid the minimum required fees.

8.3 The system of election of the SRC shall be that of non-proportional representation (NPR). Therefore, any student shall be eligible to stand and contest for a position in the SRC as an individual student.

8.4 Any election of the SRC shall be conducted by secret ballot.

8.5 The Vice-Chancellor and Principal or his/her nominee may, after consultation with the existing SRC, outsource the management and co-ordination of the SRC election to a reputable supplier, to be selected and appointed in terms of CUT's policies, procedures, rules and regulations to determine the outcome of such election.

8.6 Following the election process, all successful candidates who are to serve on the SRC shall be required to complete a performance tool and/or performance indicator, as developed by CUT from time to time, and which performance tool/indicator shall be used to review the performance of an SRC member as and when necessary.

9 MEETINGS

9.1 The Standard Rules of Order and the Code of Conduct for Committee Members are applicable to the SRC, unless inconsistent with the context of, and/or unless otherwise stipulated in, these Terms of Reference.

9.2 Except during official CUT holidays, the SRC shall convene a meeting at least once every 21 days, including Saturdays, Sundays and public holidays. The meetings shall be scheduled in advance by the Sabbatical/Secretary-General in the official Year Programme of CUT, which shall be provided by the Sabbatical/Secretary-General to every SRC member at the beginning of his/her term of office. Members shall be notified by the Sabbatical/SecretaryGeneral of the date, time, venue and agenda of every meeting at least 48 hours prior to such meeting, in the form of a letter.

9.3 An urgent SRC meeting may be convened by the Sabbatical/Secretary-General on instruction of the SRC President or the Executive Committee, or on the written request of any FOUR members of the SRC. Members shall be informed in writing by the Sabbatical/Secretary-General of the date, time, venue and agenda of the urgent meeting at least 12 hours prior to such a meeting.

9.4 The agenda of an SRC meeting shall be compiled in consultation with members of the SRC, and documents and matters referred by the Registrar to the SRC for comments or action must be placed on the agenda of the next SRC meeting.

9.5 50% (FIFTY PER CENT) plus ONE of the SRC members in office shall constitute a quorum. If a quorum is not constituted, the meeting shall be postponed and rescheduled.

9.6 Absence from an SRC meeting, as scheduled in the CUT Year Programme, may constitute misconduct if no valid reason for such absence can be provided in writing to the Registrar of CUT or his/her nominee.

9.7 Decisions of the SRC shall be taken by means of a majority of votes, where each SRC member who is entitled to vote represents ONE vote.

9.8 All decisions taken at SRC meetings must be executed before the subsequent meeting is convened.

9.9 The Sabbatical/Secretary-General of the SRC shall ensure that minutes of the proceedings of each SRC meeting are kept, and that they are made available to SRC members and the Registrar of CUT within SEVEN days after the conclusion of the meeting.

9.10 The minutes of an SRC meeting shall be tabled for approval at the next ordinary SRC meeting, and thereafter signed by the Chairperson of the previous meeting. The minutes thus approved and signed shall be made available at the reasonable request of any interested party within FIVE days after approval thereof.

9.11 A student who is not an SRC member may attend a meeting of the SRC after submitting a formal letter at least SEVEN days prior to the meeting, requesting approval to attend such a meeting. Once approval has been granted by the SRC, he/she shall only have such speaking rights as decided upon by the SRC.

10 MASS MEETINGS

10.1 The SRC may convene a mass meeting in compliance with the policies, procedures, rules and regulations of CUT.

10.2 Notice of the date, time and venue of a mass meeting, as well as the proposed agenda, shall be given to the Registrar of CUT, and shall be placed on all CUT noticeboards at least SEVEN days prior to such a meeting, provided that the Registrar may condone a shorter notification period if valid grounds exist.

10.3 The SRC shall hold at least ONE mass meeting per semester during their term of office.

10.4 The SRC President shall deliver a Political Report; the SRC Sabbatical/Secretary-General shall deliver an Organisational Report; and the SRC Finance Officer shall deliver a Financial Report at the mass meeting of the SRC.

10.5 The SRC President or, in his/her absence, a person appointed by the SRC by a majority vote, shall chair a mass meeting. The Sabbatical/Secretary-General of the SRC shall act as Secretary at a mass meeting.

10.6 Unless inconsistent with the context, CUT's Standard Rules of Order and Code of Conduct shall apply at all mass meetings.

10.7 If the SRC receives a written request for a mass meeting, signed by at least 1 000 students, and accompanied by a written motion for consideration by the meeting, the SRC may, in consultation with the Registrar of CUT, and in compliance with the policies, procedures, rules, regulations, etc. of CUT, convene a mass meeting, provided that only the matter that necessitated the meeting shall be discussed at such a mass meeting; provided further that disciplinary measures may be taken against the students who requested such a meeting if such students should fail to attend the subsequent mass meeting.

10.8 An attendance of 5% (FIVE PER CENT) of all CUT students shall constitute a quorum at a mass meeting.

10.9 If a quorum is not constituted at the meeting, the President shall postpone and reschedule the mass meeting.

10.10 A resolution shall be adopted by a majority of votes of the students present, except in the case of motions of no confidence, which shall be passed by a TWO-THIRDS majority of the votes of the members present at the mass meeting.

10.11 As a mass meeting has decision-making powers, resolutions passed at a mass meeting shall be regarded as mandates to the SRC.

10.12 At the subsequent SRC meeting, the resolutions of the mass meeting shall be discussed by the SRC, and the matters shall be dealt with in accordance with the functions of the SRC.

10.13 The Sabbatical/Secretary-General of the SRC must make the draft minutes available to the students by means of publication on the noticeboards, and must submit the draft minutes to the Registrar of CUT, within SEVEN days after the mass meeting. The notice must also indicate the agenda of the next SRC meeting.

10.14 Minutes of the mass meeting shall be confirmed as the first item on the agenda at the subsequent SRC meeting. Students who were present at the particular mass meeting have speaking and voting rights during the approval of the minutes of the mass meeting, after which such students shall be excused from the SRC meeting.

10.15 The minutes of a mass meeting during which a motion of no confidence was tabled shall be submitted to the subsequent meeting of the student masses for approval, and shall thereafter be signed by the Chairperson. Students who were present at the general meeting in question have speaking and voting rights during the approval of such minutes. The minutes thus approved and signed shall be the only official account of the proceedings of the relevant meeting, and shall be available at the reasonable request of any interested party within SEVEN days after the approval of the minutes.

10.16 The Sabbatical/Secretary-General of the SRC shall keep a register of all resolutions of mass meetings, as well as copies of all documents considered by the students during a mass meeting, and this register, including the documents, shall be available at the reasonable request of any interested party.

11 RIGHT TO VOTE

11.1 A student as defined in these Terms of Reference and the CUT Statute may vote during mass meetings and SRC elections if, and so long as he/she is registered as a full-time/part-time year or semester student for a learning programme at CUT as on the day of the election, or he/she is undergoing practical training, and he/she has paid the minimum required fees.

11.2 There shall be no right to vote by proxy.

11.3 The President of the SRC shall have an ordinary and deciding/casting vote at SRC meetings only.

12 SUSPENSION OF MEMBERSHIP

12.1 The membership of any member of the SRC shall be automatically terminated if:

12.1.3 he/she is no longer a student at CUT;

12.1.4 he/she submits a written resignation to the Registrar of CUT;

12.1.5 he/she fails to attend THREE consecutive meetings of the SRC, unless the reasons provided for his/her absence are considered to be valid by the Registrar of CUT;

12.1.6 his/her term of office expires;

12.1.7   he/she has been found guilty of a criminal offence, with no option of a fine, in a criminal court;

12.1.8   he/she does not meet any of the eligibility requirement in terms of paragraph 5; and

12.1.9   a disciplinary committee of CUT imposes a penalty to the effect that the member is expelled from the SRC.

12.2   If a member of the SRC is found guilty of misconduct by a disciplinary committee of CUT, such a student's membership to the SRC may be suspended permanently or temporarily, depending on the gravity of the misconduct, as ruled by the disciplinary committee.   Any alleged violation of the student rules by an SRC member must therefore be dealt with in accordance with the official disciplinary rules, policies and procedures of CUT.

12.3   Where the SRC and/or Registrar of CUT becomes aware that an SRC member is in breach of any of the provisions contained in paragraph 12.1, the Registrar must inform the relevant SRC member in writing of the reasons for the automatic suspension of the services of an SRC member.

12.4   Any alleged violation of the Code of Conduct for Committee Members must be investigated in accordance with the procedures as stipulated in the Code of Conduct for Committee Members, unless otherwise decided by the Registrar. Thereafter, the SRC may, by way of a majority vote, refer such alleged violation for disciplinary investigation, which may, amongst other possible penalties, result in the expulsion of the SRC member.

12.5   Any alleged violation of the Standard Rules of Order for Committee Members must be dealt with in accordance with the stipulations of the Rules of Order for Committee Members, unless otherwise decided by the Registrar. The President of the SRC may refer persistent violation of the Standard Rules of Order by an SRC member for disciplinary investigation, which may, amongst other possible penalties, result in the expulsion of the SRC member.

13   VACANCIES

13.1   When a vacancy arises in the SRC, for whatever reason, the candidate who secured the second-highest number of votes for such a vacant portfolio during the election will be appointed to the SRC to fill the vacancy, provided that such a candidate accepts the appointment to the SRC, and that he/she meets all the eligibility requirements in terms of paragraph 7.

13.2   In the event that the candidate who secured the second-highest number of votes is unable to occupy such a position, for whatever reason, the person who secured the third-highest number of votes will be appointed to the SRC to fill the vacancy, provided that he/she accepts the appointment, and that he/she meets the eligibility requirements in terms of paragraph 7.

13.3   In the event that no candidate, as stated in paragraph 13.1 and 13.2 above, is available or eligible to fill the vacancy, the Election Commission shall be requested to hold a by-election to fill the vacancy, and shall do so within a period of FOUR weeks (excluding weeks falling in examination or recess periods) of being requested to do so, and provided further that no by-election shall be held after 1 June of every calendar year, unless more than 50% (FIFTY PER CENT) of the SRC members have vacated office.

13.4   When a vacancy arises, as contemplated in paragraphs 13.1 to 13.3 above, the Executive Committee of the SRC must inform the Student Development Officer of the vacancy. The Student Development Officer must also inform the Manager: Governance and Student Life (Bloemfontein) and/or the Deputy Manager: Welkom Campus of the vacancy.

14   RESHUFFLING

14.1   The Executive Committee of the SRC may propose to reshuffle the portfolios of SRC members by way of recommendation, in writing, to the SRC, for purposes of optimum performance of the SRC, and which recommendation must be based on, but not limited to, the following considerations:

14.1.3   poor performance in respect of a member's portfolio;

14.1.4   failure to contribute to mass student development, as envisaged by the CUT Statute;

14.1.5   promotion of self-development whilst serving as a member of the SRC; and

14.1.6   failure to meet any performance tools or performance indicators, as developed by CUT from time to time.

14.2   The Executive Committee must provide its recommendation(s) in writing to the SRC within SEVEN days of reaching its decision to propose a reshuffle.

14.3   The Executive Committee must convene a meeting of the SRC within TWO days of submitting its recommendation(s) to the SRC, where a final decision of the SRC must be made by a majority of its members present regarding the proposed reshuffling.

14.4   Should the majority of the SRC agree to a reshuffle, the Sabbatical/Secretary-General of the SRC must, through the Office of the Student Development Officer, inform the Manager: Governance and Student Life (Bloemfontein) and/or the Deputy Manager: Welkom Campus of the proposed reshuffling within SEVEN days of the SRC's decision to reshuffle the respective SRC portfolios.

14.5   The Manager: Governance and Student Life (Bloemfontein) and/or the Deputy Manager: Welkom Campus must, through the Office of the Deputy Registrar: Student Services, inform the Registrar of the decision of the SRC to reshuffle its portfolios, and must keep the Registrar abreast of the process to unfold.

14.6   The Student Development Officer, in consultation with the Manager: Governance and Student Life (Bloemfontein) and/or the Deputy Manager: Welkom Campus, must oversee and/or preside over the reshuffling process, and, in so doing, assess the reason(s) for the decision to reshuffle against the considerations listed in terms of paragraph 14.1 above.

14.7   The reshuffling of any portfolios within the SRC may only take place after 1 March, but by no later than 1 June, of every calendar year.

15   PORTFOLIO RESPONSIBILITIES

15.1   SRC members shall be collectively and individually responsible for the proper implementation of, and adherence to these Terms of Reference. To this end, the SRC must divide tasks and responsibilities amongst its members in a manner compatible with these Terms of Reference, and resolutions in this regard shall always be passed by way of a majority vote.

15.2   The Sabbatical/Secretary-General of the SRC shall keep and update an index of the tasks and responsibilities of each SRC member, as listed in accordance with **"Schedule C"**, and must make this list available to every member of the SRC, as well as to the Registrar of CUT.

15.3   The functions and responsibilities of each of the portfolios of the SRC are outlined in **"Schedule C"**.

16   INTERNAL DISPUTE RESOLUTION

In the event of any dispute arising between SRC members in connection with the functions of the SRC, as described in these Terms of Reference, the members shall comply with the provisions of the following dispute-settlement procedure:

16.1   Declaration of dispute (Step 1)

The aggrieved member(s) shall declare the dispute in writing to the Dispute Resolution Committee of the SRC. Such a notice shall set out the nature of the dispute, as well as the proposed date and arrangements for a dispute meeting.

16.2   Answering statements (Step 2)

Unless otherwise agreed upon by the members, the answering member(s) shall serve the aggrieved member(s) with an answering statement, responding to the allegations in the statement of dispute, within FIVE days of receipt of the notice of a dispute. They shall also set out a statement of their position in relation to the solution desired, and the proposed arrangements for the dispute meeting.

16.3   Meeting of the members (Step 3)

The members shall meet within FIVE working days after the answering statement has been received by the aggrieved member.

Further meetings of the members may be held, if deemed necessary, and by mutual agreement between the parties to the dispute.

16.4   Further dispute-settlement options (Step 4)

(a)   If, at the aforesaid or any subsequent meeting, the members are unable to resolve the dispute, any party may refer the dispute for either mediation or arbitration, in which case the Registrar shall act as mediator/arbitrator.

(b)   Disputes regarding the interpretation of the SRC Terms of Reference shall be referred to the Registrar. If the dispute is not resolved, the matter will be referred to Mancom. If Mancom is unable to resolve the dispute, the matter will be referred to the Executive Committee of Council.

(c)   Disputes pertaining to matters of policy and principle, as contained in these Terms of Reference, shall be settled by the SRC by means of a majority decision, subject to the approval of the Registrar.

(d)   The Registrar or his/her nominee shall monitor, facilitate and ensure the smooth settlement of any dispute, in accordance with the procedures specified in this paragraph (paragraph 16).

16.5   Composition of the Dispute Resolution Committee

(a)   The SRC Deputy Presidents from both the Bloemfontein and Welkom campuses shall serve as members of the Dispute Resolution Committee of the SRC of each campus, and shall be guided by the SRC's Code of Conduct.

(b)   The Sabbatical/Secretary-Generals from the Bloemfontein and Welkom campuses shall chair the Dispute Resolution Committee.

(c) The Constitution and Legal Affairs Officers from both campuses shall be members of the Dispute Resolution Committee, and shall be responsible for the initiation of the dispute-resolution proceedings, and the facilitation of the procedures stipulated in this paragraph (paragraph 16).

(d) The Student Development Officer: Student Governance (Bloemfontein) and Student Development Officer: Student Life (Welkom) shall form part of the Dispute Resolution Committee at the individual campuses.

(e) In the event that the procedures stipulated in this paragraph are initiated against a member of the Dispute Resolution Committee, then that member shall be replaced by a temporary member, as elected by the Manager: Governance and Student Life (Bloemfontein campus) and/or Deputy Manager: Welkom Campus.

17   DISSOLUTION

Council has the authority to dissolve the SRC.

18   AMENDMENT AND REVIEW OF THE TERMS OF REFERENCE

18.1   With due regard to the Act and the CUT Statute, any proposed amendment or addition to, or deletion from, these Terms of Reference must be considered at an SRC meeting.

18.2   After consultation with the SRC, the Registrar of CUT refers the Terms of Reference to Council for approval.

18.3   The SRC Terms of Reference will be reviewed after every five years, at the consent of the Registrar, or earlier by way of notice to the Registrar, informing him/her of the need for premature review.

19   REGULATIONS, RULES AND PROCEDURES

Regulations, rules and procedures to bring expression to certain clauses in the Terms of Reference could be developed as an addendum to the SRC Terms of Reference.

20   RELATED DOCUMENTS

20.1   CUT Statute;
20.2   CUT Standard Rules of Order;
20.3   CUT Code of Conduct for Committee Members;
20.4   CUT language policy; 20.5   Schedule A-H; and 20.6   Annexure 01-02.

21   COMPLIANCE OFFICER

The Registrar is the Compliance Officer.

22.   RESPONSIBLE OFFICER

The Deputy Registrar: Student Services is the Responsible Officer

SCHEDULE A: CODE OF CONDUCT OF THE SRC

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

1. PURPOSE OF A CODE OF CONDUCT

1.1   The purpose of this Code of Conduct is to contribute to the development of high ethical standards within the SRC. Whilst the Code contains rules, its values and principles should underpin the behaviour of SRC members.

1.2   An awareness, understanding and adherence to the Code are thus important to enhance professionalism, and help to ensure confidence in the SRC.

1.3   The Code is intended to complement and reinforce, rather than replace, the principles of the SRC stated in the Terms of Reference.

2. VALUES AND PRINCIPLES

The terms values, ethics and conduct are often used interchangeably. In order to minimise misunderstanding of the terminology used in this Code, the following definitions will apply:

- Ethics: What ought to be the ideals of what is just, good and proper.
- Values: The commonly held beliefs that guide judgement about what is good and proper, and from which ethical principles derive,
- Code of Conduct: The rules that translate ideals and values into everyday practice.
- Conduct: The actual behaviour and actions of members.

Certain values and principles, such as integrity, impartiality, political consciousness, transformation, discipline, freedom of association and freedom of thought, have always been part of the ethical standards of the student movement. Values reinforce each other, and provide the basis for a stronger ethical culture. Rules also play a role in safeguarding ethical standards, as they will govern aspects of SRC members' behaviour. Rules play a crucial role in guiding one's conduct, and where rules have been put in place, they must be adhered to.

2.1   Responsiveness and impartiality

The SRC exists to, *inter alia*, promote, protect and advance the interests of all students, regardless of, but not limited, to race, class, gender, nationality, sexual orientation, religion, age, political affiliation or ideology, and to give effect to the policies of the SRC. Decisions made, or seen to be made, must be impartial, and must be free from any direct or indirect discrimination and/or prejudice.

2.2   Accountability

Accountability is fundamental to good governance, and is one of the essential elements of ethical administration and conduct. The perception of the student body on the state of the SRC's governance and administration is principally determined by whether the SRC is seen to account for its actions.

2.2.1   SRC members:

2.2.1.1   must adhere to laws of the country, and the policies and rules of the SRC, and must not pursue their own interests;

2.2.1.2   are accountable for the quality of their dealings; and

2.2.1.3   are required to deal equitably, justly and responsibly with all students and student groups.

2.3   Leadership

It is of the utmost importance that a culture of ethical behaviour is manifested in the SRC, and that SRC members exhibit the highest ethical standards in carrying out their duties. In this regard, SRC members must provide leadership in the area of ethics and understanding the Code of Conduct.
The SRC should treat all people they interact with fairly, and with courtesy and sensitivity.

2.4   Communication

Effective communication is vital to enable the effective planning, organising and performing of the SRC's activities.

It is important to note that members of the SRC may only communicate with the media if they are authorised to do so in terms of the SRC Terms of Reference and the policies of the institution. A member must thus not release information to the public if she/he does not have the necessary authority to do so.

SRC members who make public comments in their personal capacity must make it clear that they act in their personal capacity. When making such comments, they must avoid using their position as SRC members or using confidential information for personal gain, and as such putting the SRC or CUT in a position of harm and disrepute.

Members of the SRC shall not engage themselves in hate speech, or utter racist, sexist, insulting and disparaging remarks about individuals or organisations. Any member who engages in behaviour referred to above shall be brought before the disciplinary committee.

2.5   Management of misconduct

An ethical culture cannot be developed in an environment where there is no effective mechanism for the detection, investigation and institution of misconduct.

Prompt and decisive disciplinary action should be seen as a means of reinforcing high standards. Action in this regard can demonstrate to the student body and the general public that the SRC is committed to eliminating unethical conduct.

2.6   Confidentiality of official information

A fundamental rule on the use of official information is that members of the SRC must not disclose any official information to any persons unless they are acting:

   i.   in the course of their official duties;
   ii.   with the authority of the SRC in terms of the SRC Terms of Reference or CUT Statue; or
   iii. for any other lawful purposes.

SRC members should not misuse information gained in their official capacity in seeking to take advantage for personal reasons. They should take care to maintain the highest integrity and secrecy with regards to the official information/documents for which they are responsible.

2.6   Disciplinary code and procedures

The primary purpose of the disciplinary code is to promote mutual respect between members of the SRC, and to avert and correct unacceptable conduct. The disciplinary code applies equally to all SRC members.

3.   PRINCIPLES OF DISCIPLINE

The following principles inform the disciplinary code and procedures of the SRC:

3.1   discipline is a corrective measure, and not a punitive one;

3.2   discipline must be applied in a prompt, fair and consistent manner;

3.3   if a member of the SRC commits misconduct that is also a criminal offence, the criminal disciplinary procedure shall continue as separate procedures; and

3.4   disciplinary proceedings do not replace or seek to imitate court proceedings.

4.   ACTS OF MISCONDUCT

The code recognises one category of misconduct by members of the SRC.

4.1   General offences

An SRC member found guilty of the offences listed below will be guilty of having committed a general offence, and will be subject to a disciplinary enquiry:

4.1.1   rowdy and aggressive behaviour;

4.1.2   abusive and disrespectful behaviour to other members and/or office bearers;

4.1.3   gossiping maliciously to sow disharmony within the SRC;

4.1.4   intentionally and maliciously sabotaging the activities of the SRC;

4.1.5   deliberately acting on behalf of other organisations, groups or persons to the detriment of the SRC;

4.1.6   wilfully and intentionally destroying the organisational infrastructure or capacity of the SRC;

4.1.7   wilfully and intentionally creating divisions within the ranks of the SRC;

4.1.8   behaving dishonestly in respect of the property of the SRC;

4.1.9   wilfully disclosing confidential information of the SRC;
4.1.10   behaving in such a way as to provide serious divisions and a breakdown of unity in the SRC;

4.1.11   persistently and without cause undermining the respect for, or impeding the functioning of, the structures of the SRC;

4.1.12   engaging in organised factional activity that goes outside the recognised norms of free debate in a manner that threatens the unity of the SRC;

4.1.13   negligent disregard of SRC and CUT property;

4.1.14   interfering and disrupting the orderly functioning of the SRC; and

4.1.15   any negligent behaviour that harms or threatens to harm the SRC and/or its members.

5. DISCIPLINARY ENQUIRY

    i.   A formal inquiry constituted by the SRC Executive should be held.

    ii.   The Sabbatical/ Secretary-General shall be the Chairperson of the disciplinary hearing.

    iii.   The SRC Executive must appoint someone to investigate the allegations, and to lead the evidence in a hearing.

5.1   Notice of enquiry

5.1.1   An accused member must be given notice of the charges being levelled against him/her at least FIVE working days before the date of the hearing.

5.1.2   The member must sign receipt of the notice. If the member refuses to sign receipt of the notice, it must be given to the member in the presence of a fellow member or student who shall sign in confirmation that the notice was conveyed to the member.

5.2   The written notice of the disciplinary hearing must contain the following:

5.2.1   a description of the allegations of misconduct, and the main evidence on which the SRC will rely;

5.2.2   details of the time, place and venue of the hearing; and

5.2.3   information on the rights of the member to be represented by a fellow member or student, and to bring witnesses to the hearing.

6. CONSTITUTING A DISCIPLINARY COMMITTEE

The Disciplinary Committee (DC) shall be convened as follows:

6.1   Secretary-General, who shall be the convener and Chairperson of the DC;

6.2   Central President, who shall be the Deputy Chairperson of the DC;

6.3   two campus Presidents, delegated by the SRC; and

6.4   Constitution and Legal Affairs Officer.

7. CONDUCTING THE DISCIPLINARY HEARING

7.1   The disciplinary hearing must be held within TEN working days after the notice of enquiry is delivered to the member.

7.2   In terms of the Terms of Reference, the Sabbatical/Secretary-General shall chair the disciplinary hearing.

7.3   If the member wishes, he/she may be represented in the hearing by a fellow member or student.

7.4   In a disciplinary hearing, neither the SRC, nor the member, may be represented by a legal practitioner.

7.5   If the member fails to attend the hearing, and the Chairperson concludes that the member did not have a valid reason for such absence, the hearing may continue in the member's absence.

7.6   The Chairperson must keep a record of the notice of the disciplinary hearing, and of the proceedings of the meeting.

7.7   The Chairperson will read the notice for the record, and will start the hearing.

7.8   The designated representative of the SRC will lead evidence on the misconduct leading to the hearing. The accused member or his/her representative may question any witness introduced by the designated representative of the SRC.

7.9   The accused member will be given an opportunity to lead evidence. The designated representative of the SRC may question the witnesses.

7.10   The Chairperson and members of the DC may ask any witness questions for clarification purposes.

7.11   Before deciding on a sanction, the Chairperson and DC must give the member an opportunity to present relevant circumstances in mitigation. The designated representative of the SRC may also present aggravating circumstances.

7.12   If the DC finds the member guilty of misconduct, the Chairperson must inform the member of the finding, and of the reasons for it.

7.13   The Chairperson must communicate the final outcome of the hearing to the member and the SRC at large within TEN working days after the conclusion of the disciplinary enquiry.

8   Sanctions

A member of the SRC who is guilty of a general offence may be sanctioned by the SRC as follows, depending on the extent of the offence:

8.1   corrective counselling;

8.2   verbal warning;

8.3   written warning;

8.4   final written warning;

8.5   a minimum fine of R50.00 (FIFTY RAND) and a maximum fine of R200.00 (TWO HUNDRED RAND);

8.6   loss of SRC privileges, and exclusion from activities and official functions of the SRC; and

8.7   suspension from occupying the SRC's office.

Corrective counselling or reprimand shall be in the presence of fellow members. The objective of a reprimand shall not be to humiliate the person, but to remind him/her and the entire membership of the standards expected of SRC members, and to reinforce a sense of unity and shared values in the SRC.

If the disciplinary hearing finds a member to have committed misconduct by committing a serious or grave offence against the SRC, the case shall be referred to the Registrar, via institutional channels.

9   Appeal

9.1   A member who has been found guilty of an offence shall have the right to appeal to the Deputy Registrar: Student Services.

9.2   A member must submit an appeal to the Office of the Deputy Registrar: Student Services within TEN working days of receiving the formal decision of the DC.

9.3   In the appeal, the member must state the following:

9.3.1   the decision being appealed;

9.3.2   the reasons for the appeal, together with supporting documentation; and

9.3.3   the remedy being sought.

9.4   The Office of the Deputy Registrar: Student Services must finalise the appeal of the member within TEN working days of receipt of the appeal.

SCHEDULE B: ELECTORAL REGULATIONS

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

CHAPTER 1: PURPOSE AND OBJECTIVES

1.1 Purpose

These regulations serve to regulate the activities of students, student organisations, independent candidates, and Independent Electoral Commission (IEC)/private service providers during CUT SRC elections.

1.2 Objectives

These regulations intend to strengthen constitutional democracy and transparency, and to promote democratic electoral processes.

CHAPTER 2: APPOINTMENT AND COMPOSITION OF THE COMMISSION

2.1 Appointment of an Independent Electoral Commission (IEC)

The Vice-Chancellor and Principal or his/her nominee, in consultation with the SRC in office, shall annually procure the services of an independent service provider to administer SRC elections.

2.2 Composition of the independent service provider

The service provider shall be constituted similarly to the internal structure of the IEC of South Africa, in concurrence with CUT.

2.3 Appointment of the Logistical Support Team (LST)

The LST will account to the Manager: Governance and Student Life (Bloemfontein), who shall be responsible for the administration of resources relating to elections.

2.4 Composition of the LST:

2.4.1   SRC President (not standing for elections);

2.4.2   SRC Sabbatical/Secretary-General; and

2.4.3   ONE representative from the Office of the Manager: Governance and Student Life (Bloemfontein).

CHAPTER 3: FUNCTIONS OF THE INDEPENDENT SERVICE PROVIDER

3.1   The duties of the independent service provider include, *inter alia*, to:

3.1.1   facilitate and manage the SRC election process in its entirety, in accordance with these election regulations;

3.1.2   co-opt students not running for election or CUT staff members, as and when it deems it necessary;

3.1.3   determine other election logistics, such as designing ballot papers, ballot boxes and voting compartments; appointing election officials; and educating voters;

3.1.4   maintain a voters' roll, as provided by CUT;

3.1.5   ensure and promote conditions that are conducive for free and fair elections, and make a declaration at the end of the election process, declaring/announcing whether or not the elections were free and fair;

3.1.6   declare the election results within the period specified in these regulations, unless expressly prohibited thereto by a court order from the High Court;

3.1.7   develop an SRC Election Programme of Action;

3.1.8   compile and maintain a register for parties contesting elections;

3.1.9   promote co-operation between students, electorates and student organisations;

3.1.10   inform students running for elections that disputes must be submitted in writing; and

3.1.11   fairly adjudicate disputes that may arise from or between parties contesting elections expeditiously.

3.2   *Duties of the Presiding Officer*

3.2.1   The Presiding Officer is accountable to the Provincial Head of the IEC of South Africa or his/her nominees, and his/her duties are, *inter alia*, to:

3.2.1.1   co-ordinate and supervise voting at the polling station;

3.2.1.2   represent the IEC Provincial Head/head of the service provider at the polling station;

3.2.1.3   ensure that voting is conducted in a free, fair and orderly manner;

3.2.1.4   ensure a steady movement of voters through the polling stations;

3.2.1.5   record objections by voters, agents and observers;

3.2.1.6   report any disturbance to the Provincial Head/head of the service provider, after consultation with the Registrar;

3.2.1.7   record voter turnout during specified time slots; and

3.2.1.8   perform any other duty as the Provincial Head may determine and allocate.

3.3   *Duties of the LST*

3.3.1   Set up the election office on the CUT campus.

3.3.2   Compile a schedule of election activities.

3.3.3   Meet with the officials of the IEC/service provider to explain the election process.

3.3.4   Facilitate the marketing of the election on campus.

3.3.5   Provide support in obtaining and advertising the voters' roll.

3.3.6   Distribute nomination forms for candidates on request.

3.3.7   Ensure that materials, equipment and resources required for elections are available.

3.3.8   Manage the election budget.

3.3.9   Perform administrative and logistical tasks.

CHAPTER 4: APPOINTMENT AND DUTIES OF PARTY AGENTS

4.1 Appointment of party agents

4.1.1   Students organisations shall be entitled to appoint TWO party agents.

4.1.2   The following information must be submitted to the Electoral Commission:

4.1.2.1   full names, surname(s) and student number(s) of the person(s) appointed as party agent(s); and

4.1.2.2   name of the organisation appointing such a person(s) as party agent(s).

4.2 Eligibility of/criteria for party agents

4.2.1   A party agent must have a clean institutional disciplinary track record, i.e. he/she should be a law-abiding citizen without a criminal record or record of institutional misconduct.

4.2.2   Only senior registered students will be eligible to serve as party agents.

4.3   Duties of the party agents

4.3.1   Party agents are allowed to :

4.3.1.1   observe proceedings concerning results, voting, counting, and determining and declaring results;

4.3.1.2   represent their student organisations and candidates at all meetings of, and interactions with, the Electoral Commission; and

4.3.1.3   encourage credible, free and fair elections.

4.3.2.   Agents may not interfere with the proceedings.
4.3.3.   The absence of party agents does not invalidate election proceedings.

4.3.4.   Party agents must:

4.3.4.1   comply with orders issued by an Electoral Commission;

4.3.1.2   monitor the voting process;

4.3.1.3   encourage their members and supporters to display tolerance towards other organisations and candidates;

4.3.1.4   support the right of organisations and candidates to campaign freely; and

4.3.1.5   refrain from behaving disorderly or in any manner that hinders the smooth running of the election proceedings.

4.4   Sanction(s) for misconduct

4.4.1   Automatic removal from the voting station by the Presiding Officer.

4.4.2   Depending on the magnitude of the misconduct, the party agent may face institutional disciplinary processes and criminal charges.

4.4.3   In the event that the behaviour of the party agent substantially seeks to undermine the election processes, CUT may suspend him/her with immediate effect.

4.4.4   The party agent should be afforded an opportunity to give reasons, in writing, why the suspension should not remain in force for the duration of the elections.

CHAPTER 5: SRC MODEL OF ELECTIONS

The system of elections shall be by non-proportional representation **(NPR)**; i.e., any student shall be eligible to stand and contest for a position in the SRC as an individual student. Thus, a candidate with the most student votes in an SRC election becomes the incumbent SRC member for the portfolio for which the candidate has contested.

CHAPTER 6: REGISTRATION OF STUDENT POLITICAL ORGANISATIONS

6. **Requirements for eligibility to participate in the SRC elections**

6.1   The student organisations must submit a fully completed registration form, as provided by the independent service provider, for such a purpose.

6.2   The student organisations must submit the following details:

6.2.1   The name of the student organisation/independent candidate.
6.2.2   The distinguishing mark or logo of the student organisation, face of student organisation/independent candidate.
6.2.3   The abbreviation of the name of the student organisation/independent candidate.
6.2.4   Proof of national existence of such a student organisation, Terms of Reference and/or any other information required by the independent service provider.

6.3   The aforementioned requirements apply equally to the independent candidates.

6.4   The SRC elections shall be contested by parties/independent candidates.

CHAPTER 7: NOMINATIONS/WITHDRAWALS AND/OR OBJECTIONS OF CANDIDATES

7.1   Eligibility of nominees

7.1.1   In order to be eligible for nomination, a candidate must:

7.1.1.1   identify and associate himself/herself with the mission and vision of CUT;
7.1.1.2   be a full-time registered student at CUT;
7.1.1.3   not have been previously found guilty and convicted of an offence by CUT or a court of law;
7.1.1.4   not have been found guilty of a serious misconduct by CUT or any higher education institution;
7.1.1.5   must have been a student for a minimum of THREE semesters;
7.1.1.6   must have passed at least 60% (SIXTY PER CENT) of his/her registered credit-bearing subjects in the previous year (in a case of year course students) or semester (in case of semester students) at CUT, and, once elected, such a member will have to maintain the 60% (SIXTY PERCENT) pass rate for all such subjects obtained during the exam period ending in the academic year

following the elections, and such a standard should be maintained for the duration of his/her term in office; and

7.1.1.7   must not be undergoing any practical training exceeding ONE month for any part of the period referred to in terms of paragraph 7.1.1.2.

7.1.2   SRC members who meet the eligibility requirements may be re-elected, and may serve for a total of TWO consecutive terms.

7.1.3   To be eligible to for nomination as a candidate for the Sabbatical/Secretary-General position, the candidate:

7.1.3.1   must be in possession of at least a BTech or any postgraduate qualification; and
7.1.3.2   must not have been previously found guilty and convicted of an offence by CUT or a court of law.

7.1.4   The term of office of the Sabbatical/Secretary-General shall extend from January to December of the applicable year.

7.1.5   The Sabbatical/Secretary-General of the SRC shall suspend his/her studies for the duration of the year in question to occupy the office full time.

7.1.6   The SRC President: Bloemfontein campus and SRC President: Welkom campus shall both serve as Council members until the end of December of the applicable year.

7.2 Determining the election timetable

7.2.1   The dates on which all the different elements of the election process will take place, including the day on which the voting will take place, will be determined and approved by the Office of the Manager: Governance and Student Life, in consultation with the SRC. The timetable for the election is necessary to inform students and interested parties of the most important steps and procedures that must be followed on specific dates leading up to the day on which voting will take place.

7.2.2   The SRC shall notify all associations, governance structures and residence committees of the approved election timetable.

7.2.3   The proposed election timetable shall contain specific dates for, at least, the following items:

7.2.3.1   opening and closing dates and times of nominations;
7.2.3.2   announcement of nominations;
7.2.3.3   commencement and duration of campaigning period by nominated candidates;
7.2.3.4   date of SRC elections; and
7.2.3.5   proposed commencement date of the new SRC term.

7.2.4   All SRC election procedures must strictly follow the approved election timetable. Amendments to the proposed election timetable by the Electoral Commission may only be done in exceptional circumstances, and with prior consultation with the SRC, and the SRC shall notify all associations, governance structures, residence committees and duly nominated candidates of the amended election timetable.

7.3   Nomination procedure

7.3.1   Nomination forms will be obtainable at a central point on campus, and will be submitted to the Chairperson of the independent service provider, who will issue confirmation of receipt to the party concerned.

7.3.2   Nomination forms should be hand-delivered by the Chairperson or Secretary of the organisation contesting elections.

7.3.3   Calls for nominations should be placed on noticeboards after TWO days of the posting of the voters' roll.

7.3.4   FOUR days will be set aside for the submission of nominations.

7.3.5   No changes will be allowed after the closing date published by the Electoral Commission.

7.3.6   No nomination forms will be accepted after the final submission date and time set by the election timetable.

7.3.7   The following must be submitted in order to qualify for nomination:

7.3.7.1   TWO colour ID-sized photos of the candidate;
7.3.7.2   nomination form, signed by the nominee and nominator (Chairperson/Secretary);
7.3.7.3   TEN signatures of student seconders; and
7.3.7.4   proof of academic record.

7.3.8   The Election Commission shall verify the validity of all nominations for elections, and it shall make a decision.

7.3.9   The Electoral Commission shall decline to accept a nomination if a nomination fails to meet the requirements for registration of elections.

7.3.10   All nomination lists must contain details of all candidates contesting such elections, where such a list will indicate the portfolios contested per election period.

7.3.11   A list of candidates should be placed on the noticeboards for student public consumption.

*7.4   **Withdrawals and/or cancellations***

7.4.1   Any notification or intention to withdraw from nomination must be in writing, and must be signed by the Chairperson, Secretary and at least two members of the Executive of the organisation.

*7.5   **Objections to nominations***

7.5.1   Objections to nominations must be in writing, stating the reasons for objection, and must be signed by the structure objecting.

7.5.2   Objections must be submitted to the office specified in the notice calling for nominations.

7.5.3   The independent service provider, in concurrence with the Office of the Registrar, will afford the objectors an opportunity to present their objections, and will then consider the validity of the objections before the voting dates.

7.5.4   Where the independent service provider, after having received a nomination prior to the closing date for nominations, determines that the nomination submitted by a candidate does not meet all of the nomination requirements, the independent service provider must notify the nominator and nominee of the said default in writing, and must allow for the default to be rectified within 72 hours after the closing date of the nominations.

7.5.5   The independent service provider shall accept the corrected nomination submitted by the candidate up until the expiry of the 72-hour period after the closing time for nominations,

despite being submitted after the closing time for nominations, and such corrected nomination submission shall be deemed to have been validly submitted.

7.5.6   If a nomination is declared invalid, and is not rectified within 72 hours, the nominee will be disqualified as a candidate, and will be notified accordingly in writing.

7.6 Unopposed nominations

7.6.1   If only one candidate is nominated in a particular portfolio, she/he shall be automatically elected in that particular portfolio.

7.6.2   If no candidate has been nominated in a particular portfolio, then a by-election will be held at a later stage.

7.7   Campaigning

7.7.1   Following the close of nominations, nominated candidates shall follow a structured programme of campaigning in accordance with the election timetable.

7.7.2   Campaigning shall close on the last day prior to the SRC elections, after which no candidate may be involved in any formal or informal campaigning for votes.

7.7.3   External organisations, external persons and third parties, including political leaders, are expressly prohibited from assisting in campaigns or attempting to influence the outcome of an election, irrespective of any provision in any CUT policy or statute to the contrary.

7.7.4   Student groups or organisations and candidates may not ask for assistance from external organisations, external persons or third parties, and must take reasonable steps to prevent external organisations, external persons or third parties from campaigning on their behalf, or from otherwise influencing the outcome of an election.

7.7.5   Student organisations, groups or candidates may not host events with external organisations, external persons or third parties during campaigning.

CHAPTER 8: VOTING AND COUNTING PROCEDURES

8.1 Voting and counting

The system of elections shall be by non-proportional representation **(NPR)**; i.e., any student shall be eligible to stand and contest for a position in the SRC as an individual student. Thus, a candidate with the most student votes in an SRC election becomes the incumbent SRC member for the portfolio for which the candidate has contested.

8.2 Voting procedure

8.2.1   Voting will take place in ONE day, unless otherwise ordered by the independent service provider.

8.2.2   Voting will take place between 09:00 and 21:00.

8.2.3   Prior to the opening of votes, the delegated staff of the independent service provider must show party agents that the ballot boxes are empty, after which they must seal the ballot boxes.

8.2.4   Voters must produce a valid student card and proof of registration when voting, and they should appear on the voters' roll.

8.2.5   Where a student's name does not appear on the voters' roll, but valid proof of registration is provided, the student's name may be added to the roll, together with an accompanying note, explaining that proof of registration was produced.

8.2.6   Voting must be by secret ballot.

8.2.7   Candidates and voters may not canvass votes in the vicinity of the voting stations. Strict measures should be put in place in the vicinity of the voting booths to ensure that elections are free and fair.

8.2.8   Within the boundaries of a venue/voting station, no party agent or candidate may:

8.2.9   display or distribute any names, pamphlets or posters on election day; or

8.2.10   attempt to induce, influence or persuade any voting delegate to vote for, or not to vote for, any particular candidate.

8.2.11   Each voter must be given one ballot paper.

8.2.12   Each voter must have ONE vote for each portfolio.

8.2.13   A line must be drawn through the name of the voter on the voters' roll.

8.2.14   The fingers of both hands of the voter must be inspected to ensure that the voter has not voted already.

8.2.15   Election contestation shall be based on a principle of first pass the post. (One vote to one candidate in each portfolio.)

8.2.16   Voting shall be through a cross or identifiable mark within a specified column, where the voter's intention would be easily determinable.

8.2.17   In the future, an electronic voting system could be utilised upon the implementation of the system by CUT in this regard.

8.3   Voting stations

8.3.1   The independent service provider must establish an appropriate location(s) for the voting station(s) within the campus.

8.3.2   The location and number of voting stations must take into consideration the need for free, fair and orderly conduct of the elections.

8.3.3   Student numbers and the need to avoid congestion at voting stations must also be taken into account.

8.3.4   The following factors should be taken into consideration when considering a voting station:

8.3.4.1   Whether such a location has suitable and efficient entry and exit points.
8.3.4.2   Heavily populated areas, e.g. the Student Centre, faculties and residences, should be avoided.

8.3.5   A voter may only vote once in an election.

8.4   *Spoilt papers (under counting)*

8.4.1   A ballot paper will be deemed spoilt, and will thus be rejected, if:

8.4.1.1   a voter has voted more than once; or
8.4.1.2   if the stamp does not appear on the ballot paper.

8.4.2.   Where the voter's intention is not clearly detectable, due to the lack of visibility of the mark or for any other reason that may be determined and agreed upon by the parties.

8.5   *Closing of polling station*

8.5.1   The polling station shall close at 21:00. In the event that there is a person in the queue at 21:00, such a person will be permitted to vote before the close of the polling station.

8.5.2   The Presiding Officer shall seal the top slot of the ballot box, and shall record the serial number of the seal.

8.5.3   Party agents may affix their own seals to the ballot box. This shall be recorded in the elections diary.

8.5.4   Election officers shall then transport the ballot papers to the counting station.

8.5.5   Party agents may ask the Presiding Officer for the following information:

8.5.5.1   an indication of how many students voted for the day; and
8.5.5.2   the number of papers issued.

8.6   *Counting*

8.6.1   The voting station shall be converted into a counting station immediately after voting.

8.6.2   Only the independent service provider will be responsible for counting the ballots. The party agents will merely observe, and not interfere with, the counting processes.

8.6.3   Disputed and rejected ballot papers will not be counted, and will be kept separate.

8.6.4   The ballot papers shall be counted manually.

8.6.5   Once this process is completed, the result for each organisation is finally recorded.

8.7 *Objections to voting or counting*

8.7.1   Any party agent may register an objection, in writing, in respect of voting at a particular voting station or counting, with a Presiding Officer.

8.7.2   Party agents may object to any alleged irregularities or inaccuracy in the verification process.

8.7.3   Objections to voting must be dealt with during the voting process, and counting during the counting process, if possible.

8.8   *Election declaration*

8.8.1   The results of the elections shall be announced by the Provincial Head/head of the independent service provider.

8.8.2 Announcement of election results by the IEC Provincial Head/head of the independent service provider shall be done immediately after the counting process has been completed.

8.8.3 The announcement of the results will be kept confidential until the results are announced in accordance with paragraphs 8.8.1 and 8.8.2 above. In the event that this clause is not adhered to, the person guilty of disclosing the election results will be subjected to the normal CUT disciplinary procedures.

9 ELECTION APPEALS COMMITTEE

9.1.1 The Registrar, as a custodian of institutional policies, or his/her nominee shall be responsible for constituting the *ad hoc* Election Appeals Committee.

9.1.2 The Election Appeals Committee is an independent and impartial body that must adjudicate appeals against decisions of the Electoral Commission.

9.1.3 The Election Appeals Committee must be established at the same time as the Electoral Commission is constituted.

9.1.4 The Election Appeals Committee consists of a:

9.1.4.1 Chairperson;
9.1.4.2 member; and
9.1.4.3 member.

9.1.5 No member of the Election Appeals Committee may be a member of the Electoral Commission, stand for election, or assist in the campaigning of a student standing for election.

9.1.6 The Election Appeals Committee must:

9.1.6.1 act in a lawful, reasonable and procedurally fair manner; and
9.1.6.2 receive, consider and determine any appeal against a decision of the Electoral Commission.

9.1.7 The Election Appeals Committee may summon any person to make written submissions, or appear before it to give evidence.

9.1.8 Appeals must proceed in the following manner:

9.1.8.1 Appeals must be submitted to the Election Appeals Committee in writing within 24 hours of the publication of an Electoral Commission's decision.
9.1.8.2 The Committee must acknowledge all appeals within 48 hours.
9.1.8.3 The appellant should submit all supporting evidence with the appeal.

9.1.8.4 Parties to the appeal will be given the opportunity to respond.

9.1.8.5 The Committee must adjudicate the appeal within FIVE days.

9.1.8.6 The Committee must inform all interested parties of its decision, and must publish its decision within TWO days.

SCHEDULE C: FUNCTIONS AND RESPONSIBILITIES OF OFFICE BEARERS

In the event of an inconsistency between the provisions of this Schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

1. PRESIDENT

The SRC President shall:

1.1 preside at all SRC meetings, mass meetings and at SRC Executive committee meetings;

1.2 be responsible for the overall co-ordination of the duties and functions of SRC members;

1.3 represent students in Council, Senate, Institutional Forum (IF) and institutional meetings;

1.4 represent the SRC and the student community at the highest level in decision-making with CUT Management;

1.5 be responsible for issuing guidance in the formulation of policies and principles of the SRC;

1.6 together with the Finance Officer and the Sabbatical/Secretary-General, be responsible for the preparation of the costing for the SRC programme of action (PoA), and shall be responsible for submission of same to the Student Development Officer.

2 DEPUTY PRESIDENT

The Deputy President shall:

2.1 preside at all SRC meetings, mass meetings and SRC Executive Committee meetings in the absence of the President;

2.2 co-ordinate the constitutional and policy development process for the SRC;

2.3 lobby relevant stakeholders for the establishment of exchange programmes for CUT; and

2.4 administer and manage the operational functions of the SRC.

3 SABBATICAL/SECRETARY-GENERAL

The Sabbatical/Secretary-General shall:

3.1 be responsible for the day-to-day running of the SRC;

3.2 be responsible for circulating all important information, notices and agendas of all meetings;

3.3 keep records of all proceedings of the meetings of the SRC, and ensure that the minutes of the meetings are circulated to the Office of the Registrar for safekeeping;

3.4 liaise between the administrative section of all departments and both campuses of the SRC;

3.5 be the convener of, and circulate notices and agendas of the Student Parliament;
3.6 compile SRC progress reports;

3.7 represent the SRC in Council, IF and Senate meetings; and

3.8 together with the Finance Officer and the President, be responsible for the preparation of the costing for the SRC PoA, and shall be responsible for submission of same to the Student Development Officer.

4 FINANCE OFFICER

The Finance Officer shall:

4.1 be responsible and accountable for the finances of the SRC;
4.2 keep record of all financial transactions;
4.3 co-ordinate the compilation and submission of budgets of all CUT student organisations and associations to the Student Development Officer;
4.4 together with the President and the Sabbatical/Secretary-General, ensure that all financial transactions of the SRC, organisations and associations conform to the financial rules, policies and procedures of CUT;
4.5 be responsible for raising funds for the general activities and special projects of the SRC, in line with CUT policies;
4.6 together with the Finance Officer and the President, be responsible for the preparation of the costing for the SRC PoA, and shall be responsible for submission of same to the Student Development Officer; and
4.7 present a financial report to the Student Parliament, Council and the SRC, whenever required, provided that he/she is given at least SEVEN working days to do so.

5 ACADEMIC AND TRANSORMATION OFFICER

The Academic and Transformation Officer (Welkom campus) and the Academic Officer (Bloemfontein campus) shall:

5.1 be a representative of the student body and the SRC at Senate;
5.2 co-ordinate all transformation-related matters/issues;
5.3 participate in curriculum development and quality assurance activities at CUT in order to ensure that the appropriate curriculum matters are addressed to the benefit of the student body;
5.4 ensure prevalence of quality platforms for teaching and learning;
5.5 submit a quarterly report to the SRC; and
5.6 attend meetings of Senate, the IF and all other related structures.

6 CONSTITUTION AND LEGAL AFFAIRS OFFICER

The Constitution and Legal Affairs Officer shall:

6.1 co-ordinate institutional workshops on CUT policies and statutes;
6.2 have a seat in Senate and IF meetings;
6.3 be the legal advisor to the SRC, Local Students' Representative Council (LSRC) and the student populace at large;
6.4 together with the incumbent of the other campus, form a panel of arbitration that resolves all internal SRC and LSRC disputes, and shall chair the proceedings thereof;
6.5 together with the campuses' Deputy Presidents, organise the institutional Student Parliament and the Constitutional Summit;
6.6 have a seat at disciplinary proceedings taken against any student;
6.7 promote the SRC Terms of Reference, and the values and principles underlying it, to the student body; and
6.8 promote the Code of Conduct of the SRC, as provided for in **"Schedule A"**, amongst SRC members.

7 SPORTS AND CULTURE OFFICER

The Sports and Culture Officer shall:

7.1 liaise with relevant stakeholders;
7.2 be responsible for the promotion and development of sports and culture;
7.3 organise programmes aimed at uniting students through sports and culture;
7.4 organise recreational events and activities of CUT; and
7.5 prepare and submit monthly reports to the Sabbatical/Secretary-General.

8 PUBLIC RELATIONS OFFICER

The Public Relations Officer shall:

8.1 be responsible for the public relations of the SRC, ensuring that the SRC cultivates and projects a positive image;
8.2 co-ordinate the production of all SRC publications and notices, in any form of communication, with the approval of the Student Development Officer;
8.3 create awareness within CUT about any campaigns; and

8.4 prepare and submit monthly reports to the Sabbatical/Secretary-General.

9 RESIDENCE AND ACCOMMODATION OFFICER

The Residence and Accommodation Officer shall:

9.1 ensure efficient communication with the Residence and Accommodation Forum in respect of matters relating to residences and accommodation;
9.2 ensure that the Terms of Reference of the Student Residence and Accommodation Forum, as provided for in **"Schedule F"**, is adhered to; and
9.3 prepare and submit monthly reports to the Sabbatical/Secretary-General.

10 HEALTH AND WELFARE OFFICER

The Health and Welfare Officer shall:

10.1 promote the health and welfare of the students;
10.2 investigate and attend to matters that relate to the health and welfare of the student community;
10.3 represent the SRC in all matters relating to safety, security and accessibility of buildings to physically challenged students; and
10.4 prepare and submit monthly reports to the Sabbatical/Secretary-General.

11 PROJECT AND CAMPAIGNS OFFICER

The Project and Campaigns Officer shall:

11.1 co-ordinate all projects of the SRC;
11.2 create awareness within the student community about SRC campaigns on campus;
11.3 identify community projects to be initiated and supported by the SRC;
11.4 in conjunction with the Finance Officer, raise funds for projects of the SRC;
11.5 co-ordinate projects that are aimed at building capacity and developing students; and
11.6 prepare and submit monthly reports to the Sabbatical/Secretary-General.

12 STUDENT AFFAIRS OFFICER

The Student Affairs Officer shall:

12.1   inform students about membership to registered student associations (i.e. cultural, academic, sports etc.);
12.2   receive registered student associations' annual applications for affiliation to the SRC;
12.3   establish a Chairpersons' Committee of all registered student associations;
12.4   keep record of all relevant information concerning all registered student associations, societies and organisations affiliated to the SRC;
12.5   co-ordinate the affiliation to the SRC of any newly registered student association, society or organisation on campus, according to SRC policy; and
12.6   organise leadership training for registered student associations, organisations and structures.

13   EQUITY AND DIVERSITY OFFICER

The Equity and Diversity officer shall:

13.1   ensure non-discriminatory practices in the SRC, its committees and societies, and on campus in general;
13.2   play a transformational role within CUT;
13.3   organise seminars and conferences to educate students on equity/diversity-related matters; and
13.4   liaise with gender organisations locally, provincially and nationally.

SCHEDULE D: TERMS OF REFERENCE OF THE STUDENT PARLIAMENT

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

STUDENT PARLIAMENT

1   PREAMBLE

1.1   The disregard and contempt for human rights have resulted in barbarous acts, which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech, belief, conscience and freedom from fear, and want has been proclaimed as the highest aspiration of the common people.
1.2   Recalling that the Constitution of the Republic of South Africa asserts the principle of non-discrimination based on gender, disability and race.
1.3   In honour and respect of the stalwarts who fought for the liberation of this country, to the demise of the unjust Apartheid system, we therefore uphold and maintain the democratic norms and values that underpin an open and democratic society based on freedom, equality and humanity dignity.
1.4   We, as the Student Parliament of CUT, are committed to the attainment of the aforementioned ideals, and maintain the democratic norms and values that underpin an open and democratic society based on freedom, equity and human dignity.

2   PURPOSE OF THE STUDENT PARLIAMENT

2.1   The Student Parliament shall:

2.1.1   function as a subsidiary body to the SRC, where such functions are reconcilable with the SRC Terms of Reference;
2.1.2   advise on policy matters, and assist in the implementation of such policies through the SRC;
2.1.3   be the body to which affiliated student organisations/clubs/societies and House Committees report quarterly;
2.1.4   disseminate information from students to Management, and from Management to students;

2.1.5   establish standing committees and commissions for investigation and enquiries that directly reside under the SRC, and submit annual and final reports in this regard;

2.1.6   be the body that determines students' needs, and gives direction to student life on campus, through the SRC; and

2.1.7   debate recommendations made by the SRC to the Student Services Council (SSC).

3   COMPOSITION AND ELECTION OF THE STUDENT PARLIAMENT

3.1   The Student Parliament shall consist of:

3.1.1   Speaker;
3.1.2   Deputy Speaker;
3.1.3   Convener;
3.1.4   Deputy Convener;
3.1.5   Sabbatical/Secretary-General at the host campus;
3.1.6   ONE representative from the Residence and Accommodation Forum;
3.1.7   student organisation (ONE per affiliate);
3.1.8   SRC; and
3.1.9   ONE representative of the Alumni Association.

3.2   The election of the Speaker, Deputy Speaker, Convener and Deputy Convener shall take place at the first sitting, where the SRC will determine and facilitate the procedure for the said elections.

4   DUTIES/RESPONSIBILITY AND POWERS OF CABINET

4.1   The cabinet shall:

4.1.1   ensure the implementation of the resolutions taken in the Student Parliament, through the SRC President and Sabbatical/Secretary-General;

4.1.2   through the SRC, make representation to the Student Services Council;

4.1.3   scrutinise and discuss the registered student associations, societies and organisations, as well as the proposed budget, before being forwarded to the SRC; and

4.1.4   be an advisory structure to the SRC Executive, for purposes of developing a Parliament Programme.

5   DUTIES OF STUDENT PARLIAMENT OFFICE BEARERS

5.1   The Speaker shall:

5.1.1   preside and chair the Parliament meeting and the Cabinet;
5.1.2   convene special sittings of the parliament in consultation with the convener, the Cabinet and the SRC;
5.1.3   be responsible for ensuring that Cabinet is accountable to Parliament;
5.1.4   account to the Cabinet;
5.1.5 `   have the discretionary powers to decide whether the motion passed should form part of the agenda in sitting; and
5.1.6   in consultation with the Deputy President, be able to convene the meeting.

5.2 The Deputy Speaker shall:

5.2.1   preside over Parliament and Cabinet meetings in the absence of the Speaker;
5.2.2   enforce discipline; and
5.2.3   oversee the operations and functionality of standing committees.

5.3 The Convener shall:

5.3.1   communicate with all affiliates;
5.3.2   convene the Student Parliament, as directed by Cabinet; and
5.3.3   inform the Deputy Speaker of ill-disciplined behaviour with regard to affiliates.

5.4 The Deputy Convener shall:

5.4.1   take over the role and responsibilities of the Convener in the absence of the Convener.

5.5 The Secretary shall:

5.5.1   act as the administrative head of the Parliament;
5.5.2   be responsible for circulating all important information, notices and agendas of all meetings;
5.5.3   keep records of all proceedings of the meetings of the SRC, and ensure that the minutes of the meetings are circulated to the Office of the Registrar for safekeeping;
5.5.4   be the convener, and circulate notices and agendas of Student Parliament;
5.5.5   compile SRC progress reports; and

5.5.6   represent the SRC in Council, Institutional Forum (IF) and Senate meetings.

6   DUTIES/RESPONSIBILITIES OF STUDENT PARLIAMENT

The Student Parliament shall:

6.1   give general guidance to the SRC;
6.2   contribute to the formulation of student policies and the SRC;
6.3   protect the rights of students, and expose any form of student exploitation;
6.4   encourage the interests, awareness and participation of CUT in community development, social upliftment, research and projects;
6.5   promote the democratic participation of students in CUT governance structures;
6.6   promote the accountability of the student leadership to students and to the broader community; and
6.7   provide a forum for exchange of information and ideas in order to promote unity and solidarity amongst students, and achieve this by facilitating communication and co-operation, liaison and good relations amongst affiliates.

7   MEETING PROCEDURES

7.1   The Student Parliament should hold a sitting at least once per semester, unless there are pressing matters that may require the SRC to seek advice from Parliament, which should be approved by the Registrar.
7.2   If after 30 minutes of the set time for the start of the meeting, a quorum is not met, the meeting will be postponed.
7.3   If there is a need for a special sitting, the Secretary of the Student Parliament, together with the SRC Sabbatical/Secretary-General, must issue notices SEVEN days before the said date and time of the meeting.
7.4   Any member in good standing of the Student Parliament may call an extraordinary meeting, provided that one-third of the Student Parliament members have consented to the requested meeting by signing the request form.
7.5   The request for such a meeting must be in writing, stating the items to be discussed, and the date and time of the meeting.
7.6   The SRC Sabbatical/Secretary-General will issue a notice 14 days prior a normal sitting of the Student Parliament.
7.7   The meetings must be consistent with the Standing Rules of Order.

8   MINUTES

All the minutes of Student Parliament sittings should be made available within 14 days after the date of the sitting.

9   QUORUMS

A quorum of Student Parliament shall be 50% (FIFTY PER CENT) + ONE of the recognised student organisations for the relevant academic year.

10   TERMS OF OFFICE

The term of office of Student Parliament members shall be ONE academic year.

11   TERMINATION OF MEMBERSHIP OF STUDENT PARLIAMENT

11.1   When a student organisation ceases to exist, or is not legitimately affiliated and/or recognised by the SRC, and confirmed by CUT.

11.2   When an individual voluntarily terminates his/her membership.

11.3   When a student organisation recalls the member from the Student Parliament.

11.4   Subject to disciplinary decision in the case of misconduct within such a student organisation, or the internal process of disciplinary measures by CUT.

12   LINE OF REPORTING

The SRC and the Cabinet shall provide the Student Parliament with a quarterly report on all their activities.

13   ELECTIONS

13.1   The Cabinet shall be elected by a TWO-THIRDS/67% (SIXTY-SEVEN PER CENT) majority of Student Parliament sitting amongst its members.

13.2   The Cabinet shall be elected by the show of hands at the first sitting of the Student Parliament.
13.3   The President of the SRC shall preside over the election of the Cabinet.

14   FUNDING

The activities of the Student Parliament will be funded from the budget of the SRC.

15   AMENDMENTS TO THE TERMS OF REFERENCE

15.1   After consultation with the Student Parliament, the Registrar of CUT refers the Terms of Reference to the CUT Council for approval.

15.2   The Student Parliament Terms of Reference will be reviewed after every FIVE years, at the consent of the Registrar of CUT, or earlier by way of notice to the Registrar, informing him/her of the need for premature review.

SCHEDULE E: CODE OF CONDUCT FOR STUDENT PARLIAMENT

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

STANDING ORDERS FOR MEETINGS OF THE CUT STUDENT PARLIAMENT

1. INTERPRETATION

It is the intention of CUT that all gatherings that involve CUT stakeholders are managed effectively, efficiently and orderly. The adoption of the Standing Orders is to ensure that there is free, open and equal debate, and that such is to be interpreted in that spirit.

2 CONDUCT

A Parliamentarian shall always address the Speaker or his/her deputy of the Parliament, who will act as the Chairperson of the Parliament sessions, and who shall remain objective and impartial.

2.1 Subject only to a challenge, as provided in the CUT Standing Orders, rigorous engagement shall be encouraged. However, based on time limitations and objective reality, the Speaker's ruling on any question shall be final.

2.2 The Speaker shall facilitate and ensure that the meeting is in order, and that remarks are relevant to the question under debate.

2.3 If any member of the Parliament causes a disturbance, the Speaker may record the offender's name in the minutes. If that member persists, he/she shall be expelled from that sitting, and may not return until an apology to the satisfaction of the Parliament has been given in writing.

3 MEETINGS AND PROCEDURES AT MEETINGS

3.1 At least TWO meetings per year in total should be convened, where ONE will be held at each campus (Bloemfontein and Welkom).

3.2 Decisions are taken on a consensus basis. If a 100% (ONE HUNDRED PER CENT) consensus cannot be obtained after the matter has been referred to specific commission, a TWO-THIRDS/67% (SIXTY-SEVEN PER CENT) consensus of those representatives present will be sufficient.

3.3 Caucus is allowed for a maximum of 15 minutes per request.

3.4 The Parliament can postpone a discussion on a specific matter, or refer points of conflict or disputes to a Portfolio Committee, rather than allow a debate to go on for too long.

3.5 Personal and unfounded statements against a member are prohibited.

3.6 The duty of the Speaker is to ensure that Parliamentarians are protected from personal attacks and verbal abuse by other representatives.

3.7 Agendas should be circulated at least FIVE working days before a meeting.

3.8 Items on the agenda may be supported by documents explaining the matters.

3.9 Draft minutes of the Parliament meetings shall be made available to all participants as soon as possible, for them to report back to their constituencies.

3.10 Normal meeting procedures must be adhered to, namely:

3.10.1   opening and welcome;
3.10.2   attendance;
3.10.3   determining of the agenda;
3.10.4   minutes of the previous session;
3.10.5   matters arising from the minutes;
3.10.6   new business;
3.10.7   report by the SRC President, if any;
3.10.8   reports from portfolio committees, if any; and
3.10.9   closure.

3.11   The agenda of the Parliament shall be closed SEVEN days prior to the date of the meeting, and memorandums may be handed in to the Speaker, whenever necessary.

4   MOTIONS AND AMENDMENTS

4.1   A motion shall be ruled out of order if it:

4.1.1   seeks to rescind any policy adopted by the higher body;
4.1.2   seeks to commit the SRC or Student Parliament, CUT Management and its staff to commit an illegal act, or seeks to commit the SRC or CUT resources to an illegal act; or
4.1.3   seeks to amend the Terms of Reference, or is in contravention of the terms of the Terms of Reference, unless it is a Constitutional amendment submitted in accordance with the Standing Orders.

4.2   An amendment shall be ruled out of order if it:

4.2.1   seeks to discuss a motion or amendment already decided on in that meeting, unless the matter agreed upon lacked additional information; or
4.2.2   is not on the same subject as the motion it seeks to amend.

4.3   The proposer may withdraw a motion or amendment, but it shall then be open to the seconder or other member to propose that motion, provided that it is done immediately after such withdrawal.

4.4   The following time is allowed per speech on ordinary motions:

4.4.1   original motion proposer eligible to speak for FOUR minutes;

4.4.2   first speaker in opposition eligible to speak for FOUR minutes;

4.4.3   seconder eligible to speak for THREE minutes;

4.4.4   second speaker in opposition eligible to speak for THREE minutes; and
4.4.5   no organisation will be afforded more than THREE speaking turns per tabled motion.

4.5   The Speaker may, at his/her discretion, allow another round of discussion, until such time that a decision or ruling is made.

4.6   No item shall be discussed for more than ONE hour.

4.7   If an amendment is accepted by the proposer of the original motion, it shall be included in the original motion, and a further round of discussion against the motion shall be heard.

4.8   If an amendment is not accepted by the proposer of the original motion, the order and maximum duration of speeches on the amendment shall be as for the original motion.

4.9   No amendment shall be discussed for more than ONE hour, and if no compromise is reached, the matter will then be referred to the relevant portfolio committee for further discussion.

4.10   If no decision is reached after recommendations from the relevant portfolio committee(s) have been discussed, the matter will be put to vote.

5   VOTING

5.1   Each member shall have ONE vote.

5.2   Members shall exercise the right to vote in person only.

5.3   If there are an equal number of votes both for and against a motion, the Speaker shall exercise the casting role. The Speaker shall otherwise not vote.

6   PROCEDURAL VOTING

6.1   Except during voting, a member may raise a point of order by raising a hand and calling order. The Speaker shall immediately hear the point of order and rule on it. Points of order may be raised on the following topics (not in order of precedence):

6.1.1   call of quorum;
6.1.2   challenge of the Speaker's ruling;
6.1.3   assertion that the matter under question contravenes the Terms of Reference;
6.1.4   clarification from or through the Speaker; and
6.1.5   procedural motions.

6.2   A challenge to the Speaker's ruling shall be raised only on the grounds that it contravenes the Terms of Reference.

6.3   When a challenge to the Speaker's ruling(s) is made, the Speaker shall relinquish the chair, and the Deputy Speaker shall take over. The proposer of the challenge and the Speaker shall briefly state their cases, and the procedural motion shall then be put to the vote. It shall require a simple majority to be passed.

6.4   Unless the Speaker considers it an infringement of reasonable debate, a member may move a procedural motion as a point of order. Should there be any objection, the proposer and the objector shall briefly state their cases, and the procedural motion shall then be put to the vote. It shall require a simple majority to be passed.

6.5   Procedural motions may be proposed on the following topics (not in order of precedence), and it may be raised that:

6.5.1   the question be taken in parts;
6.5.2   the question now be put;
6.5.3   the number and duration of speeches be reduced;
6.5.4   the question be held over to a later meeting;
6.5.5   the question be referred to a committee for an examination and report;
6.5.6   the question be referred back to a committee for re-examination;
6.5.7   the question not be put; or
6.5.8   the meeting be adjourned temporarily.

6.6   If the meeting resolves that the question now be put, the proposer shall sum up, and the question shall immediately be put to the vote.

SCHEDULE F: TERMS OF REFERENCE OF THE CUT FACULTY STUDENT REPRESENTATIVE STRUCTURES AND FORUM

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

DEFINITIONS

"Class Representative": his/her	A registered CUT student who has been duly elected by respective class to act as their representative liaison with the respective department and the SRC.
"Faculty Representative": his/her	A registered CUT student who has been duly elected by fellow Class Representatives to act as their representative and liaison with their respective faculty and the SRC.
"Forum":	Student Representative Forum.
"Faculty Forum member": act as	A registered CUT student who has been duly elected to students' representative with relevant CUT academic structures and the SRC.

1. PREAMBLE

1.1 CUT is committed to the principle of transparency and full participation of its students in the management and decision-making processes of the institution.

1.2 In order to uphold the mission and objectives of CUT, a Student Academic Affairs Working Group has been established, which enables students to participate in the management and decision-making processes that govern the academic process.

1.3 It is envisaged that faculty academic representative structures will serve to promote and encourage student participation at the levels of programmes, departments and faculties. It shall remain political at all times, and its link will be with academic structures.

2. OBJECTIVES

2.1 The objectives of the Terms of Reference is to ensure that:

2.1.1 the faculty and class representative structures are clearly and unambiguously defined;
2.1.2 the roles, duties and functions of the Faculty and Class Representatives are defined in a practical and unambiguous manner; and
2.1.3 the Faculty and Class Representatives are aware of the academic rights that are held by all students

3. CLASS REPRESENTATIVES STRUCTURE

3.1 Every class shall elect a minimum of ONE Class Representative.

3.2 A Class Representative is to be elected within the first TWO weeks after the commencement of the course.

3.3   The electoral process is to be conducted by the Faculty Administrator or Faculty Officer or his/her nominee.

3.4   The electoral process shall run as follows:

3.4.1   the floor shall be opened for nominations;

3.4.2   a nominee shall either accept or decline the nomination;

3.4.3   the nominees shall be afforded the opportunity to present a short motivational speech to the class; and

3.4.4   the nominees are to leave the room while the class casts their votes by a show of hands.

3.5   The SRC Academic Officer/Education and Transformation Officer/Education and Transformation Officer shall allow students a period of ONE week after the elections in which to lodge any complaints with regards to any procedural irregularities pertaining to the elections.

3.6   In the event of a vacancy of a Class Representative, the candidate who secured the secondhighest number of votes during the election process will be appointed to fill the vacancy, provided that such a candidate accepts the appointment.

3.7   In the event that the candidate who secured the second-highest number of votes is, for whatever reason, unable to occupy such a position, the person who secured the third-highest number of votes will be appointed to fill the vacancy, provided that he/she accepts the appointment.

3.8   In the event that no candidate, as stated in paragraphs 3.6 and 3.7 above, is available to fill the vacancy, the electoral process in paragraph 3.4 above shall apply.

3.9   First-year students must obtain a 60% (SIXTY PER CENT) pass rate in the June main assessment for the subjects for which they are enrolled in order to retain their status as Class Representative. Senior students are to be assessed on their results of the previous academic year or semester.

3.10   Roles, powers and duties of a Class Representative

3.10.1   A Class Representative must be afforded the respect that comes from being a democratically elected representative.

3.10.2   Class Representatives must:

3.10.2.1   facilitate the efficient communication of their respective class' concerns to the lecturer, or the Faculty Administrator or Faculty Officer;

3.10.2.2   actively participate in dispute resolutions between their class and the relevant department;

3.10.2.3   effectively communicate to their class any information from the SRC, as directed by the SRC Academic Officer/Education and Transformation Officer;

3.10.2.4   meet with their current lecturer regularly to maintain lines of communication, and to convey any class-related matters or concerns;

3.10.2.5   patiently and equitably listen to any complaints or concerns relayed to them by their class;

3.10.2.6   serve as a first-class role model for their fellow classmates, and thus must uphold the highest level of studiousness and behaviour; and

3.10.2.7   follow all reasonable directives promulgated by the SRC Academic Officer/Education and Transformation Officer.

3.10.3   Class Representatives may:

3.10.3.1 put forward suggestions as to the conduct and structure of their lectures and courses;

3.10.3.2 submit class objections, complaints and suggestions regarding academic resource material;

3.10.3.3 call a meeting of their classmates to facilitate discussion regarding class, course or academic matters; and

3.10.3.4   collaborate with lecturers and support staff to ensure a conducive learning environment, maximum tranquillity, cleanliness and discipline in their faculty buildings through their colleagues.

3.11 Term of office

A Class Representative's tenure is for the period of an academic year.

3.12 Meetings

3.12.1 The SRC Academic Officer/Education and Transformation Officer shall facilitate a general meeting of the Class Representatives once per semester.

3.12.2 The SRC Academic Officer/Education and Transformation Officer may call a meeting of Class Representatives whenever necessary.

3.12.3 A quorum for a general or special meeting shall be 50% (FIFTY PER CENT) plus ONE.

3.12.4   All general and special meetings shall have an agenda. All records of the agendas shall be kept, and copies of these records are to be furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.

3.12.5 Minutes of all general and special meetings are to be taken by an elected member of the meeting, and copies of these records herein are also to be kept and furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.

4. FACULTY REPRESENTATIVE STRUCTURE

4.1 TWO Faculty Representatives for each faculty shall be elected from amongst the Class Representatives.

4.1.1 The Faculty Representatives are to be elected at the first meeting of the Class Representatives.

4.1.2 The electoral process is to be conducted by the SRC Academic Officer/Education and Transformation Officer (ex officio), in conjunction with the SRC Sabbatical/Secretary- General, in the presence of the relevant Head of Department (HoD) or anyone delegated by the HoD to carry out the task in his/her absence.

4.1.3 Any Class Representative is eligible to run for the position of Faculty Representative for their respective faculty.

4.1.4 The electoral process shall run as follows:

4.1.4.1 the floor shall be opened for nominations;

4.1.4.2 a nominee shall either accept or decline the nomination;

4.1.4.3 the nominees shall be afforded the opportunity to present a short motivational speech to the class; and

4.1.4.4   the nominees are to leave the room while the Class Representatives cast their votes by a show of hands.

4.1.5   The SRC Academic Officer/Education and Transformation Officer shall allow Class Representatives a period of ONE week after the elections in which to lodge any complaints with regards to any procedural irregularities pertaining to the elections.

4.2   In the event of a vacancy of a Faculty Representative, the candidate who secured the second-highest number of votes during the election process will be appointed to fill the vacancy, provided that such a candidate accepts the appointment.

4.3   In the event that the candidate who secured the second-highest number of votes is, for whatever reason, unable to occupy such a position, the person who secured the third-highest number of votes will be appointed to fill the vacancy, provided that he/she accepts the appointment.

4.4   In the event that no candidate, as stated in paragraphs 4.2 and 4.3 above, is available to fill the vacancy, the electoral process in paragraph 4.1.4 above shall apply.

4.5   Roles, powers and duties of a Faculty Representative

4.5.1 A Faculty Representative must be afforded the respect and value that comes from being a democratically elected student representative.

4.5.2   Faculty Representatives must:

4.5.2.1 conduct themselves in accordance with the Code of Conduct for Students;

4.5.2.2 facilitate a meeting of the Class Representatives in their respective faculties once a term

4.5.2.3 patiently and equitably listen to any complaints or concerns relayed to them by the Class Representatives;

4.5.2.4 effectively communicate any concerns, complaints and suggestions from the Class Representatives to the relevant faculty; and

4.5.2.5 facilitate efficient communication of their respective class concerns to HoDs and the relevant Faculty Dean.

4.5.3 A Faculty Representative shall be a full sitting member of the Faculty Board of the respective faculty.

4.6   Term of office

A Faculty Representative's tenure is to be for a period of ONE academic year.

4.7   Meetings

4.7.1 The SRC Academic Officer/Education and Transformation Officer shall facilitate a general meeting of the Faculty Representatives once a month.

4.7.2 The SRC Academic Officer/Education and Transformation Officer may call a meeting of Faculty Representatives whenever necessary.

4.7.3 A quorum for a general or special meeting shall be 50% (FIFTY PER CENT) plus ONE.

4.7.4   All general and special meetings shall have an agenda. All records of the agendas shall be kept, and copies of these records are to be furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.

4.7.5   Minutes of all general and special meetings are to be taken by an elected member of the meeting, and copies of these records herein are also to be kept and furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.

5.   Faculty Student Representative Forum

5.1   The Forum shall consist of ONE representative per faculty, elected from amongst Faculty Representatives.

5.1.1   Within TWO weeks of the announcement of the SRC election results, the Academic Officer of the SRC shall convene the Faculty Representatives meeting to declare the Faculty Student Representative Forum duly constituted.

5.1.2   At its first duly constituted meeting, the Forum shall elect a Chairperson from amongst its members, which Chairperson will become the SRC Academic Officer (in the case of the Bloemfontein campus) or the SRC Education and Transformation Officer (in the case of the Welkom campus).

5.2   **Roles, powers and functions of the Faculty Student Representative Forum**

5.2.1   The Forum shall be responsible for effective and efficient handling of academically related student faculty affairs, and as such shall be regarded as competent.

5.2.2   The Forum shall discuss specific teaching and learning matters that have a bearing on students' academic performance, and general faculty affairs.

5.2.3   Initiate such activities throughout each year as deemed necessary and feasible to create a conducive teaching and learning environment throughout faculties.

5.2.4   In consultation with the SRC, submit recommendations to the Student Academic Affairs Working Group and/or any other relevant CUT body for consideration.

6.   TERM OF OFFICE

The term of office of Forum members shall be ONE academic year.

7.   MEETINGS

7.1   The SRC Academic Officer/Education and Transformation Officer shall convene general meetings of the Forum.

7.2   The SRC Academic Officer/Education and Transformation Officer shall convene a special Forum meeting whenever necessary.

7.8   A quorum for a general or special meeting shall be 50% (FIFTY PER CENT) plus ONE.

7.9   All general and special meetings shall have an agenda. All records of the agendas shall be kept, and copies of these records are to be furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.

7.10   Minutes of all general and special meetings are to be taken by an elected member of the meeting, and copies of these records herein are also to be kept and furnished to the Office of the SRC Academic Officer/Education and Transformation Officer.

8   AMENDMENT OF THE TERMS OF REFERENCE

An amendment or addition to the Terms of Reference must be accepted by at least a TWO-THIRDS/67% (SIXTY-SEVEN PER CENT) majority of the members present at a general meeting.

9   ACCOUNTABILITY

The Faculty Student Representative Forum and structures are accountable to the SRC through the Office of the SRC Academic Officer.

10   RELATED DOCUMENTS

10.1   SRC Terms of Reference;

10.2   Code of Conduct for Students (Chapter 11 of the CUT Calendar, as amended from time to time); and

Terms of Reference of the Student Academic Affairs Working Group.

SCHEDULE G: TERMS OF REFERENCE OF THE CUT STUDENT RESIDENCES AND ACCOMMODATION FORUM

In the event of an inconsistency between the provisions of this Schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

DEFINITIONS

"Residences and Accommodation Forum":	The Student Residences and Accommodation Forum of CUT
"Forum":	The Student Residences and Accommodation Forum of CUT.
"Student Residences and Accommodation Forum member"	A registered CUT student who has been
"SRC Residences and Accommodation Officer":	A registered CUT student who has been duly elected by his/her fellow Housing Members to act as their representative and liaison with the SRC.
"AMR":	Assistant Manager: Residences at CUT.

1.   INTRODUCTION

CUT is committed to the principle of transparency and full participation of its students in the management and decision-making processes of the institution.

In order to uphold the mission and objectives of CUT, a Student Services Council is established through which students may participate in the management and decision-making processes that promote good governance in the residences.

It is envisaged that the Residences and Accommodation Forum will serve to promote and encourage student participation at the levels of general residence matters. The Forum shall remain apolitical at all times, and shall be accountable to the SRC.

2 OBJECTIVES

The objectives of the Terms of Reference are to ensure that:

2.1 the Residences and Accommodation Forum structure is clearly and unambiguously defined

2.2 the roles, duties and functions of the Residences and Accommodation Forum members are defined in a practical and unambiguous manner; and

2.3 the Residences and Accommodation Forum members are aware of the rights that are to be enjoyed by all residence students.

3 COMPOSITION OF STUDENT RESIDENCES AND ACCOMMODATION FORUM

Every residence shall elect TWO Student Residences and Accommodation Housing Forum members as follows:

3.1 Huis Technikon shall have TWO members;

3.2 Eendrag shall have TWO members;

3.3 Gymnos shall have TWO members;

3.4 Loggies shall have TWO members;

3.5 Welgemoed shall have TWO members;

3.6 Mannheim Men shall have TWO members;

3.7 Mannheim Ladies shall have TWO members; and

3.8 TWO members from each private student residence recognised by CUT.

4 ELECTIONS OF MEMBERS

4.1 Residences and Accommodation Forum members are to be elected within the first two weeks after the reopening of the residences for the first quarter.

4.2 The electoral process is to be conducted by the Assistant Manager: Residences (AMR) or his/her nominee, in accordance with the provisions of these Terms of Reference.

4.3 The electoral process shall run as follows:

4.3.1 the floor shall be opened for nominations;

4.3.2 a nominee shall either accept or decline the nomination; and

4.3.3 the nominees are to leave the room while the residents cast their votes by a show of hands.

4.4   The AMR shall allow students a period of one week after the elections in which to lodge any complaints with regards to any procedural irregularities pertaining to the elections.

4.5   In the event of a vacancy of a member, the candidate who secured the second-highest number of votes during the election process will be appointed to fill the vacancy, provided that such a candidate accepts the appointment.

4.6   In the event that the candidate who secured the second-highest number of votes is unable to occupy such a position, for whatever reason, the person who secured the third-highest number of votes will be appointed to fill the vacancy, provided that he/she accepts the appointment.

4.7   In the event that no candidate, as stated in paragraphs 4.2 and 4.3 above, is available to fill the vacancy, the electoral process in paragraph 4.3 above shall apply.

4.8   CUT Residences and Accommodation Forum members will eventually elect the Chairperson from within their rank, who will represent the residences in the SRC as Residences and Accommodation Officer.

5   POWERS AND RESPONSIBILITIES

5.1   Residences and Accommodation Forum members must be afforded the respect and value that comes from being a democratically elected representative.

5.2   Residences and Accommodation Forum members must:

5.2.1   facilitate the efficient communication of their respective residences' concerns to the SRC Residences and Accommodation Officer;

5.2.2   effectively communicate to their residents any information from the SRC as directed by the SRC Residences and Accommodation Officer;

5.2.3   patiently and equitably listen to any complaints or concerns relayed to them by their residents;

5.2.4   serve as a first-class role model for their fellow residence members, and thus must uphold the highest level of studiousness and behaviour; and

5.2.5   follow all reasonable directives promulgated by the SRC Residences and Accommodation Office.

6   ADMINISTRATIVE FUNCTIONS

The Student Residences and Accommodation Forum is charged with the effective and equitable administration of residence affairs, and is therefore competent to:

6.1   discuss student residence and accommodation matters; and

6.2   in consultation with the SRC, submit recommendations to the Student Services Council for consideration.

7.   TERM OF OFFICE

7.1   The term of office members of the Residences and Accommodation Forum shall ordinarily be a calendar year, beginning in January, and ending in December.

7.2   The Chairperson Elect of the incoming Student Residences and Accommodation Forum of CUT shall, within TWO weeks of the constituting of the newly elected Student Residences and Accommodation Forum, meet with the presiding Chairperson to arrange the process by which the handing over of the Student Housing Forum shall take place.

8 MEETINGS

8.1   Ordinary meetings of the Student Residences and Accommodation Forum shall be held at least once per term. All members shall attend such meetings.

8.2   The Chairperson shall give at least FIVE days' written notice of the date, time and venue of such a meeting, together with an accompanying provisional agenda.

8.3   Members shall be granted a reasonable opportunity to put matters on the agenda of the meeting for a period of not less than THREE days before the said meeting.

8.4   The Chairperson shall act as Chairperson of the Student Housing Forum meetings, and shall have an ordinary and a casting vote.

8.5   The generally accepted rules pertaining to meetings of the SRC shall apply at all Student Residences and Accommodation Forum meetings.

8.6   A special meeting shall be held if:

8.6.1   the Chairperson calls such meetings; and

8.6.2   at least FOUR members submit a written request to the Chairperson for such a meeting, accompanied by a written motivation for consideration at the meeting.

8.7   All general and special meetings shall have an agenda.

8.8   Notice of the date, time and venue of a special meeting, together with disclosure of the agenda, shall be given at least 24 hours before such a meeting.

8.9   A quorum shall be SEVEN members.

8.10   In the event of a quorum not being formed, the meetings shall be postponed by the Chairperson to a day within the next FIVE days, and the members then present shall be deemed to be a quorum.

8.11   In the event of such a postponement, notice of the date, time and venue of the next meeting shall be given to members at least 24 hours prior to the meeting.

8.12   The Student Residences and Accommodation Forum shall ensure that a designated person keep minutes of the proceedings of each meeting of the Forum.

8.13   The minutes of a Student Residences and Accommodation Forum meeting shall be submitted to the following ordinary meeting of the Forum, and an attendance register and the supporting documents shall be made available at the reasonable request of any interested party.

8.14   Resolutions may only be adopted in respect of matters disclosed on the agenda, provided that other matters may be added to the agenda if there are no objections thereto by any member present.

8.15   A resolution shall be adopted by an ordinary majority of votes of the members present.

8.16   A resolution adopted at a Residences and Accommodation Forum meeting shall, in consultation with the SRC, be submitted to the Student Services Council for consideration.

9   TERMINATION OF MEMBERSHIP

9.1   A person shall cease to be member of the Student Residences and Accommodation Forum if:

9.1.1   written notification from the particular residence to that effect has been noted by the forum at its gathering;

9.1.2   a person is absent, without a valid excuse, from 3 (THREE) consecutive meetings of the Forum; and

9.1.3   a person's Student Accommodation and Residences Forum membership is terminated as a result of disciplinary action taken by a disciplinary committee of CUT.

9.2   In the event that the Chairperson's membership is terminated, the remaining members of the Forum shall elect a Chairperson from its own ranks by an ordinary majority of votes in a secret ballot, and the President of the SRC shall preside over the election.

10   AMENDMENT OF THE TERMS OF REFERENCE

The SRC is accountable for the amendment of the Terms of Reference.

11   ACCOUNTABILITY

The Student Residences and Accommodation Forum is accountable to the SRC, through the Office of the SRC Residence Officer.

12   RELATED DOCUMENTS

12.1   SRC Terms of Reference;

12.2   Code of Conduct for Students; and

12.3   Residence Rules.

SCHEDULE H: TERMS OF REFERENCE OF THE CUT SPORTS COUNCIL

In the event of an inconsistency between the provisions of this schedule and the SRC Terms of Reference, the provisions of the SRC Terms of Reference shall prevail.

1. **PREAMBLE**

    Sport plays an important role in student life at CUT. Although it is an accepted fact that not all students have an interest in, or ability to do, sport, they do have the right to expect a service and environment that will allow them to develop their skills and capabilities to their full potential.

    It is, however, necessary that an administrative sport structure that represents the various sport environments on campus be formed. This structure will be the consultative and advisory voice of participants, administrators, technical officials and other stakeholders attached to sport at CUT.

    The sport representative bodies will, *inter alia*, assist and support the Directorate: Sport and Recreation to achieve its vision and mission, as contained in the Strategic Plan of CUT.

2. **VISION**

    To establish a body that can administer and facilitate all aspects relating to recreational and operational sport at CUT, whilst promoting the accessibility for all CUT students to participate in all forms of sport.

3. **MISSION**

    The mission of the CUT Sports Council shall be in line with that of CUT, as it seeks to recognise, acknowledge, nurture, develop and enhance the wealth of sporting talent resident in CUT students. The CUT Sports Council hopes to represent the interests and aspirations of students participating in both recreational and operational sport at CUT.

4. **NAME AND STATUS**

    4.1. The name of the organisation shall be the Central University of Technology, Free State Sports Council (the SC).

    4.2. The SC shall operate in accordance with these Terms of Reference, the CUT Statute and/or any other rules or policies of CUT.

5. **AIMS AND OBJECTIVES**

    The aims and objectives of the SC are to:

    5.1. promote maximum representation, transparency and accountability of all sporting codes;

    5.2. promote academic excellence through sport;

    5.3. enhance the spirit of healthy competition;

    5.4. maximise students' participation in sport;

    5.5. ensure broad participation of students in sport;

    5.6. foster good relations between CUT and other higher education institutions through sport;

5.7.   initiate and promote the development of sport within CUT and the surrounding communities;

5.8.   pursue programmes that are aimed at uplifting sport;

5.9.   promote a sense of unity and pride amongst members of the CUT community;

5.10.   market and promote CUT through sport;

5.11.   utilise sport as a contributing factor in the creation of a CUT culture;

5.12.   utilise sport as a means to unite students as representatives of CUT, and to develop a sense of belonging amongst the CUT community;

5.13.   bridge various cultures through sport;

5.14.   assess the needs of students and the need for sporting codes on a continuous basis;

5.15.   create opportunities and projects that will enable sportspersons to achieve and fulfil their personal ambitions;

5.16.   create opportunities for sport participation and performance at local, provincial, national and international level;

5.17.   assist all eligible CUT students in sport to attend the Universities Sport South Africa (USSA) Week;

5.18.   advise on all matters pertaining to participation in, and awarding of, colours for representative individuals and/or teams;

5.19.   assist in determining the criteria for awards in the field of sport;

5.20.   debate matters of general sport policy that will affect all sportspersons and registered student associations;

5.21.   provide a wider base for distribution of information about sport within CUT; and

5.22.   tend to all matters pertaining to the acquisition of sporting facilities at CUT.

6. SPORTS COUNCIL

6.1. COMPOSITION

6.1.1.   The SC shall be composed as follows:
6.1.2.   ONE CUT Student Services Council representative;
6.1.3.   ONE Sports Officer;
6.1.4.   CUT Sport Manager;
6.1.5.   THREE CUT Deputy Sport Managers;
6.1.6.   SRC Sabbatical/Secretary-General; and
6.1.7.   general Chairpersons of the various recognised sporting codes.

6.2. **OFFICE BEARERS**

    6.2.1.   The SC shall elect individuals from amongst its members to serve as office bearers.

    6.2.2.   The role of the Chairperson shall be served by the CUT Sport Manager.

    6.2.3.   The office bearers elected by the SC shall serve in their respective offices for a term of THREE years.

    6.2.4.   Should there be a vacancy in the SC due to the death, illness, resignation or removal of an office bearer, the SC shall elect another individual from amongst its members to fill the vacant position.

6.3. **POWERS AND DUTIES OF THE SPORTS COUNCIL**

The SC shall have the authority to:

6.3.1.   raise funds, through legitimate means, subject to CUT's policies, rules and procedures;

6.3.2.   act as an advisory structure to the Office of the Vice-Chancellor and Principal on matters relating to CUT sport and other related activities;

6.3.3.   take final decisions on matters falling within its jurisdiction;

6.3.4.   contribute towards sport publications;

6.3.5.   serve as an umbrella body for the different CUT sporting codes;

6.3.6.   promote and implement all provisions contained in these Terms of Reference, the SRC Terms of Reference, the CUT Statute and all other CUT rules and procedures;

6.3.7.   represent and promote students' participation in sporting activities, and be accountable to students at all times;

6.3.8.   serve as a channel of formal communication between the different sporting codes and CUT;

6.3.9.   individually and collectively make itself available to attend to the needs and problems of the sporting codes;

6.3.10.   draft regulations for the promotion and efficient administration of sport at CUT;

6.3.11.   monitor administration of the funds allocated to sports administration, and draft regulations for the proper governance of funds that are made available to the SC, or to registered student associations recognised by the SC;

6.3.12.   do all such other things that as are consistent with the aims and objectives of these Terms of Reference, subject to all CUT policies; and

6.3.13.   have disciplinary powers in respect of any person, registered student association, committee or any other body falling within the ambit of these Terms of Reference or the regulations of the SC.

6.4.   GENERAL MEETINGS AND ANNUAL GENERAL MEETING

6.4.1.   GENERAL MEETINGS

6.4.1.1   The meetings of the SC shall be convened at least FOUR times per annum.

6.4.1.2   The meetings shall be attended by members of the SC or any such person invited by the Chairperson.

6.4.1.3   Accurate minutes of all meetings must be kept and provided to members of the SC/Manager of Sport, and, on request, to sporting codes.

6.4.1.4   The minutes of the SC meetings are public documents, and any student or interested party has the right, subject to fair procedural arrangements made by the Chairperson of the SC, to inspect the ratified minutes of all previous meetings of the SC.

6.4.1.5   The quorum for any meetings of the SC shall be 50% (FIFTY PER CENT) plus ONE. If the required quorum is not present at the beginning of a meeting, the Chairperson shall adjourn the meeting for not more than 30 minutes. In the event that the quorum is still not present at the reconvening time, the meeting shall proceed, provided that ONE-THIRD of its members are present at the meeting.

6.4.1.6   Once a meeting has been declared quorated, it remains quorated, even if representatives leave during the course of the meeting.

6.4.1.7   All decisions of the SC shall be taken in duly constituted meetings of the SC through consensus, or 50% (FIFTY PER CENT) plus ONE of the members present and voting in the meeting.

6.4.1.8   Voting shall be by show of hands, unless a simple majority of members present in the meetings decide that the voting on all or certain matters should be by secret ballot.

6.4.1.9   The number of votes cast for, against and/or abstentions with respect to a resolution shall be recorded in the minutes.

6.5.   ANNUAL GENERAL MEETING

6.5.1.   The Chairperson of the SC shall convene an Annual General Meeting (**AGM**), by way of notice, and in writing, to all members of the SC at least 30 before the SRC elections.

6.5.2.   The SC shall provide each delegate to the AGM with the agenda and the content of the AGM.

6.5.3.   The Chairpersons of the different sporting codes shall provide the Secretary of the SC with their respective reports, for purposes of the inclusion thereof in the content of the AGM, at least 14 days before the AGM.

6.5.4.   The AGM shall review and decide on the recommendations made by the SC, sporting codes and individual members of the student community, especially on the policy and direction of CUT sport.

7 FINANCIAL MATTERS

7.3 The SC shall under no circumstances whatsoever allow funds to be made available for private use or purchase.

7.4 The SC shall not be responsible for debts that clubs incur in respect of sports equipment, outfits or other items, unless the transactions are supported by duly authorised SC order forms.

7.5 The Treasurer and Assistant Treasurer will manage club accounts in accordance with the SC and CUT finance regulations.

8 DISCIPLINE

8.3 Should any club ignore the provisions of these Terms of Reference or the SC regulations, or act prejudicially to the interests of the SC and other clubs, the SC shall constitute a committee (the "Disciplinary Committee") within 14 days of receiving written notification thereof, and shall ensure that the affected party is given at least 14 days' notice of the intended hearing to take place.

8.4 In reaching its decision and formulation of its recommendation, the SC may, on recommendation of its Disciplinary Committee, which shall have adhered to the rules and regulations contained in the CUT Calendar, as amended from time to time, withhold funds from a club, withdraw recognition, or suspend such a club from operating during any year, or part thereof.

8.5 Any club aggrieved by a decision of the SC in terms of this clause (clause 8) shall have the right to appeal to the Office of the Deputy Registrar: Student Services of CUT, whose decision shall be final.

9 AMENDMENTS TO THE TERMS OF REFERENCE

9.3 A notice of motion to amend the Terms of Reference shall be submitted to the Chairperson of the SC in writing, and in sufficient time to enable the Deputy Chairperson to circulate it to all members of the SC at least 14 days before the meeting at which the amendment will be discussed.

9.4 Any amendment to these Terms of Reference will come into force when approved by the SC AGM, with the support of at least TWO-THIRDS of its members present and voting.

9.5 Notwithstanding the provisions in these Terms of Reference, CUT Council may alter, repeal or suspend any clause of these Terms of Reference.

CHAPTER 19

ACADEMIC DRESS

17.5.1 **Purpose/scope of regulations**

(a) The purpose of these rules is to regulate academic dress at the Central University of Technology, Free State (CUT).

(b) These rules are applicable to office bearers of CUT, as well as academic staff members and persons receiving degrees and diplomas.

17.5.2 Directives for implementing regulations

a) The Registrar is responsible for the contents and implementation of these rules, as well as the revision of the contents thereof, as appropriate.

b) These rules, or any amendment or addition thereto, are to be approved by Senate.

17.5.3 Regulations

17.5.3.1 **Academic dress of office bearers of CUT**

a) **Chancellor**

An academic gown of black cashmere, with trimming along the edge of each lapel and a square collar of black velvet, edged with a 50mm-wide gold braid. The sleeves are in SC style, while each sleeve has three cross-bands of gold braid, each 50mm wide and positioned against a slightly wider background of black velvet. This gown is worn with a cap in the Utrecht pattern, made of black velvet and decorated with a gold button and gold cords.

b) **Vice-Chancellor and Principal**

An academic gown of black cashmere, with trimming along the edge of each lapel and a square collar of black velvet, edged with 50mm-wide gold braid. The sleeves are in SC style, while each sleeve has two cross-bands of gold braid, each 50mm wide and positioned against a slightly wider background of black velvet. This gown is worn with a cap in the Utrecht pattern, made of black velvet and decorated with a gold button and gold cords.

c) **Deputy Vice-Chancellors**

An academic gown of black cashmere, with trimming along the edge of each lapel and a square collar of black velvet, edged with 50mm-wide silver braid. The sleeves are lined with black satin and are gathered in front in a silver cord and button, while each sleeve has one cross-band of silver braid, 50mm wide and positioned against a slightly larger background of black velvet. This gown is worn with a cap in the Utrecht pattern, made of black velvet and decorated with a silver button and silver cords.

d) **Executive Directors**

A similar academic gown than that worn by the Deputy Vice-Chancellors, but with the trimming along the edge of each lapel in silver and the collar edged with silver braid 10mm wide, while each sleeve is decorated with a silver cord and button. A black velvet cap, undecorated and made according to the Utrecht pattern, accompanies the gown. To be worn at the official opening of CUT and special functions, as deemed necessary.

e)   **Chairperson of Council**

An academic gown of black cashmere, with trimming along the edge of each lapel and a square collar of royal blue, edged with gold braid. The sleeves are lined with blue satin and are gathered in front in a gold cord and button. To be worn at the official opening of CUT and special functions, as deemed necessary.

f)   **Vice-Chairperson of Council**

An academic gown of black cashmere, with trimming along the edge of each lapel and a square collar of royal blue, edged with silver braid. The sleeves are unlined and are gathered in front in a silver cord and button. To be worn at the official opening of CUT and special functions, as deemed necessary.

g)   **Chairperson of the Convocation**

An academic gown of black cashmere, with trimming of royal blue along each side, and edged with 12mm-wide silver braid. The sleeves, which are unlined, are gathered in front in a silver cord and button. To be worn at the official opening of CUT and special functions, as deemed necessary.

h)   **Councillors**

An academic gown of black filling, with 50mm-wide trimming of royal blue along each lapel. The edge of the yoke is trimmed with silver cord, and the sleeves reach the wrists. To be worn at the official opening of CUT and special functions, as deemed necessary.

i)   **Faculty Deans**

An academic gown of black cashmere, with trimming along the edge of each lapel, and a square collar in the distinctive colour of the specific faculty. The sleeves, which are lined in the colour of the faculty, are gathered in front in a silver cord and button.

In the centre of the crown of the cap (Utrecht style) is a flat button in the distinctive colour of the wearer's faculty.

j)   **Deans**

An academic gown of black cashmere, similar to those worn by Faculty Deans; however, the trimming along the edge of each lapel is royal blue, as is the button of the cap (Utrecht style). The sleeves, which are unlined, are gathered in front in a silver cord and button.

k)   **Registrar**

An academic gown of black cashmere, with trimming along the edge of each lapel, and a square collar of blue velvet. The sleeves, which are lined, are gathered in front in a silver cord and button. A black velvet cap, in the style as worn by the Deans and with a blue tassel matching the colour of the gown, is worn.

17.5.3.2 Academic dress of academic staff of CUT

Staff members are responsible for their own academic dress, as prescribed by the institution from which they graduated.

17.5.3.3 Academic dress of those receiving degrees and diplomas

a) Academic gowns

(i) For those receiving doctorates, an academic gown of polyester cashmere in Union Jack red, with 4-inch facings. This traditional red doctoral gown has long, pointed sleeves, gathered with cords and a button in the faculty colour

(ii) For those receiving master's degrees, honours baccalaureate and baccalaureate degrees, an academic gown of black filling, with the sleeves gathered in front in a loop with a silver cord and a blue button.

(iii) For those receiving diplomas, the academic gown is manufactured from black filling material, according to the diplomate style, with flared sleeves.

a) Academic hoods

(i) For those receiving doctorates, the hood, which is made according to the Oxford doctoral (full-shape) pattern, is of blue cashmere, lined in the distinctive colour of the faculty bestowing the degree. The lining is folded over at all open edges, so that a 12mm-wide facing can be seen on the outside of the hood.

Those receiving doctorates also wear a black mortarboard with a black velvet top, filled crown, and a tassel of mixed silver and blue threads.

(ii) For those receiving master's degrees, honours baccalaureate degrees, baccalaureate degrees and diplomas, the hood is made according to the Oxford plain pattern.

(iii) The hoods of those receiving diplomas, baccalaureus and Magister Technologiae degrees have the following appearance:

Diploma: Black with a front inset of 30mm in the faculty colour around the neckband.

Baccalaureus Technologiae: Black, lined in the faculty colour, with a facing of 15mm

Magister Technologiae: Black, lined in the faculty colour, with a facing of 15mm and a second trimming of 15mm-wide ribbon.

c) *Mortar boards*

All graduates should wear mortar boards during graduation ceremonies. The tassel of the black mortar boards should be in the colour of the applicable faculty.

d) *Faculty colours*

Health and Environmental Sciences   Malachite green

Management Sciences   Peony red

Engineering and Information Technology   Smalt blue

Humanities   Yellow

e) *CUT colour*

Royal blue

CHAPTER 20

FACULTY OF MANAGEMENT SCIENCES

DEAN   Prof. AJ Strydom, PhD (UFS)

SECRETARY   Ms JM Husselmann, NHDip (CUT)

FACULTY ADMINISTRATOR   Mr BCL Mokoma, BA Ed (NWU), Cert HRM (Unisa), MDP (UFS), BTech (CUT)

FACULTY OFFICER   Mr W Smith, BTech (CUT)

ADMINISTRATIVE OFFICER   Mr LE Matsepe, NDip, Adv Dip (CUT)

MARKETING / ADMINISTRATIVE ASSISTANT   Mr MS Kodisang, NDip, BTech (CUT)

ASSISTANT DEAN: RESEARCH, INNOVATION AND ENGAGEMENT   Prof. CC Chipunza, DTech (NMU)

ASSISTANT DEAN: TEACHING AND LEARNING   Prof. F van der Walt, PhD (UP)

RESEARCH PROFESSOR   Prof. P Rambe, PhD (UCT)

SENIOR RESEARCHER   Dr J van Zyl, PhD (UFS)

DEPARTMENT OF ACCOUNTING AND AUDITING

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT   Ms A Coetzee, MPhil (CUT), BA (UFS), BTech (Unisa), Ndip
                                          (CUT), PA (SA)

DEPARTMENTAL ADMINISTRATOR   Ms L Maans, BML (UFS) Cert (UNISA), Adv Cert (UFS)

SENIOR LECTURERS   Dr JC Steyn, BCompt Hons (Unisa), MBA (University of
                                          Wales), CIA, CA (SA), PhD (UFS)

                                          Dr L Steenkamp, PhD (UFS), M Acc (UFS), CIA, CA (SA),
                                          CISA, PA (SA)

                                          Mr A Taylor, BCompt Hons (Unisa), CA (SA), MBA (UFS)

                                          Ms C Gerlach, MCom, BCompt Hons (Unisa), CA (SA)

LECTURERS   Mr C Hurter, BCompt, BCom Hons (Unisa)

                                          Ms A Coetzee, MPhil (CUT), BA (UFS), BTech (Unisa), NDip
                                          (CUT), PA (SA)

                                          Ms V Koma, BTech (CUT), MA (UFS)

                                          Ms C Grobbelaar, BTech (CUT), MCom (UFS)

                                          Ms N Lubbe, MCom, B.Com Acc Hons (UFS), BAcc (UFS),
                                          CIA PA(SA), PCIA (SA)

                                          Mr K Kaelo, BAcc (UF), BAcc Hons (UFS), CA (SA)

WELKOM CAMPUS

DEPARTMENTAL MANAGER   Ms M Thithi, MTech (VUT), BTech (VUT)

DEPARTMENTAL ADMINISTRATOR   Ms M Moses, Master in Management Sciences in Marketing
                                          Management (CUT)

SENIOR LECTURER   Mr EMB de Freitas, BCom (Wits), BCompt Hons (Unisa),
                                          MCom (UP), CA (SA)

LECTURER   Mr. T Motimele, BAcc (Wits), CA (SA)

                                          Ms M Thithi, MTech (VUT), BTech (VUT)

                                          Mr T Toolo, BCom (Hons) (NWU), CA (SA)

                                          Mr N Jali, MAcc (DUT), Btech (DUT)

| JUNIOR LECTURERS | Ms T Magubane, BTech (CUT) |

DEPARTMENT OF BUSINESS MANAGEMENT

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT Dr LW Dzansi, BEd Hons (UFS), MPA (UFS), DTech (CUT)

DEPARTMENTAL ADMINISTRATOR Ms P Monyahane, NDip, PGCE, BEd (Hons), PGDip (CUT)

PROFESSORS
Prof. C Chipunza, DTech (NMU)
Prof. D Kokt, DTech (CUT)
Prof MN Naong, MEd (Vista), BCom Hons (UFS), DBA (UKZN)

SENIOR LECTURERS Dr LW Dzansi, MPA (UFS), DTech (CUT)

LECTURERS
Dr EP Palmer, BA Hons (US), MA (UFS), D_HRM (CUT)
Dr RH Mofokeng, NDip, BTech, MTech (DUT), PHD (BOLOGNA, Italy)
Mr AG Fichardt, BCom Hons (Miami)
Ms CC Erwee, MTech (CUT), MHED (UFS)
Ms C Smit, BTech (CUT), MHED (UFS)
Mr R Boikhutso, BAdmin Hons (Unisa), MAdmin (UP)
Dr M Jones, MTech, PHD (NWU)
Mr JJ Nel, MBA (Texas)

WELKOM CAMPUS

DEPARTMENT MANAGER (HUMAN RESOURCES MANAGEMENT) Ms MP Nyetanyane, M_HRM (CUT)

DEPARTMENTAL ADMINISTRATOR   Ms M Chabana, BTech (CUT)

PROFESSOR   Prof. F van der Walt, PhD (UP)

LECTURERS   Mr X Rathaba, MAdmin (UFS)

Mr M Thasi, MTech (CUT)

Ms M Lefera, MTech (CUT)

Dr P Radebe, BA Hons (VISTA), PGDIP (UNISA), BBA, MBA (VUT), MBA (WITS), MASTERS HR (UJ), PHD (NWU)

DEPARTMENTAL MANAGER (MARKETING)   Dr H Jordaan, PhD (UFS)

DEPARTMENTAL ADMINISTRATOR   Ms M Moses, Master of Management Sciences in Marketing Management (CUT)

LECTURERS   Ms ME Molapo, PGCE, MCom (UFS), BCom Hons (UL)

Mr A Nkoyi, BTech (WSU), MTech (NMU)

Mr T Machela, MCom (UKZN)

Dr N Morrison, PhD (UWC)

Mr K Makhoali, MTech (CUT)

DEPARTMENT OF BUSINESS SUPPORT STUDIES

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT   Dr PK Hoeyi, MA (UG), DBA (CUT)

DEPARTMENTAL ADMINISTRATOR   Ms M Leoma, NDip, BTech, PGDip (CUT)

SENIOR LECTURERS   Ms ED Pottas, NSC (Bfn Tech College), MPA (UFS)

Dr PK Hoeyi, MA (UG), DBA (CUT)

LECTURERS	Ms C Maasdorp, MTech (CUT), MA (UFS)
	Ms I Kgololo-Ngowi, MSc (Leeds)
	Ms B Yekela, MBA (UP)
	Dr L Mosweunyane, MTech, DBA (CUT)
	Ms B Mokgosi, MTech (CUT)
	Ms N Mpiti, MTech (CUT)
	Ms N Khoza, MTech (CUT)
	Ms G Molefe, MDS (UFS)

LECTURER'S ASSISTANT Ms SZ Mbangiswano, MSA(UFS)

WELKOM CAMPUS

DEPARTMENTAL MANAGER Dr L Lezar, Ndip (TUT), BTech (TUT), PGCBM (MANCOSA) MBA (MANCOSA), PhD (CUT)

DEPARTMENTAL ADMINISTRATOR Ms M Chabana, BTech (CUT)

LECTURERS	Ms A Slabbert, BCom (UNISA), MBA (UFS)
	Dr L Lezar, Ndip (TUT), BTech (TUT), PGCBM (MANCOSA) MBA (MANCOSA), PhD (CUT)
	Ms L Mavundla, MSc (UCT)
	Ms L Moloi, NDip (CUT), BTech (CUT), MTech (CUT)
	Mr T Nyaile, BCom (CUT), PGCE (CUT), PGDM (MANCOSA), MBA(MANCOSA)

DEPARTMENT OF GOVERNMENT MANAGEMENT

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT Adv. MG Phetheni, LLM (UFS)

DEPARTMENTAL ADMINISTRATOR Ms MF Rooi, NDip, Adv Dip, PGDip (CUT)

PROFESSOR Prof. T van Niekerk, MPA (US), ADHE (UFS), DTech (CUT)

SENIOR LECTURERS	Dr LH Laubscher, PhD (UFS)
	Dr H Lambrechts, LLD (UFS)
LECTURERS	Dr MC Pretorius, MPub (UFS), DPM (CUT)
	Dr P Molomo, MDS (UFS), Phd (CUT)
	Ms G Marais, LLM (UFS)
	Mr TA Taaibosch, MTech (CUT)
	Ms C Mabope, MTech (CUT)
	Ms BS Magagula, MTech (CUT)
	Ms N Dladla, MPA (UNIZULU)

WELKOM CAMPUS

DEPARTMENTAL MANAGER	Dr H Jordaan, PhD Economics (UFS)
ACTING DEPARTMENTAL ADMINISTRATOR	Ms M Moses, Master in Management Sciences in Marketing Management (CUT)
LECTURERS	Dr A Naidoo, LLD (UFS)

DEPARTMENT OF TOURISM AND EVENT- MANAGEMENT

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT	Ms Bianca de Klerk, MTech (CUT)
DEPARTMENTAL ADMINISTRATOR	Ms K Olifant, BTech, B Ed Hons (CUT)
SENIOR LECTURERS	Dr E Proos, MTech (CUT), DBA (CUT)
LECTURERS	Ms B de Klerk, MTech (CUT)
	Mr LG Mokoena, MTech (CUT)
	Ms B Mkhize, MTech (TUT)
	Dr E Jonker, PhD (NWU)

DEPARTMENT OF HOSPITALITY MANAGEMENT

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT	Dr D Crowther, MA (UFS), DBA (CUT)
DEPARTMENTAL ADMINISTRATOR	Mr E Matsepe, Dip (CUT), Adv Dip (CUT)
SENIOR LECTURER	Dr T Setokoe, DPhil (NMU)
LECTURERS	Ms G Muller, BTech (CUT), MPBL (Aalborg)
	Ms T van Aswegen, MTH (CUT)
	Ms J Solomons, MTH (CUT)
	Mr TC Nkitseng, MA (UJ)
	Mr X Dube, MPhil (University of Stellenbosch)
JUNIOR LECTURERS	Ms P Mosikatsana, BTech (CUT)
TECHNICAL ASSISTANT	Vacant
OPERATIONAL MANAGER	Ms J Snyman, BTech (CUT)
OPERATIONAL FOOD AND BEVERAGE MANAGER	Mr N Brits, BTech (CUT)
OPERATIONAL CHEF	Mr OB Mholo, NDip (CUT)

BLOEMFONTEIN CAMPUS

CUT ENTREPRENEURSHIP DEVELOPMENT UNIT (CUT-EDU)

DIRECTOR	Prof. DY Dzansi, MA (UFS), MBA (PU for CHE), PhD (UP)
ADMINISTRATIVE ASSISTANT	Ms F Raliphaswa, N. Dip, BTech (CUT)
LECTURERS	The unit uses adjunct lecturers
LECTURER'S ASSISTANT	Ms SZ Mbangiswano, MSc(UFS)

CONTACT NUMBERS

BLOEMFONTEIN CAMPUS

TELEPHONE NUMBER

DEPARTMENT OF:	ACCOUNTING AND AUDITING	051 – 507-3596
DEPARTMENT OF:	BUSINESS MANAGEMENT	051 – 507-3964
DEPARTMENT OF:	BUSINESS SUPPORT STUDIES	051 – 507-3219
DEPARTMENT OF:	GOVERNMENT MANAGEMENT	051 – 507-3378
DEPARTMENT OF:	HOSPITALITY MANAGEMENT (HOTEL SCHOOL)	051 – 507-3235
DEPARTMENT OF:	TOURISM AND EVENTS MANAGEMENT	051 – 507-3849
CUT ENTREPRENEURSHIP DEVELOPMENT UNIT (CUT-EDU)		051 – 507-3132
FACULTY ADMINISTRATOR:	MANAGEMENT SCIENCES	051 – 507-3261
FACULTY OFFICER:	MANAGEMENT SCIENCES	051 – 507-3220

WELKOM CAMPUS

CAMPUS DIRECTOR:	DR S MAKOLA	057 – 910-3503
DEPARTMENT OF:	ACCOUNTING AND AUDITING	057 – 910-3686
DEPARTMENT OF:	BUSINESS MANAGEMENT (MARKETING)	057 – 910-3560
DEPARTMENT OF	BUSINESS MANAGEMENT (HR)	057 – 910 3526
DEPARTMENT OF:	BUSINESS SUPPORT STUDIES	057 – 910-3526
DEPARTMENT OF:	GOVERNMENT MANAGEMENT	057 – 910-3560

1.   **RULES OF THE FACULTY OF MANAGEMENT SCIENCES**

The following rules are supplementary to the rules contained in the Calendar of the Central University of Technology, Free State (CUT).

GENERAL

A student may only follow the second-, third- or fourth-year level of study on condition that the first-, second- or third-year level, respectively, has been successfully completed.

A diploma programme may not be completed in less than three years, unless the student has been awarded exemption or recognition for at least four instructional offerings. Under such circumstances, the diploma programme may not be completed in less than two years.

In the case of Public Management, however, students register as follows:
*   first year: six instructional offerings;
*   second year: six instructional offerings;
*   third year: seven instructional offerings; and
*   fourth year: six instructional offerings.

Students must participate in all scheduled assessments. In the event of absence for a valid reason, it is the student's responsibility to arrange with the relevant lecturer and/or the Assessment and Graduations Unit for a special assessment session, or risk being penalised. The assessment policy and Assessment Manual 2024 contains comprehensive information regarding the assessment process.

Students may be expected to attend certain lectures in the evening or on a block basis over weekends.

In the case of Public Management, all first- to third-year lectures are presented during the day and repeated in the evening. Fourth-year lectures are presented in the evening only.

A student must compile the curriculum according to the class and venue time-table, and is personally responsible for ensuring that there are no timetable scheduling conflicts.

No student will be allowed to graduate without successful completion of the Academic Literacy and Communication Studies programme

No student will be allowed to graduate without successful completion of the Personal Information Management programme.

Official and complete admission requirements are contained in Chapter 5. Admission requirements reflected in the learning programme section of the Calendar are sometimes only a summarised version thereof.

2.   **THE FOLLOWING HIGHER CERTIFICATE PROGRAMME IS OFFERED IN THE FACULTY:**

Higher Certificate: Community Development Work

3.   **THE FOLLOWING DIPLOMA EXTENDED CURRICULUM PROGRAMME'S (ECPs) ARE OFFERED IN THE FACULTY:**

Diploma in Hospitality Management (ECP)

4.   **THE FOLLOWING DIPLOMA PROGRAMMES ARE OFFERED IN THE FACULTY:**

Diploma in Hospitality Management
Diploma in Human Resources Management
Diploma in Management
Diploma in Marketing Management
Diploma in Office Management and Technology
Diploma in Public Management
Diploma in Tourism Management

5.   **THE FOLLOWING BACHELOR OF ACCOUNTING AND INTERNAL AUDITING EXTENDED CURRICULIM PROGRAMMES (ECPs) ARE OFFERED IN THE FACULTY**

Bachelor of Management Sciences in Accountancy (ECP)
Bachelor of Management Sciences in Internal Auditing (ECP)

6.   **THE FOLLOWING BACHELOR PROGRAMMES ARE OFFERED IN THE FACULTY**

Bachelor of Management Sciences in Accountancy
Bachelor of Management Sciences in Internal Auditing

7.   **THE FOLLOWING ADVANCED DIPLOMA PROGRAMMES ARE OFFERED IN THE FACULTY**

Advanced Diploma in Applied Management
Advanced Diploma in Hospitality Management
Advanced Diploma in Human Resources Management
Advanced Diploma in Marketing Management
Advanced Diploma in Monitoring and Evaluation
Advanced Diploma in Public Management
Advanced Diploma in Tourism Management

8.   **THE FOLLOWING POSTGRADUATE DIPLOMA PROGRAMMES ARE OFFERED IN THE FACULTY**

Postgraduate Diploma in Entrepreneurial Management
Postgraduate Diploma in Hospitality Management
Postgraduate Diploma in Human Resource Management
Postgraduate Diploma in Marketing Management
Postgraduate Diploma in Project Management
Postgraduate Diploma in Public Management
Postgraduate Diploma in Tourism Management

9. **THE FOLLOWING MASTER'S DEGREE PROGRAMMES ARE OFFERED IN THE FACULTY:**

Master of Management Sciences in Human Resources Management
Master of Management Sciences in Marketing Management
Master of Management Sciences in Public Management
Master of Management Sciences in Tourism and Hospitality Management
MPhil (Master of Philosophy) in Management Sciences with Specialisations in:
1. Accounting
2. Agricultural Business Management.
3. Business Administration.
4. Business Management.
5. Entrepreneurship.
6. Fashion Business Management
7. Finance.
8. Hospitality Business Management
9. Human Capital Management
10. Internal Auditing.
11. Marketing Management.
12. Public Management.
13. Project Management.
14. Small Enterprise Management
15. Tourism and Event Business Management

10. **THE FOLLOWING DOCTORAL DEGREE PROGRAMMES ARE OFFERED IN THE FACULTY:**

Doctor of Business Administration
Doctor of Human Resources Management
Doctor of Management Sciences in Marketing Management
Doctor of Public Management
PhD (Doctor of philosophy) in Management Sciences with Specialisations in:
1. Accounting
2. Agricultural Business Management.
3. Business Administration.
4. Business Management.
5. Engineering Business Management
6. Entrepreneurship.
7. Fashion Business Management.
8. Finance.
9. Hospitality Business Management
10. Human Capital Management
11. Internal Auditing.
12. Marketing Management.
13. Project Management.
14. Public Management.
15. Tourism and Event Business Management

11. THE FOLLOWING SHORT LEARNING PROGRAM IS OFFERED IN THE FACULTY:

*Entrepreneurship 101 **ENTREPRENEURSHIP 101: FROM IDEAS TO REALITY**

12.	HIGHER CERTIFICATE

12.1   HIGHER CERTIFICATE: COMMUNITY DEVELOPMENT WORK   HCCDWG
This learning programme will be offered in Bloemfontein.

A candidate for the Higher Certificate: Community Development Work must compile the prescribed curriculum with due observance of the general regulations of CUT and the faculty, in accordance with the following expositions:

SAQA CREDITS:	120
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1.000
NQF LEVEL:	5
DURATION OF LEARNING PROGRAMME:	1 year full time or 2 years part time if a student wants to do the course over a period two (2) years.

Instructional offerings

1ST YEAR (full time)		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5011	LCS5012	Academic Literacy and Communication Studies	12	0.1000
NMR11AB		Numeracy	6	0.0500
DGL11AB		Digital Literacy	6	0.0500
PDP11AB	PDP12AB	Participative Development Practices	16	0.1333
SDT11AB	SDT12AB	Sustainable Development Theory	16	0.1333
LMP11AB		Legislation and Municipal Processes	16	0.1333
	POP12AB	Project Management	16	0.1333
	ERD12AB	Ethics, Rights and Democracy	16	0.1333
	WIL12AB	Work-integrated Learning	16	0.1333
PIM5011	PIM5012	Personal Information Management	0	0
		Total:	**120**	**1**

*If a part-time student wants to do the course over two (2) years:

1ST YEAR (part time)		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5011	LCS5012	Academic Literacy and Communication Studies	12	0.1000
NMR11AB		Numeracy	6	0.0500
DGL11AB		Digital Literacy	6	0.0500
PDP11AB	PDP12AB	Participative Development Practices	16	0.1333
	POP12AB	Project Management	16	0.1333
PIM5011	PIM5012	Personal Information Management	0	0
		Total:	**56**	**0.4666**

2ND YEAR (part time)		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
SDT11AB	SDT12AB	Sustainable Development Theory	16	0.1333
LMP11AB		Legislation and Municipal Processes	16	0.1333
	ERD12AB	Ethics, Rights and Democracy	16	0.1333
	WIL12AB	Work-integrated Learning	16	0.1333
		Total:	**64**	**0.5332**

REMARKS

All instructional offerings are compulsory.

After successful completion of this qualification, the Higher Certificate will be awarded during an official graduation ceremony of CUT.

The programme will be offered on a full-time basis over a period of one year, or on a part-time basis over a period of two years. The programme will only be offered on a part-time basis if enough students enrol for the course on a part-time basis.

Admission requirements

A National Senior Certificate (NSC) or equivalent qualification is required for admission.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

Candidates with a CUT score lower than 26 points may be subject to a selection process based on a minimum number of points to be scored on the CUT scoring scale.

Additional admission requirements

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a mark of 50% for English is required.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, a minimum mark of 50% in English is required.

PREREQUISITES

The Academic Literacy and Communication Studies programme requires the successful completion of two instructional offerings, A and B, in this specific order. A distinction (75% or more) in instructional offering A ensures exemption from instructional offering B. A pass (without distinction) means that the student must pass instructional offering B in order to meet the prerequisite for the learning programme. Failing instructional offering A means that the student must re-register for instructional offering A in a subsequent semester. No student will be allowed to graduate without completing the Academic Literacy and Communication Studies programme.

No student will be allowed to graduate without completing Personal Information Management (PIM5011 OR PIM5012).

CAREER OPPORTUNITIES

The aim of the programme is to provide qualified students with the necessary skills to integrate generic community development knowledge and skills in an effective manner, in order to promote ethical and

professional community development work in practice. The range of subjects in the qualification will allow the student to gain knowledge relating to community development worker careers in a wide range of sectors, such as sustainable community development (administration); rural and urban development; local government; Integrated Development Planning (IDP) and Local Economic Development (LED) initiatives; administration and governance of sustainable development projects; human settlements; and community health matters, such as HIV/AIDS.

13. DIPLOMAS: EXTENDED CURRICULUM PROGRAMMES (ECPs)

13.1 EXTENDED CURRICULUM PROGRAMME: DIPLOMA IN HOSPITALITY MANAGEMENT
EX_HSM

This learning programme will be offered in Bloemfontein.

SAQA CREDITS: 360
MINIMUM CREDITS REQUIRED: 360
HEMIS CREDITS: 3.000
NQF LEVEL: 6
DURATION OF LEARNING PROGRAMME: 4 years

Instructional offerings

1st YEAR		MODULES	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
AMT01AT	AMT02AT	Accommodation Management I: Theory	10	0.125
AMP01AT	AMP02AT	Accommodation Management I: Practical	10	0.125
HFM01AT	HFM02AT	Hospitality Financial Management I	16	0.200
HMM01AT	HMM02AT	Hospitality Management I	18	0.225
HHS01AT	HHS02AT	Hospitality Health and Safety I	6	0.075
UFM11BV		Uniform	0	0
		Total:	**60**	**0.750**

2nd YEAR		MODULES	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5011 & LCS5012		Academic Literacy & Communication Studies	12	0.125
CSP01AB	CSP02AB	Culinary Studies: Practical I	10	0.104
CST01AB	CST02AB	Culinary Studies: Theory I	10	0.104
	DLC5012	Basic Digital Literacy	6	0.063
FBS01AT	FBS02AT	Food and Beverage Studies I: Theory	10	0.104
FBS01AP	FBS02AP	Food and Beverage Studies I: Practical	10	0.104
	ITW12BV	Introduction to Wine	6	0.063
FSA11BV		First Aid (short course)	2	0.021
NMR5011		Numeracy	6	0.063
PIM5011 OR PIM5012		Personal Information Management	0	
KNF11BV		Knife Set	0	0
		Total:	**72**	**0.750**

3rd YEAR		MODULES	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
ACM21AT		Accommodation Management II	14	0.076
CSN21AT		Culinary Studies and Nutrition II	12	0.065
FBV21TP		Food and Beverage Studies II	12	0.065
HCM11AT		Hospitality Communication I	4	0.022
HFM21AT		Hospitality Financial Management II	6	0.033
HIL11AT		Hospitality Industry Law I	4	0.022
HIS11AT		Hospitality Information Systems I	4	0.022
HMM21AT		Hospitality Management II	6	0.033

HMK11AT		Hospitality Marketing I	4	0.022
HSE11AT		Hospitality Service Excellence I	6	0.033
	ACM32AT	Accommodation Management III	14	0.076
	EMM12TP	Events Management I	24	0.130
	HFM32AT	Hospitality Financial Management III	6	0.033
	HIL22AT	Hospitality Industry Law II	4	0.022
	HIS22AT	Hospitality Information Systems II	4	0.022
	HMD12AT	Hospitality Media I	4	0.022
	HMM32AT	Hospitality Management III	6	0.033
	HMK22AT	Hospitality Marketing II	4	0.022
		Total:	**138**	**0.750**

4th YEAR		MODULES	SAQA CREDITS	HEMIS CREDITS
HSM11W		Work-integrated Learning for Hospitality Management I	60	0.326
	HSM22W	Work-integrated Learning for Hospitality Management II	60	0.326
		Total:	**120**	**0.652**

Admission requirements

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

In consideration of the demanding nature of the hospitality industry, the Hotel School follows a strict selection process. An applicant's suitability for the course is assessed based on previous academic performance. In addition, an applicant wishing to be considered for this learning programme must possess qualities such as versatility, willpower, determination, social skills and the ability to work independently. Previous and current involvement/interest in the industry will be to the candidate's advantage. Proficiency in written and spoken English is essential.

Due to the limited number of students that can be accommodated, interviews and selection testing are conducted at the Hotel School in Bloemfontein with prospective candidates who obtain a CUT score between 23 and 26. Applicants must convince the selection panel of their motivation, attitude, and enthusiasm for a career in Hospitality Management. Proficiency in written and spoken English is essential.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a minimum mark of 50% in one of the following subjects is recommended: Accounting, Mathematics, Business Economics, Economics, Mercantile Law, Hotel-keeping and Catering, or Home Economics. Due to the relatively high demand for places in this programme, no applicants with a score lower than 23 on the CUT scoring scale will be considered for selection.

For candidates who completed the National Senior Certificate (NSC) in 2008 and thereafter:
In addition to the general admission requirements, a candidate will also be subject to a selection test and an interview. Consumer Science, Hospitality Studies, Accounting or Business Studies is recommended. Due to the relatively high demand for places in this programme, no applicants with a score lower than 23 on the CUT scoring scale will be considered for selection.

Optional modules

All modules are compulsory.

PREREQUISITES

- A student must pass all Semester 1 first-year modules to continue with Semester 2 modules of the ECP.
- A student must pass all first-year modules to continue with second-year modules of the ECP.
- A student may not change from the ECP to the regular programme.
- A student will **not be allowed to repeat** the first year or part of the first year of the Extended Curriculum Programme (ECP).
- All modules are compulsory.
- Academic Literacy and Communication Studies are compulsory core modules consisting out of two semester modules: LCS5011 and LCS5012. The Academic Literacy and Communication Studies programme requires the successful completion of both these semester modules. Failing one of the modules, means that the student must re-register for that instructional offering in a subsequent year.
- A student may only follow the second- or third-year level of study on condition that the first- or second-year level, respectively, has been successfully completed.

This learning programme is offered on a full-time basis.

MODULES		PREREQUISITE MODULES	
ACM21AT	Accommodation Management II	AMT01AT and AMT02AT	Accommodation Management I: Theory
		AMP01AT and AMP02AT	Accommodation Management I: Practical (semester 1 and 2)
CSN21AT	Culinary Studies and Nutrition II	CST01AB and CST02AB	Culinary Studies Theory I (semester 1 and 2)
		CSP01AB and CSP02AB	Culinary Studies Practical I (semester 1 and 2)
FBV21TP	Food and Beverage Studies II	FBS01AT and FBS02AT	Food and Beverage Studies I: Theory (semester 1 and 2)
		FBS01AP and FBS01AP	Food and Beverage Studies I: Practical Theory (semester 1 and 2)
HFM21AT	Hospitality Financial Management II	HFM01AT and HFM02AT	Hospitality Financial Management I (semester 1 and 2)
HMM21AT	Hospitality Management II	HMM01AT and HMM02AT	Hospitality Management I (semester 1 and 2)
ACM32AT	Accommodation Management III	All first-, second-, and third-year (semester 1) modules, depending on the timetable allocation.	
EMM12TP	Events Management I	All first-, second-, and third-year (semester 1) modules, depending on the timetable allocation.	
HFM32AT	Hospitality Financial Management III	HFM21AT	Hospitality Financial Management II
HIL22AT	Hospitality Industry Law II	HIL11AT	Hospitality Industry Law I
HIS22AT	Hospitality Information Systems II	All first-, second-, and third-year (semester 1) modules, depending on the timetable allocation.	
HMM32AT	Hospitality Management III	HMM21AT	Hospitality Management II
HMK22AT	Hospitality Marketing II	HMK11AT	Hospitality Marketing I
HSM11W	Work-integrated Learning for Hospitality Management I	All first, second, and third-year level modules	
HSM22W	Work-integrated Learning for Hospitality Management II	All first-, second-, and third-year level modules, and HSM11W	

General:

- Students must adhere to the stipulated dress code and all other rules as stipulated in the Hotel School Rule Book. Should students not adhere to these rules, access to class can be denied. The Rule Book is distributed to all students during the orientation week and is available from the Departmental Administrator.
- The Hotel School insists that its students conform to the international standards of a positive and professional attitude. Lecturers continuously assess students as far as knowledge of instructional offerings and professional attitude are concerned.
- It is expected of students to participate in community engagement projects initiated by the Hotel School to advance their field of expertise and their ability to work under pressure in industry situations.
- Involvement in functions organised by the Hotel School forms a compulsory part of the modules.

Note:
- For this learning programme, the term _scheduled classes_ include practical classes and theory classes.
- For this learning programme, the term _practical classes_ include all scheduled functions, events, practical classes, scheduled shifts in restaurant or kitchen.

Absence from scheduled classes or assessments:

All scheduled classes and assessments are compulsory.

Should a student be absent from a scheduled class or assessment, due to illness or special individual circumstances, the student must notify the Hotel School Departmental Administrator and the respective lecturer, within three working days after the missed scheduled class or assessment. This is required so that the necessary arrangements can be made for catching up of the scheduled class or assessment. The catch-up of a scheduled class is dependent on the academic calendar.

For practically assessed modules, a student who is absent from more than one scheduled class in a module, without a valid excuse, will be denied admission to the final assessment in that module. Course marks may not be calculated from fewer than the prescribed number of assessments.

Deferred assessment:

Should a student be unable to participate in an assessment due to illness or special individual circumstances, a deferred assessment will be scheduled. A deferred assessment is governed by the following rules:
- A deferred assessment may only be considered if the student makes a formal application, to the lecturer within three (3) working days after the missed assessment.
- The application for a deferred assessment is the student's responsibility and should be done on the prescribed form provided by the lecturer.
- The application must be supported by a medical or other registered professional report, or other appropriate credible evidence, which must specifically include the following information:

  (i)   The date of professional consultation (no applications will be considered in cases where the practitioner was visited **after** the date of the assessment opportunity);
  (ii) The severity and duration of the complaint; and
  (iii) The practitioner's opinion on how the reported condition could adversely affect the student's assessment preparation and/or performance.

- If a student fails to make arrangements for a deferred assessment, a mark of zero (0) is entered into the Integrated Tertiary Software (ITS) System.
- No further assessment opportunity will be offered beyond a deferred assessment.
- Deferred assessments will NOT be considered and granted on the grounds that a student has mistaken the date, time, or place of an assessment.

- If a student qualifies for a deferred assessment opportunity but nevertheless participates in a course/module assessment, he/she loses all rights or claims to a deferred assessment.

Please refer to the CUT Assessment Policy and Procedure for more information.

<u>Work-integrated learning (WIL):</u>

- A student completes two six-month periods of WIL at an accredited hospitality institution during their fourth year of study.

- A student who is absent from a scheduled class without a medical certificate, or other approved individual circumstance, may be denied admission to Hospitality Work-integrated Learning I & II. It is required of a student to catch up on the missed practical classes or functions, due to whatever reason, prior to being placed on WIL.
- A student will only be placed for WIL I and II if he/she passed all first, second and third-year level modules.
- Students are placed on WIL by the Section for Work Integrated learning & Industry Liaison.
- If a student is placed for WIL, and he/she is dismissed by the employer due to misconduct, attitude problems or unsatisfactory work performance, it is the student's responsibility to find another opportunity where he/she can complete the required WIL.
- Students' WIL with a specific employer will be terminated in the event of attitude and disciplinary problems, unsatisfactory work performance, any conduct on the side of the student that could cause potential harm to the reputation and image of the employer and/or CUT, and failure to comply with any aspect of the code of conduct.
- In such cases where a student is dismissed by the employer or WIL is terminated, the student's continuation of WIL, is based on the HoD's approval. Each case will be dealt with on merit by the HoD, in collaboration with the Unit for WIL and Skills Development, and is dependant on the academic calendar. The student could fail the module, and would have to repeat the WIL module.

Please refer to the CUT WIL Policy and Procedure for more information, as well as the Hotel School WIL Code of Conduct.

After successful completion of this qualification, the Diploma will be awarded during an official graduation ceremony of CUT.

14.	DIPLOMAS

14.1 DIPLOMA IN HOSPITALITY MANAGEMENT   DP_HSM
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	360
MINIMUM CREDITS REQUIRED:	360
HEMIS CREDITS:	3.000
NQF LEVEL:	6
DURATION OF LEARNING PROGRAMME:	3 years

Instructional offerings

1ST YEAR		MODULES	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
AMT11AT		Accommodation Management I: Theory	5	0.038
	AMT12AT	Accommodation Management I: Theory	5	0.038
AMP11AT		Accommodation Management I: Practical	5	0.038
	AMP12AT	Accommodation Management I: Practical	5	0.038
CST11AB		Culinary Studies: Theory I	5	0.038
	CST12AB	Culinary Studies: Theory I	5	0.038
CSP11AB		Culinary Studies: Practical I	5	0.038
	CSP12AB	Culinary Studies: Practical I	5	0.038
FSA11BV		First Aid	2	0.015
FBS11AT		Food and Beverage Studies I: Theory	5	0.038
	FBS12AT	Food and Beverage Studies I: Theory	5	0.038
FBS11AP		Food and Beverage Studies I: Practical	5	0.038
	FBS12AP	Food and Beverage Studies I: Practical	5	0.038
HFM11AT		Hospitality Financial Management I	8	0.061
	HFM12AT	Hospitality Financial Management I	8	0.061
HHS11AT		Hospitality Health and Safety I	3	0.023
	HHS12AT	Hospitality Health and Safety I	3	0.023
HMM11AT		Hospitality Management I	9	0.068
	HMM12AT	Hospitality Management I	9	0.068
KNF11BV		Knife Set	0	0
UFM11BV		Uniform	0	0
NMR5011		Numeracy	6	0.046
PIM5011 OR PIM5012		Personal Information Management	0	
	ITW12BV	Introduction to Wine	6	0.045
LCS5011 AND LCS5012		Academic Literacy and Communication Studies	6	0.045
		Academic Literacy and Communication Studies	6	0.045
	DLC5012	Basic Digital Literacy	6	0.045
		Total:	**132**	**1.000**

2ND YEAR		MODULES	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
ACM21AT		Accommodation Management II	14	0.101
CSN21AT		Culinary Studies and Nutrition II	12	0.087
FBV21TP		Food and Beverage Studies II	12	0.087
HCM11AT		Hospitality Communication I	4	0.029
HFM21AT		Hospitality Financial Management II	6	0.043
HIL11AT		Hospitality Industry Law I	4	0.029
HIS11AT		Hospitality Information Systems I	4	0.029
HMM21AT		Hospitality Management II	6	0.043
HMK11AT		Hospitality Marketing I	4	0.029
HSE11AT		Hospitality Service Excellence I	6	0.043
	ACM32AT	Accommodation Management III	14	0.101
	EMM12TP	Events Management I	24	0.174
	HFM32AT	Hospitality Financial Management III	6	0.043
	HIL22AT	Hospitality Industry Law II	4	0.030
	HIS22AT	Hospitality Information Systems II	4	0.030
	HMD12AT	Hospitality Media I	4	0.030
	HMM32AT	Hospitality Management III	6	0.043
	HMK22AT	Hospitality Marketing II	4	0.029
		Total:	**138**	**1.000**

3rd YEAR		MODULES	SAQA CREDITS	HEMIS CREDITS
HSM11W		Work-integrated Learning for Hospitality Management I	60	0.5
	HSM22W	Work-integrated Learning for Hospitality Management II	60	0.5
		Total:	**120**	**1**

Admission requirements

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

In consideration of the demanding nature of the hospitality industry, the Hotel School follows a strict selection process. An applicant's suitability for the course is assessed based on previous academic performance. In addition, an applicant wishing to be considered for this learning programme must possess qualities such as versatility, willpower, determination, social skills and the ability to work independently. Previous and current involvement/interest in the industry will be to the candidate's advantage. Proficiency in written and spoken English is essential.

Due to the limited number of students that can be accommodated, interviews and selection testing are conducted at the Hotel School in Bloemfontein with prospective candidates who obtain a CUT score above 27. Applicants must convince the selection panel of their motivation, attitude, and enthusiasm for a career in Hospitality Management. Proficiency in written and spoken English is essential.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a minimum mark of 50% in one of the following subjects is recommended: Accounting, Mathematics, Business Economics, Economics, Mercantile Law, Hotel-keeping and Catering, or Home Economics. Due to the relatively high demand for places in this programme, no applicants with a score lower than 27 on the CUT scoring scale will be considered for selection.

For candidates who completed the National Senior Certificate (NSC) in 2008 and thereafter:
In addition to the general admission requirements, a candidate will also be subject to a selection test and an interview. Consumer Science, Hospitality Studies, Accounting or Business Studies is recommended. Due to the relatively high demand for places in this programme, no applicants with a score lower than 27 on the CUT scoring scale will be considered for selection.

Optional modules
All modules are compulsory.

PREREQUISITES
*   All modules are compulsory.
*   Academic Literacy and Communication Studies are compulsory core modules consisting out of two semester modules: LCS5011 and LCS5012. The Academic Literacy and Communication Studies programme requires the successful completion of both these semester modules. Failing one of the modules, means that the student must re-register for that instructional offering in a subsequent year.
*   A student may only follow the second- or third-year level of study on condition that the first- or second-year level, respectively, has been successfully completed.

This learning programme is offered on a full-time basis.

MODULES		PREREQUISITE MODULES	
ACM21AT	Accommodation Management II	AMT11AT and AMT12AT	Accommodation Management I: Theory
		AMP11AT and AMP12AT	Accommodation Management I: Practical (semester 1 and 2)
CSN21AT	Culinary Studies and Nutrition II	CST11AB and CST12AB	Culinary Studies Theory I (semester 1 and 2)
		CSP11AB and CSP12AB	Culinary Studies Practical I (semester 1 and 2)
FBV21TP	Food and Beverage Studies II	FBS11AT and FBS12AT	Food and Beverage Studies I: Theory (semester 1 and 2)
		FBS11AP and FBS11AP	Food and Beverage Studies I: Practical Theory (semester 1 and 2)
HFM21AT	Hospitality Financial Management II	HFM11AT and HFM12AT	Hospitality Financial Management I (semester 1 and 2)
HMM21AT	Hospitality Management II	HMM11AT and HMM12AT	Hospitality Management I (semester 1 and 2)
ACM32AT	Accommodation Management III	All first-, and second-year (semester 1) modules, depending on the timetable allocation.	
EMM12TP	Events Management I	All first-, and second-year (semester 1) modules, depending on the timetable allocation.	
HFM32AT	Hospitality Financial Management III	HFM21AT	Hospitality Financial Management II
HIL22AT	Hospitality Industry Law II	HIL11AT	Hospitality Industry Law I
HIS22AT	Hospitality Information Systems II	All first-, and second-year (semester 1) modules, depending on the timetable allocation.	
HMM32AT	Hospitality Management III	HMM21AT	Hospitality Management II
HMK22AT	Hospitality Marketing II	HMK11AT	Hospitality Marketing I
HSM11W	Work-integrated Learning for Hospitality Management I	All first, second, and third-year level modules	

HSM22W	Work-integrated Learning for Hospitality Management II	All first, and second-year modules, and HSM11W.

General:

- Students must adhere to the stipulated dress code and all other rules as stipulated in the Hotel School Rule Book. Should students not adhere to these rules, access to class can be denied. The Rule Book is distributed to all students during the orientation week and is available from the Departmental Administrator.
- The Hotel School insists that its students conform to the international standards of a positive and professional attitude. Lecturers continuously assess students as far as knowledge of instructional offerings and professional attitude are concerned.
- It is expected of students to participate in community engagement projects initiated by the Hotel School to advance their field of expertise and their ability to work under pressure in industry situations.
- Involvement in functions organised by the Hotel School forms a compulsory part of the modules.

Note:
- For this learning programme, the term _scheduled classes_ include practical classes and theory classes.
- For this learning programme, the term _practical classes_ include all scheduled functions, events, practical classes, scheduled shifts in restaurant or kitchen.

Absence from scheduled classes or assessments:

All scheduled classes and assessments are compulsory.

Should a student be absent from a scheduled class or assessment, due to illness or special individual circumstances, the student must notify the Hotel School Departmental Administrator and the respective lecturer, within three working days after the missed scheduled class or assessment. This is required so that the necessary arrangements can be made for catching up of the scheduled class or assessment. The catch-up of a scheduled class is dependent on the academic calendar.

For practically assessed modules, a student who is absent from more than one scheduled class in a module, without a valid excuse, will be denied admission to the final assessment in that module. Course marks may not be calculated from fewer than the prescribed number of assessments.

Deferred assessment:

Should a student be unable to participate in an assessment due to illness or special individual circumstances, a deferred assessment will be scheduled. A deferred assessment is governed by the following rules:
- A deferred assessment may only be considered if the student makes a formal application, to the lecturer within three (3) working days after the missed assessment.
- The application for a deferred assessment is the student's responsibility and should be done on the prescribed form provided by the lecturer.
- The application must be supported by a medical or other registered professional report, or other appropriate credible evidence, which must specifically include the following information:

    (iv) The date of professional consultation (no applications will be considered in cases where the practitioner was visited **after** the date of the assessment opportunity);
    (v) The severity and duration of the complaint; and
    (vi) The practitioner's opinion on how the reported condition could adversely affect the student's assessment preparation and/or performance.

- If a student fails to make arrangements for a deferred assessment, a mark of zero (0) is entered into the Integrated Tertiary Software (ITS) System.
- No further assessment opportunity will be offered beyond a deferred assessment.
- Deferred assessments will NOT be considered and granted on the grounds that a student has mistaken the date, time, or place of an assessment.
- If a student qualifies for a deferred assessment opportunity but nevertheless participates in a course/module assessment, he/she loses all rights or claims to a deferred assessment.

Please refer to the CUT Assessment Policy and Procedure for more information.

Work-integrated learning (WIL):

- A student completes two six-month periods of WIL at an accredited hospitality institution during their third year of study.
- A student who is absent from a scheduled class without a medical certificate, or other approved individual circumstance, may be denied admission to Hospitality Work-integrated Learning I & II. It is required of a student to catch up on the missed practical classes or functions, due to whatever reason, prior to being placed on WIL.
- A student will only be placed for WIL I and II if he/she passed all first, second and third-year level modules.
- Students are placed on WIL by the Section for Work Integrated learning & Industry Liaison.
- If a student is placed for WIL, and he/she is dismissed by the employer due to misconduct, attitude problems or unsatisfactory work performance, it is the student's responsibility to find another opportunity where he/she can complete the required WIL.
- Students' WIL with a specific employer will be terminated in the event of attitude and disciplinary problems, unsatisfactory work performance, any conduct on the side of the student that could cause potential harm to the reputation and image of the employer and/or CUT, and failure to comply with any aspect of the code of conduct.
- In such cases where a student is dismissed by the employer or WIL is terminated, the student's continuation of WIL, is based on the HoD's approval. Each case will be dealt with on merit by the HoD, in collaboration with the Unit for WIL and Skills Development, and is dependant on the academic calendar. The student could fail the module, and would have to repeat the WIL module.

Please refer to the CUT WIL Policy and Procedure for more information, as well as the Hotel School WIL Code of Conduct.

After successful completion of this qualification, the Diploma will be awarded during an official graduation ceremony of CUT.

14.2 DIPLOMA IN HUMAN RESOURCES MANAGEMENT   **DP_HRM**
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	**360**	
MINIMUM CREDITS REQUIRED:	**384**	
HEMIS CREDITS:	**3.000**	
NQF LEVEL:	**6**	
DURATION OF LEARNING PROGRAMME:	**3 years**	

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5011	LCS5012	Academic Literacy and Communication Studies	12	0.050
	DLC5012	Basic Digital Literacy	6	0.050
BMI115E	BMI125E	Business Management I	22	0.050
HRM115E	HRM125E	Human Resources Management I	24	0.100
ARG11AB	ARG12AB	Labour Law I	24	0.100
	MFB122	Mathematics for Business	6	0.100
PIM5011	PIM5012	Personal Information Management	0	0
QTH115E	QTH125E	Quantitative Techniques I	24	0.100
AHP115E	AHP125E	Accounting for Human Resources Practitioners I	24	0.100
		Total:	**142**	**1**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
BMI216E	BMI226E	Business Management II	22	0.100
HRI115C	HRI125C	Human Resources Information System	24	0.100
HRM216E	HRM226E	Human Resources Management II	24	0.100
IRS116E	IRS126E	Industrial Relations I	24	0.100
MOT116E	MOT126E	Management of Training I	24	0.100
		Total:	**118**	**1**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
BMI316E	BMI326E	Business Management III	22	0.100
HRM316E	HRM326E	Human Resources Management III	24	0.100
IRS216E	IRS226E	Industrial Relations II	24	0.100
MOT216E	MOT226E	Management of Training II	24	0.100
HRM116W	HRM126W	Work-integrated Learning for Human Resources Management	30	0.100
		Total:	**124**	**1**

REMARKS

This learning programme is presented during the day.

After successful completion of this qualification, the Diploma will be awarded during an official graduation ceremony of CUT.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

Admission requirements

At least 27 or more points on the CUT scoring scale, based on the National Senior Certificate (NSC) results.

Grade 12. A minimum of 50% in English is required. Candidates may be required to write a selection test.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, a selection test will apply to candidates with 22 to 26 points on the CUT scoring scale. A minimum mark of 50% in English at Grade 12 level is required.

PREREQUISITES
The student may only follow the second-, third- or fourth-year level of study on condition that the first-, second- or third-year level, respectively, has been successfully completed.

No student will be allowed to graduate without completing the Personal Information Management (PIM5011 and PIM5012)

The student is required to conduct practical work at a business as part of the final mark in certain instructional offerings (i.e. work-integrated learning). Only students who have passed all their second – year level of instructional offerings will be allowed to go on work integrated learning.

Instructional offering	Prerequisite instructional offering
BUSINESS MANAGEMENT (BMI)	
BMI I (Semester 2)	BMI I (Semester 1)
BMI II (Semester 1)	BMI I (Semester 1 & 2)
BMI II (Semester 2)	BMI II (Semester 1)
BMI III (Semester 1)	BMI II (Semester 1 & 2)
BMI III (Semester 2)	BMI III (Semester 1)
HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)	
HUMAN RESOURCES MANAGEMENT (HRM)	
HRIS (Semester 1)	HRM I
HRIS (Semester 2)	HRIS (Semester 1)
HRM I (Semester 2)	HRM I (Semester 1)
HRM II (Semester 1)	HRM I (Semester 1 & 2)
HRM II (Semester 2)	HRM II (Semester 1)
HRM III (Semester 1)	HRM II (Semester 1 & 2)
HRM III (Semester 2)	HRM III (Semester 1)
INDUSTRIAL RELATIONS (IR)	
Labour Law (Semester 2)	Labour Law (Semester 1)
IR I (Semester 1)	Labour Law (Semester 1 & 2)
IR I (Semester 2)	IR I (Semester 1)
IR II (Semester 1)	IR I (Semester 1 & 2)
IR II (Semester 2)	IR II (Semester 1)
MANAGEMENT OF TRAINING (MOT)	
MOT I (Semester 2)	MOT I (Semester 1)
MOT II (Semester 1)	MOT I (Semester 1 & 2)
MOT II (Semester 2)	MOT II (Semester 1)
Work-integrated Learning for Human Resources (WIL)	All second year level instructional offerings

14.3   DIPLOMA IN MANAGEMENT   DP_MGT
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	360
MINIMUM CREDITS REQUIRED:	360
HEMIS CREDITS:	3.000
NQF LEVEL:	6
DURATION OF LEARNING PROGRAMME:	3 years

Instructional offerings

1ST YEAR SEMESTER 1	SEMESTER 2	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
IBF115C		Introduction to Business Functions	12	0.100
ISW115C		Introduction to Smart Working Technologies	12	0.100
IEC115C		Introduction to Economics	12	0.100
IEN115C		Introduction to Entrepreneurship	12	0.100
IMK115C		Introduction to Marketing	12	0.100
	IHR125C	Introduction to Human Resources Management	12	0.100
	IVW125C	Introduction to Virtual Working	12	0.100
	IBQ125C	Introduction to Business Computations	12	0.100
	IAC125C	Introduction to Accounting Concepts	12	0.100
	ICS125C	Introduction to Customer Service	12	0.100
		Total:	**120**	**1.000**

2ND YEAR SEMESTER 1	SEMESTER 2	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
MTA216C		Management Theories and Applications	12	0.100
DWK216C		Diversity in the Workplace	12	0.100
PMP216C		Project Management Principles	12	0.100
DSM216C		Disaster Management	12	0.100
DTH216C		Design Thinking	12	0.100
	LPP226C	Leadership Principles and Practices	12	0.100
	STM226C	Strategic Management	12	0.100
	ENP226C	Entrepreneurship in Practice	12	0.100
	RBM226C	Responsible Business Management	12	0.100
	BBR226C	Basic Business Research Skills	12	0.100
		Total:	**120**	**1.000**

3RD YEAR SEMESTER 1	SEMESTER 2	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SCM316C		Supply Chain Management	12	0.100
PCM316C		Procurement Management	12	0.100
GBE316C		Global Entrepreneurship	12	0.100
OHS316C		Occupational Health and Safety Management	12	0.100
QAM316C		Quality Assurance and Management	12	0.100
	RSK326C	Risk Management	12	0.100
	BCM326C	Business Continuity Management	12	0.100
	WPP326W	Workplace Practice	36	0.300
		Total:	**120**	**1.000**

REMARKS

All subjects in this programme are compulsory.

The student is expected to gain three months' practical experience at an approved institution during the third year of study.

This learning programme is presented only on a full-time basis.

Admission requirements

To be considered for this programme must possess any of the following:
- National Senior Certificate (NSC)
- Senior Certificate (SC)
- National Certificate (Vocational).

In addition to their secondary/high school certificates, international applicants must produce SAQA evaluation certificate vouching for the equivalence of their certificates to the above-mentioned.

Applicants must achieve a mark of 50% in English Language to be considered for admission. A mark of 50% in Communication is required for those applying with National Certificate (Vocational).

Only candidates with 27 or more points on CUT scoring scale will be eligible for selection.

After successful completion of this qualification, the Diploma will be awarded during an official graduation ceremony of CUT.

PREREQUISITES

The student may only follow the second- and third- year level of study on condition that the first- or second-year level, respectively, has been successfully completed.

Instructional offering	Subject codes	Prerequisite instructional offering	Subject codes
Global Entrepreneurship	GBE316C	Entrepreneurship in Practice	ENP226C
Entrepreneurship in Practice	ENP226C	Introduction to Entrepreneurship	IEN115C
Strategic Management	STM226C	Management Theories and Applications	MTA216C
Diversity in the Workplace	DWK216C	Introduction to Human Resources Management	IHR125C
Introduction to Business Computations	IBQ125C	Introduction to Business Functions	IBF115C
Workplace Practice	WPP326W	Management Theories and Applications	MTA216C
Workplace Practice	WPP326W	Introduction to Smart Working Technologies	ISW115C
Workplace Practice	WPP326W	Diversity in the Workplace	DWK216C
Workplace Practice	WPP326W	Introduction to Virtual Working	IVW125C

14.4   DIPLOMA IN MARKETING MANAGEMENT   DP_MKT

This learning programme will be offered in Bloemfontein and Welkom.
The International Direction will only be offered in Bloemfontein.

SAQA CREDITS: 360
MINIMUM CREDITS REQUIRED: 372
HEMIS CREDITS: 3.000
NQF LEVEL: 6
DURATION OF LEARNING PROGRAMME: 3 years

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5011		Academic Literacy and Communication Studies	6	0.050
	LCS5012	Academic Literacy and Communication Studies	6	0.050
BMI115C	BMI125C	Business Management I	24	0.100
EKN11EB	EKN12EB	Economics I	24	0.100
MRK115C	MRK125C	Marketing I	24	0.100
PIM5011	PIM5012	Personal Information Management	0	0
PSE115C	PSE125C	Personal Selling I	24	0.100
	DLC5012	Basic Digital Literacy	6	0.050
	MFB122	Mathematics for Business	6	0.050
		Total:	**120**	**1**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
ACM115C	ACM125C	Accounting for Marketers I	24	0.100
CBE215E	CBE225E	Consumer Behaviour II **or**	24	0.100
INB215E	INB225E	International Business Management II		0.100
IBM215E	IBM225E	International Marketing II **or**	24	0.100
MRK215E	MRK225E	Marketing II		0.100
HRG11AB	HRG12AB	Mercantile Law I	24	0.100
QTH115C	QTH125C	Quantitative Techniques I	24	0.100
	MKT125W	Work-integrated Learning for Marketing	12	0.100
		Total:	**132**	**1**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
IMC316C	IMC326C	Integrated Marketing Communication	24	0.100
IBM316E	IBM326E	International Marketing III **or**	24	0.100
MRK316E	MRK326E	Marketing III		0.100
MRE316C	MRE326C	Marketing Research	24	0.100
IFN316E	IFN326E	International Finance III **or**	24	0.100
SMN316E	SMN326E	Sales Management III		0.100
	MKT125W	Work-integrated Learning for Marketing	12	0.100
		Total:	**132**	**1**

REMARKS

The student is required to conduct practical work at a business as part of the final mark in certain instructional offerings (i.e. work-integrated learning). Only students who have passed all their first- and second-year subjects may enrol for Work-integrated Learning.

This learning programme is presented during the day only.

After successful completion of this qualification, the Diploma will be awarded during an official graduation ceremony of CUT.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

Admission requirements

A candidate for the Diploma must score at least 27 or more points on the CUT scoring scale based on the June or subsequent National Senior Certificate (NSC) (Grade 12) examination. A student must obtain a score of at least 4 (50%) in English. Candidates may be required to write a selection test.

For candidates who completed the NSC in 2008 and thereafter:

In addition to the general admission requirements, Mathematics, Accounting and commercial subjects are highly recommended. A minimum mark of 50% in English at Grade 12 level is required.

PREREQUISITES

The student may only follow the second-, third- or fourth-year level of study on condition that the   first-, second- or third-year level, respectively, has been successfully completed.

The Academic Literacy and Communication Studies programme requires the successful completion of two instructional offerings, A and B, in this specific order. A distinction (75% or more) in instructional offering A ensures exemption from instructional offering B. A pass (without distinction) means that the student must pass instructional offering B in order to meet the prerequisite for the learning programme. Failing instructional offering A means that the student must re-register for instructional offering A in a subsequent semester.

No student will be allowed to graduate without completing the Academic Literacy and Communication Studies programme.

Please note:
- A student taking Marketing II must also take Consumer Behaviour I (not necessarily in the same year).
- A student taking International Marketing II must also take International Business Management II (not necessarily in the same year).

Instructional offering	Prerequisite instructional offering
Business Management I (Semester 2)	Business Management I (Semester 1)
International Business Management II	Business Management I (Semester 1)
International Business Management II	Business Management I (Semester 2)
International Marketing II	Marketing I (Semester 1)
International Marketing II	Marketing I (Semester 2)
International Finance	Accounting for Marketers (Semester1 & 2)
International Marketing III	International Marketing II (Semester 1)
International Marketing III	International Marketing II (Semester 2)
Marketing II	Marketing I (Semester 1)
Marketing II	Marketing I (Semester 2)
Marketing III	Marketing II (Semester 1)
Marketing III	Marketing II (Semester 2)
Sales Management III	Personal Selling I (Semester 1)

Sales Management III	Personal Selling I (Semester 2)
Work-integrated Learning for Marketing (MKT216W) Semester 1 and (MKT226W) Semester 2	Work-integrated Learning for Marketing (MKT125W) Semester 2
Work-integrated Learning for Marketing (MKT226W) (Semester 2)	Work-integrated Learning for Marketing (MKT216W) Semester 1
Work-integrated Learning for Marketing (MKT216W & MKT226W)	Marketing I & II (Semester 1 & 2)
	International Marketing II (Semester 1 & 2)
	Personal Selling I (Semester 1 & 2)
	Business Management I(Semester 1 & 2)
Marketing III (Semester 2)	Marketing III (Semester 1)
International Marketing III (Semester 2)	International Marketing III (Semester 1)
Marketing Research III (Semester 2)	Marketing Research (Semester 1)
Consumer Behaviour (Semester 2)	Consumer Behaviour (Semester 1)
Integrated Marketing Communication (Semester 2)	Integrated Marketing Communication (Semester 1)
International Finance (Semester 2)	International Finance (Semester 1)

14.5 DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY   DP_OMT
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	360
MINIMUM CREDITS REQUIRED:	360
HEMIS CREDITS:	3.000
NQF LEVEL:	6
DURATION OF LEARNING PROGRAMME:	3 years

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
LCS5011	LCS5012	Academic Literacy and Communication Studies	12	0.0833
BAC115C	BAC125C	Business Accounting	24	0.1667
BSS115E	BSS125E	Business Studies I	24	0.1667
IAD115C	IAD125C	Information Administration I	24	0.1667
PIM5011	PIM5012	Personal Information Management	0	0
OMT115W	OMT125W	Work-integrated Learning for Office Management and Technology I	12	0.0833
Optional instructional offerings:				
Any **two** of the following:				
HRM115E	HRM125E	Human Resources Management I	24	0.1667
LGP116C	LGP126C	Legal Practice I	24	0.1667
HRG11AB	HRG12AB	Mercantile Law I	24	0.1667
		Total:	**144**	**1**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
BSS216E	BSS226E	Business Studies II	24	0.1667
COM216C	COM226C	Communication II	24	0.1667
IAD216C	IAD226C	Information Administration II	24	0.1667
OMT216W	OMT226W	Work-integrated Learning for Office Management and Technology II	24	0.1667

Optional instructional offerings:				
Any **two** of the following not previously taken:				
HRM115E	HRM125E	Human Resources Management I	24	0.1667
HRM216E	HRM226E	Human Resources Management II	24	0.1667
LGP116C	LGP126C	Legal Practice I	24	0.1667
LGP216C	LGP226C	Legal Practice II	24	0.1667
HRG11AB	HRG12AB	Mercantile Law I	24	0.1667
HRG21AB	HRG22AB	Mercantile Law II	24	0.1667
		Total:	**144**	**1**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
BSS316C	BSS326C	Business Studies III	24	0.3333
IAD316C	IAD326C	Information Administration III	24	0.3333
OMT316W	OMT326W	Work-integrated Learning for Office Management and Technology II	24	0.3333
Optional instructional offerings:				
No optional instructional offerings to be taken during this year, as three months' work-integrated learning will take place.				
		Total:	**72**	**1**

REMARKS

In addition to the compulsory instructional offerings, at least one optional instructional offering must be taken up to level II, so that a total of at least 17 instructional offerings constitute the Diploma.

The candidate is expected to gain three months' practical experience at an approved institution during the third year of study.

This learning programme is presented both full-time and part-time. Students should note that part-time classes will be completed within a minimum of 4 (four) years.

After successful completion of this qualification, the Diploma will be awarded during an official graduation ceremony of CUT.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

Admission requirements

Grade 12. Certain selection criteria apply.
In addition to the general admission requirements, a mark of 50% in English is required.
Only candidates with an AP-score of 27 and higher will be eligible for selection.

TVET college students with only Business and Office Management related subjects will be eligible for selection and only candidates with an AP score of 27 and higher will be eligible for selection. In addition, a mark of 50% in Communication is required.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

After successful completion of this qualification, the Diploma will be awarded during an official graduation ceremony of CUT.

No student will be allowed to graduate without completing the Academic Literacy and Communication Studies programme (LCS5011 and LCS5012).
No student will be allowed to graduate without completing Personal Information Management (PIM5011 or PIM 5012). PIM5011 is equivalent to PIM5012.

PREREQUISITES

The student may only follow the second- and third- year level of study on condition that the first- or second-year level, respectively, has been successfully completed.

Instructional offering	Subject codes	Prerequisite instructional offering	Subject codes
Business Studies II	BSS215E & BSS225E	Business Studies I	BSS115E & BSS125E
Business Studies III	BSS316C & BSS326C	Business Studies II	BSS216E & BSS226E
Information Administration II	IAD216C & IAD226C	Information Administration I	IAD115C & IAD125C
Work-integrated Learning for Office Management II	OMT216W & OMT226W	Work-integrated Learning for Office Management I	OMT115W & OMT125W
Information Administration III	IAD316C & IAD326C	Information Administration II	IAD216C & IAD226C
Work-integrated Learning for Office Management III	OMT316W	Work-integrated Learning for Office Management II	OMT216W & OMT226W
Work-integrated Learning for Office Management III	OMT316W OMT326W	Business Studies I	BSS115E & BSS125E
		Business Studies II	BSS216E & BSS226E
		Information Administration I	IAD115C & IAD125C
		Information Administration II	IAD216C & IAD226C
		Work-integrated Learning for Office Management I	OMT115W & OMT125W
		Work-integrated Learning for Office Management II	OMT216W & OMT226W
Legal Practice II	LGP216C & LGP226C	Legal Practice I	LGP116C & LGP126C
Mercantile Law II	HRG21AB & HRG22AB	Mercantile Law I	HRG11AB & HRG12AB
Human Resources I (2nd semester)	HRM125E	Human Resources I (1st semester)	HRM115E (first semester)
Human Resources II	HRM216E	Human Resources I (1st and 2nd semester)	HRM115E & HRM125E
Human Resources II (2nd semester)	HRM226E	Human Resources II (1st semester)	HRM216E

14.6 DIPLOMA IN PUBLIC MANAGEMENT   DP_PBM

This learning programme will be offered in Bloemfontein Campus and Welkom Campus.
A candidate for the Diploma in Public Management must compile the prescribed curriculum with due observance of the general regulations of CUT and the faculty, in accordance with the following expositions:

SAQA CREDITS:	360
MINIMUM CREDITS REQUIRED:	360
HEMIS CREDITS:	3.000
NQF LEVEL:	6
DURATION OF LEARNING PROGRAMME:	3 years

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5011	LCS5012	Academic Literacy and Communication Studies **(Semester 1 & 2)**	12	0.100
NMR11AB		Numeracy	6	0.050
PIM5011	PIM5012	Personal Information Management	0	0
PTS11AB		Public Information Services I	19	0.167
POM11AB		Public Office Management and Customer Service I	19	0.167
PEM11AB		Public Resource Management I	19	0.167
	PSD12AB	Local Government Service Delivery Management I	19	0.167
	PDM12AB	Public Decision-making I	19	0.167
	PTS12AB	Public Information Services I	19	0.167
	SLM12AB	Self-management I	19	0.167
		Total:	**132**	

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
PAM21AB		Public Administration and Management II	19	0.167
PFM21AB		Public Financial Management II	19	0.167
PHR21AB		Public Human Resources Management II	19	0.167
	INC22AB	Intersectoral Collaboration	19	0.167
	PLM22AB	Procurement and Supply Chain Management II	19	0.167
	POB22AB	Public Project Management II	19	0.167
		Total:	**114**	

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
FPM31AB		Financial and Procurement Management III	19	0.143
PAM31AB		Public Administration and Management III	19	0.143
PHR31AB		Public Human Resources Management III	19	0.143
	PCS32AB	Policy Studies III	19	0.143
	PGB32AB	Programme Management III	19	0.143
	PMP32AB	Public Management Practice and Work-integrated Learning III	19	0.143
		Total:	**114**	

REMARKS

All instructional offerings are compulsory.

After successful completion of this qualification, the Diploma will be awarded during an official graduation ceremony of CUT.

The programme will be offered on a full-time or on a part-time basis over a period of three years.

The Academic Literacy and Communication Studies programme requires the successful completion of two instructional offerings, A and B, in this specific order.

A distinction (75% or more) in instructional offering A ensures exemption from instructional offering B. A pass (without distinction) means that the student must pass instructional offering B in order to meet the prerequisite for the learning programme. Failing instructional offering A means that the student must re-register for instructional offering A in a subsequent semester.

No student will be allowed to graduate without completing the Academic Literacy and Communication Studies programme.

No student will be allowed to graduate without completing Personal Information Management (PIM5011/PIM 5012). PIM5011 is equivalent to PIM5012.

Only students who failed PTS11AB should register for PTS12AB.

Admission requirements

A National Senior Certificate (NSC) or equivalent qualification is required for admission.

Applicants in possession of the National Certificate Vocational (NVC) will be selected according to the selection requirements as approved by Senate.

Candidates with a CUT score lower than 27 may be subject to a selection process based on a minimum number of points to be scored on the CUT scoring scale.

A limited number of former Higher Certificate Community Development Work students who passed all modules in the latter programme could be admitted onto the Diploma Public Management programme per annum.

Additional admission requirements:

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a mark of 50% in English is required.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, a minimum mark of 50% in English is required.

PREREQUISITES

If a student fails a specific module, the module must first be repeated in the next year, in the semester in which the module is presented. The student may continue with the following year's modules, provided that the student first repeats the modules he/she has previously failed. No student will be allowed to register for more than five modules per semester, with the exception of students who applied for subject recognition.

Instructional offering	Prerequisite instructional offering

FPM31AB	PFM21AB
INC22AB	PEM11AB
PCS32AB	INC22AB
PLM22AB	SLM12AB
PGB32AB	POB22AB
POB22AB	PSD12AB
PAM21AB	POM11AB
PAM31AB	PAM21AB
PFM21AB	PEM11AB
PHR21AB	No Prerequisite
PHR31AB	PHR21AB
PMP32AB	PLM22AB

14.7   DIPLOMA IN TOURISM MANAGEMENT   DP_TRM
This learning programme will be offered in Bloemfontein.

SAQA CREDITS: **360**
MINIMUM CREDITS REQUIRED: **382**
HEMIS CREDITS: **3.000**
NQF LEVEL: **6**
DURATION OF LEARNING PROGRAMME: **3 years**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5011	LCS5012	Academic Literacy and Communication Studies	6	0.0454
	ADC5022	Advanced Digital Literacy	6	0.0454
DLC5011		Basic Digital Literacy	6	0.0454
	EVM125E	Event Management I	6	0.0454
FRE115E	FRE125E	French I **or**	12	0.0909
GRR115E	GRR125E	German I		
NMR5011		Numeracy	6	0.0454
PIM5011		Personal Information Management	0	0
TOD115E	TOD125E	Tourism Development I	18	0.1364
TFM115E	TFM125E	Tourism Financial Management I	12	0.0909
TIL115E		Tourism Industry Law I	6	0.0454
TOM115E	TOM125E	Tourism Management I	18	0.1364
TMR115E	TMR125E	Tourism Marketing I	18	0.1364
TOP115E	TOP125E	Tourism Practice I	18	0.1364
		Total:	**132**	**1**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
EVM216E	EVM226E	Event Management II	12	0.0952
	HOT126E	Hospitality Operations I	6	0.0476
TOD216E	TOD226E	Tourism Development II	24	0.1905
TFM216E	TFM226E	Tourism Financial Management II	12	0.0952
COM115E	COM125E	Tourism Media and Communication I	12	0.0952
TOM216E	TOM226E	Tourism Management II	12	0.0952

TMR216E	TMR226E	Tourism Marketing II	18	0.1429
TOP216E	TOP226E	Tourism Practice II	24	0.1905
TSE116E		Tourism Service Excellence I	6	0.0476
		Total:	**126**	**1**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
CUL115E		Culture Studies I	4	0.0323
HOT217E		Hospitality Operations II	6	0.0484
PRJ115E		Project Administration I	6	0.0484
TOD317E		Tourism Development III	12	0.0968
TOM317E		Tourism Management III	12	0.0968
TMR317E		Tourism Marketing III	12	0.0968
TOP317E		Tourism Practice III	12	0.0968
GAL115E		Amadeus	16	0.168
	TRM327W	Work-integrated Learning for Tourism Management	60	0.4839
		Total:	**140**	**1**

REMARKS
Admission requirements

A National Senior Certificate (NSC) or equivalent qualification is required for admission to the first year of study.
<u>For candidates who matriculated in 2007 or before:</u>
A candidate must score at least 28 or more points on the CUT scoring scale. Every applicant must write a scholastic aptitude test and can be enquired to undergo an interview. Due to the relatively high demand for places in this programme, a candidate who scores less than 24 points on the CUT scoring scale will not be considered for selection.

<u>For candidates who completed the NSC in 2008 and thereafter:</u>
A candidate must score at least 28 or more points on the CUT scoring scale. Every applicant must write a scholastic aptitude test and can be enquired to undergo an interview. Due to the relatively high demand for places in this programme, a candidate who scores less than 24 points on the CUT scoring scale will not be considered for selection.

The student completes a six-month period of work-integrated learning at an accredited tourism business during the last six months of the third year of study. Students need to be self-sufficient during the six months of WIL.

It is expected of the student to participate in community engagement projects initiated by the Department of Tourism and Events Management in order to advance their field of expertise.

PREREQUISITES

The student may only follow the second-, third- or fourth-year level of study on condition that the first-, second- or third-year level, respectively, has been successfully completed.
The Academic Literacy and Communication Studies programme requires the successful completion of two instructional offerings, A and B, in this specific order. A distinction (75% or more) in instructional offering A ensures exemption from instructional offering B. A pass (without distinction) means that the student must pass instructional offering B in order to meet the prerequisite for the learning programme. Failing instructional offering A means that the student must re-register for instructional offering A in a subsequent semester.

No student will be allowed to graduate without completing the Academic Literacy and Communication Studies programme and Personal Information Management (PIM5011 is equivalent to PIM5012).

Please note! A student must successfully complete DLC5011 in semester 1 before they can register and continue with ADC5022.

Instructional offering	**Prerequisite instructional offering**
Advanced Digital Literacy	Basic Digital Literacy
Event Management II	Event Management I
Amadeus	Tourism Practice I (Semester 2), II (Semester 1)
Hospitality Operations II	Hospitality Operations I
Tourism Development II	Tourism Development I (Semester 1 & 2)
Tourism Development III	Tourism Development II (Semester 1 &2)
Tourism Financial Management II	Tourism Financial Management I (Semester 1 & 2)
Tourism Management II	Tourism Management I (Semester 1 & 2)
Tourism Management III	Tourism Management II (Semester 1 & 2)
Tourism Marketing II	Tourism Marketing 1 (Semester 1 & 2)
Tourism Marketing III	Tourism Marketing II (Semester 1 & 2)
Tourism Practice II	Tourism Practice 1 (Semester 1 & 2)
Tourism Practice III	Tourism Practice II (Semester 1 & 2)
Work-integrated Learning for Tourism Management	All modules in Year 1st and 2nd (Semester 1 & 2)

15.	**BACHELOR'S DEGREES (ECP'S)**

15.1 BACHELOR OF MANAGEMENT SCIENCES IN ACCOUNTANCY *(EXTENDED CURRICULUM PROGRAMME)* EX_BAC
This learning programme will be offered in Bloemfontein and Welkom

SAQA CREDITS:	**577**
MINIMUM CREDITS REQUIRED:	**577**
HEMIS CREDITS:	**4.000**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**5 years**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
LCS5001		Academic Literacy and Communication Studies	12	0.107
NMR5011		Numeracy	6	0.053
DLC5011		Digital Literacy	6	0.053
	ADC5022	Advanced Computer Literacy	6	0.053
BTRP115		Basic Transaction Recording Practice	12	0.107
	PAFR125	Preparation and Financial Reporting	12	0.142
MFAC115	MFAC125	Mathematics for Accountancy	24	0.284
PIM5011	PIM5012	Personal Information Management	0	0
		Total	**78**	**0.800**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
FNAC115	FNAC125	Financial Accounting I	32	0.337
	PRSD125	Professional Skills Development I	8	0.084
ECON115	ECON125	Economics I	16	0.168
	BUSM125	Business Management I	8	0.084
	TAXN125	Taxation I	12	0.126
		Total	**76**	**0.800**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
PRSD215		Professional Skills Development II	8	0.049
FNAC216	FNAC226	Financial Accounting II	32	0.195
CFIM216	CFIM226	Cost and Financial Management I	25	0.153
TAXN216	TAXN226	Taxation II	25	0.153
AUIC216	AUIC226	Auditing and Internal Control II	25	0.153
BUSL215	BUSL225	Business law I	16	0.098
		Total	**131**	**0.800**

| 4TH YEAR | | INSTRUCTIONAL OFFERINGS | SAQA CREDITS | HEMIS CREDITS |
SEMESTER 1	SEMESTER 2			
FNAC317	FNAC327	Financial Accounting III	32	0.184
CFIM317	CFIM327	Cost and Financial Management II	25	0.144
TAXN317	TAXN327	Taxation III	25	0.144
AUIC317	AUIC327	Auditing and Internal Control III	25	0.144
BUSL316	BUSL326	Business law II	16	0.092
	RSMT327	Research methodology I	16	0.092
		Total	**139**	**0.800**

| 5TH YEAR | | INSTRUCTIONAL OFFERINGS | SAQA CREDITS | HEMIS CREDITS |
SEMESTER 1	SEMESTER 2			
RSMT418		Research methodology II	16	0.091
FNAC418		Financial Accounting IV	16	0.091
TAXN418		Taxation IV	13	0.074
CFIM418		Cost and Financial Management III	13	0.074
AUIC418		Auditing and Internal Control IV	13	0.074
	WLSA428	WIL (simulation)	30	0.170
	WLPA428	WIL (placement)	40	0.227
		Total	**141**	**0.800**
		Total for qualification	**577**	**4**

REMARKS

Only first-time entering (FTE) students will be considered for this programme.

All students will be required to be in possession of a **laptop computer, complying with Departmental specifications** which will be revised and communicated annually.

 Class attendance is compulsory.

All offerings are compulsory.

Additional Admission Requirements

For admission to the Bachelor of Management Sciences in Accountancy (Extended Curriculum Programme) at CUT, candidates must meet CUT's general admission requirements, as well as the following programme-specific minimum admission requirements:

- an M score of 27;
- proficiency in written and spoken English [50% (4) (NSC) or 60% (5) NCV)]; and
- a National Senior Certificate (NSC) with degree exemption, or a Grade 12 certificate, or a National Certificate Vocational (NCV) (4) (in Finance, Economics and Accounting) with a minimum pass mark of level 5 (60%).

In addition to the above admission requirements, selection tests **may** be required, which may include psychometric testing.

Candidates may apply for recognition of prior learning (RPL), according to CUT policy.

For candidates who matriculated in 2007 or before:

In addition to the general admission requirements

- Accounting, with a minimum symbol C on Standard Grade (SG) or symbol D on Higher Grade (HG), for candidates who matriculated in 2007 and before; and
- Accounting at level 5, with a minimum 60%, for the NCV (4) qualification.

For candidates who completed the NSC in 2008 and thereafter:

In addition to the general admission requirements

- Accounting at Grade 12 level, with a minimum score of 50% (4) for candidates who completed the NSC in 2008 and thereafter.
- Mathematical Literacy at Grade 12 level, with a minimum score of 50% (4); or Mathematics at Grade 12 level, with a minimum score of 30% (2), for candidates who completed the NSC in 2008 and thereafter.

For candidates who completed the NCV (4) in 2008 and thereafter:

In addition to the general admission requirements
- Applied accounting at a minimum score of 60% (5) for candidates who completed the NCV (4) in 2008 and thereafter.
- Mathematical Literacy with a minimum score of 60% (5); or Mathematics, with a minimum score of 40% (3), for candidates who completed the NCV (4) in 2008 and thereafter.
- A minimum score of 60% (5) in Economic Environment
- A minimum score of 60% (5) in Financial Management
- A minimum score of 50% (4) in New Venture Creation

Prerequisites:

Instructional Offerings	**Prerequisite instructional offerings**
Advanced Computer Literacy	Digital Literacy
Financial Accounting II	Financial Accounting I
Taxation II	Taxation I
Auditing and Internal Control II	Financial Accounting I
Financial Accounting III	Financial Accounting II
Cost and Financial Management II	Cost and Financial Management I
Taxation III	Taxation II
Auditing and Internal Control III	Auditing and Internal Control II
Research methodology II	Research methodology I
Financial Accounting IV	Financial Accounting III
Taxation IV	Taxation III
Cost and Financial Management III	Cost and Financial Management II
Auditing and Internal Control IV	Auditing and Internal Control III
WIL (simulation)	All modules (excluding WIL placement)
WIL (placement)	WIL (simulation)

REGULATIONS

Considering that the ECP is subject to additional funding being made available by the Department of Higher Education and Training (DHET), a student's studies will be terminated should he/she fails BTRP115 or PAFR125 or MFAC115 or MFAC125 (foundation modules).
A student must pass all the above foundation modules to continue with second-year instructional offerings of the ECP.
A student may repeat other modules if he/she passed the above foundation modules – but is still bounded by the rule of completing the full qualification within the residency period.

A student **may not change** from the ECP to the regular programme.

15.2 BACHELOR OF MANAGEMENT SCIENCES IN INTERNAL AUDITING (*EXTENDED CURRICULUM PROGRAMME)* EX_BIA
This learning programme will be offered in Bloemfontein only.

SAQA CREDITS:	**565**
MINIMUM CREDITS REQUIRED:	**565**
HEMIS CREDITS:	**4.000**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**5 years**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5001		Academic Literacy and Communication Studies	12	0.107
NMR5011		Numeracy	6	0.053
DLC5011		Digital Literacy	6	0.053
	ADC5022	Advanced Computer Literacy	6	0.053
BTRP115		Basic Transaction Recording Practice	12	0.107
	PAFR125	Preparation and Financial Reporting	16	0.142
MFAC115	MFAC125	Mathematics for Accountancy	31	0.284
PIM5011	PIM5012	Personal Information Management	0	0
		Total	**90**	**0.800**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
FNAC115	FNAC125	Financial Accounting I	32	0.337
	PRSD125	Professional Skills Development I	8	0.084
ECON115	ECON125	Economics I	16	0.168
	BUSM125	Business Management I	8	0.084
	TAXN125	Taxation I	12	0.126
		Total	**76**	**0.800**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
PRSD215		Professional Skills Development II	8	0.049
FNAC216	FNAC226	Financial Accounting II	32	0.195
CFIM216	CFIM226	Cost and Financial Management I	25	0.153
TAXN216	TAXN226	Taxation II	25	0.153
AUIC216	AUIC226	Auditing and Internal Control II	25	0.153
BUSL215	BUSL225	Business law I	16	0.098
		Total	**131**	**0.800**

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
BUSM317	BUSM327	Business and Strategic Management	24	0.143
CFIM317	CFIM327	Cost and Financial Management II	25	0.149
INTA317	INTA327	Internal Auditing III	25	0.149
INFA317		Information Systems Auditing III	12	0.072
	RSMT327	Research methodology I	16	0.096
FNAC317	FNAC327	Financial Accounting III	32	0.191
		Total	**134**	**0.800**

5TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
RSMT418		Research methodology II	16	0.096
INTA418		Internal Auditing IV	12	0.072
RSKM418		Risk Management IV	12	0.072
INFA418		Information Systems Auditing IV	12	0.072
PFPM418		Public Financial and Procurement Management III (elective)	12	0.072

SISA418		Specialised Information Systems Auditing (elective)	12	0.072
	WLSI428	WIL (simulation)	30	0.179
	WLPI428	WIL (placement)	40	0.239
		Total	**134**	**0.800**
		Total	**565**	**4**

REMARKS

Only first-time entering (FTE) students will be considered for this programme.

All students will be required to be in possession of a **laptop computer, complying with Departmental specifications** which will be revised and communicated annually.
 *Class attendance is compulsory*All offerings are compulsory, except for the one elective in the final year of study.

Additional Admission Requirements

For admission to the Bachelor of Management Sciences in Internal Auditing (Extended Curriculum Programme) at CUT, candidates must meet CUT's general admission requirements, as well as the following programme-specific minimum admission requirements:

- an M score of 27;
- proficiency in written and spoken English [50% (4) (NSC) or 60% (5) NCV)]; and
- a National Senior Certificate (NSC) with degree exemption, or a Grade 12 certificate, or a National Certificate Vocational (NCV) (4) (in Finance, Economics and Accounting) with a minimum pass mark of level 5 (60%).

In addition to the above admission requirements, selection tests **may** be required, which may include psychometric testing.

Candidates may apply for recognition of prior learning (RPL), according to CUT policy.

For candidates who matriculated in 2007 or before:

In addition to the general admission requirements

- Accounting, with a minimum symbol C on Standard Grade (SG) or symbol D on Higher Grade (HG), for candidates who matriculated in 2007 and before; and
- Accounting at level 5, with a minimum 60%, for the NCV (4) qualification.

For candidates who completed the NSC in 2008 and thereafter:

In addition to the general admission requirements

- Accounting at Grade 12 level, with a minimum score of 50% (4) for candidates who completed the NSC in 2008 and thereafter.
- Mathematical Literacy at Grade 12 level, with a minimum score of 50% (4); or Mathematics at Grade 12 level, with a minimum score of 30% (2), for candidates who completed the NSC in 2008 and thereafter.

For candidates who completed the NCV (4) in 2008 and thereafter:

In addition to the general admission requirements

- Applied accounting at a minimum score of 60% (5) for candidates who completed the NCV (4) in 2008 and thereafter.
- Mathematical Literacy with a minimum score of 60% (5); or Mathematics, with a minimum score of 40% (3), for candidates who completed the NCV (4) in 2008 and thereafter.
- A minimum score of 60% (5) in Economic Environment
- A minimum score of 60% (5) in Financial Management
- A minimum score of 50% (4) in New Venture Creation

Prerequisites:

Instructional Offerings	Prerequisite instructional offerings
Advanced Computer Literacy	Digital Literacy
Financial Accounting II	Financial Accounting I

Taxation II	Taxation I
Auditing and Internal Control II	Financial Accounting I
Business and Strategic Management III	Business Management I
Cost and Financial Management II	Cost and Financial Management I
Internal Auditing III	Auditing and Internal Control II
Information Systems Auditing III	Auditing and Internal Control II
Financial Accounting III	Financial Accounting II
Research methodology II	Research methodology I
Internal Auditing IV	Internal Auditing III
Risk Management IV	Internal Auditing III
Information Systems Auditing IV	Information Systems Auditing III
Public Financial and Procurement Management III (elective)	Business and Strategic Management III
Specialised Information Systems Auditing (elective)	Information Systems Auditing III
WIL (simulation)	All modules (excluding WIL placement)
WIL (placement)	WIL (simulation)

REGULATIONS

Considering that the ECP is subject to additional funding being made available by the Department of Higher Education and Training (DHET), a student's studies will be terminated should he/she fails BTRP115 or PAFR125 or MFAC115 or MFAC125 (foundation modules).
A student must pass all the above foundation modules to continue with second-year instructional offerings of the ECP.
A student may repeat other modules if he/she passed the above foundation modules – but is still bounded by the rule of completing the full qualification within the residency period.
A student **may not change** from the ECP to the regular programme.

16.	**ADVANCED DIPLOMAS**

16.1 ADVANCED DIPLOMA IN APPLIED MANAGEMENT   **AD_APM**
This learning programme will be offered in Bloemfontein and Welkom Campus

SAQA CREDITS:	**144**
MINIMUM CREDITS REQUIRED:	**144**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**1 year full-time** *(restricted and only available to special projects)* **and 2 years part time**

Instructional offerings
FULL-TIME (restricted and only available to special projects)

1ST YEAR		**INSTRUCTIONAL OFFERINGS**	**SAQA CREDITS**	**HEMIS CREDITS**
SEMESTER 1	**SEMESTER 2**			
MFM417		Management Fundamentals for First-Line Managers	12	0.0833
PCM417		Procurement Management	12	0.0833
QFT417		Quantitative Techniques and Basic Financial Analysis Tools	12	0.0833
IMG417		International Business Management	12	0.0833
RBP417		Responsible Business Practice	12	0.0833
RSS417		Research Skills	12	0.0833
	PMF427	Project Management Fundamentals	12	0.0833
	MEF427	Monitoring and Evaluation Fundamentals	12	0.0833
	STM427	Strategic Management	12	0.0833
	SCM427	Supply Chain Management	12	0.0833
	EPP427	Entrepreneurship Principles and Practices	12	0.0833
	INP427	Industry Project	12	0.0833
		Total:	**144**	1

PART-TIME

1ST YEAR		**INSTRUCTIONAL OFFERINGS**	**SAQA CREDITS**	**HEMIS CREDITS**
SEMESTER 1	**SEMESTER 2**			
MFM417		Management Fundamentals for First-Line Managers	12	0.0833
QFT417		Quantitative Techniques and Basic Financial Analysis Tools	12	0.0833
IMG417		International Business Management	12	0.0833
	PMF427	Project Management Fundamentals	12	0.0833
	EPP427	Entrepreneurship Principles and Practices	12	0.0833
	STM427	Strategic Management	12	0.0833

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
PCM417		Procurement Management	12	0.0833
RSS417		Research Skills	12	0.0833
RBP417		Responsible Business Practice	12	0.0833
	MEF427	Monitoring and Evaluation Fundamentals	12	0.0833
	SCM427	Supply Chain Management	12	0.0833
	INP427	Industry Project	12	0.0833
		Total:	144	1

REMARKS

The program is available on both full-time and part-time bases.

This programme is presented through various modes:
- (i) Full-time, daytime and (ii) Part-time evenings. (Please note that normal students must apply for only this mode).

    The following modular modes/ options are restricted and only available to special projects.

- Modular full-time (weekdays; weekends- **this mode is reserved for special projects**.)
- Modular part-time (weekdays; weekends- **this mode is reserved for special projects**.)

The minimum duration is:
- 1 year full-time.
- 2 years part-time (**maximum three modules per semester**).

After successful completion of this programme, the Advanced Diploma will be awarded during an official graduation ceremony of CUT.

Admission requirements
- An approved 360-credit (NQF level 6) or higher.
- Recognition of prior learning (RPL) (conditions apply).
- Minimum three years' working experience (work-integrated learning excluded).
- A minimum average of 55% for final-year diploma subjects.

Optional instructional offerings
- All instructional offerings are compulsory.
- Credit transfer through the recognition of subjects passed at the required fourth-year level is allowed, subject to other CUT rules that include, amongst others, at least a 75% content coverage of the CUT-equivalent subject.

16.2 ADVANCED DIPLOMA: HOSPITALITY MANAGEMENT   **AD_HSM**
This learning programme will be offered in Bloemfontein Campus

SAQA CREDITS:		**120**
MINIMUM CREDITS REQUIRED:		**120**
HEMIS CREDITS:		**1.000**
NQF LEVEL:		**7**
DURATION OF LEARNING PROGRAMME:		**1 year full-time and 2 years part-time**

Instructional offerings

1ST YEAR		MODULES	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
ASM41AT	ASM42AT	Strategic Management	32	0.267
RSM11AS	RSM12AS	Research Methodology	24	0.200
SMH31AT	SMH32AT	Hospitality Marketing	16	0.133
HFM41AT	HFM42AT	Hospitality Financial Management	32	0.267
HIN31AT	HIN32AT	Hospitality Industrial Law	16	0.133
		Total:	**120**	**1**

REMARKS

Admission requirements

A 360 credit Diploma at NQF Level 6 or 360 credit National Diploma.

A minimum of 60% achieved in all major subjects on third-year level is compulsory for admission.

Proficiency in Academic English on NQF 6.

Optional modules

All modules are compulsory.
This learning programme is offered on a full-time basis.

General:

The Hotel School insists that its students conform to the international standards of a positive and professional attitude. Lecturers continuously assess students as far as knowledge of instructional offerings and professional attitude are concerned. It is expected of students to participate in community engagement projects initiated by the Hotel School in order to advance their field of expertise and their ability to work under pressure in industry situations.

16.3 ADVANCED DIPLOMA: HUMAN RESOURCES MANAGEMENT   **AD_HRM**
This learning programme will be offered in Bloemfontein and Welkom Campus.

SAQA CREDITS: 120
MINIMUM CREDITS REQUIRED: 120
HEMIS CREDITS: 1.000
NQF LEVEL: 7
DURATION OF LEARNING PROGRAMME: **1 year Full-time and 2 years Part-time**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
AHI417		Advanced HRM: Individual Behaviour	12	0.1000
HCE417		Advanced Human Capital Development: ETD Environment	12	0.1000
ERD417		Advanced ERM: Dispute Resolution	12	0.1000
FSP417		Fundamentals of Strategic Planning	12	0.1000
FRM417		Fundamentals of Research Methodology	12	0.1000
	AHO427	Advanced HRM: Organisational Behaviour	12	0.1000
	HCI427	Advanced Human Capital Development: ETD Interventions	12	0.1000
	ERA427	Advanced ERM: Application of ERM Theory	12	0.1000
	SIA427	Strategy in Action	12	0.1000
	TRP427	The Research Process	12	0.1000
		Total:	**120**	**1.000**

REMARKS

The program is available on both full-time and part-time bases.

The program is available on (i) full-time daytime; (ii) full-time modular and (iii) part-time evenings only bases. *Please note that the full-time modular options are restricted and reserved for special projects.*

This programme is presented through various modes:
- (i) Full-time, daytime and (ii) Part-time evenings. (Please note that normal students must apply for only this mode).

The following modular modes/ options are restricted and only available to special projects.

- Modular full-time (week days; weekends- this mode is reserved for special projects.)
- Modular part-time (week days; weekends- this mode is reserved for special projects.)

The minimum duration is:
- 1 year full-time.
- 2 years part-time (maximum three modules per semester).

After successful completion of this programme, the Advanced Diploma will be awarded during an official graduation ceremony of CUT.

Admission requirements

An appropriate M+3 qualification with at least:
- Industrial Relations and Management of Training at second-year level;
- Human Resources Management and Business Management at third-year level; and

- an average of 60% for final-year instructional offerings in the National Diploma: Human Resources Management.

Optional instructional offerings

All instructional offerings are compulsory.

Pre- requisites

Instructional offering	Prerequisite instructional offering
AHO427	AHI417
HCI427	HCE417
ERA427	ERD417
SIA427	FSP417
TRP427	FRM417

16.4 ADVANCED DIPLOMA: MARKETING MANAGEMENT   AD_MKT
This learning programme will be offered in Bloemfontein and Welkom

SAQA CREDITS:	120
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	1 year Full-time

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
FSP417		Fundamentals of Strategic Planning	12	0.1000
FRM417		Fundamentals of Research Methodology	12	0.1000
ISM417		Introduction to Strategic Marketing	12	0.1000
MPF417		Marketing Plan Fundamentals	12	0.1000
AND Any ONE of the following electives:				
MMF417 / MPT417		Managing Marketing Finance OR Macroeconomics: Performance Monitoring and Trends	12	0.1000
	SIA427	Strategy in Action (Implementation Drivers)	12	0.1000
	TRP427	The Research Process	12	0.1000
	SMD427	Strategic Marketing Development	12	0.1000
	MPP427	Marketing Plan Project	12	0.1000
AND any ONE of the following electives:				
	EMF427 / MFP427	Evaluation Marketing Finance OR Macroeconomics: Fluctuations and Policy	12	0.1000
		Total:	**120**	**1**

REMARKS

The program is available on both full-time and part-time bases.

The program is available on (i) full-time daytime; (ii) full-time modular and (iii) part-time evenings only bases. ***Please note that the full-time modular options are restricted and reserved for special projects.***

This programme is presented through various modes:
- (i) Full-time, daytime and (ii) Part-time evenings. (Please note that normal students must apply for only this mode).

  The following modular modes/ options are restricted and only available to special projects.

- Modular full-time (week days; weekends- this mode is reserved for special projects.)
- Modular part-time (week days; weekends- this mode is reserved for special projects.)

The minimum duration is:
- 1 year full-time.
- 2 years part-time (maximum three modules per semester).

After successful completion of this programme, the Advanced Diploma will be awarded during an official graduation ceremony of CUT.

Electives:
Students have a choice between MMF417 and MPT417 in the 1st semester and between EMF427 and MFP427 in the 2nd semester.

Admission requirements
A National Diploma: Marketing **or** equivalent M+3 qualification, with a minimum of 60% average at the third-year level of study at diploma level.

A student who has successfully completed the National Diploma: Import and Export Management may also enrol for the Advanced Diploma: Marketing, provided that he/she has also successfully completed Economics I. This prerequisite also apply for students who have completed other diplomas in Marketing at other Higher Institutions.

Experienced learners not meeting these minimum academic requirements will be required to go through a rigorous process of recognition of prior learning (RPL) to establish their potential to participate in the program.

Optional instructional offerings
All instructional offerings are compulsory.

Instructional offerings	Prerequisite instructional offerings
Economics II	Economics I

16.5 ADVANCED DIPLOMA IN MONITORING AND EVALUATION   AD_MAE

- *This learning programme will be offered in Bloemfontein only.*
- *This program is offered on on-demand basis.*
- *This program may not be offered every year as it is demand driven.*
- *This program may only be offered when number of applicants makes offering economically viable.*

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**120**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**1 year full-time (modular).**

Instructional offerings
- *Unless otherwise notified, the program is offered on modular, one-week per quarter (twice a semester) block release basis only.*

\<1ST YEAR\>		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
BPME417		Basic Principles of Monitoring & Evaluation	18	0.1500
BPME417		Planning for Monitoring and Evaluation	18	0.1500
DMSP417		Designing a Monitoring system/process	18	0.1500
	DESP427	Designing an Evaluation system/process	18	0.1500
	DCME427	Data collection methods for monitoring and evaluation	18	0.1500
	MERR427	Monitoring and evaluation research reporting	30	0.2500
		TOTAL	**120**	**1**

REMARKS

THIS PROGRAM IS OFFERED TO SPONSORED GROUPS ONLY. IN OTHER WORDS, IT IS NOT OPEN FOR REGULAR ADMISSIONS.
The program is available on full-time bases.
This programme is presented through **Full-time modular basis one weeklong per block**

The minimum duration is:
- 1 year full-time.

After successful completion of this programme, the Advanced Diploma will be awarded during an official graduation ceremony of CUT.

Admission requirements
- An approved 360-credit (NQF level 6) or higher.
- Recognition of prior learning (RPL) (conditions apply).
- Minimum three years' working experience (work-integrated learning excluded).
- A minimum average of 55% for final-year diploma subjects.
- Preference is given to those working in M&E environment.

Optional instructional offerings
- There are no optional modules. All instructional offerings are compulsory.
- Credit transfer through the recognition of subjects passed at the required fourth year (NQF7) level is allowed, subject to other CUT rules that include, amongst others, at least a 75% content coverage of the CUT-equivalent subject.

16.6 ADVANCED DIPLOMA: PUBLIC MANAGEMENT AD_PBM

This learning programme will be offered in Bloemfontein. (face to face classes).

A student registering for the fourth-year Advanced Diploma: Public Management must compile the prescribed curriculum with due observance of the general regulations of CUT and the faculty, in accordance with the following expositions:

SAQA CREDITS:	120
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	1 year Full-time and 2 years Part-time

Instructional offerings

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
PAC417		Public Accountability	20	0.1667
SPH417		Strategic Public Human Resource Management	20	0.1667
RSM417	RSM427	Research Methodology	24	0.2000
	GVR427	Governmental Relations	20	0.1667
	SPA427	Strategic Public Administration and Management	18	0.1500
	PPM427	Public Policy Management	18	0.1500
		Total:	**120**	**1**

Instructional offerings (Part- time students) Year 1

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
PAC417		Public Accountability	20	0.166
	PPM427	Public Policy Management	18	0.150
SPH417		Strategic Public Human Resource Management	20	0.166
	GVR427	Governmental Relations	20	0.166
	SPA427	Strategic Public Administration and Management	18	0.150
		Total:	**120**	**1**

Instructional offerings (Part time students) Year 2

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
RSM417	RSM427	Research Methodology	24	0.20
		Total:	**120**	**1**

REMARKS

The prescribed six instructional offerings are compulsory.

This programme will be offered on a full-time and part-time basis over a period of one year.

The learning programme is presented in the evening only – a full-time student must enrol as a full-time student.

After successful completion of this qualification, the Advance Diploma will be awarded during an official graduation ceremony of CUT.

Admission requirements

A minimum of 55% achieved in all major subjects on third-year level is compulsory for admission to all Advance Diploma qualifications, including the Advance Diploma: Public Management.

For candidates who matriculated in 2007 or before:
A National Diploma: Public Management or an equivalent M+3 qualification, with appropriate instructional offerings. Due to a limited number of students than can be accommodated, applicants with an equivalent qualification must have at least two years working experience in the public sector. Only limited candidates (a total of 10%) with equivalent qualifications would be admitted per annum. Candidates with equivalent qualifications will be interviewed and only the equivalent candidates who were interviewed have to complete the recognition op prior learning template before they will be admitted. The recognition of prior learning process is a time consuming process, therefore candidates with equivalent qualifications must apply as soon as the admission process opens for the next year. Preference will be given to candidates in managerial or supervisory positions.

For candidates who completed the National Senior Certificate (NSC) in 2008 and thereafter:
A National Diploma: Public Management or equivalent M+3 qualification, with appropriate instructional offerings. Due to a limited number of students than can be accommodated, applicants with an equivalent qualification must have at least two years working experience in the public sector. Only limited candidates (a total of 10%) with equivalent qualifications would be admitted per annum. Candidates with equivalent qualifications will be interviewed and only the equivalent candidates who were interviewed must complete the431ecognitionn op prior learning template before they will be admitted. The recognition of prior learning process is a time-consuming process, therefore candidates with equivalent qualifications must apply as soon as the admission process opens for the next year. Preference will be given to candidates in managerial or supervisory positions.

16.7 **ADVANCED DIPLOMA: TOURISM MANAGEMENT** AD_TRM
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	120
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	1 year

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
TSM41AT	TSM42AT	Strategic Management	32	0.2667
TRM11AS	TRM12AS	Research Methodology	24	0.2000
TMR41AT	TMR42AT	Strategic Marketing in Tourism	32	0.2667
TRD41AS	TRD42AS	Sustainable Tourism and Destination Development	32	0.2667
		Total:	**120**	1

REMARKS

After successful completion of this qualification, the Advanced Diploma will be awarded during an official graduation ceremony of CUT.

Admission requirements

A minimum of 55% achieved in all major subjects on third-year level is compulsory for admission to all Advanced Diploma qualifications.

For candidates who matriculated in 2007 or before:
A Diploma: Tourism Management or equivalent qualification at NQF Level 6 with minimum of 360 credits.

For candidates who completed the National Senior Certificate (NSC) in 2008 and thereafter:
A Diploma: Tourism Management or equivalent qualification at NQF Level 6 with minimum of 360 credits, with appropriate instructional offerings.

Optional instructional offerings

All instructional offerings are compulsory.

17.	BACHELOR'S DEGREES

17.1 BACHELOR OF MANAGEMENT SCIENCES IN ACCOUNTANCY   B_MSAC
This learning programme will be offered in Bloemfontein and Welkom Campus

SAQA CREDITS:	517
MINIMUM CREDITS REQUIRED:	517
HEMIS CREDITS:	1.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	4 years

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5001		Academic Literacy and Communication Studies	12	0.113
NMR5011		Numeracy	6	0.057
DLC5011		Digital Literacy	6	0.057
	ADC5022	Advanced Computer Literacy	6	0.057
FNAC115	FNAC125	Financial Accounting I	32	0.302
	PRSD125	Professional Skills Development I	8	0.075
ECON115	ECON125	Economics I	16	0.151
	BUSM125	Business Management I	8	0.075
	TAXN125	Taxation I	12	0.113
PIM5011	PIM5012	Personal Information Management	0	0
		Total	**106**	**1.000**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
PRSD215		Professional Skills Development II	8	0.061
FNAC216	FNAC226	Financial Accounting II	32	0.244
CFIM216	CFIM226	Cost and Financial Management I	25	0.191
TAXN216	TAXN226	Taxation II	25	0.191
AUIC216	AUIC226	Auditing and Internal Control II	25	0.191
BUSL215	BUSL225	Business law I	16	0.122
		Total	**131**	**1.000**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
FNAC317	FNAC327	Financial Accounting III	32	0.230
CFIM317	CFIM327	Cost and Financial Management II	25	0.180
TAXN317	TAXN327	Taxation III	25	0.180
AUIC317	AUIC327	Auditing and Internal Control III	25	0.180
BUSL316	BUSL326	Business law II	16	0.115
	RSMT327	Research methodology I	16	0.115
		Total	**139**	**1.000**

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
RSMT418		Research methodology II	16	0.113
FNAC418		Financial Accounting IV	16	0.113
TAXN418		Taxation IV	13	0.092
CFIM418		Cost and Financial Management III	13	0.092
AUIC418		Auditing and Internal Control IV	13	0.092
	WLSA428	WIL (simulation)	30	0.213
	WLPA428	WIL (placement)	40	0.284
		Total	**141**	**1.000**
		Total for qualification	**517**	**4.000**

REMARKS

All students will be required to be in possession of a **laptop computer, complying with Departmental specifications** which will be revised and communicated annually.

Class attendance is compulsory.

All offerings are compulsory.

Additional Admission Requirements

For admission to the Bachelor of Management Sciences in Accounting programme at CUT, candidates must meet CUT's general admission requirements, as well as the following programme-specific minimum admission requirements:

- An M score of 27;
- Proficiency in written and spoken English [50% (4) (NSC) or 60% (5) NCV)]; and
- A National Senior Certificate (NSC) with degree exemption, or a Grade 12 certificate, or a National Certificate Vocational (NCV) (4) (in Finance, Economics and Accounting) with a minimum pass mark of level 5 (60%).

Selection tests may be required, which may include psychometric testing.

Candidates may apply for recognition of prior learning (RPL), according to CUT policy.

For candidates who matriculated in 2007 or before:

In addition to the general admission requirements

- Accounting, with a minimum symbol B on Standard Grade (SG) or symbol C on Higher Grade (HG), for candidates who matriculated in 2007 and before; and
- Accounting at level 4, with a minimum 60%, for the NCV (4) qualification.

For candidates who completed the NSC in 2008 and thereafter:

In addition to the general admission requirements

- Accounting at Grade 12 level, with a minimum score of 60% for candidates who completed the NSC in 2008 and thereafter.
- Mathematical Literacy at Grade 12 level, with a minimum score of 60%; or Mathematics at Grade 12 level, with a minimum score of 40%, for candidates who completed the NSC in 2008 and thereafter.

For candidates who completed the NCV (4) in 2008 and thereafter:

In addition to the general admission requirements

- Accounting at with a minimum score of 70% (6) for candidates who completed the NCV (4) in 2008 and thereafter.
- Mathematical Literacy with a minimum score of 70% (6); or Mathematics, with a minimum score of 50% (4), for candidates who completed the NCV (4) in 2008 and thereafter.
- A minimum score of 70% (6) in Economic Environment
- A minimum score of 70% (6) in Financial Management
- A minimum score of 60% (5) in New Venture Creation

Prerequisites:

Instructional offerings	Prerequisite instructional offerings

Advanced Computer Literacy	Digital Literacy
Financial Accounting II	Financial Accounting I
Taxation II	Taxation I
Auditing and Internal Control II	Financial Accounting I
Financial Accounting III	Financial Accounting II
Cost and Financial Management II	Cost and Financial Management I
Taxation III	Taxation II
Auditing and Internal Control III	Auditing and Internal Control II
Research Methodology II	Research methodology I
Financial Accounting IV	Financial Accounting III
Taxation IV	Taxation III
Cost and Financial Management III	Cost and Financial Management II
Auditing and Internal Control IV	Auditing and Internal Control III
WIL (simulation)	All modules (excluding WIL placement)
WIL (placement)	WIL (simulation)

17.2 BACHELOR OF MANAGEMENT SCIENCES IN INTERNAL AUDITING   B_MSIA
This learning programme will be offered in Bloemfontein only.

SAQA CREDITS:	**505**
MINIMUM CREDITS REQUIRED:	**505**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**4 years**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5001		Academic Literacy and Communication Studies	12	0.113
NMR5011		Numeracy	6	0.057
DLC5011		Digital Literacy	6	0.057
	ADC5022	Advanced Computer Literacy	6	0.057
FNAC115	FNAC125	Financial Accounting I	32	0.302
	PRSD125	Professional Skills Development I	8	0.075
ECON115	ECON125	Economics I	16	0.151
	BUSM125	Business Management I	8	0.075
	TAXN125	Taxation I	12	0.113
PIM5011	PIM5012	Personal Information Management	0	0
		Total	**106**	**1.000**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
PRSD215		Professional Skills Development II	8	0.061
FNAC216	FNAC226	Financial Accounting II	32	0.244
CFIM216	CFIM226	Cost and Financial Management I	25	0.191
TAXN216	TAXN226	Taxation II	25	0.191
AUIC216	AUIC226	Auditing and Internal Control II	25	0.191
BUSL215	BUSL225	Business law I	16	0.122
		Total	**131**	**1.000**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
BUSM317	BUSM327	Business and Strategic Management	24	0.179
CFIM317	CFIM327	Cost and Financial Management II	25	0.187
INTA317	INTA327	Internal Auditing III	25	0.187
INFA317		Information Systems Auditing III	12	0.090
	RSMT327	Research methodology I	16	0.119
FNAC317	FNAC327	Financial Accounting III	32	0.238
		Total	**134**	**1.000**

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
RSMT418		Research methodology II	16	0.119
INTA418		Internal Auditing IV	12	0.090
RSKM418		Risk Management IV	12	0.090
INFA418		Information Systems Auditing IV	12	0.090
PFPM418		Public Financial and Procurement Management III (elective)	12	0.090
SISA418		Specialised Information Systems Auditing (elective)	12	0.090
	WLSI428	WIL (simulation)	30	0.224
	WLPI428	WIL (placement)	40	0.299
		Total	**134**	**1**
		Total for qualification	**505**	**4**

REMARKS

All students will be required to be in possession of a **laptop computer, complying with Departmental specifications** which will be revised and communicated annually.

C**lass attendance is compulsory**
All offerings are compulsory, except for the one elective module in the final year.

Additional Admission Requirements
For admission to the Bachelor of Management Sciences in Internal Auditing programme at CUT, candidates must meet CUT's general admission requirements, as well as the following programme-specific minimum admission requirements:
- an M score of 27;
- proficiency in written and spoken English [50% (4) (NSC) or 60% (5) NCV)]; and
- a National Senior Certificate (NSC) with degree exemption, or a Grade 12 certificate, or a National Certificate Vocational (NCV) (4) (in Finance, Economics and Accounting) with a minimum pass mark of level 5 (60%).

Selection tests may be required, which may include psychometric testing.
Candidates may apply for recognition of prior learning (RPL), according to CUT policy.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements
- Accounting, with a minimum symbol B on Standard Grade (SG) or symbol C on Higher Grade (HG), for candidates who matriculated in 2007 and before; and
- Accounting at level 6, with a minimum 70%, for the NCV (4) qualification.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements

- Accounting at Grade 12 level, with a minimum score of 60% (5) for candidates who completed the NSC in 2008 and thereafter.
- Mathematical Literacy at Grade 12 level, with a minimum score of 60% (5); or Mathematics at Grade 12 level, with a minimum score of 40% (3), for candidates who completed the NSC in 2008 and thereafter.

For candidates who completed the NCV (4) in 2008 and thereafter:
In addition to the general admission requirements

- Accounting at with a minimum score of 70% (6) for candidates who completed the NCV (4) in 2008 and thereafter.
- Mathematical Literacy with a minimum score of 70% (6); or Mathematics, with a minimum score of 50% (4), for candidates who completed the NCV (4) in 2008 and thereafter.
- A minimum score of 70% (6) in Economic Environment
- A minimum score of 70% (6) in Financial Management
- A minimum score of 60% (5) in New Venture Creation

Prerequisites:

Instructional Offerings	Prerequisite instructional offerings
Advanced Computer Literacy	Digital Literacy
Financial Accounting II	Financial Accounting I
Taxation II	Taxation I
Auditing and Internal Control II	Financial Accounting I
Business and Strategic Management	Business Management I
Cost and Financial Management II	Cost and Financial Management I
Internal Auditing III	Auditing and Internal Control II
Information Systems Auditing III	Auditing and Internal Control II
Financial Accounting III	Financial Accounting II
Research methodology II	Research methodology I
Internal Auditing IV	Internal Auditing III
Risk Management IV	Internal Auditing III
Information Systems Auditing IV	Information Systems Auditing III
Public Financial and Procurement Management III (elective)	Business and Strategic Management
Specialised Information Systems Auditing (elective)	Information Systems Auditing III
WIL (simulation)	All modules (excluding WIL placement)
WIL (placement)	WIL (simulation)

18.	*POSTGRADUATE DIPLOMAS*

18.1 POSTGRADUATE DIPLOMA IN ENTREPRENEURIAL MANAGEMENT   PD_ENT
This learning programme will be offered in Bloemfontein only

SAQA CREDITS:	144
MINIMUM CREDITS REQUIRED:	144
HEMIS CREDITS:	1.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	2 years part-time modular (Saturdays fortnightly)

Instructional offerings
*PART-TIME

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
EEC518		Entrepreneurship and Enterprise Creation	12	0.08333
RSM518		Research Methodology – Theory	12	0.08333
PJM518		Project Management	12	0.08333
	GSB528	Global strategies in business	12	0.08333
	HMO528	Managing Human Capital, Multi-Culture & Behaviour in Organizations	12	0.08333
	SCM528	Operations and supply chain management	12	0.08333

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCM518		Leadership and Change Management	12	0.08333
MFM518		Marketing for Managers	12	0.08333
MWG518		Managing with Integrity	12	0.08333
	AFM528	Accounting for managers	12	0.08333
	STE528	Strategic Entrepreneurship	12	0.08333
	RSP528	Research Methodology – Practical Projects	12	0.08333
		Total:	**144**	**1**

REMARKS

This programme is presented through Modular part-time only (Saturdays fortnightly)
After successful completion of this program, a Postgraduate Diploma in Entrepreneurial Management (NQF 8) will be awarded during an official graduation ceremony of CUT.

Admission requirements
- A Bachelor's degree, Advanced Diploma **or** equivalent qualification in any field at NQF level 7.
- The student must have obtained a 60% average in the preceding qualification.
- Those who do not meet the above minimum requirements may be admitted through the Recognition of Prior Learning (RPL) process.

Optional modules

All modules are compulsory

18.2   POSTGRADUATE DIPLOMA IN HOSPITALITY MANAGEMENT   PD_HSM
This learning programme will be offered in the Bloemfontein campus.

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**120**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**1 year full time and 2 years part-time**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
ABL51AB	ABL52AB	Applied Hospitality Business Leadership	30	0.250
TRI51AB	TRI52AB	Trends and Internationalisation in Hospitality	30	0.250
PSD51AB	PSD52AB	Hospitality Product and Service Development	30	0.250
ASA51AB	ASA52AB	Applied Statistical Analysis Hospitality Project	30	0.250
		TOTAL	**120**	**1**

REMARKS

The programme is available on a full-time basis or part-time basis.

After successful completion of this qualification, a postgraduate diploma will be awarded during an official graduation ceremony of CUT.

Admission requirements

Admission to the postgraduate diploma will be subject to a review process.

An Advanced Diploma **or** equivalent qualification in the cognate field at NQF level 7, with relevant instructional offerings.

A 60% average score by the student in the preceding qualification.

English proficiency.

Optional modules

All modules are compulsory.
This learning programme is offered on a full-time basis.

18.3 POSTGRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT   PD_HRM
This learning programme will be offered in Bloemfontein and Welkom Campus

SAQA CREDITS:	120
MINIMUM CREDITS REQUIRED:	144
HEMIS CREDITS:	1.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	1 year full-time *(restricted and only available to special projects)* and 2 years parttime

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
SHMT518		Strategic Human Resource Management: Theory	12	0.100
	SHTM528	Strategic Human Resource Management: Talent Management and Metrics	12	0.100
ODCT518		Organisational Development and Change: Theory	12	0.100
	ODCI528	Organisational Development and Change: Intervention	12	0.100
ERBA518		Employment Relations Management: Business Applications	12	0.100
	ERRM528	Employment Relations Management: Risk Management	12	0.100
SHCD518		Introduction to Strategic Human Capital Development	12	0.100
	IHCD528	International Strategic Human Capital Development	12	0.100
REMA518		Research Methodology Approach	12	0.100
	REPR528	Research Project/Report	12	0.100
		Total:	**120**	**1.000**

REMARKS

The program is available on (i) full-time modular and (ii) part-time evenings only bases. Please note that the full-time modular options are restricted and reserved for special projects.

This programme is presented through various modes:
- Mainstream students (normal students) may register for either full time or part-time studies that are run in the evenings throughout the week.

  The following modes/ options are restricted and only available to special projects.

- Modular full-time (week days; weekends- this mode is reserved for special projects.)
- Modular part-time (week days; weekends- this mode is reserved for special projects.)

After successful completion of this program, a Postgraduate Diploma in Human Resources Management (NQF 8) will be awarded during an official graduation ceremony of CUT

Admission requirements

A Bachelor's degree, Advanced Diploma or equivalent qualification in the cognate field, with relevant instructional offerings.

Admission to a master's degree will be subject to a review process.

The student must have obtained a 60% average at Advanced Diploma OR equivalent qualification.

The student, in conjunction with CUT, should present a suitable research project in his/her field of specialisation.

The student must score at least 60% in Research Methodology.

Optional instructional offerings
All instructional offerings are compulsory.

Instructional offering	Prerequisite instructional offering
SHTM528	SHMT518
ODCI528	ODCT518
ERRM528	ERBA518
IHCD528	SHCD518
REPR528	REMA518

18.4 POSTGRADUATE DIPLOMA IN MARKETING MANAGEMENT   PD_MKT
This learning programme will be offered in Bloemfontein and Welkom Campus

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**144**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**1 year full-time** *(restricted and only available to special projects)* **and 2 years part-time**

Instructional offerings

SEMESTER 1	SEMESTER 2	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
ADMC518		Advanced Marketing Communication	12	0.100
	APMC528	Applied Marketing Communication	12	0.100
DIMS518		Digital Marketing Strategy	12	0.100
	DIMT528	Digital Marketing Tactics	12	0.100
FFMN518		Fundamentals of Financial Management	12	0.100
	MNFI528	Management of Financial Investments	12	0.100
MRPR518		Marketing Research Project	12	0.100
	MRPR528	Marketing Research Project	12	0.100
And any ONE of the following ELECTIVES:				
BRST518		Brand Strategy	12	0.100
OR				
GMST518		Global Marketing Strategy	12	0.100
And any ONE of the following ELECTIVES				
	BRMN528	Brand Management	12	0.100
OR				

	GMEN528	Global Marketing Environment	12	0.100
		TOTAL	**120**	**1.000**

REMARKS

The program is available on (i) full-time modular and (ii) part-time evenings only bases. Please note that the full-time modular options are restricted and reserved for special projects.

This programme is presented through various modes:
- Part-time evenings only (Please note that normal students must apply for only this mode).

    The following modes/ options are restricted and only available to special projects.

- Modular full-time (week days; weekends- this mode is reserved for special projects.)
- Modular part-time (week days; weekends- this mode is reserved for special projects.)

After successful completion of this program, a Postgraduate Diploma in Marketing Management (NQF 8) will be awarded during an official graduation ceremony of CUT

ELECTIVES
Students have a choice between BRST518 and GMST518 in the 1st semester AND
a choice between BRMN528 and GMEN528 in the 2nd semester.

Admission requirements

A Bachelor's degree, Advanced Diploma or equivalent qualification in the cognate field, with relevant instructional offerings.

Admission to a master's degree will be subject to a review process.

The student must have obtained a 60% average at Baccalaureus Technologiae OR equivalent qualification.

The student, in conjunction with CUT, should present a suitable research project in his/her field of specialisation.

The student must score at least 60% in Research Methodology.

18.5 POSTGRADUATE DIPLOMA IN PROJECT MANAGEMENT   PD_PJM
   This learning programme will be offered in Bloemfontein and Welkom Campus

SAQA CREDITS:	144
MINIMUM CREDITS REQUIRED:	144
HEMIS CREDITS:	1.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	**1 year full-time** *(restricted and only available to special projects)* **and 2 years part time**

Instructional offerings
*****FULL-TIME (restricted and only available to special projects)**

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
PMP518		Project Management Process Theory	12	0.08333
PJS518		Project Scheduling	12	0.08333
PCM518		Project Cost Management	12	0.08333
PRM518		Project Risk Management	12	0.08333
PJP518		Project Procurement	12	0.08333
RSM518		Research Methodology	12	0.08333
	PHC528	Project Human Resources Management and Communication	12	0.08333
	PMG528	Project Management with Integrity	12	0.08333
	PQM528	Project Quality Management	12	0.08333
	PMP528	Project Management Process in Practice	12	0.08333
	SME528	Strategic Management & Entrepreneurship	12	0.08333
	RSP528	Research Project	12	0.08333
		Total:	**144**	**1**

*****PART-TIME**

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
PMP518		Project Management Process Theory	12	0.08333
RSM518		Research Methodology	12	0.08333
PJS518		Project Scheduling	12	0.08333
	PMP528	Project Management Process in Practice	12	0.08333
	PHC528	Project Human Resources Management and Communication	12	0.08333
	PMG528	Project Management with Integrity	12	0.08333

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
PCM518		Project Cost Management	12	0.08333
PRM518		Project Risk Management	12	0.08333
PJP518		Project Procurement	12	0.08333
	PQM528	Project Quality Management	12	0.08333
	SME528	Strategic Management & Entrepreneurship	12	0.08333
	RSP528	Research Project	12	0.08333
		Total:	**144**	**1**

REMARKS

The program is available on (i) full-time modular and (ii) part-time evenings only bases. ***Please note that the full-time modular options are restricted and reserved for special projects.***

This programme is presented through various modes:
- Part-time evenings only *(Please note that normal students must apply for only this mode).*

    The following modes/ options are restricted and only available to special projects.

- Modular full-time (week days; weekends- this mode is reserved for special projects.)

- Modular part-time (week days; weekends- this mode is reserved for special projects.)

After successful completion of this program, a Postgraduate Diploma in Project Management (NQF 8) will be awarded during an official graduation ceremony of CUT

Admission requirements

A Bachelor's degree, Advanced Diploma **or** equivalent qualification in any field at NQF level 7.

The student must have obtained a 60% average in the Bachelor's degree, Advanced Diploma OR equivalent qualification.

18.6 POSTGRADUATE DIPLOMA IN PUBLIC MANAGEMENT   PD_PBM
This learning programme will be offered in Bloemfontein Campus in a blended format.

SAQA CREDITS:	120
MINIMUM CREDITS REQUIRED:	144
HEMIS CREDITS:	1.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	1 year full time and 2 years part time

Instructional offerings
FULL-TIME

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
STPM518		Strategic Public Management	24	0.200
PMEM518		Public Monitoring and Evaluation Management	24	0.200
	GGLS528	Good Governance and Leadership	24	0.200
RSMP508	RSMP508	Research Methodology and Research Project	24	0.200
Any ONE of the following electives				
	PBPO528	Public Policy	24	0.200
	PBFM528	Public Financial Management	24	0.200
	PJMN528	Project Management	24	0.200
		Total:	**120**	**1.000**

PART-TIME

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
STPM518		Strategic Public Management	24	0.200
RSMP508	RSMP508	Research Methodology and Research Project	24	0.200

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
PMEM518		Public Monitoring and Evaluation Management	24	0.200
	GGLS528	Good Governance and Leadership	24	0.200

	Any ONE of the following electives			
PBPO528	Public Policy	24	0.200
PBFM528	Public Financial Management	24	0.200
PJMN528	Project Management	24	0.200
		Total:	**120**	**1.000**

REMARKS

After successful completion of this program, a Postgraduate Diploma in Public Management (NQF 8) will be awarded during an official graduation ceremony of CUT.

Admission requirements

A Bachelor's degree, Advanced Diploma or equivalent qualification in the cognate field, with relevant instructional offerings at **NQF level 7.**
Admission to the Postgraduate Diploma degree will be subject to a review process.
The student must have obtained a 60% average at Baccalaureus Technologiae/Advanced Diploma or equivalent qualification.
The student, in conjunction with CUT, should present a suitable research project in his/her field of specialisation.
The student must score at least 60% in Research Methodology.

Additional Admission requirements:

Due to a limited number of students than can be accommodated, applicants with an equivalent qualification must have at least two years working experience in the public sector. Only limited candidates (a total of 10%) with equivalent qualifications would be admitted per annum. Candidates with equivalent qualifications will be interviewed and only the equivalent candidates who were interviewed must complete the recognition op prior learning template before they will be admitted. The recognition of prior learning process is a time-consuming process, therefore candidates with equivalent qualifications must apply as soon as the admission process opens for the next year. Preference will be given to candidates in managerial or supervisory positions.

18.7   POSTGRADUATE DIPLOMA IN TOURISM MANAGEMENT   PD_TRM
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**144**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**1 Year**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
ATL51AB	ATL52AB	Applied Tourism Business Leadership	30	0.250
TRT51AB	TRT52AB	Trends and Internationalisation in Tourism	30	0.250
TPD51AB	TPD52AB	Tourism Product and Service Development	30	0.250
STP51AB	STP52AB	Applied Statistical Analysis Tourism Project	30	0.250
		Total:	**120**	**1.000**

REMARKS

After successful completion of this program, a Postgraduate Diploma in Tourism Management (NQF 8) will be awarded during an official graduation ceremony of CUT.

Admission requirements

A Bachelor's degree, Advanced Diploma or equivalent qualification in the cognate field, with relevant instructional offerings.
Admission to the Postgraduate Diploma degree will be subject to a review process.
The student must have obtained a 60% average at Baccalaureus Technologiae or equivalent qualification.
The student, in conjunction with CUT, should present a suitable research project in his/her field of specialisation.
The student must score at least 60% in Research Methodology.

Additional Admission requirements:

Due to a limited number of students than can be accommodated, applicants with an equivalent qualification must have at least two years working experience in the public sector. Only limited candidates (a total of 10%) with equivalent qualifications would be admitted per annum. Candidates with equivalent qualifications will be interviewed and only the equivalent candidates who were interviewed have to complete the recognition op prior learning template before they will be admitted. The recognition of prior learning process is a time consuming process, therefore candidates with equivalent qualifications must apply as soon as the admission process opens for the next year. Preference will be given to candidates in managerial or supervisory positions.

19.   *MASTER'S DEGREES*

19.1   RESEARCH ONLY MASTER'S DEGREES

SAQA CREDITS:	**180**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**9**
DURATION OF LEARNING PROGRAMME:	**For M. Phil in Management Sciences:** Full-time: Minimum 2 years / maximum 4 years full time Part-time: Minimum 4 years / maximum 5 years part time **Other Masters:** Full-time: Minimum 1 year / maximum 4 years full time Part-time: Minimum 2 years / maximum 4 years part time

PROGRAMME CODE	DEGREE	MAIN CODE	INSTRUCTIONAL OFFERINGS
M_MSHR	Master of Management Sciences in Human Resources Management	VHG50AB	Dissertation
M_MKTG	Master of Management Sciences in Marketing Management	THE50AB	Dissertation
M_PUBM	Master of Management Sciences in Public Management **Offered at: Bloemfontein campus**	TPM501B	Dissertation
M_TRHM	Master of Management Sciences in Tourism and Hospitality Management	TTS50AB	Dissertation
Master of Philosophy(MPhil) in Management sciences with the following specialisations			
M_PACC	Accounting	ACCT609	Dissertation
M_PAGB	Agricultural Business Management	ABMT609	Dissertation
M_PBAD	Business Administration	BAMT609	Dissertation
M_PBMN	Business Management	BMNT609	Dissertation
M_PENT	Entrepreneurship	ENTT609	Dissertation
M_PFBM	Fashion Business Management	FBMT609	Dissertation
M_PFIN	Finance	FINT609	Dissertation
M_PHBM	Hospitality Management	HBMT609	Dissertation
M_PHCM	Human Capital Management	HMCT609	Dissertation
M_PIAU	Internal Auditing	IADT609	Dissertation
M_PMET	Marketing Management Thesis	MMNT609	Dissertation
M_PPBM	Public Management	PBMT609	Dissertation
M_PPJM	Project Management	PJMT609	Dissertation
M_PSEM	Small Enterprise Management	SEMT609	Dissertation
M_PTEM	Tourism and Event Management	TEBM609	Dissertation

REMARKS

- **The above are research only Masters degrees. As such, there are no formal course works involved.**

After successful completion of this qualification, a master's degree will be awarded during an official graduation ceremony of CUT.

Admission requirements
The minimum admission requirements for a Masters degree is an appropriate NQF level 8
- Cognate Postgraduate Diploma
- Cognate honours degree
- Cognate professional degree

The student must have obtained at least a 60% average at the NQF level 8 Postgraduate Diploma or Honours degree NQF level and in the fourth-year level of the professional degree.

In addition to the above, the student must have accumulated 24 credits course in Research Methodology at NQF level 8 with a minimum of score at least 60%.

Recognition of prior learning (RPL) may be considered for applicants who do not meet the minimum academic qualification requirements.

Admission to a master's degree will be subject to a review process.

The student, in conjunction with CUT, should present a suitable research project in his/her field of specialisation.

*NOTE WELL
*Students are provisionally admitted and given a maximum **six months** (for full-time students) and a maximum of **12 months** (for part-time students) to prepare a research proposal.*
During this time, they are exposed to three optional research modules (A, B and C) in a seminar format.

The proposal must first be presented at departmental level and later to the Faculty Research and Innovation Committee (FRIC). If the proposal is accepted by FRIC, the student is formally registered and proceeds with the empirical research.

*Failure to fulfil this condition may lead to termination of the provisional admission unless an acceptable extenuating motivation is provided in which case, a similar period of final extension may be granted.

19.2 *COURSE WORK MASTER'S DEGREE*

DEGREE	PROGRAMME CODE
MASTER OF MANAGEMENT SCIENCES IN ENTREPRENEURIAL MANAGEMENT	**M_MSEM**

This learning programme will be offered in Bloemfontein

SAQA CREDITS: 180
MINIMUM CREDITS REQUIRED: 180
HEMIS CREDITS: 1.000
NQF LEVEL: 9
DURATION OF LEARNING PROGRAMME: **Part-time modular: two blocks per semester; one weeklong per block Minimum 2 years / maximum 4 years**

Instructional offerings

YEAR	SEMESTER	MODULE NAME	MODULE CODE	SAQA CREDITS	HEMIS CREDITS
1	1	Entrepreneurship in the managerial context	ENMC619	12	0.067
		New venture planning, finance & marketing	NVPF619	12	0.067
		Strategic entrepreneurship	STEN619	12	0.067
		Economics and decision methods for business managers	EDMD619	12	0.067
	2	International entrepreneurship	IENT629	12	0.067
		Project management for entrepreneurs	PMEN629	12	0.067
		Any one of the following			
		Small Enterprise Management	*SEMA629*	24	0.133
		Large Enterprise Management	*LEMA629*		
		Human Capital Development	*HCDV629*		
		Agri-Business Management	*ABMT629*		
		Hospitality, Tourism, & Event Business Management	*HTEB629*		
		Engineering Business Management	*EGBM629*		
		Project Management	*PRJM629*		
		Marketing Management	*MAMT629*		
		Public Sector Management	*PSEM629*		
2	1	Advanced research methodology	ARMT619	24	0.133
	1 & 2	Research project	RPJT609	60	0.333
			TOTAL	**180**	**1**

REMARKS

The program is available on part-time modular basis, two blocks per semester: one weeklong per block

After successful completion of this program, a Master of Management Sciences in Entrepreneurial Management (NQF 9) will be awarded during an official graduation ceremony of CUT

Admission requirements

- A recognised Postgraduate Diploma (or equivalent degree or higher) with at least 60% average mark. However, a minimum 2 years managerial experience after obtaining the recognised Postgraduate Diploma (or equivalent degree or higher) will be considered for those with less than 60% but not less 55% average mark.
- Applicants not meeting these minimum academic requirements will be required to go through a rigorous process of recognition of prior learning (RPL) to establish their potential to participate in the programme.

20.	DOCTORAL DEGREES

SAQA CREDITS: **360**
HEMIS CREDITS: **2.000**
NQF LEVEL: **10**
DURATION OF LEARNING PROGRAMME: **For PhD in management Science**

Full-time: Minimum 2 years /
maximum 5 years
Part-time: Minimum 4 years /
maximum 6 years

Other Doctorates:
Full-time: Minimum 2 years /
maximum 5 years
Part-time: Minimum 3 years /
maximum 5 years

PROGRAMME CODE	DOCTORAL DEGREE	MAIN CODE	INSTRUCTIONAL OFFERINGS
D_BUSA	Doctor of Business Administration	ADV90AB	Advanced Research Project and Thesis
D_HRM	Doctor of Human Resources Management	GNP90AB	Advanced Research Project and Thesis
D_MRKT	Doctor of Management Sciences in Marketing Management	ARP90AB	Advanced Research Project and Thesis
D_PUBM	Doctor of Public Management	GEV90AB	Advanced Research Project and Thesis
Doctor of Philosophy (PhD) in Management Sciences with the following specialisations			
D_PACC	Accounting	ACT7010	Advanced Research Project and Thesis
D_PAGB	Agricultural Business Management	ABT7010	Advanced Research Project and Thesis
D_PBAD	Business Administration	BAT7010	Advanced Research Project and Thesis
D_PBMN	Business Management	BMT7010	Advanced Research Project and Thesis
D_PEBM	Engineering Business Management	PET7010	Advanced Research Project and Thesis
D_PENT	Entrepreneurship	ENT7010	Advanced Research Project and Thesis
D_PFBM	Fashion Business Management	FBT7010	Advanced Research Project and Thesis
D_PFIN	Finance	FNT7010	Advanced Research Project and Thesis
D_PHBM	Hospitality Business Management	HBT7010	Advanced Research Project and Thesis
D_PHCM	Human Capital Management	HCT7010	Advanced Research Project and Thesis
D_PAIU	Internal Auditing	IAT7010	Advanced Research Project and Thesis
D_PMET	Marketing Management	MMT7010	Advanced Research Project and Thesis
D_PPJM	Project Management	PMT7010	Advanced Research Project and Thesis
D_PPBM	Public Sector Management	PMT7010	Advanced Research Project and Thesis
D_PTEM	Tourism And Event Business Management	TET7010	Advanced Research Project and Thesis

REMARKS

After successful completion of this qualification, the appropriate doctoral degree will be awarded during an official graduation ceremony of CUT.

Admission requirements

The minimum admission requirement for the Doctoral degree is a cognate 180 credit NQF Level 9 coursework Masters degree with a mini-dissertation or a research only Masters degree.

The student must have obtained an average of 65% at master's degree level.

Recognition for Prior Learning (RPL) route exists for those who do not meet the above minimum academic requirements.

The student, in co-operation with CUT, must present a suitable research project in his/her field of specialisation.

*21. SHORT LEARNING PROGRAMS

21.1   ENTREPRENEURSHIP 101: FROM IDEAS TO REALITY
This program will be piloted in 2024. Thereafter, it should become fully operational from 2025.

This learning programme will be offered in Bloemfontein and Welkom Campus. It will be offered through lecturer mediated online learning with occasional block learning schedules. It is housed under CUT Entrepreneurship Development Unit (CUT-EDU). The program fulfils the entrepreneurship graduate attribute part of CUT core curriculum. The program seeks to equip participants with the basics of entrepreneurship that provide a solid foundation to start the entrepreneurial journey. Participants will discover about setting up and running their own business. The program is offered in two modes (MODE A and MODE B).

Mode A is spread over two years (Part 1 and Part 2) and is only available to registered CUT students.
Part 1 must be completed in semester 1 of first year of study and part 2 in Semester 1 of the second year. The program is not available to CUT students in Semester 2.

MODE A				
PART 1	**Module**	**Notional Hrs**	**Credits**	**Availability**
	MODULE 1: Course overview and in conversation with role models.	20	2	Semester 1 (February-May)
	MODULE 2: Introduction to entrepreneurship	20	2	
	MODULE 3: Idea validation	20	2	
	MODULE 4: Market research	20	2	
PART 2	**MODULE 5:** The business plan	40	4	Semester 1 (February-May)
	MODULE 6: Business registration	40	4	

Mode B is spread over one year and will be available to applicants who are not registered students of CUT in Semester 2.

MODE B				
PART 1 & PART 2 COMBINED	**Module**	**Notional Hrs**	**Credits**	**Availability**
	MODULE 1: Course overview and in conversation with role models.	20	2	Semester 2 (August-November)
	MODULE 2: Introduction to entrepreneurship	20	2	
	MODULE 3: Idea validation	20	2	
	MODULE 4: Market research	20	2	
	MODULE 5: The business plan	40	4	
	MODULE 6: Business registration	40	4	

CHAPTER 21

FACULTY OF ENGINEERING, BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY

ACTING DEAN	Prof EM Masinde, BSc (UON), MSc (VUB), PhD (UCT), MBA(UFS)
ASSISTANT DEAN TEACHING & LEARNING	Prof BJ Kotze, D Tech (CUT), Pr Tech Eng, FSAIEE, MIPET
ASSISTANT DEAN RESEARCH, INNOVATION & ENGAGEMENT	Prof YE Woyessa, BSc (AAU), MSc (ENSAM), PhD (UFS), MA HES (UFS), MBA (UFS), Pr Tech Eng
SECRETARY	Ms LJ Mokoma, NDip (CUT)
ACTING FACULTY ADMINISTRATOR	Ms MA Mbeo, MTech (CUT)
FACULTY EXTENDED CURRICULUM PROGRAMME (ECP) CO-ORDINATOR	Mr AD van der Walt, MIT (CUT)
FACULTY OFFICER	Ms MA Mbeo, MTech (CUT)
TECHNICAL ASSISTANT: COMPUTER SUPPORT	Mr M van Rooyen, MEng (CUT)

DEPARTMENT OF BUILT ENVIRONMENT

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT	Prof FA Emuze, NDip (FedPoly Ilaro), HND (Polytechnic Ibadan), PGDip (RU), PhD (NMU), Pr.CM
DEPARTMENTAL ADMINISTRATOR	Ms M Mokebe, BTech, PGDip (CUT)
PROFESSOR	Prof FA Emuze, NDip (FedPoly Ilaro), HND (Polytechnic Ibadan), PGDip (RU), PhD (NMU), Pr.CM
ASSOCIATE PROFESSOR	Vacant
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LECTURERS	Ms L van Eeden, BTech (CUT), MTech (NMU)
	Mrs W Odendaal, M Arch (UFS)
	Ms M Qumbisa, MSc (UKZN)
	Mr KN Mokhojane, MSc (NMU)
	Ms J Diba, BTech (CUT), MTech (UJ)
	Mr RB Ramafalo, BTech (CUT), MTech (UJ)
	Vacant
	Mrs S Makhwabe, BTR&P (UP), MBE (WITS), Pr.PLN
TECHNICAL ASSISTANT	Mr N Nkuna

DEPARTMENT OF CIVIL ENGINEERING

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT	Prof OJ Gericke, MSc Eng (US), PhD Eng (UKZN),Pr Eng, IntPE (SA)
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	Ms PK Monye, M Eng (CUT)
	Ms MS Mlasi, MSc Eng (WITS)
	Mrs Z Smith, M Eng (CUT)
	Mr B Mokobori, M Eng. (CUT)
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	Mr S Waters, M Eng (CUT)
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	Ms B Bosman, B Tech (CUT)
	Mr JD Steenkamp, B Eng Tech (Hons)

DEPARTMENT OF ELECTRICAL, ELECTRONIC AND COMPUTER ENGINEERING

BLOEMFONTEIN CAMPUS

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	Prof PH Hertzog, DTech (CUT), PrTechEng
	Prof NJ Luwes, DTech (CUT), PrTechEng

Prof ED Markus, DTech (TUT)
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Dr RB Kuriakose, DEng (CUT)
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Mr S Walker, MEng TUT
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DEPARTMENT OF INFORMATION TECHNOLOGY

BLOEMFONTEIN CAMPUS

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Ms DR Wittes, BTech (CUT)

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Ms PN Thothela, MIT (CUT)
Mrs OP Tsumake, MIT (CUT)

Mr TN Khosa, Master of Computing, IT (TUT)
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Ms M Mbele, MIT (CUT)
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Mrs N Masana, M Tech (CUT)

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WELKOM CAMPUS

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  DEPARTMENTAL ADMINISTRATOR   Ms D Modise, N. Dip (CUT)

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                                   Ms MD Moloja, MTech (CUT)
                                   Ms M Lonergan, MCom (UFS)
                                   Mr MS Kompi, NDip (Unisa), MTech (CUT)

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DEPARTMENT OF MECHANICAL AND MECHATRONIC ENGINEERING

BLOEMFONTEIN CAMPUS

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                                   Vacant

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                                   Dr GG Jacobs, PhD (NWU)
                                   Dr J Combrinck, DEng (CUT)

LECTURERS	Dr FC Aggenbacht, DEng (CUT)
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	Mr LF Monaheng, MTech (CUT)
	Mr J Nsengimana, MTech (CUT)
	Mr O Odufuwa, MEng (CUT)
	Ms MG Moletsane, MEng (CUT)
	Mr LR Masheane, MEng (CUT)
	Mrs A Olwagen, MEng (NWU)
	Ms K Thejane, MEng (CUT)
	Mrs M Rheeder, MEng (NWU)
	Mr LC Lebea, MEng (TUT)
JUNIOR LECTURERS	Mr LA Ramosena, BTech (CUT)
SENIOR TECHNICAL ASSISTANT	Vacant
TECHNICAL ASSISTANT	Mr TPG Lenkoe, BTech (CUT)

DEPARTMENT OF MATHEMATICAL AND PHYSICAL SCIENCES

BLOEMFONTEIN CAMPUS

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	Dr DH Delport, PhD (UFS)
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	Mr R Sypkens, MSc (UFS)
	Dr EM Smith, PhD (CUT)
	Dr F Komati, PhD (CUT)
	Mr WM Mamba, MSc (UFS)
	Dr H Magau, PhD (UFS)
	Miss SG Dlongolo, MSc (UKZN)
	Mr MJ Mphuthi, BSc Hons (UFS), MSc (UFS)
	Mr L Majozi, MSc (UKZN)

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DEPARTMENT OF:	ELECTRICAL, ELECTRONIC AND COMPUTER ENGINEERING	051 – 507-3251 ee@cut.ac.za
DEPARTMENT OF:	INFORMATION TECHNOLOGY	051 – 507-3092 051 – 507-3100 it@cut.ac.za
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WELKOM CAMPUS

DEPARTMENT OF:	INFORMATION TECHNOLOGY	057 – 910-3766

1. **RULES OF THE FACULTY OF ENGINEERING, BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY**
The following rules are supplementary to the rules of the Central University of Technology, Free State (CUT).

2. **DURATION OF SEMESTER AND YEAR LEARNING PROGRAMMES**
For all learning programmes presented in the faculty, there is only one intake per year, i.e. in January.

The duration of a semester is approximately six months.

The first semester extends from January to June, whilst the second semester extends from July to November.

3. **STRUCTURE OF LEARNING PROGRAMMES (REFER TO THE REMARKS PRINTED UNDER EACH LEARNING PROGRAMME)**

4. **NATIONAL DIPLOMA, DIPLOMA AND DEGREE LEARNING PROGRAMMES**

   4.1   National diploma and Baccalaureus Technologiae (BTech) programmes

These programmes will be phased out. *The last new intake for all National Diploma programmes was July 2017.* All students that were enrolled in National Diploma programmes will be allowed to complete their studies according to the phase-out schedule.

The student has the option of exiting upon successful completion of the first three years of study, thereby earning a national diploma. National Diploma programmes in Engineering and Building consist of two components, namely the formal study period, and a period of work-integrated learning (WIL).

Formal study period:
The period of formal study at CUT for the National Diploma extends over four semesters.

WIL period (Only applicable to National Diploma Engineering and Building programmes):
The period of compulsory WIL training applicable to each programme, to be completed at a suitable place of employment, extends over two semesters.

A student may register for a BTech degree in the fourth year, upon successful completion of a national diploma. Admission to the BTech year of study is subject to certain prerequisites (see specific learning programme). Some of the final annual instructional offerings for the BTech in learning programmes related to Engineering are presented on either a full-time or a part-time block basis. A minimum of one year's WIL is to be completed before BTech studies in the field of Engineering can commence. Further information is available from the relevant Heads of Department (HoDs) or the Faculty Administrator. *The final first-time intake for the BTech degree was July 2019*. Only students that were registered for BTech in 2019 or earlier will be allowed to register for outstanding modules in 2020.

4.2 **Diploma in Engineering Technology and Bachelor of Engineering Technology programmes**
The first intake for these programmes was January 2018. Both these programmes will only have intakes in January.

The student has the option to enrol for either the Diploma in Engineering Technology (DipEngTech) or for the Bachelor of Engineering Technology (BEngTech).

4.2.1 **Diploma in Engineering Technology**

Formal study period: Four semesters.

Articulation of the Diploma in Engineering Technology in Civil Engineering, or Electrical Engineering, or Mechanical Engineering to other related qualifications is shown below.

Vertically: Diploma in Civil Engineering/Electrical Engineering/Mechanical Engineering (NQF 6) > Advanced Diploma in Civil Engineering/Electrical Engineering/Mechanical Engineering (NQF 7) > Postgraduate Diploma in Civil Engineering /Electrical Engineering/Mechanical Engineering (NQF 8) > Master of Engineering: Civil Engineering/Electrical Engineering/Mechanical Engineering (NQF 9) > Doctor of Engineering: Civil Engineering/Electrical Engineering/Mechanical Engineering (NQF 10);

OR

Diploma in Civil Engineering/Electrical Engineering/Mechanical Engineering (NQF 6) -> Bachelor's Degree in Civil Engineering /Electrical Engineering/Mechanical Engineering (NQF 7) > Postgraduate Diploma in Civil Engineering/Electrical Engineering/Mechanical Engineering (NQF 8) > Master of Engineering: Civil Engineering /Electrical Engineering/Mechanical Engineering (NQF 9) > Doctor of Engineering: Civil Engineering /Electrical Engineering/Mechanical Engineering (NQF 10);

OR

Diploma in Civil Engineering/Electrical Engineering/Mechanical Engineering (NQF 6) > Bachelor's Degree in Civil Engineering/Electrical Engineering/Mechanical Engineering Technology (NQF 7) > Bachelor Honours in Civil Engineering /Electrical Engineering/Mechanical Engineering (NQF 8) > Master of Engineering: Civil Engineering/Electrical Engineering/Mechanical Engineering (NQF 9) > Doctor of Engineering: Civil Engineering /Electrical Engineering/Mechanical Engineering (NQF 10).

Please note that CUT does not offer the Advanced Diploma and the Post-Graduate Diploma
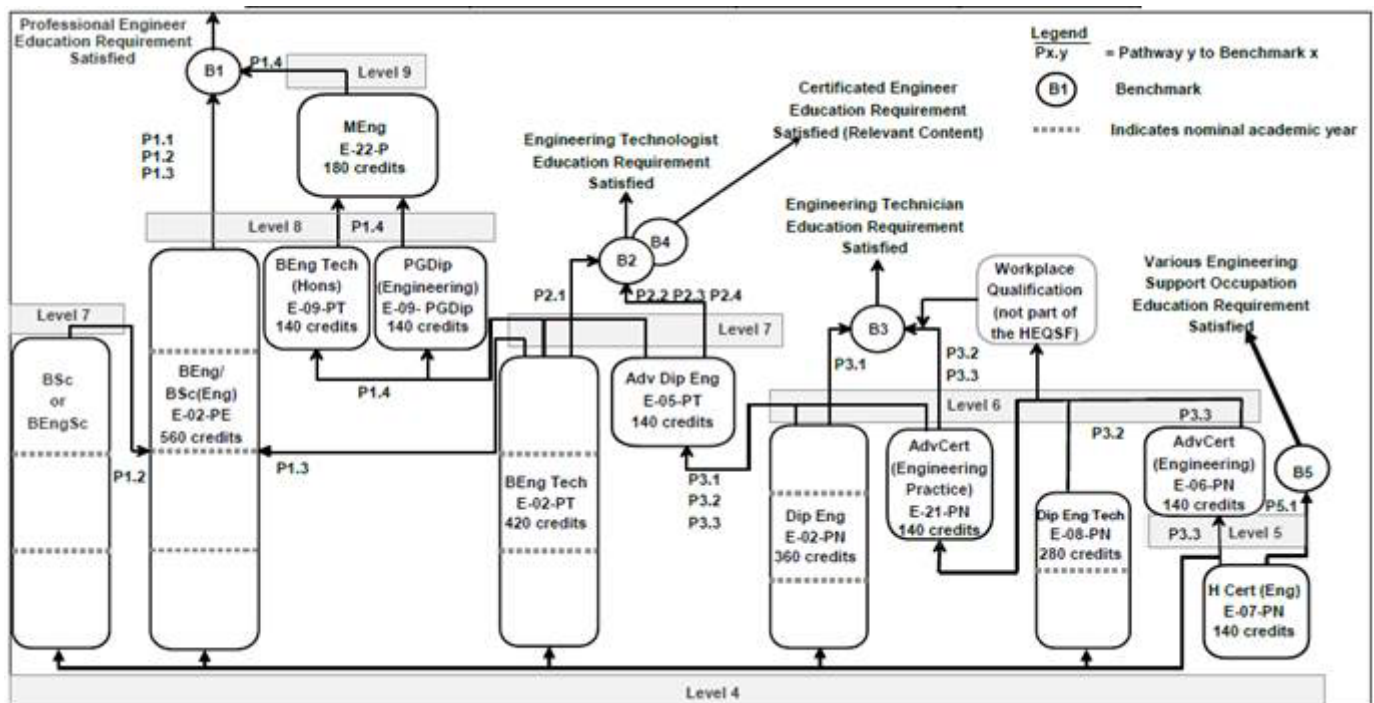
Figure 1   Articulation route

4.2.2   Bachelor of Engineering Technology

Formal study period: Six semesters.

Note: The BEngTech does not follow the DipEngTech.

5. FORMAL STUDIES

Please note that Sections 5.1 and 5.2 below are only applicable to students who are enrolled for the old programmes, for example the National Diploma and BTech programmes, and must be in line with the old programmes' phase-out schedules.

5.1 Students with an employer

The student enrols directly at National Diploma level, if he/she complies with the minimum admission requirements. After a period of one year (two semesters) at CUT, the student may return to the employer for WIL (in a programme of Engineering), or alternatively may continue with the subsequent academic semester, and join the employer for WIL purposes at a later stage.

5.2 Students without an employer

The student enrols at National Diploma level, if he/she complies with the minimum admission requirements. The student attends classes with the other groups, and at any stage after the first year (two semesters) may commence with his/her WIL training at a suitable place of employment. Upon completion of the formal study period at CUT and the prerequisite WIL (Engineering programmes), the student may either apply for a National Diploma and leave the university; or continue with his/her studies towards the BTech degree.

6. REGISTRATION DURING WIL

Please note that Section 6 is only applicable to students who are enrolled for the old programmes, for example the National Diploma and BTech programmes, and must be in line with the old programmes' phase-out schedules.

Employers prepare a programme for WIL in collaboration with CUT. Computer Systems Engineering students are advised to complete all four semesters of study, before commencing with WIL. The Centre for Work-integrated Learning and Skills Development assists students with placement at employers.

During the WIL phase, **the student must register at CUT every six months, except in the case of the Built Environment programme, where students register in January for the full academic year**. The student compiles a report, containing details of the training period, which serves as a means of monitoring the progress made in the student's WIL. The rules applicable to the writing of the report are contained in a study guide, which is available from the relevant Departmental Administrator. After every semester of prescribed WIL, the student must approach the relevant Departmental Administrator to arrange for an interview, during which his/her WIL is assessed by the relevant lecturer, no later than 14 days after commencing with the subsequent semester, unless otherwise stipulated in the study guides of a specific programme.

It should also be noted that the last semester for official registration for P1 of WIL is Semester 2 of 2023 and Semester 1 of 2024 for P2.

7. USE OF POCKET CALCULATORS
Unless otherwise specified for a particular instructional offering, no alphanumeric pocket calculators may be used during tests or assessments.

8. **INTEGRATED TERTIARY SOFTWARE (ITS) CODES**

When completing a registration or other form, the student must be certain of the correct codes used to identify the learning programme and instructional offerings selected. This is because student accounts, class lists, progress reports and assessment results are compiled according to these codes, and it is therefore in the best interest of the student to ensure that the correct codes are used, and that he/she writes clearly.

9. **INTERNET-BASED LEARNING**

Internet-based learning has been implemented in respect of several instructional offerings and is used as an additional instructional support aid in the Faculty of Engineering, Built Environment and Information Technology. Information in this regard will be provided by the lecturers concerned.

10.   ASSESSMENT MODEL FOR ALL PROGRAMMES: 2024

Unless otherwise determined by a resolution of Senate, the proposed calculations for 2024 are as follows:

1.   **Year subjects**

Subject

Unit 1 (Jan. – Jun.)
Course mark – 20%
Assessment mark – 30%
Final mark for Unit 1 (50%)

Unit 2 (Jul. – Dec.)
Course mark – 20%
Assessment mark – 30%
Final mark for Unit 2 (50%)

Final mark for subject

45% to 49%
Reassessment directly after main assessment
**(first-semester subjects – June.
Year subjects and second-semester subjects – November).**

2.   **Semester subjects**

Subject
Course mark – 50%
Assessment mark – 50%
Final mark for subject

45% to 49%
Reassessment directly after main assessment.
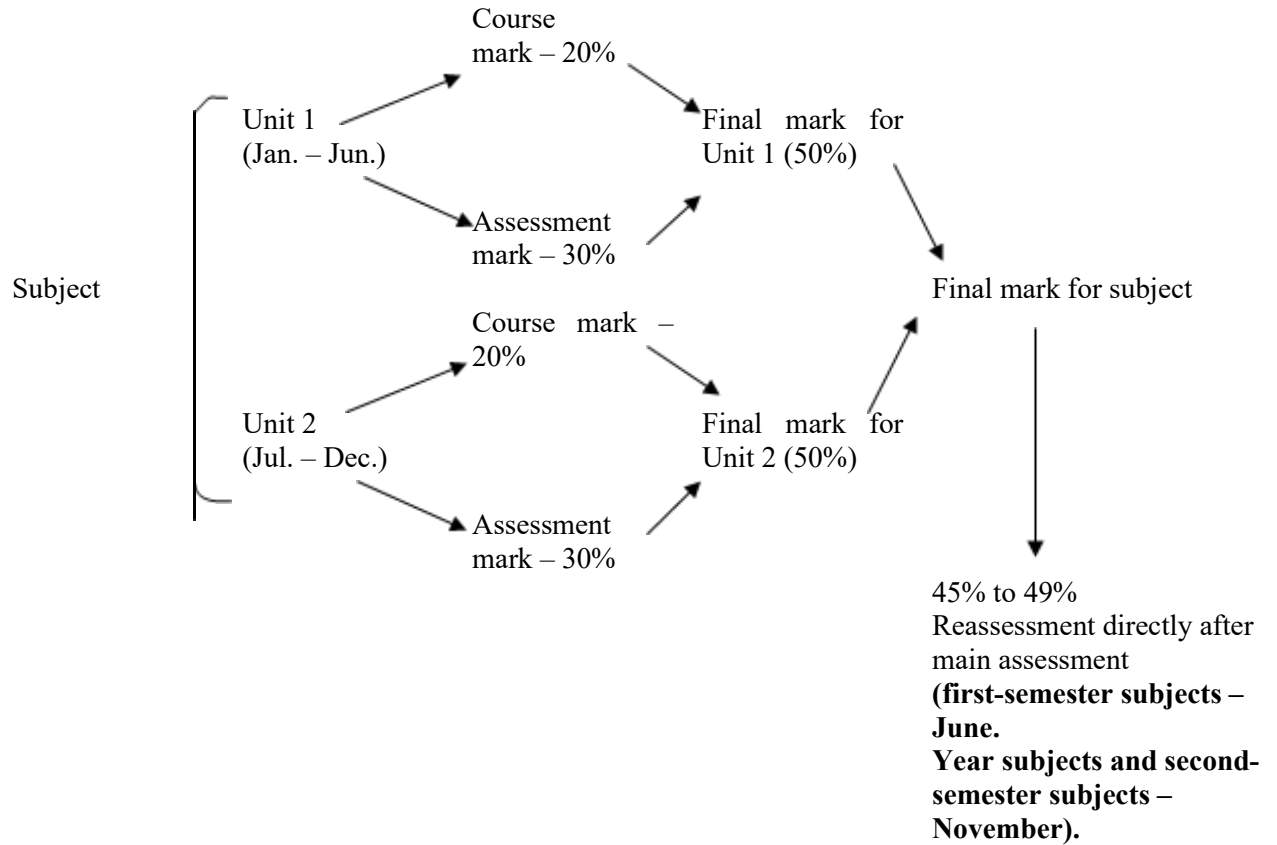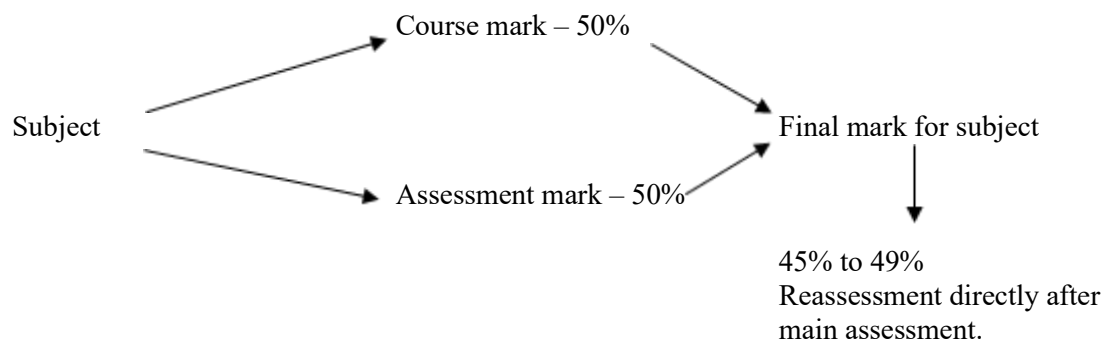
10.1. ASSESSMENT AND RESULTS (ALL faculties, unless otherwise specified)

- Unless otherwise stated in the faculty rules, an admission mark of 40% is required for the summative assessment at the end of a course/module/unit.

- A course/module successfully completed counts as a credit only if the student has successfully completed the prerequisite course/modules or has met the admission requirements for the course/module. Only Senate has the authority to prevent a student from registering for a course/module/unit, unless credit has been awarded for prerequisite courses/modules; and/or co-requisite courses/modules have been successfully completed; and/or the admission requirements have been met.

- A student has "successfully completed" a course/module only if he/she has achieved 50% or more as a final mark for the course/module and has participated in all summative assessment opportunities. The course/module is "completed with distinction" if the final mark for the course/module is 75% or above.

10.2. THE 2024 RULES FOR ALL PROGRAMMES

(a) For all Engineering programmes, a subminimum mark of 50% accumulated for practical work and projects in specified subjects is compulsory to gain access to the relevant assessment session and to pass the subject. This rule applies to all those subjects identified as such in the study guides. A sub-minimum pass mark of 50% is also required in the assessment of the ECSA Graduate Attributes.

(b) An admission mark of at least 40% is required for main assessments.

(c) A re-assessment is granted to a candidate who has achieved a final mark of 45% – 49% in a subject. The re-assessment of a year subject – covering the subject content of the entire year – takes place directly after the main assessment in November. The re-assessment of semester subjects takes place immediately after the main assessment in June, while the re-assessment of second semester and year subjects takes place in November.

- **Please note that once a student has been granted a re-assessment or a special assessment opportunity as a result of illness or some other reason, no additional such assessment opportunity will be granted.**

11. ACCREDITATION STATUS OF ENGINEERING LEARNING PROGRAMMES
The following learning programmes are accredited by the Engineering Council of South Africa (ECSA):
- Civil Engineering;
- Computer Systems Engineering;
- Electrical Engineering; and
- Mechanical Engineering.

12. GENERAL
The student may only enrol for the second-, third- or fourth-year level instructional offerings of a learning programme if he/she has passed the first-, second- or third-year level, respectively.

13. THE FOLLOWING HIGHER CERTIFICATE PROGRAMMES ARE OFFERED IN THE FACULTY:
- Higher Certificate in Construction
- Higher Certificate in Information Technology
- Higher Certificate in Mathematics for Engineering Technology
- Higher Certificate in Renewable Energy Technologies

14. **THE FOLLOWING DIPLOMA PROGRAMMES ARE OFFERED IN THE FACULTY:**
- Diploma in Computer Networking
- Diploma in Engineering Technology in Civil Engineering
- Diploma in Engineering Technology in Electrical Engineering
- Diploma in Engineering Technology in Mechanical Engineering
- Diploma in Information Technology

15. **THE FOLLOWING DIPLOMA EXTENDED CURRICULUM PROGRAMMES (ECPs) ARE OFFERED IN THE FACULTY:**
- Diploma in Computer Networking (ECP)
- Diploma in Information Technology (ECP)

16 **THE FOLLOWING ADVANCED DIPLOMA PROGRAMME IS OFFERED IN THE FACULTY:**
- Advanced Diploma in Computer Networking
- Advanced Diploma in Information Technology
- Advanced Diploma in Logistics and Transportation Management *(phasing out)*

17. **THE FOLLOWING BACCALAUREUS TECHNOLOGIAE PROGRAMMES ARE OFFERED IN THE FACULTY:** *(These programmes are in the process to be phased out. Final intake was in July 2019. Final date of phase-out)*
- ~~Baccalaureus Technologiae: Construction Management~~
- Baccalaureus Technologiae: Engineering: Electrical
- ~~Baccalaureus Technologiae: Information Technology (Software Development)~~
- ~~Baccalaureus Technologiae: Information Technology (Web and Application Development)~~
- ~~Baccalaureus Technologiae: Quantity Surveying~~

18. **THE FOLLOWING BACHELOR OF ENGINEERING TECHNOLOGY PROGRAMMES ARE OFFERED IN THE FACULTY:**
- Bachelor of Construction in Health and Safety Management
- Bachelor of Construction in Construction Management
- Bachelor of Construction in Quantity Surveying
- Bachelor of Engineering Technology in Civil Engineering
- Bachelor of Engineering Technology in Mechanical Engineering
- Bachelor of Engineering Technology in Electrical Engineering
- Bachelor of Science in Hydrology and Water Resources Management *(phasing out)*

19. **THE FOLLOWING BACHELOR OF ENGINEERING TECHNOLOGY EXTENDED CURRICULUM PROGRAMMES (ECPs) ARE OFFERED IN THE FACULTY:** *(The programmes are being phased out. Final intake was in July 2019.)*
- Bachelor of Construction in Construction Management (ECP)
- Bachelor of Construction in Quantity Surveying (ECP)

20. **THE FOLLOWING POSTGRADUATE DIPLOMAS ARE OFFERED IN THE FACULTY:**
- Postgraduate Diploma in Construction in Health and Safety Management
- Postgraduate Diploma in Construction in Construction Management
- Postgraduate Diploma in Construction in Quantity Surveying
- Postgraduate Diploma in Construction in Urban Development
- Postgraduate Diploma in Information Technology

21. **THE FOLLOWING HONOURS DEGREE PROGRAMMES ARE OFFERED IN THE FACULTY:**
- Bachelor of Engineering Technology Honours in Civil Engineering
- Bachelor of Engineering Technology Honours in Mechanical Engineering

22.   THE FOLLOWING MASTER'S DEGREE PROGRAMMES ARE OFFERED IN THE FACULTY:
- Master of Engineering in Civil Engineering
- Master of Engineering in Electrical Engineering
- Master of Engineering in Mechanical Engineering
- Master of Information Technology

23.   THE FOLLOWING DOCTORAL PROGRAMMES ARE OFFERED IN THE FACULTY:
- Doctor of Engineering in Civil Engineering
- Doctor of Engineering in Electrical Engineering
- Doctor of Engineering in Mechanical Engineering

24.   THE FOLLOWING DOCTOR OF PHILOSOPHY PROGRAMME IS OFFERED IN THE FACULTY:
- Doctor of Philosophy in Information Technology

25.	HIGHER CERTIFICATES

25.1 HIGHER CERTIFICATE IN CONSTRUCTION   **HC_CON**
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	140
MINIMUM CREDITS REQUIRED:	140
HEMIS CREDITS:	1.000
NQF LEVEL:	5
DURATION OF LEARNING PROGRAMME:	1 year full time or 2 years part time

Instructional offerings

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LCS5001	*Academic Literacy and Communication Studies	12	0.082
CET00BE	*Construction and the Environment	15	0.108
COM00BE	*Construction Management	20	0.142
CMT00BE	*Construction Mathematics	15	0.108
CTG00BE	*Construction Technology	20	0.142
FCL00BE	Fundamentals of Contract Law	15	0.108
FHD00BE	Fundamentals of Human Settlement Development	15	0.108
MET00BE	*Measurement, Estimating and Tendering	20	0.142
PBS00BE	*Physical Building Science	15	0.108
SES00BE	*Site Establishment and Supervision	20	0.142
	Total:	**167**	**1.219**

REMARKS
- *Compulsory instructional offerings.
- Any application for subject recognition will be considered ONLY for subjects completed at equivalent level, not at a lower level.
- Elective subjects: Students are required to choose at least one elective per year.
- All students must register and complete Academic Literacy and Communication Studies [LCS5001].
- No student will be allowed to graduate without successfully completing the following instructional offering: Academic Literacy and Communication Studies.
- A minimum of 140 SAQA credits are required to obtain the qualification.
- A minimum of 1.11 HEMIS credits are required to obtain the qualification.
- One intake per year, in January.
- After successful completion of this qualification, the Higher Certificate will be conferred during an official graduation ceremony of CUT.

Admission requirements:
For candidates who matriculated in 2007 and before:
- A Grade 12 National Senior Certificate (NSC) with a minimum score of 27 on the CUT scoring scale, plus a minimum mark of 50% on standard grade or 40% on higher grade in both Physical Sciences and Mathematics.
- Candidates with a score of 23 to 26 on the CUT scoring scale must successfully complete the selection process for admission, which could include the writing of an admission selection test.
- Mathematical Literacy will **not** be accepted.

For candidates who matriculated in 2008 and thereafter:

- A National Senior Certificate (NSC) with a score of 27 on the CUT scoring scale, plus a minimum pass mark of 50% (rating 4) in both Mathematics and Physical Sciences.
- Candidates with a score of 23 to 26 on the CUT scoring scale must successfully complete the selection process for admission, which could include the writing of an admission selection test.
- Mathematical Literacy will **not** be accepted.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

25.2 HIGHER CERTIFICATE IN INFORMATION TECHNOLOGY   HC_ITC
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	132
MINIMUM CREDITS REQUIRED:	132
HEMIS CREDITS:	1.000
NQF LEVEL:	5
DURATION OF LEARNING PROGRAMME:	1 year full time

Instructional offerings

1ST YEAR Semester 1	Semester 2	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LCS5011		Academic Literacy and Communication Studies IA	12	0.090
INL115C		Information Systems IA	18	0.136
ITS115C		Information Technology (IT) Technical Support IA	18	0.136
SYS115C		System and Application Software IA	12	0.092
USS115C		User Support IA	12	0.092
PIM5011	PIM5012	Personal Information Management	0	0
	LCS5012	Academic Literacy and Communication Studies IB	12	0.090
	INL125C	Information Systems IB	18	0.136
	ITS125C	Information Technology (IT) Technical Support IB	18	0.136
	SYS125C	System and Application Software IB	12	0.091
	USS125C	User Support IB	12	0.091
		Total:	**132**	**1.000**

REMARKS
- All instructional offerings are compulsory.
- Any application for subject recognition will be considered ONLY for subjects completed at equivalent level, not at a lower level.
- All students must register and complete Academic Literacy and Communication Studies [LCS5011] (A) in Semester 1, and only repeaters who failed LCS5011 must register and complete LCS5012 (B) in Semester 2.
- No student will be allowed to graduate without successfully completing the following instructional offering: Academic Literacy and Communication Studies.
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)
- A minimum of 132 SAQA credits are required to obtain the qualification.
- A minimum of 1.00 HEMIS credits are required to obtain the qualification.
- One intake per year, in January.

- After successful completion of this qualification, the Higher Certificate will be conferred during an official graduation ceremony of CUT.
- Graduates meeting a minimum average of 60%, may be considered for admission into the Diploma in Computer Networking.

Admission requirements:

For candidates who matriculated in 2007 and before:
- A Grade 12 National Senior Certificate (NSC) with a minimum score of 27 on the CUT scoring scale, with language proficiency in English at NQF level 4.
- Candidates with a score of 22 to 26 on the CUT scoring scale must successfully complete the selection process for admission, which include the writing of an admission selection test.

For candidates who matriculated in 2008 and thereafter:
- A National Senior Certificate (NSC) with a score of 27 on the CUT scoring scale, with language proficiency in English at NQF level 4.
- Candidates with a score of 22 to 26 on the CUT scoring scale must successfully complete the selection process for admission, which could include the writing of an admission selection test.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

PREREQUISITES

Instructional offerings	Prerequisite instructional offerings
LCS5011 Academic Literacy and Communication Studies IA	Grade 12
INL115C Information Systems IA	Grade 12
ITS115C Information Technology (IT) Technical Support IA	Grade 12
SYS115C System and Application Software IA	Grade 12
USS115C User Support IA	Grade 12
INL125C Information Systems IB	INL115C Information Systems IA
ITS125C Information Technology (IT) Technical Support IB	ITS115C Information Technology (IT) Technical Support IA
SYS125C System and Application Software IB	SYS115C System and Application Software
USS125C User Support IB	USS115C User Support IA

25.3 HIGHER CERTIFICATE IN MATHEMATICS FOR ENGINEERING TECHNOLOGY
HC_MET
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**132**
MINIMUM CREDITS REQUIRED:	**132**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**5**
DURATION OF LEARNING PROGRAMME:	**1 year**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
MLT115C		Mathematics Literacy	6	0.045
MPS115C		Mathematics Problem Solving	6	0.045
SMT115C		Studying Mathematics	6	0.045
MET1151		Mathematics for Engineering Technology 1	24	0.182

MET1152		Mathematics for Engineering Technology 2	24	0.182
	MET1253	Mathematics for Engineering Technology 3	24	0.182
	MET1254	Mathematics for Engineering Technology 4	24	0.182
	MET1255	Mathematics for Engineering Technology 5	18	0.137
		Total:	**132**	**1.000**

REMARKS
- All instructional offerings are compulsory.
- Any application for subject recognition will be considered ONLY for subjects completed at equivalent level, not at a lower level.
- The qualification will be issued upon completion of 132 credits.
- One intake per year, in January.
- After successful completion of this qualification, the Higher Certificate will be conferred during an official graduation ceremony of CUT.

Admission requirements:
- The minimum requirements for this qualification is the Senior Certificate (SC), National Senior Certificate (NSC) or the National Certificate (Vocational) (NCV) with appropriate subject combinations and levels of achievement as defined below:
  For candidates who matriculated in 2007 and before:
  o At least a minimum of 40% on Standard Grade or 30% on Higher Grade in Mathematics and English.
  For candidates who matriculated in 2008 and thereafter or those with a National Certificate (Vocational) (NCV):
  o A minimum of 40% in grade 12 English;
  o A minimum of 50% in grade 12 Physical Science/Technical Science; **and**
  o Either a minimum of 30% in grade 12 Mathematics/Technical Mathematics **or** a minimum of 40% in Mathematics/Technical Mathematics in grade 11 and a minimum of 60% in grade 12 Mathematical Literacy.

25.4 HIGHER CERTIFICATE IN RENEWABLE ENERGY TECHNOLOGIES   IEHCRE
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	120
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1.000
NQF LEVEL:	5
DURATION OF LEARNING PROGRAMME:	1 year

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5001		Academic Literacy and Communication Studies	12	0.100
PPE5011		Applied Physics of Energy Conversion I	12	0.100
DLC5011		Basic Digital Literacy	6	0.050
EEN5011		Electrical Engineering I	12	0.100
WIS5011		Mathematics IA	6	0.050
LES5011		Solar Energy Systems I	12	0.100
PIM5011	PIM5012	Personal Information Management	0	0
	EIP5012	Electrical Installation and Practice	12	0.100
	HPP5012	Health and Safety: Principles and Practice	6	0.050
	WIS5012	Mathematics IB	6	0.050

	PGS5012	Power Generation and Storage	12	0.100
	LES5022	Solar Energy Systems II	12	0.100
	LWG5012	Small-wind Generation	12	0.100
		Total:	**120**	**1.000**

REMARKS

- All instructional offerings are compulsory.
- Any application for subject recognition will be considered ONLY for subjects completed at equivalent level, not at a lower level.
- No student will be allowed to graduate without completing the Academic Literacy and Communication Studies module.
- No student will be allowed to graduate without successfully completing the following instructional offering: Academic Literacy and Communication Studies.
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)
- The qualification will be issued upon completion of 120 credits.
- One intake per year, in January.
- After successful completion of this qualification, the Higher Certificate will be conferred during an official graduation ceremony of CUT.

Admission requirements:

For candidates who matriculated in 2007 and before:

- A Grade 12 National Senior Certificate (NSC) with a minimum score of 27 on the CUT scoring scale, plus a minimum mark of 50% on standard grade or 40% on higher grade in both Physical Sciences and Mathematics.
- Candidates with a score of 23 to 26 on the CUT scoring scale must successfully complete the selection process for admission, which could include the writing of an admission selection test.
- Mathematical Literacy will **not** be accepted.

For candidates who matriculated in 2008 and thereafter:
- A National Senior Certificate (NSC) with a score of 27 on the CUT scoring scale, plus a minimum pass mark of 50% (rating 4) in both Mathematics and Physical Sciences.
- Candidates with a score of 23 to 26 on the CUT scoring scale must successfully complete the selection process for admission, which could include the writing of an admission selection test.
- Mathematical Literacy will **not** be accepted.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

26.	DIPLOMAS

26.1 DIPLOMA IN COMPUTER NETWORKING DP_CMN
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	387
MINIMUM CREDITS REQUIRED:	387
HEMIS CREDITS	3.000
NQF LEVEL:	6
DURATION OF LEARNING PROGRAMME:	3 years

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5011	LCS5012	Academic Literacy and Communication Studies	12	0.082
PIM5011	PIM5012	Personal Information Management	0	0
ITE115C	ITE125C	Information Technology Essentials IA & IB	30	0.204
ITM115C	ITM125C	Information Technology Mathematics IA & IB	30	0.204
PSA115C		Problem-solving and Algorithms	15	0.102
SPG115C		System Software IA	15	0.102
	SPG125C	System Software IB	15	0.102
SSD115C	SSD125C	System Software Development I	30	0.104
		Total:	**147**	**1.000**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
CMN216C		Communication Networks IIA	15	0.125
DBS216C		Databases II	15	0.125
SSD216C	SSD226C	System Software Development II	30	0.250
SPG216C		System Software IIA	15	0.125
	CMN226C	Communication Networks IIB	15	0.125
	SPG226C	System Software IIB	15	0.125
	SSE226C	System Software Engineering II	15	0.125
		Total:	**120**	**1.000**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
CNR316C		Communication Networks Routing III	15	0.125
CNS316C		Communication Networks Switching III	15	0.125
SSD316C		System Software Development III	15	0.125
SSE316C		System Software Engineering III	15	0.125
	CMN327W	Work-integrated Learning in Computer Networking	60	0.500
		Total:	**120**	**1.000**

REMARKS
- 25 theoretical instructional offerings are to be taken over a period of three years.
- The Diploma will be issued upon completion of 387 SAQA credits.
- Only one intake per year, in January.
- After successful completion of this qualification, the Diploma will be conferred during an official graduation ceremony of CUT.
- No student will be allowed to graduate without successfully completing Academic Literacy and Communication Studies (LCS5011).
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)

Admission requirements
- Admission to this learning programme is subject to selection.

For candidates who matriculated in 2007 and before:
- A Grade 12 National Senior Certificate (NSC) with a score of 27 on the CUT scoring scale, plus a minimum mark of 60% on standard grade or 40% on higher grade in Mathematics or Computer Science.
- A candidate must also successfully complete the selection process for admission.

For candidates who completed the NSC in 2008 and thereafter:
- A National Senior Certificate (NSC) with a score of 27 on the CUT scoring scale, plus a minimum pass mark of 40% (rating 3) in Mathematics or Computer Science, or 60% (rating 5) in Mathematical Literacy.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

For candidates who completed the HC_ITC:
- A student that completed the HC_ITC with an average of 75%.
- A candidate must also successfully complete the selection process for admission.

PREREQUISITES
- Refer to the heading "General" under point 12 of this chapter.

Instructional offerings		Prerequisite instructional offerings	
Code	Subject	Code	Subject
LCS5011	Academic Literacy and Communication Studies	Grade 12	
ITM115C	Information Technology Mathematics IA	Grade 12	
ITE115C	Information Technology Essentials IA	Grade 12	
PSA115C	Problem-solving and Algorithms	Grade 12	
SSD115C	System Software Development IA	Grade 12	
SPG125C	System Software IB	SPG115C	System Software IA
ITM125C	Information Technology Mathematics IB	ITM115C	Information Technology Mathematics IA
ITE125C	Information Technology Essentials IB	ITE115C	Information Technology Essentials IA
SSD125C	System Software Development IB	SSD115C	System Software Development IA
CMN216C	Communication Networks IIA	SPG125C	System Software IB
DBS216C	Databases II	SPG125C	System Software Development IB
SSD216C	System Software Development IIA	SPG125C	System Software Development IB
SPG216C	System Software IIA	SPG125C	System Software IB
CMN226C	Communication Networks IIB	CMN216C	Communication Networks IIA
SSD226C	System Software Development IIB	SPG216C	System Software Development IIA
SSE226C	System Software Engineering II	DBS216C	Databases II
SPG226C	System Software IIB	SPG216C	System Software IIA
CNS316C	Communication Networks Switching III	SPG226C	System Software IIB
CNR316C	Communication Networks Routing III	SPG226C	System Software IIB

SSE316C System Software Engineering III	SSE226C System Software Engineering II
SSD316C System Software Development III	SSD226C System Software Development IIB
CMN327W Work-integrated Learning in Computer Networking	CNS316C Communication Networks Switching III and CNR316C Communication Networks Routing III

26.2 DIPLOMA IN ENGINEERING TECHNOLOGY IN CIVIL ENGINEERING   DP_CVL
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**280**
MINIMUM CREDITS REQUIRED:	**280**
HEMIS CREDITS:	**2.000**
NQF LEVEL:	**6**
DURATION OF LEARNING PROGRAMME:	**2 years**

Purpose Statement

The purpose of this qualification is to build the necessary knowledge, understanding and skills required for a student's progression towards becoming a competent practising Engineering Technician. It is intended to subsequently empower the Candidate Engineering Technician to demonstrate his/her ability to apply his/her acquired knowledge, understanding, skills, attitudes and values in the South African work environment. The qualification is also designed to add value to the qualifying student in terms of personal enrichment, as well as status and professional recognition.

A person in possession of this qualification can:

- Competently apply an integration of theory, principles, proven techniques, practical experience and appropriate skills towards solving well-defined problems in the field of Engineering, whilst operating within the relevant standards and codes.
- Demonstrate well-rounded general engineering knowledge, as well as systematic knowledge of the main terms, procedures, principles and operations applicable to Civil Engineering.
- Gather evidence from primary sources and journals using advanced retrieval skills, and organise, synthesise and present the information professionally in a mode appropriate to the audience.
- Apply the acquired knowledge to new situations, both concrete and abstract, in the workplace or community.
- Identify, analyse, conduct and manage a project.
- Make independent decisions/judgements, considering the relevant technical, economic, social and environmental factors.
- Work both independently and as a member of a team, and as a team leader.
- Relate engineering activity to health and safety, as well as environmental, cultural and economic sustainability.
- Meet the requirements for registration with the Engineering Council of South Africa (ECSA) as a Candidate Engineering Technician (upon completion of 1-year appropriate experiential learning/industry exposure after completion of Dip Eng. Tech).
- Demonstrate the capacity to explore and exploit educational, entrepreneurial and career opportunities to engage in professional development.

Instructional Offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
ALC5011 or ALC5012		Academic Literacy & Communication Studies	14	0.100
PIM5011	PIM5012	Personal Information Management	0	0
BDL11A		Basic Digital Literacy	14	0.100
CCM11A		Construction Materials	14	0.100
CAM11A		Applied Mechanics	14	0.100
MAT11A		Mathematics I	14	0.100
	CMT12A	Construction Methods	14	0.100
	CDR12A	Drawings I	14	0.100
	CSM12A	Soil Mechanics	14	0.100
	MAT12A	Mathematics II	14	0.100
	CTS12A	Theory of Structures	14	0.100
		Total:	**140**	**1.000**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
CDR21A		Drawings II	14	0.100
CDS21A		Design of Structures I	14	0.100
CHY21A		Hydrology	14	0.100
CSU21A		Surveying I	14	0.100
CTE21A		Transportation Engineering I	14	0.100
	CDS22A	Design of Structures II	14	0.100
	CPM22A	Eng. Project Management	14	0.100
	CHD22A	Hydraulics	14	0.100
	CSU22A	Surveying II	14	0.100
	CTE22A	Transportation Engineering II	14	0.100
		Total:	**140**	**1.000**

REMARKS
- All instructional offerings are compulsory.
- The total credit value of all instructional offerings must add up to 280 SAQA credits.
- Only one intake per year, in January.
- Work-integrated Learning does not form part of the instructional offerings.
- All students must register for and complete Academic Literacy and Communication Studies (ALC5011) in Semester 1, and only repeaters who failed ALC5011 must register for and complete ALC5012 in Semester 2.
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012).
- No student will be allowed to graduate without successfully completing Academic Literacy and Communication Studies.
- After successful completion of this qualification, the Diploma in Engineering Technology in Civil Engineering will be awarded during an official graduation ceremony of CUT.
- Students must achieve competency in all the ECSA Graduate Attributes before they will be allowed to graduate.

ADMISSION REQUIREMENTS

For candidates who matriculated in 2007 and before:
- A Grade 12 National Senior Certificate (NSC) and a minimum score of 27 points on the CUT scoring scale, plus a minimum mark of 50% on standard grade or 40% on higher grade in Mathematics, Physical Sciences and English.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2007 or before.
- Mathematical Literacy will not be accepted in any of the Engineering disciplines.

For candidates who matriculated in 2008 and thereafter:
- A Grade 12 National Senior Certificate (NSC) and a minimum score of 27 points on the CUT scoring scale, plus a minimum mark of 50% to 59% (Level 4) in Mathematics, Physical Sciences and English.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2008 or thereafter.
- Mathematical Literacy will not be accepted in any of the Engineering disciplines.
- Candidates in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate and they should also adhere to the general admission regulations for candidates who completed the N3, N4, N5 and N6 qualifications at a Technical Vocational Education and Training (TVET) college.
- In cases where a candidate does not meet the minimum admission requirements, recognition of prior learning (RPL), in addition to the minimum admission requirements could be considered on a case-by-case situation. In other words, RPL in combination with the criteria stipulated above, would only grant prospective students' admission to the programme and therefore no exemption of individual subjects as such. In the latter case, the selection of such students will be conducted on an individual basis and in accordance with the RPL Policy of the CUT.

PRE-REQUISITES

Instructional offering		Pre-requisite instructional offering	Equivalent substitute (ISNDLS/EXNDCE)
Code	Subject	Code	Code
ALC5011/2	Academic Literacy & Communication Studies	Grade 12	ECM11BI
BDL11A	Basic Digital Literacy	Grade 12	COM11AI
CAM11A	Applied Mechanics	Grade 12	CAM11AI
CCM11A	Construction Materials	Grade 12	KMA11AI
CDR12A	Drawings I	Grade 12	CDR12AI
CDR21A	Drawings II	CDR12A	CDR21AI
CDS21A	Design of Structures I	CTS12A	SSL31AI
CDS22A	Design of Structures II	CTS12A	GWP32AI
CHD22A	Hydraulics	CAM11A & MAT11A	CWE32AI
CHY21A	Hydrology	MAT11A	CWE21AI
CMT12A	Construction Methods	CCM11A	KMT12AI
CPM22A	Eng. Project Management	CMT12A	CDO32AI
CSM12A	Soil Mechanics	CCM11A	CGE22AI
CSU21A	Surveying I	MAT11A	CSU11AI
CSU22A	Surveying II	CSU21A	CSU22AI
CTE21A	Transportation Engineering I	CMT12A	CTE21AI
CTE22A	Transportation Engineering II	CTE21A	CTE32AI
CTS12A	Theory of Structures	CAM11A	CTS22AI
MAT11A	Mathematics I	Grade 12	WIS11AI
MAT12A	Mathematics II	MAT11A	WIS22AI

26.3   DIPLOMA IN ENGINEERING TECHNOLOGY IN ELECTRICAL
ENGINEERING   DP_ELE
This learning programme will be offered in Bloemfontein.

SAQA CREDITS: 280
MINIMUM CREDITS REQUIRED: 280
HEMIS CREDITS   2.000
NQF LEVEL: 6
DURATION OF LEARNING PROGRAMME: 2 years

Statement of the purpose of the qualification:

This qualification is primarily vocational, or industry oriented, characterised by the knowledge emphasis, general principles and application of technology transfer. The qualification provides students with a sound knowledge base in a particular field or discipline, and the ability to apply their knowledge and skills to particular career or professional contexts, whilst equipping them to undertake more specialised and intensive learning. Programmes leading to this qualification tend to have a strong vocational, professional or career focus, and holders of this qualification are usually prepared to enter a specific niche in the labour market. The specific purpose of educational programmes designed to meet this qualification are to build the necessary knowledge, understanding, abilities and skills required for further learning towards becoming a competent practicing Candidate Engineering Technician.

A person in possession of this qualification is able to:
*   competently apply an integration of theory, principles, proven techniques, practical experience and appropriate skills towards solving well-defined problems in the field of Engineering, whilst operating within the relevant standards and codes;
*   demonstrate well-rounded general engineering knowledge, as well as systematic knowledge of the main terms, procedures, principles and operations of one of the disciplines of Engineering;
*   gather evidence from primary sources and journals using advanced retrieval skills, and also organise, synthesise and present the information professionally in a mode appropriate to the audience;
*   apply the acquired knowledge to new situations, both concrete and abstract, in the workplace or community;
*   identify, analyse, conduct and manage a project;
*   make independent decisions/judgements, taking into account the relevant technical, economic, social and environmental factors;
*   work both independently and as a member of a team, and also as a team leader;
*   relate engineering activity to health and safety, as well as environmental, cultural and economic sustainability;
*   meet the requirements for registration with the Engineering Council of South Africa (ECSA) as a Candidate Engineering Technician (at diploma level); and
*   demonstrate the capacity to explore and exploit educational, entrepreneurial and career opportunities, and to engage in professional development

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
ALC5011	ALC5012	Academic Literacy and Communication studies	14	0.100
PIM5011	PIM5012	Personal Information Management	0	0
BDL11A		Basic Digital Literacy	14	0.100
EEN115A		Electrical Engineering I	14	0.100
ELE115A		Electronic Fundamentals I	14	0.100

MAT115A		Mathematics		14	0.100
	EDS125A	Digital Systems II		14	0.100
	EEN125A	Electrical Engineering II		14	0.100
	ELA125A	Electronic Applications II		14	0.100
	EPG125A	Programming I		14	0.100
	MAT126A	Mathematics II		14	0.100
			Total:	**140**	**1.000**

2ND YEAR				INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 3		SEMESTER 4				
January	**July**	**January**	**July**			
EDS216A				Digital Systems III	14	0.100
ELA216A				Electronic Applications III	14	0.100
ELM216A				Electrical Machines II	14	0.100
ENW216A				Network Systems II	14	0.100
MAT216A				Mathematics III	14	0.100
			ECM226A	Electronic Communication III	14	0.100
			ECS226A	Control Systems III	14	0.100
			EDP226A	Design Project III	14	0.100
			EID226A	Industrial Electronics III	14	0.100
			ENS226A	Energy Systems III	14	0.100
				Total:	**140**	**1.000**

REMARKS
- The total SAQA credit value of all instructional offerings must add up to 280.
- The Diploma will be issued upon completion of 280 SAQA credits.
- At least 70 SAQA credits must be earned in the semester four (4) level instructional offerings.
- No student will be allowed to graduate without completing the Academic Literacy and Communication Studies modules.
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)
- Only one intake per year, in January. After successful completion of this qualification, the Diploma will be awarded during an official graduation ceremony of CUT.
- Students may not simultaneously enrol for subjects spanning more than two academic semesters. For example: A student may enrol for Semester 2 and Semester 3 subjects simultaneously, but may then not enrol for any Semester 1 and Semester 4 subjects.
- Students may not enrol for subjects that involve timetable clashes.

Admission requirements
For candidates who matriculated in 2007 and before:
- A National Senior Certificate (NSC) with a score of 27 or higher on the CUT scoring scale, plus a minimum mark of 50% on standard grade or 40% on higher grade in English, Physical Sciences and Mathematics.

For candidates who completed the NSC in 2008 and thereafter:
- A National Senior Certificate (NSC) with a score of 27 or higher on the CUT scoring scale, plus a minimum pass mark of 50% (rating 4) in Mathematics, Physical Sciences and English. Mathematical Literacy will **not** be accepted.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

PREREQUISITES
- The student is not permitted to continue with an instructional offering on the subsequent level before successfully completing the preceding level.

Instructional offerings		Prerequisite instructional offerings	
Code	Subject	Code	Subject
ECS226A	Control Systems III	MAT216A	Mathematics III and
		ELA216A	Electronic Applications III
EDP226A	Design Project III	ELA216A	Electronic Applications II and
		EDS216A	Digital Systems III &
		ELM216A	Electrical Machines II and
		ENW216A	Network Systems II
BDL11A	Basic Digital Literacy I	Grade 12	
EDS125A	Digital Systems II	ELE115A	Electronic Fundamentals I
EDS216A	Digital Systems III	EDS125A	Digital Systems II
ELA125A	Electronic Application II	ELE115A	Electronic Fundamentals I
ELA216A	Electronic Applications III	ELA125A	Electronic Application II
ECM226A	Electronic Communication III	ELA216A	Electronic Application III and
		MAT216A	Mathematics III
ELE115A	Electronic Fundamentals I	Grade 12	
EEN115A	Electrical Engineering I	Grade 12	
EEN125A	Electrical Engineering II	EEN115A	Electrical Engineering I
ELM216A	Electrical Machines II	EEN125A	Electrical Engineering II
ENS226A	Energy Systems III	EEN125A	Electrical Engineering II and
		ELM216A	Electrical Machines II
EID226A	Industrial Electronics III	ELA216A	Electronic Application III and
		ELM216A	Electrical Machines II
MAT115A	Mathematics I	Grade 12	
MAT126A	Mathematics II	MAT115A	Mathematics I
MAT216A	Mathematics III	MAT126A	Mathematics II
ENW216A	Network Systems II	EPG125A	Programming I
EPG125A	Programming I	BDL11A	Basic Digital Literacy I

26.4 DIPLOMA IN ENGINEERING TECHNOLOGY IN MECHANICAL ENGINEERING   DP_MEC
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**280**
MINIMUM CREDITS REQUIRED:	**280**
HEMIS CREDITS	**2.000**
NQF LEVEL:	**6**
DURATION OF LEARNING PROGRAMME:	**2 years**

Statement of the purpose of the qualification:

The purpose of the qualification is to build the necessary knowledge, understanding and skills required for a student's progression towards becoming a competent practising Engineering Technician. It is intended to subsequently empower the Candidate Engineering Technician to demonstrate his/her ability to apply his/her acquired knowledge, understanding, skills, attitudes and values in the South African work environment. The qualification is also designed to add value to the qualifying student in terms of personal enrichment, as well as status and professional recognition.

A person in possession of this qualification is able to:

- competently apply an integration of theory, principles, proven techniques, practical experience and appropriate skills towards solving well-defined problems in the field of Engineering, whilst operating within the relevant standards and codes;
- demonstrate well-rounded general engineering knowledge, as well as systematic knowledge of the main terms, procedures, principles and operations of one of the disciplines of Engineering (Mechanical Engineering);
- gather evidence from primary sources and journals using advanced retrieval skills, and also organise, synthesise and present the information professionally in a mode appropriate to the audience;
- apply the acquired knowledge to new situations, both concrete and abstract, in the workplace or community;
- identify, analyse, conduct and manage a project;
- make independent decisions or judgements, taking into account the relevant technical, economic, social and environmental factors;
- work both independently and as a member of a team, and also as a team leader;
- relate engineering activity to health and safety, as well as environmental, cultural and economic sustainability;
- meet the requirements for registration with the Engineering Council of South Africa (ECSA) as a Candidate Engineering Technician (upon completion of 1-year appropriate experiential learning/industry exposure after completion of Dip Eng. Tech); and
- demonstrate the capacity to explore and exploit educational, entrepreneurial and career opportunities, and to engage in professional development.

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
	SEMESTER 2			
January	July			
ALC5011 orALC5012		Academic Literacy and Communication studies	14	0.100
PIM5011 or PIM5012		Personal Information Management	0	0
BDL11A		Basic Digital Literacy I	14	0.100
MMN11A		Manufacturing I	14	0.100
MAT11A		Mathematics I	14	0.100
MMC11A		Mechanics I	14	0.100
	EEN12A	Electrical Engineering I	14	0.100
	MMT12A	Materials I	14	0.100
	MAT12A	Mathematics II	14	0.100
	MDR12A	Mechanical Drawing I	14	0.100
	MMM12A	Mechanics of Machines I	14	0.100
		Total:	140	1.000

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
	SEMESTER 4			
January	July			
MFM21A		Fluid Mechanics I	14	0.100
MAT21A		Mathematics III	14	0.100
MED21A		Mechanical Engineering Design I	14	0.100
MSM21A		Strength of Materials I	14	0.100
MTH21A		Thermodynamics I	14	0.100
	MFM22A	Fluid Mechanics II	14	0.100
	MED22A	Mechanical Engineering Design II	14	0.100
	MMM22A	Mechanics of Machines II	14	0.100

	MSM22A	Strength of Materials II	14	0.100
	MTH22A	Thermodynamics II	14	0.100
		Total:	**140**	**1.000**

REMARKS
- The total SAQA credit value of all instructional offerings **must** add up to 280.
- The Diploma will be issued upon completion of 280 SAQA credits.
- No student will be allowed to graduate without successfully completing Academic Literacy and Communication Studies (ALC5011 or ALC5012).
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)
- Only one intake per year, in January.
- Students must achieve competency in all the ECSA graduate attributes before they will be allowed to graduate.
- After successful completion of this qualification, the Diploma will be awarded during an official graduation ceremony of CUT.
- Students may not enrol for a subject if the prerequisite subject was not passed.
- Students may not enrol for subjects that involve timetable clashes.
- Students must achieve competency in all graduate attributes before they will be allowed to graduate.

Admission requirements
- Admission to this learning programme is subject to selection.

For candidates who matriculated in 2007 and before:
- A National Senior Certificate (NSC) with a score of 27 or higher on the CUT scoring scale, plus a minimum mark of 50% on standard grade or 40% on higher grade in English, Physical Sciences and Mathematics.

For candidates who completed the NSC in 2008 and thereafter:
- A National Senior Certificate (NSC) with a score of 27 or higher on the CUT scoring scale, plus a minimum pass mark of 50% (rating 4) in Mathematics, Physical Sciences and English. Mathematical Literacy will **not** be accepted.
- Candidates in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate and they should also adhere to the general admission regulations for candidates who completed the N3, N4, N5 and N6 qualifications at a Technical Vocational Education and Training (TVET) college.

Recognition of Prior Learning (RPL)
In cases where a candidate does not meet the admission requirements, recognition of prior learning (RPL) in addition to the minimum admission requirements could be considered on a case-by-case situation. In other words, RPL in combination with the criteria stipulated above, would only grant prospective students' admission to the programme and therefore no exemption of individual subjects as such. In the latter case, the selection of such students will be conducted on an individual basis and in accordance with the RPL Policy of the CUT.

PREREQUISITES

- The student is not permitted to continue with an instructional offering on the subsequent level before successfully completing the prerequisite subject on the preceding level.

Instructional offering		Prerequisite instructional offering	
Code	**Subject**	**Code**	**Subject**
ALC5011/2	Academic Literacy and Communication Studies		Grade 12
BDL11A	Basic Digital Literacy I		Grade 12
EEN12A	Electrical Engineering I		Grade 12
MFM21A	Fluid Mechanics I	MMC11A	Mechanics I
MFM22A	Fluid Mechanics II	MFM21A	Fluid Mechanics I
MMN11A	Manufacturing I		Grade 12
MMT12A	Materials I		Grade 12
MAT11A	Mathematics I		Grade 12
MAT12A	Mathematics II	MAT11A	Mathematics I
MAT21A	Mathematics III	MAT12A	Mathematics II
MDR12A	Mechanical Drawing I		Grade 12
MED21A	Mechanical Engineering Design I	MDR12A	Mechanical Drawing I
MED22A	Mechanical Engineering Design II	MED21A	Mechanical Engineering Design I
MMC11A	Mechanics I		Grade 12
MMM12A	Mechanics of Machines I	MMC11A	Mechanics I
MMM22A	Mechanics of Machines II	MMM12A	Mechanics of Machines I
MSM21A	Strength of Materials I	MMC11A	Mechanics I
MSM22A	Strength of Materials II	MSM21A	Strength of Materials I
MTH21A	Thermodynamics I	MMC11A	Mechanics I
MTH22A	Thermodynamics II	MTH21A	Thermodynamics I

26.5   DIPLOMA IN INFORMATION TECHNOLOGY   DP_ITC
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	**402**
MINIMUM CREDITS REQUIRED:	**402**
HEMIS CREDITS	**3.000**
NQF LEVEL:	**6**
DURATION OF LEARNING PROGRAMME:	**3 years**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
LCS5011	LCS5012	Academic Literacy and Communication Studies	12	0.090
PIM5011	PIM5012	Personal Information Management	0	0
ITE115C	ITE125C	Information Technology Essentials IA & IB	30	0.228
ITM115C	ITM125C	Information Technology Mathematics IA & IB	30	0.228
PSA115C		Problem-solving and Algorithms	15	0.113
SOD115C	SOD125C	Software Development IA & IB	30	0.228
	INP125C	Internet Programming I	15	0.113
		Total:	**132**	**1.000**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
DBS216C		Databases II	15	0.100
GID216C		Graphic Design II	15	0.100
SOD216C		Software Development IIA	15	0.100
TPG216C		Technical Programming IIA	15	0.100
WEB215C		Web Content Management II	15	0.100
	GUD226C	Graphical User Interface Design II	15	0.100
	INT226C	Internet Technologies II	15	0.100
	SOD226C	Software Development IIB	15	0.100
	SOE226C	Software Engineering II	15	0.100
	TPG226C	Technical Programming IIB	15	0.100
		Total:	**150**	**1.000**
3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
CMN316C		Communication Networks II	15	0.125
ITS316C		Information Technology and Society I	10	0.083
SOD316C		Software Development III	15	0.125
SOE316C		Software Engineering III	15	0.125
TPG316C		Technical Programming III	15	0.125
	ITC327W	Work-integrated Learning in Information Technology	50	0.417
		Total:	**120**	**1.000**

REMARKS

- 27 theoretical instructional offerings are to be taken over a period of three years.
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)
- The Diploma will be issued upon completion of 402 SAQA credits.
- Only one intake per year, in January.
- After successful completion of this qualification, the Diploma will be conferred during an official graduation ceremony of CUT.

Admission requirements

- Admission to this learning programme is subject to selection.

For candidates who matriculated in 2007 and before:

- A Grade 12 National Senior Certificate (NSC) with a score of 27 on the CUT scoring scale, plus a minimum mark of 60% on standard grade or 40% on higher grade in Mathematics or Computer Science.
- A candidate must also successfully complete the selection process for admission.

For candidates who completed the NSC in 2008 and thereafter:

- A National Senior Certificate (NSC) with a score of 27 on the CUT scoring scale, plus a minimum pass mark of 40% (rating 3) in Mathematics or Computer Science, or 60% (rating 5) in Mathematical Literacy.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

PREREQUISITES

- Refer to the heading "General" under point 12 of this chapter.

Instructional offering		Prerequisite instructional offering	
Code	**Subject**	**Code**	**Subject**
LCS5011/L CS5012	Academic Literacy and Communication Studies		Grade 12
CMN316C	Communication Networks II	SOE226C	Software Engineering II
DBS216C	Databases II	SOD125C	Software Development IB
GUD226C	Graphical User Interface Design II	GID216C	Graphic Design II
GID216C	Graphic Design II	SOD125C	Software Development IB
INT226C	Internet Technologies II	WEB215C	Web Content Management II
		ITE125C	Information Technology Essentials IB
ITS316C	Information Technology and Society I	SOE226C	Software Engineering II
ITE115C	Information Technology Essentials IA		Grade 12
ITE125C	Information Technology Essentials IB	ITE115C	Information Technology Essentials IA
ITM115C	Information Technology Mathematics IA		Grade 12
ITM125C	Information Technology Mathematics IB	ITM115C	Information Technology Mathematics IA
INP115C	Internet Programming I		Grade 12
PSA115C	Problem-solving and Algorithms		Grade 12
SOD115C	Software Development IA		Grade 12
SOD125C	Software Development IB	SOD115C	Software Development IA
SOD216C	Software Development IIA	SOD125C	Software Development IB
SOD226C	Software Development IIB	SOD216C	Software Development IIA
SOD316C	Software Development III	SOD226C	Software Development IIB
SOE226C	Software Engineering II	DBS216C	Databases II
SOE316C	Software Engineering III	SOE226C	Software Engineering II
TPG216C	Technical Programming IIA	SOD125C	Software Development IB
TPG226C	Technical Programming IIB	TPG216C	Technical Programming IIA
TPG316C	Technical Programming III	TPG226C	Technical Programming IIB
WEB215C	Web Content Management II	INP125C	Internet Programming I
ITC327W	Work-integrated Learning in Information Technology	SOE316C SOD316C	Software Engineering III and Software Development III

27. *DIPLOMAS: EXTENDED CURRICULUM PROGRAMMES (ECPs)*

27.1   DIPLOMA IN COMPUTER NETWORKING ECP   EX_CMN
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	477
MINIMUM CREDITS REQUIRED:	477
HEMIS CREDITS	3.000
NQF LEVEL:	6
DURATION OF LEARNING PROGRAMME:	4 years

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
FIT115C		Foundation of IT Essentials IA	25	0.135
LSK115E		Life Skills IA	10	0.054
PPC115C		Programming Principles IA	25	0.135
PIM5011		Personal Information Management	0	0.000
LCS5011		Academic Literacy and Communication Studies	6	0.033
	LCS5012	Academic Literacy and Communication Studies	6	0.033
	PIM5012	Personal Information Management	0	0.000
	FIT125C	Foundation of IT Essentials IB	25	0.135
	LSK125E	Life Skills IB	10	0.054
	PPC125C	Programming Principles IB	25	0.135
		Total:	**132**	**0.714**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
ITM115C		Information Technology Mathematics IA	15	0.102
SPG115C		System Software IA	15	0.102
SSD115C		System Software Development IA	15	0.102
	ITM125C	Information Technology Mathematics IB	15	0.102
	SSD125C	System Software Development IB	15	0.102
	ITE125C	Information Technology Essentials IB	15	0.102
	SPG125C	System Software IB	15	0.102
		Total:	**105**	**0.714**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
CMN216C		Communication Networks IIA	15	0.090
DBS216C		Databases II	15	0.089
SSD216C		System Software Development IIA	15	0.089
SPG216C		System Software IIA	15	0.089
	SSD226C	System Software Development IIB	15	0.089
	CMN226C	Communication Networks IIB	15	0.090
	SPG226C	System Software IIB	15	0.089
	SSE226C	System Software Engineering II	15	0.089
		Total:	**120**	**0.714**

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
CNR316C		Communication Networks Routing III	15	0.090
CNS316C		Communication Networks Switching III	15	0.090
SSD316C		System Software Development III	15	0.089
SSE316C		System Software Engineering III	15	0.089
	CMN327W	Work-integrated Learning in Computer Networking	60	0.500
		Total:	**120**	**0.858**
		GRAND TOTAL	**477**	**3.000**

REMARKS
- 29 theoretical instructional offerings are to be taken over a period of four years.
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)
- The Diploma will be issued upon completion of 477 SAQA credits.
- No student will be allowed to graduate without successfully completing Academic Literacy and Communication Studies (LCS5011).
- In the ECP programme, the following subjects have the same content as the normal programme:

ECP subject		Diploma subject	
PPC115C	Programming Principles IA	PSA115C	Problem-solving and Algorithms
PPC125C	Programming Principles IB		
FIT115C	Foundation of IT Essentials IA	ITE115C	Information Technology Essentials IA
FIT125C	Foundation of IT Essentials IB		

- Only one intake per year, in January.
- After successful completion of this qualification, the Diploma will be conferred during an official graduation ceremony of CUT.

REGULATIONS
- Considering that the ECP is subject to additional funding being made available by the Department of Higher Education and Training (DHET), a student's studies will be terminated should he/she fails PPC115C or PPC125C (the core modules preparing the student for the Diploma).
- A student may repeat other modules if he/she passed the abovementioned core modules – but is still bounded by the rule of completing the full Diploma in a 6-year-period. A student may not change from the ECP to the regular programme.

Admission requirements
- Admission to this learning programme is subject to selection.

For candidates who matriculated in 2007 and before:
- Students with an M-score of between 22 and 26, and a minimum mark of 60% on standard grade or 40% on higher grade in Mathematics or Computer Studies, will be selected according to the outcome of a selection test.

For candidates who completed the National Senior Certificate (NSC) in 2008 and thereafter:
- Students with an M-score of between 22 and 26 on the CUT scoring scale, with a minimum pass mark of 60% in Mathematical Literacy or 40% in either Mathematics or Information Technology, will be selected according to the outcome of a selection test.

- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

PREREQUISITES
- Refer to the heading "General" under point 12 of this chapter.

Instructional offerings		Prerequisite instructional offerings	
Code	**Subject**	**Code**	**Subject**
PPC115C	Programming Principles IA		Grade 12
LSK115E	Life Skills IA		Grade 12
FIT115C	Foundation of IT Essentials IA		Grade 12
PPC125C	Programming Principles IB	PPC115C	Programming Principles IA
LSK125E	Life Skills IB	LSK115E	Life Skills IA
FIT125C	Foundation of IT Essentials IB	FIT115C	Foundation of IT Essentials IA
LCS5011/	Academic Literacy and		Grade 12
LCS5012	Communication Studies		
ITM115C	Information Technology Mathematics IA		Grade 12
SPG115C	System Software IA	FIT125C	Foundation of IT Essentials IB
SSD115C	System Software Development IA	PPC125C	Programming Principles IB
SPG125C	System Software IB	SPG115C	System Software IA
ITM125C	Information Technology Mathematics IB	ITM115C	Information Technology Mathematics IA
ITE125C	Information Technology Essentials IB	FIT125C	Foundation of IT Essentials IB
SSD125C	System Software Development IB	SSD115C	System Software Development IA
CMN216C	Communication Networks IIA	SPG125C	System Software IB
DBS216C	Databases II	SSD125C	System Software Development IB
SSD216C	System Software Development IIA	SSD125C	System Software Development IB
SPG216C	System Software IIA	SPG125C	System Software IB
CMN226C	Communication Networks IIB	CMN216C	Communication Networks IIA
SSD226C	System Software Development IIB	SSD125C	System Software Development IIA
SSE226C	System Software Engineering II	DBS216C	Databases II
SPG226C	System Software IIB	SPG216C	System Software IIA
CNS316C	Communication Networks Switching III	SPG226C	System Software IIB
CNR316C	Communication Networks Routing III	SPG226C	System Software IIB
SSE316C	System Software Engineering III	SSE226C	System Software Engineering II
SSD316C	System Software Development III	SSD226C	System Software Development IIB
CMN327W	Work-integrated Learning in Computer Networking	CNS316C CNR316C	Communication Networks Switching III & Communication Networks Routing III

27.2   DIPLOMA IN INFORMATION TECHNOLOGY ECP   EX_ITC
    This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	492
MINIMUM CREDITS REQUIRED:	492
HEMIS CREDITS	3.000
NQF LEVEL:	6
DURATION OF LEARNING PROGRAMME:	4 years

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
FIT115C		Foundation of IT Essentials IA	25	0.136
LSK115E		Life Skills IA	10	0.057
PPC115C		Programming Principles IA	25	0.136
PIM5011		Personal Information Management	0	0.000
LCS5011		Academic Literacy and Communication Studies	6	0.032
	PIM5012	Personal Information Management	0	0.000
	LCS5012	Academic Literacy and Communication Studies	6	0.032
	FIT125C	Foundation of IT Essentials IB	25	0.136
	LSK125E	Life Skills IB	10	0.056
	PPC125C	Programming Principles IB	25	0.136
		Total:	**132**	**0.721**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
ITM115C		Information Technology Mathematics IA	15	0.120
SOD115C		Software Development IA	15	0.120
	ITM125C	Information Technology Mathematics IB	15	0.120
	SOD125C	Software Development IB	15	0.120
	ITE125C	Information Technology Essentials I	15	0.120
	INP125C	Internet Programming I	15	0.121
		Total:	**90**	**0.721**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
DBS216C		Databases II	15	0.072
GID216C		Graphic Design II	15	0.072
SOD216C		Software Development IIA	15	0.072
TPG216C		Technical Programming IIA	15	0.072
WEB215C		Web Content Management II	15	0.072
	GUD226C	Graphical User Interface Design II	15	0.072
	INT226C	Internet Technologies II	15	0.073
	SOD226C	Software Development IIB	15	0.072
	SOE226C	Software Engineering II	15	0.072
	TPG226C	Technical Programming IIB	15	0.072
		Total:	**150**	**0.721**

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
CMN316C		Communication Networks II	15	0.090
ITS316C		Information Technology and Society I	10	0.060
SOD316C		Software Development III	15	0.090
SOE316C		Software Engineering III	15	0.090
TPG316C		Technical Programming III	15	0.090
	ITC327W	Work-integrated Learning in Information Technology	50	0.417
		Total:	**120**	**0.837**
		GRAND TOTAL:	**492**	**3.000**

REMARKS
- 31 theoretical instructional offerings are to be taken over a period of four years.
- The Diploma will be issued upon completion of 492 SAQA credits.
- All students must register and complete Academic Literacy and Communication Studies [LCS5011] (A) in Semester 1, and only repeaters who failed LCS5011 must register and complete LCS5012 (B) in Semester 2.
- No student will be allowed to graduate without successfully completing Academic Literacy and Communication Studies (LCS5011).
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)
- In the ECP programme, the following subjects have the same content as the normal programme:

ECP subject		Diploma subject	
PPC115C	Programming Principles IA	PSA115C	Problem-solving and Algorithms
PPC125C	Programming Principles IB		
FIT115C	Foundation of IT Essentials IA	ITE1I5C	Information Technology Essentials IA
FIT125C	Foundation of IT Essentials IB		

- Only one intake per year, in January.
- After successful completion of this qualification, the Diploma will be conferred during an official graduation ceremony of CUT.

REGULATIONS
- Considering that the ECP is subject to additional funding being made available by the Department of Higher Education and Training (DHET), a student's studies will be terminated should he/she fails PPC115C or PPC125C (the core modules preparing the student for the Diploma).
- A student may repeat other modules if he/she passed the core modules – but is still bounded by the rule of completing the full Diploma in a 6-year-period.
- A student may not change from the ECP to the regular programme.

Admission requirements
- Admission to this learning programme is subject to selection.

For candidates who matriculated in 2007 and before:
- Students with an M-score of between 22 and 26, and a minimum mark of 60% on standard grade or 40% on higher grade in either Mathematics or Computer Studies, will be selected according to the outcome of a selection test.

For candidates who completed the National Senior Certificate (NSC) in 2008 and thereafter:

- Students with an M-score of between 22 and 26 on the CUT scoring scale, with a minimum pass mark of 60% in Mathematical Literacy or 40% in either Mathematics or Information Technology, will be selected according to the outcome of a selection test.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

PREREQUISITES
- Refer to the heading "General" under point 12 of this chapter.

Instructional offerings		**Prerequisite instructional offerings**	
Code	**Subject**	**Code**	**Subject**
PPC115C	Programming Principles IA		Grade 12
LSK115E	Life Skills IA		Grade 12
FIT115C	Foundation of IT Essentials IA		Grade 12
PPC125C	Programming Principles IB	PPC115C	Programming Principles IA
LSK125E	Life Skills IB	LSK115E	Life Skills IA
FIT125C	Foundation of IT Essentials IB	FIT115C	Foundation of IT Essentials IA
LCS5011/ LCS5012	Academic Literacy and Communication Studies		Grade 12
ITM115C	Information Technology Mathematics IA		Grade 12
INP125C	Internet Programming I	PPC125C	Programming Principles IB
SOD115C	Software Development IA	PPC125C	Programming Principles IB
ITM125C	Information Technology Mathematics IB	ITM115C	Information Technology Mathematics IA
ITE125C	Information Technology Essentials IB	FIT125C	Foundation of IT Essentials IB
SOD125C	Software Development IB	SOD115C	Software Development IA
DBS216C	Databases II	SOD125C	Software Development IB
GID216C	Graphic Design II	SOD125C	Software Development IB
SOD216C	Software Development IIA	SOD125C	Software Development IB
TPG216C	Technical Programming IIA	SOD125C	Software Development IB
WEB215C	Web Content Management II	INP125C	Internet Programming I
GUD226C	Graphical User Interface Design II	GID216C	Graphic Design II
INT226C	Internet Technologies II	WEB215C	Web Content Management II
		ITE125C	Information Technology Essentials IB
SOD226C	Software Development IIB	SOD216C	Software Development IIA
SOE226C	Software Engineering II	DBS216C	Databases II
TPG226C	Technical Programming IIB	TPG216C	Technical Programming IIA
ITS316C	Information Technology and Society I	SOE226C	Software Engineering II
CMN316C	Communication Networks II	SOE226C	Software Engineering II
SOE316C	Software Engineering III	SOE226C	Software Engineering II
SOD316C	Software Development III	SOD226C	Software Development IIB
TPG316C	Technical Programming III	TPG226C	Technical Programming IIB
ITC327W	Work-integrated Learning in Information Technology	SOE316C SOD316C	Software Engineering III and Software Development III

28. ADVANCED DIPLOMA

28.1 ADVANCED DIPLOMA IN COMPUTER NETWORKING   AD_CMN
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	138
MINIMUM CREDITS REQUIRED:	138
HEMIS CREDITS	1.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	1 year

Instructional offerings

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
NPJ417C		Research methodology/Network Project 4A	15	0.110
CMN417C		Wireless Networks 4	18	0.130
DBS417E		Database Systems 4	18	0.130
CSY417E		Information Security 4	18	0.130
	IFD427C	Infrastructure Design 4	18	0.130
	NPJ427C	Research Methodology/Network Project	15	0.110
Select 2 from the 3 electives below:				
	CSA427E	Computer Server's Administration	18	0.130
	NCO427E	Network Convergence 4	18	0.130
	OPS427E	Operating Systems 4	18	0.130
		Total:	**138**	**1.000**

Instructional offerings of the electives are presented on demand, depending on the number of students enrolling for such instructional offerings. There is a possibility that a particular instructional offering will not be presented during a specific year.

Remarks
- The Advanced Diploma in Computer Networking is aimed at students who will progress from the undergraduate Diploma in Computer Networking (or equivalent).

Its content and exit level outcomes are aligned to the HEQSF and the level descriptors specifically at NQF level 7.

Admission Requirements:
- An average mark of at least 60% for the final-year subjects in the Diploma in Information Technology OR
- An average mark of at least 60% for the final-year subjects in the Diploma in Computer Networking.

28.2 ADVANCE DIPLOMA IN: INFORMATION TECHNOLOGY AD_ITC
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**138**
MINIMUM CREDITS REQUIRED:	**138**
HEMIS CREDITS	**1.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**1 year**

Instructional offerings

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
IPJ417C		Research methodology/IT Project 4A	15	0.110
SOD417C		Software Development 4	18	0.130
DBS417E		Database Systems 4	18	0.130
CSY417E		Information Security 4	18	0.130
	IPJ427C	Research methodology/IT Project 4B	15	0.110
	SOE427C	Software Engineering & Design 4	18	0.130
Select 2 from the 3 electives below:				
	OPS427E	Operating Systems 4	18	0.130
	CSA427E	Computer Server's Administration	18	0.130
	GID427E	User Interfaces Design 4	18	0.130
		Total:	**138**	**1.000**

Instructional offerings of the electives are presented on demand, depending on the number of students enrolling for such instructional offerings. There is a possibility that a particular instructional offering will not be presented during a specific year.

Remarks
- The Advanced Diploma in Computer Networking is aimed at students who will progress from the undergraduate Diploma in Computer Networking (or equivalent).
- Its content and exit level outcomes are aligned to the HEQSF and the level descriptors specifically at NQF level 7.

Admission Requirements:
- An average mark of at least 60% for the final-year subjects in the Diploma in Computer Networking.
  OR
- An average mark of at least 60% for the final-year subjects in the Diploma in Information Technology

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28.3 ADVANCED DIPLOMA IN LOGISTICS AND TRANSPORTATION MANAGEMENT (ADLTME)

This learning programme is offered in Bloemfontein. No new first time entering students as from 2024 given that this programme is phasing out.

SAQA CREDITS:	**132**
MINIMUM CREDITS REQUIRED:	**132**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**1 year**

Purpose Statement

The Advanced Diploma in Logistics and Transportation Management is an undergraduate qualification at NQF Level 7. The learning programme is primarily vocational, or industry oriented, and provides students with a sound knowledge base applicable to both the general and specialised aspects in the logistics and transportation industry to ensure technology transfer and practical implementation.

Instructional Offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
BLM0011		Business Logistics and Management I	12	0.091
IRP0011		Introduction to Research & Research Project	12	0.091
PJM0011		Project Management	12	0.091
TPP0011		Transportation Planning	18	0.136
TFM0011		Traffic Planning and Management #	12	0.091
LCT0011		Local Transportation #	12	0.091
	BLM0012	Business Logistics and Management II	12	0.091
	TSE0012	Transportation Economics	12	0.091
	IVM0012	Inventory Management	12	0.091
	FRM0012	Freight Planning and Management	18	0.136
	THE0012	Transportation and Highway Eng. #	12	0.091
	URP0012	Urban and Regional Planning #	12	0.091
QTO0011		Quantitative Techniques and Optimisation *	12	0.091
		Rail Transportation #*	12	0.091
		Infrastructure Planning #*	12	0.091
		Total:	**132**	**1.000**

#Elective subjects: Students are required to choose at least one elective subject per semester.
#* Elective subjects: Not currently offered and incorporated in subjects TPP0011 and FRM0012.
* Subject not currently offered.

REMARKS
- All instructional offerings are compulsory.
- The total credit value of all instructional offerings must add up to 132 SAQA credits.
- Only one intake per year, in January.
- After successful completion of this qualification, the Advanced Diploma in Logistics and Transportation Management will be awarded during an official graduation ceremony of CUT.

ADMISSION REQUIREMENTS

For candidates who matriculated before/during 2007 or who completed the National Senior Certificate (NSC) in 2008 and thereafter:
- A National Diploma in Civil Engineering (NQF level 6; 360 credits);

OR
- A National Diploma in Management (NQF level 6; 360 credits), excluding hospitality, human resources, office, public and tourism management.
- In cases where a candidate does not meet the minimum admission requirements, recognition of prior learning (RPL), in addition to the minimum admission requirements could be considered on a case-by-case situation. In other words, RPL in combination with the criteria stipulated above, would only grant prospective students' admission to the programme and therefore no exemption of individual subjects as such. In the latter case, the selection of such students will be conducted on an individual basis and in accordance with the RPL Policy of the CUT.

PRE-REQUISITES 495

- An NQF-level 6 qualification (360 credits), as indicated under "Admission requirements".
- Relevant experience in civil engineering, project management, and/or logistics and transportation is required.
- All applications for admission will be considered individually based on existing qualifications and experience.

29. BACCALAUREUS TECHNOLOGIAE DEGREES

29.1 BACCALAUREUS TECHNOLOGIAE: CONSTRUCTION MANAGEMENT ISBTRR

(This programme will be phased out. The planned last year of intake is 2018. The planned final teach-out date is 2020. The phase-out dates are subject to change.)

This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	480
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS	1.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	1 year full time or 2 years' part-time block release

Instructional offerings

4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
APC40AI	Appropriate Construction IV	20	0.167
PRO40AI	Real Estate Management IV	20	0.167
BEP40AI	*Building Entrepreneurship IV	20	0.167
COE40AI	*Construction Economics IV	20	0.167
CLP40AI	*Construction Law and Procedure IV	20	0.167
KON40AI	*Construction Management IV	20	0.167
DEM40AI	Development Management IV	20	0.167
NMD10AI	*Research Methodology I	20	0.167
	Total:	**120**	**1.336**

REMARKS
- *Compulsory instructional offerings.
- The total credit value of fourth-level instructional offerings is 120 SAQA credits (1 HEMIS credit).
- Six theoretical instructional offerings must be taken at level IV, one of which must be an instructional offering selected from the list above.
- **The student must already be in possession of the National Diploma: Building, with the specific prescribed instructional offerings as stipulated in the CUT Calendar. Enquiries may be directed to the Head of Department: Built Environment. A 60% average for the National Diploma and a 60% average for Construction Management III are required.
- After successful completion of this qualification, a Baccalaureus Technologiae Degree will be conferred during an official graduation ceremony of CUT.
- Students following the part-time programme may not be enrolled for more than three subjects in any year of study.

29.2   ~~BACCALAUREUS TECHNOLOGIAE: ENGINEERING: ELECTRICAL   IEBTEG~~
~~(The last FTE intake was Semester 2 of 2019 and the teach-out date is Semester 2 of 2021)~~
~~This learning programme will be offered in Bloemfontein.~~

~~**SAQA CREDITS:**~~   ~~**480**~~
~~**MINIMUM CREDITS REQUIRED:**~~   ~~**120**~~
~~**HEMIS CREDITS**~~   ~~**1.000**~~
~~**NQF LEVEL:**~~   ~~**7**~~
~~**DURATION OF LEARNING PROGRAMME:**~~   ~~**1 year full time or 2 years part time**~~

~~Statement of the purpose of the qualification:~~

~~The purpose of the qualification is to build the necessary knowledge, understanding and skills required for a student's progression towards becoming a competent practising Engineering Technologist. It is intended to subsequently empower the Candidate Engineering Technologist to demonstrate his/her ability to apply his/her acquired knowledge, understanding, skills, attitudes and values in the South African work environment. The qualification is also designed to add value to the qualifying student in terms of personal enrichment, as well as status and recognition.~~

~~A person in possession of this qualification is able to:~~
- ~~competently apply an integration of theory, principles, proven techniques, practical experience and appropriate skills towards solving broadly defined problems in the field of Engineering, whilst operating within the relevant standards and codes;~~
- ~~demonstrate well-rounded general engineering knowledge, as well as systematic knowledge of the main terms, procedures, principles and operations of one of the disciplines of Engineering;~~
- ~~gather evidence from primary sources and journals using advanced retrieval skills, and also organise, synthesise and present the information professionally in a mode appropriate to the audience;~~
- ~~apply the acquired knowledge to new situations, both concrete and abstract, in the workplace or community;~~
- ~~identify, analyse, conduct and manage a project;~~
- ~~make independent decisions or judgements, taking into account the relevant technical, economic, social and environmental factors;~~
- ~~work both independently and as a member of a team, and also as a team leader;~~
- ~~relate engineering activity to health and safety, as well as environmental, cultural and economic sustainability;~~
- ~~meet the requirements for registration with the Engineering Council of South Africa (ECSA) as a Candidate Engineering Technologist (at BTech level); and~~
- ~~demonstrate the capacity to explore and exploit educational, entrepreneurial and career opportunities, and to engage in professional development.~~

~~Instructional offerings~~

4TH YEAR		~~**INSTRUCTIONAL OFFERINGS**~~	~~**SAQA CREDITS**~~	~~**HEMIS CREDITS**~~
~~**SEMESTER 1**~~	~~**SEMESTER 2**~~			
~~**January**~~	~~**July**~~			
~~REN41AI~~	~~REN42AI~~	~~Computer Networks IV~~	~~12~~	~~0.100~~
~~DBP41AI~~	~~DBP42AI~~	~~Database Programming IV~~	~~12~~	~~0.100~~
~~EDG41AI~~	~~EDG42AI~~	~~Digital Signal Processing IV~~	~~12~~	~~0.100~~
~~EMJ41AI~~	~~EMJ42AI~~	~~Electrical Machines IV~~	~~12~~	~~0.100~~
~~EBE41AI~~	~~EBE42AI~~	~~Electrical Protection IV~~	~~12~~	~~0.100~~
~~EKS41AI~~	~~EKS42AI~~	~~Electronic Communication Systems IV~~	~~12~~	~~0.100~~
~~EKM41AI~~	~~EKM42AI~~	~~Electronic Communication IV~~	~~12~~	~~0.100~~

ELE41AI	ELE42AI	Electronics IV	12	0.100
EIW41AI	EIW42AI	Engineering Mathematics IV	12	0.100
EHV41AI	EHV42AI	High-voltage Engineering IV	12	0.100
EMO41AI	EMO42AI	Microsystems Design IV	12	0.100
EMI41AI	EMI42AI	Microcontroller Systems IV	12	0.100
EPE41AI	EPE42AI	Power Electronics IV	12	0.100
EPS41AI	EPS42AI	Power Systems IV	12	0.100
EBT41AI	EBT42AI	Protection Technology IV	12	0.100
PIG41AI	PIG42AI	Software Engineering IV	12	0.100
SFS41AI	SFS42AI	Software Systems IV	12	0.100
EIP40AI		*Industrial Project IV (Light Current)	36	0.300
EIP40HI		*Industrial Project IV (Heavy Current)	36	0.300
		Total:	**120**	**1.000**

REMARKS
- *Compulsory instructional offerings.
- The total credit value of the theoretical instructional offerings is 120 SAQA credits (1 HEMIS credit).
- A maximum of 24 SAQA credits (0.2 HEMIS credits) in any other Engineering-related learning programme may be presented.
- A student must already be in possession of the National Diploma: Engineering: Electrical, with the specific prescribed instructional offerings as stipulated in the CUT Calendar. Enquiries may be directed to the Head of Department: Electrical, Electronic and Computer Engineering.
- Two intakes per year, in January and July.
- After successful completion of this qualification, a Baccalaureus Technologiae Degree will be conferred during an official graduation ceremony of CUT.

PREREQUISITES

Instructional offerings		Prerequisite instructional offerings	
Code	**Subject**	**Code**	**Subject**
REN41AI	Computer Networks IV	NET30AI	Network Systems III
DBP41AI	Database Programming IV	PRG30AI	Programming III
EDG41AI	Digital Signal Processing IV	EDS30BI	Digital Systems III and
		WIS30 AI	Mathematics III
EMJ41AI	Electrical Machines IV	EMJ30AI	Electrical Machines III
EBE41AI	Electrical Protection IV	EBE30AI	Electrical Protection III
EKS41AI	Electronic Communication Systems IV	ERE30AI	Radio Engineering III
EKM41AI	Electronic Communication IV	ERE30AI	Radio Engineering III
ELE41AI	Electronics IV	ELT30AI	Electronic Applications III
EIW41AI	Engineering Mathematics IV	WIS30AI	Mathematics III
EHV41AI	High-voltage Engineering IV	EEN30AI	Electrical Engineering III
EMO41AI	Microsystems Design IV	EDS30BI	Digital Systems III
EMI41AI	Microcontroller Systems IV	EDS30BI	Digital Systems III
EPE41AI	Power Electronics IV	EPE30AI	Power Electronics III
EPS41AI	Power Systems IV	EEN30AI	Electrical Engineering III and
		EPE30AI	Power Electronics III
EBT41AI	Protection Technology IV	EBE30AI	Electrical Protection III
PIG41AI	Software Engineering IV	PIG30AI	Software Engineering III
SFS41AI	Software Systems IV	OPT30AI	Operating Systems III
EIP40AI	*Industrial Project IV (Light Current)	EDP30LI	Design Project III
EIP40HI	*Industrial Project IV (Heavy Current)	EDP30HI	Design Project III

30.	BACHELOR'S DEGREES

30.1 BACHELOR OF CONSTRUCTION IN HEALTH AND SAFETY MANAGEMENT   **B_CHSM**
This learning programme will be offered in Bloemfontein.

SAQA CREDITS: 360
MINIMUM CREDITS REQUIRED: 374
HEMIS CREDITS   3.000
NQF LEVEL: 7
DURATION OF LEARNING PROGRAMME: 3 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
DLC5011 OR DLC5012			Basic Digital Literacy	6	0.050
COM10BE			Construction Management I	16	0.134
CML10BE			Construction Materials	16	0.134
CNT10BE			Construction Mathematics I	12	0.100
DCT10BE			Design and Construction	16	0.134
LCS5011 OR LCS5012			Academic Literacy and Communication Studies	6	0.050
QTS10BE			Quantity Surveying I	16	0.134
RCM10BE			Resident Construction Methods	16	0.134
UDS10BE			Urban Development and Sustainability	16	0.134
PIM5011 OR PIM5012			Personal Information Management	0	0
1ST YEAR	**2ND YEAR**	**3RD YEAR**	**INSTRUCTIONAL OFFERINGS**	**SAQA CREDITS**	**HEMIS CREDITS**
	BGD20BE		Building Services	16	0.125
	HSM20BE		Fundamentals of Health and Safety Management	16	0.125
	CDL20BE		Construction and Development Law	16	0.125
	COM20BE		Construction Management II	16	0.125
	CHS20BE		Construction Health and Safety	16	0.125
	PGA20BE		Project Planning and Administration	16	0.125
	STC20BE		Structures and Concrete	16	0.125
	UBE20BE		Urban Development Economics	16	0.125
		CAP30BE	Construction Accounting Principles	16	0.127
		COM30BE	Construction Management III	16	0.127
		IHS30BE	Industrial Health and Safety Management	16	0.127
		TTS30BE	Transportation and Traffic Safety	16	0.127
		FBS30BE	Facility and Building Safety	16	0.127
		ESM30BE	Environmental Safety Management	16	0.127
		IWE30BE	Work-integrated Learning	30	0.238
			Total:	**374**	**3.006**

REMARKS

Admission requirements

For candidates who matriculated in 2007 or before:

- A Senior Certificate with at least a minimum of 50% on standard grade or 40% on higher grade in Mathematics, and a minimum of 32 points on the CUT scoring scale.

For candidates who matriculated in 2008 and thereafter:

- National Senior Certificate (NSC) with a minimum score of 32 or more points on the CUT scoring scale, and at least a minimum of 50% to 59% (level 4) in English, Mathematics and Physical Sciences in the Grade 12 examination, or a National Certificate (Vocational) with appropriate subject combinations and levels of achievement, as defined in *Government Gazette Vol. 751, No. 32131* of 11 July 2008 and *Government Gazette Vol. 533, No. 32743* of November 2009.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

- Alternatively, a higher certificate, advanced certificate or diploma in a cognate field may satisfy the minimum admission requirements.

PREREQUISITES

- Refer to the heading "General" under point 12 of this chapter.
- All students must register and complete Academic Literacy and Communication Studies [LCS5011] (A) in Semester 1.
- No student will be allowed to graduate without completing the subject, Academic Literacy and Communication Studies.
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)

Instructional offerings		Prerequisite instructional offerings	
Code	**Subject**	**Code**	**Subject**
LCS5011	Academic Literacy and Communication Studies		Grade 12
DLC5012	Basic Digital Literacy or		Grade 12
BGD20BE	Building Services	CML10BE	Construction Materials
CAP30BE	Construction Accounting Principles	CNT10BE	Construction Mathematics I
CDL20BE	Construction and Development Law	UDS10BE	Urban Development and Sustainability
CHS20BE	Construction Health and Safety		Grade 12
COM10BE	Construction Management I		Grade 12
COM20BE	Construction Management II	COM10BE	Construction Management I
COM30BE	Construction Management III	COM20BE	Construction Management II
CML10BE	Construction Materials		Grade 12
CNT10BE	Construction Mathematics I		Grade 12 Mathematics
DCT10BE	Design and Construction		Grade 12
ESM30BE	Environmental Safety Management	CHS20BE	Construction Health and Safety
FBS30BE	Facility and Building Safety	CHS20BE	Construction Health and Safety
HSM20BE	Fundamentals of Health and Safety Management		Grade 12
IHS30BE	Industrial Health and Safety Management	HSM20BE	Fundamentals of Health and Safety Management
PGA20BE	Project Planning and Administration	COM10BE	Construction Management I
QTS10BE	Quantity Surveying I		Grade 12
RCM10BE	Resident Construction Methods		Grade 12
STC20BE	Structures and Concrete	CNT10BE	Construction Mathematics I
TTS30BE	Transportation and Traffic Safety	HSM20BE	Fundamentals of Health and Safety Management

UBE20BE	Urban Development Economics	UDS10BE	Urban Development and Sustainability
UDS10BE	Urban Development and Sustainability		Grade 12
IWE30BE	Work-integrated Learning		All first year subjects

30.2 BACHELOR OF CONSTRUCTION IN CONSTRUCTION MANAGEMENT B_CON
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**360**
MINIMUM CREDITS REQUIRED:	**374**
HEMIS CREDITS	**3.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**3 years**

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
DLC5011 OR DLC5012			Basic Digital Literacy	6	0.050
COM10BE			Construction Management I	16	0.134
CML10BE			Construction Materials	16	0.134
CNT10BE			Construction Mathematics I	12	0.100
DCT10BE			Design and Construction	16	0.134
LCS5011 OR LCS5012			Academic Literacy & Communication Studies	6	0.082
QTS10BE			Quantity Surveying I	16	0.134
RCM10BE			Resident Construction Methods	16	0.134
UDS10BE			Urban Development and Sustainability	16	0.134
PIM5011 OR PIM5012			Personal Information Management	0	0

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
	BGD20BE		Building Services	16	0.125
	CNM20BE		Commercial Construction Methods	16	0.125
	CDL20BE		Construction and Development Law	16	0.125
	COM20BE		Construction Management II	16	0.125
	CTA20BE		Contract Administration	16	0.125
	PGA20BE		Project Planning and Administration	16	0.125
	STC20BE		Structures and Concrete	16	0.125
	UBE20BE		Urban Development Economics	16	0.125
		CAP30BE	Construction Accounting Principles	16	0.127
		COM30BE	Construction Management III	16	0.127
		CPT30BE	Construction Practice Project	16	0.127
		CSG30BE	Construction Surveying	16	0.127
		MSC30BE	Modern Methods of Construction	16	0.127
		PSE30BE	Price Analysis and Estimating	16	0.127
		IWE30BE	Work-integrated Learning	30	0.238
			Total:	**374**	**3.006**

REMARKS

Admission requirements

For candidates who matriculated in 2007 or before:
- A Senior Certificate with at least a minimum of 50% on standard grade or 40% on higher grade in Mathematics, and a minimum of 32 points on the CUT scoring scale.

For candidates who matriculated in 2008 and thereafter:
- National Senior Certificate (NSC) with a minimum score of 32 or more points on the CUT scoring scale, and at least a minimum of 50% to 59% (level 4) in English, Mathematics and Physical Sciences in the Grade 12 examination, or a National Certificate (Vocational) with appropriate subject combinations and levels of achievement, as defined in *Government Gazette Vol. 751, No. 32131* of 11 July 2008 and *Government Gazette Vol. 533, No. 32743* of November 2009.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.
- Alternatively, a higher certificate, advanced certificate or diploma in a cognate field may satisfy the minimum admission requirements.

PREREQUISITES
- Refer to the heading "General" under point 12 of this chapter.
- All students must register and complete Academic Literacy and Communication Studies [LCS5011 OR LCS5012].
- No student will be allowed to graduate without completing the subject, Academic Literacy and Communication Studies.
  - No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)

Instructional Offerings		Prerequisite instructional offerings	
Code	**Subject**	**Code**	**Subject**
LCS5011	Academic Literacy & Communication Studies		Grade 12
DLC5012	Basic Digital Literacy		Grade 12
BGD20BE	Building Services	CML10BE	Construction Materials
CNM20BE	Commercial Construction Methods	RCM10BE	Resident Construction Methods
CAP30BE	Construction Accounting Principles	CNT10BE	Construction Mathematics I
CDL20BE	Construction and Development Law	UDS10BE	Urban Development and Sustainability
COM10BE	Construction Management I		Grade 12
COM20BE	Construction Management II	COM10BE	Construction Management I
COM30BE	Construction Management III	COM20BE	Construction Management II
CML10BE	Construction Materials		Grade 12
CNT10BE	Construction Mathematics I		Grade 12 Mathematics
CPT30BE	Construction Practice Project	COM20BE	Construction Management II
CSG30BE	Construction Surveying	CNT10BE	Construction Mathematics I
CTA20BE	Contract Administration	COM10BE	Construction Management I
DCT10BE	Design and Construction		Grade 12
MSC30BE	Modern Methods of Construction	CNM20BE	Commercial Construction Methods
PSE30BE	Price Analysis and Estimating	CNT10BE	Construction Mathematics I
PGA20BE	Project Planning and Administration	COM10BE	Construction Management I
QTS10BE	Quantity Surveying I		Grade 12

RCM10BE	Resident Construction Methods		Grade 12
STC20BE	Structures and Concrete	CNT10BE	Construction Mathematics I
UDS10BE	Urban Development and Sustainability		Grade 12
UBE20BE	Urban Development Economics	UDS10BE	Urban Development and Sustainability
IWE30BE	Work-integrated Learning		All first year subjects

30.3 BACHELOR OF CONSTRUCTION IN QUANTITY SURVEYING   B_CQS
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	360
MINIMUM CREDITS REQUIRED:	374
HEMIS CREDITS:	3.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	3 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
DLC5011 OR DLC5012			Basic Digital Literacy	6	0.050
COM10BE			Construction Management I	16	0.134
CML10BE			Construction Materials	16	0.134
CNT10BE			Construction Mathematics I	12	0.100
DCT10BE			Design and Construction	16	0.134
LCS5011 OR LCS5012			Academic Literacy & Communication Studies	6	0.082
QTS10BE			Quantity Surveying I	16	0.134
RCM10BE			Resident Construction Methods	16	0.134
UDS10BE			Urban Development and Sustainability	16	0.134
PIM5011 OR PIM5012			Personal Information Management	0	0
	BGD20BE		Building Services	16	0.125
	CNM20BE		Commercial Construction Methods	16	0.125
	CDL20BE		Construction and Development Law	16	0.125
	CTA20BE		Contract Administration	16	0.125
	PGA20BE		Project Planning and Administration	16	0.125
	PTG20BE		Procurement and Tendering	16	0.125
	QTS20BE		Quantity Surveying II	16	0.125
	UBE20BE		Urban Development Economics	16	0.125
		CAP30BE	Construction Accounting Principles	16	0.127
		CSG30BE	Construction Surveying	16	0.127
		MSC30BE	Modern Methods of Construction	16	0.127
		PSE30BE	Price Analysis and Estimating	16	0.127
		QTS30BE	Quantity Surveying III	16	0.127
		QSP30BE	Quantity Surveying Practice Project	16	0.127

		IWE30BE	Work-integrated Learning	30	0.238
			Total:	**374**	**3.006**

REMARKS

Admission requirements
- Admission to this learning programme is subject to selection.

For candidates who matriculated in 2007 or before:
- A Senior Certificate with at least a minimum of 50% on standard grade or 40% on higher grade in Mathematics, and a minimum of 32 points on the CUT scoring scale.

For candidates who matriculated in 2008 and thereafter:
- A National Senior Certificate (NSC) with a minimum score of 32 or more points on the CUT scoring scale, and at least a minimum of 50% to 59% (level 4) in English, Mathematics and Physical Sciences in the Grade 12 examination, or a National Certificate (Vocational) with appropriate subject combinations and levels of achievement, as defined in *Government Gazette Vol. 751, No. 32131* of 11 July 2008 and *Government Gazette Vol. 533, No. 32743* of November 2009.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.
- Alternatively, a higher certificate, advanced certificate or diploma in a cognate field may satisfy the minimum admission requirements.
- In addition to the general admission requirements, the candidate must be in possession of an NSC with endorsement for a bachelor's degree. A minimum mark of 50% in Life Sciences/Physiology, Mathematics and Physical Sciences is required. A minimum of 32 points on the CUT scale of notation is also required.

PREREQUISITES
- Refer to the heading "General" under point 12 of this chapter.
- All students must register and complete Academic Literacy and Communication Studies [LCS5011 OR LCS5012].
- No student will be allowed to graduate without completing the subject, Academic Literacy and Communication Studies.
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)

INSTRUCTIONAL OFFERINGS		Prerequisite instructional offering	
Code	**Subject**	**Code**	**Subject**
LCS5011	Academic Literacy & Communication Studies		Grade 12
DLC5012	Basic Digital Literacy		Grade 12
BGD20BE	Building Services	CML10BE	Construction Materials
CNM20BE	Commercial Construction Methods	RCM10BE	Resident Construction Methods
CDL20BE	Construction and Development Law	UDS10BE	Urban Development and Sustainability
COM10BE	Construction Management I		Grade 12
CML10BE	Construction Materials		Grade 12
CNT10BE	Construction Mathematics I		Grade 12 Mathematics
QTS30BE	Construction Surveying	CNT10BE	Construction Mathematics I
CTA20BE	Contract Administration	COM10BE	Construction Management I
DCT10BE	Design and Construction		Grade 12
QSP30BE	Modern Methods of Construction	CNM20BE	Commercial Construction Methods
PSE30BE	Price Analysis and Estimating	CNT10BE	Construction Mathematics I
PTG20BE	Procurement and Tendering	QTS10BE	Quantity Surveying I
PGA20BE	Project Planning and Administration	COM10BE	Construction Management I
QTS10BE	Quantity Surveying I		Grade 12

QTS20BE	Quantity Surveying II	QTS10BE	Quantity Surveying I
QTS30BE	Quantity Surveying III	QTS20BE	Quantity Surveying II
QSP30BE	Quantity Surveying Practice Project	QTS20BE	Quantity Surveying II
RCM10BE	Resident Construction Methods		Grade 12
UBE20BE	Urban Development Economics	UDS10BE	Urban Development and Sustainability
UDS10BE	Urban Development and Sustainability		Grade 12
IWE30BE	Work-integrated Learning		All first year subjects

30.4 BACHELOR OF ENGINEERING TECHNOLOGY IN CIVIL ENGINEERING (B_CVLE)

This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**420**
MINIMUM CREDITS REQUIRED:	**420**
HEMIS CREDITS:	**3.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**3 years**

Purpose Statement

The purpose of this qualification is to build the necessary knowledge, understanding and skills required for a student's progression towards becoming a competent practising Engineering Technologist. It is intended to subsequently empower the Candidate Engineering Technologist to demonstrate his/her ability to apply his/her acquired knowledge, understanding, skills, attitudes and values in the South African work environment. The qualification is also designed to add value to the qualifying student in terms of personal enrichment, as well as status and recognition.

A person in possession of this qualification can:

- Competently apply an integration of theory, principles, proven techniques, practical experience and appropriate skills towards solving broadly-defined problems in the field of Engineering, whilst operating within the relevant standards and codes.
- Demonstrate well-rounded general engineering knowledge, as well as systematic knowledge of the main terms, procedures, principles and operations applicable to Civil Engineering.
- Gather evidence from primary sources and journals using advanced retrieval skills, and organise, synthesise and present the information professionally in a mode appropriate to the audience.
- Apply the acquired knowledge to new situations, both concrete and abstract, in the workplace or community.
- Identify, analyse, conduct and manage a project.
- Make independent decisions/judgements, considering the relevant technical, economic, social and environmental factors.
- Work both independently and as a member of a team, and as a team leader.
- Relate engineering activity to health and safety, as well as environmental, cultural and economic sustainability.
- Meet the requirements for registration with the Engineering Council of South Africa (ECSA) as a Candidate Engineering Technologist (at B Eng. Tech level).
- Demonstrate the capacity to explore and exploit educational, entrepreneurial and career opportunities to engage in professional development.

Instructional Offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
ALC5011 or ALC5012		Academic Literacy & Communication Studies	14	0.100
PIM5011 or PIM5012		Personal Information Management	0	0
BDL11A		Basic Digital Literacy	14	0.100
CED11A		Engineering Drawings I	14	0.100
CMA11A		Engineering Mathematics I	14	0.100
CPH11A		Physics	14	0.100
	CCE12A	Construction Engineering I	14	0.100
	CED12A	Engineering Drawings II	14	0.100
	CMA12A	Engineering Mathematics II	14	0.100
	CEM12A	Engineering Mechanics	14	0.100
	CGM12A	Geomatics I	14	0.100
		Total:	140	1.000

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
CCE21A		Construction Engineering II	14	0.100
CMA21A		Engineering Mathematics III	14	0.100
CGM21A		Geomatics II	14	0.100
CSA21A		Structural Analysis I	14	0.100
CUD21A		Urban Planning and Design	14	0.100
	CEH22A	Engineering Hydrology	14	0.100
	CPR22A	Engineering Project Management	14	0.100
	CGE22A	Geotechnical Engineering I	14	0.100
	CSA22A	Structural Analysis II	14	0.100
	CPT22A	Transportation Planning & Traffic Eng.	14	0.100
		Total:	140	1.000

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
CDS31A		Design of Structures I	14	0.100
CEH31A		Engineering Hydraulics	14	0.100
CGE31A		Geotechnical Engineering II	14	0.100
CRT31A		Road and Transportation Engineering	14	0.100
CPJ30A	CPJ30A	Project	28	0.200
	CDS32A	Design of Structures II	14	0.100
	CRD32A	Road Design	14	0.100
	CSS32A	Water Supply & Sanitation Eng.	14	0.100
	CWS32A	Water Resources Systems Analysis	14	0.100
		Total:	140	1.000

REMARKS
- All instructional offerings are compulsory.
- The total credit value of all instructional offerings must add up to 420 SAQA credits.

- Only one intake per year, in January.
- Work-integrated Learning does not form part of the instructional offerings.
- All students must register for and complete Academic Literacy and Communication Studies (ALC5011) in Semester 1, and only repeaters who failed ALC5011 must register for and complete ALC5012 in Semester 2.
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012).
- No student will be allowed to graduate without successfully completing Academic Literacy and Communication Studies.
- After successful completion of this qualification, the Bachelor of Engineering Technology in Civil Engineering will be awarded during an official graduation ceremony of CUT.
- Students must achieve competency in all the ECSA Graduate Attributes before they will be allowed to graduate.

ADMISSION REQUIREMENTS

For candidates who matriculated in 2007 and before:

- A Grade 12 National Senior Certificate (NSC) and a minimum score of 32 points on the CUT scoring scale, plus the following:
  - a minimum mark of 50% on standard grade or 40% on higher grade in both Physical Sciences and English; and
  - a minimum mark of 60% on standard grade or 50% on higher grade in Mathematics.
  - Candidates must also adhere to the general admission regulations for candidates who matriculated in 2007 or before.
  - Mathematical Literacy will not be accepted in any of the Engineering disciplines.

For candidates who matriculated in 2008 and thereafter:

- A Grade 12 National Senior Certificate (NSC) and a minimum score of 32 points on the CUT scoring scale, plus the following:
  - a minimum mark of 50% to 59% (Level 4) in both Physical Sciences and English; and
  - a minimum mark of 60% to 69% (Level 5) for Mathematics.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2008 or thereafter.
- Mathematical Literacy will not be accepted in any of the Engineering disciplines.
- Candidates in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate and they should also adhere to the general admission regulations for candidates who completed the N3, N4, N5 and N6 qualifications at a Technical Vocational Education and Training (TVET) college.
- In cases where a candidate does not meet the minimum admission requirements, recognition of prior learning (RPL) in addition to the minimum admission requirements could be considered on a case-by-case situation. In other words, RPL in combination with the criteria stipulated above, would only grant prospective students' admission to the programme and therefore no exemption of individual subjects as such. In the latter case, the selection of such students will be conducted on an individual basis and in accordance with the RPL Policy of the CUT.

PRE-REQUISITES

Instructional offering		Pre-requisite instructional offering	
Code	Subject	Code	Subject
ALC5011/2	Academic Literacy & Communication Studies		Grade 12
BDL11A	Basic Digital Literacy		Grade 12
CCE12A	Construction Engineering I		Grade 12

CCE21A	Construction Engineering II	CCE12A	Construction Engineering I
CDS31A	Design of Structures I	CSA22A	Structural Analysis II
CDS32A	Design of Structures II	CSA22A	Structural Analysis II
CED11A	Engineering Drawings I		Grade 12
CED12A	Engineering Drawings II	CED11A	Engineering Drawings I
CEH31A	Engineering Hydraulics	CPH11A	Physics
		CMA11A	Engineering Mathematics I
CEH22A	Engineering Hydrology	CMA11A	Engineering Mathematics I
CEM12A	Engineering Mechanics	CPH11A	Physics
CGE22A	Geotechnical Engineering I	CCE21A	Construction Engineering II
CGE31A	Geotechnical Engineering II	CGE22A	Geotechnical Engineering I
CGM12A	Geomatics I	CMA11A	Engineering Mathematics I
CGM21A	Geomatics II	CGM12A	Geomatics I
CMA11A	Engineering Mathematics I		Grade 12
CMA12A	Engineering Mathematics II	CMA11A	Engineering Mathematics I
CMA21A	Engineering Mathematics III	CMA12A	Engineering Mathematics II
CPH11A	Physics		Grade 12
CPJ30A	Project		All Year 1 & 2 ($S_1 - S_4$) subjects, except CMA21A
CPR22A	Engineering Project Management	CCE21A	Construction Engineering II
CPT22A	Transportation Planning & Traffic Eng.	CUD21A	Urban Planning and Design
CRD32A	Road Design	CRT31A	Road and Transportation Eng.
CRT31A	Road and Transportation Engineering	CGM12ACCE21A	Geomatics I Construction Engineering II
CSA21A	Structural Analysis I	CEM12A	Engineering Mechanics
CSA22A	Structural Analysis II	CSA21A	Structural Analysis I
CSS32A	Water Supply and Sanitation Eng.	CEH31A	Engineering Hydraulics
CUD21A	Urban Planning and Design	CED12A	Engineering Drawings II
CWS32A	Water Resources Systems Analysis	CEH22A	Engineering Hydrology

30.5 BACHELOR OF ENGINEERING TECHNOLOGY IN MECHANICAL ENGINEERING (B_MEC)

This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**420**
MINIMUM CREDITS REQUIRED:	**420**
HEMIS CREDITS:	**3.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**3 years**

Statement of the purpose of the qualification:

The purpose of this qualification is to build the necessary knowledge, understanding and skills required for a student's progression towards becoming a competent practising Engineering Technologist. It is intended to subsequently empower the Candidate Engineering Technologist to demonstrate his/her ability to apply his/her acquired knowledge, understanding, skills, attitudes and values in the South African work environment. The qualification is also designed to add value to the qualifying student in terms of personal enrichment, as well as status and recognition.

A person in possession of this qualification is able to:

- competently apply an integration of theory, principles, proven techniques, practical experience and appropriate skills towards solving broadly defined problems in the field of Engineering, whilst operating within the relevant standards and codes;
- demonstrate well-rounded general engineering knowledge, as well as systematic knowledge of the main terms, procedures, principles and operations of one of the disciplines of Engineering;
- gather evidence from primary sources and journals using advanced retrieval skills, and also organise, synthesise and present the information professionally in a mode appropriate to the audience;
- apply the acquired knowledge to new situations, both concrete and abstract, in the workplace or community;
- identify, analyse, conduct and manage a project;
- make independent decisions/judgements, taking into account the relevant technical, economic, social and environmental factors;
- work both independently and as a member of a team, and also as a team leader;
- relate engineering activity to health and safety, as well as environmental, cultural and economic sustainability;
- meet the requirements for registration with the Engineering Council of South Africa (ECSA) as a Candidate Engineering Technologist (at BEngTech level); and
- demonstrate the capacity to explore and exploit educational, entrepreneurial and career opportunities, and to engage in professional development.

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
ALC5011 or ALC5012		Academic Literacy and Communication Studies	14	0.100
PIM5011 or PIM5012		Personal Information Management	0	0
BDL11A		Basic Digital Literacy I	14	0.100
MEM11A		Engineering Mathematics I	14	0.100
MEP11A		Engineering Physics I	14	0.100
MWP11A		Manufacturing and Workshop Practice I	14	0.100
	MEC12A	Engineering CAD Drawing I	14	0.100
	MMA12A	Engineering Materials I	14	0.100
	MEM12A	Engineering Mathematics II	14	0.100
	MAM12A	Machines Mechanics I	14	0.100
	MTF12A	Thermofluids I	14	0.100
		Total:	140	1.000

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 3	SEMESTER 4			
January	July			
MDE21A		Engineering Design II	14	0.100
MEM21A		Engineering Mathematics III	14	0.100
MST21A		Engineering Strength of Materials II	14	0.100
MTF21A		Thermofluids II	14	0.100
MAM21A		Machine Mechanics II	14	0.100
	MET22A	*Electrical Technology II	14	0.100
	MDE22A	Engineering Design III	14	0.100
	MEN22A	Energy Technology III	14	0.100
	MMF22A	*Engineering Manufacturing II	14	0.100

	MPR22A	Engineering Project Management	14	0.100

	MAM22A	Machine Mechanics III	14	0.100
		Total:	140	1.000

*Elective.   Students must enrol for one of the two elective modules per semester. All non-elective modules are compulsory.

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 5	SEMESTER 6			
January	July			
MET31A		*Electrical Technology III	14	0.100
MMF31A		*Engineering Manufacturing III	14	0.100
MST31A		Engineering Strength of Materials III	14	0.100
MFS31A		Fluid Science III	14	0.100
MTS31A		Thermal Science III	14	0.100
	MCS32A	Control Systems III	14	0.100
	MHM32A	Hydrodynamic Machines III	14	0.100
	MRF32A	Refrigeration III	14	0.100
	MSA32A	Structural Analysis III	14	0.100
MDP30A		Engineering Design Project	28	0.200
		Total:	140	1.000

*Elective.   Students must enrol for one of the two elective modules per semester. All non-elective modules are compulsory.

REMARKS
- All instructional offerings in the first year are compulsory. In the second year, the student must choose between Engineering Manufacturing II and Electrical Technology II, and follow through the subsequent semester with Engineering Manufacturing III or Electrical Technology III, respectively.
- Only one intake per year, in January.
- The total minimum credit value of all instructional offerings is 420 SAQA credits.
- The degree will be issued upon completion of 420 SAQA credits.
- Work-integrated Learning does not form part of the instructional offerings.
- Students may not enrol for subjects that involve timetable clashes.
- Students must achieve competency in all the ECSA graduate attributes before they will be allowed to graduate.
- All students must register and complete Academic Literacy and Communication Studies ALC5011 in Semester 1, and only repeaters who failed ALC5011 must register and complete ALC5012 in Semester 2.
- No student will be allowed to graduate without completing the subject, Academic Literacy and Communication Studies (ALC5011 or ALC5012).
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)

ADMISSION REQUIREMENTS
- Admission to this learning programme is subject to selection.

For candidates who matriculated in 2007 and before:
- A Grade 12 National Senior Certificate (NSC) with a score of 32 or higher on the CUT scoring scale, plus the following:
- a minimum mark of 50% on standard grade or 40% on higher grade in both Physical Sciences and English; and a minimum mark of 60% on standard grade or 50% on higher grade in Mathematics.

- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2007 or before.
- Mathematical Literacy will not be accepted in any of the Engineering disciplines.

<u>For candidates who completed the NSC in 2008 and thereafter:</u>
- Candidates with a Grade 12 National Senior Certificate (NSC) and a minimum score of 32 points on the CUT scoring scale, plus a minimum mark of 50% to 59% (level 4) in both English and Physical Sciences, and a minimum mark of 60% to 69% (level 5) for Mathematics, may be admitted directly to the programme.
- Mathematical Literacy will not be accepted in any of the Engineering disciplines.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2008 and thereafter.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate. Candidates must also adhere to the general admission regulations for candidates who completed the N3, N4, N5 and N6 qualifications at a Technical Vocational Education and Training (TVET) college.

<u>Recognition of Prior Learning (RPL)</u>
In cases where a candidate does not meet the admission requirements, recognition of prior learning (RPL) in addition to the minimum admission requirements could be considered on a case-by-case situation. In other words, RPL in combination with the criteria stipulated above, would only grant prospective students' admission to the programme and therefore no exemption of individual subjects as such. In the latter case, the selection of such students will be conducted on an individual basis and in accordance with the RPL Policy of the CUT.

PREREQUISITES
Students may not enrol for a subject if the prerequisite subject was not passed.

Instructional offering		Prerequisite instructional offering	
Code	**Subject**	**Code**	**Subject**
ALC5011/2	Academic Literacy and Communication Studies		Grade 12
MCS32A	Control Systems III	MAM22A	Machine Mechanics III
BDL11A	Basic Digital Literacy I		Grade 12
MET22A	Electrical Technology II	MEP11A	Engineering Physics I
MET31A	Electrical Technology III	MET22A	Electrical Technology II
MEN22A	Energy Technology III	MEP11A	Engineering Physics I
MEC12A	Engineering CAD Drawing I		Grade 12
MDE21A	Engineering Design II	MEC12A	Engineering CAD Drawing I
MDE22A	Engineering Design III	MDE21A	Engineering Design II
MDP30A	Engineering Design Project	MDE22A	Engineering Design III
MMF22A	Engineering Manufacturing II	MMA12A	Engineering Materials I
MMF31A	Engineering Manufacturing III	MMF22A	Engineering Manufacturing II
MMA12A	Engineering Materials I		Grade 12
MEM11A	Engineering Mathematics I		Grade 12
MEM12A	Engineering Mathematics II	MEM11A	Engineering Mathematics I
MEM21A	Engineering Mathematics III	MEM12A	Engineering Mathematics II
MEP11A	Engineering Physics I		Grade 12
MPR22A	Engineering Project Management	ALC5011/2	Academic Literacy and Communication Studies
MST21A	Engineering Strength of Materials II	MMA12A	Engineering Materials I
MST31A	Engineering Strength of Materials III	MST21A	Engineering Strength of Materials II
MFS31A	Fluid Science III	MTF21 A	Thermofluids II

MHM32A	Hydrodynamic Machines III	MFS31A	Fluid Science III	
MAM12A	Machine Mechanics I	MEP11A	Engineering Physics I	
MAM21A	Machine Mechanics II	MAM12A	Machine Mechanics I	
MAM22A	Machine Mechanics III	MAM21A	Machine Mechanics II	
MWP11A	Manufacturing and Workshop Practice I		Grade 12	
MRF32A	Refrigeration III	MTS31A	Thermal Science III	
MSA32A	Structural Analysis II	MST31A	Engineering Strength of Materials III	
MTS31A	Thermal Science III	MTF21A	Thermofluids II	
MTF12A	Thermofluids I	MEP11A	Engineering Physics I	
MTF21A	Thermofluids II	MTF12A	Thermofluids I	

30.6 BACHELOR OF ENGINEERING TECHNOLOGY IN ELECTRICAL ENGINEERING
B_ETE

This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**420**
MINIMUM CREDITS REQUIRED:	**420**
HEMIS CREDITS:	**3.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**3 years**

Statement of the purpose of the qualification:

The purpose of this qualification is to build the necessary knowledge, understanding and skills required for a student's progression towards becoming a competent Practising Engineering Technologist. It is intended to subsequently empower the Candidate Engineering Technologist to demonstrate his/her ability to apply his/her acquired knowledge, understanding, skills, attitudes and values in the South African work environment. The qualification is also designed to add value to the qualifying student in terms of personal enrichment, as well as status and recognition.

A person in possession of this qualification is able to:
- competently apply an integration of theory, principles, proven techniques, practical experience and appropriate skills towards solving broadly defined problems in the field of Engineering, whilst operating within the relevant standards and codes;
- demonstrate well-rounded general engineering knowledge, as well as systematic knowledge of the main terms, procedures, principles and operations of one of the disciplines of Engineering;
- gather evidence from primary sources and journals using advanced retrieval skills, and also organise, synthesise and present the information professionally in a mode appropriate to the audience;
- apply the acquired knowledge to new situations, both concrete and abstract, in the workplace or community;
- identify, analyse, conduct and manage a project;
- make independent decisions/judgements, taking into account the relevant technical, economic, social and environmental factors;
- work both independently and as a member of a team, and also as a team leader;
- relate engineering activity to health and safety, as well as environmental, cultural and economic sustainability;
- meet the requirements for registration with the Engineering Council of South Africa (ECSA) as a Candidate Engineering Technologist (at BEngTech level); and
- demonstrate the capacity to explore and exploit educational, entrepreneurial and career opportunities, and to engage in professional development.

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
ALC5011	ALC5012	Academic Literacy and Communication Studies I	14	0.100
BDL11A		Basic Digital Literacy I	14	0.100
EMA115C		Engineering Mathematics I	14	0.100
EPH115C		Engineering Physics I	14	0.100
EDE115C		Digital Electronics I	14	0.100
PIM5011	PIM5012	Personal Information Management	0	0
	EPG125C	Engineering Programming I	14	0.100
	ETG125C	Electrical Technology II	14	0.100
	EMA125C	Engineering Mathematics II	14	0.100
	EEL125C	Electronics II	14	0.100
	EDT125C	Digital Technology II	14	0.100
		Total:	**140**	**1.000**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 3	SEMESTER 4			
January	July			
EPG216C		Engineering Programming II	14	0.100
ETG216C		Electrical Technology III	14	0.100
EMA216C		Engineering Mathematics III	14	0.100
EEL216C		Electronics III	14	0.100
EDT216C		Digital Technology III	14	0.100
	ENW226C	Network I	14	0.100
	EMT226C	Electrical Machines Technology II	14	0.100
	EMA227C	Mathematical Applications III	14	0.100
	ECT226C	Communication Technology II	14	0.100
	ETM226C	Technology Management III	14	0.100
		Total:	**140**	**1.000**

*Elective

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 5	SEMESTER 6			
January	July			
EPE317C		Power Electronics III	14	0.100
ENT317C		Energy Technologies III	14	0.100
EPR307C		Project III	14	0.100
*EEP317E		Electrical Protection III	14	0.100
*EMT317E		Electrical Machines Technology III	14	0.100
*ENW317E		Networks II	14	0.100
*ECT317E		Communications Technology III	14	0.100
*EPG317E		Engineering Programming III	14	0.100
	EPC327C	Process Control III	14	0.100
	EEM327C	Energy Management III	14	0.100
	EPR307C	Project III	14	0.100
	*ENW327E	Networks III	14	0.100
	*EPS327E	Power Systems III	14	0.100
	*ECT327E	Electronic Communication Systems III	14	0.100
		Total:	**140**	**1.000**

*Elective.

REMARKS
- All instructional offerings in the first year are compulsory.
- In the second year, the student can select Network II as an elective subject.
- In the third year, the student can select Electrical Protection III and Electrical Machines Technology III or Networks III or Communications Technology III and Engineering Programming III, respectively.
- Only one intake per year, in January.
- The total minimum credit value of all instructional offerings is 420 SAQA credits.
- The degree will be issued upon completion of 420 SAQA credits.
- Work-integrated Learning does not form part of the instructional offerings.
- Students may not simultaneously enroll for subjects spanning more than two academic semesters. For example: A student may enroll for Semester 2 and Semester 3 subjects simultaneously, but may then not enroll for any Semester 1 or Semester 4 subjects.
- Students may not enroll for subjects that involve timetable clashes.
- Students must achieve competency in all graduate attributes before they will be allowed to graduate.
- No student will be allowed to graduate without completing the Academic Literacy and Communication Studies modules.
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012)

Admission requirements

For candidates who matriculated in 2007 and before:
- A Grade 12 National Senior Certificate (NSC) with a score of 32 or higher on the CUT scoring scale, plus the following:
  - a minimum mark of 50% on standard grade or 40% on higher grade in both Physical Sciences and English; and
  - a minimum mark of 60% on standard grade or 50% on higher grade in Mathematics.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2007 or before. Mathematical Literacy will not be accepted in any of the Engineering disciplines.

For candidates who completed the NSC in 2008 and thereafter:
- Candidates with a Grade 12 National Senior Certificate (NSC) and a minimum score of 32 points on the CUT scoring scale, plus a minimum mark of 50% to 59% (level 4) in both English and Physical Sciences, and a minimum mark of 60% to 69% (level 5) for Mathematics, may be admitted directly to the programme. Mathematical Literacy will not be accepted in any of the Engineering disciplines.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2008 and thereafter.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate. Candidates must also adhere to the general admission regulations for candidates who completed the N3, N4, N5 and N6 qualifications at a Technical Vocational Education and Training (TVET) college.

PREREQUISITES

Instructional offering		Prerequisite instructional offering	
Code	**Subject**	**Code**	**Subject**
ALC5011	Academic Literacy and Communication Studies I		Grade 12
ECT226C	Communications Technology II	EEL216C	Electronics III
EDE115C	Digital Electronics I		Grade 12
BDL11A	Basic Digital Literacy I		Grade 12

EDT125C	Digital Technology II	EDE115C	Digital Electronics I ,
		EPH115C	Engineering Physics I
EDT216C	Digital Technology III	EDT125C	Digital Technology II
EMT226C	Electrical Machines Technology II	ETG216C	Electrical Technology III
EMT317E	Electrical Machines Technology III	EMT226C	Electrical Machines Technology II
EEP317E	Electrical Protection III	EMT226C	Electrical Machines Technology II
ETG125C	Electrical Technology II	EMA115C	Engineering Mathematics I
ETG216C	Electrical Technology III	EPH115C	Engineering Physics I
ECT317E	Electronic Communication Systems III	ECT226C	Communications Technology II
EEL125C	Electronics II	EDE115C	Digital Electronics I,
		EPH115C	Engineering Physics I
		EMA115C	Engineering Mathematics II
EEL216C	Electronics III	EEL125C	Electronics II
EEM327C	Energy Management III	ENT317C	Energy Technologies III
ENT317C	Energy Technologies III	EET216C	Electrical Technology III
EMA115C	Engineering Mathematics I		Grade 12
EMA125C	Engineering Mathematics II	EMA115C	Engineering Mathematics I
EMA216C	Engineering Mathematics III	EMA125C	Engineering Mathematics II
EPH115C	Engineering Physics I		Grade 12
EPG125C	Engineering Programming I	EDE115C	Digital Electronics I
		EPH115C	Engineering Physics I
		BDL11A	Basic Digital Literacy I
EPG216C	Engineering Programming II	EPG125C	Engineering Programming I
EPG317E	Engineering Programming III	EPG216C	Engineering Programming II
EMA227C	Mathematical Applications III	EMA217C	Engineering Mathematics III
ENW225C	Networks I		Grade 12
ENW317E	Networks II	ENW225C	Networks I
ENW327E	Networks III	ENW317E	Networks II
PIM5011	Personal Information Management		Grade 12
EPE317C	Power Electronics III	EMA216C	Engineering Mathematics III
EPS327E	Power Systems III	EMT317E	Electrical Machines Technology III
		ENT317C	Energy Technologies III
EPE317C	Power Electronic III	EEL216C	Electronics
EPC327C	Process Control III	ELE216C	Electronics III
EPR307C	Project III		All Year 1 & Year 2 subjects
EPC327C	Process Control III	EMA227C	Mathematical Application III
EPC327C	Process Control III	EDT216C	Digital Technology III
ETM226C	Technology Management III	ALP115C	Academic Literacy and Communication Studies
ECT327E	Electronic Communication System III	ECT317E	Communication Technology III

30.7   BACHELOR OF SCIENCE IN HYDROLOGY AND WATER RESOURCES MANAGEMENT   (BSHWRM)
This learning programme is offered in Bloemfontein. No new first time entering students as from 2024 given that this programme is phasing out.

SAQA CREDITS:	**366**
MINIMUM CREDITS REQUIRED:	**366**
HEMIS CREDITS:	**3.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**3 years**

Purpose Statement

One of the major constraints in managing water resources in South Africa is the absence of well-structured education and training programmes suitably targeted to stakeholders in the water resources management fraternity. To fill this gap, the BSc Hydrology and Water Resources Management (BSHWRM) qualification aims at developing competent scientists who demonstrate the required knowledge, skills and disposition as required in the fields of applied hydrology and sustainable water resource management, whilst adhering to all national and international standards.

In this learning programme, the learner is to develop holistically rather than gaining mere knowledge of theoretical principles; hence, the integration of theory, principles, proven techniques, practical experience and appropriate skills to the solution of broadly-defined and abstract problems in the selected fields of hydrology and water resources management. The learner will be able to become a reflective scientist and a life-long student in his/her profession, thereby benefiting both the community and society.

The successful completion of this programme will enable graduates to register with the South African Council for Natural Scientific Professions (SACNASP). Registration will be assurance to the community and society that scientists will adhere to professional conduct, ethics and practice as stipulated by this statutory body. Graduates from this programme will be able to work independently or in a supervisory capacity in various sub-fields, e.g., groundwater exploration and modelling, applied hydrology, engineering hydrology, water resources management, environmental sciences and engineering, and water services and demand management.

Instructional Offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
LCS5011 or LCS5012		Academic Literacy and Communication Studies	6	0.063
PIM5011 or PIM5012		Personal Information Management	0	0
DLC5011		Digital Literacy	6	0.063
CHE5011		Chemistry	12	0.125
PYC5011		Physics	12	0.125
MAT11A		Mathematics I	12	0.125
	AMM5012	Applied Mathematics	12	0.125
	HYD5012	Hydrology I	12	0.125
	WTM5012	Water Resources Management I	12	0.125
	EVS5012	Environmental Science	12	0.125
		Total:	**96**	**1.000**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
HDC6000		Hydro Chemistry*	24	0.176
GHR6000		Geohydrology*	24	0.176
HYD6000		Hydrology II*	30	0.221
WTM6000		Water Resources Management II*	30	0.221
	EVM6022	Environmental Engineering	18	0.132
	WIL6022	Work-integrated Learning (General)	10	0.074
		Total:	**136**	**1.000**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
HYD7000		Hydrology III*	30	0.224
WTM7000		Water Resources Management III*	30	0.224
AWT7000		Advanced Water and Wastewater Treatment Technology*	24	0.179
WIL7000		Work-integrated Learning	20	0.149
RDM7000		Reticulation Design and Management*	30	0.224
		Total:	**134**	**1.000**

* Year subjects

REMARKS

- All instructional offerings are compulsory.
- All instructional offerings indicated with an asterisk (*) are year subjects.
- The total credit value of all instructional offerings must add up to 366 SAQA credits.
- Only one intake per year, in January.
- All students must register for and complete Academic Literacy and Communication Studies (LCS5011) in Semester 1, and only repeaters who failed LCS5011 must register for and complete LCS5012 in Semester 2.
- No student will be allowed to graduate without successfully completing Personal Information Management (PIM5011 or PIM5012).
- No student will be allowed to graduate without successfully completing Academic Literacy and Communication Studies.
- After successful completion of this qualification, the Bachelor of Science in Hydrology and Water Resources Management will be awarded during an official graduation ceremony of CUT.

ADMISSION REQUIREMENTS

For candidates who matriculated in 2007 and before:

- A Grade 12 National Senior Certificate (NSC) and a minimum score of 28 points on the CUT scoring scale, plus a minimum mark of 50% on standard grade or 40% on higher grade in Mathematics, Physical Sciences and Biology/Physiology.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2007 or before.
- Mathematical Literacy will not be accepted.

For candidates who matriculated in 2008 and thereafter:

- A Grade 12 National Senior Certificate (NSC) and a minimum score of 28 points on the CUT scoring scale, plus a minimum mark of 50% to 59% (Level 4) in Mathematics, Physical Sciences and Life Sciences/Physiology.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2008 or thereafter.
- Mathematical Literacy will not be accepted.
- Candidates in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate and they should also adhere to the general admission regulations for candidates who completed the N3, N4, N5 and N6 qualifications at a Technical Vocational Education and Training (TVET) college.

- In cases where a candidate does not meet the minimum admission requirements, recognition of prior learning (RPL) in addition to the minimum admission requirements could be considered on a case-by-case situation. In other words, RPL in combination with the criteria stipulated above, would only grant prospective students' admission to the programme and therefore no exemption of individual subjects as such. In the latter case, the selection of such students will be conducted on an individual basis and in accordance with the RPL Policy of the CUT.

PRE-REQUISITES

Instructional offering		Pre-requisite instructional offering	
Code	**Subject**	**Code**	**Subject**
AMM5012	Applied Mathematics	MAT11A	Mathematics I
AWT7000	Advanced Water and Wastewater Treatment Technology	HDC6000	Hydrochemistry
CHE5011	Chemistry		Grade 12
DLC5011	Digital Literacy		Grade 12
EVM6022	Environmental Engineering	EVS5012	Environmental Science
EVS5012	Environmental Science	CHE5011	Chemistry
GHR6000	Geohydrology	HYD5012	Hydrology I
HDC6000	Hydrochemistry	CHE5011	Chemistry
HYD5012	Hydrology I	MAT11A	Mathematics I
HYD6000	Hydrology II	HYD5012	Hydrology I
HYD7000	Hydrology III	HYD6000	Hydrology II
LCS5011/2	Academic Literacy & Communication Studies		Grade 12
MAT11A	Mathematics I		Grade 12
PYC5011	Physics		Grade 12
RDM7000	Reticulation Design and Management	EVM6022 / WTM6000	Environmental Engineering / Water Resources Management II
WIL6022	Work-integrated Learning (General)	HYD5012 / WTM5012	Hydrology I / Water Resources Management I
WIL7000	Work-integrated Learning	WIL6022	Work-integrated Learning (General)
WTM5012	Water Resources Management I		Grade 12
WTM6000	Water Resources Management II	WTM5012	Water Resources Management I
WTM7000	Water Resources Management III	WTM6000	Water Resources Management II

31. BACHELOR'S DEGREES: EXTENDED CURRICULUM PROGRAMMES (ECPs)

31.1 BACHELOR OF CONSTRUCTION IN CONSTRUCTION MANAGEMENT (ECP)   EX_CON
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	474
MINIMUM CREDITS REQUIRED:	474
HEMIS CREDITS	3.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	4 years

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
WIS01CP		Mathematics 0	30	0.125
FIS01CP		Physics 0	30	0.125
PIM5011		Personal Information Management	0	0.000
	INX02CP	Industrial Experience	20	0.125
	LSS02CP	Life Skills	20	0.125
	PIM5012	Personal Information Management	0	0.000
		TOTAL:	**100**	**0.500**

2ND YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LCS5011 OR LCS5012	Academic Literacy and Communication Studies	6	0.041
COM10BE	Construction Management I	16	0.109
CML10BE	Construction Materials	16	0.109
CNT10BE	Construction Mathematics I	12	0.083
DCT10BE	Design and Construction	16	0.109
DLC5011 OR DLC5012	Basic Digital Literacy	6	0.041
QTS10BE	Quantity Surveying I	16	0.109
RCM10BE	Resident Construction Methods	16	0.109
UDS10BE	Urban Development and Sustainability	16	0.109
	TOTAL:	**120**	**0.819**

3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
BGD20BE	Building Services	16	0.103
CNM20BE	Commercial Construction Methods	16	0.102
CDL20BE	Construction and Development Law	16	0.103
COM20BE	Construction Management II	16	0.102
CTA20BE	Contract Administration	16	0.102
PGA20BE	Project Planning and Administration	16	0.102
STC20BE	Structures and Concrete	16	0.102
UBE20BE	Urban Development Economics	16	0.103
	TOTAL:	**128**	**0.819**

4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
CAP30BE	Construction Accounting Principles	16	0.104
COM30BE	Construction Management III	16	0.104
CPT30BE	Construction Practice Project	16	0.104
CSG30BE	Construction Surveying	16	0.104
MSC30BE	Modern Methods of Construction	16	0.104
PSE30BE	Price Analysis and Estimating	16	0.104
IWE30BE	Work-integrated Learning	30	0.238
	TOTAL:	126	0.862
	GRAND TOTAL:	474	3.000

REMARKS

Admission requirements
For candidates who matriculated in 2007 or before:
- A Grade 12 National Senior Certificate (NSC) with a score of 27 to 31 on the CUT scoring scale, plus a minimum mark of 45% on standard grade or 40% on higher grade in both Physical Science and Mathematics.
- A candidate must also successfully complete the selection process for admission.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2007 or before.

For candidates who matriculated in 2008 and thereafter:
- Candidates with a Grade 12 National Senior Certificate (NSC) with a minimum score of 27 to 31 points on the CUT scoring scale, plus a minimum mark of 40% to 49% (level 3) in both Mathematics and Physical Sciences, may be admitted directly to the ECP, but must apply for mainstream first. Mathematical Literacy will not be accepted in any of the Engineering disciplines.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2008 or thereafter.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate. Candidates must also adhere to the general admission regulations for candidates who completed the N3, N4, N5 and N6 qualifications at a Technical Vocational Education and Training (TVET) college. Alternatively, a higher certificate, advanced certificate or diploma in a cognate field may satisfy the minimum admission requirements.

REGULATIONS
- All instructional offerings from Year 1 to 4 are compulsory.
- The minimum total credit value of all instructional offerings must add up to a minimum of 494 credits.
- The total credit value for Work-integrated Learning is 30.
- The Bachelor's Degree will be issued upon completion of 494 credits for the main programme.
- One intake per year, in January.
- **A student must pass Mathematics 0 and Physics 0 in the first semester of the first year of the ECP in order to continue with the subsequent semester of study.**
- Failure of Mathematics or Physics modules will disqualify a student from continuing with the ECP programme.
- A student may not change from the ECP to the regular programme.

PREREQUISITES
- Refer to the heading "General" under point 12 of this chapter.
- All students must register and complete Digital Literacy [DLC5011 OR DLC5012].
- All students must register and complete Academic Literacy and Communication Studies [LCS5011 OR LCS5012].

- No student will be allowed to graduate without completing the subject, Academic Literacy and Communication Studies.

Instructional Offerings		Prerequisite instructional offerings	
Code	**Subject**	**Code**	**Subject**
LCS5011 OR LCS5012	Academic Literacy & Communication Studies		Grade 12
DLC5011 OR DLC5012	Basic Digital Literacy		Grade 12
BGD20BE	Building Services	CML10BE	Construction Materials
CNM20BE	Commercial Construction Methods	RCM10BE	Resident Construction Methods
ECM12BI	Communication Skills		Grade 12
RTP12AI	Computer Applications I		Grade 12
CAP30BE	Construction Accounting Principles	CNT10BE	Construction Mathematics I
CDL20BE	Construction and Development Law	UDS10BE	Urban Development and Sustainability
COM10BE	Construction Management I		Grade 12
COM20BE	Construction Management II	COM10BE	Construction Management I
COM30BE	Construction Management III	COM20BE	Construction Management II
CML10BE	Construction Materials		Grade 12
CNT10BE	Construction Mathematics I	WIS01CP	Mathematics 0
CPT30BE	Construction Practice Project	COM20BE	Construction Management II
CSG30BE	Construction Surveying	CNT10BE	Construction Mathematics I
CTA20BE	Contract Administration	COM10BE	Construction Management I
DCT10BE	Design and Construction		Grade 12
INX02CP	Industrial Experience		Grade 12
LSS02CP	Life Skills		Grade 12
WIS01CP	Mathematics 0		Grade 12
MSC30BE	Modern Methods of Construction	CNM20BE	Commercial Construction Methods
FIS01CP	Physics 0		Grade 12
PSE30BE	Price Analysis and Estimating	CNT10BE	Construction Mathematics I
PGA20BE	Project Planning and Administration	COM10BE	Construction Management I
QTS10BE	Quantity Surveying I		Grade 12
RCM10BE	Resident Construction Methods		Grade 12
STC20BE	Structures and Concrete	CNT10BE	Construction Mathematics I
UDS10BE	Urban Development and Sustainability		Grade 12
UBE20BE	Urban Development Economics	UDS10BE	Urban Development and Sustainability
IWE30BE	Work-integrated Learning		All first year subjects

31.2 BACHELOR OF CONSTRUCTION IN QUANTITY SURVEYING
(ECP)   EX_CQS
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	474
MINIMUM CREDITS REQUIRED:	474
HEMIS CREDITS	3.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	4 years

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
WIS01CP		Mathematics 0	30	0.125
FIS01CP		Physics 0	30	0.125
PIM5011		Personal Information Management	0	0.000
	INX02CP	Industrial Experience	20	0.125
	LSS02CP	Life Skills	20	0.125
	PIM5012	Personal Information Management	0	0.000
		TOTAL:	**100**	**0.500**

2ND YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LCS5011 OR LCS5012	Academic Literacy and Communication Studies	6	0.041
DLC5011 OR DLC5012	Basic Digital Literacy	6	0.041
COM10BE	Construction Management I	16	0.109
CML10BE	Construction Materials	16	0.109
CNT10BE	Construction Mathematics I	12	0.083
DCT10BE	Design and Construction	16	0.109
QTS10BE	Quantity Surveying I	16	0.109
RCM10BE	Resident Construction Methods	16	0.109
UDS10BE	Urban Development and Sustainability	16	0.109
	TOTAL:	**120**	**0.819**

3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
BGD20BE	Building Services	16	0.103
CNM20BE	Commercial Construction Methods	16	0.102
CDL20BE	Construction and Development Law	16	0.103
CTA20BE	Contract Administration	16	0.102
PGA20BE	Project Planning and Administration	16	0.102
PTG20BE	Procurement and Tendering	16	0.102
QTS20BE	Quantity Surveying II	16	0.102
UBE20BE	Urban Development Economics	16	0.103
	TOTAL:	**128**	**0.819**

4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
CAP30BE	Construction Accounting Principles	16	0.104
CSG30BE	Construction Surveying	16	0.104
MSC30BE	Modern Methods of Construction	16	0.104
PSE30BE	Price Analysis and Estimating	16	0.104
QTS30BE	Quantity Surveying III	16	0.104
QSP30BE	Quantity Surveying Practice Project	16	0.104
IWE30BE	Work-integrated Learning	30	0.238
	TOTAL:	126	0.862
	GRAND TOTAL:	474	3.000

REMARKS

Admission requirements
For candidates who matriculated in 2007 or before:
- A Grade 12 National Senior Certificate (NSC) with a score of 27 to 31 on the CUT scoring scale, plus a minimum mark of 45% on standard grade or 40% on higher grade in both Physical Science and Mathematics.
- A candidate must also successfully complete the selection process for admission.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2007 or before.

For candidates who matriculated in 2008 and thereafter:
- Candidates with a Grade 12 National Senior Certificate (NSC) with a minimum score of 27 to 31 points on the CUT scoring scale, plus a minimum mark of 40% to 49% (level 3) in both Mathematics and Physical Sciences, may be admitted directly to the ECP, but must apply for mainstream first..
- Mathematical Literacy will not be accepted in any of the Engineering disciplines.
- Candidates must also adhere to the general admission regulations for candidates who matriculated in 2008 or thereafter.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate. Candidates must also adhere to the general admission regulations for candidates who completed the N3, N4, N5 and N6 qualifications at a Technical Vocational Education and Training (TVET) college.
- Alternatively, a higher certificate, advanced certificate or diploma in a cognate field may satisfy the minimum admission requirements.

REGULATIONS
- All instructional offerings from Year 1 to 4 are compulsory.
- The minimum total credit value of all instructional offerings must add up to a minimum of 494 credits.
- The total credit value for Work-integrated Learning is 30.
- The Bachelor's Degree will be issued upon completion of 494 credits for the main programme.
- One intakes per year, in January.
- **A student must pass Mathematics 0 and Physics 0 in the first semester of the first year of the ECP in order to continue with the subsequent semester of study.**
- Failure of Mathematics or Physics modules will disqualify a student from continuing with the ECP programme. A student may not change from the ECP to the regular programme.

PREREQUISITES
- Refer to the heading "General" under point 12 of this chapter.
- All students must register and complete Digital Literacy [DLC5011 OR DLC5012].
- All students must register and complete Academic Literacy and Communication Studies [LCS5011 OR LCS5012].

- No student will be allowed to graduate without completing the subject, Academic Literacy and Communication Studies.

INSTRUCTIONAL OFFERINGS		Prerequisite instructional offering	
Code	**Subject**	**Code**	**Subject**
LCS5011 OR LCS5012	Academic Literacy & Communication Studies		Grade 12
DLC5011 OR DLC5012	Basic Digital Literacy		Grade 12
BGD20BE	Building Services	CML10BE	Construction Materials
CNM20BE	Commercial Construction Methods	RCM20BE	Resident Construction Methods
ECM12BI	Communication Skills I		Grade 12
RTP12AI	Computer Applications I		Grade 12
CDL20BE	Construction and Development Law	UDS10BE	Urban Development and Sustainability
PSE30BE	Construction Accounting Principles	CNT10BE	Construction Mathematics I
COM10BE	Construction Management I		Grade 12
CML10BE	Construction Materials		Grade 12
CNT10BE	Construction Mathematics I		Grade 12 Mathematics
QTS30BE	Construction Surveying	CNT10BE	Construction Mathematics I
CTA20BE	Contract Administration	COM10BE	Construction Management I
DCT10BE	Design and Construction		Grade 12
INX02CP	Industrial Experience		Grade 12
LSS02CP	Life Skills		Grade 12
WIS01CP	Mathematics 0		Grade 12
QSP30BE	Modern Methods of Construction	CNM20BE	Commercial Construction Methods
PSE30BE	Price Analysis and Estimating	CNT10BE	Construction Mathematics I
PTG20BE	Procurement and Tendering	QTS10BE	Quantity Surveying I
PGA20BE	Project Planning and Administration	COM10BE	Construction Management I
QTS10BE	Quantity Surveying I		Grade 12
QTS20BE	Quantity Surveying II	QTS10BE	Quantity Surveying I
QTS30BE	Quantity Surveying III	QTS20BE	Quantity Surveying II
QSP30BE	Quantity Surveying Practice Project	QTS20BE	Quantity Surveying II
RCM10BE	Resident Construction Methods		Grade 12
UBE20BE	Urban Development Economics	UDS10BE	Urban Development and Sustainability
UDS10BE	Urban Development and Sustainability		Grade 12
IWE30BE	Work-integrated Learning		All first year subjects

32.	POSTGRADUATE DIPLOMAS

**32.1   POSTGRADUATE DIPLOMA IN CONSTRUCTION IN HEALTH AND SAFETY
       MANAGEMENT   PD_CHS**
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	194
MINIMUM CREDITS REQUIRED:	178
HEMIS CREDITS	1.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	1 year full time or 2 years' part time

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
CTE40BE		Construction Treatise	30	0.169
HSP40BE		Health and Safety Practice	16	0.090
CPM41BE		Construction Project Management	24	0.135
FMT41BE		Facility Management	16	0.090
LCN41BE		Lean Construction	16	0.090
PBM41BE		Professional Business Management	16	0.090
CSM41BE		Construction Safety Management	12	0.067
SMS41BE		Safety Management Systems	12	0.067
FIH41BE		Fundamentals of Industrial Hygiene	8	0.045
	SCL42BE	Statutory Construction Law	12	0.067
	SMS42BE	Safety Management Systems Auditing	12	0.067
	CER42BE	Construction Ergonomics	8	0.045
	CHS42BE	Health and Safety Issues	12	0.067
		Total:	**194**	**1.089**

REMARKS
- After successful completion of this qualification, the Postgraduate Diploma in Construction in Health and Safety Management will be awarded during an official graduation ceremony of CUT.

Admission requirements
- The minimum entry requirement for this qualification is an appropriate advanced diploma or bachelor's degree at NQF level 7, with sufficient exposure to either Health and safety or Construction Management as principle study discipline.
- Learners must be able to demonstrate the mastering of the necessary information-gathering, analytical and presentational skills required at exit level 7 on the NQF equivalent to any of the qualifications recognised for purposes of access to this learning programme, with an aggregate percentage of 60% and subminimum of 60% in a major subject (Health and Safety or Construction Management) at NQF exit level 7.

REGULATIONS
- A minimum of one year's full-time study.
- A maximum of two years' part-time study.
- Students are required to take a minimum of 12 subjects, which are inclusive of 11 compulsory subjects and an elective subject.
- Elective options include Facility Management and Lean Construction. Students must select only one elective.

PREREQUISITES
- Refer to the heading "General" under point 12 of this chapter.

32.2   POSTGRADUATE DIPLOMA IN CONSTRUCTION MANAGEMENT   PD_CON
This learning programme will be offered in Bloemfontein.

SAQA CREDITS: 194
MINIMUM CREDITS REQUIRED: 178
HEMIS CREDITS   1.000
NQF LEVEL: 8
DURATION OF LEARNING PROGRAMME: **1 year full time or 2 years part time**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
CTE40BE		Construction Treatise	30	0.169
CNP40BE		Construction Practice	16	0.090
CES41BE		Construction Economics	16	0.090
CPM41BE		Construction Project Management	24	0.134
FMT41BE		Facility Management	16	0.090
LCN41BE		Lean Construction	16	0.090
PBM41BE		Professional Business Management	16	0.090
	SCM42BE	Strategic Construction Management	24	0.134
	SCE42BE	Construction Methods and Engineering	24	0.134
	SCL42BE	Statutory Construction Law	12	0.067
		Total:	**194**	**1.088**

REMARKS
- After successful completion of this qualification, the Postgraduate Diploma in Construction Management will be awarded during an official graduation ceremony of CUT.

Admission requirements
- The minimum entry requirement for this qualification is an appropriate advanced diploma or bachelor's degree at NQF level 7, with sufficient exposure to Construction Management as principle study discipline.
- Learners must be able to demonstrate the mastering of the necessary information-gathering, analytical and presentational skills required at exit level 7 on the NQF equivalent to any of the qualifications recognised for purposes of access to this learning programme, with an aggregate percentage of 60% and subminimum of 60% in a major subject (Construction Management) at NQF exit level 7.

REGULATIONS
- A minimum of one year's full-time study.
- A maximum of two years' part-time study.
- Students are required to take a minimum of nine subjects, which are inclusive of eight compulsory subjects and an elective subject.
- Elective options include Facility Management and Lean Construction. Students must select only one elective.

PREREQUISITES
- Refer to the heading "General" under point 12 of this chapter.

32.3 POSTGRADUATE DIPLOMA IN CONSTRUCTION IN QUANTITY SURVEYING   PD_CQS

This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	194
MINIMUM CREDITS REQUIRED:	178
HEMIS CREDITS	1.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	1 year full time or 2 years part time

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
CTE40BE		Construction Treatise	30	0.169
PLE40BE		Professional Practice	16	0.090
CES41BE		Construction Economics	16	0.090
CPM41BE		Construction Project Management	24	0.134
FMT41BE		Facility Management	16	0.090
LCN41BE		Lean Construction	16	0.090
PBM41BE		Professional Business Management	16	0.090
	DQS42BE	Descriptive Quantities	24	0134
	PVA42BE	Property Valuation Practice	24	0.134
	SCL42BE	Statutory Construction Law	12	0.067
		Total:	**194**	**1.088**

REMARKS
- After successful completion of this qualification, the Postgraduate Diploma in Construction in Quantity Surveying will be awarded during an official graduation ceremony of CUT.

Admission requirements
- The minimum entry requirement for this qualification is an appropriate advanced diploma or bachelor's degree at NQF level 7, with sufficient exposure to Quantity Surveying as principle study discipline.
- Learners must be able to demonstrate the mastering of the necessary information-gathering, analytical and presentational skills required at exit level 7 on the NQF equivalent to any of the qualifications recognised for purposes of access to this learning programme, with an aggregate percentage of 60% and subminimum of 60% in a major subject (Quantity Surveying) at NQF exit level 7.

REGULATIONS
- A minimum of one year's full-time study.
- A maximum of two years' part-time study.
- Students are required to take a minimum of nine subjects, which are inclusive of eight compulsory subjects and an elective subject. Elective options include Facility Management and Lean Construction. Students must select only one elective.

PREREQUISITES
- Refer to the heading "General" under point 12 of this chapter.

32.4 POSTGRADUATE DIPLOMA IN CONSTRUCTION IN URBAN DEVELOPMENT **PD_UDV**
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	194
MINIMUM CREDITS REQUIRED:	178
HEMIS CREDITS	1
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	1 year full time or 2 years' part time

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
CTE40BE		Construction Treatise	30	0.169
DPE40BE		Development Practice	16	0.090
CES41BE		Construction Economics	16	0.090
CPM41BE		Construction Project Management	24	0.134
FMT41BE		Facility Management	16	0.090
LCN41BE		Lean Construction	16	0.090
PBM41BE		Professional Business Management	16	0.090
	SCL42BE	Statutory Construction Law	12	0.067
	SDT42BE	Sustainable Development	24	0.134
	UPD42BE	Urban Planning and Development	24	0.134
		Total:	**194**	**1.088**

REMARKS
- After successful completion of this qualification, the Postgraduate Diploma in Construction in Urban Development will be awarded during an official graduation ceremony of CUT

Admission requirements
- The minimum entry requirement for this qualification is an appropriate advanced diploma or bachelor's degree at NQF level 7, with sufficient exposure to either Quantity Surveying or Construction Management as principle study discipline.
- Related Built Environment qualifications, such as Civil Engineering, at NQF level 7 may also be considered.
- Learners must be able to demonstrate the mastering of the necessary information-gathering, analytical and presentational skills required at exit level 7 on the NQF equivalent to any of the qualifications recognised for purposes of access to this learning programme, with an aggregate percentage of 60% and subminimum of 60% in a major subject (Construction Management or Quantity Surveying) at NQF exit level 7.

REGULATIONS
- A minimum of one year's full-time study.
- A maximum of two years' part-time study.
- Students are required to take a minimum of nine subjects, which are inclusive of eight compulsory subjects and an elective subject. Elective options include Facility Management and Lean Construction. Students must select only one elective.

PREREQUISITES
- Refer to the heading "General" under point 12 of this chapter.

32.5   POSTGRADUATE DIPLOMA IN INFORMATION TECHNOLOGY   PD_ITC
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	156
MINIMUM CREDITS REQUIRED:	138
HEMIS CREDITS	1.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	**1 year full time or 2 years' part time**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
IPJ517C		Advanced Research Project 5	15	0.110
CAR517E		Computer Architecture 5	18	0.130
SOD517C		Advanced Software Development 5	18	0.130
EHC517E		Ethical Hacking	18	0.130
	IPJ527C	Advanced Research Project 5B	15	0.110
	TPG527C	Operating System Programming 5	18	0.130
		Select 2 from the following 3 electives		
	CLD527E	Introduction to Cloud Computing Platforms 5	18	0.130
	ISY527E	Advanced Information Systems Security 5	18	0.130
	CSY527E	Advanced Information Security 5	18	0.130
		Total:	**138**	**1.000**

Remarks

- The proposed Postgraduate Diploma in Information Technology is aimed primarily, but not exclusively, at learners from CUT who will progress **from the Advanced Diploma in Information Technology** and who wish to continue with their studies with the aim to do further research and study to higher qualifications before exiting in preparation for employment in the business and industry sector.
- The programme makes provision for graduates with equivalent qualifications who are working in the business and industry who wish to continue with further research and study to higher and postgraduate qualifications.

  Admission Requirements
- The minimum admission requirement for the Postgraduate Diploma in Information Technology is an **Advanced Diploma in Information Technology or equivalent qualification at NQF Level 7**.
- Due to a limited number of students that can be accommodated, **a minimum average of 60%** at the Advanced Diploma in Information Technology level is compulsory for admission to the Postgraduate Diploma in Information Technology.

33. HONOUR'S DEGREES

33.1 BACHELOR OF ENGINEERING TECHNOLOGY HONOURS IN CIVIL ENGINEERING (H_BCVL)

This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**144**
MINIMUM CREDITS REQUIRED:	**144**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**1 year**

Purpose Statement

The B Eng. Tech (Hons) degree is a post-graduate qualification at NQF Level 8 which prepares students for industry and research to become competent engineering technologists that can be positioned as high-level technical managers in industrial enterprises, both nationally and internationally. This qualification demands a high level of theoretical engagement and intellectual independence to solve complex engineering problems either independently and/or as part of a multi-disciplinary team. The learning programme has a coherent core of mathematics, basic sciences, and fundamental engineering sciences and design which provide a viable platform for further studies and lifelong learning. Specialist engineering knowledge, i.e., the extension of engineering fundamentals to create theoretical frameworks and bodies of knowledge for engineering practice, is included in each subject with specialisation in: (i) Material and Soil Sciences (Construction Materials & Technology and Geotechnical Engineering), (ii) Structures (Structural Analysis & Design), (iii) Transportation (Transportation & Traffic Engineering), and (iv) Water (Hydraulics & Hydrology). In the Research Project subject, the specialist knowledge is further developed by means of a mini-dissertation in one of the above-listed fields of specialisation.

Students completing this qualification will need to demonstrate competence in all the Graduate Attributes (GAs 1 to 11) as specified by the Engineering Council of South Africa (ECSA) in the Qualification Standard for the Bachelor of Engineering Technology Honours programme:

- **GA1 Problem solving:** Identify, formulate, analyse and solve complex problems creatively and innovatively.
- **GA2 Application of scientific and engineering knowledge:** Demonstrate competence to apply knowledge of mathematics, natural science and engineering sciences to the conceptualisation of engineering models and to solve complex problems.
- **GA3 Engineering design:** Demonstrate competence to perform creative, procedural and non-procedural design and synthesis of components, systems, engineering works, products or processes of a complex nature.
- **GA4 Investigations, experiments and data analysis:** Demonstrate competence to conduct investigations of complex problems including engagement with the research literature and use of research methods including design of experiments, analysis and interpretation of data and synthesis of information to provide valid conclusions.
- **GA5 Engineering methods, skills and tools:** Demonstrate competence to use appropriate techniques, resources, and modern engineering tools, including information technology, prediction and modelling, for the solution of complex problems, with an understanding of the limitations, restrictions, premises, assumptions and constraints.
- **GA6 Professional and technical communication:** Demonstrate competence to communicate effectively, both orally and in writing, with engineering audiences and the community at large.
- **GA7 Sustainability and impact of engineering activity:** Demonstrate knowledge and understanding of the impact of engineering activities on society, the economy, industrial and physical environment.

- **GA 8 Individual, team and multidisciplinary working:** Demonstrate competence to work effectively as an individual, in teams and in multi-disciplinary environments.
- **GA9 Independent learning:** Demonstrate competence to engage in independent and life-long learning through well-developed learning skills.
- **GA10 Engineering professionalism:** Comprehend and apply ethical principles and commit to professional ethics, responsibilities and norms of engineering practice.
- **GA11 Engineering management:** Demonstrate knowledge and understanding of engineering management principles and economic decision-making.

Instructional Offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
January	July			
CHD418A		Hydraulics	14	0.097
CCM418A		Construction Materials and Technology	14	0.097
CUD418A		Urban Planning and Design	14	0.097
CSA418A		Structural Analysis and Design	14	0.097
CRP408A		Research Project	32	0.224
	CHY428A	Hydrology	14	0.097
	CTE428A	Transportation and Traffic Engineering	14	0.097
	CEE428A	Environmental Engineering	14	0.097
	CGE428A	Geotechnical Engineering	14	0.097
		Total:	**144**	**1.000**

REMARKS
- All instructional offerings are compulsory.
- The total credit value of all instructional offerings must add up to 144 SAQA credits.
- Only one intake per year, in January.
- After successful completion of this qualification, the Bachelor of Engineering Technology Honours in Civil Engineering will be awarded during an official graduation ceremony of CUT.
- Students must achieve competency in all the ECSA Graduate Attributes before they will be allowed to graduate.
- Upon graduation, students meet the requirements for registration with ECSA as a Candidate Engineering Technologist.

ADMISSION REQUIREMENTS

The minimum admission requirement is an appropriate Bachelor's Degree (B Tech, B Eng. Tech, or BSc) or Advanced Diploma in Civil Engineering (or equivalent discipline) at NQF Level 7 from an ECSA accredited programme in South Africa. In the case of international students, a SAQA approved 3-year (minimum) degree in Civil Engineering from a University recognised within the Washington and/or Sydney Accords, could also be considered. A student must have obtained a minimum average of 60% in the pre-requisite degree or advanced diploma programmes with at least 60% average marks in the final year of that programme at NQF Level 7. In cases where a candidate does not meet the 60% average, recognition of prior learning (RPL) in addition to the minimum admission requirements could be considered on a case-by-case situation. In other words, RPL in combination with the criteria stipulated above, would only grant prospective students' admission to the programme and therefore no exemption of individual subjects as such. In the latter case, the selection of such students will be conducted on an individual basis and in accordance with the RPL Policy of the CUT.

PRE-REQUISITES

The learning programme contains four (4) Groups of subjects plus a Research Project. All subjects are compulsory and Semester 1 subjects to be followed by Semester 2 subjects. No pre-requisites apply, but Semester 1 of the Research Project need to be completed successfully prior to the continuation of Semester 2 of the Research Project. All knowledge and experience gained in the first semester's subjects would also be integrated in the Research Project during the second semester.

Note: Given that both the Advanced Diploma and B Tech programmes in Civil Engineering at NQF Level 7 are/were offered in fields of specialisation, all the above-listed instructional offerings in the programme are subjected to the pre-requisite requirement that appropriate NQF Level 7 subjects were passed in the following fields of specialisation: (i) Geotechnical, (ii) Structures, (iii) Transportation, (iv) Urban, and (v) Water.

Hence, all applications for admission will be considered individually based on specific subjects completed at NQF Level 7.

33.2   BACHELOR OF ENGINEERING TECHNOLOGY HONOURS IN MECHANICAL ENGINEERING   (H_BMEC)
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**144**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**1 year**

Statement of the purpose of the qualification:

The B Eng. Tech (Hons) degree is a postgraduate qualification, characterised by the fact that it prepares students for industry and research. This qualification typically follows a Bachelor's Degree, Advanced Diploma or relevant NQF Level 7 qualification and serves to consolidate and deepen the student's expertise in a particular discipline and to develop research capacity in the methodology and techniques of that discipline. This qualification demands a high level of theoretical engagement and intellectual independence to solve complex engineering problems. This learning programme also meets the requirements of the new Higher Education Qualification Sub Framework (HEQSF) for a 1-year Bachelor Honours degree, is primarily industry-oriented, and will develop/transfer cutting edge mechanical engineering knowledge as a foundation for wealth creation and economic sustainability. The learning programme has a coherent core of mathematics, basic sciences and fundamental engineering sciences totalling not less than 50% of the total credits providing a viable platform for further studies and lifelong learning. The B Eng. Tech Hons (Mechanical) degree will provide students with a sound knowledge base in the mechanical engineering discipline and an understanding of engineering management principles, whilst also equipping them to undertake more specialised post-graduate studies and provides inter alia:

1. Preparation for research careers in mechanical engineering itself and areas that potentially benefit from engineering skills and to make a contribution to the economy and national development;
2. Provide leadership and to manage projects in the application of technology in safety, health, engineering and commercially effective operations and have well-developed interpersonal skills;
3. Work independently and as a member or leader in a multi-disciplinary project, applying judgement to decisions arising in the application of technology and health and safety considerations to problems and associated risks; and

Students completing this qualification will demonstrate competence in all the graduate attributes (GAs) 1 to 11 as specified in the ECSA Qualification Standard for Bachelor of Engineering Technology Honours programmes, as listed below:

1. **Problem Solving:** Identify, formulate, analyse and solve complex problems creatively and innovatively.
2. **Application of Scientific and Engineering Knowledge:** Demonstrate competence to apply knowledge of mathematics, natural science and engineering sciences to the conceptualisation of engineering models and to solve complex problems.
3. **Engineering Design:** Demonstrate competence to perform creative, procedural and non-procedural design and synthesis of components, systems, engineering works, products or processes of a complex nature.
4. **Investigations, Experiments and Data Analysis:** Demonstrate competence to conduct investigations of complex problems including engagement with the research literature and use of research methods including design of experiments, analysis and interpretation of data and synthesis of information to provide valid conclusions.
5. **Engineering Methods, Skills and Tools:** Demonstrate competence to use appropriate techniques, resources, and modern engineering tools, including information technology, prediction and modelling, for the solution of complex problems, with an understanding of the limitations, restrictions, premises, assumptions and constraints.
6. **Professional and Technical Communication:** Demonstrate competence to communicate effectively, both orally and in writing, with engineering audiences and the community at large.
7. **Sustainability and Impact of Engineering Activity:** Demonstrate knowledge and understanding of the impact of engineering activities on society, economy, industrial and physical environment.
8. **Individual, Team and Multidisciplinary Working:** Demonstrate competence to work effectively as an individual, in teams and in multidisciplinary environments.
9. **Independent Learning:** Demonstrate competence to engage in independent and life-long learning through well-developed learning skills.
10. **Engineering Professionalism:** Comprehend and apply ethical principles and commit to professional ethics, responsibilities and norms of engineering practice.
11. **Engineering Management:** Demonstrate knowledge and understanding of engineering management principles and economic decision-making.

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
January	July			
MMSC418		Materials Science	16	0.111
MDMA418		Design for Manufacturing	16	0.111
MMEN418		Maintenance Engineering	16	0.111
MSEN418		Systems Engineering	8	0.056
MREP408		Research Project	32	0.222
	MSTA428	Stress Analysis	16	0.111
	MADM428	Advanced Manufacturing	16	0.111
	MESD428	Energy Systems Design and Analysis	16	0.111
	MEMT428	Engineering Management	8	0.056
		Total:	**144**	**1.000**

PREREQUISITES

The programme contains eight subject modules plus a Research Project. All modules are compulsory and Semester 1 subjects to be followed by Semester 2 subjects. No pre-requisites apply, but Semester 1 of the Research Project must be completed successfully prior to the continuation of Semester 2 of the Research Project. Knowledge and experience gained in the 1st semester's subjects will be integrated during the Research Project in the 2nd semester.

REMARKS

- All instructional offerings are compulsory.
- The total credit value of all instructional offerings **must** add up to 144 SAQA credits.
- Only one intake per year, in January.
- After successful completion of this qualification, the Bachelor of Engineering Technology Honours in Mechanical Engineering will be awarded during an official graduation ceremony of CUT.
- Students must achieve competency in all the 11 ECSA graduate attributes before they will be allowed to graduate.

Admission requirements:
- Admission to this learning programme is subject to selection.

The minimum admission requirement is an appropriate Bachelor's Degree (B Tech, B Eng. Tech, BSc, or equivalent in the relevant discipline) or appropriate Advanced Diploma in Mechanical Engineering from an ECSA accredited programme in South Africa, or a 3-year (minimum) Mechanical Engineering degree from a University recognised within the Washington, Sydney and/or Dublin Accords. A student must have obtained a minimum of 60% average in the prerequisite Bachelor Degree (or Advanced Diploma) with at least 60% average marks in the final year of that programme at NQF Level 7. In cases where a candidate does not meet the 60% average, recognition of prior learning (RPL) in addition to the minimum admission qualification could be considered on a case-by-case situation. In other words, RPL in combination with the criteria stipulated above, would only grant prospective students admission to the programme and therefore no exemption of individual subject modules as such. In the latter case, the selection of such students will be conducted on an individual basis and in accordance with the RPL Policy of the CUT.

34. MASTER'S DEGREES

SAQA CREDITS:	**180**
MINIMUM CREDITS REQUIRED:	**180**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**9**
DURATION OF LEARNING PROGRAMME:	**1 year (Minimum; full-time)**
	2 years (Minimum; part-time)

Purpose Statement

The Master's degree is a research-based post-graduate qualification at NQF Level 9 aiming towards the development of a candidate's ability to conduct independent scientific and technological investigations as well as to interpret the results which would lead to problem solving capabilities in practice. The programme also prepares candidates for research careers in specialisation fields of engineering and information technology (IT), and areas that would potentially benefit from advanced engineering and IT skills.

Instructional Offerings

PROGRAMME CODE	MASTER'S DEGREE	MAIN CODE	INSTRUCTIONAL OFFERINGS
M_ENGC	Master of Engineering in Civil Engineering *Offered at: Bloemfontein*	VER50AI	Dissertation Fields of specialisation include geotechnical, transportation and water engineering.
M_ENGE	Master of Engineering in Electrical Engineering *Offered at: Bloemfontein*	VHA50AI	Dissertation
M_ENGM	Master of Engineering in Mechanical Engineering *Offered at: Bloemfontein*	VHD50AI	Dissertation
M_ITEC	Master of Information Technology *Offered at: Bloemfontein*	VER50AB	Dissertation
M_CON	Master of Construction *Offered at: Bloemfontein*	CRM51BE BED51BE BED52BE	Dissertation

REMARKS

- The total credit value of the dissertation must add up to 180 SAQA credits.
- The total credit value of the M_CONS dissertation must add up to 204 SAQA credits.
- Only one intake per year, in January with registrations possible until 31 August.
- After successful completion of this qualification, a Master's degree will be awarded during an official graduation ceremony of CUT.

ADMISSION REQUIREMENTS (Programmes without NQF 8 offering available)

- Candidates in possession of a B Tech (NQF Level 7 – *only applicable to students who obtained their qualification from CUT*) must have an average of 60% and completed a compulsory module in Research Methodology.

- For articulation from BTech to master's degrees, Senate as per Resolution S 9/22/6: approved the following: that students who had completed a BTech degree with a research methodology component at the CUT, could articulate directly into a master's degree in cases where a HEQSF-aligned NQF Level 8 qualification is not available in the relevant programme at the CUT; that students who had completed a BTech degree at CUT without a research methodology component, must first do a research module, before they can articulate from a BTech to a master's degree in the absence of a suitable NQF Level 8 qualification in the relevant programme; that students who had completed a BTech degree and acquired reasonable work experience, could be admitted through the RPL processes, if such a process is aligned with and in accordance to the relevant accreditation body (e.g. ECSA) requirements; and that the use of RPL for articulation purposes be included in the applicable CUT policies/procedures, e.g., the admission policy and/or procedure and/or examination policy/procedure) and the CUT Calendar.

ADMISSION REQUIREMENTS (Programmes with appropriate NQF 8 offering available) **

The minimum admission requirement is an appropriate professional Bachelor's Degree (BSc Eng. or B Eng.), Honours Degree (B Eng. Tech (Hons)), or equivalent qualification in Engineering, in a relevant discipline, at NQF Level 8 from an ECSA accredited programme in South Africa. In the case of international students, a SAQA approved 4-year (minimum) degree in Engineering, in a relevant discipline, from a University recognised within the Washington and/or Sydney Accords, could also be considered. A student must have obtained a minimum average of 60% in the prerequisite NQF 8 qualification with at least 60% average marks in the final year of that programme at NQF Level 8.

** Only applicable to Civil and Mechanical Engineering in 2024.

ADDITIONAL ADMISSION REQUIREMENTS (Master of Construction)
A four-year undergraduate degree in a relevant built environment field or related area is required for this qualification. The minimum entry requirement is thus an appropriate four-year undergraduate degree or postgraduate diploma, or bachelor's (honours) degree at NQF level 8, with sufficient exposure to construction as the principal focus. Candidates must demonstrate mastery of the necessary information-gathering, analytical and presentational skills required at Exit Level 8 on the NQF equivalent and must display the capacity for independent research. Appropriate four-year undergraduate degree or postgraduate diploma or bachelor's (honours) must include a research component, or a combination of qualifications considered equivalent. The prospective candidates should submit a preliminary research proposal as part of the application.

35.	DOCTORAL DEGREES

SAQA CREDITS: 360
MINIMUM CREDITS REQUIRED: 360
HEMIS CREDITS: 2.000
NQF LEVEL: 10
DURATION OF LEARNING PROGRAMME: 2 years (Minimum; full-time)
3 years (Minimum; part-time)

Purpose Statement

The D Eng. degree is a postgraduate qualification at NQF Level 10. It is an advanced research-based programme aiming towards independent, advanced and original research and/or creative work that would make a substantial contribution towards new knowledge in engineering science, technology and/or practice.

Instructional Offerings

PROGRAMME CODE	DOCTORATE	MAIN CODE	INSTRUCTIONAL OFFERINGS
D_ENGC	Doctor of Engineering in Civil Engineering *Offered at: Bloemfontein*	GVN90AI	Advanced research project and thesis
D_ENGE	Doctor of Engineering in Electrical Engineering *Offered at: Bloemfontein*	NAV90AI	Advanced research project and thesis
D_ENGM	Doctor of Engineering in Mechanical Engineering *Offered at: Bloemfontein*	GNA90AI	Advanced research project and thesis

REMARKS

- The total credit value of the dissertation must add up to 360 SAQA credits.
- Only one intake per year, in January with registrations possible until 31 August.
- After successful completion of this qualification, the Doctor of Engineering will be awarded during an official graduation ceremony of CUT.

ADMISSION REQUIREMENTS

- Minimum average of 65% at Master's-level or equivalent (NQF Level 9).

| **36.** | **DOCTOR OF PHILOSOPHY** |

SAQA CREDITS: 240
HEMIS CREDITS: 2.000
NQF LEVEL: 10

PROGRAMME CODE	DOCTORATE	MAIN CODE	INSTRUCTIONAL OFFERINGS
D_ITEC	Doctor of Philosophy in Information Technology *Offered at: Bloemfontein*	ARD90AB	Advanced research project and thesis

| **37.** | **POSTDOCTORAL STUDIES** |

PROGRAMME CODE	POSTDOCTORAL STUDIES	MAIN CODE	INSTRUCTIONAL OFFERING
POSTDH	Postdoctoral Studies *Offered at: Bloemfontein*	RESENGI	Research Engineering

| **38.** | **REGISTRATION AS A PROFESSIONAL TECHNICIAN AND/OR TECHNOLOGIST WITH THE ENGINEERING COUNCIL OF SOUTH AFRICA (ECSA)** |

ECSA is a statutory body established by an Act of Parliament and is responsible for setting and controlling the standards of education, training and conduct of engineering professionals.

Graduate students of CUT may register for the following titles, according to qualifications attained and specified years of suitable experience in the field of Engineering:

- Professional Engineering Technician (Pr Techni Eng)
  Students who qualified with a DipEngTech must first obtain 1-year work experience according to ECSA requirements.
- Professional Engineering Technologist (Pr Tech Eng)
  Students who qualified with a BEngTech must first obtain work experience according to ECSA requirements.

For further information in this regard, contact:
Engineering Council of South Africa (ECSA)
Water View Corner Building
2 Ernest Oppenheimer Avenue
Bruma Lake Office Park
BRUMA
2198
Telephone number (direct): (011) 607 9500
Fax number: (011) 607 9589

| **39.** | **REGISTRATION AS A PROFESSIONAL QUANTITY SURVEYOR OR CONSTRUCTION MANAGER WITH THE RELEVANT PROFESSIONAL BODY** |

Statutory bodies established by an Act of Parliament are responsible for setting and controlling the standards of education, training and conduct of Quantity Surveyors and Construction Managers, respectively, for both professions.

Further information on the registration process is available from the respective professional bodies.

CHAPTER 22

FACULTY OF HEALTH AND ENVIRONMENTAL SCIENCES

DEAN	Prof. SS Mashele, PhD (Medunsa)
ASSISTANT DEAN: RESEARCH, INNOVATION AND ENGAGEMENT	Prof TJ Makhafola, PhD (UP)
ASSISTANT DEAN: TEACHING AND LEARNING	Prof. HS Friedrich-Nel, PhD (UFS)
SECRETARY	Ms NC Nigrini, BTech (CUT)
FACULTY ADMINISTRATOR	Ms BF Nakedi, MPhil (UP)
FACULTY OFFICER	Mr WL Mbijekana, BCom Hons (UNISA)

DEPARTMENT OF HEALTH SCIENCES

HEAD OF DEPARTMENT	Dr PH Mfengwana, DHSc (CUT)
ASSOCIATE PROFESSOR	Prof. TJ Makhafola, PhD (UP)
SENIOR LECTURERS	Dr D Olivier, DTech (CUT)
	Dr L Botes, PhD (UFS); DTech (CUT)
	Dr LF Mogongoa, DHSc (CUT)
	Dr PM Makhoahle, M.edSc (UFS), DHSc (CUT)
LECTURERS	Mr SD Mokgawa, MHSc (CUT)
	Ms M Vosloo, MTech (CUT), CIDESCO
	Ms MK Wiese, MTech (CUT)
	Ms TM Boshoff, MHSc (CUT), CIDESCO
	Ms J Badenhorst, MHSc (CUT), CIDESCO
	Ms J Jonker, MHSc (CUT), CIDESCO
	Dr J Perkins, DHSc (CUT)
	Mr N Mariri, MTech (CUT)
	Ms J Mofokeng, MHSc (CUT)
SENIOR TECHNICAL ASSISTANT	Ms DE Rampana-Moleleki, MHSc (CUT)
LABORATORY ASSISTANT	Ms M van Wyk, BTech (CUT), CIDESCO
DEPARTMENTAL ADMINISTRATOR	Ms F Motsamai, BA Hons (UFS)
CLINICAL PRACTICE OFFICERS	Ms T Radebe, MHSc (CUT)
	Ms P Ndunduzela, BTech (CUT)
WORK-INTEGRATED LEARNING CO-ORDINATORS	Mr R Claasen, BTech (CUT)
	Mr B Miya, BTech (CUT)

DEPARTMENT OF CLINICAL SCIENCES

HEAD OF DEPARTMENT	Dr JGE du Plessis, PhD (UFS)
ASSOCIATE PROFESSOR	Prof. HS Friedrich-Nel, PhD (UFS)
SENIOR LECTURERS	Dr H Muller, PhD (UFS)

LECTURERS	Dr SF Raphela, DTech (CUT) Dr R Botha, PhD (UFS) Dr RS Slabbert, MTech (CUT), PhD (UFS) Dr B van der Linde, MTech (CUT), PhD (UP) Dr IK Sebelego, MRad (CUT), PhD (UFS) Mr N Phahlamohlaka, MTech (UJ)
WORK-INTEGRATED LEARNING CO-ORDINATORS	Ms M Ramos-Swanepoel, BTech (CUT) Ms T Wainwright, BTech (CUT) Mr V Atoni, BRad (CUT)
DEPARTMENTAL ADMINISTRATOR	Ms R Moletsane, BTech (CUT)
TECHNICAL ASSISTANT	Ms M Mudau, Adv Dip (CUT)

DEPARTMENT OF AGRICULTURE

HEAD OF DEPARTMENT	Prof. PJ Fourie, DTech (CUT), MDP (UFS)
PROFESSORS	Prof. C van der Westhuizen, PhD (UFS) Prof. MM Sedibe, PhD (UFS)
LECTURERS	Mr B Raito, MSc (UFS)
SENIOR LECTURES	Dr ZP Khetsha, DTech (CUT), PGDip (RU) Dr RJ Pretorius, MTech (CUT), Phd (UNL)
OPERATIONAL MANAGER	Mr J Jacobsz, MTech (CUT)
WORK -INTERGRATED LEARNING COORDINATOR	Mr G Dikane, MAgric (CUT)
DEPARTMENTAL ADMINISTRATOR	Ms MB Kotsi, BTech (CUT)

DEPARTMENT OF LIFE SCIENCES

HEAD OF DEPARTMENT	Dr SJ Nkhebenyane, PhD (CUT) PGDip (RU)
PROFESSOR	Prof. JFR Lues, PhD (UFS) Prof O de Smidt, PhD (UFS)
ASSOCIATE PROFESSOR	Prof MJ Mochane, PhD (UFS)
SENIOR LECTURERS	Dr SJ Nkhebenyane, PhD (CUT) PGDip (RU) Dr C Weyers, DTech (CUT) Dr L Esterhuizen, DTech (CUT) Dr T Gumede, PhD (UFS)
SENIOR RESEARCHERS	
RESEARCHER	Dr I Manduna, DSc Botany (COLPOS, Mexico) Dr CI Chukwuma, PhD (UKZN)

LECTURERS   Dr HCL Gleimius, PhD (CUT)

Dr D Mongalo, BChD (UP), Adv Dip HE (UFS)
Ms F Kokela, MMedSci (UKZN)
Dr M Maleke, PhD (UFS)
Dr K Lebelo, Phd (CUT)
Ms MI Mokgadi, MTech (CUT)
Mr N Khasapane, MTech (CUT)

TECHNICAL ASSISTANTS   Mr TS Makhele, BTech (CUT)
Mr MNT Mokhabi, NC Dental Assisting (CUT)

DEPARTMENTAL ADMINISTRATOR   Ms MY Botha, BTech (CUT), PGCE (CUT)

CONTACT NUMBERS

	TELEPHONE NUMBERS
DEPARTMENT OF AGRICULTURE	051 – 507-4051
DEPARTMENT OF CLINICAL SCIENCES	051 – 507-3166
DEPARTMENT OF HEALTH SCIENCES	051 – 507-3124
DEPARTMENT OF LIFE SCIENCES	051 – 507-3134
FACULTY ADMINISTRATOR	051 – 507-3433
FACULTY OFFICER	051 – 507-4048

1. **RULES OF THE FACULTY OF HEALTH AND ENVIRONMENTAL SCIENCES**

    The following rules are supplementary to the rules contained in the Calendar of the Central University of Technology, Free State (CUT).

2. **ADMISSION TO A HIGHER LEVEL OF STUDY**

    A student is not permitted to continue with an instructional offering at the subsequent level before successfully completing the preceding level.

    In the case of semester programmes, a full-time student may not at any stage accumulate more than two minor instructional offerings being carried over from previous years of study. To progress to the subsequent level of study, the student must have passed at least two instructional offerings.

    In the case of year programmes, a full-time student may not at any stage accumulate more than two instructional offerings being carried over from previous years of study.

3. **ASSESSMENT**

    Assessment dates and course mark formulas are provided to students upon commencement of the instructional offering concerned.

    A student who is absent from an assessment must submit a medical certificate to the relevant Head of Department (HoD) within three days after reporting back at CUT in order to qualify for a rewrite of the test. The student is responsible for arranging a date for such a reassessment with the lecturer concerned. Course marks may not be calculated from fewer than the prescribed number of assessments. If a student fails to make arrangements to rewrite an assessment, a mark of zero (0) is entered into the Integrated Tertiary Software (ITS) System.

    In addition to the rules in the CUT Calendar, a student may be refused admission to an assessment if he/she has been absent for more than one practical session in a learning unit. For programmes in Biomedical Technology: if a student misses more than one practical per semester subject he/she may be refused admission to the summative assessment.

4. **ADVANCED DIPLOMA**

    A student enrolling at CUT initially registers for a three-year diploma. Admission to the fourth year of study is subject to certain prerequisites (refer to the specific learning programme). Re-entry to CUT in order to complete an advanced diploma, subsequent to the attainment of a national diploma, is considered a new application. A part-time student follows the same procedure, with the exception that the duration of study differs from that applicable to full-time students.

5. **BACCALAUREUS TECHNOLOGIAE DEGREE (phasing out)**

    A student enrolling at CUT initially registers for a three-year diploma. Admission to the fourth year of study is subject to certain prerequisites (refer to the specific learning programme). Re-entry to CUT in order to complete a Baccalaureus Technologiae degree, subsequent to the attainment of a national diploma, is considered a new application. A part-time student follows the same procedure, with the exception that the duration of study differs from that applicable to full-time students.

6. **HIGHER CERTIFICATE PROGRAMME OFFERED IN THE FACULTY**

    Higher Certificate in Dental Assisting

7.   NATIONAL DIPLOMA: EXTENDED CURRICULUM PROGRAMMES (ECPs) OFFERED IN THE FACULTY

National Diploma: Biomedical Technology (ECP) (*Phasing out*)

8.   NATIONAL DIPLOMA PROGRAMMES OFFERED IN THE FACULTY

National Diploma: Agricultural Management (*Phasing out*)

9.   DIPLOMA: EXTENDED CURRICULUM PROGRAMME (ECP) OFFERED IN THE FACULTY

Diploma in Somatology (ECP)

10.   DIPLOMA PROGRAMMES OFFERED IN THE FACULTY

Diploma in Agricultural Management
Diploma in Biomedical Technology (*Phasing out*)
Diploma in Somatology

11.   ADVANCED DIPLOMA PROGRAMMES OFFERED IN THE FACULTY

Advanced Diploma in Agricultural Extension
Advanced Diploma in Agricultural Management
Advanced Diploma in Health Management
Advanced Diploma in Therapeutic Services

12.   BACCALAUREUS TECHNOLOGIAE DEGREE PROGRAMME OFFERED IN THE FACULTY

Baccalaureus Technologiae: Clinical Technology (*Phasing out*)

13.   BACHELOR'S DEGREE: EXTENDED CURRICULUM PROGRAMMES (ECPs) OFFERED IN THE FACULTY

Bachelor of Health Sciences in Clinical Technology (ECP)
Bachelor of Health Sciences in Medical Laboratory Science (ECP)
Bachelor of Radiography in Diagnostics (ECP)
Bachelor of Science in Environmental Health (ECP)

14.   BACHELOR'S DEGREE PROGRAMMES OFFERED IN THE FACULTY

Bachelor of Health Sciences in Clinical Technology
Bachelor of Health Sciences in Medical Laboratory Science
Bachelor of Radiography in Diagnostics
Bachelor of Science in Environmental Health

15.   POST GRADUATE DIPLOMA PROGRAMME OFFERED IN THE FACULTY

Post Graduate Diploma in Agricultural Management

16.   MASTER'S DEGREE PROGRAMMES OFFERED IN THE FACULTY

Master of Agriculture

Master of Health Sciences in Biomedical Technology
Master of Health Sciences in Clinical Technology
Master of Health Sciences in Environmental Health
Master of Health Sciences in Somatology
Master of Radiography

17.   DOCTOR TECHNOLOGIAE DEGREE PROGRAMMES OFFERED IN THE FACULTY

Doctor Technologiae: Agriculture *(Phasing out)*

18.   DOCTORAL DEGREE PROGRAMMES OFFERED IN THE FACULTY

Doctor of Agriculture
Doctor of Health Sciences in Biomedical Technology
Doctor of Health Sciences in Clinical Technology
Doctor of Health Sciences in Somatology

19.   DOCTOR OF PHILOSOPHY DEGREE PROGRAMME OFFERED IN THE FACULTY

Doctor of Philosophy in Environmental Health

20.	**HIGHER CERTIFICATE**

20.1   HIGHER CERTIFICATE IN DENTAL ASSISTING   HLHCDL
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**141**
MINIMUM CREDITS REQUIRED:	**141**
NQF LEVEL:	**5**
HEMIS CREDITS:	**1.000**
DURATION OF LEARNING PROGRAMME:	**1 year full time or 2 years part time**

Instructional offerings

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LCS5001	Academic Literacy and Communication Studies	9	0.060
TAT5000	Dental Assisting: Theory I	24	0.170
TAP5000	Dental Assisting: Practical I	24	0.170
TPB5000	Dental Practice Management I (Core Curriculum)	24	0.170
THE5011	Dental Practice: Work-integrated Learning	36	0.260
MAP5000	Oral Anatomy and Pathology I	24	0.170
PIM5011	Personal Information Management	0	0.000
	Total:	**141**	

This programme is presented on a full-time basis over a period of one year, or on a part-time basis over a minimum period of two years.

REMARKS

Upon commencing with his/her studies, the student must register with the Professional Board for Dental Assisting, Dental Therapy and Oral Hygiene of the Health Professions Council of South Africa (HPCSA) in terms of the rules and regulations of the Medical, Dental and Supplementary Health Services Professions Act (Act No. 56 of 1974), and the subsequent amendments pertaining to dental assisting, as approved. A minimum of 360 hours of work-integrated learning at dental clinics, hospitals and/or private dental practices is required.

Assessment: Continuous assessment.

Practical competency and skills are assessed according to specific guidelines, which include Dental Assisting: Practical, and Computer Literacy. It is compulsory for students to adhere to the stipulated ethical rules and dress code during practical and work-integrated learning sessions.

Upon successful completion of this qualification, the Higher Certificate will be awarded during an official graduation ceremony of CUT.

Admission requirements

A National Senior Certificate (NSC) or equivalent qualification.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a minimum mark of 50% on standard grade or 40% on higher grade in Biology/Physiology is required.

<u>For candidates who completed the NSC in 2008 and thereafter:</u>
In addition to the general admission requirements, a minimum mark of 50% in Life Sciences is required.

Minimum requirements

- The minimum requirements for enrolment are a Further Education and Training Certificate (FETC) with six 20-credit-bearing subjects with a rating of 4, and a minimum rating of 1 for Life Orientation (thus a total credit value of at least 25).

- An aptitude test, if the candidate has passed four FETC credit-bearing designated subjects with a rating of 4, plus two 20-credit-bearing designated subjects with a rating of 3, and a minimum rating of 1 for Life Orientation (thus a total credit value of at least 23).

- English as a language subject (Home or Additional), with a minimum rating of 4.

In addition to the above:

- Life Sciences (rating 4).
- Physical Sciences as a subject in Grade 12.

Note:

- If more applications are received than the number of students who can be accommodated by the learning programme, selection will be based on academic merit.

- The minimum value of 25 is calculated as follows: 6 x 4 for six 20-credit-bearing subjects at level 4, plus 1 for Life Orientation at level 3.
- A candidate who fails one or more instructional offerings must reapply for admission.
- Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.
- No student will be allowed to graduate without completing the Academic Literacy and Communication Studies programme.
- It is compulsory for candidates who wish to enrol for the part-time programme to be employed by a dental practitioner as a Dental Assistant for a minimum of two years.
- A portfolio of evidence is required.
- The part-time programme will only be offered if a minimum of five students enrols for it.

21.   NATIONAL DIPLOMA: EXTENDED CURRICULUM PROGRAMMES (ECPs)

21.1   NATIONAL DIPLOMA: BIOMEDICAL TECHNOLOGY (ECP)   HXNDBA
(Phasing out.)
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	360
MINIMUM CREDITS REQUIRED:	360
HEMIS CREDITS:	3.000
NQF LEVEL:	6
DURATION OF LEARNING PROGRAMME:	4 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
ANA00FP				Anatomy	12	
PHY00FP				Physiology	12	
CHM00FP				Chemistry	6	
FIS00FP				Physics	6	
WIS00FP				Mathematics	6	
LCS5001				Academic Literacy and Communication Studies	6	
NMC00FP				Numeracy	6	
DLC5011				Basic Digital Literacy **(Semester 1)**	6	
ADC5022				Advanced Digital Literacy **(Semester 2)**	6	
PIM5011				Personal Information Management **(module instructional offering)**	0	
	IGT11AT			Introduction to Medical Technology	12	
	CHB11CT			Chemistry I	12	
	BST11AT			Calculations and Statistics	12	
	FSK11BT			Physics I	12	
	PFS22AT			Pathophysiology II	12	
	BCH22AT			Biochemistry II	12	
	IMM22BT			Immunology II	12	

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
		~~MKB11AT~~		~~Microbiology I~~	12	
		~~BLD21AT~~		~~Blood Transfusion Technology~~	12	
		~~CHP11AT~~		~~Chemical Pathology I~~	12	
		~~SLP11AT~~		~~Cellular Pathology I~~	12	
		~~MKB22BT~~		~~Microbiology II~~	12	
		~~HEM22BT~~		~~Haematology II~~	12	
		~~CHP22BT~~		~~Chemical Pathology II~~	12	
		~~SLP22AT~~		~~Cellular Pathology II~~	12	
			MKB31BT	Microbiology III	12	
			HEM31BT	Haematology III	12	
			CHP31BT	Chemical Pathology III	12	
			SLP31AT	Cellular Pathology III	12	
			LAB31BT/ LAB32BT	Work-integrated Learning	66	
				Total:	**360**	

REMARKS

Upon commencing with his/her studies, the student must register with the Professional Board for Medical Technology of the Health Professions Council of South Africa (HPCSA) in terms of the rules and regulations of the Medical, Dental and Supplementary Health Services Professions Act (Act No. 56 of 1974), and the subsequent amendments pertaining to medical technology, as approved. All students must be immunised against hepatitis B.

Work-integrated learning takes place only at approved, accredited laboratories identified by CUT and the Professional Board for Medical Technology. A student with outstanding exit-level subjects may not be eligible for work-integrated learning placement.

Upon successful completion of this qualification, the National Diploma will be awarded during an official graduation ceremony of CUT.

The chemical and biological agents to which students could be exposed during the practical component of the learning programme may be detrimental to the health of a fetus. Any female student who suspects she may be pregnant must immediately notify the relevant Head of Department of the pregnancy, and the student must discontinue her studies for the full duration of her pregnancy.

Admission requirements

A National Senior Certificate (NSC) or equivalent qualification.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a minimum mark of 50% on standard grade or 40% on higher grade in all three of the following subjects is required: Biology/Physiology, Physical Sciences and Mathematics.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, a minimum mark of 50% in Life Sciences (rating 4) **and** Physical Sciences (rating 4), **as well as** a minimum mark of 40% in Mathematics (rating 3) and English (rating 3), is required.

A candidate must successfully complete the selection process for admission to this learning programme. A candidate is required to submit proof of job shadowing at an accredited diagnostic laboratory.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

A candidate might be recommended for, and must successfully complete, a selection process and selection test for admission to the learning programme, and meritorious exceptions may be considered for the ECP.

Provisionally selected students are subject to a second round of selection after submission of the NSC results. Should a prospective student have forfeited his/her selection, he/she might be considered for the limited number of ECP placements.

PREREQUISITES

Admission to a higher level of study

ECP selection and admission requirements:

As above, but a prospective candidate might be recommended for, and must successfully complete, a selection process and selection test for admission to the learning programme, and meritorious exceptions may be considered for the ECP. In such a case a prospective student has one (1) level below the required mark for only one (1) prerequisite subject OR may meet all subject related requirements but has achieved one (1) level below the required M-score. The rest of the requirements should still be adhered to.

In addition, only FET students will be considered.

Considering that the ECP is subject to additional funding being made available by the Department of Higher Education and Training (DHET), a student will not be allowed to repeat the first year or part of the first year of the ECP.

A student must pass all instructional offerings of the first year of the ECP in order to continue with the subsequent year of study. A student may not change from the ECP to the regular programme.

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

The Academic Literacy and Communication Studies programme requires the successful completion of two instructional offerings, A and B, in this specific order.

A distinction (75% or more) in instructional offering A ensures exemption from instructional offering B. A pass (without distinction) means that the student must pass instructional offering B in order to meet the prerequisites for the learning programme. Failing instructional offering A means that the student must re-register for instructional offering A in a subsequent semester.

No student will be allowed to graduate without completing Academic Literacy and Communication Studies, Numeracy, Personal Information Management and Digital Literacy (core curriculum modules).

Instructional offerings	Prerequisite instructional offerings
ADC5022	DLC5011
IGT11AT; CHB11CT	ANA00FP; PHY00FP; CHM00FP
BST11AT; FSK11BT	FIS00FP; WIS00FP
PFS22AT	ANA00FP; PHY00FP
BCH22AT	CHB11CT
CHP11AT	BCH22AT; BST11AT

MKB11AT	ANA00FP; PHY00FP
MKB22BT	MKB11AT; BCH22AT; PFS22AT
MKB31BT	MKB22BT
CHP22BT	CHP11AT
CHP31BT	CHP22BT
BLD21AT	IMM22BT
HEM22BT	BLD21AT
HEM31BT	HEM22BT
SLP11AT	ANA00FP; PHY00FP
SLP22AT	SLP11AT
SLP31AT	SLP22T
LAB31BT / LAB32BT	328 credits passed

22. DIPLOMA: EXTENDED CURRICULUM PROGRAMME (ECP)

22.1   DIPLOMA IN SOMATOLOGY (ECP)   EX_SOM
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	360
MINIMUM CREDITS REQUIRED:	360
HEMIS CREDITS:	3.000
NQF LEVEL:	6
DURATION OF LEARNING PROGRAMME:	3 years

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5001		Academic Literacy and Communication Studies	6	0.09
DLC5011		Digital Literacy	6	0.09
ANA00FP		Anatomy	12	0.181
PHY00FP		Physiology	12	0.181
NMC00FP		Numeracy	6	0.09
BUS115E		Business Management I	6	0.09
SCI115E	SCI125E	Science I	12	0.181
PIM5011		Personal Information Management	0	0
	ADC5022	Advanced Digital Literacy	6	0.09
		Total:	**66**	**1**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
AEP115F	AEP125F	Aesthetic Practices I	12	0.2
ANP115F	ANP125F	Anatomy and Physiology I	12	0.2
HYG115F	HYG125F	Microbial Hygiene I	12	0.2
SOB115F	SOB125F	Somatic Therapy Body I	12	0.2
SOF115F	SOF125F	Somatic Therapy Face I	12	0.2
		Total:	**60**	**1**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
AEP216F	AEP226F	Aesthetic Practices II	12	0.111
ANP216F	ANP226F	Anatomy and Physiology II	12	0.111
BUS216F	BUS226F	Business Management II	6	0.055
CAR116F	CAR126F	Complementary Therapies I	12	0.111
SCI216F	SCI226F	Science II	12	0.111
SOB216F	SOB226F	Somatic Therapy Body II	12	0.111
SOF216F	SOF226F	Somatic Therapy Face II	12	0.111
SOP116F	SOP126F	Socio-psychology I	12	0.111
SOM116W	SOM126W	Somatology Work-integrated Learning I	18	0.166
		Total:	**108**	**1**

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
AEP316F	AEP326F	Aesthetic Practices III	12	0.095
BPH116F	BPH126F	Basic Pharmacology I	12	0.095
BUS316F	BUS326F	Business Management III	12	0.095
CAR216F	CAR226F	Complementary Therapies II	12	0.095
SOB316F	SOB326F	Somatic Therapy Body III	18	0.142
SOF316F	SOF326F	Somatic Therapy Face III	18	0.142
SOM216W	SOM226W	Somatology Work-integrated Learning II	42	0.333
		Total:	**126**	**1**

REMARKS

Students can obtain an optional internationally recognised *Comité International d'Esthétique et de Cosmétologie* (CIDESCO) diploma at the end of their fourth year of study.

Candidates only qualify for the CIDESCO assessment if they:
1. achieve a minimum of 60% in both the theoretical and practical components of the instructional offerings in the first semester of the last year of study; and
2. pass all first-year and second-year instructional offerings of the Diploma: Somatology.

In the third year of study, the student must complete 300 hours of work-integrated learning (WIL) at one or more accredited salons, spas, aesthetic practices or slimming clinics. These 300 hours will be scheduled in accordance with the CUT academic calendar. Only the CUT scheduled hours will form part of the WIL module and no personal arranged hours will be considered as WIL. Somatology Work-integrated Learning II (SOM216W) is a year instructional offering and is to be completed in full to allow the student to pass and graduate. A student with assistance from the WORK INTEGRATED LEARNING (WIL) office is responsible for her own placement at an accredited salon, Spa or clinic. This includes the necessary travel and accommodation arrangements.

Somatology Work-integrated Learning II (SOM216W) will be scheduled during the year-end recess (eg. December to February) in accordance with the CUT academic calendar, to obtain maximum benefit and exposure to industry.

No student will be allowed to graduate without successfully completion of a recognised first-aid course and required product house courses.
Students may be refused admission to the final practical assessment if they miss two or more practical periods per term without an acceptable excuse e.g. medical certificate. This rule is applied per individual practical modules/sections.

The Somatology programme has an additional set of rules for students in the programme to acknowledge and abide by. A copy of these rules needs to be signed annually upon agreement and will be binding between the student and the Somatology programme.

ECP selection and admission requirements:

As for mainstream (Diploma in Somatology), a prospective candidate might be recommended for, and must successfully complete, a selection process and/or selection test for admission to the learning programme, and meritorious exceptions may be considered for the ECP. In such a case a prospective student has one (1) level below the required mark for only one (1) prerequisite subject OR may meet all subject related requirements but has achieved one (1) level below the required M-score. The rest of the requirements should still be adhered to.

In addition, only FET-students will be considered.

PREREQUISITES

Considering that the ECP is subject to additional funding being made available by the Department of Higher Education and Training (DHET), a student will not be allowed to repeat the first year or part of the first year of the ECP. A student must pass all instructional offerings of the first year of the ECP in order to continue with the subsequent year of study. A student may not change from the ECP to the regular programme.

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

Academic Literacy and Communication Studies, Basic Digital Literacy, and Numeracy require the successful completion of two instructional offerings, A and B, in this specific order.

No student will be allowed to graduate without completing the Academic Literacy and Communication Studies, Basic Digital Literacy, and Numeracy programmes.

Take note that students will not be allowed to continue with the second semester of a subject if they failed

Instructional offerings	Prerequisite instructional offerings
ADC5022	DLC5011
AEP115F	ANA00FP, PHY00FP, NMC00FP
ANP216	ANA00FP, PHY00FP, NMC00FP
HYG115F	ANA00FP, PHY00FP, NMC00FP
SOB115F	ANA00FP, PHY00FP, NMC00FP
SOF115F	ANA00FP, PHY00FP, NMC00FP
SOF216F,	SOF125F
SOB216F,	SOF125F
SOF316F	SOF226F
SOB316F	SOB226F
SC1216F	SCI125F
BUS216F, BUS226F	BUS115F
BUS316F	BUS226F
AEP216F	AEP125F
AEP316F	AEP226F
ANP216F	ANP125F
CAR216F	CAR126F
SOM116W,	SOF115F, SOF125F
	SOB115F, SOB125F
	AEP115F, AEP125F
SOM216W,	SOF216F, SOF226F

SOB216F, SOB226F AEP216F, AEP226F CAR116F, CAR216F SOM116W, SOM126W

23. DIPLOMAS

23.1 DIPLOMA: AGRICULTURAL MANAGEMENT DP_AGM
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	360
MINIMUM CREDITS REQUIRED:	360
HEMIS CREDITS:	3.000
NQF LEVEL:	6
DURATION OF LEARNING PROGRAMME:	3 years

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
AMN115C		Agricultural Management I	12	0.091
PPR115C		Plant Production I	12	0.091
APR115C		Animal Production I	12	0.091
COM115C		Computer Skills I	6	0.045
SSC115C		Agricultural Soil Science I	10	0.076
PAS11AT		Pasture Science I	10	0.076
LCS5011	LCS5012	Academic Literacy and communication studies	6	0.045
	AMN126C	Agricultural Management II	12	0.091
	PPR126C	Plant Production II	12	0.091
	APR126C	Animal Production II	12	0.091
	CAP125C	Computer Applications (Agriculture) II	6	0.045
	SCL125C	Soil Classification II	10	0.076
	APT126C	Agricultural Production Planning Techniques I	12	0.091
		Total:	**132**	**1.0**

2ND YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LBB206W	Agricultural Management: Work-integrated Learning	4	0.033
APM206W	Agricultural Production Management II	62	0.484
APT206W	Agricultural Production Techniques II	62	0.484
	Total:	**128**	**1.0**

3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Compulsory instructional offerings			
AMN307C	Agricultural Management III	28	0.259
ENG307C	Agricultural Engineering, I	24	0.259
PBL307C	Human Resources Management: Agriculture I	12	0.111
ALW307C	Agricultural Law I	12	0.111
Optional instructional offerings			
PPR307E	*Plant Production III	24	0.259
APR307E	*Animal Production III		
	Total:	**100**	**1.0**

REMARKS

Upon successful completion of this qualification, the National Diploma will be awarded during an official graduation ceremony of CUT.

As the physical stressors to which students are exposed on a farm during the WIL component of the programme (in the second year) may be detrimental to the health of an unborn child, a female student is not permitted to complete the WIL section of the programme during pregnancy. Any student who suspects she may be pregnant must notify the Head of Department immediately. Such a student must discontinue WIL, if registered for the instructional offering.

Admission requirements

A candidate must successfully complete the selection process for admission to this learning programme. A National Senior Certificate (NSC) or equivalent qualification is a prerequisite.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a pass in Agricultural Sciences is recommended.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, a minimum mark of 40% in one of the following subjects, as well as a minimum mark of 50% in another, is required: Agricultural Sciences, Mathematics, Mathematical Literacy, Life Sciences, Economics, Accounting or Physical Sciences.

Applicants in possession of the National Certificate Vocational (NCV) level 4, N4, N5 & N6 qualification:
In addition to the general admission requirements, a minimum mark of 40% in one of the following subjects, as well as minimum mark of 50% in another, is required: Agricultural Sciences, and/or Biology or Life Sciences, Mathematics, Mathematical Literacy, Life Orientation, Economics, Accounting or Physical Sciences.

Optional instructional offerings

Instructional offerings are marked with an asterisk (*).

PREREQUISITES

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

The Academic Literacy and Communication Studies programme requires the successful completion of two instructional offerings, A and B, in this specific order.

No student will be allowed to graduate without completing the Academic Literacy and Communication Studies programme.

Instructional offerings	Prerequisite instructional offerings
Agricultural Management II	Agricultural Management I
Plant Production II	Plant Production I
Animal Production II	Animal Production I
Computer Applications (Agriculture) II	Computer Skills I
Soil Classification II	Agricultural Soil Science I
Pasture Science I	Grade 12
Agricultural Management III	Agricultural Management II
Plant Production III	Plant Production II
Animal Production III	Animal Production II

Agricultural Engineering I	Grade 12
Human Resources Management: Agriculture I	Grade 12
Agricultural Law I	Grade 12

23.2   DIPLOMA IN BIOMEDICAL TECHNOLOGY   DBIOMT
(No new first-year intake for the Diploma in Biomedical Technology as from 2019.   This programme will be phased out.)
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**360**
MINIMUM CREDITS REQUIRED:	**361**
HEMIS CREDITS:	**3.000**
NQF LEVEL:	**6**
DURATION OF LEARNING PROGRAMME:	**3 years**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
ANF11BT		Anatomy and Physiology I	12	0.0991
IGT11AT		Introduction to Medical Technology	10	0.0826
CHB11CT		Chemistry I	12	0.0991
BST11AT		Calculations and Statistics	12	0.0991
FSK11BT		Physics I	12	0.0991
PRE1A		English Proficiency **and**		0
	PRE2B	English Proficiency	9	0.0743
PIM5011	PIM5012	Personal Information Management	0	0
	ANF12BT	Anatomy and Physiology I	12	0.0991
	PFS22AT	Pathophysiology II	12	0.0991
	BCH22AT	Biochemistry II	12	0.0991
	IMM22BT	Immunology II	12	0.0991
	BTC12AT	Computer Skills I	6	0.0495
		Total:		**1**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
MKB11AT		Microbiology I	15	0.125
BLD21AT		Blood Transfusion Technology	15	0.125
CHP11AT		Chemical Pathology I	15	0.125
SLP11AT		Cellular Pathology I	15	0.125
	MKB22BT	Microbiology II	15	0.125
	HEM22BT	Haematology II	15	0.125
	CHP22BT	Chemical Pathology II	15	0.125
	SLP22AT	Cellular Pathology II	15	0.125
		Total:		**1**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
MKB31BT		Microbiology III	15	0.125
HEM31BT		Haematology III	15	0.125
CHP31BT		Chemical Pathology III	15	0.125
SLP31AT		Cellular Pathology III	15	0.125
LAB31BT	LAB32BT	Work-integrated Learning	60	0.5
		Total:		1

REMARKS

Upon commencing with his/her studies, the student must register with the Professional Board for Medical Technology of the Health Professions Council of South Africa (HPCSA) in terms of the rules and regulations of the Medical, Dental and Supplementary Health Services Professions Act (Act No. 56 of 1974), and the subsequent amendments pertaining to medical technology, as approved. All students must be immunised against hepatitis B.

Work-integrated learning takes place only at approved, accredited laboratories identified by CUT and the Professional Board for Medical Technology. A student with outstanding exit-level subjects may not be eligible for work-integrated learning placement.

Upon successful completion of this qualification, the Diploma will be awarded during an official graduation ceremony of CUT.

The chemical and biological agents to which students could be exposed during the practical component of the learning programme may be detrimental to the health of a fetus. Any female student who suspects she may be pregnant must immediately notify the relevant Head of Department of the pregnancy, and the student must discontinue her studies for the full duration of her pregnancy.

Admission requirements

A National Senior Certificate (NSC) or equivalent qualification.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a minimum mark of 50% on standard grade or 40% on higher grade in all three of the following subjects is required: Biology/Physiology, Physical Sciences and Mathematics.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, a minimum mark of 50% in both Life Sciences and Physical Sciences, as well as a minimum mark of 50% in both Mathematics and English, is required.

A candidate must successfully complete the selection process for admission to this learning programme. A candidate is required to submit proof of job shadowing at an accredited diagnostic laboratory.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

PREREQUISITES

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

The Academic Literacy and Communication Studies programme requires the successful completion of two instructional offerings, A and B, in this specific order.

A distinction (75% or more) in instructional offering A ensures exemption from instructional offering B. A pass (without distinction) means that the student must pass instructional offering B in order to meet the prerequisite for the learning programme. Failing instructional offering A means that the student must re-register for instructional offering A in a subsequent semester.

No student will be allowed to graduate without completing the Academic Literacy and Communication Studies programme.
Only students who have passed all the first-year instructional offerings may enrol for third-year instructional offerings.

Instructional offerings	Prerequisite instructional offerings
CHP11AT	BCH22AT; BST11AT
MKB11AT	ANA00FP; PHY00FP
MKB22BT	MKB11AT; BCH22AT; PFS22AT
MKB31BT	MKB22BT
CHP22BT	CHP11AT
CHP31BT	CHP22BT
BLD21AT	IMM22BT
HEM22BT	BLD21AT
HEM31BT	HEM22BT
SLP11AT	ANF12BT
SLP22AT	SLP11AT
SLP31AT	SLP22T
LAB31BT / LAB32BT	301 credits passed

23.3 DIPLOMA IN SOMATOLOGY   DP_SOM
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**360**
MINIMUM CREDITS REQUIRED:	**360**
HEMIS CREDITS:	**3.000**
NQF LEVEL:	**6**
DURATION OF LEARNING PROGRAMME:	**3 years**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5011	LCS5012	Academic Literacy and Communication Studies	12	0.105
AEP115E	AEP125E	Aesthetic Practices I	18	0.158
ANP115E	ANP125E	Anatomy and Physiology I	12	0.105
DLC5011		Basic Digital Literacy	6	0.053
BUS115E		Business Management I	6	0.053
HYG115E	HYG125E	Microbial Hygiene I	6	0.053
	NMR5012	Numeracy	6	0.053
SCI115E	SCI125E	Science I	12	0.105
SOB115E	SOB125E	Somatic Therapy Body I	18	0.158

SOF115E	SOF125E	Somatic Therapy Face I	18	0.158
		Total:	**114**	**1.0**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
AEP216E	AEP226E	Aesthetic Practices II	12	0.1
ANP216E	ANP226E	Anatomy and Physiology II	12	0.1
BUS216E	BUS226E	Business Management II	6	0.05
CAR116E	CAR126E	Complementary Therapies I	12	0.1
SCI216E	SCI226E	Science II	12	0.1
SOB216E	SOB226E	Somatic Therapy Body II	18	0.15
SOF216E	SOF226E	Somatic Therapy Face II	18	0.15
SOP116E	SOP126E	Socio-psychology I	12	0.1
SOM116W	SOM126W	Somatology Work-integrated Learning I	18	0.15
		Total:	**120**	**1.0**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
AEP316E	AEP326E	Aesthetic Practices III	12	0.095
BPH116E	BPH126E	Basic Pharmacology I	12	0.095
BUS316E	BUS326E	Business Management III	12	0.095
CAR216E	CAR226E	Complementary Therapies II	12	0.095
SOB316E	SOB326E	Somatic Therapy Body III	18	0.142
SOF316E	SOF326E	Somatic Therapy Face III	18	0.142
SOM216W	SOM226W	Somatology Work-integrated Learning II	42	0.333
		Total:	**126**	**1.0**

REMARKS

Students can obtain an optional internationally recognised *Comité International d'Esthétique et de Cosmétologie* (CIDESCO) diploma at the end of their third year of study.
Candidates only qualify for the CIDESCO assessment if they:
1. achieve a minimum of 60% in both the theoretical and practical components of the instructional offerings in the first semester of the final year of study; and
2. pass all first-year and second-year instructional offerings of the Diploma: Somatology.
In the third year of study, the student must complete 300 hours of work-integrated learning at one or more accredited salons, spas, aesthetic practices or slimming clinics. These 300 hours will be scheduled in accordance with the CUT academic calendar. Only the CUT scheduled hours will form part of the WIL module and no personal arranged hours will be considered as WIL. Somatology Work-integrated Learning II (SOM216W) is a year instructional offering and is to be completed in full to allow the student to pass and graduate. A student, with the assistance of the WORK INTEGRATED LEARNING (WIL) office is responsible for her own placement at an accredited salon, Spa or clinic. This includes the necessary travel and accommodation arrangements.

Somatology Work-integrated Learning II (SOM216W) will be scheduled during the year-end recess (eg. December to February) in accordance with the CUT academic calendar, to obtain maximum benefit and exposure to industry.

No student will be allowed to graduate without successfully completion of a recognised first-aid course and required product house courses.

Students may be refused admission to the final practical assessment if they miss two or more practical periods per term without an acceptable excuse e.g. medical certificate. This rule is applied per individual practical modules/sections.

The Somatology programme has an additional set of rules for students in the programme to acknowledge and abide by. A copy of these rules needs to be signed annually upon agreement and will be binding between the student and the Somatology programme.

Admission requirements

A National Senior Certificate (NSC) or equivalent qualification.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a minimum mark of 50% on standard grade or 40% on higher grade in one of the following subjects is required: Biology/Physiology and/or Physical Sciences.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, a minimum mark of 50% in either Life Sciences and/or Physical Sciences, as well as a minimum mark of 50% in English, is required.

A candidate must successfully complete the selection process for admission to this learning programme.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

PREREQUISITES

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

Academic Literacy and Communication Studies, Basic Digital Literacy, and Numeracy require the successful completion of two instructional offerings, A and B, in this specific order.

No student will be allowed to graduate without completing the Academic Literacy and Communication Studies, Basic Digital Literacy, and Numeracy programmes.

Instructional offerings	Prerequisite instructional offerings
SOF216E, , SOF125E	
SOB216E, , SOB125E	
SOF316E, , SOF226E	
SOB316E, , SOB226E	
SCI216E, , SCI125E	
BUS216E,	BUS115E
BUS316E, , BUS226E	
AEP216E, , AEP125E	
AEP316E, , AEP226E	
ANP216E, , ANP125E	
CAR216E, , CAR126E	
SOM116W,	SOF115E, SOF125E
	SOB115E, SOB125E
	AEP115E, AEP125E
SOM216W,	SOF216E, SOF226E
	SOB216E, SOB226E

AEP216E, AEP226E
CAR116E, CAR126E

SOM116W, SOM126W

24. ADVANCED DIPLOMAS

24.1 ADVANCED DIPLOMA IN AGRICULTURAL EXTENSION TLADAE
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	120
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	1 year

Instructional offerings

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Compulsory instructional offerings			
AEE7000	Agricultural Economics for Extension	24	0.20
BCI7000	Behaviour Change and Intervention in Extension	18	0.15
APA7000	Extension and Advisory Principles and Approaches	24	0.20
LGN7000	Leadership, Group Dynamics and Networking in Extension	18	0.15
PPI7000	Project Planning, Implementation and Evaluation in Extension	18	0.15
Optional instructional offerings			
APR7000	*Animal Production	18	0.15
PPR7000	*Plant Production	18	
	Total:	**120**	**1.0**

REMARKS

Upon successful completion of this qualification, the Advanced Diploma will be awarded during an official graduation ceremony of CUT.

Admission requirements

A National Diploma: Agricultural Management or equivalent Agricultural qualification, with the appropriate instructional offerings.

Optional instructional offerings

Instructional offerings marked with an asterisk (*).

PREREQUISITES

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

24.2 ADVANCED DIPLOMA: AGRICULTURAL MANAGEMENT   AD_AGM
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	480
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	1 year

Instructional offerings

4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Compulsory instructional offerings			
FIN407C	Financial Management: Agriculture IV	30	0.250
STG407C	Strategic Management: Agriculture IV	30	0.250
RES407C	Research Methodology I	30	0.250
Optional instructional offerings			
ANI407E	*Animal Production IV	30	0.250
PLT407E	*Plant Production IV	30	
	Total:	**120**	**1**

*Optional instructional offerings

REMARKS

The Advanced Diploma: Agricultural Management is offered on a full-time (one year) or part-time block basis (two years).

Upon successful completion of this qualification, the Advanced Diploma will be awarded during an official graduation ceremony of CUT.

Admission requirements

A National Diploma: Agricultural Management or equivalent Agricultural qualification, with the appropriate instructional offerings.

Prospective students may be subject to a selection process.

Optional instructional offerings

Instructional offerings marked with an asterisk (*).

PREREQUISITES

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

24.3 ADVANCED DIPLOMA IN HEALTH MANAGEMENT   AD_HMN
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	120
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	1 year full time or 2 years part time

Instructional offerings
FULL-TIME

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Compulsory instructional offerings			
HSA407	Health Services Administration and Delivery	30	0.25
LPE407	Legislation, Policy and Ethics	30	0.25
MSC407	Management Sciences	30	0.25
RMT407	Research Methodology	15	0.125
SHC407	Social and Health Context	15	0.125
	Total:	120	1

*PART-TIME

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
HSA407	Health Services Administration and Delivery	30	0.25
MSC407	Management Sciences	30	0.25
2ND YEAR	**INSTRUCTIONAL OFFERINGS**	**SAQA CREDITS**	**HEMIS CREDITS**
LPE407	Legislation, Policy and Ethics	30	0.25
RMT407	Research Methodology	15	0.125
SHC407	Social and Health Context	15	0.125
	Total:	120	1

REMARKS

This qualification will be delivered as an online blended learning programme. Upon successful completion of this qualification, the Advanced Diploma will be awarded during an official graduation ceremony of CUT.

Admission requirements

An appropriate diploma at NQF level 6, or a bachelor's degree at NQF level 7, with at least 360 credits from any relevant health-related profession, including health sciences, nursing and allied health. Employment in a health management environment would be beneficial.

PREREQUISITES

Due to the online nature of presentation for the majority of the content, it is essential that prospective applicants are computer literate, have access to a computer device and data.

Also refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

24.4 ADVANCED DIPLOMA IN THERAPEUTIC SERVICES   **AD_TPS**
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**120**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**1 year full time**

Instructional offerings

1st YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
Compulsory instructional offerings				
PER417C	PER427C	Permanent cosmetic procedures I	30	0.25
BUS417C	BUS427C	Business practice IV	24	0.2
RES417C	RES427C	Research methodology I	24	0.2
Optional instructional offerings				
DER417E	DER427E	* Dermal Therapies I	42	0.35
REC417E	REC427E	* Recuperative Therapies I	42	0.35
		Total:	**120**	**1.0**

Optional instructional offerings

REMARKS

The qualification is a one-year programme based on blended learning and offered mainly online. Therefore, students will not need to be on campus for the entire duration of the course and will only need to attend certain practical block-sessions on campus. Upon successful completion of this qualification, the Advanced Diploma will be awarded during an official graduation ceremony of CUT.

Admission requirements
Minimum admission requirement is an appropriate Diploma or Bachelor's Degree at NQF level 6.

The minimum admission requirement is an appropriate Diploma or Bachelor of Science Degree at NQF level 6 with Anatomy and Physiology modules at 2nd year level. Prospective students with equivalent qualifications in the human science field may be considered for the programme by applying for recognition of prior leaning.

Optional instructional offerings

Instructional offerings marked with an asterisk (*).

PREREQUISITES
It is essential that prospective applicants are computer literate, due to the online nature of presentation for the majority of the content.

Also refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

25.	BACCALAUREUS TECHNOLOGIAE DEGREES

25.1 BACCALAUREUS TECHNOLOGIAE: CLINICAL TECHNOLOGY   **TABTNI**
(No new first-year intake for the Baccalaureus Technologiae Clinical Technology as from 2020. This programme is phasing out.)
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**480**
MINIMUM CREDITS REQUIRED:	**120**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**1 year**

Instructional offerings

4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Compulsory instructional offerings			
BGS11AT	Principles of Management I	12	0.1
NMT21CT	Research Methodology: Natural Sciences and	12	0.1
NMT22CT	Research Methodology: Natural Sciences	12	0.1

4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Optional instructional offerings			
One of the following instructional offerings, corresponding with the third-year choice:			
Cardiology IV			
KAR40AT	Work-integrated Learning: Cardiology IV **(main instructional offering)**		
KDP40AT	Cardiology IV Project **(module instructional offering)**	42	0.35
KDT40AT	Cardiology IV Theory/Practical **(module instructional offering)**	42	0.35
Critical Care IV			
KRI40AT	Work-integrated Learning: Critical Care IV **(main instructional offering)**		
KIT40AT	Critical Care IV Project **(module instructional offering)**	42	0.35
KIP40AT	Critical Care IV Theory/Practical **(module instructional offering)**	42	0.35
Nephrology IV			
NEF40AT	Work-integrated Learning: Nephrology IV **(main instructional offering)**		
NFP40AT	Nephrology IV Project **(module instructional offering)**	42	0.35
NFT40AT	Nephrology IV Theory/Practical **(module instructional offering)**	42	0.35
Neurophysiology IV			
NEU40AT	Work-integrated Learning: Neurophysiology IV **(main instructional offering)**		
NGP40AT	Neurophysiology IV Project **(module instructional offering)**	42	0.35
NGT40AT	Neurophysiology IV Theory/Practical **(module instructional offering)**	42	0.35
Perfusion IV			
PER40AT	Work-integrated Learning: Perfusion IV **(main instructional offering)**		

RFP40AT	Perfusion IV Project **(module instructional offering)**	42	0.35
RFT40AT	Perfusion IV Theory/Practical **(module instructional offering)**	42	0.35
Reproductive Biology IV			
REP40AT	Work-integrated Learning: Reproductive Biology IV **(main instructional offering)**		
RBP40AT	Reproductive Biology IV Project **(module instructional offering)**	42	0.35
RBT40AT	Reproductive Biology IV Theory/Practical **(module instructional offering)**	42	0.35
Pulmonology IV			
PUL40AT	Work-integrated Learning: Pulmonology IV **(main instructional offering)**		
PYP40AT	Pulmonology IV Project **(module instructional offering)**	42	0.35
PYT40AT	Pulmonology IV Theory/Practical **(module instructional offering)**	42	0.35
	Total:	**120**	**1**

The fourth academic year is presented on a full-time basis over a period of one year, or on a part-time basis over a minimum period of two years.

REMARKS

Upon commencing with his/her studies, the student must register with the Professional Board for Radiography and Clinical Technology of the Health Professions Council of South Africa (HPCSA) in terms of the rules and regulations of the Medical, Dental and Supplementary Health Services Professions Act (Act No. 56 of 1974), and the subsequent amendments pertaining to clinical technology, as approved.

Instructional offerings at fourth-year level are offered together with Work-integrated Learning at an accredited training unit and in a specific category, as approved by the Professional Board for Radiography and Clinical Technology, in collaboration with CUT and the employer. The student must comply with 1 800 hours for the year, set as the minimum requirement by the HPCSA.
A compulsory research project in a fourth-level instructional offering must be completed. The student must ensure that he/she has met the requirements with regard to ethical clearance, as failure to do so may prevent the assessment of the research protocol and thesis. The internal supervisor of the project must be an employee of CUT. CUT reserves the right to present certain instructional offering combinations at fourth-year level.

Upon successful completion of this qualification, the Baccalaureus Technologiae Degree will be awarded during an official graduation ceremony of CUT.

Admission requirements

A Diploma: Clinical Technology or equivalent qualification with the appropriate instructional offerings.

PREREQUISITES

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

Instructional offering	**Prerequisite instructional offering**
Fourth-level instructional offerings	Pharmacology II

26.	BACHELOR'S DEGREE: EXTENDED CURRICULUM PROGRAMMES (ECPs)

26.1 BACHELOR OF HEALTH SCIENCES IN CLINICAL TECHNOLOGY (ECP) EX_CLT
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	480
MINIMUM CREDITS REQUIRED:	480
HEMIS CREDITS:	4.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	5 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LCS5001			Academic Literacy and Communication Studies	6	0.050
ADC5022			Advanced Digital Literacy **(Semester 2)**	6	
ANA00FP			Anatomy	12	
CHM00FP			Chemistry	6	
DLC5011			Digital Literacy **(Semester 1)**	6	
WIS00FP			Mathematics	6	
FIS00FP			Physics	6	
NMC00FP			Numeracy	6	
PHY00FP			Physiology	12	
PIM5011			Personal Information Management	0	
	ANA105F		Anatomy I	12	0.100
	CHE115F		Chemistry I	6	0.050
	CTP115F		Clinical Technology Practice I	12	0.100
	CTI125F		Clinical Technology Instrumentation I	12	0.100
	ENT125F		Entrepreneurship	6	0.050
	HCE125F		Healthcare and Ethics	6	0.050
	PHY115F		Physics I	6	0.050
	FSL105F		Physiology I	12	0.100
		AFI206F	Anatomy and Physiology II	12	0.100
		CTI206F	Clinical Technology Instrumentation II	24	0.200
		CTP206F	Clinical Technology Practice II	12	0.100
		COM206F	Community Health and Service Learning	6	0.050
		OSP206F	Pathophysiology II	12	0.100
		FAR206F	Pharmacology I	24	0.200
		RES206F	Research Methodology I	24	0.200
			Total:	252	
4TH YEAR	5TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
			Any ONE of the SEVEN options below:		
			Work-integrated Learning: Cardiology (CA)		
CTP30CA			Clinical Technology Practice III	24	0.200
OSP30CA			Pathophysiology III	24	0.200

CTI30CA		Clinical Technology Instrumentation III	36	0.300
RES307		Research Methodology II	12	0.100
FAR31CA		Pharmacology II	12	0.100
Work-integrated Learning: Nephrology (NP)				
CTP30NP		Clinical Technology Practice III	24	0.200
OSP30NP		Pathophysiology III	24	0.200
CTI30NP		Clinical Technology Instrumentation III	36	0.300
RES307		Research Methodology II	12	0.100
FAR31NP		Pharmacology II	12	0.100
Work-integrated Learning: Neurophysiology (NE)				
CTP30NE		Clinical Technology Practice III	24	0.200
OSP30NE		Pathophysiology III	24	0.200
CTI30NE		Clinical Technology Instrumentation III	36	0.300
RES307		Research Methodology II	12	0.100
FAR31NE		Pharmacology II	12	0.100
Work-integrated Learning: Pulmonology (PU)				
CTP30PU		Clinical Technology Practice III	24	0.200
OSP30PU		Pathophysiology III	24	0.200
CTI30PU		Clinical Technology Instrumentation III	36	0.300
RES307		Research Methodology II	12	0.100
FAR31PU		Pharmacology II	12	0.100
Work-integrated Learning: Critical Care (CC)				
CTP30CC		Clinical Technology Practice III	24	0.200
OSP30CC		Pathophysiology III	24	0.200
CTI30CC		Clinical Technology Instrumentation III	36	0.300
RES307		Research Methodology II	12	0.100
FAR31CC		Pharmacology II	12	0.100
Work-integrated Learning: Reproductive Biology (RB)				
CTP30RB		Clinical Technology Practice III	24	0.200
OSP30RB		Pathophysiology III	24	0.200
CTI30RB		Clinical Technology Instrumentation III	36	0.300
RES307		Research Methodology II	12	0.100
FAR31RB		Pharmacology II	12	0.100
Work-integrated Learning: Perfusion (PF)				
CTP30PF		Clinical Technology Practice III	24	0.200
OSP30PF		Pathophysiology III	24	0.200
CTI30PF		Clinical Technology Instrumentation III	36	0.300
RES307		Research Methodology II	12	0.100
FAR31PF		Pharmacology II	12	0.100
Work-integrated Learning: Cardiology (CA)				
	CTP40CA	Clinical Technology Practice IV	36	0.300
	CTI40CA	Clinical Technology Instrumentation IV	36	0.300
	RES40	Research Methodology III	24	0.200
	HCM418	Healthcare Management I	12	0.100
	HCM428	Healthcare Management II	12	0.100

4TH YEAR	5TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Work-integrated Learning: Nephrology (NP)				
	CTP40NP	Clinical Technology Practice IV	36	0.300
	CTI40NP	Clinical Technology Instrumentation IV	36	0.300
	RES408	Research Methodology III	24	0.200
	HCM418	Healthcare Management I	12	0.100

HCM428	Healthcare Management II	12	0.100
Work-integrated Learning: Neurophysiology (NE)			
CTP40NE	Clinical Technology Practice IV	36	0.300
CTI40NE	Clinical Technology Instrumentation IV	36	0.300
RES408	Research Methodology III	24	0.200
HCM418	Healthcare Management I	12	0.100
HCM428	Healthcare Management II	12	0.100
Work-integrated Learning: Pulmonology (PU)			
CTP40PU	Clinical Technology Practice IV	36	0.300
CTI40PU	Clinical Technology Instrumentation IV	36	0.300
RES408	Research Methodology III	24	0.200
HCM418	Healthcare Management I	12	0.100
HCM428	Healthcare Management II	12	0.100
Work-integrated Learning: Critical Care (CC)			
CTP40CC	Clinical Technology Practice IV	36	0.300
CTI40CC	Clinical Technology Instrumentation IV	36	0.300
RES408	Research Methodology III	24	0.200
HCM418	Healthcare Management I	12	0.100
HCM428	Healthcare Management II	12	0.100
Work-integrated Learning: Reproductive Biology (RB)			
CTP40RB	Clinical Technology Practice IV	36	0.300
CTI40RB	Clinical Technology Instrumentation IV	36	0.300
RES408	Research Methodology III	24	0.200
HCM418	Healthcare Management I	12	0.100
HCM428	Healthcare Management II	12	0.100
Work-integrated Learning: Perfusion (PF)			
CTP40PF	Clinical Technology Practice IV	36	0.300
CTI40PF	Clinical Technology Instrumentation IV	36	0.300
RES408	Research Methodology III	24	0.200
HCM418	Healthcare Management I	12	0.100
HCM428	Healthcare Management II	12	0.100
		Total: 480	**4**

REMARKS

Upon commencing with his/her studies, the student must register with the Professional Board for Radiography and Clinical Technology of the Health Professions Council of South Africa (HPCSA) in terms of the rules and regulations of the Medical, Dental and Supplementary Health Services Professions Act (Act No. 56 of 1974), and the subsequent amendments pertaining to clinical technology, as approved.

Students will be required to purchase textbooks and other educational material, as prescribed per subject. Some textbooks are available as e-books.

If a student misses two or more practical sessions per module, he/she will not be granted admission to summative assessment.

It is the students' responsibility to be vaccinated against hepatitis B during their first year of study, and proof must be supplied to the Clinical Technology programme. All second-year students should provide evidence of the completion of a first-aid training course (level 1 & 2), and the cost must be covered by the student in full.

A student must successfully complete all his/her first- and second-year instructional offerings in order to progress to the third-year level of Work-integrated Learning.

Instructional offerings at third-year level are offered together with Work-integrated Learning at an accredited training unit and in a specific category, as approved by the Professional Board for Radiography and Clinical Technology, in collaboration with CUT. The student undergoes workplace learning and must comply with the specific number of hours and competency based assessments (CBT) as prescribed by CUT per year of study.

The Clinical Technology programme will provide a list of accredited CUT and HPCSA work-integrated learning (WIL) training units to second-year students, for work-integrated learning application. However, it still remains the responsibility of the student to find a suitable placement within one of these accredited units, and the Clinical Technology programme cannot guarantee placement in the student's first choice of speciality.

A compulsory research project must be completed before the qualification can be awarded. The student must ensure that he/she met all the research requirements with regard to ethical clearance, etc. Failure to do so may prevent assessment of the submitted documentation.

If a female student is or fall pregnant during her WIL training, she must notify the Head of Department, WIL coordinator of the Clinical Technology program at CUT and the unit supervisor. She will need to discontinue her WIL practical training for the full duration of her pregnancy and the remainder of that particular academic year. Exposure to radiation and infectious diseases during the student clinical technologist WIL training may have serious adverse health effects on both the pregnant student and the unborn baby. The student will then be allowed to return to the learning program once the baby has been born and will commence with her WIL training at the beginning of the next academic year.

Prospective Clinical Technologists (CTs) should be physically able to use their hands and fingers to control and handle objects and equipment in the training unit. The following are also recommended:

A CT should be able to stand for extended periods of time.

A CT should be able to walk between different units.

A CT should be able to reach above shoulder level.

A CT should be able to stoop, kneel or crouch, and reach with his/her arms and hands.

A CT should have sufficient hearing to communicate with others.

A CT should not have a vision impairment that prevents him/her from using, e.g., a microscope or computer equipment.

Admission requirements

For admission to the Bachelor of Health Sciences in Clinical Technology at CUT, candidates must, in addition to the general admission requirements of CUT, meet the following minimum requirements:

The minimum entrance requirement for a professional degree is a National Senior Certificate (NSC), as certified by Umalusi, or equivalent, with an achievement rating of 4 (Moderate Achievement: 50% – 59%) or more in the following four recognised NSC 20-credit subjects: Life Sciences/Biology/Physiology, Physical Sciences, Mathematics and English.

A minimum of 30 points on the CUT scoring scale.

For candidates who matriculated in **2007 or before:**

In addition to the general admission requirements, a minimum Grade 12 mark of 50% on standard grade or 40% on higher grade in all three of the following subjects: Biology/Physiology, Physical Sciences and Mathematics.

For candidates who matriculated in **2008 and thereafter:**

A minimum pass mark of 4 for all the prerequisite subjects. Candidates must have a minimum pass mark of 4 in Life Sciences, Physical Sciences and Mathematics and a minimum pass mark of 4 in the language of instruction (English). Life Orientation will only contribute a maximum of 1 to the total credit value.

National Certificate Vocational (NCV):

A National Certificate with level 4 subjects. Candidates must have a minimum of 60% in Life Sciences, English and Mathematics, and a minimum of 70% in Physical Sciences.

• Life Orientation will only contribute a maximum of 1 to the total credit value.

• In addition, candidates must successfully complete the selection process for admission.

Candidates must successfully complete the selection process for admission to this learning programme. Provisionally admitted students are subject to a second round of selection after submission of the NSC results. This may include a selection test/interview. Should a prospective student have forfeited his/her selection, he/she might be considered for selection to the ECP program.

ECP selection and admission requirements:

As above, but a prospective candidate might be recommended for, and must successfully complete, a selection process and selection test for admission to the learning programme, and meritorious exceptions may be considered for the ECP. In such a case a prospective student has one (1) level below the required mark for only one (1) prerequisite subject OR may meet all subject related requirements but has achieved one (1) level below the required M-score. The rest of the requirements should still be adhered to.

In addition, only FET students will be considered.

Considering that the ECP is subject to additional funding being made available by the Department of Higher Education and Training (DHET), a student will not be allowed to repeat the first year or part of the first year of the ECP. A student must pass all instructional offerings of the first year of the ECP in order to continue with the subsequent year of study. A student may not change from the ECP to the regular programme.

PREREQUISITES

Instructional offerings	Prerequisite instructional offerings
LCS5001	No Prerequisite
ADC5022	DLC5011
ANA00FP	No Prerequisite
CHM00FP	No Prerequisite
DLC5011	No Prerequisite
WIS00FP	No Prerequisite
FIS00FP	No Prerequisite
NMC00FP	No Prerequisite
PHY00FP	No Prerequisite
PIM5011	No Prerequisite
ANA105F	ANA00FP , CHM00FP, WIS00FP, FIS00FP, NMC00FP, PHY00FP
CHE115F	ANA00FP , CHM00FP, WIS00FP, FIS00FP, NMC00FP, PHY00FP
CTP115F	ANA00FP , CHM00FP, WIS00FP, FIS00FP, NMC00FP, PHY00FP
CTI125F	ANA00FP , CHM00FP, WIS00FP, FIS00FP, NMC00FP, PHY00FP
ENT125F	ANA00FP , CHM00FP, WIS00FP, FIS00FP, NMC00FP, PHY00FP
HCE125F	ANA00FP , CHM00FP, WIS00FP, FIS00FP, NMC00FP, PHY00FP
PHY115F	ANA00FP , CHM00FP, WIS00FP, FIS00FP, NMC00FP, PHY00FP
FSL105F	ANA00FP , CHM00FP, WIS00FP, FIS00FP, NMC00FP, PHY00FP
AFI206F	ANA105F, FSL105F
CTI206F	CTI125F
CTP206F	CTP115F
COM206F	No Prerequisite
OSP206F	ANA105F, FSL105F
FAR206F	ANA105F, FSL105F
RES206F	No Prerequisite

Work-integrated Learning: Cardiology (CA)

CTP30CA	CTP115F
OSP30CA	OSP206F
CTI30CA	CTI206F
RES307	RES206F

FAR31CA	FAR206F

Work-integrated Learning: Nephrology (NP)

CTP30NP	CTP115F
OSP30NP	OSP206F
CTI30NP	CTI206F
RES307	RES206F
FAR31NP	FAR206F

Work-integrated Learning: Neurophysiology (NE)

CTP30NE	CTP115F
OSP30NE	OSP206F
CTI30NE	CTI206F
RES307	RES206F
FAR31NE	FAR206F

Work-integrated Learning: Pulmonology (PU)

CTP40PU	CTP30PF
CTI40PU	CTI30NE
RES408	RES307
HCM418	HCE125F
HCM428	HCE125F

Work-integrated Learning: Critical Care (CC)

CTP40CC	CTP30PF
CTI40CC	CTI30NE
RES408	RES307
HCM418	HCE125F
HCM428	HCE125F

Work-integrated Learning: Reproductive Biology (RB)

CTP40RB	CTP30PF
CTI40RB	CTI30NE
RES408	RES307
HCM418	HCE125F
HCM428	HCE125F

Work-integrated Learning: Perfusion (PF)

CTP40PF	CTP30PF
CTI40PF	CTI30NE
RES408	RES307
HCM418	HCE125F
HCM428	HCE125F

No student will be allowed to graduate without successfully completing the above-mentioned instructional offerings.

26.2 BACHELOR OF HEALTH SCIENCES IN MEDICAL LABORATORY SCIENCE (ECP) EX_MLS

This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	480
MINIMUM CREDITS REQUIRED:	480
HEMIS CREDITS:	4.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	5 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
ANA00FP			Anatomy	12	
PHY00FP			Physiology	12	
CHM00FP			Chemistry	6	
FIS00FP			Physics	6	
WIS00FP			Mathematics	6	
LCS5001			Academic Literacy and Communication Studies	6	
NMC00FP			Numeracy	6	
DLC5011			Basic Digital Literacy	6	
ADC5022			Advanced Digital Literacy **(Semester 2)**	6	
PIM5011			Personal Information Management	0	
	PRE1A		English Proficiency	9	
	STAT115		Biostatistics	9	
	CHEM115		Health Chemistry	9	
	PHYS115		Health Physics	9	
	HAPD116		Human Anatomy, Physiology and Disease	18	
	IMLS115		Introduction to Medical Laboratory Sciences	12	
	PIM5011		Personal Information Management	0	
			Reading Skills	0	
	BTC12AT		Computer Skills I	6	
	CBIO126		Cellular Biology	12	
	PRE2B		English Proficiency	0	
	HAPD126		Human Anatomy, Physiology and Disease I	18	
	IMMU126		Immunology I	12	
	IMLS125		Introduction to Medical Laboratory Sciences	12	
			Total:	**186**	

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
		CCHE216	Clinical Chemistry I	12	0.1
		HAEM216	Haematology I	12	0.1
		HIST216	Histology	12	0.1
		IMHA216	Immunohaematology II	12	0.1

	MMCB216	Medical Microbiology I	12	0.1
	CCHE226	Clinical Chemistry II	12	0.1
	CYTO226	Cytology I	12	0.1
	GENE226	Cytogenetics	12	0.1
	MMCB226	Medical Microbiology II	12	0.1
	HAEM226	Haematology II	12	0.1
		Total:	**120**	**1**

4TH YEAR	5TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
CCHE317		Clinical Chemistry III	12	0.095238
CYTO317		Cytology II	12	0.095238
HAEM317		Haematology III	12	0.095238
IMLS31W		Integrative Medical Laboratory Sciences	9	0.095238
MMCB317		Medical Microbiology III	12	0.071429
IMLS32W		Integrative Medical Laboratory Sciences Practical	60	0.47619
RMTD327		Research Methods	9	0.071429
		Total	**126**	**1**
	CCH408W	Clinical Practice: Clinical Chemistry	78	0.65
	CPA408W	Clinical Practice: Clinical Pathology	78	0.65
	CYT408W	Clinical Practice: Cytology	78	0.65
	GEN408W	Clinical Practice: Cytogenetics	78	0.65
	HAE408W	Clinical Practice: Haematology	78	0.65
	HIS408W	Clinical Practice: Histology	78	0.65
	IMH408W	Clinical Practice: Immunohaematology	78	0.65
	IMM408W	Clinical Practice: Immunology	78	0.65
	MMC408W	Clinical Practice: Medical Microbiology	78	0.65
	VIR408W	Clinical Practice: Virology	78	0.65
	LMAN418	Laboratory Management	12	0.1
	RMTP408	Research Project	30	0.25
		Total:	**120**	**1**

REMARKS

Upon commencing with their studies, students must register with the Professional Board for Medical Technology of the Health Professions Council of South Africa (HPCSA) in terms of the rules and regulations of the Medical, Dental and Supplementary Health Services Professions Act (Act No. 56 of 1974), and the subsequent amendments pertaining to medical technology, as approved. Information regarding due date and fees are available on the HPCSA website. Students must submit proof of registration to the programme lecturer assistant no later than 5 May of the relevant academic year.

The intake for the programme is in January annually, and the minimum duration is five years.

Students will be required to purchase textbooks and other educational material, as prescribed per subject. Some textbooks are available as e-books.

Vaccination against hepatitis B is compulsory.
All students are required to complete a first aid course.

All students must wear specific protective clothing in the practical laboratories.

If a student misses two or more practical sessions per module, he/she will not be granted admission to summative assessment for that module

Exposure to chemicals and micro-organisms may be detrimental to the health of an unborn child. Students are exposed to these elements during their studies, and a pregnant woman cannot take part in any practical that would harm the fetus if she is pregnant. If a female student is pregnant, she must notify the Head of Department, and may need to discontinue the learning programme for the full duration of her pregnancy.

Some of the practical laboratories at CUT are not wheelchair friendly and cannot be accessed via a lift.

Classes can be offered during the day and/or evening, depending on the availability of lecturers/venues.

It is advised that students have access to a computer, laptop, smart phone, tablet or i-pad since theoretical classes can be offered via a blended learning concept.

Work-integrated Learning (WIL) takes place at laboratories approved and accredited by CUT and the Professional Board for Medical Technology. A student with outstanding exit-level subjects may not be eligible for WIL placement. Applicants should note that WIL may take place in laboratories not situated in Bloemfontein, and thus students will have to plan for accommodation and travel off campus. No student will be allowed to register for WIL unless he/she passed all the subjects of the first seven academic semesters, inclusive of non-credit-bearing subjects. CUT reserves the right not to offer elective fourth year instructional offerings if there are not enough applicants.

Prospective Medical Laboratory Scientists (MLSs) should be physically able to use their hands and fingers to control and handle objects in the laboratory. The following are also recommended:

An MLS should be able to stand for extended periods of time.
An MLS should be able to walk between different laboratories.
An MLS should be able to reach above shoulder level.
An MLS should be able to stoop, kneel or crouch, and reach with his/her arms and hands.
An MLS should have sufficient hearing to communicate with others.
An MLS should be able to distinguish between the colours in the visible spectrum.
An MLS should not have a vision impairment that prevents him/her from using, e.g., a microscope or computer equipment.

Upon successful completion of this qualification, the Bachelor of Health Sciences in Medical Laboratory Sciences Degree will be awarded during an official graduation ceremony of CUT.

Admission requirements

A National Senior Certificate or equivalent qualification.

A minimum of 30 points on the CUT scoring scale. Applicants with an M-score of 35 and above will be admitted directly into the programme. Applicants with an M-score of 30 – 34 will be referred for psychometric evaluation, where after the programme selector(s) will decide as to selection. All applicants are subject to a selection process for admission into the programme, and are required to submit proof of job shadowing at a diagnostic laboratory.

For candidates who matriculated in **2007 or before:**
In addition to the general admission requirements, a minimum mark of 60% on standard grade or 50% on higher grade in the following subjects: English, Biology/Physiology, Physical Sciences and Mathematics.

For candidates who matriculated in **2008 and thereafter:**
In addition to the general CUT admission requirements, a minimum pass mark of 3 (40 – 49%) in Life Orientation and 4 (50 – 59%) in Mathematics, Life Sciences, English and Physical Sciences is required.

Applicants must have an NSC with endorsement for a bachelor's degree.

Applicants in possession of a National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

PREREQUISITES

A student must pass 50% of the first-year instructional offerings in order to continue with the second-year instructional offerings; 50% of the second-year instructional offerings in order to continue with the third-year instructional offerings; and 50% of the third-year instructional offerings in order to continue with the fourth-year instructional offerings. Students are required to pass 100% (i.e. all) of the fourth-year instructional offerings.

Instructional offerings	Prerequisite instructional offerings
A ADC5022	DLC5011
CBIO126	CHEM115
CCH408W	IMLS32W, RMTD327
CCHE216	CBIO126; CHEM115; STAT115
CCHE226	CCHE216
CCHE317	CCHE226; IMLS125
CPA408W	IMLS32W, RMTD327
CYT408W	IMLS32W, RMTD327
CYTO226	HIST216; IMLS125; HAPD126
CYTO317	CYTO226
GEN408W	IMLS32W, RMTD327
GENE226	IMLS125; HAPD126
HAE408W	IMLS32W , RMTD327
HAEM216	IMLS125; HAPD126
HAEM226	HAEM216
HAEM317	HAEM226
HAPD126	HAPD116
HIS408W	IMLS32W , RMTD327
HIST216	HAPD126; IMLS125
IMH408W	IMLS32W, RMTD327
IMHA216	HAPD126; IMLS125; IMMU126
IMLS125	IMLS115
IMLS31W	IMLS125, CCHE226, CYTO226, GENE226,
MMCB226, HAEM226IMLS32W	BTC12AT; PIM5011; LCS5001;
	NMC00FP; DLC5011; ADC5022, IMLS31W
	MMCB317, HAEM317, CYTO317, CCHE317
IMM408W	IMLS32W, RMTD327
LMAN418	IMLS32W, RMTD327
MMCB408W	IMLS32W , RMTD327
MMCB216	IMLS125
MMCB226	MMCB216; CBIO126, HAPD126
RMTP408	RMTD327; IMLS32W
VIR408W	IMLS32W , RMTD327

26.3   BACHELOR OF RADIOGRAPHY IN DIAGNOSTICS (ECP)   EXBCDR
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	480
MINIMUM CREDITS REQUIRED:	480
HEMIS CREDITS:	4.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	5 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
ANA00FP			Anatomy	12	0.125
PHY00FP			Physiology	12	0.125
CHM00FP			Chemistry	6	0.1
FIS00FP			Physics	6	0.1
WIS00FP			Mathematics	6	0.1
LCS5001			Academic Literacy and Communication Studies	6	0.05
NMC00FP			Numeracy	6	0.1
DLC5011			Basic Digital Literacy	6	0.0025
ADC5022			Advanced Digital Literacy **(Semester 2)**	6	0.0025
PIM5011	PIM5012		Personal Information Management	0	0.0
	ANA5001		Anatomy and Physiology I	12	0.1
	PCM5011		Patient Care Management I	6	0.05
	PTH5022		Pathology I	12	0.1
	STF5000		Radiation Physics I	12	0.1
	RDP5000		Radiographic Procedures I	24	0.2
	RCP5000		Research Principles I	12	0.1

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
		ANR6000	Anatomy and Physiology II	12	0.1
		IMT6000	Imaging Technology II	12	0.1
		PCM6000	Patient Care Management II	12	0.1
		PTH6000	Pathology II	12	0.1
		STF6000	Radiation Physics II	12	0.1
		RAD6000	Radiographic Practice II	24	0.2
		RDP6000	Radiographic Procedures II	12	0.1
		RCP6000	Research Principles II	12	0.1

4TH YEAR	5TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
IMT7000		Imaging Technology III	12	0.1
PCM7000		Patient Care Management III	12	0.1
PTH7000		Pathology III	12	0.1
STF7000		Radiation Physics III	12	0.1
RAD7000		Radiographic Practice III	24	0.2
RDP7000		Radiographic Procedures III	12	0.1
RCP7000		Research Principles III	12	0.1
SPR7000		Anatomy and Physiology III	12	0.1

	PCM8000	Patient Care Management IV	12	0.1
	PTH8000	Pathology IV	12	0.1
	STF8000	Radiation Physics IV	12	0.1
	RAD8000	Radiographic Practice IV	24	0.2
	RDP8000	Radiographic Procedures IV	12	0.1
	RCP8000	Research Principles IV	12	0.1
	SPR8000	Anatomy and Physiology IV	12	0.1
Optional instructional offerings:				
Candidates select one of the following subjects in SEMESTER 1:				
	PRP8011	Project Management Process IV	12	0.1
	CNP8011	Microbiology and Cannulisation (IV)	12	0.1
Optional instructional offerings:				
Candidates select one of the following subjects in SEMESTER 2:				
	EPP427	Entrepreneurship Principles and Practices	12	0.1
	PCC8022	Person-centred Care IV	12	0.1
		Total:	**480**	**1.0**

REMARKS

Upon commencing with his/her studies, the student must register with the Professional Board for Radiography and Clinical Technology of the Health Professions Council of South Africa (HPCSA) in terms of the rules and regulations of the Medical, Dental and Supplementary Health Services Professions Act (Act No. 56 of 1974), and the subsequent amendments pertaining to radiography, as approved.

Workplace learning (WPL), a component of Work-integrated Learning (WIL), is conducted simultaneously with formal training at a training unit as approved by the Professional Board for Radiography and Clinical Technology. The student is placed as a student radiographer at an accredited clinical practice (radiology department) and undergoes WPL to achieve specific skills and competencies, as prescribed by the Professional Board for Radiography and Clinical Technology.

The required WIL in the programme makes it practically impossible for a student to take instructional offerings (modules/subjects) on two academic levels in a single academic year. In other words, a student cannot continue to year two if all modules in year one were not passed. A student who fails will thus be assessed on an individual basis in respect of continuation of studies.

A student cannot progress to the next level if all prerequisites (achievement of skills and competencies for a specific year of study) for the work-integrated learning component of the programme are not successfully attained (e.g. evidence such as continuous assessment rubrics and portfolios).

Assessment: Continuous assessment
Work-integrated Learning: Radiographic Procedures I, II, III & IV (Diagnostic) are assessed at CUT and at clinical practices on a continuous basis. Practical competencies and skills are assessed according to specific guidelines.

The radiation to which a radiographer is exposed may be detrimental to the health of an unborn child. As students are exposed to radiation during the practical component of the learning programme, **a female student is not permitted to complete the theoretical and practical part of the learning programme during pregnancy.** Any student who suspects she may be pregnant must notify the relevant Head of Department immediately. **Such a student must discontinue the learning programme for the full duration of her pregnancy. Kindly note** that, according to the HPCSA rules of conduct, a student who intentionally hides the fact that she is pregnant and continues with studies conducts herself unethically. Any person who becomes aware of this is ethically bound to report that student to the relevant authorities

Upon successful completion of this qualification, the Bachelor of Radiography in Diagnostics Degree will be awarded during an official graduation ceremony of CUT.

Admission requirements

A National Senior Certificate (NSC) or equivalent qualification.

A minimum of 30 points on the CUT scale of notation.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a minimum mark of 60% on standard grade or 50% on higher grade in all three of the following subjects is required: Biology/Physiology, Physical Sciences and Mathematics.

For candidates who completed the NSC in 2008 and thereafter:
The candidate must be in possession of an NSC with endorsement for a bachelor's degree. In addition to the general admission requirements, a minimum pass mark of level 3 (40% – 49%) in Life Orientation and level 4 (50% – 59%) in Life Sciences, Physical Sciences and Mathematics is required. A minimum admission point score (APS) of 30 points on the CUT scale of notation is required.

A candidate must successfully complete the selection process for admission to this learning programme. Provisionally selected students are subject to a second round of selection after submission of the NSC results. Should a prospective student have forfeited his/her selection, he/she might be considered for the limited number of ECP placements.

All instructional offerings are compulsory.

PREREQUISITES

ECP selection and admission requirements:

As above, but a prospective candidate might be recommended for, and must successfully complete, a selection process and selection test for admission to the learning programme, and meritorious exceptions may be considered for the ECP. In such a case a prospective student has one (1) level below the required mark for only one (1) prerequisite subject OR may meet all subject related requirements but has achieved one (1) level below the required M-score. The rest of the requirements should still be adhered to.

In addition, only First Time Entry (FET) into higher education applications will be considered.

Considering that the ECP is subject to additional funding being made available by the Department of Higher Education and Training (DHET), a student will not be allowed to repeat the first year or part of the first year of the ECP. **A student must pass all first-year instructional offerings in order to continue with the second-year instructional offerings of the ECP. A student may not change from the ECP to the regular programme.**

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

In addition to the Radiography-related offerings in the programme, the following offerings, as prescribed by the university, are also compulsory: Personal Information Management, Academic Literacy and Communication Studies, Basic and Advanced Digital Literacy, and Success Skills.

No student will be allowed to graduate without successfully completing the above-mentioned instructional offerings.

Instructional offerings	Prerequisite instructional offerings

ADC5022	DLC5011
ANA5001	ANA00FP, PHY00FP
ANR6000	ANA5000
SPR7000	ANR6000
SPR8000	SPR7000
IMT7000	IMT6000
PTH6000	PTH5022
PTH7000	PTH6000
PTH8000	PTH7000
PCM6000	PCM5011
PCM7000	PMC6000
PCM8000	PCM7000
STF5000	CHM00FP, FIS00FP, WIS00FP, NMC00FP
STF6000	STF5000
STF7000	STF6000
STF8000	STF7000
RDP6000	RDP5000
RDP7000	RDP6000
RDP8000	RDP7000
RAD7000	RAD6000
RAD8000	RAD7000
RCP6000	RCP5000
RCP7000	RCP6000
RCP8000	RCP7000
RPR8011	
CNP8011	
EPP427	
PCC8022	

26.4   BACHELOR OF SCIENCE IN ENVIRONMENTAL HEALTH (ECP)   EX_ENV
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**480**
MINIMUM CREDITS REQUIRED:	**480**
HEMIS CREDITS:	**4.000**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**5 years**

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
ANA00FP			Anatomy	12	0.130
CHM00FP			Chemistry	6	0.130
ADC5022			Advanced Digital Literacy	6	0.025
DLC5011			Basic Digital Literacy	6	0.050
FIS00FP			Physics	6	0.130
LCS5001			Academic Literacy and Communication Studies	6	0.050
NMC00FP			Numeracy	6	0.050
PHY00FP			Physiology	12	0.130

			INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
PIM5011			Personal Information Management	0	0
WIS00FP			Mathematics	6	0.090
	AP10EH		Anatomy and Physiology	12	0.108
	CB11EH		Chemistry	6	0.133
	EH11EH		Introduction to Environmental Health (Ethics and Professional Practice)	6	0.058
	MA10EH		Mathematics	6	0.058
	MI10EH		Microbiology	18	0.133
	PH12EH		Physics	6	0.125
	SA12EH		Sociology and Anthropology	6	0.058
	SD11EH		Sustainable Development	6	0.058
	ENVH10W		Work-integrated Learning	6	0.050
		BR20EH	Biostatistics and Introduction to Research	6	0.100
		CD20EH	Community Development	12	0.100
		EM20EH	Environmental Health Management and Administration II	6	0.050
		EP21EH	Epidemiology II	6	0.075
		FH20EH	Food and Meat Hygiene	12	0.250
		HP20EH	Environmental Health Education and Promotion	6	0.050
		OH20EH	Occupational Health and Safety (Physical Stressors)	12	0.133
		PB21EH	Planning for the Built Environment	6	0.067
		VC22EH	Vector Control	6	0.000
		WQ20EH	Water Quality Management	12	0.142
		ENVH20W	Work-integrated Learning	18	0.200

4TH YEAR	5TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
AQ31EH		Air Quality Management	6	0.067
EL30EH		Environmental and Legal Processes III	12	0.067
EM30EH		Environmental Health Management and Administration III	12	0.117
EN32EH		Environmental Noise Pollution	6	0.067
EP30EH		Epidemiology III	6	0.050
FP30EH		Food and Meat Processing	24	0.142
OH30EH		Occupational Health and Safety (Chemical and Biological Stressors)	24	0.142
PM32AT		Project Management	6	0.067
RM31AT		Research Methodology	6	0.067
WM22EH		Waste Management	6	0.050
ENVH30W		Work-integrated Learning	12	0.100
	DM41EH	Disaster Management	6	0.050
	EI41EH	Environmental Health Info Management System	6	0.050
	EL42EH	Environmental Law and Legal Process IV	6	0.050
	EM40EH	Environmental Health Management and Administration IV	6	0.100
	EN42EH	Environmental Management	6	0.050
	EP42EH	Ethics and Professional Practice	6	0.050
	ET41EH	Environmental Toxicology	6	0.050
	FM10EH	Food Hygiene Management System	12	0.100

	OH40EH	Occupational Health and Safety (Management Systems)	24	0.200
	RP40EH	Research Project	24	0.200
	ENVH40W	Work-integrated Learning	18	0.050
		Total:	**480**	**4.000**

REMARKS

Upon commencing with his/her studies, the student must register with the Professional Board for Environmental Health Practitioners of the Health Professions Council of South Africa (HPCSA), as stipulated in *Government Gazette R1869*, dated 79.08.24.

At least 25 working days during the first and second years of study, and at least 40 working days in the third year of study, are to be completed under the supervision of a registered Environmental Health Practitioner.

Instructional offerings at all levels are assessed internally by CUT. Third-level instructional offerings, however, are moderated externally. Practical assessments in the instructional offering Food and Meat Hygiene III are conducted internally by CUT.

In cases where a practical assessment is administered, the final assessment mark is awarded for both the theory and practical components.

Upon successful completion of this qualification, the Bachelor of Science in Environmental Health Degree will be awarded during an official graduation ceremony of CUT.

Directly upon receiving the Bachelor's Degree, all students are expected to perform 12 months of compulsory community service.

As the physical, chemical and biological stressors to which students are exposed during the practical component of the programme may be detrimental to the health of an unborn child, a female student is not permitted to complete the practical section of the programme during pregnancy. Any student who suspects she may be pregnant must notify the relevant Head of Department immediately. Such a student must discontinue Food and Meat Processing III (FP30EH), if registered for the instructional offering. It is also recommended that the student discontinues the following instructional offerings, if registered for those instructional offerings, for the full duration of her pregnancy:

- MA10EH Microbiology I
- OH20EH Occupational Health and Safety II
- OH30EH Occupational Health and Safety III

Admission requirements

A National Senior Certificate (NSC) or equivalent qualification.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a minimum mark of 60% on standard grade in any **two** of the following subjects is required: Biology, Physical Sciences and Mathematics. Geography and/or Physiology is recommended.
For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, a minimum pass mark of 50% in both Life Sciences **and** Physical Sciences, **as well as** a minimum mark of 50% in Mathematics, is required.

A candidate might be recommended for, and must then successfully complete, a selection process for admission to the learning programme, and meritorious exceptions may be considered for the ECP.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

Optional instructional offerings

All instructional offerings are compulsory.
PREREQUISITES

ECP selection and admission requirements:

As above, but a prospective candidate might be recommended for, and must successfully complete, a selection process and selection test for admission to the learning programme, and meritorious exceptions may be considered for the ECP. In such a case a prospective student has one (1) level below the required mark for only one (1) prerequisite subject OR may meet all subject related requirements but has achieved one (1) level below the required M-score. The rest of the requirements should still be adhered to.

In addition, only FET students will be considered.

Considering that the ECP is subject to additional funding being made available by the Department of Higher Education and Training (DHET), a student will not be allowed to repeat the first year or part of the first year of the ECP. A student must pass all instructional offerings of the first year of the ECP in order to continue with the subsequent year of study. A student may not change from the ECP to the regular programme.

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

In addition to the offerings related to environmental health in the programme, the following offerings, as prescribed by the university, are also compulsory:

- Personal Information Management;
- Academic Literacy and Communication Studies;
- Basic and Advanced Digital Literacy; and
- Success Skills.

No student will be allowed to graduate without successfully completing the above-mentioned instructional offerings.

Instructional offerings	Prerequisite instructional offerings
ADC5022	DLC5011
OH20EH	AP10EH
PB21EH	SD11EH
AQ31EH	PB21EH
AQ31EH	WQ20EH
CD20EH	EH11EH
VC22EH	EP21EH
CD20EH	SA12EH
WM32EH	PB21EH
WQ20EH	MI10EH
WQ20EH	SD11EH
HP22EH	EH11EH
HP22EH	SA12EH
HP22EH	SD11EH
EN42EH	ET41EH

OH20EH	CB11EH
OH20EH	MA10EH
OH20EH	PH12EH
OH30EH	OH20EH
OH40EH	OH30EH

27.   BACHELOR'S DEGREES

27.1   BACHELOR OF HEALTH SCIENCES IN CLINICAL TECHNOLOGY   B_CLNT
This learning programme will be offered in Bloemfontein.

SAQA CREDITS: 480
MINIMUM CREDITS REQUIRED: 480
HEMIS CREDITS: 4.000
NQF LEVEL: 8
DURATION OF LEARNING PROGRAMME: 4 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LCS5011/ LCS5012				Academic Literacy and Communication Studies	6	0.050
PIM5011/ PIM5012				Personal Information Management	0	0
ANA105				Anatomy I	24	0.200
FSL105				Physiology I	24	0.200
CHE115				Chemistry I	6	0.050
PHY115				Physics I	6	0.050
CTP115				Clinical Technology Practice I	12	0.100
CTI125				Clinical Technology Instrumentation I	12	0.100
HCE125				Healthcare and Ethics	6	0.050
ENT125				Entrepreneurship	6	0.050
	AFI206			Anatomy and Physiology II	24	0.200
	OSP206			Pathophysiology II	24	0.200
	FAR206			Pharmacology I	24	0.200
	CTI206			Clinical Technology Instrumentation II	24	0.200
	CTP206			Clinical Technology Practice II	12	0.100
	RES206			Research Methodology I	24	0.200
	COM206			Community Health and Service Learning	6	0.050

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
		Any ONE of the SEVEN options below:				
		Work-integrated Learning: Cardiology (CA)				
		CTP30CA		Clinical Technology Practice III	36	0.300
		OSP30CA		Pathophysiology III	24	0.200
		CTI30CA		Clinical Technology Instrumentation III	36	0.300
		RES307		Research Methodology II	12	0.100
		FAR31CA		Pharmacology II	12	0.100
		Work-integrated Learning: Nephrology (NP)				

		CTP30NP		Clinical Technology Practice III	36	0.300
		OSP30NP		Pathophysiology III	24	0.200
		CTI30NP		Clinical Technology Instrumentation III	36	0.300
		RES307		Research Methodology II	12	0.100
		FAR31NP		Pharmacology II	12	0.100
Work-integrated Learning: Neurophysiology (NE)						
		CTP30NE		Clinical Technology Practice III	36	0.300
		OSP30NE		Pathophysiology III	24	0.200
		CTI30NE		Clinical Technology Instrumentation III	36	0.300
		RES307		Research Methodology II	12	0.100
		FAR31NE		Pharmacology II	12	0.100
Work-integrated Learning: Pulmonology (PU)						
		CTP30PU		Clinical Technology Practice III	36	0.300
		OSP30PU		Pathophysiology III	24	0.200
		CTI30PU		Clinical Technology Instrumentation III	36	0.300
		RES307		Research Methodology II	12	0.100
		FAR31PU		Pharmacology II	12	0.100
Work-integrated Learning: Critical Care (CC)						
		CTP30CC		Clinical Technology Practice III	36	0.300
		OSP30CC		Pathophysiology III	24	0.200
		CTI30CC		Clinical Technology Instrumentation III	36	0.300
		RES307		Research Methodology II	12	0.100
		FAR31CC		Pharmacology II	12	0.100
Work-integrated Learning: Reproductive Biology (RB)						
		CTP30RB		Clinical Technology Practice III	36	0.300
		OSP30RB		Pathophysiology III	24	0.200
		CTI30RB		Clinical Technology Instrumentation III	36	0.300
		RES307		Research Methodology II	12	0.100
		FAR31RB		Pharmacology II	12	0.100

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
		Work-integrated Learning: Perfusion (PF)				
		CTP30PF		Clinical Technology Practice III	36	0.300
		OSP30PF		Pathophysiology III	24	0.200
		CTI30PF		Clinical Technology Instrumentation III	36	0.300
		RES307		Research Methodology II	12	0.100
		FAR31PF		Pharmacology II	12	0.100
		Work-integrated Learning: Cardiology (CA)				
			CTP40CA	Clinical Technology Practice IV	36	0.300
			CTI40CA	Clinical Technology Instrumentation IV	36	0.300
			RES40	Research Methodology III	24	0.200
			HCM418	Healthcare Management I	12	0.100
			HCM428	Healthcare Management II	12	0.100
		Work-integrated Learning: Nephrology (NP)				
			CTP40NP	Clinical Technology Practice IV	36	0.300
			CTI40NP	Clinical Technology Instrumentation IV	36	0.300
			RES408	Research Methodology III	24	0.200
			HCM418	Healthcare Management I	12	0.100
			HCM428	Healthcare Management II	12	0.100
		Work-integrated Learning: Neurophysiology (NE)				
			CTP40NE	Clinical Technology Practice IV	36	0.300
			CTI40NE	Clinical Technology Instrumentation IV	36	0.300
			RES408	Research Methodology III	24	0.200
			HCM418	Healthcare Management I	12	0.100
			HCM428	Healthcare Management II	12	0.100
		Work-integrated Learning: Pulmonology (PU)				
			CTP40PU	Clinical Technology Practice IV	36	0.300
			CTI40PU	Clinical Technology Instrumentation IV	36	0.300

			RES408	Research Methodology III	24	0.200
			HCM418	Healthcare Management I	12	0.100
			HCM428	Healthcare Management II	12	0.100

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Work-integrated Learning: Critical Care (CC)						
			CTP40CC	Clinical Technology Practice IV	36	0.300
			CTI40CC	Clinical Technology Instrumentation IV	36	0.300
			RES408	Research Methodology III	24	0.200
			HCM418	Healthcare Management I	12	0.100
			HCM428	Healthcare Management II	12	0.100
Work-integrated Learning: Reproductive Biology (RB)						
			CTP40RB	Clinical Technology Practice IV	36	0.300
			CTI40RB	Clinical Technology Instrumentation IV	36	0.300
			RES408	Research Methodology III	24	0.200
			HCM418	Healthcare Management I	12	0.100
			HCM428	Healthcare Management II	12	0.100
Work-integrated Learning: Perfusion (PF)						
			CTP40PF	Clinical Technology Practice IV	36	0.300
			CTI40PF	Clinical Technology Instrumentation IV	36	0.300
			RES408	Research Methodology III	24	0.200
			HCM418	Healthcare Management I	12	0.100
			HCM428	Healthcare Management II	12	0.100
				Total:	**480**	**4**

REMARKS

Upon commencing with his/her studies, the student must register with the Professional Board for Radiography and Clinical Technology of the Health Professions Council of South Africa (HPCSA) in terms of the rules and regulations of the Medical, Dental and Supplementary Health Services Professions Act (Act No. 56 of 1974), and the subsequent amendments pertaining to clinical technology, as approved.

Students will be required to purchase textbooks and other educational material, as prescribed per subject. Some textbooks are available as e-books.

If a student misses two or more practical sessions per module, he/she will not be granted admission to summative assessment.

It is the students' responsibility to be vaccinated against hepatitis B during their first year of study, and proof must be supplied to the Clinical Technology programme. All second-year students should provide evidence of the completion of a first-aid training course (level 1 & 2), and the cost must be covered by the student in full.

A student must successfully complete all his/her first- and second-year instructional offerings in order to progress to the third-year level of Work-integrated Learning.

Instructional offerings at third-year level are offered together with Work-integrated Learning at an accredited training unit and in a specific category, as approved by the Professional Board for Radiography and Clinical Technology, in collaboration with CUT. The student undergoes workplace learning and must comply with the specific number of hours and competency based assessments (CBT) as prescribed by CUT per year of study.

The Clinical Technology programme will provide a list of accredited CUT and HPCSA work-integrated learning (WIL) training units to second-year students, for work-integrated learning application. However, it still remains the responsibility of the student to find a suitable placement within one of these accredited units, and the Clinical Technology programme cannot guarantee placement in the student's first choice of speciality.

A compulsory research project must be completed before the qualification can be awarded. The student must ensure that he/she met all the research requirements with regard to ethical clearance, etc. Failure to do so may prevent assessment of the submitted documentation.

If a female student is or fall pregnant during her WIL training, she must notify the Head of Department, WIL coordinator of the Clinical Technology program at CUT and the unit supervisor. She will need to discontinue her WIL practical training for the full duration of her pregnancy and the remainder of that particular academic year. Exposure to radiation and infectious diseases during the student clinical technologist WIL training may have serious adverse health effects on both the pregnant student and the unborn baby. The student will then be allowed to return to the learning program once the baby has been born and will commence with her WIL training at the beginning of the next academic year.

Prospective Clinical Technologists (CTs) should be physically able to use their hands and fingers to control and handle objects and equipment in the training unit. The following are also recommended:

A CT should be able to stand for extended periods of time.

A CT should be able to walk between different units.

A CT should be able to reach above shoulder level.

A CT should be able to stoop, kneel or crouch, and reach with his/her arms and hands.

A CT should have sufficient hearing to communicate with others.

A CT should not have a vision impairment that prevents him/her from using, e.g., a microscope or computer equipment.

Admission requirements

For admission to the Bachelor of Health Sciences in Clinical Technology at CUT, candidates must, in addition to the general admission requirements of CUT, meet the following minimum requirements:

The minimum entrance requirement for a professional degree is a National Senior Certificate (NSC), as certified by Umalusi, or equivalent, with an achievement rating of 4 (Moderate Achievement: 50% – 59%) or more in the following four recognised NSC 20-credit subjects: Life Sciences/Biology/Physiology, Physical Sciences, Mathematics and English.

A minimum of 30 points on the CUT scoring scale.

For candidates who matriculated in **2007 or before:**
In addition to the general admission requirements, a minimum Grade 12 mark of 50% on standard grade or 40% on higher grade in all three of the following subjects: Biology/Physiology, Physical Sciences and Mathematics.

For candidates who matriculated in **2008 and thereafter:**
A minimum pass mark of 4 for all the prerequisite subjects. Candidates must have a minimum pass mark of 4 in Life Sciences, Physical Sciences and Mathematics and a minimum pass mark of 4 in the language of instruction (English). Life Orientation will only contribute a maximum of 1 to the total credit value.

National Certificate Vocational (NCV):
A National Certificate with level 4 subjects. Candidates must have a minimum of 60% in Life Sciences, English and Mathematics, and a minimum of 70% in Physical Sciences.
- Life Orientation will only contribute a maximum of 1 to the total credit value.
- In addition, candidates must successfully complete the selection process for admission.

Candidates must successfully complete the selection process for admission to this learning programme. Provisionally admitted students are subject to a second round of selection after submission of the NSC results. This may include a selection test/interview. Should a prospective student have forfeited his/her selection, he/she might be considered for selection to the ECP program.

PREREQUISITES

Instructional offerings	Prerequisite instructional offerings
LCS5012	LCS5011/
PIM5012	PIM5011/
ANA105	
FSL105	
CHE115	
PHY115	
CTP115	
CTI125	
HCE125	
ENT125	
AFI206	ANA105F, FSL105F
OSP206	ANA105F, FSL105F
FAR206	ANA105F, FSL105F
CTI206	CTI125
CTP206	CTP115F
RES206	
COM206	

Work-integrated Learning: Cardiology (CA)

CTP30CA	CTP115F
OSP30CA	OSP206F
CTI30CA	CTI206F
RES307	RES206F
FAR31CA	FAR206F

Work-integrated Learning: Nephrology (NP)

CTP30NP	CTP115F
OSP30NP	OSP206F
CTI30NP	CTI206F
RES307	RES206F
FAR31NP	FAR206F

Work-integrated Learning: Neurophysiology (NE)

TP30NE	CTP115F
OSP30NE	OSP206F
CTI30NE	CTI206F
RES307	RES206F
FAR31NE	FAR206F

Work-integrated Learning: Pulmonology (PU)

CTP30PU	CTP115F
OSP30PU	OSP206F
CTI30PU	CTI206F
RES307	RES206F
FAR31PU	FAR206F

Work-integrated Learning: Critical Care (CC)

CTP30CC	CTP115F
OSP30CC	OSP206F
CTI30CC	CTI206F
RES307	RES206F
FAR31CC	FAR206F

Work-integrated Learning: Reproductive Biology (RB)

CTP30RB	CTP115F
OSP30RB	OSP206F
CTI30RB	CTI206F
RES307	RES206F
FAR31RB	FAR206F

Work-integrated Learning: Perfusion (PF)

CTP30PF	CTP115F
OSP30PF	OSP206F
CTI30PF	CTI206F
RES307	RES206F
FAR31PF	FAR206F

Work-integrated Learning: Cardiology (CA)

CTP40CA	CTP30PF
CTI40CA	CTI30NE
RES40	RES307
HCM418	HCE125F
HCM428	HCE125F

Work-integrated Learning: Nephrology (NP)

CTP30NP	CTP115F
OSP30NP	OSP206F
CTI30NP	CTI206F
RES307	RES206F
FAR31NP	FAR206F

Work-integrated Learning: Neurophysiology (NE)

CTP30NE	CTP115F
OSP30NE	OSP206F
CTI30NE	CTI206F
RES307	RES206F
FAR31NE	FAR206F

Work-integrated Learning: Pulmonology (PU)

CTP40PU	CTP30PF
CTI40PU	CTI30NE
RES408	RES307
HCM418	HCE125F
HCM428	HCE125F

Work-integrated Learning: Critical Care (CC)

CTP40CC	CTP30PF
CTI40CC	CTI30NE
RES408	RES307
HCM418	HCE125F
HCM428	HCE125F

Work-integrated Learning: Reproductive Biology (RB)

CTP40RB	CTP30PF
CTI40RB	CTI30NE
RES408	RES307

HCM418	HCE125F
HCM428	HCE125F

Work-integrated Learning: Perfusion (PF)

CTP40PF	CTP30PF
CTI40PF	CTI30NE
RES408	RES307
HCM418	HCE125F
HCM428	HCE125F

No student will be allowed to graduate without successfully completing the above-mentioned instructional offerings.

27.2 BACHELOR OF HEALTH SCIENCES IN MEDICAL LABORATORY SCIENCE   **B_MLS**

This learning programme will be offered full time in Bloemfontein.

SAQA CREDITS:	480
MINIMUM CREDITS REQUIRED:	492
HEMIS CREDITS:	4.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	4 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LCS5011				Academic Literacy and Communication Studies	9	0.0714
STAT115				Biostatistics	9	0.0714
CHEM115				Health Chemistry	9	0.0714
PHYS115				Health Physics	9	0.0714
HAPD116				Human Anatomy, Physiology and Disease	18	0.1428
IMLS115				Introduction to Medical Laboratory Sciences	12	0.0952
PIM5011				Personal Information Management	0	0
				Reading Skills	0	0
BTC12AT				Computer Skills I	6	0.0476
CBIO126				Cellular Biology	12	0.0952
LCS5012				Academic Literacy and Communication Studies	0	0
HAPD126				Human Anatomy, Physiology and Disease I	18	0.1428
IMMU126				Immunology I	12	0.0952
IMLS125				Introduction to Medical Laboratory Sciences	12	0.0952
				Total	**126**	**1**
	CCHE216			Clinical Chemistry I	12	0.1
	HAEM216			Haematology I	12	0.1
	HIST216			Histology	12	0.1
	IMHA216			Immunohaematology II	12	0.1
	MMCB216			Medical Microbiology I	12	0.1
	CCHE226			Clinical Chemistry II	12	0.1
	CYTO226			Cytology I	12	0.1
	GENE226			Cytogenetics	12	0.1
	MMCB226			Medical Microbiology II	12	0.1

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
	HAEM226			Haematology II	12	0.1
				Total	**120**	**1**
		CCHE317		Clinical Chemistry III	12	0.0952

		CYTO317		Cytology II	12	0.0952
		HAEM317		Haematology III	12	0.0952
		IMLS31W		Integrative Medical Laboratory Sciences	9	0.0714
		MMCB317		Medical Microbiology III	12	0.0952
		IMLS32W		Integrative Medical Laboratory Sciences Practical	60	0.4761
		RMTD327		Research Methods	9	0.0714
				Total	**126**	**1**
			CCH408W	Clinical Practice: Clinical Chemistry	78	0.65
			CPA408W	Clinical Practice: Clinical Pathology	78	0.65
			CYT408W	Clinical Practice: Cytology	78	0.65
			GEN408W	Clinical Practice: Cytogenetics	78	0.65
			HAE408W	Clinical Practice: Haematology	78	0.65
			HIS408W	Clinical Practice: Histology	78	0.65
			IMH408W	Clinical Practice: Immunohaematology	78	0.65
			IMM408W	Clinical Practice: Immunology	78	0.65
			MMC408W	Clinical Practice: Medical Microbiology	78	0.65
			VIR408W	Clinical Practice: Virology	78	0.65
			LMAN418	Laboratory Management	12	0.1
			RMTP408	Research Project	30	0.25
				Total:	**492**	**1**

Students will be required to purchase textbooks and other educational material, as prescribed per subject. Some textbooks are available as e-books.

Vaccination against hepatitis B is compulsory.
All students are required to complete a first aid course.

All students must wear specific protective clothing in the practical laboratories.

If a student misses two or more practical sessions per module, he/she will not be granted admission to summative assessment for that module

Exposure to chemicals and micro-organisms may be detrimental to the health of an unborn child. Students are exposed to these elements during their studies, and a pregnant woman cannot take part in any practical that would harm the fetus if she is pregnant. If a female student is pregnant, she must notify the Head of Department, and may need to discontinue the learning programme for the full duration of her pregnancy.

Some of the practical laboratories at CUT are not wheelchair friendly and cannot be accessed via a lift.

Classes can be offered during the day and/or evening, depending on the availability of lecturers/venues.

It is advised that students have access to a computer, laptop, smart phone, tablet or i-pad since theoretical classes are offered via blended learning.

An MLS should be able to stand for extended periods of time.
An MLS should be able to walk between different laboratories.
An MLS should be able to reach above shoulder level.
An MLS should be able to stoop, kneel or crouch, and reach with his/her arms and hands.
An MLS should have sufficient hearing to communicate with others.
An MLS should be able to distinguish between the colours in the visible spectrum.
An MLS should not have a vision impairment that prevents him/her from using, e.g., a microscope or computer equipment.

Only students who have passed all the first-year instructional offerings may enrol for third-year instructional offerings. CUT reserves the right not to offer elective fourth year instructional offerings if there are not enough applicants.

Upon successful completion of this qualification, the Bachelor of Health Sciences in Medical Laboratory Sciences Degree will be awarded during an official graduation ceremony of CUT.

Admission requirements

A National Senior Certificate or equivalent qualification

A minimum of 30 points on the CUT scoring scale. Applicants with an M-score of 35 and above may qualify for direct admission into the programme if the applicant adheres to programme specific criteria and requirements as well. Applicants with an M-score of 30 – 34 will be referred for psychometric evaluation, whereafter the programme selector(s) will make the final recommendation regarding admission into the programme.

There are programme-specific requirements that may vary from year to year and the programme can only accommodate a limited number of students, therefor all applicants are subject to a selection process for admission into the programme. Programme selector(s) will not entertain enquiries from students in the event where their applications were unsuccessful.

For candidates who matriculated in **2007 or before:**

In addition to the general admission requirements, a minimum mark of 60% on standard grade or 50% on higher grade in the following subjects: English, Boilogy/Physiology, Physical Sciences and Mathematics.

For candidates who matriculated in **2008 and thereafter:**
In addition to the general CUT admission requirements, a minimum pass mark of 3 (40 – 49%) in Life Orientation and 4 (50 – 59%) in Mathematics, Life Sciences, English and Physical Sciences is required. Candidates with Mathematical literacy will not be considered.

Applicants must have an NSC with endorsement for a bachelor's degree.

Applicants in possession of a National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

PREREQUISITES

A student must pass 50% of the first-year instructional offerings to continue with the second-year instructional offerings; 50% of the second-year instructional offerings in order to continue with the third-year instructional offerings; and 50% of the third-year instructional offerings in order to continue with the fourth-year instructional offerings. Students are required to pass 100% (i.e. all) of the fourth-year instructional offerings.

Instructional offerings	Prerequisite instructional offerings
CBIO126	CHEM115
CCH408W	IMLS32W
CCHE216	CBIO126; CHEM115; STAT115
CCHE226	CCHE216
CCHE317	CCHE226; IMLS125
CPA408W	IMLS32W
CYT408W	IMLS32W
CYTO226	HIST216; IMLS125; HAPD126
CYTO317	CYTO226
GEN408W	IMLS32W
GENE226	IMLS125; HAPD126
HAE408W	IMLS32W
HAEM216	IMLS125; HAPD126
HAEM226	HAEM216
HAEM317	HAEM226
HAPD126	HAPD116
HIS408W	IMLS32W
HIST216	HAPD126; IMLS125
IMH408W	IMLS32W
IMHA216	IMLS32W
IMLS125	HAPD126; IMLS125; IMMU126
IMLS31W	IMLS115
IMLS32W	BTC12AT; PIM5011; LCS5011; LCS5012; READING SKILLS
IMM408W	IMLS32W
LMAN418	IMLS32W
MMCB408W	IMLS32W
MMCB216	IMLS125
MMCB226	MMCB216; CBIO126
RMTP408	RMTD327; IMLS32W
VIR408W	IMLS32W

27.3   BACHELOR OF RADIOGRAPHY IN DIAGNOSTICS   HCBCRD
This learning programme will be offered in Bloemfontein.

SAQA CREDITS: 480
MINIMUM CREDITS REQUIRED: 480
HEMIS CREDITS: 4.000
NQF LEVEL: 8
DURATION OF LEARNING PROGRAMME: 4 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LCS5001				Academic Literacy and Communication Studies	12	0.1
ADC5022				Advanced Digital Literacy	6	0.05
ANA5000				Anatomy and Physiology I	12	0.1
DLC5011				Basic Digital Literacy	6	0.05
PCM5011				Patient Care Management I	6	0.05
PTH5022				Pathology I	12	0.1
PIM5011				Personal Information Management	0	0.0
STF5000				Radiation Physics I	24	0.2
RDP5000				Radiographic Procedures I	24	0.2
RCP5000				Research Principles I	12	0.1
	ANR6000			Anatomy and Physiology II	24	0.2
	IMT6000			Imaging Technology II	12	0.1
	PCM6000			Patient Care Management II	12	0.1
	PTH6000			Pathology II	12	0.1
	STF6000			Radiation Physics II	12	0.1
	RAD6000			Radiographic Practice II	24	0.1
	RDP6000			Radiographic Procedures II	12	0.1
	RCP6000			Research Principles II	12	0.1
		IMT7000		Imaging Technology III	12	0.1
		PCM7000		Patient Care Management III	12	0.1
		PTH7000		Pathology III	12	0.1
		STF7000		Radiation Physics III	12	0.1
		RAD7000		Radiographic Practice III	24	0.2
		RDP7000		Radiographic Procedures III	12	0.1
		RCP7000		Research Principles III	12	0.1
		SPR7000		Anatomy and Physiology III	24	0.2

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
			PCM8000	Patient Care Management IV	12	0.1
			STF8000	Radiation Physics IV	12	0.1
			RAD8000	Radiographic Practice IV	24	0.2
			RDP8000	Radiographic Procedures IV	12	0.1

				RCP8000	Research Principles IV	12	0.1
				SPR8000	Anatomy and Physiology IV	12	0.1
				PTH8000	Pathology IV	12	0.1
**Optional instructional offerings:**
**Candidates select one of the following subjects in SEMESTER 1:**
				PRP8011	Project Management Process IV	12	0.1
				CNP8011	Microbiology and Canulization IV	12	0.1
**Optional instructional offerings:**
**Candidates select one of the following subjects in SEMESTER 2:**
				EPP427	Entrepreneurship Principles and Practices	12	0.1
				PCC8022	Person-centred Care IV	12	0.1
					Total:	**480**	**4.0**

REMARKS

Upon commencing with his/her studies, the student must register with the Professional Board for Radiography and Clinical Technology of the Health Professions Council of South Africa (HPCSA) in terms of the rules and regulations of the Medical, Dental and Supplementary Health Services Professions Act (Act No. 56 of 1974), and the subsequent amendments pertaining to radiography, as approved.

Workplace learning (WPL), a component of Work-integrated Learning (WIL), is conducted simultaneously with formal training at a training unit, as approved by the Professional Board for Radiography and Clinical Technology. The student is placed as a student radiographer at an accredited clinical practice (radiology department) and undergoes WPL to achieve specific skills and competencies as prescribed by the Professional Board for Radiography and Clinical Technology.

The required WIL in the programme makes it practically impossible for a student to take instructional offerings (modules/subjects) on two academic levels in a single academic year. <u>In other words, a student cannot continue to year two if all modules in year one was not passed</u>. A student who fails will thus be assessed on an individual basis in respect of continuation of studies.

A student cannot progress to the next level if all prerequisites (achievement of skills and competencies for a specific year of study) for the work-integrated learning (WIL) component of the programme are not successfully attained (e.g. continuous assessment rubrics and portfolios).

Assessment: Continuous

Work-integrated Learning: Radiographic Procedures I, II, III & IV (Diagnostic) are assessed at CUT and in clinical practices on a continuous basis. Practical competencies and skills are assessed according to specific guidelines.

Where relevant, **pregnancy may result in the cancellation and/or postponement of a student's WPL placement** due to safety and/or operational requirements subject to relevant labor and other applicable legislation.

The radiation a radiographer is exposed to may be detrimental to the health of an unborn child. As students are exposed to radiation during the practical component of the learning programme, **a female student is not permitted to complete the practical part of the learning programme during pregnancy.** Any student who suspects she may be pregnant must notify the relevant Head of Department (HoD) immediately. Since students are only placed for WPL in their second, third- and fourth years **a student in any of these year groups must discontinue the WPL component of the learning programme for the full duration of her pregnancy** (CUT Calendar, 2023:184).

Consequently, the student will have to complete her WIL module (Radiographic Procedures) in the consecutive year after the baby is delivered. A first-year student who falls pregnant may continue with her studies as students are not placed for WPL during their first year.

The reason for completing the WIL module (RDP) in the consecutive study year and after the baby is delivered is informed by the progression rule of the programme. This rule does not allow a student to register for the next year's modules if all of the previous year's modules were not passed and all WIL requirements were not achieved and recorded. This is informed by the integration and alignment of the practical component (WPL) of WIL with the theoretical component of all the modules in the programme.

Recognition of Prior Learning (RPL): Applicants can apply for RPL via the Assessment and Graduation Unit (AGU) at CUT.

Upon successful completion of this qualification, the Bachelor of Radiography in Diagnostics Degree will be awarded during an official graduation ceremony of CUT.

Admission requirements

A National Senior Certificate (NSC) or equivalent qualification.
A minimum of 30 points on the M-scale.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a minimum mark of 60% on standard grade or 50% on higher grade in all three of the following subjects is required: Biology/Physiology, Physical Sciences and Mathematics.

For candidates who completed the NSC in 2008 and thereafter:
The candidate must be in possession of an NSC with an endorsement for a bachelor's degree. In addition to the general admission requirements, a minimum pass mark of 3 (40% – 49%) in Life Orientation and 4 (50% – 59%) in Life Sciences, Physical Sciences and Mathematics is required. A minimum admission point score (APS) of 30 points on the CUT scale of notation is required.

A candidate must successfully complete the selection process for admission to this learning programme.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

All instructional offerings are compulsory.

PREREQUISITES

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).
In addition to the radiography-related offerings in the programme, the following offerings, as prescribed by the university, are also compulsory: Personal Information Management, Academic Literacy and Communication Studies, Basic and Advanced Digital Literacy, and Success Skills. **No student will be allowed to graduate without successfully completing the above-mentioned instructional offerings.**

Instructional offerings	Prerequisite instructional offerings
ADC5022	DLC5011
ANR6000	ANA5000
SPR7000	ANR6000
SPR8000	SPR7000
IMT7000	IMT6000
PTH6000	PTH5022
PTH7000	PTH6000

PTH8000	PTH7000
PCM6000	PCM5011
PCM7000	PMC6000
PCM8000	PCM7000
STF6000	STF5000
STF7000	STF6000
STF8000	STF7000
RDP6000	RDP5000
RDP7000	RDP6000
RDP8000	RDP7000
RAD7000	RAD6000
RAD8000	RAD7000
RCP6000	RCP5000
RCP7000	RCP6000
RCP8000	RCP7000
RPR8011	
CNP8011	
EPP427	
PCC8022	

27.4 BACHELOR OF SCIENCE IN ENVIRONMENTAL HEALTH   B_ENVH
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	480
MINIMUM CREDITS REQUIRED:	480
HEMIS CREDITS:	4.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	4 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
AP10EH				Anatomy & Physiology	24	0.200
CB11EH				Chemistry	12	0.100
LCD5011				Academic Literacy & Communication Studies	6	0.050
DLC5011				Basic Digital Literacy	6	0.050
EH11EH				Introduction to Environmental Health (Ethics & Professional Practice)	6	0.050
MA10EH				Mathematics	12	0.100
MI10EH				Microbiology	24	0.200
PH12EH				Physics	12	0.100
SA12EH				Sociology & Anthropology	6	0.000
SD11EH				Sustainable Development	6	0.050
ENVH10W				Work-integrated Learning	6	0.050
1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS

	BR21EH			Biostatistics & Introduction to Research	6	0.050
	CD20EH			Community Development	12	0.100
	EM21EH			Environmental Health Management & Administration II	6	0.050
	EP21EH			Epidemiology II	6	0.050
	FH20EH			Food & Meat Hygiene	12	0.100
	HP22EH			Environmental Health Education & Promotion	6	0.050
	OH20EH			Occupational Health & Safety (Physical Stressors)	18	0.150
	PB21EH			Planning for the Built Environment	6	0.050
	VC22EH			Vector Control	6	0.050
	WQ20EH			Water Quality Management	18	0.150
	ENVH20W			Work-integrated Learning	24	0.200
		AQ31EH		Air Quality Management	6	0.050
		EL30EH		Environmental & Legal Processes III	12	0.100
		EM30EH		Environmental Health Management & Administration III	12	0.100
		EN32EH		Environmental Noise Pollution	6	0.050
		EP31EH		Epidemiology III	6	0.050
		FP30EH		Food & Meat Processing	24	0.200
		OH30EH		Occupational Health & Safety (Chemical & Biological Stressors)	24	0.200
		PM32AT		Project Management	6	0.050
		RM31AT		Research Methodology	6	0.050
		WM32EH		Waste Management	6	0.050
		ENHV30EH		Work-integrated Learning	12	0.100
			DM41EH	Disaster Management	6	0.050
			EI41EH	Environmental Health Info Management System	6	0.050
			EL42EH	Environmental Law & Legal Process IV	6	0.050
			EM40EH	Environmental Health Management & Administration IV	6	0.050
			EN42EH	Environmental Management	6	0.050
			EP42EH	Ethics & Professional Practice	6	0.050

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
			ET41EH	Environmental Toxicology	6	0.050
			FM10EH	Food Hygiene Management System	12	0.100
			OH40EH	Occupational Health & Safety (Management Systems)	24	0.200
			RP40EH	Research Project	24	0.200
			ENVH40W	Work-integrated Learning	18	0.150
				Total:	**480**	**4.000**

REMARKS

Upon commencing with his/her studies, the student must register with the Professional Board for Environmental Health Practitioners of the Health Professions Council of South Africa (HPCSA), as stipulated in *Government Gazette R1869*, dated 79.08.24.

At least 25 working days during the first and second years of study, at least 40 working days in the third year of study, and 30 working days in the fourth year of study, are to be completed under the supervision of a registered Environmental Health Practitioner.

Instructional offerings at all levels are assessed internally by CUT. Fourth-level instructional offerings, however, are moderated externally. Practical assessments in the instructional offering Food and Meat Hygiene III are conducted internally by CUT.

In cases where a practical assessment is administered, the final assessment mark is awarded for both the theory and practical components.

Upon successful completion of this qualification, the Bachelor of Science in Environmental Health Degree will be awarded during an official graduation ceremony of CUT.

Directly upon receiving the Bachelor's Degree, all students are expected to perform 12 months of compulsory community service.

As the physical, chemical and biological stressors to which students are exposed during the practical component of the programme may be detrimental to the health of an unborn child, a female student is not permitted to complete the practical section of the programme during pregnancy. Any student who suspects she may be pregnant must notify the relevant Head of Department immediately. Such a student must discontinue Food and Meat Hygiene II (FH20EH), and Food and Meat Processing III (FP30EH), if registered for the instructional offering. It is also recommended that the student discontinues the following instructional offerings, if registered for those instructional offerings, for the full duration of her pregnancy:

- MA10EH Microbiology I
- OH20EH Occupational Health and Safety II
- OH30EH Occupational Health and Safety III

Admission requirements

A National Senior Certificate (NSC) or equivalent qualification.

For candidates who matriculated in 2007 or before:

In addition to the general admission requirements, a minimum mark of 60% on standard grade in any **two** of the following subjects is required: Biology, Physical Sciences and Mathematics. Geography and/or Physiology is recommended.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, a minimum mark of 50% in both Life Sciences **and** Physical Sciences, **as well as** a minimum mark of 50% in Mathematics, is required.

A candidate might be recommended for, and must then successfully complete, a selection process for admission to the learning programme, and meritorious exceptions may be considered for the ECP. Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

Optional instructional offerings

All instructional offerings are compulsory.

PREREQUISITES

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

A student must pass 75% of the first-year instructional offerings in order to continue with the second-year instructional offerings; and 75% of the second-year instructional offerings in order to continue with the third-year instructional offerings. Students are required to pass 100% (i.e. all) of the fourth-year instructional offerings.

The Academic Literacy and Communication Studies programme requires the successful completion of two instructional offerings, A and B, in this specific order.

A distinction (75% or more) in instructional offering A ensures exemption from instructional offering B. A pass (without distinction) means that the student must pass instructional offering B in order to meet the prerequisite for the learning programme. Failing instructional offering A means that the student must re-register for instructional offering A in a subsequent semester.

No student will be allowed to graduate without completing the Academic Literacy and Communication Studies programme.

Instructional offerings	Prerequisite instructional offerings
AQ31EH	PB21EH
AQ31EH	WQ20EH
BR21EH	DLC5011
BR21EH	EH11EH
BR21EH	MA10EH
CD20EH	EH11EH
CD20EH	SA12EH
DM41EH	EL30EH
EI41EH	EP31EH
EL30EH	FH20EH
EL30EH	OH20EH
EL30EH	WQ20EH
EL42EH	DM41EH
EM21EH	SA12EH
EM40EH	
EN42EH	EM30EH

	ET41EH
EN32EH	AQ31EH
EP21EH	MI10EH
EP21EH	AP10EH
EP30EH	VC22EH
EP42EH	EM30EH
ET41EH	
FH20EH	MI10EH
FM10EH	FP30EH
FP30EH	FH20EH
HP22EH	EH11EH
HP22EH	SA12EH
HP22EH	SD11EH
HP22EH	LCS5011
HP22EH	LCS5012
OH20EH	AP10EH
OH20EH	CB11EH
OH20EH	MA10EH
OH20EH	PH12EH
OH30EH	OH20EH
OH40EH	OH30EH
PB21EH	SD11EH
PM32AT	RM31AT
RM31AT	BR21EH
RP40EH	PM32AT
WM32EH	PB21EH
VC22EH	EP21EH
WM32EH	PB21EH
WQ20EH	MI10EH
WQ20EH	SD11EH

28.	*POSTGRADUATE DIPLOMA*

28.1 POSTGRADUATE DIPLOMA IN AGRICULTURAL MANAGEMENT   PD_AGM
   This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**480**
HEMIS CREDITS:	**1.0**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**1 Year Instructional offering**

Instructional offerings

1st YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Compulsory instructional offerings			
VAP508C	Value Adding in Agro-Processing	20	0.167
BPA508C	Business Planning in Agriculture	20	0.167
AAR508C	Applied Agricultural Research	60	0.50
Optional offerings*			
APS508E	Sustainable Animal Production Systems	20	0.167
PPS508E	Sustainable Plant Production Systems	20	0.167
	TOTAL:	**120**	**1.0**

REMARKS

Upon successful completion of this qualification, the Postgraduate Diploma will be awarded during an official graduation ceremony of CUT.

Admission requirements

An Advanced Diploma: Agricultural Management or equivalent Agricultural qualification, with the appropriate instructional offerings.

Optional instructional offerings

Instructional offerings marked with an asterisk (*).

PREREQUISITES

Refer to paragraph 1 under the heading "Admission to a higher level of study" (point 2 of this chapter).

29.	MAGISTER TECHNOLOGIAE DEGREES (Phasing out)

These learning programmes will be offered in Bloemfontein.

SAQA CREDITS: **120**
HEMIS CREDITS: **1.000**
NQF LEVEL: **9**

PROGRAMME CODE	MAGISTER TECHNOLOGIAE	MAIN CODE	INSTRUCTIONAL OFFERINGS
ILMTLM	Agriculture **NO INTAKE IN 2019**	THE50AI	Dissertation
THMTGH	Environmental Health **NO INTAKE IN 2019**	VER50AT	Dissertation
TAMTDO	Radiography (Diagnostic) **NO INTAKE IN 2019**	THS50AT	Dissertation (Diagnostic)
TAMTDO	Radiography (Therapy) **NO INTAKE IN 2019**	SIS50AT	Dissertation (Therapy)
TAMTDO	Radiography (Nuclear Medicine) **NO INTAKE IN 2019**	HAN50AT	Dissertation (Nuclear Medicine

REMARKS

A Magister Technologiae degree is only awarded upon completion of an approved research project, and upon submission of a dissertation.

Prospective students may be subject to a selection process.

Upon successful completion of this qualification, the Magister Technologiae degree will be awarded during an official graduation ceremony of CUT.

Admission requirements

A Baccalaureus Technologiae degree or equivalent qualification.

30.	MASTER'S DEGREES

These learning programmes will be offered in Bloemfontein.

SAQA CREDITS: **180**
HEMIS CREDITS: **1.000**
NQF LEVEL: **9**

PROGRAMME CODE	MASTER'S DEGREE	MAIN CODE	INSTRUCTIONAL OFFERINGS
M_AGRI	Master of Agriculture	THE50AI	Dissertation
M_HBIO	Master of Health Sciences in Biomedical Technology	THE50AT	Dissertation
M_HSCT	Master of Health Sciences in Clinical Technolog	DEL50AT	Dissertation
M_HSEN	Master of Health Sciences in Environmental Hea	VER50AT	Dissertation
M_HSOM	Master of Health Sciences in Somatology	TSS50AT	Dissertation
M_RADI	Master of Radiography	MRAD900	Dissertation

REMARKS

A master's degree is only awarded upon completion of an approved research project, and upon submission of a dissertation.

Prospective students may be subject to a selection process.

Upon successful completion of this qualification, the master's degree will be awarded during an official graduation ceremony of CUT.

Admission requirements

A Baccalaureus Technologiae degree or equivalent qualification.

For the Master of Health Sciences in Biomedical Technology; Master of Radiography; and Master of Clinical Technology, the student must have a 60% average at Baccalaureus Technologiae or honours level.
Students who qualified with the professional degree in Medical Laboratory Sciences must have a 60% average for their qualification at NQF8

| 31. | DOCTOR TECHNOLOGIAE DEGREES |

These learning programmes will be offered in Bloemfontein.

SAQA CREDITS: **240**
HEMIS CREDITS: **2.000**
NQF LEVEL: **10**

PROGRAMME CODE	DOCTOR TECHNOLOGIAE	MAIN CODE	INSTRUCTIONAL OFFERINGS
ILDTUL	Agriculture **NO INTAKE IN 2019**	GEV90AI	Thesis
THDTHH	Environmental Health **NO INTAKE IN 2019**	NAV90AT	Thesis

REMARKS

A research proposal is to be submitted within six months of registration, for approval by the relevant Head of Department.

Prospective students may be subject to a selection process. According to the Student Assessment Manual, prospective students must submit a protocol.

Upon successful completion of this qualification, the Doctor Technologiae degree will be awarded during an official graduation ceremony of CUT.

Admission requirements

A Magister Technologiae degree or equivalent qualification.

32. DOCTORAL DEGREES

These learning programmes will be offered in Bloemfontein.

SAQA CREDITS:	360
HEMIS CREDITS:	2.000
NQF LEVEL:	10

PROGRAMME CODE	DOCTORATE	MAIN CODE	INSTRUCTIONAL OFFERINGS
D_AGRI	Doctor of Agriculture	RET7010	Thesis
D_HBIO	Doctor of Health Sciences in Biomedical Technology	GEV90AT	Thesis
D_HSCT	Doctor of Health Sciences in Clinical Technology	GNP90AT	Thesis
D_HSOM	Doctor of Health Sciences in Somatology	VOR90AT	Thesis

REMARKS

A research proposal is to be submitted within six months of registration, for approval by the relevant Head of Department.

Prospective students may be subjected to a selection process. According to the Student Assessment Manual, prospective students must submit a protocol.

A minimum of one publication is required before successful completion of the qualification. Upon successful completion of this qualification, the doctorate will be awarded during an official graduation ceremony of CUT.

Admission requirements

A Magister Technologiae degree or equivalent qualification.

For D_HBIO a Master's degree or equivalent qualification at NQF9 with a 65% mark

33. DOCTOR OF PHILOSOPHY

This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	360
HEMIS CREDITS:	2.000
NQF LEVEL:	10

PROGRAMME CODE	DOCTORATE	MAIN CODE	INSTRUCTIONAL OFFERING
D_ENVH	Doctor of Philosophy in Environmental Health	NAV90AT	Advanced Research Project and Dissertation

33. POSTDOCTORAL STUDIES

PROGRAMME CODE	POSTDOCTORAL STUDIES	MAIN CODE	INSTRUCTIONAL OFFERING
POSTDH	Postdoctoral Studies	RESHLTH	Research: Health and Environmental Sciences

CHAPTER 23

FACULTY OF HUMANITIES

DEAN   Prof WN Setlalentoa, PhD (CUT)

ASSISTANT DEANS:
TEACHING AND LEARNING   Dr CL Schlebusch, PhD (CUT)
RESEARCH, INNOVATION AND   Dr MA Modise, PhD (CUT)
ENGAGEMENT

SECRETARY   Vacant

FACULTY ADMINISTRATOR   Dr T Williams, DEd (CUT)

FACULTY OFFICER   Mr KN Mokoena, BEd (Hons) (CUT)
                                                           Ms K Motaung, BTech (CUT)

SENIOR ADMINISTRATIVE   Ms NJ Mbuli, BTech (CUT)
ASSISTANT

TEACHING AND LEARNING   Vacant
CO-ORDINATOR

DEPARTMENT OF COMMUNICATION SCIENCES

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT   Dr BG Fredericks; DTech (CUT)

DEPARTMENTAL ADMINISTRATOR   Ms N Oberholzer, NDip (CUT)

ASSOCIATE PROFESSOR   Prof EJS Coetzee, PhD (UFS)

SENIOR LECTURERS   Dr MC Delport, PhD (UFS)
                                                           Dr SA Ngidi, PhD (UZ)

LECTURERS   Ms L Louw, BA Hons (UFS)
                                                           Mr P. Lemeko, MTech (CUT)
                                                           Mr MJ Koai, MTech (CUT)
                                                           Dr NA Nhlapo, PhD (UFS)

ACADEMIC LITERACY AND   Mr V Mphanya, B Tech (CUT)
COMMUNICATION STUDIES   Mr W Henning, BA Hons (UFS)
COORDINATORS   Ms A Timbe, PGCE (CUT)

WELKOM CAMPUS

DEPARTMENT MANAGER   Vacant

DEPARTMENTAL ADMINISTRATOR   Ms MS Raputsoane, National Certificate

SENIOR LECTURERS   Dr R Moyo, PhD (NWU)
                                                           Dr A Mnguni, DTech (TUT)

LECTURERS   Dr NQ Mkumatela, DComm Language Practice (CUT)
                                       Dr SD Hlohlolo, DComm Language Practice (CUT)
                                       Dr MC Molete, DComm Language Practice (CUT)

DEPARTMENT OF DESIGN AND STUDIO ART

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT   Ms M Barnard, MA (UFS)

DEPARTMENTAL ADMINISTRATOR   Ms P Moatlhodi, PGCE (CUT)

SENIOR LECTURERS   Dr P Moremoholo, DTech (TUT)
                                       Dr A Ojo, DTech (TUT)

LECTURERS   Ms M Barnard, MA (UFS)
                                       Ms M le Roux, MA (UFS)
                                       Ms FC Venter, MA (UFS)
                                       Ms EW du Plooy, MTech (CUT)
                                       Ms C Bester, MTech (CUT)
                                       Ms JP Immelman, MTech (CUT)
                                       Ms EJH Dalton, MTech (CUT)
                                       Mr E Holmes, MTech CUT)
                                       Ms L Nel, MTech (CUT)
                                       Ms E Joubert, MA (UFS)
                                       Mr JJ Myburgh, MTech (VUT)

JUNIOR LECTURERS   Ms T Tshabadira, BTech (CUT)
                                       Ms Z Sifumba, BTech (CUT)
                                       Ms BGR Leteane, BTech (CPUT)
                                       Mr TD Mohoto, BTech (CPUT)

nGAP JUNIOR LECTURER   Mrs LD Nthejane, BTech (CUT)

TECHNICAL ASSISTANT   Ms M janse van Rensburg, BTech (CUT),

LABORATORY TECHNICIAN   Vacant

DEPARTMENT OF EDUCATIONAL AND PROFESSIONAL STUDIES

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT   Dr RW Thabane, PhD (CUT)

DEPARTMENTAL ADMINISTRATOR   Ms C Morite, NDip (CUT)

SENIOR LECTURER   Dr RW Thabane, PhD (CUT)

LECTURERS   Ms B Lenong, MA (UFS)

                                       Dr P Mollo, DEd (CUT)
                                       Dr LA Ntlhare, DEd (UFS)
                                       Mr M Letuka, MEd (UFS)

Dr J Louw, PhD (UFS)

WELKOM CAMPUS

DEPARTMENT MANAGER	Dr C Mphojane, DEd (CUT)
DEPARTMENTAL ADMINISTRATOR	Ms T Dinga, BA (UFS)
ASSOCIATE PROFESSOR	Prof AM Rambuda, PhD (UP)
SENIOR LECTURER	Vacant
LECTURERS	Dr C Mphojane, DEd (CUT) Mrs H Claassens, MEd (Unisa)

DEPARTMENT OF POSTGRADUATE STUDIES: EDUCATION

BLOEMFONTEIN CAMPUS

DEPARTMENT MANAGER	Dr LA Matlho, PhD (UFS)
DEPARTMENTAL ADMINISTRATOR	Ms NF Memela, BTech (CUT)
PROFESSORS	Prof MM Nkoane, PhD (Vista) Prof. G Alexander, PhD (UFS) Prof. AH Makura, PhD (UFH)
ASSOCIATE PROFESSOR	Prof. J Palmer, PhD (NWU)
SENIOR LECTURER	Vacant
HEAD OF DEPARTMENT	Vacant
DEPARTMENTAL ADMINISTRATOR	Mr MK Mjone, Bed Hons (CUT)
ASSOCIATE PROFESSORS	Prof. GJ Schlebusch, PhD (Vista) Prof. JW Badenhorst, DEd (Unisa)
SENIOR LECTURER	Dr P Serero, PhD (NMU)
LECTURER	Ms N Sithole, MEd (UKZN)

DEPARTMENT OF LANGUAGE AND SOCIAL SCIENCES EDUCATION

HEAD OF DEPARTMENT	Dr MK Kimanzi, PhD (UKZN)
ASSOCIATE PROFESSOR	Prof. P. Phindane, DLitt (US)
DEPARTMENTAL ADMINISTRATOR	Ms C Morite, NDip (CUT)
SENIOR LECTURERS	Dr MK Kimanzi, PhD (UKZN) Dr B Mangwegape, PhD (UFS)
LECTURERS	Mr MG Zwane, MA (UFS) Dr LG Mogashoa, PhD (Unisa) Dr S Siwela, PhD (Wits)

Mr S Peens, MEd (UFS)
Ms AB Hass, MA (UFS)
Mr S Mohatle, MA (CUT)

WELKOM CAMPUS

DEPARTMENTAL MANAGER   Dr C Mphojane; DEd (CUT)

DEPARTMENTAL ADMINISTRATOR   Ms T Dinga, BA (UFS)

SENIOR LECTURERS   Dr MA Modise, DEd (CUT)
Dr MC Mokhampanyane, DEd (CUT)

LECTURER   Mr NJ Mophiring, MA (Stellenbosch)

DEPARTMENT OF MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION

BLOEMFONTEIN CAMPUS

HEAD OF DEPARTMENT   Mr JAG Beukes, MEd (CUT)

DEPARTMENTAL ADMINISTRATOR   Ms K Connoway, Diploma (Motheo)

SENIOR LECTURERS   Dr MA Lekhu, PhD (CUT)
Dr L Kalobo, PhD (UFS)
Dr C Masoabi, PhD (UFS)
Dr WMS Maduna, PhD (NWU)

LECTURERS   Dr J Timire, PhD (UFS)
Mr JAG Beukes, MEd (CUT)
Mr I Phage, MSc (NWU)
Mr M Mokhothu, MEd (CUT)
Mr E Wurth, MSc (UFS)
Dr ZW Dlamini, PhD (UNISA)

SENIOR LABORATORY TECHNICIANS   Mr TS Masoeu, BTech (CUT)
Ms TN Taoana, MSc (UFS)
Ms L Mogotsi, MTech (CUT)
Mr AO Mashalane, BSc Hons (NWU)
Ms Basson, MEd (Univ Sydney)

WELKOM CAMPUS

DEPARTMENT MANAGER   Dr R Bhagwandeen, PhD (Jabalpur)

DEPARTMENTAL ADMINISTRATOR   Mr MK Mjone, BEd Hons (CUT)

SENIOR LECTURERS   Dr L Schlebusch, PhD (CUT)
Dr R Bhagwandeen, PhD (Jabalpur)

LECTURERS   Mr J Jacob, MSc (Kerala)
Mr L Shinya, BSc Hons (UZ)
Dr S Mushori, PhD (UFS)
Ms B Jacob, MSc (MGU)

SENIOR LABORATORY TECHNICIAN   Mr B Finger, MSc (NWU)

CONTACT NUMBERS

BLOEMFONTEIN CAMPUS

		TELEPHONE NUMBER
DEAN	FACULTY OF HUMANITIES	051 – 507-3362
DEPARTMENT OF:	COMMUNICATION SCIENCES	051 – 507-3327
DEPARTMENT OF:	DESIGN AND STUDIO ART	051 – 507-3184
DEPARTMENT OF:	EDUCATIONAL AND PROFESSIONAL STUDIES	051 – 507-3371 / 051 – 507-3348
DEPARTMENT OF:	POSTGRADUATE STUDIES: EDUCATION	051 – 507-3371 / 051 – 507-3348
DEPARTMENT OF:	LANGUAGE AND SOCIAL SCIENCES EDUCATION	051 – 507-3371 / 051 – 507-3348
DEPARTMENT OF:	MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION	051 – 507-3371 / 051 – 507-3838
FACULTY OFFICER:	HUMANITIES	051 – 507-4016
FACULTY ADMINISTRATOR:	HUMANITIES	051 – 507-3328

WELKOM CAMPUS

DEPARTMENT OF:	COMMUNICATION SCIENCES	057 – 910-3561
DEPARTMENT OF:	POSTGRADUATE STUDIES: EDUCATION	057 – 910-3572 / 057 – 910-3618
DEPARTMENT OF:	EDUCATIONAL AND PROFESSIONAL STUDIES	057 – 910-3613
DEPARTMENT OF:	LANGUAGE AND SOCIAL SCIENCES EDUCATION	057 – 910-3613

1.   **RULES OF THE FACULTY OF HUMANITIES**

The following rules are supplementary to the rules contained in the Calendar of the Central University of Technology, Free State (CUT):

GENERAL

A list of prescribed textbooks for the different learning programmes is issued on enrolment.

A student may only follow the second-, third- or fourth-year level of study on condition that the first-, second- or third-year level, respectively, has been successfully completed.

A diploma programme may not be completed in less than three years unless the student has been awarded exemption or recognition for at least four instructional offerings. Under such circumstances, the diploma programme may not be completed in less than two years.

Students must participate in all scheduled assessments. In the event of absence for a valid reason, it is the student's responsibility to arrange with the relevant lecturer and/or the Assessment and Graduations Unit for a special assessment session, or risk being penalised. The Assessment Manual for 2024 provides comprehensive information regarding the assessment process.

Students may be expected to attend certain lectures in the evening, or on a block basis over weekends.

Official and complete admission requirements are contained in Chapter 5 of the CUT Calendar. Admission requirements reflected in the learning programme part of the Calendar are sometimes only a summarised version thereof.

2.   **THE FOLLOWING NATIONAL DIPLOMA PROGRAMME IS OFFERED IN THE FACULTY:**

National Diploma: Language Practice (*Phased out)*

3.   **THE FOLLOWING DIPLOMA PROGRAMMES ARE OFFERED IN THE FACULTY:**

Diploma in Design and Studio Art
Diploma in Language Practice and Media Studies

4.   **THE FOLLOWING DIPLOMA EXTENDED CURRICULUM PROGRAMME (ECP) IS OFFERED IN THE FACULTY:**

Diploma in Design and Studio Art (ECP)

7.   **THE FOLLOWING BACHELOR OF EDUCATION IN SENIOR PHASE AND FET TEACHING PROGRAMMES ARE OFFERED IN THE FACULTY:**

Bachelor of Education in Foundation Phase Teaching
Bachelor of Education in Senior Phase and FET Teaching: Specialisation: Computer Science
Bachelor of Education in Senior Phase and FET Teaching: Specialisation: Economic and Management Sciences
Bachelor of Education in Senior Phase and FET Teaching: Specialisation: Language Education
Bachelor of Education in Senior Phase and FET Teaching: Specialisation: Mathematics
Bachelor of Education in Senior Phase and FET Teaching: Specialisation: Natural Sciences
Bachelor of Education in Senior Phase and FET Teaching: Specialisation: Technology

6.   THE FOLLOWING ADVANCED DIPLOMA PROGRAMMES ARE OFFERED IN THE FACULTY:

Advanced Diploma in Studio Art
Advanced Diploma in Design Technology
Advanced Diploma in Language Practice
Advanced Diploma in Media Studies

7.   THE FOLLOWING POSTGRADUATE CERTIFICATE PROGRAMME IS OFFERED IN THE FACULTY:

Postgraduate Certificate in Education (PGCE) (Senior Phase and FET)

8.   THE FOLLOWING POSTGRADUATE DIPLOMA PROGRAMMES ARE OFFERED IN THE FACULTY:

Postgraduate Diploma in Art and Social Design
Postgraduate Diploma in Design Technology
Postgraduate Diploma in Higher Education
Postgraduate Diploma in Language Practice
Postgraduate Diploma in Media Studies

9.   THE FOLLOWING BACHELOR OF EDUCATION (HONS) PROGRAMMES ARE OFFERED IN THE FACULTY:

Bachelor of Education Honours in Education Management

10.   THE FOLLOWING MAGISTER TECHNOLOGIAE PROGRAMMES ARE OFFERED IN THE FACULTY:

Magister Technologiae: Design

11.   THE FOLLOWING MASTER'S DEGREE PROGRAMMES ARE OFFERED IN THE FACULTY:

Master of Communication in Language Practice
Master of Education

12.   THE FOLLOWING DOCTORAL DEGREE PROGRAMMES ARE OFFERED IN THE FACULTY:

Doctor of Communication in Language Practice
Doctor of Education

13.	DIPLOMAS

13.1 DIPLOMA IN DESIGN AND STUDIO ART   HADPSA
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	366
MINIMUM CREDITS REQUIRED:	360
HEMIS CREDITS:	3.000
NQF LEVEL:	6
DURATION OF LEARNING PROGRAMME:	3 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LCS5001			Academic Literacy and Communication Studies	12	0.095
PIM5011			Personal Information Management	0	0.00
ADC5022			Advanced Digital Literacy	6	0.48
NMR5011			Numeracy	6	0.48
DLC5011			Basic Digital Literacy	6	0.48
DGI5001			Digital Imaging	18	0.143
DRG5001			Drawing	18	0.143
PFP5001			Professional Practice	12	0.095
VCU5001			Visual Culture	24	0.190
DDS5001			2-D and 3-D Design	24	0.190
	DRG6002		Drawing II	12	0.10
	MMS5001		Management Studies	12	0.10
	PFP6002		Professional Practice	21	0.175
	SDP6001		Studio Practice	42	0.35
	VCU6002		Visual Culture	21	0.175
	DSA5022		Work-integrated Learning: Design and Studio Art	12	0.10
		MMS6002	Management Studies	12	0.10
		PFP7003	Professional Practice	18	0.15
		SDP7002	Studio Practice	42	0.35
		VCU7003	Visual Culture	24	0.20
		DSA6023	Work-integrated Learning: Design and Studio Art	24	0.20
			Total:	**366**	**3.00**

REMARKS

After successful completion of this qualification, the Diploma in Design and Studio Art will be awarded during an official graduation ceremony of CUT.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

Admission requirements

For candidates who matriculated in 2007 or before:
A National Senior Certificate (NSC) or equivalent qualification.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, candidates must submit a portfolio of their work and also attend an interview. Visual Art is recommended.

All prospective students are subject to a selection process.

Optional instructional offerings

All instructional offerings are compulsory.

PREREQUISITES

Instructional offerings	**Prerequisite instructional offerings**
VCU5001	Grade 12
VCU6002	VCU5001 **and** PFP5001
VCU7003	VCU6002
PFP5001	Grade 12
PFP6002	PFP5001 **and** VCU5001
PFP7003	PFP6002
DRG5001	Grade 12
DRG6002	DRG5001
DGI5001	Grade 12
DDS5001	Grade 12
MMS5001	PFP5001
MMS6002	MMS5001
SDP6001	DGI5001 **and** DDS5001
SDP7002	SDP6001
DSA5022	PFP5001
DSA6023	DSA5022

13.2   DIPLOMA IN LANGUAGE PRACTICE AND MEDIA STUDIES   DP_LPM
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:			370
MINIMUM CREDITS REQUIRED:			370
HEMIS CREDITS:			3.000
NQF LEVEL:			6
DURATION OF LEARNING PROGRAMME:			3 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LCS5001			Academic Literacy and Communication Studies	12	0.10
PIM5011 or	PIM 5012		Personal Information Management	0	0.00
NMR5011			Numeracy	6	0.10
DGI5001			Digital Literacy	6	0.10
CPU10BS			Computer Usage I	12	0.10
LAE10AS			English I (Language X)	12	0.10
INT10AS			Intercultural Studies I	12	0.10
TVP10AS			Language and Translation Practice I	24	0.10
MDS10AS			Media Studies I	30	0.10
LAA10AS			Afrikaans I (Language X) **or**	12	0.10
FCH10AS			French I (Language X) **or**	12	0.10
GER10AS			German I (Language X) **or**	12	0.10
SOT10AS			Sesotho I (Language X) **or**	12	0.10
TSW10AS			Setswana I (Language X) **or**	12	0.10
XHS10AS			isiXhosa I	12	0.10
	CPU20BS		Computer Usage II	12	0.10
	LAE20AS		English II (Language X)	12	0.10
	MDS20AS		Media Studies II	30	0.10
	TVP20AS		Language and Translation Practice II	24	0.10
	LAA20AS		Afrikaans II (Language X) **or**	12	0.10
	FCH20AS		French II **or**	12	0.10
	GER20AS		German II **or**	12	0.10
	TSW20AS		Setswana II **or**	12	0.10
	XHS20AS		isiXhosa II	12	0.10
	SOT20AS		Sesotho II (Practice)	12	0.10
	VID10AS		Video: Theory and Practice I	24	0.10
		OPR10AS	Public Speaking I	24	0.10
		LAE30AS	English III	12	0.10
		MDS30AS	Media Studies III	30	0.10
		TVP30AS	Language and Translation Practice III	24	0.10
		LAA30AS	Afrikaans III **or**	12	0.10
		FCH30AS	French III **or**	12	0.10
		GER30AS	German III **or**	12	0.10
		XHS30AS	isiXhosa III **or**	12	0.10
		TSW30AS	Setswana III **or**	12	0.10
		SOT30AS	Sesotho III	12	0.10

1ST YEAR	2ND YEAR	3RD YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
		SAD10AS	Business Administration I	12	0.10
		LPM30WL	Work-integrated Learning for Language Practice and Media Studies	30	0.00
			Total:	**370**	**3**

REMARKS

Admission requirements

A National Senior Certificate (NSC) or equivalent qualification.

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, a minimum mark of 60% on higher grade in any **two** official regional languages is required.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, a minimum mark of 60% in any **two** official regional languages is required.
- Only a limited number of students will be selected.
- All first-year students will be required to write a selection test.
- Final selection will be based on Grade 12 entry requirements and the results obtained in the selection test.

Optional instructional offerings

Afrikaans, English, Sesotho, German, French, isiXhosa, Setswana or Business Administration I.

PREREQUISITES

Refer to the heading "General", point 1, paragraph 2 of this chapter.
The Academic Literacy and Communication Studies programme requires the successful completion of two instructional offerings, A and B, in this specific order.

A distinction (75% or more) in instructional offering A ensures exemption from instructional offering B. A pass (without distinction) means that the student must pass instructional offering B in order to meet the prerequisite for the learning programme. Failing instructional offering A means that the student must re-register for instructional offering A in a subsequent semester.

No student will be allowed to graduate without completing the Academic Literacy and Communication Studies programme.

Instructional offerings	Prerequisite instructional offerings
LAA20AS	LAA10AS
LAA30AS	LAA20AS
SAD10AS	Grade 12
CPU20BS	CPU10BS
LAE20AS	LAE10AS
LAE30AS	LAE20AS
FCH20AS	FCH10AS
FCH30AS	FCH20AS
GER20AS	GER10AS

GER30AS	GER20AS
TVP20AS	TVP10AS
TVP30AS	TVP20AS
MDS10AS	Grade 12
MDS20AS	MDS10AS
MDS30AS	MDS20AS
OPR10AS	Grade 12
SOT10AS	Grade 12
SOT20AS	SOT10AS
SOT30AS	SOT20AS
TSW10AS	Grade 12
TSW20AS	TSW10AS
TSW30AS	TSW20AS
VID10AS	Grade 12
XHS10AS	Grade 12
XHS20AS	XHS10AS
XHS30AS	XHS20AS

Work-Integrated Learning

It is COMPULSORY that each student completes at least 300 hours of Work-Integrated Learning (WIL) at an approved undertaking in the third (final) year of study.

NOTE: Students will only be allowed to go on Work-Integrated Learning provided that they have passed **ALL** first- and second year modules.

After successful completion of this qualification, a **Diploma in Language Practice and Media Studies** will be awarded during an official graduation ceremony of CUT.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

No student will be allowed to graduate without successfully completing *Personal Information Management* (PIM5011 or PIM5012).

No student will be allowed to graduate without successfully completing *Academic Literacy and Communication Studies* (LCS5001).

No student will be allowed to graduate without successfully completing *Basic Digital Literacy* (DLC5011) and *Advanced Digital Literacy* (ADC5022)

14.   DIPLOMA: EXTENDED CURRICULUM PROGRAMME (ECP)

14.1   DIPLOMA IN DESIGN AND STUDIO ART ECP   EXDPDS
This learning programme will be offered in Bloemfontein.

SAQA CREDITS: 462
MINIMUM CREDITS REQUIRED: 462
HEMIS CREDITS: 3.00
NQF LEVEL: 6
DURATION OF LEARNING PROGRAMME: 4 years

Instructional offerings

1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
DLC5011				Basic Digital Literacy	6	0.039
LCS5001				Academic Literacy and Communication Studies	12	0.079
FDD00FP				Drawing for Design	24	0.158
DMS00FP				Fundamental Two-dimensional Design	24	0.158
DIM00FP				Fundamental Three-dimensional Design	24	0.158
HAD00FP				History of Art and Design	12	0.079
CES00FP				Success and Life Skills	12	0.079
	ADC5022			Advanced Digital Literacy	6	0.042
	PIM5011			Personal Information Management	0	0.00
	NMR5011			Numeracy	6	0.042
	DGI5001			Digital Imaging	18	0.125
	DRG5001			Drawing	18	0.125
	PFP5001			Professional Practice	12	0.082
	VCU5001			Visual Culture	24	0.167
	DDS5001			2-D and 3-D Design	24	0.167
		DRG6002		Drawing	12	0.072
		MMS5001		Management Studies	12	0.10
		PFP6002		Professional Practice	21	0.10
		SDP6001		Studio Practice	42	0.20
		VCU6002		Visual Culture	21	0.13
		DSA5022		Work-integrated Learning: Design and Studio Art	12	0.100
			MMS6002	Management Studies	12	0.068
			PFP7003	Professional Practice	18	0.103
			SDP7002	Studio Practice	42	0.241
			VCU7003	Visual Culture	24	0.138
			DSA6023	Work-integrated Learning: Design and Studio Art	24	0.200
				Total:	**462**	**3.00**

REMARKS

After successful completion of this qualification, the Diploma in Design and Studio Art will be awarded during an official graduation ceremony of CUT.

Applicants in possession of the National Certificate Vocational (NCV) will be selected according to the selection requirements as approved by Senate.

Admission requirements
For candidates who matriculated in 2007 or before:
A National Senior Certificate (NSC) or equivalent qualification.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, candidates must submit a portfolio of their work and also attend an interview. Visual Art is recommended.

All prospective students are subject to a selection process.

Optional instructional offerings
All instructional offerings are compulsory.

PREREQUISITES
The components of the ECP are a fundamental part of the curriculum of the Diploma in Design and Studio Art.

Students must pass all of the following instructional offerings in order to progress to the second year of study. If any ONE of the following instructional offerings is failed, the student will be deemed academically unsuccessful.

CES00FP: Success and Life Skills
DMS00FP: Fundamental Two-dimensional Design
DIM00FP: Fundamental Three-dimensional Design
FDD00FP: Drawing for Design
HAD00FP: History of Art and Design

Instructional offerings	Prerequisite instructional offerings
VCU5001	Grade 12
VCU6002	VCU5001 **and** PFP5001
VCU7003	VCU600)
PFP5001	Grade 12
PFP6002	PFP5001 **and** VCU5001
PFP7003	PFP6002
DRG5001	Grade 12
DRG6002	DRG5001
DGI5001	Grade 12
DDS5001	Grade 12
MMS5001	PFP5001
MMS6002	MMS5001
SDP6001	DGI5001 **and** DDS5001
SDP7002	SDP6001
DSA5022	DGI5001 **and** DDS5001
DSA6023	DSA5022

15. BACHELOR OF EDUCATION IN SENIOR PHASE AND FET TEACHING PROGRAMMES

15.1   BACHELOR OF EDUCATION IN FOUNDATION PHASE TEACHING   BEDFPT
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	535
MINIMUM CREDITS REQUIRED:	535
HEMIS CREDITS:	4.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	4 years full time

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				
LCS5011		Academic Literacy and Communication Studies	6	0.048
DLC5011		Basic Digital Literacy	6	0.048
LFS11EF		Life Skills I	10	0.080
PIM5011 **or**	PIM5012	Personal Information Management	0	0
MCT11EF		Micro-teaching and Observation I	6	0.048
EDC11EF		Education I: Learner and Learning	19	0.152
EDM11EF		Education I: Media in Teaching and Learning	12	0.096
MTH11EF		Foundation Phase Mathematics1	12	0.096
EHS11EF		English First Additional 1	6	0.048
Select ONE Home language				
AFS11EF		Home Language I: Afrikaans **or**	6	0.048
SWS11EF		Home Language I: Setswana **or**	6	0.048
SST11EF		Home Language I: Sesotho **or**	6	0.048
ZLS11EF		Home Language I: isiZulu **or**	6	0.048
XSH11EF		Home Language I: isiXhosa	6	0.048
Select ONE language of Conversation (that is not a home language)				
	LCS5012	Academic Literacy and Communication Studies	6	0.048
	CAY12EF	Language of Conversation I: Afrikaans **or**	12	0.096
	CTY12EF	Language of Conversation I: Setswana **or**	12	0.096
	CXY12EF	Language of Conversation I: isiXhosa **or**	12	0.096
	CHY12EF	Language of Conversation I: Sesotho **or**	12	0.096
	CZY12EF	Language of Conversation I: isiZulu	12	0.096
	GRF11EF	Grade R and Foundation Phase Studies I	6	0.048
	ADC5022	Advanced Digital Literacy	6	0.048
	SBX12EF	School Based Learning	12	0.096
		Total:	**125**	**0.100**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				
LNG11EF		Language of Teaching and Learning I	12	0.071
MCT21EF		Micro-teaching II	6	0.036
LSM21EF		Foundation Phase Specific Subject Methodology: Life Skills I	6	0.036
EDC21EF		Education II: Working in the Classroom	19	0.113
EDM21EF		Education II: Curriculum Studies	19	0.113
LFS21EF		Life Skills II	10	0.060
MTH21EF		Foundation Phase Mathematics II	12	0.071
EHS21EF		English First Additional II	6	0.036
Select ONE Home language				
AFS21EF		Home Language II: Afrikaans **or**	6	0.036
SWS21EF		Home Language II: Setswana **or**	6	0.036
SST21EF		Home Language II: Sesotho **or**	6	0.036
ZLS21EF		Home Language II: isiZulu **or**	6	0.036
XSH21EF		Home Language II: isiXhosa	6	0.036
Select ONE Language of Conversation (that is not a home language)				
	CAY21EF	Language of Conversation II: Afrikaans **or**	12	0.071
	CTY21EF	Language of Conversation II: Setswana **or**	12	0.071
	CXY21EF	Language of Conversation II: isiXhosa **or**	12	0.071
	CHY21EF	Language of Conversation II: Sesotho **or**	12	0.071
	CZY21EF	Language of Conversation II: isiZulu	12	0.071
Compulsory modules				
	SBX22EF	School-based Learning II	24	0.143
	LNG22EF	Language of Learning and Teaching II	12	0.071
	MFM22EF	Foundation Phase Specific Subject Methodology: Mathematics I	6	0.036
	LPM22EF	Foundation Phase Specific Subject Methodology: Literacy Practice I	12	0.071
	GRF21EF	Grade R and Foundation Phase Studies II	6	0.036
		Total:	**168**	**1.000**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				
MCT31EF		Micro-teaching III	6	0.040
LSM31EF		Foundation Phase Specific Subject Methodology: Life Skills II	6	0.040
EDC31EF		Education III: Being a Teacher	19	0.127
EDM31EF		Education II: Learner-Centered Schools	19	0.127
LFS31EF		Life Skills III	10	0.066

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
MTH31EF		Foundation Phase Mathematics III	12	0.080
EHS31EF		English First Additional III	6	0.040
LEB31EF		Learning Barriers	12	0.080
		Select ONE Home language		
AFS31EF		Home Languages III: Afrikaans **or**	6	0.040
SWS31EF		Home Languages III: Setswana **or**	6	0.040
SST31EF		Home Languages III: Sesotho **or**	6	0.040
ZLS31EF		Home Languages III: isiZulu **or**	6	0.040
XSH31EF		Home Languages III: isiXhosa	6	0.040
		Select ONE Language of Conversation (that is not a home language)		
	CAY31EF	Language of Conversation III: Afrikaans **or**	12	0.080
	CTY31EF	Language of Conversation III: Setswana **or**	12	0.080
	CXY31EF	Language of Conversation III: isiXhosa **or**	12	0.080
	CHY31EF	Language of Conversation III: Sesotho **or**	12	0.080
	CZY31EF	Language of Conversation III: isiZulu	12	0.080
		Compulsory modules		
	SBX32EF	School-based Learning III	24	0.160
	MFM32EF	Foundation Phase Specific Subject Methodology: Mathematics II	6	0.040
	LPM32EF	Foundation Phase Specific Subject Methodology: Literacy Practice II	12	0.080
		Total:	**150**	**1.000**
4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
		Compulsory modules		
EDC41EF		Education IV: School Administration	19	0.207
IER41EF		Introduction to Classroom Research	25	0.272
LSM41EF		Foundation Phase Specific Subject Methodology: Life Skills III	6	0.065
	MFM42EF	Foundation Phase Specific Subject Methodology: Mathematics III	6	0.065
	SBX42EF	School-based Learning IV	24	0.261
	LPM42EF	Foundation Phase Specific Subject Methodology: Literacy Practice III	12	0.130
		Total:	**92**	**1.000**

REMARKS

Admission requirements

For candidates who matriculated in 2007 or before:
A National Senior Certificate (NSC) with matriculation exemption and two languages, including English Second Language. In addition to the general admission requirements, a minimum mark of 50% in English and any one of Sesotho, Afrikaans, Setswana, isiXhosa or isiZulu; Mathematics/Technical Mathematics OR 60% in Mathematical Literacy is required.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, a candidate must be in possession of an NSC with endorsement for admission to a bachelor's degree. A minimum mark of 50% in English and in any one of Sesotho, Afrikaans, Setswana, isiXhosa or isiZulu; Mathematics/Technical Mathematics OR 60% in Mathematical Literacy is required.

Duration of learning programme

The learning programme entails four years of full-time study and 21 weeks of work-integrated learning.

PREREQUISITES

The student may only follow the second-, third- or fourth-year level of study on condition that the first-, second- or third-year level, respectively, has been successfully completed.

Instructional offerings	Prerequisite instructional offerings
ADC5022	DLC5011
EDC21EF	EDC11EF
EDC31EF	EDC21EF
EDC41EF	EDC31EF
EDM21EF	EDM11EF
EDM31EF	EDM21EF
GRF21EF	GRF11EF
SBX22EF	SBX12EF
SBX32EF	SBX22EF
SBX42EF	SBX32EF
LNG22EF	LNG11EF
MCT21EF	MCT11EF
MCT31EF	MCT21EF
LFS21EF	LFS11EF
LFS31EF	LFS21EF
LSM31EF	LSM21EF
LSM41EF	LSM31EF
LPM32EF	LPM22EF
LPM42EF	LPM32EF
MTH21EF	MTH11EF
MTH31EF	MTH21EF
MFM32EF	MFM22EF

MFM42EF	MFM32EF	
EHS21EF	EHS11EF	
EHS31EF	EHS21EF	
AFS21EF	AFS11EF	
AFS31EF	AFS21EF	
SWS21EF	SWS11EF	
SWS31EF	SWS21EF	
SST21EF	SST11EF	
SST31EF	SST21EF	
ZLS21EF	ZLS11EF	
ZLS31EF	ZLS21EF	6
		6
XSH21EF	XSH11EF	6
XSH31EF	XSH21EF	
CAY21EF	CAY12EF	
CAY31EF	CAY21EF	
CTY21EF	CTY12EF	
CTY31EF	CTY21EF	6
CXY21EF	CXY12EF	6
CXY31EF	CXY21EF	
CHY21EF	CHY12EF	
CHY31EF	CHY21EF	
CZY21EF	CZY12EF	
CZY31EF	CZY21EF	

The degree will be issued upon completion of the **minimum credits** required.

After successful completion of this qualification, a **Bachelor of Education in Foundation Teaching Degree** will be awarded during an official graduation ceremony of CUT.

No student will be allowed to graduate without successfully completing *Personal Information Management* (PIM5011 or PIM5012).

No student will be allowed to graduate without successfully completing *Academic Literacy and Communication Studies* (LCS5011 AND LCS5012).

No student will be allowed to graduate without successfully completing *Basic Digital Literacy* (DLC5011) and *Advanced Digital Literacy* (ADC5022)

15.2   BACHELOR OF EDUCATION IN SENIOR PHASE (SP) AND FET TEACHING:
SPECIALISATION: COMPUTER SCIENCE   BEDSFC
This learning programme will be offered in Bloemfontein.

SAQA CREDITS: **535**
MINIMUM CREDITS REQUIRED: **535**
HEMIS CREDITS: **4.000**
NQF LEVEL: **7**
DURATION OF LEARNING PROGRAMME: **4 years full time**

Instructional offerings

1ST YEAR SEMESTER 1	SEMESTER 2	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
**Compulsory modules**				
LCS5001		Academic Literacy and Communication Studies	12	0.10
NMR5011		Numeracy	6	0.05
DLC5011		Basic Digital Literacy	6	0.05
LFS11ES		Life Skills	6	0.05
PIM5011 **or**	PIM5012	Personal Information Management	0	0
MCT11ES		Micro-teaching and Observation	6	0.05
EDC11ES		Education I: Learner and Learning	12	0.10
EDM11ES		Education I: Media in Teaching and Learning	19	0.16
**Select ONE major for SP Teaching**				
MTH11ES		Mathematics SP1 **or**	16	0.14
TCG11ES		Technology SP1	16	0.14
**Compulsory modules**				
	ADC5022	Advanced Digital Literacy	6	0.05
	SBX12ES	School-based Learning I	12	0.10
**Select TWO majors for FET teaching**				
	ITT12ES	Information Technology I **or**	16	0.14
	CMP12ES	Computer Applications Technology I **or**	16	0.14
	MTC12ES	Mathematics FET I	16	0.14
**Select ONE language that is not a home language**				
	CAY12ES	Communication in Afrikaans Second Language **or**	12	0.10
	CTY12ES	Communication in Setswana Second Language **or**	12	0.10
	CXY12ES	Communication in isiXhosa Second Language **or**	12	0.10
	CHY12ES	Communication in Sesotho Second Language **or**	12	0.10
	CZY12ES	Communication in isiZulu Second Language	12	0.10
		Total:	**145**	**2.01**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
Compulsory modules				
LNG11ES		Language of Teaching and Learning I	12	0.10
MCT21ES		Micro-teaching II	6	0.05
EDC21ES		Education II: Working in Classrooms	19	0.16
EDM21ES		Education II: Curriculum Studies	19	0.16
GSM11ES		General Subject Methodology I	6	0.05
Select ONE specific instructional offering (Methodology A – SP I)				
MTS21ES		Mathematics Methodology SP I **or**	6	0.05
TCM11ES		Technology Methodology SP I	6	0.05
Select ONE major for SP teaching				
MTH21ES		Mathematics SP II **or**	16	0.14
TCG21ES		Technology SP II	16	0.14
Compulsory modules				
	SBX22ES	School-based Learning II	24	0.20
	LNG22ES	Language of Learning and Teaching II	12	0.10
Select TWO specific instructional offerings (Methodologies FET I)				
	IFM22ES	Information Technology Methodology: FET I **or**	6	0.05
	CTM22ES	Computer Applications Technology: Methodology FET I **or**	6	0.05
	MIM22ES	Mathematics Methodology: FET I	6	0.05
Select TWO majors for FET II				
	ITT22ES	Information Technology FET II **or**	16	0.14
	CMP22ES	Computer Applications Technology FET II **or**	16	0.14
	MTC22ES	Mathematics FET II	16	0.14
		Total:	**164**	**1.72**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
Compulsory modules				
MCT31ES		Micro-teaching III	6	0.05
EDC31ES		Education III: Being a Teacher	19	0.16
EDM31ES		Education III: Learner-centred Schools	19	0.16
GSM21ES		General Subject Methodology II	6	0.05
Select ONE specific instructional offering (Methodology A for SP II)				
MTS31ES		Mathematics Methodology: SP II	6	0.05
TCM21ES		Technology Methodology: SP II	6	0.05
Select ONE major for SP teaching				
MTH31ES		Mathematics SP III	16	0.14
TCG31ES		Technology SP III	16	0.14
Compulsory module				
	SBX32ES	School-based Learning III	24	0.20

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Select TWO specific instructional offerings (Methodologies FET II)				
	IFM32ES	Information Technology Methodology FET II **or**	6	0.05
	CTM32ES	Computer Applications Technology Methodology FET II **or**	6	0.05
	MIM32ES	Mathematics Methodology FET II	6	0.05
Two FET majors for FET II				
	ITT32ES	Information Technology FET III **or**	16	0.14
	CMP32ES	Computer Applications Technology FET III **or**	16	0.14
	MTC32ES	Mathematics FET III	16	0.14
		Total:	**140**	**1.57**

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				
EDC41ES		Education IV: School Administration	19	0.16
IER41ES		Introduction to Research	25	0.21
Select ONE specific instructional offering (Methodology SP)				
MTS41ES		Mathematics Methodology SP III	6	0.05
TCM31ES		Technology Methodology SP III	6	0.05
Compulsory module				
	SBX42ES	School-based Learning IV	24	0.10
Select TWO specific instructional offerings (Methodology III)				
	IFM42ES	Information Technology Methodology: FET III **or**	6	0.05
	CTM42ES	Computer Applications Technology Methodology: FET III **or**	6	0.05
	MIM42ES	Mathematics Methodology: FET III	6	0.05
		Total:	**86**	**0.72**

REMARKS

Admission requirements

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, the candidate must be in possession of a National Senior Certificate (NSC) with matriculation exemption. Mathematics at NQF level 4, with a C-symbol on SG or a D-Symbol on HG, is required.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, the candidate must be in possession of an NSC with endorsement for admission to a bachelor's degree. A pass in Mathematics with a minimum mark of 50% is required.

Duration of learning programme

The learning programme entails four years of full-time study and 21 weeks of work-integrated learning.

PREREQUISITES

The student may only follow the second-, third- or fourth-year level of study on condition that the first-, second- or third-year level, respectively, has been successfully completed.

Instructional offerings	Prerequisite instructional offerings
ADC5022	DLC5011
CMP22ES	CMP12ES
CMP32ES	CMP22ES
CTM22ES	CMP12ES
CTM32ES	CTM22ES
CTM42ES	CTM32ES
EDC21ES	EDC11ES
EDC31ES	EDC21ES
EDC41ES	EDC31ES
EDM21ES	EDM11ES
EDM31ES	EDM21ES
GSM21ES	GSM11ES
ITT22ES	ITT12ES
ITT32ES	ITT22ES
IFM22ES	ITT12ES
IFM32ES	IFM22ES
IFM42ES	IFM32ES
LNG22ES	LNG11ES
MTC22ES	MTC12ES
MTC32ES	MTC22ES
MIM22ES	MTC12ES
MIM32ES	MIM22ES
MIM42ES	MIM32ES
MTS21ES	MTH11ES
MTS31ES	MTH21ES
MTS41ES	MTH31ES
MTH21ES	MTH11ES
MTH31ES	MTH21ES
MCT21ES	MCT11ES
MCT31ES	MCT21ES
SBX22ES	SBX12ES
SBX32ES	SBX22ES
SBX42ES	SBX32ES
TCG21ES	TCG11ES
TCG31ES	TCG21ES

TCM11ES   TCG11ES
TCM21ES   TCM11ES
TCM32ES   TCM21ES

The degree will be issued upon completion of the **minimum credits** required.

After successful completion of this qualification, a **Bachelor of Education (SP) & (FET) Computer Science** will be awarded during an official graduation ceremony of CUT.

No student will be allowed to graduate without successfully completing *Personal Information Management* (PIM5011).

No student will be allowed to graduate without successfully completing *Academic Literacy and Communication Studies* (LCS5001).

No student will be allowed to graduate without successfully completing *Basic Digital Literacy* (DLC5011) and *Advanced Digital Literacy* (ADC5022).

15.3 BACHELOR OF EDUCATION IN SENIOR PHASE (SP) AND FET TEACHING: SPECIALISATION: ECONOMIC AND MANAGEMENT SCIENCES BEDSFE
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	**535**
MINIMUM CREDITS REQUIRED:	**535**
HEMIS CREDITS:	**4.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**4 years full time**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules:				
LCS5001		Academic Literacy and Communication Studies	12	0.10
NMR5011		Numeracy	6	0.05
DLC5011		Basic Digital Literacy	6	0.05
LFS11ES		Life Skills	6	0.05
PIM5011 **or**	PIM5012	Personal Information Management	0	0
MCT11ES		Micro-teaching and Observation	6	0.05
EDC11ES		Education I: Learner and Learning	12	0.10
EDM11ES		Education I: Media in Teaching and Learning	19	0.16
Compulsory major for SP Teaching I				
EMS11ES		Economic and Management Sciences Education: SP 1	16	0.14
Compulsory modules				
	ADC5022	Advanced Digital Literacy	6	0.05
	SBX12ES	School-based Learning I	12	0.10
Select TWO majors for FET Teaching I				

			SAQA	HEMIS
ECS12ES	Economic and Management Sciences Education Option: Economics FET I **or**	16	0.14
ACT12ES	Economic and Management Sciences Education Option: Accounting FET I **or**	16	0.14
BMG12ES	Economic and Management Sciences Education Option: Business Management FET I	16	0.14

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Select ONE language that is not a home language:				
	CAY12ES	Communication in Afrikaans Second Language **or**	12	0.10
	CTY12ES	Communication in Setswana Second Language **or**	12	0.10
	CXY12ES	Communication in isiXhosa Second Language **or**	12	0.10
	CHY12ES	Communication in Sesotho Second Language **or**	12	0.10
	CZY12ES	Communication in isiZulu Second Language	12	0.10
		Total:	**145**	**1.23**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				
LNG11ES		Language of Teaching and Learning I	12	0.10
MCT21ES		Micro-teaching II	6	0.05
EDC21ES		Education II: Working in Classrooms	19	0.16
EDM21ES		Education II: Curriculum Studies	19	0.16
GSM11ES		General Subject Methodology I	6	0.05
Compulsory instructional offering (Methodology EMS – SP I)				
ESM21ES		Economic and Management Sciences Education Methodology: SP I	6	0.05
Compulsory major instructional offering for SP II				
EMS21ES		Economic and Management Sciences Education: SP II	16	0.14
Compulsory modules				
	SBX22ES	School-based Learning II	24	0.20
	LNG22ES	Language of Learning and Teaching II	12	0.10
Select TWO specific instructional offerings (Methodologies C for FET I)				
	ECF22ES	Economics Methodology: FET I **or**	6	0.05
	ATF22ES	Accounting Methodology: FET I **or**	6	0.05
	BMF22ES	Business Management Methodology: FET I	6	0.05
Select TWO majors for FET Teaching II				
	ENM22ES	Economics FET II **or**	16	0.14
	ATM22ES	Accounting FET II **or**	16	0.14
	BMM22ES	Business Management FET II	16	0.14
		Total:	**164**	**1.39**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
		Compulsory modules		
MCT31ES		Micro-teaching III	6	0.05
EDC31ES		Education III: Being a Teacher	19	0.16
EDM31ES		Education III: Learner-centred Schools	19	0.16
GSM21ES		General Subject Methodology II	6	0.05
		Compulsory specific instructional offering (Methodology A – SP II)		
ESM31ES		Economic and Management Sciences Education Methodology: SP II	6	0.05
		Compulsory major SP Teaching III		
EMS31ES		Economic and Management Sciences Education: SP III	16	0.14
		Compulsory module		
	SBX32ES	School-based Learning III	24	0.20
		Select TWO specific instructional offerings (Methodologies A – FET II)		
	ECF32ES	Economic Methodology: FET II	6	0.05
	ATF32ES	Accounting Methodology: FET II	6	0.05
	BMF32ES	Business Management Methodology: FET II	6	0.05
		Select TWO majors for FET Teaching III		
	ENM32ES	Economics FET III	16	0.14
	ATM32ES	Accounting FET III	16	0.14
	BMM32ES	Business Management FET III	16	0.14
		Total:	**140**	**1.19**

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
		Compulsory modules		
EDC41ES		Education IV: School Administration	19	0.16
IER41ES		Introduction to Classroom Research	25	0.21
		Compulsory specific instructional offering (Methodology A for SP III)		
ESM41ES		Economic and Management Sciences Education Methodology: SP III	6	0.05
		Compulsory module		
	SBX42ES	School-based Learning IV	24	0.20
		Select TWO specific instructional offerings (Methodology B for FET III)		
	ECF42ES	Economics Methodology: FET III **or**	6	0.05
	ATF42ES	Accounting Methodology: FET III **or**	6	0.05
	BMF42ES	Business Management Methodology: FET III	6	0.05
		Total:	**86**	**0.72**

REMARKS

Admission requirements

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, the candidate must be in possession of a National Senior Certificate (NSC) with matriculation exemption. Grade 12 Accounting is a prerequisite. Mathematics at NQF level 4, with at least a D-symbol on standard grade, is also required.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, the candidate must be in possession of an NSC with endorsement for admission to a bachelor's degree. A minimum mark of 50% in Accounting is required.

Duration of learning programme

The learning programme entails four years of full-time study and 21 weeks of work-integrated learning.

PREREQUISITES

The student may only follow the second-, third- or fourth-year level of study on condition that the first-, second- or third-year level, respectively, has been successfully completed.

Instructional offerings	Prerequisite instructional offerings
ADC5022	DLC5011
EDC21ES	EDC11ES
EDC31ES	EDC21ES
EDC41ES	EDC31ES
EDM21ES	EDM11ES
EDM31ES	EDM21ES
GSM21ES	GSM11ES
LNG22ES	LNG11ES
MCT21ES	MCT11ES
MCT31ES	MCT21ES
SBX22ES	SBX12ES
SBX32ES	SBX22ES
SBX42ES	SBX32ES
ECF22ES	ECS12ES
ECF32ES	ECF22ES
ECF42ES	ECF32ES
ENM22ES	ECS12ES
ENM32ES	ENM22ES
ATF22EF	ACT12ES
ATF32EF	ATF22EF
ATF42EF	ATF32EF
ATM22EF	ACT12ES
ATM32EF	ATM22EF

BFN22ES	BMM12ES
BFN32ES	BFN22ES
BFN42ES	BFN32ES
BMM22ES	BMG12ES
BMM32ES	BMM22ES
ESM21ES	EMS11ES
ESM31ES	ESM21ES
ESM41ES	ESM31ES
EMS21ES	EMS11ES
EMS31ES	EMS21ES
ADC5022	DLC5011

The degree will be issued upon completion of the **minimum credits** required.

After successful completion of this qualification, a **Bachelor of Education (SP) & (FET) Economic and Management Sciences** will be awarded during an official graduation ceremony of CUT.

No student will be allowed to graduate without successfully completing *Personal Information Management* (PIM5011).

No student will be allowed to graduate without successfully completing *Academic Literacy and Communication Studies* (LCS5001).

No student will be allowed to graduate without successfully completing *Basic Digital Literacy* (DLC5011) and *Advanced Digital Literacy* (ADC5022)

18.4   **BACHELOR OF EDUCATION IN SENIOR PHASE (SP) AND FET TEACHING: SPECIALISATION: LANGUAGE EDUCATION   BEDSFL**
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	**535**
MINIMUM CREDITS REQUIRED:	**535**
HEMIS CREDITS:	**4.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**4 years full time**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules:				
LCS5001		Academic Literary and Communication Studies	12	0.10
NMR5011		Numeracy	6	0.05
DLC5011		Basic Digital Literacy	6	0.05
LFS11ES		Life Skills	6	0.05
PIM5011 **or**	PIM5012	Personal Information Management	0	0
MCT11ES		Micro-teaching and Observation	6	0.05
EDC11ES		Education I: Learner and Learning	12	0.1
EDM11ES		Education I: Media in Teaching and Learning	19	0.16
DLC5011		Basic Digital Literacy	6	0.05

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
LFS11ES		Life Skills	6	0.05
NMR5011		Numeracy	6	0.05
		Select ONE major instructional offering for SP Teaching I		
EHS11ES		Language Education Option: English SP 1 **or**	16	0.14
AFS11ES		Language Education Option: Afrikaans SP I **or**	16	0.14
SST11ES		Language Education Option: Sesotho SP I **or**	16	0.14
SWS11ES		Language Education Option: Setswana SP I **or**	16	0.14
ZLS11ES		Language Education Option: isiZulu SP I **or**	16	0.14
XSH11ES		Language Education Option: isiXhosa SP I	16	0.14
		Compulsory modules		
	ADC5022	Advanced Digital Literacy	6	0.05
	SBX12ES	School-based Learning I	12	0.1
		Select TWO major instructional offerings for FET Teaching I		
	EHM12ES	Languages Education Option: English FET 1 **or**	16	0.14
	AFM12ES	Languages Education Option: Afrikaans FET 1 **or**	16	0.14
	SWM12ES	Languages Education Option: Setswana FET I **or**	16	0.14
	SSM12ES	Languages Education Option: Sesotho FET I **or**	16	0.14
	ZLM12ES	Languages Education Option: isiZulu FET I **or**	16	0.14
	XSM12ES	Languages Education Option: isiXhosa FET I	16	0.14

		Select ONE language that is not a home language		
	CAY12ES	Communication in Afrikaans Second Language **or**	12	0.1
	CTY12ES	Communication in Setswana Second Language **or**	12	0.1
	CXY12ES	Communication in isiXhosa Second Language **or**	12	0.1
	CHY12ES	Communication in Sesotho Second Language **or**	12	0.1
	CZY12ES	Communication in isiZulu Second Language	12	0.1
		Total:	**145**	**1.23**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
		Compulsory modules		
LNG11ES		Language of Teaching and Learning I	12	0.1

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
MCT21ES		Micro-teaching II	6	0.05
GSM11ES		General Subject Methodology I	6	0.05
EDC21ES		Education II: Working in the Classroom	19	0.16
EDM21ES		Education II: Curriculum Studies	19	0.16
Select ONE specific instructional offering (Methodology A – SP I)				
EHG21ES		Specific Subject Methodology A – Languages Education Option: English SP I **or**	6	0.05
AFG21ES		Specific Subject Methodology A – Languages Education Option: Afrikaans SP I **or**	6	0.05
SSG21ES		Specific Subject Methodology A – Languages Education Option: Sesotho SP I **or**	6	0.05
SWG21ES		Specific Subject Methodology A – Languages Education Option: Setswana SP I **or**	6	0.05
ZLG21ES		Specific Subject Methodology A – Languages Education Option: isiZulu SP I **or**	6	0.05
XSG21ES		Specific Subject Methodology A – Languages Education Option: isiXhosa SP I	6	0.05
Select ONE SP major option: Language SP II				
EHS21ES		Language Education Option: English SP II **or**	16	0.14
AFS21ES		Languages Education Option: Afrikaans SP II **or**	16	0.14
SST21ES		Languages Education Option: Sesotho SP II **or**	16	0.14
SWS21ES		Languages Education Option: Setswana SP II **or**	16	0.14
ZLS21ES		Languages Education Option: isiZulu SP II **or**	16	0.14
XSH21ES		Languages Education Option: isiXhosa SP II	16	0.14
Compulsory modules				
	SBX22ES	School-based Learning II	24	0.2
	LNG22ES	Language of Learning and Teaching II	12	0.1

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Select TWO FET-specific instructional offerings (Methodologies I):				
	ENF22ES	Languages Education Methodology Option: English FET I **or**	6	0.05
	AFF22ES	Languages Education Methodology Option: Afrikaans FET I **or**	6	0.05
	SSF22ES	Languages Education Methodology Option: Sesotho FET I **or**	6	0.05
	SWF22ES	Languages Education Methodology Option: Setswana FET I **or**	6	0.05
	ZLF22ES	Languages Education Methodology Option: isiZulu FET I **or**	6	0.05
	XHF22ES	Languages Education Methodology Option: isiXhosa FET I	6	0.05
Select TWO major instructional offerings for FET Teaching II				
	EHM22ES	Languages Education Option: English FET II **or**	16	0.14
	AFM22ES	Languages Education Option: Afrikaans FET II **or**	16	0.14
	SSM22ES	Languages Education Option: Sesotho FET II **or**	16	0.14
	SWM22ES	Languages Education Option: Setswana FET II **or**	16	0.14
	ZLM22ES	Languages Education Option: isiZulu II FET **or**	16	0.14
	XSM22ES	Languages Education Option: isiXhosa FET II	16	0.14
		Total:	**164**	**1.39**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				
MCT31ES		Micro-teaching III	6	0.05
EDC31ES		Education III: Being a Teacher	19	0.16
EDM31ES		Education III: Learner-centred Schools	19	0.16
GSM21ES		General Subject Methodology II	6	0.05
Select ONE specific instructional offering (Methodology A – SP II)				
EHG31ES		Languages Education Methodology Option: English SP II **or**	6	0.05
AFG31ES		Languages Education Methodology Option: Afrikaans SP II **or**	6	0.05
SSG31ES		Languages Education Methodology Option: Sesotho SP II **or**	6	0.05
SWG31ES		Languages Education Methodology Option: Setswana SP II **or**	6	0.05
ZLG31ES		Languages Education Methodology Option: isiZulu SP II **or**	6	0.05
XSG31ES		Languages Education Methodology Option: isiXhosa SP II	6	0.05

3RD YEAR SEMESTER 1	SEMESTER 2	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Select ONE SP major option: Language SP III				
EHS31ES		Languages Education Option: English SP III **or**	16	0.14
AFS31ES		Languages Education Option: Afrikaans SP III **or**	16	0.14
SST31ES		Languages Education Option: Sesotho SP III **or**	16	0.14
SWS31ES		Languages Education Option: Setswana SP III **or**	16	0.14
ZLS31ES		Languages Education Option: isiZulu SP III **or**	16	0.14
XSH31ES		Languages Education Option: isiXhosa SP III	16	0.14
Compulsory module				
	SBX32ES	School-based Learning III	24	0.20
Select TWO FET-specific instructional offerings (Methodologies A – FET II)				
	ENF32ES	Languages Education Methodology Option: English FET II **or**	6	0.05
	AFF32ES	Languages Education Methodology Option: Afrikaans FET II **or**	6	0.05
	SSF32ES	Languages Education Methodology Option: Sesotho FET II **or**	6	0.05
	SWF32ES	Languages Education Methodology Option: Setswana FET II **or**	6	0.05
	ZLF32ES	Languages Education Methodology Option: isiZulu FET II **or**	6	0.05
	XHF32ES	Languages Education Methodology Option: isiXhosa FET II	6	0.05
Select TWO major instructional offerings for FET Teaching III				
	EHM32ES	Languages Education Option: English FET III **or**	16	0.14
	AFM32ES	Languages Education Option: Afrikaans FET III **or**	16	0.14
	SSM32ES	Languages Education Option: Sesotho FET III **or**	16	0.14
	SWM32ES	Languages Education Option: Setswana FET III **or**	16	0.14
	ZLM32ES	Languages Education Option: isiZulu FET III **or**	16	0.14
	XSM32ES	Languages Education Option: isiXhosa FET III **or**	16	0.14
		Total:	**140**	**1.19**

4TH YEAR SEMESTER 1	SEMESTER 2	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Compulsory modules				
EDC41ES		Education IV: School Administration	19	0.16
IER41ES		Introduction to Classroom Research	25	0.21
Select ONE specific instructional offering (Methodology A – SP III)				
EHG41ES		Languages Education Methodology Option: English SP III **or**	6	0.05

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
AFG41ES		Languages Education Methodology Option: Afrikaans SP III **or**	6	0.05
SSG41ES		Languages Education Methodology Option: Sesotho SP III **or**	6	0.05
SWG41ES		Languages Education Methodology Option: Setswana SP III **or**	6	0.05
ZLG41ES		Languages Education Methodology Option: isiZulu SP III **or**	6	0.05
XSG41ES		Languages Education Methodology Option: isiXhosa SP III	6	0.05
Compulsory module				
	SBX42ES	School-based Learning IV24	24	0.20
Select TWO specific instructional offerings (Methodology B – FET III)				
	ENF42ES	Languages Education Methodology Option: English FET III **or**	6	0.05
	AFF42ES	Languages Education Methodology Option: Afrikaans FET III **or**	6	0.05
	SSF42ES	Languages Education Methodology Option: Sesotho FET III **or**	6	0.05
	SWF42ES	Languages Education Methodology Option: Setswana FET III **or**	6	0.05
	XHF42ES	Languages Education Methodology Option: isiXhosa FET III **or**	6	0.05
	ZLF42ES	Languages Education Methodology Option: isiZulu FET III	6	0.05
		Total:	**86**	**0.72**

REMARKS

Admission requirements

<u>For candidates who matriculated in 2007 or before:</u>
A National Senior Certificate (NSC) with matriculation exemption and two languages, including English Second Language. In addition to the general admission requirements, a minimum mark of 50% in English **and** any one of Sesotho, Afrikaans, Setswana, isiXhosa or isiZulu is required.

<u>For candidates who completed the NSC in 2008 and thereafter:</u>
In addition to the general admission requirements, a candidate must be in possession of an NSC with endorsement for admission to a bachelor's degree. A minimum mark of 50% in English and in any one of Sesotho, Afrikaans, Setswana, isiXhosa or isiZulu is required.

Duration of learning programme

The learning programme entails four years of full-time study and 21 weeks of work-integrated learning.

PREREQUISITES

The student may only follow the second-, third- or fourth-year level of study on condition that the   first-, second- or third-year level, respectively, has been successfully completed.

Instructional offerings   **Prerequisite instructional offerings**

ADC5022	DLC5011
AFF22ES	AFM12ES
AFF32ES	AFF22ES
AFF42ES	AFF32ES
AFG21ES	AFS11ES
AFG31ES	AFG21ES
AFG41ES	AFG31ES
AFM22ES	AFM12ES
AFM32ES	AFM22ES
AFS21ES	AFS11ES
AFS31ES	AFS21ES
EDC21ES	EDC11ES
EDC31ES	EDC21ES
EDC41ES	EDC31ES
EDM21ES	EDM11ES
EDM31ES	EDM21ES
EHG21ES	EHS11ES
EHG31ES	EHG21ES
EHG41ES	EHG31ES
EHM22ES	EHM12ES
EHM32ES	EHM22ES
EHS21ES	EHS11ES
EHS31ES	EHS21ES
ENF22ES	EHM12ES
ENF32ES	ENF22ES
ENF42ES	ENF32ES
SSF22ES	SSM12ES
SSF32ES	SSF22ES
SSF42ES	SSF32ES
SSG21ES	SST11ES
SSG31ES	SSG21ES
SSG41ES	SSG31ES
SSM22ES	SSM12ES
SSM32ES	SSM22ES
SST21ES	SST11ES
SST31ES	SST21ES
SWF22ES	SWM12ES
SWF32ES	SWF22ES
SWF42ES	SWF32ES
SWS21ES	SWS11ES

SWS31ES	SWS21ES
SWS41ES	SWS31ES
SWM22ES	SWM12ES
SWM32ES	SWM22ES
SWG21ES	SWS11ES
SWG31ES	SWG21ES
SWG41ES	SWG31ES
XHF22ES	XSM12ES
XHF32ES	XHF22ES
XHF42ES	XHF32ES
XSG21ES	XSH11ES
XSG31ES	XSG21ES
XSG41ES	XSG31ES
XSH21ES	XSH11ES
XSH31ES	XSH21ES
XSM22ES	XSM12ES
XSM32ES	XSM22ES
ZLG21ES	ZLS11ES
ZLG31ES	ZLG21ES
ZLG41ES	ZLG31ES
ZLS21ES	ZLS11ES
ZLS31ES	ZLS21ES
ZLF22ES	ZLM12ES
ZLF32ES	ZLF22ES
ZLF42ES	ZLF32ES
ZLM22ES	ZLM12ES
ZLM32ES	ZLM22ES
GSM21ES	GSM11ES
LNG22ES	LNG11ES
MCT21ES	MCT11ES
MCT31ES	MCT21ES
SBX22ES	SBX12ES
SBX32ES	SBX22ES
SBX42ES	SBX32ES

The degree will be issued upon completion of the **minimum credits** required.

After successful completion of this qualification, a **Bachelor of Education (SP) & (FET) Language Education** will be awarded during an official graduation ceremony of CUT.

No student will be allowed to graduate without successfully completing *Personal Information Management* (PIM5011).

No student will be allowed to graduate without successfully completing *Academic Literacy and Communication Studies* (LCS5001).

No student will be allowed to graduate without successfully completing *Basic Digital Literacy* (DLC5011) and *Advanced Digital Literacy* (ADC5022).

15.5 BACHELOR OF EDUCATION IN SENIOR PHASE (SP) AND FET TEACHING: SPECIALISATION: MATHEMATICS   BEDSFM
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	535
MINIMUM CREDITS REQUIRED:	535
HEMIS CREDITS:	4.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	4 years full time

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LCS5001		Academic Literacy and Communication Studies	12	0.10
NMR5011		Numeracy	6	0.05
DLC5011		Basic Digital Literacy	6	0.05
LFS11ES		Life Skills	6	0.05
PIM5011 **or**	PIM5012	Personal Information Management	0	0
MCT11ES		Micro-teaching and Observation	6	0.05
EDC11ES		Education I: Learner and Learning	12	0.10
EDM11ES		Education I: Media in Teaching and Learning	19	0.16
ONE major instructional offering for SP Teaching				
MTH11ES		Mathematics SP I	16	0.14
Compulsory modules				
	ADC5022	Advanced Digital Literacy	6	0.05
	SBX12ES	School-based Learning I	12	0.10
TWO major instructional offerings for FET teaching				
	MTC12ES	Mathematics I	16	0.14
	PYT12ES	Physical Sciences I	16	0.14
Select ONE language that is not a home language				
	CAY12ES	Communication in Afrikaans Second Language **or**	12	0.10
	CTY12ES	Communication in Setswana Second Language **or**	12	0.10

	CXY12ES	Communication in isiXhosa Second Language **r**	12	0.10
	CHY12ES	Communication in Sesotho Second Language **or**	12	0.10
	CZY12ES	Communication in isiZulu Second Language	12	0.10
		Total:	**145**	**1.73**

2ᴺᴰ YEAR		**INSTRUCTIONAL OFFERINGS**	**SAQA CREDITS**	**HEMIS CREDITS**
SEMESTER 1	**SEMESTER 2**			
		Compulsory modules		
LNG11ES		Language of Teaching and Learning I	12	0.10
MCT21ES		Micro-teaching II	6	0.05
EDC21ES		Education II: Working in the Classroom	19	0.16
EDM21ES		Education II: Curriculum Studies	19	0.16
GSM11ES		General Subject Methodology I	6	0.05
		ONE specific instructional offering (Methodology A – SP I)		
MTS21ES		Mathematics Methodology: SP I	6	0.05
		ONE major SP instructional offering		
MTH21ES		Mathematics SP II	16	0.14
		Compulsory modules		
	SBX22ES	School-based Learning II	24	0.20
	LNG22ES	Language of Learning and Teaching II	12	0.10
		TWO specific instructional offerings (Methodologies for FET I)		
	MIM22ES	Mathematics Methodology: FET I	6	0.05
	PYM22ES	Physical Sciences Methodology: FET I	6	0.05
		TWO major instructional offerings for FET II		
	MTC22ES	Mathematics: FET II	16	0.14
	PYT22ES	Physical Sciences: FET II	16	0.14
		Total:	**164**	**1.39**

3ᴿᴰ YEAR		**INSTRUCTIONAL OFFERINGS**	**SAQA CREDITS**	**HEMIS CREDITS**
SEMESTER 1	**SEMESTER 2**			
		Compulsory modules		
MCT31ES		Micro-teaching III	6	0.05
EDC31ES		Education III: Being a Teacher	19	0.16
EDM31ES		Education III: Learner-centred Schools	19	0.16
GSM21ES		General Subject Methodology II	6	0.05
		ONE specific instructional offering (Methodology A for SP II)		
MTS31ES		Mathematics Methodology SP II	6	0.05
		ONE major instructional offering for SP III		
MTH31ES		Mathematics SP III	16	0.14
		Compulsory module:		
	SBX32ES	School-based Learning III	24	0.20

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
TWO specific instructional offerings (Methodologies for FET II)				
	MIM32ES	Mathematics Methodology: FET II	6	0.05
	PYM32ES	Physical Sciences Methodology: FET II	6	0.05
TWO major instructional offerings for FET Teaching III				
	MTC32ES	Mathematics FET III	16	0.14
	PYT32ES	Physical Sciences FET III	16	0.14
		Total:	**140**	**1.19**

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				
EDC41ES		Education IV: School Administration	19	0.16
IER41ES		Introduction to Classroom Research	25	0.21
ONE specific instructional offering (Methodology A for SP III)				
MTS41ES		Mathematics Methodology SP III	6	0.05
Compulsory module:				
	SBX42ES	School-based Learning IV	24	0.21
TWO specific instructional offerings (Methodologies B for FET III)				
	PYM42ES	Physical Sciences: Methodology III	6	0.05
	MIM42ES	Mathematics Methodology: FET III	6	0.05
		Total:	**86**	**0.73**

REMARKS

Admission requirements

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, the candidate must be in possession of a National Senior Certificate (NSC) with matriculation exemption. Mathematics, Biology, Chemistry and Physical Sciences at NQF level 4 are prerequisites. Mathematics with a C-symbol on SG or an E-symbol on HG is required.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, the candidate must be in possession of an NSC with endorsement for admission to a bachelor's degree. A pass in Physical Sciences and Mathematics with a minimum mark of 50% is required.

Duration of learning programme

The learning programme entails four years of full-time study and 21 weeks of work-integrated learning.

PREREQUISITES

The student may only follow the second-, third- or fourth-year level of study on condition that the first-, second- or third-year level, respectively, has been successfully completed.

Instructional offerings	Prerequisite instructional offerings
ADC5022	DLC5011
EDC21ES	EDC11ES
EDC31ES	EDC21ES
EDC41ES	EDC31ES
EDM21ES	EDM11ES
EDM31ES	EDM21ES
GSM21ES	GSM11ES
LNG11ES	LNG11ES
MCT21ES	MCT11ES
MCT31ES	MCT21ES
SBX21ES	ISBX12ES
SBX32ES	SBX22ES
SBX42ES	SBX32ES
MTH21ES	MTC12ES
MTH31ES	MTH21ES
MTS21ES	MTH11ES
MTS31ES	MTS21ES
MTS41ES	MTS31ES
MIM22ES	MTC12ES
MIM32ES	MIM22ES
MIM42ES	MIM32ES
MTC32ES	MTC22ES
PYT22ES	PYT12ES
PYT32ES	PYT22ES
PYM22ES	PYT12ES
PYM32ES	PYM22ES
PYM22ES	PYM32ES

The degree will be issued upon completion of the **minimum credits** required.

After successful completion of this qualification, a **Bachelor of Education (SP) & (FET) Language Education** will be awarded during an official graduation ceremony of CUT.

No student will be allowed to graduate without successfully completing *Personal Information Management* (PIM5011).

No student will be allowed to graduate without successfully completing *Academic Literacy and Communication Studies* (LCS5001).

No student will be allowed to graduate without successfully completing *Basic Digital Literacy* (DLC5011) and *Advanced Digital Literacy* (ADC5022)

**15.6   BACHELOR OF EDUCATION IN SENIOR PHASE (SP) AND FET TEACHING:
SPECIALISATION: NATURAL SCIENCES   BEDSFN**
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS: **535**
MINIMUM CREDITS REQUIRED: **535**
HEMIS CREDITS: **4.000**
NQF LEVEL: **7**
DURATION OF LEARNING PROGRAMME: **4 years full time**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				
LCS5001		Academic Literacy and Communication Studies	12	0.10
NMR5011		Numeracy	6	0.05
DLC5011		Basic Digital Literacy	6	0.05
LFS11ES		Life Skills	6	0.05
PIM5011 **or**	PIM5012	Personal Information Management	0	0
MCT11ES		Micro-teaching and Observation	6	0.05
EDC11ES		Education I: Learner and Learning	12	0.10
EDM11ES		Education I: Media in Teaching and Learning	19	0.16
ONE major instructional offering for SP Teaching				
NST11ES		Natural Sciences Option SP I	16	0.14
Compulsory modules:				
	ADC5022	Advanced Digital Literacy	6	0.05
	SBX12ES	School-based Learning I	12	0.10
TWO major instructional offerings for FET teaching				
	LFC12ES	Life Sciences I	16	0.14
	PYT12ES	Physical Sciences I	16	0.14

		Select ONE language that is not a home language		
	CAY12ES	Communication in Afrikaans Second Language **or**	12	0.10
	CTY12ES	Communication in Setswana Second Language **or**	12	0.10
	CXY12ES	Communication in isiXhosa Second Language **or**	12	0.10
	CHY12ES	Communication in Sesotho Second Language **or**	12	0.10
	CZY12ES	Communication in isiZulu Second Language	12	0.10
		Total:	**145**	**1.73**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
LNG11ES		Language of Teaching and Learning I	12	0.10
MCT21ES		Micro-teaching II	6	0.05
EDC21ES		Education II: Working in the Classroom	19	0.16
EDM21ES		Education II: Curriculum Studies	19	0.16
GSM11ES		General Subject Methodology I	6	0.05
ONE specific instructional offering (Methodology A – SP I)				
NSM21ES		Natural Sciences Methodology: SP I	6	0.05
ONE major SP				
NST21ES		Natural Sciences SP II	16	0.14
Compulsory modules				
	SBX22ES	School-based Learning II	24	0.20
	LNG22ES	Language of Learning and Teaching II	12	0.10
TWO specific instructional offerings (Methodologies FET I)				
	LFM22ES	Life Sciences Methodology: FET I	6	0.05
	PYM22ES	Physical Sciences Methodology: FET I	6	0.05
TWO major instructional offerings (FET II)				
	LFC22ES	Life Sciences FET II	16	0.14
	PYT22ES	Physical Sciences FET II	16	0.14
		Total:	164	1.39

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				
MCT31ES		Micro-teaching III	6	0.05
EDC31ES		Education III: Being a Teacher	19	0.16
EDM31ES		Education III: Learner-centred Schools	19	0.16
GSM21ES		General Subject Methodology II	6	0.05
ONE specific instructional offering (Methodology A for SP II)				
NMS31ES		Natural Sciences Methodology SP II	6	0.05
ONE major (SP Teaching III)				
NST31ES		Natural Sciences SP III	16	0.14
Compulsory module				
	SBX32ES	School-based Learning III	24	0.20
TWO specific instructional offerings (Methodologies for FET II)				
	LFM32ES	Life Sciences Methodology: FET II	6	0.05
	PYM32ES	Physical Sciences Methodology: FET II	6	0.05
TWO major instructional offerings for FET Teaching III				
	LFC32ES	Life Sciences III FET	16	0.14
	PYT32ES	Physical Sciences III FET	16	0.14

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
		Total:	**140**	**1.19**

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
		Compulsory modules:		
EDC41ES		Education IV: School Administration	19	0.16
IER41ES		Introduction to Classroom Research	25	0.21
		ONE specific instructional offering (Methodology for SP)		
NSM41ES		Natural Sciences Methodology SP III	6	0.05
		Compulsory module		
	SBX42ES	School-based Learning IV	24	0.20
		Two specific instructional offerings (Methodologies for FET III)		
	LFM42ES	Life Sciences FET Methodology III	6	0.05
	PYM 42ES	Physical Sciences FET Methodology III	6	0.05
		Total:	**86**	**0.72**

REMARKS

Admission requirements

<u>For candidates who matriculated in 2007 or before:</u>
In addition to the general admission requirements, the candidate must be in possession of a National Senior Certificate (NSC) with matriculation exemption. Mathematics, Biology, Chemistry and Physical Sciences at NQF level 4 are prerequisites. Mathematics with a C-symbol on SG, or an E-symbol on HG, is required.
<u>For candidates who completed the NSC in 2008 and thereafter:</u>
In addition to the general admission requirements, the candidate must be in possession of an NSC with endorsement for admission to a bachelor's degree. A pass in Mathematics, Physical Sciences and Life Sciences, with a minimum mark of 50%, is required.

Duration of learning programme

The learning programme entails four years of full-time study and 21 weeks of work-integrated learning.

PREREQUISITES

The student may only follow the second-, third- or fourth-year level of study on condition that the first-, second- or third-year level, respectively, has been successfully completed.

Instructional offerings	Prerequisite instructional offerings
ADC5022	DLC5011
EDC21ES	EDC11ES
EDC31ES	EDC21ES
EDC41ES	EDC31ES
EDM21ES	EDM11ES
EDM31ES	EDM21ES

GSM21ES	GSM11ES
LNG22ES	LNG11ES
MCT21ES	MCT11ES
MCT31ES	MCT21ES
SBX22ES	SBX12ES
SBX32ES	SBX22ES
SBX42ES	SBX32ES
NSM21ES	NST11ES
NSM31ES	NSM21ES
NSM41ES	NSM31ES
NST21ES	NST11ES
NST31ES	NST21ES
LFM22ES	LFC12ES
LFM32ES	LFM22ES
LFM42ES	LFM32ES
LFC22ES	LFC12ES
LFC32ES	LFC22ES
PYM22ES	PYT12ES
PYM32ES	PYM22ES
PYM42ES	PYM32ES
PYT22ES	PYT12ES
PYT32ES	PYT22ES

The degree will be issued upon completion of the **minimum credits** required.

After successful completion of this qualification, a **Bachelor of Education (SP) & (FET) Natural Sciences** will be awarded during an official graduation ceremony of CUT.

No student will be allowed to graduate without successfully completing *Personal Information Management* (PIM5011).

No student will be allowed to graduate without successfully completing *Academic Literacy and Communication Studies* (LCS5001).

No student will be allowed to graduate without successfully completing *Basic Digital Literacy* (DLC5011) and *Advanced Digital Literacy* (ADC5022)

15.7 BACHELOR OF EDUCATION IN SENIOR PHASE AND FET TEACHING: SPECIALISATION: TECHNOLOGY BEDSFT
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**535**
MINIMUM CREDITS REQUIRED:	**535**
HEMIS CREDITS:	**4.000**
NQF LEVEL:	**7**

DURATION OF LEARNING PROGRAMME: 4 years full time

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
Compulsory modules				
	LCS5001	Academic Literacy and Communication Studies	12	0.10
NMR5011		Numeracy	6	0.05
DLC5011		Basic Digital Literacy	6	0.05
LFS11ES		Life Skills	6	0.05
PIM5011 **or**	PIM5012	Personal Information Management	0	0
MCT11ES		Micro-teaching and Observation	6	0.05
EDC11ES		Education I: Learner and Learning	12	0.10
EDM11ES		Education I: Media in Teaching and Learning	19	
ONE major instructional offering for SP Teaching				
TCG11ES		Technology SP I	16	0.14
Compulsory modules:				
	ADC5022	Advanced Digital Literacy	6	0.05
	SBX12ES	School-based Learning I	12	0.10
Select TWO major instructional offerings for FET teaching				
	CVT12ES	Civil Technology FET I **or**	16	0.14
	EGD12ES	Engineering Graphics and Design FET I **or**	16	0.14
	ETT12ES	Electrical Technology FET I **or**	16	0.14
	MNT12ES	Mechanical Technology FET I	16	0.14
Select ONE language that is not a home language				
	CAY12ES	Communication in Afrikaans Second Language **or**	12	0.10
	CTY12ES	Communication in Setswana Second Language **or**	12	0.10
	CXY12ES	Communication in isiXhosa Second Language **or**	12	0.10
	CHY12ES	Communication in Sesotho Second Language **or**	12	0.10
	CZY12ES	Communication in isiZulu Second Language	12	0.10
		Total:	**145**	**1.85**

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
Compulsory modules				
LNG11ES		Language of Teaching and Learning I	12	0.10
MCT21ES		Micro-teaching II	6	0.05
EDC21ES		Education II: Working in the Classroom	19	0.16
EDM21ES		Education II: Curriculum Studies	19	0.16
GSM11ES		General Subject Methodology I	6	0.05
ONE specific instructional offering (Methodology A – SP I)				

2ND YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
TCM11ES		Technology Methodology SP I	6	0.05
ONE major SP instructional offering:				
TCG21ES		Technology SP II	16	0.14
Compulsory modules				
	SBX22ES	School-based Learning II	24	0.20
	LNG22ES	Language of Learning and Teaching II	12	0.10
Select TWO specific instructional offerings (Methodologies FET I)				
	CVM22ES	Civil Technology Methodology: FET I **or**	6	0.05
	EGM22ES	Engineering Graphics and Design Methodology: FET I **or**	6	0.05
	ETM22ES	Electrical Technology Methodology: FET I **or**	6	0.05
	MNM22ES	Mechanical Technology Methodology: FET I	6	0.05
Select TWO major instructional offerings (FET II)				
	EFT22ES	Electrical Technology FET II **or**	16	0.14
	MNT22ES	Mechanical Technology FET II **or**	16	0.14
	EGD22ES	Engineering Graphics and Design FET II **or**	16	0.14
	CVT22ES	Civil Technology FET II	16	0.14
		Total:	**164**	**1.77**

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				
MCT31ES		Micro-teaching III	6	0.05
EDC31ES		Education III: Being a Teacher	19	0.16
EDM31ES		Education III: Learner-centred Schools	19	0.16
GSM21ES		General Subject Methodology II	6	0.05
Select one specific instructional offering (Methodology A – SP II)				
TCM21ES		Technology Methodology SP II	6	0.05
One major instructional offering (SP III)				
TCG31ES		Technology SP III	16	0.14
Compulsory module:				
	SBX32ES	School-based Learning III	24	0.20
Select TWO specific instructional offering methodologies for FET II				
	CVM32ES	Civil Technology Methodology: FET II **or**	6	0.05
	EGM32ES	Engineering Graphics and Design Methodology: FET II **or**	6	0.05
	ETM32ES	Electrical Technology Methodology: FET II **or**	6	0.05
	MNM32ES	Mechanical Technology Methodology: FET II	6	0.05

3RD YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Select TWO major instructional offerings for FET Teaching III				
	CVT32ES	Civil Technology FET III **or**	16	0.14
	EGD32ES	Engineering Graphics and Design FET III **or**	16	0.14
	EFT32ES	Electrical Technology FET III **or**	16	0.14
	MNT32ES	Mechanical Technology FET III	16	0.14
		Total:	**140**	**1.57**

4TH YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
Compulsory modules				
EDC41ES		Education IV: School Administration	19	0.16
IER41ES		Introduction to Classroom Research	25	0.21
ONE specific instructional offering (Methodology A SP III)				
TCM31ES		Technology Methodology SP III	6	0.05
Compulsory module				
	SBX42ES	School-based Learning IV	24	0.20
Select TWO specific instructional offerings (Methodologies for FET III)				
	CVM42ES	Civil Technology Methodology: FET III **or**	6	0.05
	ETM42ES	Electrical Technology Methodology: FET III **or**	6	0.05
	EGM42ES	Engineering Graphics and Design Methodology: FET III **or**	6	0.05
	MNM42ES	Mechanical Technology Methodology: FET III	6	0.05
		Total:	**86**	**0.82**

REMARKS

Admission requirements

For candidates who matriculated in 2007 or before:
In addition to the general admission requirements, the candidate must be in possession of a National Senior Certificate (NSC) with matriculation exemption. If Mathematics is selected, Mathematics at NQF level 4, with a C-symbol on SG or a D-symbol on HG, is required.

For candidates who completed the NSC in 2008 and thereafter:
In addition to the general admission requirements, the candidate must be in possession of an NSC with endorsement for admission to a bachelor's degree. A candidate must have passed either Mathematics with a minimum mark of 50%, or Mathematical Literacy with a minimum mark of 70%. A pass in Engineering Graphics and Design is recommended.

Duration of learning programme

The learning programme entails four years of full-time study and 21 weeks of work-integrated learning.

PREREQUISITES

The student may only follow the second-, third- or fourth-year level of study on condition that the first-, second- or third-year level, respectively, has been successfully completed.

Instructional offerings	**Prerequisite instructional offerings**
ADC5022	DLC5011
EDC21ES	EDC11ES
EDC31ES	EDC21ES
EDC41ES	EDC31ES
EDM21ES	EDM11ES
EDM31ES	EDM21ES
GSM21ES	GSM11ES
LNG22ES	LNG11ES
MCT21ES	MCT11ES
MCT31ES	MCT21ES
SBX22ES	SBX12ES
SBX32ES	SBX22ES
SBX42ES	SBX32ES
TCG21ES	TCG11ES
TCG31ES	TCG21ES
TCM21ES	TCM11ES
TCM31ES	TCM21ES
CVT22ES	CVT12ES
CVT32ES	CVT22ES
CVM22ES	CVT12ES
CVM32ES	CVM22ES
CVM42ES	CVM32ES
EGD22ES	EGD12ES
EGD32ES	EGD22ES
EGM22ES	EGD12ES
EGM32ES	EGM22ES
EGM42ES	EGM32ES
EFT22ES	ETT12ES
EFT32ES	EFT22ES
ETM22ES	ETT12ES
ETM32ES	ETM22ES
ETM42ES	ETM32ES
MNT22ES	MNT12ES
MNT32ES	MNT22ES
MNM22ES	MNT12ES
MNM32ES	MNM22ES
MNM42ES	MNM32ES

The degree will be issued upon completion of the **minimum credits** required.

After successful completion of this qualification, a **Bachelor of Education (SP) & (FET) Technology** will be awarded during an official graduation ceremony of CUT.

No student will be allowed to graduate without successfully completing *Personal Information Management* (PIM5011).

No student will be allowed to graduate without successfully completing *Academic Literacy and Communication Studies* (LCS5001).

No student will be allowed to graduate without successfully completing *Basic Digital Literacy* (DLC5011) and *Advanced Digital Literacy* (ADC5022)

16.	ADVANCED DIPLOMAS

16.1 ADVANCED DIPLOMA IN STUDIO ART   **AD_SAR**
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	120
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	1 year

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
RMC417		Research Methodology and Communication	12	0.10
STI417		Studio Intensive	24	0.20
	CCP427	Community Collaborative Practice	18	0.15
	CRS427	Critical Studies	48	0.40
	SDC427	Social Design and Design Citizenship	18	0.15
		Total:	**120**	**1**

REMARKS

Admission requirements

A Diploma in Design and Studio Art or an equivalent Art and Design qualification.

Duration of learning programme

One year full time.

PREREQUISITES

Advanced knowledge of:
Rhino (or similar CAD programme), In Design, Adobe Illustrator, Photoshop.

After successful completion of this qualification, the Advanced Diploma will be awarded during an official graduation ceremony of CUT.

16.2 ADVANCED DIPLOMA IN DESIGN TECHNOLOGY   **AD_DET**
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	138
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	1 year full-time

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
ICP407		Ideation and Collaborative Practice in Industry	30	0.125
MMP417		Materials and Methods Proficiency	18	0.125
RMC417		Research Methodology and Communication	12	0.25
	PPP427	Production and Process Management	48	0.25
	TTS427	Techniques and Technology Studies	30	0.125
		Total:	138	

REMARKS

Admission requirements

A National Diploma: Design and Studio Art or an equivalent Art and Design qualification

Duration of learning programme

One year full-time

PREREQUISITES

Intermediate knowledge of:
Rhino (or similar CAD programme), In Design, Cinema 4D, Adobe Illustrator, Photoshop, Aftereffects, Maya.

After successful completion of this qualification, an Advanced Diploma will be awarded during an official graduation ceremony of CUT.

16.3   **ADVANCED DIPLOMA IN LANGUAGE PRACTICE**   AD_LAP
        This learning programme will be offered in Bloemfontein.

SAQA CREDITS: 120
MINIMUM CREDITS REQUIRED: 120
HEMIS CREDITS: 1
NQF LEVEL: 7
DURATION OF LEARNING PROGRAMME: 1 year full-time

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
TRS407C		Translation Studies IV	24	0.200
IRM407C		Introduction To Research Methods	24	0.200
CRE407C		Creative Writing	24	0.200
ENG407C		English IV	24	0.200
Any ONE of the following				
AFR407C		Afrikaans IV **or**	24	0.200
SES407C		Sesotho IV **or**	24	0.200

IXH407C		Isixhosa IV **or**	24	0.200
TSW407C		Setswana IV **or**	24	0.200
FCH407C		French IV **or**	24	0.200
GER407C		German IV	24	0.200
		Total:	**120**	**1.000**

REMARKS

Admission requirements

The minimum admission requirement for the Advanced Diploma in Language Practice is a National Diploma in Language Practice or a Diploma in Language Practice and Media Studies at NQF Level 6 or an equivalent thereof in related fields of study.

A minimum of 60% must have been obtained in the Diploma (Language Practice/Communication/Media) for admission to the Advanced Diploma in Language Practice. Prospective candidates will be subjected to a selection test. The best 30 candidates will be selected based on their previous academic record as well as the selection test (the academic records of previous qualifications and the selection test results will be taken into consideration). Students MUST HAVE COMPLETED ENGLISH III AND TRANSLATION STUDIES III TO BE CONSIDERED FOR THIS PROGRAMME

Duration of learning programme
One year full-time

PREREQUISITES
Students must have at least completed the following modules at NQF Level 6: Language and Translation Practice III; English III; and either Afrikaans III or French III or German III or IsiXhosa III or Setswana III and Sesotho III (Practice).

After successful completion of this qualification, an Advanced Diploma will be awarded during an official graduation ceremony of CUT.

16.4 ADVANCED DIPLOMA IN MEDIA STUDIES   **AD_MDS**
This learning programme will be offered in Bloemfontein.

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**120**
HEMIS CREDITS:	**1**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**1 year full-time**

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	**SEMESTER 2**			
MED407C		Media Studies IV	24	0.200
CRW407C		Creative Writing	24	0.200
IRM407C		Introduction to Research Methods	24	0.200
MAT407C		Media Applications Theory	24	0.200
EPP417C		Entrepreneurship Principles and practices	12	0.100

	EPI427C	Entrepreneurship and Innovation	12	0.100
		Total:	**120**	**1.000**

REMARKS

Admission requirements
The minimum admission requirement for the Advanced Diploma in Media Studies is a National Diploma in Language Practice or a Diploma in Language Practice and Media Studies at NQF level 6 or an equivalent thereof in related fields of study.

The following qualifications may also provide entry into the proposed advanced diploma:
- A Diploma in Communication/Journalism/Media Studies and pitched at NQF level 6 (360 credits).
- A Bachelor's Degree in Communication/Journalism/Media Studies and pitched at NQF level 7 (360 credits).

A minimum of 60% must be obtained in the Diploma or bachelor's degree (Media Studies/Communication/Journalism) for admission to the Advanced Diploma in Media Studies.

Duration of learning programme
One year full-time

PREREQUISITES
Prospective students should at least have completed the following modules at NQF Level 6: Media Studies III and English III.

After successful completion of this qualification, an Advanced Diploma will be awarded during an official graduation ceremony of CUT.

17.	POSTGRADUATE CERTIFICATE

17.1 POSTGRADUATE CERTIFICATE IN EDUCATION BWPCWC
(No new first-year intake for the PGCE (old NQF) as from 2020.)

This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	**144**
MINIMUM CREDITS REQUIRED:	**120**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**6**
DURATION OF LEARNING PROGRAMME:	**1 year full time or 2 years part time**

Instructional offerings

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
ODW40AB	Education IV	24	0.167
RFS40AB	Professional Studies IV	24	0.167
CPL21AB	Computer Literacy II	12	0.083
INR10AB	Introduction to Research I	12	0.083
SBL40AB	School-based Learning IV	12	0.083
Choose one:			
LDA22AB	Language and Development Communication II (Language X) Afrikaans **or**	12	0.083
LDE22AB	Language and Development Communication II (Language X) English **or**	12	0.083
LDS22AB	Language and Development Communication II (Language X) Sesotho	12	0.083
Methodology (choose two):			
MRE40AB	Methodology: Accounting	24	0.167
MAW40AB	Methodology: Agricultural Sciences	24	0.167
MBS40AB	Methodology: Business Studies	24	0.167
MCT40AB	Methodology: Civil Technology	24	0.167
MCA40AB	Methodology: Computer Applications Technology	24	0.167
MCN40AB	Methodology: Consumer Studies	24	0.167
MEK40AB	Methodology: Economics	24	0.167
MEY40AB	Methodology: Electrical Technology	24	0.167
MGD40AB	Methodology: Engineering Graphics and Design	24	0.167
MGY40AB	Methodology: Geography	24	0.167
MHI40AB	Methodology: History	24	0.167
MGS40AB	Methodology: Hospitality Studies	24	0.167
MIT40AB	Methodology: Information Technology	24	0.167
MAF40AB	Methodology: Afrikaans	24	0.167
MEH40AB	Methodology: English	24	0.167
MSE40AB	Methodology: Sesotho	24	0.167
MLO40AB	Methodology: Life Orientation	24	0.167
MLS40AB	Methodology: Life Sciences	24	0.167
MML40AB	Methodology: Mathematical Literacy	24	0.167
MWI40AB	Methodology: Mathematics	24	0.167
MTE40AB	Methodology: Mechanical Technology	24	0.167

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
MPH40AB	Methodology: Physical Sciences	24	0.167
MTO40AB	Methodology: Tourism	24	0.167
MRT40AB	Methodology: Visual Art	24	0.167
MXO40AB	Methodology: isiXhosa	24	0.167
	Total:	**144**	**1.000**

REMARKS

Admission requirements

- The applicant must hold at least a bachelor's degree or a three-year diploma at NQF level 6 (360 credits). The degree or diploma must include at least two school-related subjects of which one must be at second-year level and one at first-year level, on condition that the latter will be registered for upgrading to the second-year level concurrently with the PGCE, for non-degree purposes. The school-related subjects for the 360-credit diploma must be within the Department of Higher Education and Training (DHET) fields. The PGCE can only be conferred if the additional school-related NDP subject is successfully completed.
- Selection will be subject to marks obtained in the major subjects of the degree/diploma, and lecturer capacity with regards to methodologies.

Duration of learning programme

One year's full-time or two years' part-time study.

After successful completion of this qualification, the Postgraduate Certificate in Education will be awarded during an official graduation ceremony of CUT.

17.2   POSTGRADUATE CERTIFICATE IN EDUCATION   PGCSFP
(First-year intake for the PGCE (Senior and FET phase) (new NQF) as from 2020.)

This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	144
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1.000
NQF LEVEL:	7
DURATION OF LEARNING PROGRAMME:	1 year full time or 2 years part time

Instructional offerings

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
EDU407C	Education	24	0.16
PRS407C	Professional Studies	24	0.16
CPL415C	Computer Literacy	6	0.04
IRE407C	Introduction to Research	12	0.08
SBL407W	School-based Learning	24	0.16
	Choose one:		
CLA425E	Conversational Language: Afrikaans **or**	6	0.04
CLS425E	Conversational Language: Sesotho **or**	6	0.04

CSG425E	Conversational Language: SA Sign Language **or**	6	0.04
CLX425E	Conversational Language: isiXhosa **or**	6	0.04
Methodology (Senior Phase): (Qualify for one)			
MAC407E	Methodology: Arts and Culture (only Bloemfontein)	24	0.16
MEM407E	Methodology: Economic and Management Sciences	24	0.16
MNS407E	Methodology: Natural Sciences	24	0.16
MSS407E	Methodology: Social Sciences (only Bloemfontein)	24	0.16
MTH407E	Methodology: Mathematics	24	0.16
MTE407E	Methodology: Technology	24	0.16
Methodology (FET Phase): (Qualify for one)			
MEA407E	Methodology: Accounting	24	0.16
MAG407E	Methodology: Agricultural Sciences (only Bloemfontein)	24	0.16
MBS407E	Methodology: Business Studies	24	0.16
MCT407E	Methodology: Civil Technology (only Bloemfontein)	24	0.16
MAT407E	Methodology: Computer Applications Technology	24	0.16
MCN407E	Methodology: Consumer Studies (only Bloemfontein)	24	0.16
MEC407E	Methodology: Economics	24	0.16
MEL407E	Methodology: Electrical Technology (only Bloemfontein)	24	0.16
MEG407E	Methodology: Engineering Graphics and Design (only Bloemfontein)	24	0.16
MHS407E	Methodology: Hospitality Studies (only Bloemfontein)	24	0.16
MIT407E	Methodology: Information Technology (only Bloemfontein)	24	0.16
MLS407E	Methodology: Life Sciences	24	0.16
MML407E	Methodology: Mathematical Literacy	24	0.16
MMA407E	Methodology: Mathematics (Only Bloemfontein)	24	0.16
MMT407E	Methodology: Mechanical Technology (Only Bloemfontein)	24	0.16
MPS407E	Methodology: Physical Sciences	24	0.16
MTO407E	Methodology: Tourism (Only Bloemfontein)	24	0.16
MVA407E	Methodology: Visual Art (Only Bloemfontein)	24	0.16
	Total:	**144**	**1.000**

REMARKS

Admission requirements

- The applicant must hold at least a bachelor's degree or a three-year university diploma at NQF level 6 (360 credits). The degree or diploma must include at least two school-related subjects of which one must be at third-year level and one at least at first-year level, on condition that the latter will be registered for upgrading to the second-year level concurrently with the PGCE, for non-degree purposes (NDP). For methodologies including more than one subject (i.e. Senior Phase Economic and Management Sciences) a combination of subjects are needed for admission.
- Diplomas: Only university diplomas in the fields of study as approved by the Department of Higher Education and Training (DHET) can be used for admission into PGCE. Admission is not based on modules/courses completed in the diploma, but the field of study of the diploma. See the Minimum Requirements of Teacher Education Qualifications (MRTEQ) document. Students with a university diploma in languages, human resource management, marketing, office management and technology and others not specifically mentioned in the MRTEQ document will not be able to access this qualification.
- The PGCE can only be conferred if the additional school related NDP subject(s) is successfully completed.
- Selection will be subject to marks obtained in the major subjects of the degree/diploma, and lecturer capacity with regards to methodologies.

Additional information: A learning programme/module will not be offered if the specified minimum number of students has not enrolled for that programme. (See CUT Calendar: General rules for students).

Duration of learning programme: One year's full-time or two years' part-time study.

After successful completion of this qualification, the Postgraduate Certificate in Education (SP and FET) will be awarded during an official graduation ceremony of CUT.

18.	POSTGRADUATE DIPLOMAS

18.1 POSTGRADUATE DIPLOMA IN ART AND SOCIAL DESIGN   PD_ASD
This learning programme will be offered in Bloemfontein.

SAQA CREDITS: 120
MINIMUM CREDITS REQUIRED: 120
HEMIS CREDITS: 1.000
NQF LEVEL: 8
DURATION OF LEARNING PROGRAMME: 1 year

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
RPR518		Research Project	24	0.25
STI518		Studio Intensive	30	0.25
	CCP528	Community Collaborative Practice	12	0.08
	CRS528	Critical Studies	30	0.25
	SDC528	Social Design and Design Citizenship	24	0.17
		Total:	**120**	**1.000**

REMARKS

Admission requirements

An Advanced Diploma in Studio Art or an equivalent Art and Design qualification.

Duration of learning programme

One year full time.

PREREQUISITES

An average of 60% in Studio Intensive and Critical Studies.

Intermediate knowledge of:
Rhino (or similar CAD programme), In Design, Cinema 4D, Adobe Illustrator, Photoshop, After Effects.

After successful completion of this qualification, the Postgraduate Diploma will be awarded during an official graduation ceremony of CUT.

18.2 POSTGRADUATE DIPLOMA IN DESIGN TECHNOLOGY   PD_DTE
This learning programme will be offered in Bloemfontein.

SAQA CREDITS: 120
MINIMUM CREDITS REQUIRED: 120
HEMIS CREDITS: 1
NQF LEVEL: 8
DURATION OF LEARNING PROGRAMME: 1 year

Instructional offerings

1ST YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
SEMESTER 1	SEMESTER 2			
ICP508		Ideation and Collaborative Practice in Industry	24	0.25
MMP518		Materials and Methods Proficiency	18	0.125
RPR518		Research Project	24	0.25
	PPP528	Production and Process Management	30	0.25
	TTS528	Techniques and Technology Studies	24	0.125
		Total:	120	1

REMARKS

Admission requirements

An Advanced Diploma in Design Technology or an equivalent Art and Design qualification.

Duration of learning programme

One year full time.

PREREQUISITES

An average of 60% in Techniques and Technology Studies.

Intermediate knowledge of:
Rhino (or similar CAD programme), In Design, Cinema 4D, Adobe Illustrator, Photoshop, After Effects, Maya.

After successful completion of this qualification, the Postgraduate Diploma will be awarded during an official graduation ceremony of CUT.

18.3 POSTGRADUATE DIPLOMA IN HIGHER EDUCATION   PD_HED
This learning programme will be offered in Bloemfontein campus, including block release and/or online distance offerings.

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**120**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**2 years part-time**

Instructional offerings

1ST YEAR	2nd YEAR		INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
	S1	S2			
LTHE508			Learning and Teaching in Higher Education	30	0.25
CDHE508			Curriculum Development in Higher Education	30	0.25
	APHE508		Assessment Practices in Higher Education	20	0.17

	QAHE508	Quality Assurance and Enhancement in Higher Education	20	0.17
ELECTIVES (Select any 2 of the following)				
	ETHE518	Educational Technology in Higher Education	10	0.08
	IRHE528	Introduction to Research on Learning and Teaching in Higher Education	10	0.08
	WLHE528	Work Integrated Learning (WIL)	10	0.083
		Total:	**120**	**1.000**

REMARKS

Admission requirements

An appropriate bachelor's degree or appropriate advanced diploma in education or related field or any qualification at NQF level 7 in a related field. The applicant must have at least 2 years teaching experience in a higher education sector and currently teaching in the Post Schooling, Education and Training sector (PSET).

Applicants must be currently teaching in a university, be able to communicate effectively, both orally and in written form. Furthermore, the candidates must be able to use and apply generic computer skills such as Microsoft office.

Lastly, the candidates with relevant NQF level qualifications and a minimum of 3 years' experience in Post Schooling, Education and Training Sector (PSET) work experience could be considered through Recognition of Prior Learning (RPL).

Duration of learning programme

One-year full time or two years part time.

After successful completion of this qualification, the Postgraduate Diploma will be awarded during an official graduation ceremony of CUT. The qualification is offered on semester basis through full time offerings, part-time offerings, block release sessions, including online distance learning offerings.

18.4 POSTGRADUATE DIPLOMA IN LANGUAGE PRACTICE   PD_LAP
This learning programme will be offered in Bloemfontein and Welkom campus.

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**120**
HEMIS CREDITS:	**1**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**1 year full-time**

Instructional offerings

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
ALT507C	Advanced Language and Translation Studies V	24	0.200
RMT507C	Research Methods in Language and Communication	24	0.200
CRW507C	Creative Writing	24	0.200
CME507C	Communication And Media	24	0.200
Any ONE of the following			

ENG507C	English V **or**	24	0.200
AFR507C	Afrikaans V **or**	24	0.200
SOT507C	Sesotho V **or**	24	0.200
IXH507C	isiXhosa V **or**	24	0.200
TSW507C	Setswana V **or**	24	0.200
FCH507C	French V **or**	24	0.200
GER507C	German V	24	0.200
	Total:	**120**	**1.000**

REMARKS

Admission requirements

CUT's minimum admission requirements

The minimum admission requirement for the Postgraduate Diploma in Language Practice is an Advanced Diploma in Language Practice at NQF Level 7 or an equivalent thereof in related fields of study.

Admission requirements for the proposed programme:
- An Advanced Diploma or bachelor's degree in Language Practice/ Communication or a B. Tech evaluated at NQF level 7 (360 credits or 120 for a B. Tech).
- A minimum of 60% must be obtained in the Advanced Diploma or bachelor's degree (Language Practice/Communication/Media) at NQF level 7 for admission to the Postgraduate Diploma in Language Practice.

Due to a limited number of students that can be accommodated, a minimum of 60% at the Advanced Diploma level is compulsory for admission to the Postgraduate Diploma in Language Practice.

Duration of learning programme
One year full-time

PREREQUISITES

Advanced Language and Translation Studies IV, Introduction to Research Methods , Creative Writing I and **ONE** of the following: English IV: Afrikaans IV, Sesotho IV, isiXhosa IV, Setswana IV, French IV or German IV.

After successful completion of this qualification, a Postgraduate Diploma in Language Practice will be awarded during an official graduation ceremony of CUT.

18.5 POSTGRADUATE DIPLOMA IN MEDIA STUDIES   **PD_MDS**
This learning programme will be offered in Bloemfontein and Welkom campus.

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**120**
HEMIS CREDITS:	**1**
NQF LEVEL:	**8**
DURATION OF LEARNING PROGRAMME:	**1 year full-time**

Instructional offerings

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
MDS507C	Media Studies V	24	0.200

DCM507C	Digital Communication and Media /Multimedia	24	0.200
PBL507C	Publishing	24	0.200
BJN507C	Broadcast Journalism	24	0.200
OMS507C	Operations Management and Supervision	12	0.100
RMT507C	Research Methods in Language and Communication II	12	0.100
	Total:	**120**	**1.000**

REMARKS

Admission requirements

Minimum admission requirements at CUT:
The minimum admission requirement is an appropriate B.Tech. or bachelor's degree (360 credits) or Advanced Diploma in Media Studies (120 credits), currently consigned to NQF level 7.

Admission requirements for the proposed programme:
- An Advanced Diploma in Media Studies/Communication/Journalism at NQF level 7 (120 credits) or a recognised B.Tech. or bachelor's degree, linked to the specialist area of Media Studies, Communication or Journalism and consigned to NQF level 7 (360 credits).
- A minimum of 65% must be obtained in the Advanced Diploma Media Studies, B.Tech. or bachelor's degree for admission to the Postgraduate Diploma: Media Studies.

Duration of learning programme
One year full-time

PREREQUISITES

Students who enrol for PGD (Media Studies) should already have an undergraduate diploma at NQF level 7 or a bachelor's degree at NQF level 7 with Media Studies, Journalism or Communication as one of the major subjects.

After successful completion of this qualification, a Postgraduate Diploma in Media Studies will be awarded during an official graduation ceremony of CUT.

19.	BACHELOR OF EDUCATION (HONS)

19.1 BACHELOR OF EDUCATION (HONS): EDUCATIONAL MANAGEMENT BWBEHW
(No new first-year intake for the Bachelor of Education: Educational Management (old NQF) as from 2017.)

This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	**120**
MINIMUM CREDITS REQUIRED:	**120**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**7**
DURATION OF LEARNING PROGRAMME:	**1 year full time or 2 years part time**

Instructional offerings

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
LED10AB	Law of Education I	24	0.200
RES30AB	Research Methods and Techniques III	24	0.200
PME50AB	Human Resources Management in Education V	24	0.200
MEI50AB	Management of Educational Institutions V	24	0.200
TEO50AB	Theory of Education V	24	0.200
	Total:	**120**	**1.000**

REMARKS

Admission requirements

- A four-year Education Degree or Diploma; or
- a three-year degree/diploma and a Postgraduate Certificate in Education; or
- a three-year Education Diploma and an Advanced Certificate in Education.

Duration of learning programme

One year's full-time or two years' part-time study.

After successful completion of this qualification, the Bachelor of Education (Honours) Degree will be awarded during an official graduation ceremony of CUT.

**19.2 BACHELOR OF EDUCATION HONOURS IN EDUCATION MANAGEMENT
H_EDUM**
(First-year intake for the Bachelor of Education: Educational Management (new NQF) as from 2017.)

This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	126
MINIMUM CREDITS REQUIRED:	120
HEMIS CREDITS:	1.000
NQF LEVEL:	8
DURATION OF LEARNING PROGRAMME:	1 year full time or 2 years part time

Instructional offerings
*FULL-TIME

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Compulsory module			
RES30AB	Research Methods and Techniques	30	0.24
Choose any 4 modules			
LED10AB	Law of Education	24	0.19
FME50AB	Financial Management in Education	24	0.19
PME50AB	Human Resources Management in Education V	24	0.19
MEI50AB	Management of Educational Institutions V	24	0.19
EDP40AB	Educational Psychology	24	0.19
	Total:	126	1.000

*PART-TIME

1ST YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Choose any 3 modules			
LED10AB	Law of Education	24	0.19
FME50AB	Financial Management in Education	24	0.19
PME50AB	Human Resources Management in Education V	24	0.19
MEI50AB	Management of Educational Institutions V	24	0.19
EDP40AB	Educational Psychology	24	0.19
	Total:	96	0.76

2ND YEAR	INSTRUCTIONAL OFFERINGS	SAQA CREDITS	HEMIS CREDITS
Compulsory module			
RES30AB	Research Methods and Techniques	30	0.24
Add another ONE module from the list of 5 modules above.			
	Total:	30	0.24

IMPORTANT
- **Part-time students register for THREE modules in their first year and TWO modules in their second year (Research Methods and Techniques must be one of these TWO modules in the second year).**

REMARKS

Admission requirements

- A four-year professional teaching degree;
- an appropriate bachelor's degree and a recognised professional teaching qualification; or
- a four-year professional teaching qualification, as well as an Advanced Diploma in Educational Management.

Additional requirement

Successful students must have obtained an average of 60% in the final year of BEd degree studies or in the PGCE to be considered. Admission is limited to available space on both campuses.

Duration of learning programme

One year's full-time or two years' part-time study.

Any person enrolled as a student at CUT whilst also holding a position at a place of work in terms of the Labour Relations Act (Act No. 66 of 1995) is considered to be a part-time student, whilst any other student is considered to be a full-time student.

Students in employment as teachers MUST register as part-time students (i.e. over two years).

The Research Methods and Techniques module includes the completion of a research project to be evaluated.

After successful completion of this qualification, the Bachelor of Education (Honours) Degree will be awarded during an official graduation ceremony of CUT.

20.	MAGISTER TECHNOLOGIAE DEGREES

SAQA CREDITS: **120**
HEMIS CREDITS: **1.000**
NQF LEVEL: **9**

Instructional offerings

PROGRAMME CODE	MAGISTER TECHNOLOGIAE	MAIN CODE	INSTRUCTIONAL OFFERINGS
KDMTDZ	Design *Offered at: Bloemfontein*	TTS50AK	Dissertation

REMARKS
Admission requirements
Research follows specialisation at Baccalaureus Technologiae level or equivalent. Excellent assessment results at Baccalaureus Technologiae level or equivalent.
After successful completion of this qualification, a Magister Technologiae degree will be awarded during an official graduation ceremony of CUT.

21.	MASTER'S DEGREES

21.1 MASTER OF COMMUNICATION IN LANGUAGE PRACTICE   M_CMLP
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS: **180**
HEMIS CREDITS: **1.000**
NQF LEVEL: **9**
MINIMUM DURATION OF LEARNING PROGRAMME: **2 years full time**
                                                            3 years part time

Instructional offerings

MODULE			
CODE	NAME	CREDITS	
VER50AS	Dissertation	180	C

REMARKS
Admission requirements
An appropriate Honours degree or the equivalent thereof such as a Postgraduate Diploma in either Language Practice or Media Studies. Students must also have completed a Research module to access this programme/qualification.
Admission is dependent on the availability of a supervisor in the field of study. Candidates must have obtained an average pass rate of 60% for the Research Methodology module. For possible university funding, the student must have obtained an overall average of 60% in the prior qualification.

The minimum duration of the learning programme for a master's degree is two years of full-time study or three consecutive years of part-time study. Any person enrolled as a student at CUT whilst also holding a position at a place of work in terms of the Labour Relations Act (Act No. 66 of 1995) is regarded as a part-time student, whilst any other student is regarded as being a full-time student. The student registers annually until the Assessment and Graduations Unit confirms that the qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year, the registration is accepted as being effective as from January of the year in question. A student registered for longer than the required minimum duration of study is required to pay an annual extension fee upon registration, as determined annually by CUT.

Except with the special permission of Senate, a candidate may not be registered for a master's degree for a period exceeding four years.

A candidate may apply for Recognition of Prior Learning (RPL), and in this case is required to submit a Portfolio of Evidence, as determined by the Department of Communication Sciences.

A person who has registered for a master's degree will automatically be deregistered if the proposal and form LS262a are not approved within six months, for full-time master's degree students, or nine months, for part-time master's degree students, respectively.

After successful completion of this qualification, a Master of Education Degree will be awarded during an official graduation ceremony of CUT.

21.2 MASTER OF EDUCATION   M_EDUC
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	**180**
HEMIS CREDITS:	**1.000**
NQF LEVEL:	**9**
MINIMUM DURATION OF LEARNING PROGRAMME:	**1 year full time**
	2 years part time

Instructional offerings

MODULE			
CODE	**NAME**	**CREDITS**	
EDU8000	MEd	180	C

REMARKS

Admission requirements

Admission to an MEd Degree is subject to the approval of the relevant Head of Department or his/her delegate.

Candidates must be in possession of:

- a BEd (Hons) degree; or
- a relevant honours degree and an approved professional teaching qualification; or
- a postgraduate diploma for a cognate Master of Education Degree programme, as long as it meets the HEQSF research requirement of at least 30 credits.

Admission is dependent on the availability of a supervisor in the field of study. Candidates must have obtained an average pass rate of 60% in the honours module relating to the MEd study, as well as a minimum of 60% for the Research Methodology module. For possible university funding, the student must have obtained an overall average of 60% in the prior qualification. If a student did not obtain the necessary marks in the Research Methodology module, this module can be repeated prior to admission to the MEd. Such a module will be registered as a module for non-degree purposes (NDP).

The minimum duration of the learning programme for a master's degree is one year of full-time study or two consecutive years of part-time study. Any person enrolled as a student at CUT whilst also holding a position at a place of work in terms of the Labour Relations Act (Act No. 66 of 1995) is considered to be a part-time student, whilst any other student is considered to be a full-time student. The student registers annually until the Assessment and Graduations Unit confirms that the qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year, the registration is accepted as being effective as from January of the year in question. A student registered for longer than the required minimum duration of study is required to pay an annual extension fee upon registration, as determined annually by CUT.

Except with the special permission of Senate, a candidate may not be registered for a master's degree for a period exceeding four years.

A candidate may apply for recognition of prior learning (RPL), and in this case is required to submit a portfolio, as determined by the Department of Postgraduate Studies Education.

A person who has registered for a master's degree will automatically be deregistered if the proposal and form LS262a are not approved within six months, for full-time master's degree students, or nine months, for part-time master's degree students, respectively.

After successful completion of this qualification, a Master of Education Degree will be awarded during an official graduation ceremony of CUT.

22.	DOCTORATES

22.1 DOCTOR OF COMMUNICATION IN LANGUAGE PRACTICE   D_CMLP
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	**360**
HEMIS CREDITS:	**2.000**
NQF LEVEL:	**10**
MINIMUM DURATION OF LEARNING PROGRAMME:	**2 years full time**
	3 years part-time

PROGRAMME CODE	DOCTOR OF COMMUNICATION	MAIN CODE	INSTRUCTIONAL OFFERINGS
SSDTLH	Doctor of Communication in Language Practice	DIS90AS	Advanced research project and thesis

REMARKS

Admission to a doctoral degree will be subject to the approval of the Head of Department or his/her delegate. Registration for a doctoral degree is subject to the provisions of the Student Assessment Manual.

The minimum duration of the learning programme for a doctoral degree is two consecutive years of full-time study, or three consecutive years of part-time study. Any person enrolled as a student at CUT whilst also holding a position at a place of work in terms of the Labour Relations Act (Act No. 66 of 1995) is regarded as being a part-time student, whilst any other student is considered to be a full-time student. The student registers annually until the Assessment and Graduations Unit confirms that the qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year, the registration is accepted as being effective as from January of the year in question. A student registered for longer than the required minimum duration of study is required to pay an annual extension fee upon registration, as determined annually by CUT. Graduation is linked to

Except with the special permission of Senate, no candidate may be registered for a doctoral degree for a period exceeding five years.

A person who has registered for a doctoral degree will automatically be deregistered if the proposal and form LS262a are not approved within six months, for full-time doctoral degree students, or nine months, for part-time doctoral degree students, respectively.

Admission requirements:

A Master of Communication in Language Practice Degree or the equivalent thereof.
Admission is dependent on the availability of a promoter in the field of study. For possible university funding, the student must have obtained 60% in a Master's qualification in this field of study.

Exit-level outcomes

The researcher is able to demonstrate the ability to conduct advanced research at the highest level within complex and often unpredictable contexts on aspects of Communication, Media Studies, or Journalism. culminating in a research thesis.

After successful completion of this qualification, a Doctor of Communication in Language Practice Degree will be awarded during an official graduation ceremony of CUT.

22.2 DOCTOR OF EDUCATION   **D_EDUC**
This learning programme will be offered in Bloemfontein and Welkom.

SAQA CREDITS:	**360**
HEMIS CREDITS:	**2.000**
NQF LEVEL:	**10**
MINIMUM DURATION OF LEARNING PROGRAMME:	**2 years full time**
	3 years part time

MODULE			
CODE	**NAME**	**CREDITS**	
EDU8500	Doctor of Education	360	C

REMARKS

Admission to a doctoral degree will be subject to the approval of the Head of Department or his/her delegate. Registration for a doctoral degree is subject to the provisions of the Student Assessment Manual.

The minimum duration of the learning programme for a doctoral degree is two consecutive years of full-time study, or three consecutive years of part-time study. Any person enrolled as a student at CUT whilst also holding a position at a place of work in terms of the Labour Relations Act (Act No. 66 of 1995) is considered to be a part-time student, whilst any other student is considered to be a full-time student. The student registers annually until the Assessment and Graduations Unit confirms that the qualification has been achieved. Notwithstanding the fact that students registering for the first time may register at any given time during the year, the registration is accepted as being effective as from January of the year in question. A student registered for longer than the required minimum duration of study is required to pay an annual extension fee upon registration, as determined annually by CUT. Graduation is linked to

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A person who has registered for a doctoral degree will automatically be deregistered if the proposal and form LS262a are not approved within six months, for full-time doctoral degree students, or nine months, for part-time doctoral degree students, respectively.

Admission requirements

Learning assumed to be in place is the following:
- MEd; or
- RPL equivalent: Evidence of applied competence is to be assessed by a team of suitably qualified and experienced practitioners on the basis of, at least, a written report, which should include a portfolio to prove educational research experience at the required level, as well as an oral defence of such a report.

Admission is dependent on the availability of a promoter in the field of study. For possible university funding, the student must have obtained 60% in the MEd qualification.

Exit-level outcomes

The researcher is able to demonstrate the ability to conduct advanced research at the highest level within complex and often unpredictable contexts on particular aspects of education, culminating in a research thesis.

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GENERAL ENQUIRIES

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