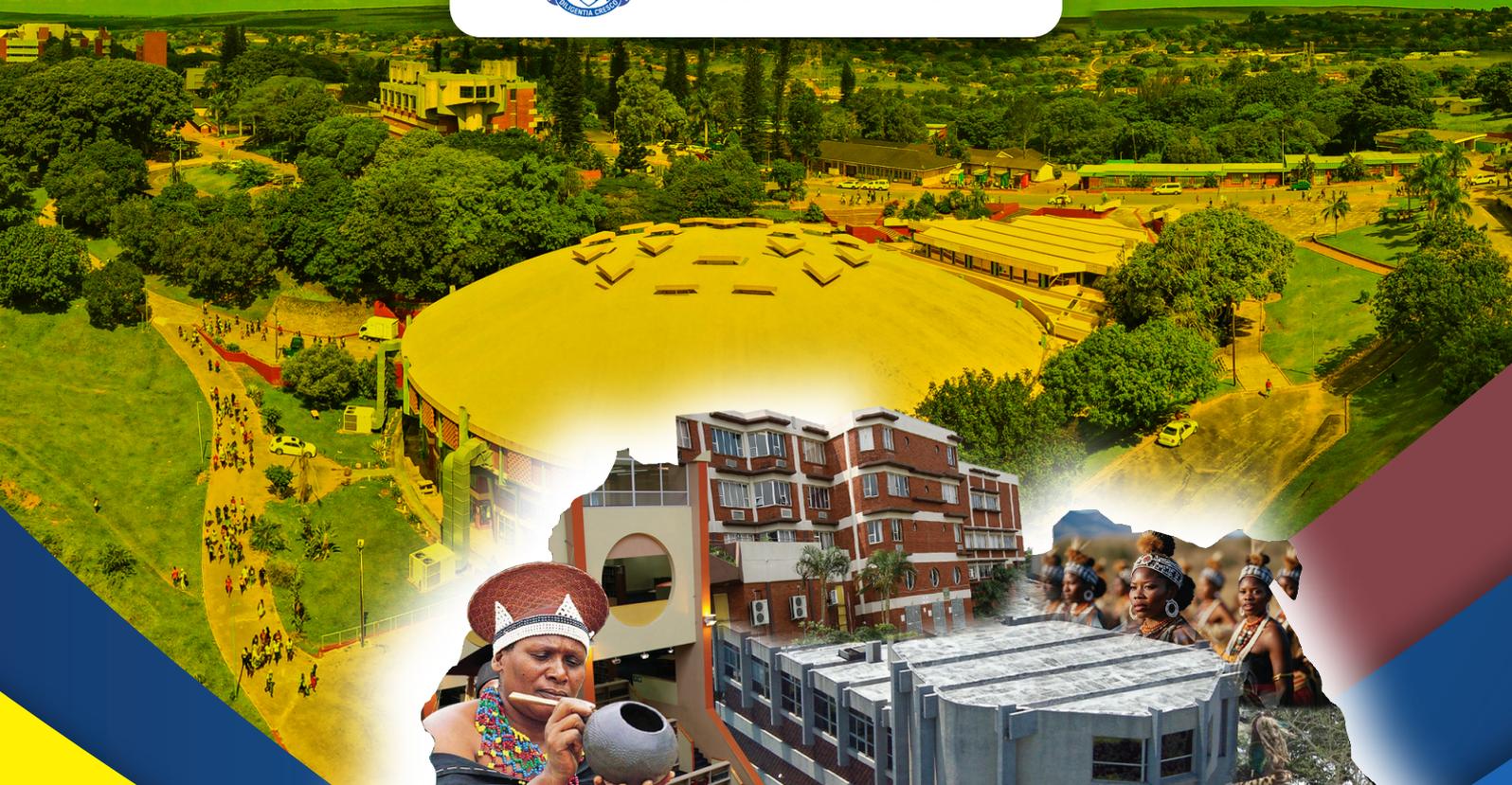




UNIVERSITY OF
ZULULAND

A NODE FOR AFRICAN THOUGHT



2025 GENERAL CALENDAR



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TABLE OF CONTENTS

COAT OF ARMS	1
Heraldic Description	1
Symbolism	1
VISION OF THE UNIVERSITY	1
MISSION OF THE UNIVERSITY	1
VALUES OF THE UNIVERSITY	1
GENERAL INFORMATION	2
Location	2
Contact Details & Addresses: KwaDlangezwa & Richards Bay Campuses	2
COMPOSITION OF THE UNIVERSITY COUNCIL	3
OFFICE-BEARERS OF THE UNIVERSITY	4
CONTACT DETAILS: Faculties/Departments/Divisions/Sections/Units /Centres	5
HONORARY DEGREES CONFERRED	8
EMERITUS PROFESSORSHIPS	9
CURRENT RESEARCH FELLOWS	9
ADJUNCT PROFESSORS/ASSOCIATE PROFESSORS	10
CALENDAR OF THE UNIVERSITY	11
COMPOSITION OF SENATE	31
PROFESSORS OF THE UNIVERSITY	32
ASSOCIATE PROFESSORS OF THE UNIVERSITY	32
COMMITTEES OF THE UNIVERSITY COUNCIL	33
INSTITUTIONAL FORUM	35
COMMITTEES OF SENATE	36
MANAGEMENT COMMITTEES	42
ACADEMIC STAFF	46
ADMINISTRATIVE & SUPPORT STAFF	64
LIBRARY FACILITIES	82
UNIZULU RULES (Important Information for Students)	84

APPENDICES

- Appendix 1: Policy & Procedures on Disciplinary Code-Students (VC P1)
- Appendix 2: Policy & Procedures on Managing & Preventing Acts of Plagiarism (RI P5)
- Appendix 3: Policy & Procedures on Administration of Examinations (REG P15)

2025
GENERAL CALENDAR

COAT OF ARMS



Heraldic Description

- Arms: Gyronny of twelve argent and azure, at nombril point, on a bezant, a pall sable.
- Crest: A fish eagle displayed, proper.
- Wreath and Mantling: Argent and azure.
- Motto: Diligentia Cresco

Symbolism

The coat of arms, the golden disc, divided into three symbolises the physical, intellectual and spiritual aspects of humankind. The blue and white rays represent the knowledge and learning radiated by the University. The black and red helmet is associated with courtesy while the fish eagle conveys the idea of alertness. The motto, by diligence we shall lead, serves as an inspiration to both students and staff members.

VISION

A leading comprehensive African university that thrives on quality and fosters collaborative and innovative cultures with its rural and urban campuses.

MISSION

UNIZULU seeks to:

- produce globally competitive graduates relevant to the development needs of the country; and
- engage with society for the betterment of all.

VALUES

- Promoting attributes of excellence, creativity and discovery among students and staff.
- Working together to accomplish a common goal.
- Sustaining high levels of productivity.
- Subscribing to integrity and transparency.
- Inculcating dependable and trustworthy relationships and mutual respect.

2025
GENERAL CALENDAR

GENERAL INFORMATION

Location

The KwaDlangezwa Campus of the University of Zululand is situated 142 km north of Durban and 19 km South of Empangeni, the nearest town off the N2 National Road on the KwaZulu-Natal North Coast.

The KwaDlangezwa campus is mainly residential with board and lodging facilities for 3 800 students.

Correspondence & Enquiries

Prospective students must note that all correspondence and enquiries are to be addressed to:

The Registrar,
University of Zululand,
Private Bag X1001,
KwaDlangezwa, 3886

Physical Address: KwaDlangezwa Campus

University of Zululand,
24 Main Road,
KwaDlangezwa

Richards Bay Campus

The Richards Bay Campus of the University of Zululand is situated 172 km north of Durban, off the N2 national road on the KwaZulu-Natal North Coast.

Postal Address: Richards Bay Campus

Private Bag X1041,
Richards Bay,
3900

Physical Address: Richards Bay Campus

Corner of Guldengracht and East Central Arterial Roads,
Arboretum,
Richards Bay

Telephone Numbers: KwaDlangezwa Campus

Office of the Registrar:035-902-6434

After Hours

Warden:035-902-6678/6696/6693

Protective Services:035-902-6599/6479

GENERAL CALENDAR

COUNCIL**Council members appointed in terms of Section 18 of the Statute of the University of Zululand**

18(1)	(a)	Prof XA Mtose	Vice-Chancellor
	(b)	Prof PS Jaca	Deputy Vice-Chancellor: Institutional Support
		Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
	(c)	Prof NW Kunene	Senate Representative
		Prof AL Shokane	Senate Representative
	(d)	Mr L Munsamy	Academic Employees Representative
	(e)	Dr S Vetrimurugan	Administrative & Support Employees Representative
	(f)		SRC Representative
			SRC Representative
	(g)		Ministerial Appointee
		Dr A Kaniki	Ministerial Appointee (Deputy Chairperson of Council)
		Prof N Makunga	Ministerial Appointee
		Ms OB Dekeda	Ministerial Appointee
			Ministerial Appointee
	(h)	Mr NL Nkwanyana	President Convocation
		Ms N Sibisi	Convocation Representative
	(i)		City of uMhlatuze Local Authority Representative
	(j)	Prof D Mabunda	Donor Representative (Chairperson of Council)
			Donor Representative
	(k)	Mr XW Chonco	Mkhwanazi Traditional Leaders Representative
	(l)		Chairperson of the Institutional Forum
	(m)	Ms J Masite	Council Appointee: Expertise & Experience
		Mr D Kunji-Behari	Council Appointee: Expertise & Experience
		Adv. MB Masuku	Council Appointee: Expertise & Experience
			Council Appointee: Expertise & Experience
			Council Appointee: Expertise & Experience

Council Secretary appointed by Council in terms of Section 16 of the Statute of the University of Zululand:

16(1)	Dr D Mothilall	Registrar & Secretary to Council
-------	----------------	----------------------------------

OFFICE-BEARERS OF THE UNIVERSITY**Chancellor**

Vacant

Vice-Chancellor

Prof XA Mtose, BA (UFH), HDE (Primary) (UCT), BAHons (RU), MPhil (Higher Education) (US), PhD (Psychology) (UKZN)

Deputy Vice-Chancellor (Teaching & Learning)

Prof VS Nomlomo, JSTC (Cicirha College), BA, BEd (UNITRA), MEd (Sociolinguistics) (UCT), MPhil (General Linguistics & Second Language Studies) (USB), PhD (UWC)

Deputy Vice-Chancellor (Research & Innovation)

Prof NW Kunene, BSc (Agriculture) (Swaziland), MSc (Agriculture) (University of Natal), PhD (Agriculture) (UKZN)

Deputy Vice-Chancellor (Institutional Support)

Prof PS Jaca, BSc (Education), BScHons (Mathematics), MSc (Mathematics) (WSU), MSc (Education) (The Sheffield University, United Kingdom), PhD (Mathematics Education) (NMU)

Deputy Vice-Chancellor (Engagements & Transformation)

Vacant

Registrar

Dr D Mothilall, BA (Law), LLB (UDW), LLM (UNISA), Attorney of the High Court of SA, LLD (UNIZULU)

Executive Director: Finance

Mr PJ Du Plessis, BCompt, BAccHons (UFS), CA (SA)

Executive Director: Human Resources

Mr RT Ngcobo, BAdmin (UNISA), Cert (Industrial Relations) (WITS), BComHons (HRM), MCom (Leadership Studies) (UKZN), PGDip (Company Direction) (GIMT Sunning hill), Cert (Essentials of Management Coaching) (USB)

Executive Director: Infrastructure

Dr NC Xhala, PhD (Construction Management) (UFS), MSc (Project Management) (NMU), MA (Town & Regional Planning) (UP), BHons (Population Studies), BA (Education) (UNITRA), Cert (Business Case Development for Infrastructure & Projects Authority) (United Kingdom, HM Treasury), Cert (Finance for Development) (World Bank Group), Cert (Introduction to Monitoring & Evaluation) (PALAMA), Cert (Nyukela Public Service Pre-Entry Programme) (National School of Government)

Interim Director (Richards Bay Campus)

Prof G Moyo, BAHons (Sociology with Professional Studies) (CNAAB, UK), MSc (Social Planning) (University of London School of Economics), PhD (Education) (RU)

Dean: Faculty of Humanities & Social Sciences

Prof AL Shokane, BASocSci (SW), MASocSci (SW) (RAU), PGDip (HE) (RU), D Litt et Phil (SW) (UJ)

Dean: Faculty of Commerce, Administration & Law

Prof L Greyling, BCom, BComHons, MCom, DCom (RAU)

Dean: Faculty of Education

Prof SS Ntombela, BA, UED (UNIZULU), BEdHons, Dip (Special Education) (Remedial Education), (University of Natal), MEd (University of Manchester), PhD (UKZN)

Dean: Faculty of Science, Agriculture & Engineering

Prof KC Lehloeny, BSc (Agriculture) (NUL), BScAgricHons, MSc (Agriculture), PhD (Agriculture) (UFS)

Dean of Students

Dr T Ncokazi, PGCert (Higher Education Academy HR) (UP), PGCert (Higher Education Management) (WITS), NDip (HRM), BTech (HRM), BTech (Project Management) (CUT), Magister in Development Studies, PhD (Higher Education Studies) (UFS)

GENERAL CALENDAR

TELEPHONE NUMBERS: FACULTIES & DEPARTMENTS

Faculty of Commerce, Administration & Law (FCAL)

Name	Department	e-mail	Telephone
Prof L Greyling	Dean	GreylingL@unizulu.ac.za	035-902-6590
Prof MF Vezi-Magigaba	Deputy Dean: Teaching & Learning	MagigabaM@unizulu.ac.za	035-902-6121
Prof I Kaseeram	Deputy Dean: Research & Internationalisation	KaseeramI@unizulu.ac.za	035-902-6425
Prof D Iyer	HoD: Law	IyerD@unizulu.ac.za	035-902-6379
Prof S Zhou	AHoD: Economics	ZhouS@unizulu.ac.za	035-902-6225
Mrs S Khomo	AHoD: Accounting and Auditing	KhomoSP@unizulu.ac.za	035-902-6796
Prof NN Jili	AHoD: Public Administration	JiliN@unizulu.ac.za	035-902-6615
Adv. B Sogoni	Director Law Clinic	SogoniB@unizulu.ac.za	035-902-6454
Dr M Mpofu	Faculty Manager	MpofuM@unizulu.ac.za	035-902-6539

Faculty of Education (FEDU)

Name	Department	e-mail	Telephone
Prof SS Ntombela	Dean	NtombelaS@unizulu.ac.za	035-902-6347
Prof S Govender	Deputy Dean: Teaching & Learning	GovenderSA@unizulu.ac.za	035-902-6350
Prof BT Gamede	ADeputy Dean: Research & Innovation	GamedeB@unizulu.ac.za	035-902-6495
Prof MS Mabusela	AHoD: Educational Foundations	MabuselaM@unizulu.ac.za	035-902-6205
	HoD: Early Childhood Education	MbathaT@unizulu.ac.za	035-902-6759
Dr T Talasi	AHoD: Mathematics, Science & Technology Education	TalasiT@unizulu.ac.za	035-902-6064
Dr S Mokoena	AHoD: Languages & Social Sciences	MokoenaS@unizulu.ac.za	035-9026758
Vacant	Coordinator and Head: Educational Professional Practice Unit		
Mrs P Mtotywa	Faculty Manager	MtotywaP@unizulu.ac.za	035-902-6023

Faculty of Humanities & Social Sciences (FHSS)

Name	Department	e-mail	Telephone
Prof AL Shokane	Dean	ShokaneA@unizulu.ac.za	035-902-6660
Assoc Prof ZG Buthelezi	Deputy Dean: Teaching & Learning	ButheleziZG@unizulu.ac.za	035-902-6650
Assoc Prof GM Naidoo	Acting Deputy Dean: Research & Internationalisation	NaidooG@unizulu.ac.za	035-902-6164
Ms SM Khanyile	Secretary	KhanyileSM@unizulu.ac.za	035-902-6087
Ms X Xothongo	Faculty Manager	XothongoX@unizulu.ac.za	035-902-6572
Ms BO Mashiyane	Faculty Officer	MashiyaneB@unizulu.ac.za	035-902-6510
Assoc Prof JM Mdiniso	HoD: Anthropology & Development Studies	MdinisoJ@unizulu.ac.za	035-902-6765
Dr MR Metso	AHoD: Communication		

GENERAL CALENDAR

Dr S Dlamini	Science HoD: Criminal Justice	MetsoR@unizulu.ac.za DlaminiSI@unizulu.ac.za	035-902-6167 035-902-6869
Prof Z Fikelepi-Twani	HoD: Creative Arts	TwaniZ@unizulu.ac.za	035-902-6503
Dr L Mafu	HoD: English	MafuL@unizulu.ac.za	035-902-6086
Assoc Prof EM Mncwango	HoD: General Linguistics & Modern Languages	MncwangoE@unizulu.ac.za	035-902-6057
Assoc Prof I Moyo	AHoD: Geography	Moyoi@unizulu.ac.za	035-902-6340
Dr SH Ntuli	HoD: History	NtuliH@unizulu.ac.za	035-902-6364
Dr SL Ntuli	HoD: African Languages & Culture	NtuliSL@unizulu.ac.za	035-902-6106
Prof GV Jiyane	HoD: Information Studies	JiyaneG@unizulu.ac.za	035-902-6325
Prof A Nicolaidis	HoD: Philosophy & Applied Ethics	NicolaidisA@unizulu.ac.za	035-902-6116
Assoc Prof TC Adetiba	HoD: Politics & International Studies	AdetibaT@unizulu.ac.za	035-902-6092
Prof JV Rautenbach	HoD: Psychology Social Work	MbeleP@unizulu.ac.za RautenbachJ@unizulu.ac.za	035-902-6608 035-902-6119
Dr SC Cele	HoD: Sociology	CeleSC@unizulu.ac.za	035-902-6669
Dr GS Nkosi	HoD: Recreation & Tourism	NkosiG@unizulu.ac.za	035-902-6576

Faculty of Science, Agriculture & Engineering (FSAE)

Name	Department	e-mail	Telephone
Prof KC Lehloenya	Dean	LehloenyaK@unizulu.ac.za	035-902-6648
Dr P Mudali	Deputy Dean: Teaching & Learning	MudaliP@unizulu.ac.za	035-902-6846
Prof I Moyo	Deputy Dean: Research & Internationalisation	Moyoi@unizulu.ac.za	035-902-6340
Vacant	Faculty Manager		
Prof M Sibanda	HoD: Agriculture	SibandaM@unizulu.ac.za	035-902-6068
Prof SP Songca	AHoD: Biochemistry & Microbiology	SongcaS@Unizulu.ac.za	035-902-6817
Dr G Breukelman	HoD: Human Movement Science	BreukelmanG@unizulu.ac.za	035-902-6957
Prof NR Ntuli	HoD: Botany	Ntulir@unizulu.ac.za	035-902-6105
Dr S Mohomane	HoD: Chemistry	MohomaneS@unizulu.ac.za	035-902-6786
Prof MO Adigun	HoD: Computer Science	AdiquinM@unizulu.ac.za	035-902-6189
Dr NK Ndwandwe	Consumer Sciences	NdwandweN@unizulu.ac.za	035-902-6003
Dr EI Onuh	AHoD: Engineering	OnuhE@unizulu.ac.za	035-902-6319
Prof I Moyo	AHoD: Geography & Environmental Science	Moyoi@unizulu.ac.za	035-902-6340
Prof V Elumalai	HoD: Hydrology	ElumalaiV@unizulu.ac.za	035-902-6419
Prof MB Matadi	HoD: Mathematical Sciences	Matadim@unizulu.ac.za	035-902-6228
Prof ST Madlala	HoD: Nursing Science	MadlalaS@unizulu.ac.za	035-902-6520
Dr CL Ndlangamandla	HoD: Physics	NdlangamandlaC@unizulu.ac.za	035-902-6567
Mrs N Morojele-Mathibedi	AHoD: Science Access	Morojelen@unizulu.ac.za	035-902-6868
Prof L Vivier	HoD: Zoology	VivierL@unizulu.ac.za	035-902-6741

GENERAL CALENDAR

Telephone Numbers: Other Sections/Units/Centres

Admissions	035-902-6051
Assessment Management	035-902-6006
Assessment, Certification & Graduation	035-902-6177
Bookshop	035-902-6103
Buying & Stores	035-902-6910
Campus Clinic	035-902-6841
Communications & Marketing	035-902-6668
Finance	035-902-6290/6587
Fleet Management	035-902-6723
Governance & Secretariat	035-902-6825
Guidance & Counselling	035-902-6370
Law Clinic	035-902-6454
Library	035-902-6463
Postal Services	035-902-6579
Printing Centre	035-902-6586
Quality Assurance	035-902-6644
Risk Management	035-902-6842
Student Administration	035-902-6674/6270
Student Housing	035-902-6179/6626
Teaching & Learning Centre	035-902-6074

Telephone Numbers: Executive Offices

Vice-Chancellor	035-902-6634
Deputy Vice-Chancellor: Teaching & Learning	035-902-6283
Deputy Vice-Chancellor: Research & Innovation	035-902-6275
Deputy Vice-Chancellor: Institutional Support	035-902-6919
Registrar	035-902-6632
Finance	035-902-6630
Human Resources	035-902-6401
Infrastructure	035-902-6928
Institutional Planning	035-902-6647

Contact Details: Richards Bay Campus

Executive Director: Richards Bay.....	035-902-6920
Secretary/PA	035-902-6921
Reception	035-902-6950
Administration	035-902-6958/6960
Admissions	035-902-6923
Student Admin	035-902-6924/6977
Examinations	035-902-6922
Library	035-902-6918
Protective Services	035-902-6940/6955/6970/6597
Clinic	035-902-6956/6908
ICT	035-902-6912/6854
Finance	035-902-6954

GENERAL CALENDAR

HONORARY DEGREES

1976	LLD	The Honourable Mntwana MG Buthelezi
	DLitt	Professor CLS Nyembezi
1980	DCom	Professor SB Ngcobo
	DPhil	Bishop AH Zulu
1986	DPhil	Rev EZ Sikhakhane
1988	LLD	Professor NJJ Olivier
1989	DPhil	Dr SG Marzullo
1990	DPhil	Dr JL Dube (posthumously)
	DEd	Dr JAW Nxumalo
1992	DPhil	Professor C Searle
1993	LLD	Professor JD van der Vyver
1994	DPhil	His Majesty King Zwelithini Zulu
1995	DEd	Professor AC Nkabinde
	DTh	Professor GC Oosthuizen
	LLD	Deputy President Dr FW de Klerk
1996	DPhil	Professor S Kupe
	LLD	Professor NE Wiehahn
	DEd	Professor HB Kruger
1997	DEd	Dr ISF Kubeka
	LLD	Justice EM Tshabalala
	LLD	Justice PS Langa
	DPhil	Dr IF Garland
1998	LLD	President of the Republic of South Africa, Dr NR Mandela
	DPhil	Premier of KwaZulu-Natal, Dr BS Ngubane
	DTh	Chairman of the Truth & Reconciliation Commission, Dr KEM Mgojo
1999	DSc	Dr MV Gumede (posthumously)
	LLD	Dr FT Mdlalose
2000	DTh	Rev Fr Bishop MD Biyase
2001	DPhil	Dr JSM Khumalo
	DPhil	Dr ETZS Mthiyane
	DLitt	Dr DB Ntuli
	DPhil	Mntwana Princess Magogo C Buthelezi KaDinuzulu (posthumously)
	DEd	Dr JL van der Walt
	MA	Rev HB du Toit
	DPhil	Dr TME Nene
	DPhil	Dr BJ Shabalala
	LLD	Dr JAM Luthuli
	DAdmin	Deputy President of the Republic of South Africa, Dr JG Zuma
2002	DEd	Premier of KwaZulu-Natal, Dr LPHM Mtshali
	DPhil	Dr RS Khumalo
2004	DPhil	Dr I Khoza
2005	DAdmin	Premier of KwaZulu-Natal, Dr JS Ndebele
2006	DSc	Dr P O'Brien
2013	DLitt	Dr S Khumalo
2018	DPhil	His Majesty King Zwelithini Zulu
2021	DNurs	Professor B Bhengu
	PhD (Community Psychology)	Dr MTN Motsei
	PhD (Social Work)	Dr C Kananda
	PhD (Development Studies)	Dr L Mkhize
	DCom	Dr PJ Lehohla
	PhD (Communication Science)	Dr S Phillips

GENERAL CALENDAR

HONORARY DEGREES

2022	PhD (Philosophy & Applied Ethics)	Dr DM Ndlovu
	DCom (Economics)	Dr G Magomola
2024	PhD (Development Studies)	Dr MC Dhlomo

EMERITUS PROFESSORSHIPS

1982	Professor GJ Ackerman
	Professor CFB Nel
	Professor AM Nzimande
1985	Professor AJ Antonites
	Professor JP van der Walt
1988	Professor PA Duminy
	Professor LH Badenhorst
1991	Professor A Nel
1992	Professor AJ Vos
	Professor PS Joubert
1995	Professor ES Mchunu
1997	Professor JGJ Visser
1998	Professor MC Kitshoff
1999	Professor MG Erasmus
	Professor B Spoelstra
	Professor GJC van Wyk
2007	Professor SD Edwards
2008	Professor LM Magi
2011	Professor GA Kolawole
2012	Professor TG Djarova-Daniels
2012	Professor BA Kelbe
2015	Professor AR Opoku
2016	Professor RM Klopper

CURRENT RESEARCH FELLOWS & ASSOCIATES OF THE UNIVERSITY OF ZULULAND**Faculty of CAL**

Utete, R	Business Management
Enaifoghe, A	Public Administration

Faculty of HSS

Ocholla, DN	Information Studies
Addison, CA	English
Tshabalala, SP	Recreation & Tourism
Edwards SD	Psychology
Edwards DJ	Psychology

Faculty of SAE

Beesham, A	Mathematics
Jury, MR	Geography & Environmental Studies
Tshabalala, X	Geography & Environmental Studies
Khan, MD	Chemistry
Opoku, A	Biochemistry & Microbiology
Oyinlove, BE	Biochemistry & Microbiology

GENERAL CALENDAR

Osunsanmi, FO	Biochemistry & Microbiology
Dludla, PV	Biochemistry & Microbiology
Weerts, S	Zoology
De Fortier, A	Zoology
Sharpey-Schafer, J	Physics

ADJUNCT PROFESSORS/ASSOCIATE PROFESSORS**Faculty of CAL**

Botha, I	Economics
Govender, K	Business Management
Pillay, P	Public Admin
Rishi, P	Public Admin

Faculty of SAE

Louw, J	Biochemistry & Microbiology
Muller, C	Biochemistry & Microbiology

2025
GENERAL CALENDAR

JANUARY

Wed	1		PUBLIC HOLIDAY (NEW YEAR'S DAY)
Thurs	2		
Fri	3		
Sat	4		
Sun	5		
Mon	6	(i)	UNIVERSITY RE-OPENS
		(ii)	Administration Offices & Library Open
		(iii)	Call to draft the 2025 Individual Performance Agreements (IPAs)
		(iv)	Call to continue with the 2024 Individual Performance Assessments
		(v)	Applications for Academic Exclusion Appeal Open
		(vi)	Closure Agenda: Timetable Committee 21/01
Tues	7	(i)	Meeting: EXCO (2025 Registration and other Matters) 08:30
		(ii)	Closure: Applications for Special Examinations
		(iii)	Online Applications for 2025 Graduation (GRF 01 Online Form)
Wed	8		
Thurs	9		Closure Agenda: Legal Committee 23/01
Fri	10		Call for Applications (Academic & Research Staff Promotions)
Sat	11		
Sun	12		
Mon	13		Start of Special Examinations
Tues	14		
Wed	15		End of Special Examinations
Thurs	16	(i)	Release of the 2024 National Senior Certificate Results
		(ii)	Start of Conversion of Conditional Offers to Firm Offers
Fri	17		Final Day to Appeal against Academic Exclusion
Sat	18		
Sun	19		
Mon	20		Last Day for Processing/Capturing of Marks (Special Examinations)
Tues	21		Meeting: Timetable Committee 08:30
Wed	22		Meeting: Faculty Examinations Committee (Special Examinations)
Thurs	23		Meeting: Legal Committee 08:30
Fri	24	(i)	End of Conversion of Conditional Offers to Firm Offers
		(ii)	Publication of Results (Special Examinations)
Sat	25		
Sun	26		
Mon	27		Start of Registration for the First Time Entering Students (FTENS)
Tues	28	(i)	Meeting: Academic Exclusion Appeals Committee 08:30
		(ii)	Closure Agenda: EXCO 11/02
Wed	29		Closure Agenda: Investment Management Committee 12/02
Thurs	30		Meeting: Employee Wellness Committee 09:00
Fri	31	(i)	End of Registration for FTENS
		(ii)	Final Day to Submit the 2024 Annual Divisional Reports

Meeting time with * = means the meeting starting time is at the discretion of the respective Chairperson.

2025
GENERAL CALENDAR

FEBRUARY

Sat	1		
Sun	2		
Mon	3	(i)	Start of Orientation for FTENS
		(ii)	Start of Registration for Returning Undergraduate, Honours & Master's by Coursework Students
		(iii)	Final Call to Complete the 2024 Individual Performance Assessments
Tues	4	(i)	World Cancer Day
		(ii)	Closure Agenda: POPI Compliance Committee 17/02
Wed	5		Closure Agenda: Health & Wellnesses Coordinating Committee 19/02
Thurs	6		
Fri	7	(i)	End of Registration for Returning Undergraduate, Honours & Master's by Coursework Students
		(ii)	End of Orientation for FTENS
Sat	8		
Sun	9		
Mon	10	(i)	START OF SEMESTER I, TERM I LECTURES
		(ii)	Start of Home/Residence Based Schooling (BEd II FP, IP & SP FET)
		(iii)	Closure Agendas: Human Resources Committee of Council (HRCC) & Finance Committee of Council (FCC) 24/02
		(iv)	Closure Agenda: Legal Committee 24/02
		(v)	Closure Agendas: Faculty Board of Science, Agriculture & Engineering (FBSAE), Faculty Board of Education (FBEDU), Faculty Board of Commerce Administration & Law (FBCAL) & Faculty Board of Humanities & Social Sciences (FBHSS) 24/02, 25/02, 26/02 & 27/02
Tues	11	(i)	Meeting: EXCO 08:30
		(ii)	Closure Agendas: Planning & Infrastructure Committee of Council (PICC) & Audit & Risk Committee of Council (ARCC) 25/02
Wed	12		Meeting: Investment Management Committee 08:30
Thurs	13		Meeting: Management & Employee Consultative Forum 09:00
Fri	14	(i)	Closure Agendas: MANCO & Institutional Risk Management (IRMC) 03/03
		(ii)	Closure Agenda: Employment Equity Committee 28/02
Sat	15		
Sun	16		
Mon	17	(i)	Start of Semester I Modification of Undergraduate Modules & Programmes
		(ii)	Meeting: POPI Compliance Committee 08:30
Tues	18	(i)	Special Meeting: SENEX (Graduation Matters Only) 08:30
		(ii)	International Mother Language Day
Wed	19	(i)	Meeting: Health & Wellnesses Coordinating Committee 08:30
		(ii)	Start of First Things First Campaign
Thurs	20	(i)	Meeting: Retirement Funds FAI Subcommittee 09:00
		(ii)	Meeting: Retirement Funds Communication Subcommittee 13:00
Fri	21	(i)	Closure Agenda: Library Committee 07/03
		(ii)	End of First Things First Campaign
		(iii)	End of Home/Residence Based Schooling (BEd II FP, IP & SP FET)
Sat	22		
Sun	23		
Mon	24	(i)	Meeting: HRCC 09:00
		(ii)	Meeting: FCC 11:00
		(iii)	Meeting: Legal Committee 08:30
		(iv)	Meeting: FBSAE 13:35 *
		(v)	Closure Agenda: EXCO 10/03
Tues	25	(i)	Meeting: PICC 09:00

2025

GENERAL CALENDAR

		(ii)	Meeting: ARCC 14:00
		(iii)	Meeting: FBEDU 13:35 *
		(iv)	Closure Agenda: Institutional Forum (IF) 11/03
Wed	26		Meeting: FBCAL 13:35 *
Thurs	27	(i)	Meeting: FBHSS 13:35 *
		(ii)	Closure Agenda: Safety, Health & Environment (SHE) Committee 13/03
Fri	28	(i)	Meeting: Employment Equity Committee 08:30
		(ii)	Closure Agenda: Transformation & Inclusion Committee 14/03
		(iii)	Closure for Inclusion in the Graduation List
		(iv)	Closing Date of Applications for Master's and Doctoral Studies by Research
		(v)	Closing Date for Submission of the 2024 Final Individual Performance Assessments

GENERAL CALENDAR

MARCH

Sat	1		
Sun	2		
Mon	3	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: IRMC 12:00
		(iii)	Closure Agenda: Teaching & Learning Committee (TLC) 17/03
		(iv)	Closure Agenda: Higher Degrees Committee 19/03
		(v)	Life Orientation Teachers Seminar
Tues	4		Closure Agenda: Quality Assurance Academic Development Committee (QAADC) 18/03
Wed	5		International Women's Day
Thurs	6	(i)	First Provisional Graduation List (All Faculties)
		(ii)	Closure Agenda: Gender Forum 20/03
Fri	7	(i)	End of Semester I Modification of Undergraduate Modules & Programmes
		(ii)	Meeting: Library Committee 08:30
		(iii)	Closure Agenda: Community Engagement Committee 24/03
Sat	8		
Sun	9		
Mon	10	(i)	Meeting: EXCO 08:30
		(ii)	Closure Agenda: Information Communication Technology (ICT) Steering Committee 25/03
Tues	11	(i)	Meeting: IF 08:30
		(ii)	Closure Agendas: COUNEX & COUNCIL 26 & 27/03
Wed	12		Meeting: Retirement Funds Board of Trustees 09:00
Thurs	13	(i)	Meeting: SHE Committee 08:30
		(ii)	Closure Agenda: Legal Committee 28/03
Fri	14		Meeting: Transformation & Social Inclusion Committee 08:30
Sat	15		
Sun	16		
Mon	17		Meeting: TLC 08:30
Tues	18		Meeting: QAADC 08:30
Wed	19	(i)	Meeting: Higher Degrees Committee 08:30
		(ii)	Closure Agenda: SENEX 08/04
Thurs	20		Meeting: Gender Forum 08:30
Fri	21		PUBLIC HOLIDAY (Human Rights Day)
Sat	22		
Sun	23		
Mon	24		Meeting: Community Engagement Committee 08:30
Tues	25	(i)	Meeting: ICT Steering Committee 08:30
		(ii)	Closure Agenda: Bursary/Financial Aid Committee 09/04
Wed	26	(i)	Meeting: COUNEX 09h00
		(ii)	Professorial Inaugural Lecture 11:30 – 14:00
		(iii)	Mathematics, Science & Accounting Teachers Seminar
Thurs	27	(i)	Meeting: COUNCIL 09h00
		(ii)	Meeting: Examination Committees for Postgraduate Students 08:30
		(iii)	Closure Agendas: MANCO, MANCO & SRC 10/04
		(iv)	Closure Agenda: Rules Committee 11/04
		(v)	Mathematics, Science & Accounting Teachers Seminar
Fri	28	(i)	END OF LECTURES
		(ii)	Meeting: Legal Committee 08:30
		(iii)	Closure Agendas: FBEDU, FBCAL, FBHSS & FBSAE 14/04, 15/04, 16/04 & 17/04
Sat	29		
Sun	30		
Mon	31	(i)	Start of Student Recess
		(ii)	Last Day to Complete the 2025 IPAs (Contracting)

2025

GENERAL CALENDAR

- (iii) **Closure:** Call for Applications (Academic & Research Staff Promotions)
- (iv) **Closure Agenda:** Research Ethics Committee 24/04

GENERAL CALENDAR

APRIL

Tues	1	(i)	Meeting: Faculty Promotions Committee (FPC) 08:30
		(ii)	Closure Agenda: EXCO 15/04
Wed	2		Closure Agenda: Legal Committee 16/04
Thurs	3		First Call to Submit the Semester I Examination Question Papers
Fri	4		End of Student Recess
Sat	5		
Sun	6		
Mon	7		START OF SEMESTER I, TERM II LECTURES
Tues	8	(i)	Meeting: SENEX 08:30
		(ii)	Closure Agenda: Senate 22/04
		(iii)	Closure Agenda: Timetable Committee 23/04
		(iv)	Start of Home/Residence Based Schooling (BEd IV FP)
		(v)	Start of Home/Residence Based Schooling (BEd IV IP)
		(vi)	Start of Home/Residence Based Schooling (BEd IV SP & FET)
		(vii)	Start of Home/Residence Based Schooling (PGCE SP FET & FET [Semester I])
Wed	9	(i)	Meeting: Bursary/Financial Aid Committee 08:30
		(ii)	Closure Agenda: Innovation Committee 25/04
Thurs	10	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: MANCO & SRC 12:00
Fri	11		Meeting: Rules Committee 08:30
Sat	12		
Sun	13		
Mon	14	(i)	Meeting: FBEDU 13:35 *
		(ii)	Publication of the FINAL Graduation List (All Faculties)
		(iii)	Final Call to Submit the Semester I Examination Question Papers
Tues	15	(i)	Meeting: EXCO 08:30
		(ii)	Meeting: FBCAL 13:35 *
		(iii)	Closure Agenda: Employment Equity Committee 30/04
Wed	16	(i)	Meeting: Legal Committee 08:30
		(ii)	Meeting: FBHSS 13:35 *
Thurs	17	(i)	Meeting: FBSAE 13:35 *
		(ii)	Closure Agenda: Research Committee 12/05
		(iii)	Life Orientation Teachers Seminar
Fri	18		PUBLIC HOLIDAY (Good Friday)
Sat	19		
Sun	20		
Mon	21		PUBLIC HOLIDAY (Family Day)
Tues	22	(i)	Meeting: Senate 08:30
		(ii)	Start of Supervision by UNIZULU Staff at Schools (BEd IV ALL)
Wed	23	(i)	Meeting: Timetable Committee 08:30
		(ii)	Closure Agendas: TLC & QAADC 14/05 & 15/05
Thurs	24	(i)	Meeting: Research Ethics Committee 08:30
		(ii)	Closure Agenda: Higher Degrees Committee 19/05
Fri	25	(i)	Meeting: Innovation Committee 08:30
		(ii)	End of Home/Residence Based Schooling (PGCE SP FET & FET [Semester I])
Sat	26		
Sun	27		PUBLIC HOLIDAY (Freedom Day)
Mon	28		PUBLIC HOLIDAY (Freedom Day Observed)
Tues	29		Closure Agenda: SHE Committee 13/05
Wed	30	(i)	Meeting: Employment Equity Committee 08:30
		(ii)	Last Day to Submit the Semester I Examination Question Papers
		(iii)	Closure Agenda: Health & Wellneses Coordinating Committee 20/05

2025
GENERAL CALENDAR

(iv) **Closure Agenda:** Library Committee 21/05

GENERAL CALENDAR

MAY

Thurs	1		PUBLIC HOLIDAY (Worker's Day)		
Fri	2		UNIVERSITY HOLIDAY		
Sat	3				
Sun	4				
Mon	5		GRADUATION CEREMONY	(i)	Morning Session: FCAL
				(ii)	Afternoon Session: FCAL
Tues	6		GRADUATION CEREMONY	(i)	Morning Session: FEDU
				(ii)	Afternoon Session: FEDU
Wed	7		GRADUATION CEREMONY	(i)	Morning Session: FEDU
				(ii)	Afternoon Session: FHSS
Thurs	8		GRADUATION CEREMONY	(i)	Morning Session: FHSS
				(ii)	Afternoon Session: FHSS
Fri	9		GRADUATION CEREMONY	(i)	Morning Session: FSAE
				(ii)	Afternoon Session: FSAE
Sat	10				
Sun	11				
Mon	12	(i)	Meeting: Research Committee 08:30		
		(ii)	Closure Agenda: Investment Management Committee 26/05		
Tues	13	(i)	Meeting: SHE Committee 08:30		
		(ii)	Closure Agendas: MANCO & IRMC 27/05		
Wed	14		Meeting: TLC 08:30		
Thurs	15	(i)	Meeting: QAADC 08:30		
		(ii)	Closure Agenda: SENEX 29/05		
Fri	16	(i)	Meeting: Executive Committee of Convocation 09:00		
		(ii)	Closure Agenda: Community Engagement Committee 02/06		
		(iii)	End of Supervision by UNIZULU Staff at Schools (BEd IV ALL)		
Sat	17				
Sun	18				
Mon	19	(i)	Meeting: Higher Degrees Committee 08:30		
		(ii)	Last Day for Capturing of DP Marks (Semester I Examinations)		
Tues	20		Meeting: Health & Wellneses Coordinating Committee 08:30		
Wed	21	(i)	Meeting: Library Committee 08:30		
		(ii)	Closure Agendas: HRCC & FCC 04/06		
		(iii)	Publication of DP Marks (Semester I Examinations)		
		(iv)	Professorial Inaugural Lecture 11:30 – 14:00		
		(v)	World Day for Cultural Diversity for Dialogue & Development		
Thurs	22		Closure Agendas: PICC & ARCC 05/06		
Fri	23	(i)	END OF LECTURES		
		(ii)	Meeting: Employee Wellness Committee 09:00		
Sat	24				
Sun	25				
Mon	26	(i)	START OF SEMESTER I EXAMINATIONS		
		(ii)	Meeting: Investment Management Committee 08:30		
		(iii)	Closure Agenda: EXCO 09/06		
Tues	27	(i)	Meeting: MANCO 08:30		
		(ii)	Meeting: IRMC 12:00		
		(iii)	Closure Agenda: Transformation & Social Inclusion Committee 10/06		
Wed	28	(i)	International Day of Action for Women's Health		
		(ii)	Closure Agenda: Legal Committee 11/06		
		(iii)	Closure Agenda: Research Ethics Committee 19/06		
		(iv)	Open Day for Learners		
Thurs	29	(i)	Meeting: SENEX 08:30		

2025

GENERAL CALENDAR

		(ii)	Meeting: Management & Employee Consultative Forum 09:00
		(iii)	Start of Selection of New Applications for 2026 by the Faculties
		(iv)	Closure Agenda: Senate 12/06
		(v)	Open Day for Learners
Fri	30	(i)	Meeting: Retirement Funds FAI Subcommittee 09:00
		(ii)	Meeting: Retirement Funds Communication Subcommittee 13:00
		(iii)	Last Day for Finalisation of the FPC's Deliberations
		(iv)	End of Registration for Master's & Doctoral Studies by Research
Sat	31	(v)	Closure Agenda: IF 13/06

GENERAL CALENDAR

JUNE

Sun	1		
Mon	2		Meeting: Community Engagement Committee 08:30
Tues	3		Closure Agenda: POPI Compliance Committee 18/06
Wed	4	(i)	Meeting: HRCC 09:00
		(ii)	Meeting: FCC 11:00
Thurs	5	(i)	Meeting: PICC 09:00
		(ii)	Meeting: ARCC 14:00
		(iii)	Meeting: Academic Promotions Committee (APC) 08:30
Fri	6		Closure of Agenda: Innovation Committee 24/06
Sat	7		
Sun	8		
Mon	9	(i)	Meeting: EXCO 08:30
		(ii)	Closure Agenda: ICT Steering Committee 23/06
Tues	10		Meeting: Transformation & Social Inclusion Committee 08:30
Wed	11		Meeting: Legal Committee 08:30
Thurs	12	(i)	Meeting: Senate 08:30
		(ii)	Closure Agendas: COUNEX & COUNCIL 25 & 26/06
Fri	13	(i)	Meeting: IF 08:30
		(ii)	END OF SEMESTER I EXAMINATIONS
		(iii)	CLOSURE OF RESIDENCES TO STUDENTS
		(iv)	End of Home/Residence Based Schooling (BEd IV FP)
		(v)	Closure Agenda: Gender Forum 27/06
Sat	14		
Sun	15		
Mon	16	(i)	PUBLIC HOLIDAY (Youth Day)
		(ii)	Start of Student Recess
Tues	17		Special Meetings: FCC & ARCC 09:00 & 11:00
Wed	18		Meeting: POPI Compliance Committee 09:00
Thurs	19		Meeting: Research Ethics Committee 08:30
Fri	20	(i)	Meeting: Retirement Funds Board of Trustees 09:00
		(ii)	End of Home/Residence Based Schooling (BEd IV IP)
		(iii)	End of Home/Residence Based Schooling (BEd IV SP & FET)
Sat	21		
Sun	22		
Mon	23	(i)	Meeting: ICT Steering Committee 08:30
		(ii)	Last Day for Processing/Capturing of Marks (Semester I Examinations)
		(iii)	Start of Mid-year Performance Review
Tues	24		Meeting: Innovation Committee 08:30
Wed	25	(i)	Meeting: COUNEX 09:00
		(ii)	Meeting: Faculty Examinations Committee 08:30
		(iii)	Men's Health Day
Thurs	26	(i)	Meeting: COUNCIL 09:00
		(ii)	Closure Agendas: FBCAL, FBHSS, FBSAE, FBEDU 08/07, 09/07, 10/07 & 14/07
Fri	27	(i)	Publication of Results (Semester I Examinations)
		(ii)	Meeting: Gender Forum 11:00
		(iii)	Closure Agenda: Research Committee 15/07
Sat	28		International LGBT Pride Day
Sun	29		
Mon	30	(i)	Deadline to Submit the 2024 Annual Report to DHET
		(ii)	Issue Call for Nominations – Honorary Degrees

GENERAL CALENDAR

JULY

Tues	1	(i)	Closure Agenda: Legal Committee 14/07
		(ii)	Call for the 2025 (IPAs) Review
Wed	2		Closure Agendas: MANCO, MANCO & SRC 16/07
Thurs	3		Closure Agenda: EXCO 17/07
Fri	4		End of Student Recess
Sat	5		
Sun	6		
Mon	7	(i)	START OF SEMESTER II, TERM III LECTURES
		(ii)	Start of Semester I Aegrotat/Re-examinations & Postgraduate Examinations
		(iii)	Start of Semester II Registration for Returning Students
		(iv)	Online Graduation Applications for 2026 (GRF 01 Online Form)
Tues	8		Meeting: FBCAL 13:35 *
Wed	9		Meeting: FBHSS 13:35 *
Thurs	10		Meeting: FBSAE 13:35 *
Fri	11		End of Semester II Registration for Returning Students
Sat	12		
Sun	13		
Mon	14	(i)	Start of Semester II Modification of Undergraduate Modules & Programmes
		(ii)	Meeting: Legal Committee 08:30
		(iii)	Meeting: FBEDU 13:35 *
Tues	15	(i)	Meeting: Research Committee 08:30
		(ii)	Closure Agenda: Library Committee 29/07
		(iii)	Closure Agenda: Higher Degrees Committee 04/08
		(iv)	Last Day for Finalisation of the APC's Process
Wed	16	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: MANCO & SRC 12:00
		(iii)	End of Semester I Aegrotat/Re-examination & Postgraduate Examinations
		(iv)	Closure Agenda: TLC 30/07
		(v)	Closure Agenda: QAADC 31/07
Thurs	17		Meeting: EXCO 08:30
Fri	18		Nelson Mandela International Day
Sat	19		
Sun	20		
Mon	21		Last Day for Processing/Capturing of Marks (Aegrotat/Re-examinations & Postgraduate Examinations)
Tues	22	(i)	Start of Home/Residence Based Schooling (PGCE SP FET & FET [Semester II])
		(ii)	Start of Home/Residence Based Schooling (BEd III SP & FET [Semester II])
		(iii)	Start of Home/Residence Based Schooling (BEd III FP [Semester II])
		(iv)	Start of Home/Residence Based Schooling (BEd III IP [Semester II])
Wed	23	(i)	Meeting: Faculty Examinations Committee 08:30
		(ii)	Closure Agenda: SHE Committee 05/08
Thurs	24	(i)	Meeting: APRC 08:30
		(ii)	Closure Agenda: Investment Management Committee 06/08
Fri	25		Publication of Results (Aegrotat/Re-examinations & Postgraduate Examinations)
Sat	26		
Sun	27		
Mon	28	(i)	Start of Supervision by UNIZULU Staff at Schools (PGCE)
		(ii)	Start of Supervision by UNIZULU Staff at Schools (BEd III ALL)
		(iii)	Mathematics, Science & Accounting Seminar
Tues	29	(i)	Meeting: Library Committee 08:30
		(ii)	Mathematics, Science & Accounting Seminar
		(iii)	Closure Agenda: Innovation Committee 12/08

2025

GENERAL CALENDAR

Wed	30	(i)	Meeting: TLC 08:30
		(ii)	Closure Agenda: Employment Equity Committee 13/08
Thurs	31	(i)	Meeting: QAADC 08:30
		(ii)	Closure Agenda: SENEX 14/08
		(iii)	End of the 2025 (IPAs) Review
		(iv)	Men's Day Event

GENERAL CALENDAR

AUGUST

Fri	1	(i)	End of Semester II Modification of Undergraduate Modules & Programmes
		(ii)	Call for Postgraduate Students (Intention to Submit Manuscripts for Assessment)
		(iii)	Closure Agenda: POPI Compliance Committee 15/08
Sat	2		
Sun	3		
Mon	4	(i)	Meeting: Higher Degrees Committee 08:30
		(ii)	Start of the International Education Week
Tues	5	(i)	Meeting: SHE Committee 08:30
		(ii)	Closure Agenda: Community Engagement Committee 19/08
Wed	6	(i)	Meeting: Investment Management Committee 08:30
		(ii)	Professorial Inaugural Lecture 11:30 – 14:00
		(iii)	Closure Agendas: MANCO & IRMC 20/08
Thurs	7	(i)	Meeting: Academic Promotions Appeals Committee (APAC) 08:30
		(ii)	Closure Agenda: Legal Committee 21/08
Fri	8		End of the International Education Week
Sat	9		PUBLIC HOLIDAY (Women's Day)
Sun	10		
Mon	11		Closure Agenda: EXCO 25/08
Tues	12		Meeting: Innovation Committee 08:30
Wed	13	(i)	Meeting: Employment Equity Committee 08:30
		(ii)	Closure Agenda: Health & Wellneses Coordinating Committee 26/08
		(iii)	Closure Agendas: HRCC & FCC 27/08
Thurs	14	(i)	Meeting: SENEX 08:30
		(ii)	Women's Day Event
		(iii)	Closure Agendas: PICC & ARCC 28/08
Fri	15	(i)	Meeting: POPI Compliance Committee 09:00
		(ii)	Sports Day for the First year Students - Faculty of Education
Sat	16		
Sun	17		
Mon	18	(i)	Meeting: Retirement Funds FAI Subcommittee 09:00
		(ii)	Meeting: Retirement Funds Communication Subcommittee 13:00
		(iii)	Closure Agenda: Senate 02/09
		(iv)	Start of Home/Residence Based Schooling (BEd I FP)
Tues	19		Meeting: Community Engagement Committee 08:30
Wed	20	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: IRMC 12:00
Thurs	21	(i)	Meeting: Legal Committee 08:30
		(ii)	Women's Day Event
Fri	22	(i)	END OF LECTURES
		(ii)	Meeting: Employee Wellness Committee 09:00
		(iii)	Accounting Educators Seminar
		(iv)	Closure Agenda: Research Ethics Committee 08/09
Sat	23		
Sun	24		
Mon	25	(i)	Start of Student Recess
		(ii)	Meeting: EXCO 08:30
		(iii)	Closure Agenda: ICT Steering Committee 09/09
		(iv)	First Call for Submission of the Semester II Examination Question Papers
		(v)	Start of Home/Residence Based Schooling (BEd I IP)
		(vi)	Start of Home/Residence Based Schooling (BEd I SP & FET)
		(vii)	Start of Home/Residence Based Schooling (BEd II FP)
		(viii)	Start of Home/Residence Based Schooling (BEd II IP)

2025

GENERAL CALENDAR

Tues	26	(ix)	Start of Home/Residence Based Schooling (BEd II SP FET)
		(i)	Meeting: Health & Wellneses Coordinating Committee 08:30
		(ii)	Closure Agenda: Bursary/Financial Aid Committee 09/09
Wed	27	(i)	Meeting: HRCC 09:00
		(ii)	Meeting: FCC 11:00
		(iii)	Closure Agenda: Timetable Committee 10/09
Thurs	28	(i)	Meeting: PICC 09:00
		(ii)	Meeting: ARCC 14:00
		(iii)	Meeting: Management & Employee Consultative Forum 09:00
		(iv)	Closure Agendas: Legal Committee & IF 11/09
Fri	29	(i)	End of Student Recess
		(ii)	Closure for Nominations of Honorary Degrees
		(iii)	End of Supervision by UNIZULU Staff at Schools (BEd III ALL)
		(iv)	End of Home/Residence Based Schooling (BEd III SP FET [Semester II])
		(v)	End of Home/Residence Based Schooling (BEd III FP [Semester II])
		(vi)	End of Home/Residence Based Schooling (BEd III IP [Semester II])
		(vii)	End of Home/Residence Based Schooling (BEd I FP)
		(viii)	End of Home/Residence Based Schooling (BEd I IP)
		(ix)	End of Home/Residence Based Schooling (BEd I SP & FET)
		(x)	End of Home/Residence Based Schooling (BEd II FP)
		(xi)	End of Home/Residence Based Schooling (BEd II IP)
		(xii)	End of Home/Residence Based Schooling (BEd II SP FET)
Sat	30		
Sun	31		

GENERAL CALENDAR

SEPTEMBER

Mon	1	(i)	START OF SEMESTER II, TERM IV LECTURES
		(ii)	First Call to Submit Semester II Examination Question Papers
		(iii)	Closure Agendas: FBHSS, FBSAE, FBEDU, FBCAL 15/09, 16/09, 17/09 & 18/09
Tues	2	(i)	Meeting: Senate 08:30
		(ii)	Start of National Kidney Awareness
Wed	3		
Thurs	4		Closure Agenda: EXCO 18/09
Fri	5	(i)	End of Home/Residence Based Schooling (PGCE SP FET & FET [Semester II])
		(ii)	End of Supervision by UNIZULU Staff at Schools (PGCE)
		(iii)	Closure Agenda: Transformation & Social Inclusion Committee 19/09
Sat	6		End of National Kidney Awareness
Sun	7		
Mon	8	(i)	Meeting: Research Ethics Committee 08:30
		(ii)	Closure Agendas: MANCO, MANCO & SRC 22/09
		(iii)	Closure Agenda: Research Committee 23/09
Tues	9	(i)	Meeting: Bursary/Financial Aid Committee 08:30
		(ii)	Meeting: ICT Steering Committee 08:30
		(iii)	Final Call to Submit the Semester II Examination Question Papers
Wed	10		Meeting: Timetable Committee 08:30
Thurs	11	(i)	Meeting: Legal Committee 08:30
		(ii)	Meeting: IF 08:30
		(iii)	Agenda Closure: Gender Forum 25/09
Fri	12	(i)	Meeting: Retirement Funds Board of Trustees 09:00
		(ii)	Closure Agendas: COUNEX & COUNCIL 29 & 30/09
Sat	13		
Sun	14		National Attention Deficit Hyperactivity Disorder Day
Mon	15	(i)	Meeting: FBHSS 13:35 *
		(ii)	International Day of Democracy
Tues	16		Meeting: FBSAE 13:35 *
Wed	17		Meeting: FBEDU 13:35 *
Thurs	18	(i)	Meeting: EXCO 08:30
		(ii)	Meeting: FBCAL 13:35 *
Fri	19	(i)	Meeting: Transformation & Social Inclusion Committee 08:30
		(ii)	Closure Agenda: Investment Management 06/10
		(iii)	Last Day to Submit the Semester II Examination Question Papers
Sat	20		Start of Albinism, Cervical Cancer, Heart, Eye Care & Deaf People Awareness
Sun	21		
Mon	22	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: MANCO & SRC 12:00
		(iii)	Closure Agenda: Rules Committee 07/10
Tues	23	(i)	Meeting: Research Committee 08:30
		(ii)	Closure Agendas: TLC & QAADC 08 & 09/10
		(iii)	Closure: Submission of Handbooks from each Faculty & Academic Structures to Senate
		(iv)	Closure Agenda: Higher Degrees Committee 15/10
		(v)	Sign Language Day
Wed	24		PUBLIC HOLIDAY (Heritage Day)
Thurs	25		Meeting: Gender Forum 08:30
Fri	26		Call for Postgraduate Students to Submit Manuscripts for Assessment
Sat	27		
Sun	28		
Mon	29	(i)	Meeting: COUNEX 09:00

GENERAL CALENDAR

Tues	30	(ii) World Heart Day
		(iii) Closure Agenda: Community Engagement Committee 13/10
		(i) Meeting: COUNCIL 09:00
		(ii) Closure Agenda: SHE Committee 14/10
		(iii) Last Day for Finalisation of the APAC's Process

GENERAL CALENDAR

OCTOBER

Wed	1		Professorial Inaugural Lecture 11:30 – 14:00
Thurs	2		Closure Agenda: EXCO 16/10
Fri	3		Wellness Day
Sat	4		
Sun	5		
Mon	6	(i)	1st Meeting: Honorary Degrees Committee 08:30
		(ii)	Meeting: Investment Management Committee 08:30
Tues	7	(i)	Meeting: Rules Committee 08:30
		(ii)	Closure Agenda: Library Committee 17/10
		(iii)	Closure Agenda: Legal Committee 21/10
Wed	8	(i)	Meeting: TLC 08:30
		(ii)	Closure Agenda: POPI Compliance Committee 22/10
Thurs	9	(i)	Meeting: QAADC 08:30
		(ii)	Closure Agenda: Health & Wellneses Coordinating Committee 23/10
Fri	10	(i)	Meeting: Executive Committee of Convocation 09:00
		(ii)	Closure Agenda: IF 24/10
Sat	11		
Sun	12		
Mon	13	(i)	Meeting: Community Engagement Committee 08:30
		(ii)	Closure Agenda: SENEX 27/10
		(iii)	Last Day for Capturing DP Marks (Semester II Examinations)
		(iv)	Online Graduation Applications for 2026 (GRF 01 Online Form)
Tues	14		Meeting: SHE Committee 08:30
Wed	15	(i)	Meeting: Higher Degrees Committee 08:30
		(ii)	Publication of DP Marks (Semester II Examinations)
Thurs	16	(i)	Meeting: EXCO 08:30
		(ii)	Closure Agenda: Employment Equity Committee 29/10
Fri	17	(i)	Meeting: Library Committee 08:30
		(ii)	End of Albinism, Cervical Cancer, Heart, Eye Care & Deaf People Awareness
		(iii)	Closure Agenda: Innovation Committee 31/10
		(iv)	END OF LECTURES
Sat	18		
Sun	19		
Mon	20	(i)	START OF SEMESTER II EXAMINATIONS
		(ii)	2nd Meeting: Honorary Degrees Committee 08:30
		(iii)	Closure Agendas: MANCO & IRMC 03/11
Tues	21	(i)	Meeting: Legal Committee 08:30
		(ii)	Closure Agendas: HRCC & FCC 04/11
Wed	22	(i)	Meeting: POPI Compliance Committee 09:00
		(ii)	Closure Agendas: PICC & ARCC 05/11
Thurs	23	(i)	Meeting: Health & Wellneses Coordinating Committee 08:30
		(ii)	Closure Agenda: Gender Forum 06/11
Fri	24		Meeting: IF 08:30
Sat	25		
Sun	26		
Mon	27	(i)	Meeting: SENEX 08:30
		(ii)	Submission of Matric Certificates by First Year Students
Tues	28	(i)	Closure Agenda: Senate 10/11
		(ii)	Start of the 2025 Performance Management Review (Executive Management)
Wed	29	(i)	Meeting: Employment Equity Committee 08:30
		(ii)	Closure Agenda: Transformation & Social Inclusion Committee 12/11
Thurs	30	(i)	Closure Agenda: Research Ethics Committee 20/11

2025

GENERAL CALENDAR

Fri	31	(ii)	Closure Agenda: Bursary/Financial Aid Committee 13/11
		(i)	Meeting: Innovation Committee 08:30
		(ii)	Closing Date for Applications of Returning Students & Change of Programme
		(iii)	Closing Date for Applications of Honours & Master's by Coursework
		(iv)	Closing Date for Applications of Undergraduate Studies for all Faculties
		(v)	Closing Date for PGCE Applications

GENERAL CALENDAR

NOVEMBER

Sat	1		
Sun	2		
Mon	3	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: IRMC 12:00
		(iii)	Start of the 2025 Individual Performance Assessments – All Staff
		(iv)	Call for Applications (Academic & Research Staff Promotion)
		(v)	Closure Agenda: ICT Steering Committee 14/11
Tues	4	(i)	Meeting: HRCC 09:00
		(ii)	Meeting: FCC 11:00
		(iii)	Closure Agenda: EXCO 18/11
Wed	5	(i)	Meeting: PICC 09:00
		(ii)	Meeting: ARCC 14:00
		(iii)	Closure Agenda: Timetable Committee 19/11
Thurs	6	(i)	Meeting: Gender Forum 08:30
		(ii)	Meeting: Retirement Funds FAI Subcommittee 09:00
		(iii)	Meeting: Retirement Funds Communication Subcommittee 13:00
Fri	7	(i)	END OF SEMESTER II EXAMINATIONS
		(ii)	Closure Agenda: Legal Committee 24/11
Sat	8		
Sun	9		
Mon	10	(i)	Start of Student Recess
		(ii)	Meeting: Senate 08:30
Tues	11		Closure Agendas: COUNEX & COUNCIL 25 & 26/11
Wed	12	(i)	Meeting: Transformation & Social Inclusion Committee 08:30
		(ii)	Last Day for Processing/Capturing of Marks (Semester II Examinations)
Thurs	13		Meeting: Bursary/Financial Aid Committee 08:30
Fri	14	(i)	Meeting: ICT Steering Committee 08:30
		(ii)	Deadline to Submit Applications for Residences during December Holidays
Sat	15		
Sun	16		
Mon	17	(i)	Meeting: Faculty Examinations Committee 08:30
		(ii)	Closure Agenda: MANCO 01/12
Tues	18		Meeting: EXCO 08:30
Wed	19	(i)	Meeting: Timetable Committee 08:30
		(ii)	Meeting: Management & Employee Consultative Forum 09:00
		(iii)	Publication of Results (Semester II Examinations)
Thurs	20		Meeting: Research Ethics Committee 08:30
Fri	21		Meeting: Retirement Funds Board of Trustees 09:00
Sat	22		
Sun	23		
Mon	24	(i)	Closure Agenda: Research Committee 08/12
		(ii)	Meeting: Legal Committee 08:30
Tues	25	(i)	Meeting: COUNEX 09:00
		(ii)	Start of Semester II Aegrotat/Re-examinations & Postgraduate Examinations
		(iii)	Start of Activism Against Gender-Based Violence
Wed	26	(i)	Meeting: COUNCIL 09:00
		(ii)	End of the 2025 Performance Management Review (Executive Management)
Thurs	27		
Fri	28	(i)	Deadline to Submit the Mid-year Performance Report to DHET
		(ii)	Closure Agenda: EXCO 11/12
Sat	29		
Sun	30		

GENERAL CALENDAR

DECEMBER

Mon	1	(i)	Meeting: MANCO 08:30
		(ii)	World AIDS Day
Tues	2		
Wed	3		International Day of Persons with Disabilities
Thurs	4	(i)	End of Semester II Aegrotat/Re-examinations & Postgraduate Examinations
		(ii)	CLOSURE OF RESIDENCES TO STUDENTS
Fri	5	(i)	Long Service Awards Ceremony
		(ii)	Applications for the 2026 Special Examinations Open
		(iii)	Meeting: Employee Wellness Committee 09:00
Sat	6		
Sun	7		
Mon	8	(i)	Meeting: Research Committee 08:30
		(ii)	Last Day for Processing/Capturing of Marks (Aegrotat/Re-examinations & Postgraduate Examinations)
		(iii)	SRC ELECTIONS
Tues	9		
Wed	10	(i)	Meeting: Faculty Examinations Committee 08:30
		(ii)	End of Activism Against Gender-Based Violence
Thurs	11		Meeting: EXCO 08:30
Fri	12	(i)	Last Day for Postgraduate Students to Submit Manuscripts for Assessment
		(ii)	Deadline to Submit the 2026 Annual Performance Plan to DHET
		(iii)	Publication of Results (Aegrotat/Re-examinations & Postgraduate Examinations)
		(iv)	Online Graduation Applications for 2026 (GRF 01 Online Form)
		(v)	UNIVERSITY CLOSURE
Sat	13		
Sun	14		
Mon	15		
Tues	16		
Wed	17		
Thurs	18		
Fri	19		
Sat	20		
Sun	21		
Mon	22		
Tues	23		
Wed	24		
Thurs	25		
Fri	26		
Sat	27		
Sun	28		
Mon	29		
Tues	30		
Wed	31		

GENERAL CALENDAR

SENATE

The following persons are members of Senate as determined by Section 29 of the Statute of the University of Zululand:

29(1)(a) Prof XA Mtose		Prof AT Nzama
(b) Dr A Kaniki		Dr T Talasi
(c) Adv MB Masuku		Prof SS Ntshangase
(d) Prof VS Nomlomo		Dr SH Ntuli
Prof NW Kunene		Prof NR Ntuli
Prof PS Jaca		Prof VSR Pullabhotla
(e) Dr D Mothilall		Prof JV Rautenbach
(f) Prof L Greyling		Prof N Revaprasadu
Prof KC Lehloenya		Prof J Steyn
Prof SS Ntombela		Prof A Terzoli
Prof AL Shokane		Prof GE Zharare
(g) Prof TC Adetiba		Prof L Vivier
Prof MO Adigun		Prof IO Ezeuduj
Dr SC Cele		Prof I Moyo
Dr MC Dube		Prof MF Vezi-Magigaba
Prof V Elumalai		Dr A van Biljon
Prof Z Fikelepi-Twani		Prof K Syed
Prof BT Gamede		Prof CJ Du Preez
Dr KA Gazu		Prof M Sibanda
Prof SA Govender		Prof DD Tewari
Prof D Iyer		Dr AC Weyers
Prof NN Jili		Prof S Zhou
Prof T Jili		Dr CL Ndlangamandla
Prof GV Jiyane		Dr G Breukelman
Prof I Kaseeram		Dr S Mokoena
Dr D Kent		Mrs S Khomo
Prof A Ayandibu		Prof JM Mdiniso
Dr NP Khumalo		Prof SP Songca
Dr O Emmanuel	(h)	Dr T Ncokazi
Dr RM Metso	(i)	Prof G Moyo
Prof U Kolanisi	(j)	Prof F Fon
Prof L Mafu		Dr MS Nkwanyana
Prof MB Matadi		Prof R Mthethwa
Prof MT Matadi		Dr AB Buthelezi
Prof JN Mashiya	(k)	Vacant
Dr NB Mbatha	(l)	(i) Ms Z Mathe
Prof MS Mabusela		(ii) Prof B Brown
Prof EM Mncwango		(iii) Prof ME Khuzwayo
Dr SM Mohomane		(iv) Mrs T Ndimande
Mrs N Morojele-Mathibedi	(m)	Vacant
Prof P Mudali	(n)	Vacant
Prof GM Naidoo		Vacant
Prof A Nicolaidis		
Dr GS Nkosi		

GENERAL CALENDAR

PROFESSORS OF THE UNIVERSITY

Senior Prof MO Adigun	Prof U Kolanisi	Prof JV Rautenbach
Senior Prof N Revaprasadu	Prof NW Kunene	Prof AL Shokane
Prof B Brown	Prof KC Lehloeny	Prof SP Songca
Prof V Elumalai	Prof JN Mashiya	Prof J Steyn
Prof IO Ezeudji	Prof XA Mtose	Prof K Syed
Prof Z Fikelepi-Twani	Prof A Nicolaidis	Prof A Terzoli
Prof L Greyling	Prof VS Nomlomo	Prof DD Tewari
Prof D Iyer	Prof SS Ntombela	Prof GE Zharare
Prof PS Jaca	Prof SS Ntshangase	
Prof GV Jiyane	Prof AT Nzama	
Prof I Kaseeram	Prof VSR Pullabhotla	

ASSOCIATE PROFESSORS OF THE UNIVERSITY

Prof TC Adetiba	Prof MP Lehloeny	Prof DM Mulqueeny
Prof A Akpome	Prof MSN Mabusela	Prof GM Naidoo
Prof ZG Buthelezi	Prof ST Madlala	Prof NR Ntuli
Prof CJ Du Preez	Prof E Madoroba	Prof L Ramaccio-Calvino
Prof F Fon	Prof MB Matadi	Prof JM Ras
Prof BT Gamede	Prof MT Matadi	Prof M Sibanda
Prof S Govender	Prof JM Mdiniso	Prof MF Vezi-Magigaba
Prof S Govender	Prof EM Mncwango	Prof L Vivier
Prof NN Jili	Prof I Moyo	Prof S Zhou
Prof T Jili	Prof MS Mthembu	
Prof S Krishnanair	Prof RM Mthethwa	
Prof ME Khuzwayo	Prof P Mudali	

GENERAL CALENDAR

1. COMMITTEES OF THE UNIVERSITY COUNCIL

1.1 Audit & Risk Committee of Council (ARCC)

Composition

Ms J Masite	External Council Member (Council Appointee & Chairperson)
Vacant	External Council Member: Appointed based on Experience & Expertise in Auditing, Financial & Risk Management
Prof N Makunga	External Council Member: Appointed based on Experience & Expertise in Auditing, Financial & Risk Management
Mr L Tyali	Council Appointee: Independent External Expert - IT Architecture
Ms T Mkhize	Council Appointee: Independent External Expert - IT Architecture
Ms N Bobani	Council Appointee: Independent External Expert - Auditing & Risk Management

1.2 Executive Committee of Council (COUNEX)

Composition

Prof D Mabunda	External Council Member (Ministerial Appointee & Chairperson)
Dr A Kaniki	External Council Member (Ministerial Appointee)
Mr NL Nkwanyana	External Council Member: Convocation Representative
Prof XA Mtose	Internal Council Member: Vice-Chancellor
Prof AL Shokane	Internal Council Member: Senate Representative
Prof NW Kunene	Internal Council Member: Senate Representative

1.3 Finance Committee of Council (FCC)

Composition

Mr DS Kunji-Behari	External Council Member (Chairperson)
Mr NL Nkwanyana	External Council Member: Convocation Representative
Prof XA Mtose	Internal Council Member: Vice-Chancellor
Prof PS Jaca	Internal Council Member
Vacant	External Council Member: Expertise & Experience
Ms L Ntshalintshali	Council Appointee: Independent External Expert
Ms NO Foca	Council Appointee: Independent External Expert

1.3.1 Investment Management Committee

Composition

Mr PJ Du Plessis	Executive Director: Finance (Chairperson)
Prof X Mtose	Vice-Chancellor & Principal
Mr V Thandazo	Director: Financial Services
Mr L Khumalo	Director: Budget & Management Accounting
Ms M Zungu	Manager: Treasury

1.4 Human Resources of Council Committee (HRCC)

Composition

Mr NL Nkwanyana	External Council Member (Convocation President & Chairperson)
Mr DS Kunji-Behari	External Council Member
Prof D Mabunda	External Council Member: Donor Representative
Prof XA Mtose	Internal Council Member: Vice-Chancellor
	Internal Council Member
Prof N Kunene	Internal Council Member
Mr M Jarvis	Council Appointee: Independent External Expert

GENERAL CALENDAR

1.5 Planning & Infrastructure Committee of Council (PICC)**Composition**

Dr A Kaniki	External Council Member (Interim Chairperson)
Vacant	External Council Member
Prof N Makunga	External Council Member with Expertise & Experience
Dr A Kaniki	External Council Member with Expertise & Experience
Prof XA Mtose	Internal Council Member: Vice-Chancellor
Vacant	Council Appointee: Independent External Expert - Expertise & Experience

GENERAL CALENDAR

2. INSTITUTIONAL FORUM (IF)

Composition

IF members appointed in terms of Section 40 of the Statute of the University of Zululand

S40(1)(a)	Prof N Mashiya	Management Representative
	Dr AC Weyers	Management Representative (Secretary)
(b)	Mr L Munsamy	Council Representative
		Council Representative
(c)		Senate Representative
		Senate Representative
(d)		Academic Staff Representative
(e)		Administration & Support Staff
(f)	Adv H Schoeman	Women Employees
(g)		SRC Representative
		SRC Representative
(h)	Vacant	Student with Disabilities Representative
	Vacant	Employees with Disabilities Representative
(i)	Vacant	Union Representative
	Vacant	Union Representative
(j)	Prof D Iyer	VC Appointee: Experience & Expertise (Deputy Chairperson)
		VC Appointee: Experience & Expertise
		VC Appointee: Experience & Expertise

2.1 IF Executive Committee

Composition

S45(2)

Prof D Iyer

Chairperson

Deputy Chairperson of IF

Senate Representative

Student with Disabilities Representative

VC Appointee: Experience & Expertise

SRC Representative

Adv H Schoeman

Women Employees Representative

GENERAL CALENDAR

Prof I Moyo	Deputy Dean: R & I (FSAE)
Prof GM Naidoo	Acting Deputy Dean: R & I (FHSS)
Prof I Kaseeram	Deputy Dean: R & I (FCAL)
Prof S Zhou	Senate Representative
Prof K Syed	Senate Representative
Dr D Mothilall	Registrar (ex officio Secretary)
Prof B Brown	Director: Research & Innovation
Prof E Madoroba	Representative FSAE
Prof LR Calvino	Representative FCAL
Prof S Govender	Representative FEDU
Prof IO Ezeudui	Representative FHSS
	Representative Creative Arts
Dr NM Nzuzo	Expert - African Languages & Culture
Prof A Akpome	Representative English Department
Prof MS Mabusela	Faculty of Education
Dr TW Chinaka	Faculty of Education
Prof S Madlala	Representative Nursing Science
Mr SMD Manqele	Representative Research & Innovation Office
Ms N Mhlungu	Representative Assessment Management
Mr F Sinefu	Manager: Technology Transfer

3.5 Health & Wellness Coordinating Committee (HWCC)

Composition

Prof NW Kunene	Deputy Vice-Chancellor: Research & Innovation (Chairperson)
Dr T Ncozazi	Dean of Students
Sr NF Msweli	Representative: Campus Health Centre
Vacant	Manager: HIV & AIDS Programmes
Prof B Mbhele	Representative FHSS
Dr NY Nkomo	Representative FCAL
Dr NH Ndaba	Representative FEDU
Dr SC Masikane	Representative FSAE
Vacant	Community Engagement Representative
Mr S Mafuleka	Health Promoter
Mr PC Mjadu	Disability Unit
Vacant	Nursing Science Representative
Ms N Mthembu	Pastoral Care Unit
Ms T Manana	Acting Director: DramAide
Ms FA Nicholson	DramAide Representative
Vacant	Representative: Employee Relations & Wellness
Mr S Mntambo	Director: CMD
Mr CVB Sehlogo	Director: PSD
Mr L Bosiu	Manager: Risk & Compliance
Mrs N Majola	Manager: Health, Safety & Environment
Vacant	Manager: Transformation & Social Inclusion
Mr S Hlatshwayo	Finance (Project Accounts)
Mr M Mtetwa	HAST Coordinator
Mr MP Sithole	Academic Planning & Quality Representative
	SRC Representative
Vacant	Union Representative

GENERAL CALENDAR

3.6 Honorary Degrees Committee**Composition**

S70(3)

Prof XA Mtose

Prof NW Kunene

Prof VS Nomlomo

Dr D Mothilall

Prof KC Lehloenya

Prof L Greyling

Prof SS Ntombela

Prof AL Shokane

Dr A Kaniki

Prof T Jili

Prof I Kaseeram

Prof G Moyo

Vice-Chancellor (**Chairperson**)

Deputy Vice-Chancellor: Research & Innovation

Deputy Vice-Chancellor: Teaching & Learning

Registrar

Dean: FSAE

Dean: FCAL

Dean: FEDU

Dean: FHSS

Council Representative on Senate

Senate Representative

Senate Representative

Senate Representative

3.7 Library Committee**Composition**

Prof NW Kunene

Prof VS Nomlomo

Prof KC Lehloenya

Prof L Greyling

Prof SS Ntombela

Prof AS Shokane

Ms Z Mathe

Vacant

Prof G Moyo

Prof ME Khuzwayo

Mr LD Mancini

Prof SA Govender

Prof A Nicolaidis

Deputy Vice-Chancellor: Research & Innovation (**Chairperson**)

Deputy Vice-Chancellor: Teaching & Learning

Dean: FSAE

Dean: FCAL

Dean: FEDU

Dean: FHSS

Director: Library & Information Services

Deputy Director: Library & Information Services

Director: Richards Bay Campus

Director: Teaching & Learning Centre

Director: ICT

Senate Representative

Senate Representative

SRC Representative

3.8 Quality Assurance & Academic Development Committee**Composition**

Prof PS Jaca

Prof VS Nomlomo

Prof NW Kunene

Vacant

Dr D Mothilall

Prof L Greyling

Prof MF Vezi-Magigaba

Prof I Kaseeram

Prof AL Shokane

Prof ZG Buthelezi

Prof GM Naidoo

Prof KC Lehloenya

Prof P Mudali

Prof I Moyo

Prof SS Ntombela

Prof S Govender

Prof BT Gamede

Prof ME Khuzwayo

Prof B Brown

Deputy Vice-Chancellor: Institutional Support (**Chairperson**)

Deputy Vice-Chancellor: Teaching & Learning

Deputy Vice-Chancellor: Research & Innovation

Executive Director: Institutional Planning

Registrar

Dean: FCAL

Acting Deputy Dean: T & L (FCAL)

Deputy Dean: R & I (FCAL)

Dean: FHSS

Deputy Dean: T & L (FHSS)

Acting Deputy Dean: R & I (FHSS)

Dean: FSAE

Deputy Dean: T & L (FSAE)

Acting Deputy Dean: R & I (FSAE)

Dean: FEDU

Deputy Dean: T & L (FEDU)

Acting Deputy Dean: R & I (FEDU)

Director: Teaching & Learning Centre

Director: Research & Innovation

GENERAL CALENDAR

Vacant	Manager: Quality Assurance
Vacant	Manager: Strategic Analytics & Business Intelligence
Vacant	Specialist: Academic Structure
Ms TA Ndimande	Director: Quality Assurance
Ms M Poswa	Manager: HEMIS
Prof VSR Pullabhotla	Senate Representative
Prof MM Sibanda	Senate Representative

3.9 Research Committee**Composition**

Prof NW Kunene	Deputy Vice-Chancellor: Research & Innovation (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof B Brown	Director: Research & Innovation
Prof KC Lehloenya	Dean: FSAE
Prof SS Ntombela	Dean: FEDU
Prof AL Shokane	Dean: FHSS
Prof L Greyling	Dean: FCAL
Prof BT Gamede	Deputy Dean: R & I (FEDU)
Prof I Moyo	Deputy Dean: R & I (FSAE)
Prof GM Naidoo	Acting Deputy Dean: R & I (FHSS)
Prof I Kaseeram	Deputy Dean: R & I (FCAL)
Dr D Mothilall	Registrar
Ms D Viljoen	Representative: Research & Innovation Office
Prof MO Adigun	Representative: Senate
Prof D Tewari	Representative: Senate

3.9.1 Innovation Committee**Composition**

Prof NW Kunene	Deputy Vice-Chancellor: Research & Innovation (Chairperson)
Mr PJ Du Plessis	Executive Director: Finance
Prof KC Lehloenya	Dean: FSAE
Prof B Brown	Director: Research & Innovation
Prof N Revaprasadu	Researcher with knowledge of Technology Transfer
Prof MO Adigun	Researcher with knowledge of Technology Transfer
Ms N Kente	Representative: Technology Innovation Agency (TIA)
Mr W Goldstone	Representative: Technology Business Incubator (Invotech)
Prof L Ramaccio-Calvino	Chairperson: Legal Committee
Vacant	Representative: Community Engagement
Ms L Kula	Representative NIPMO
Dr SS Sibiya	Representative Industry
Mr D Setlhake	Representative: Industry
Mr W Goldstone	Representative: Industry
Prof MT Matadi	Representative: FCAL
Prof JV Rautenbach	Head of Department: Social Work
Prof Z Fikelepi-Twani	Representative: Creative Arts
Mr P Tarwireyi	Computer Science
Prof NN Jili	Special Expert: Public Administration
Ms D Viljoen	Representative: Research & Innovation Office
Ms B Ndlovu	Representative: Research & Innovation Office
Mr F Sinefu	Manager: Technology Transfer

3.10 Research Ethics Committee**Composition**

Prof NW Kunene	Deputy Vice-Chancellor: Research & Innovation (Chairperson)
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GENERAL CALENDAR

Prof B Brown	Director: Research & Innovation
Prof BT Gamede	Deputy Dean: R & I (FEDU)
Prof I Moyo	Deputy Dean: R & I (FSAE)
Prof GM Naidoo	Acting Deputy Dean: R & I (FHSS)
Prof I Kaseeram	Deputy Dean: R & I (FCAL) (Deputy Chairperson)
Prof N Jili	Special Expert: Public Administration
Prof F Fon	Special Expert: Animal Research
Prof PM Njuho	Statistician: Research Design & Data Analysis
Dr AS Joubert	Specialist: Nursing Sciences and Medical
Prof JV Rautenbach	Special Expert: Social Work/ Social Sciences
Prof EM Mncwango	Special Expert: Language Translation & Practice
Prof TC Adetiba	Special Expert: Political Sciences & Research Ethics
Dr K Naidoo	Special Expert: Legal Expertise
Dr G Fourie	Special Expert: Animal Research/ Veterinarian
Dr VC Mathe	Special Expert: Psychology
Mr W Dlamini	Special Expert: Statistics
Vacant	Special Expert: Educational Psychology
Dr ZE Mtshali	Special Expert: Early Childhood Education
Vacant	Expert: Applied Drama/Theatre & Practice as Research
Mr SMD Manqele	Manager: Research Ethics & Postgraduate Studies
Mrs M Jewlal	Community Member
Mr S Ngema	Community Member
Prof V Elumalai	Senate Representative
3.11 Rules Committee	
Dr D Mothilall	Registrar (Chairperson)
Prof AL Shokane	Dean: FHSS
Prof L Greyling	Dean: FCAL
Prof SS Ntombela	Dean: FEDU
Prof KC Lehloenya	Dean: FSAE
Prof L Vivier	Senate Representative
Prof MF Vezi-Magigaba	Senate Representative
Prof L Ramaccio-Calvino	Chairperson: Legal Committee
3.12 Teaching & Learning Committee	
Composition	
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning (Chairperson)
Prof NW Kunene	Deputy Vice-Chancellor: Research & Innovation
Dr D Mothilall	Registrar
Prof G Moyo	Interim Director: Richards Bay Campus
Prof KC Lehloenya	Dean: FSAE
Prof L Greyling	Dean: FCAL
Prof SS Ntombela	Dean: FEDU
Prof AL Shokane	Dean: FHSS
Dr T Ncokazi	Dean of Students
Prof ME Khuzwayo	Director: Teaching & Learning Centre
Prof B Brown	Director: Research Office
Prof SA Govender	Deputy Dean: T & L (FEDU)
Prof ZG Buthelezi	Deputy Dean: T & L (FHSS)
Prof MF Vezi-Magigaba	Acting Deputy Dean: T & L (FCAL)
Prof P Mudali	Deputy Dean: T & L (FSAE)
Dr A Weyers	Senate Representative
	SRC Representative

GENERAL CALENDAR

3.13 Timetable Committee

Composition

Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning (Chairperson)
Dr D Mothilall	Registrar
Prof L Greyling	Dean: FCAL
Prof KC Lehloenya	Dean: FSAE
Prof AL Shokane	Dean: FHSS
Prof SS Ntombela	Dean: FEDU
Mr T Ncokazi	Dean of Students
Mr LD Mancini	Director: ICT
Vacant	Director: Physical Planning & Operations (New Built)
Mr Z Gumede	Deputy Registrar: Student Administration
Ms N Mhambi	Deputy Registrar: Assessment, Certification & Graduation
Vacant	Representative FHSS
Prof I Kaseeram	Representative FCAL
Vacant	Representative FEDU
Prof L Vivier	Representative FSAE
Ms J Dube	Time-Table Officer

The Vice-Chancellor is, subject to the Rules, ex officio member of all the committees of Council & Senate (S10(6)).

GENERAL CALENDAR

4. MANAGEMENT COMMITTEES

4.1 Employment Equity Committee

Composition

Vacant	(Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Mr RT Ngcobo	Executive Director: Human Resources
Mr T Lebakeng	Director: Employee Relations & Wellness
Dr T Ncokazi	Dean of Students
Mr ZP Gumede	Deputy Registrar: Student Administration
Dr SC Xulu	Representative FEDU
Prof R Mthethwa	Representative FCAL
Dr MP Mbatha	Representative FHSS
Mr LE Shandu	Representative FSAE
Mr P Mjadu	Student Services Division
Ms Y Canham	Manager: Operations (ICT)
Vacant	Manager: Transformation & Social Inclusion
Dr N Xhala	Executive Director: Physical Planning & Operations
Ms R Hofmeyr	Protection Services Division
Mr NM Nsele	Specialist: Learning & Development (HR)
Mr MP Sithole	Academic Planning & Quality
Prof N Mashiya	Representative IF
Ms IN Ezeji	Representative Foreign Nationals
Mr S Mntambo	Representative Communications & Marketing Division
Ms GP Mtshali	Representative Finance Division
Ms Z Ntuli	Representative Research Office
Ms RMP Sithole	Director: Organisational Development & HR Client Services
Vacant	Employee Representatives

4.2 Executive Committee

Composition

Prof XA Mtose	Vice-Chancellor (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof NW Kunene	Deputy Vice-Chancellor: Research & Innovation
Prof PS Jaca	Deputy Vice-Chancellor: Institutional Support
Dr D Mothilall	Registrar
Vacant	Executive Director: Richards Bay Campus
Mr RT Ngcobo	Executive Director: Human Resources
Mr PJ Du Plessis	Executive Director: Finance
Vacant	Executive Director: Institutional Planning
Dr NC Xhala	Executive Director: Infrastructure

4.3 Financial Aid Committee

Composition

Mr PJ Du Plessis	Executive Director: Finance (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof NW Kunene	Deputy Vice-Chancellor: Research & Innovation
Prof L Greyling	Dean: FCAL
Prof KC Lehloenya	Dean: FSAE
Prof SS Ntombela	Dean: FEDU
Prof AL Shokane	Dean: FHSS
Mr T Ncokazi	Dean of Students
Mr VN Thandazo	Director Financial Accounting
Mrs E Mbangata	Senior Financial Aid Officer

GENERAL CALENDAR

4.4 **Graduation Committee****Composition**

Dr D Mothilall	Registrar (Chairperson)
Mr PJ Du Plessis	Executive Director: Finance
Prof PS Jaca	Deputy Vice-Chancellor: Institutional Support
Prof KC Lehloenya	Dean: FSAE
Prof L Greyling	Dean: FCAL
Prof SS Ntombela	Dean: FEDU
Prof AL Shokane	Dean: FHSS
Mr CVB Sehlogo	Director: Protective Services Department
Vacant	Director: Physical Planning & Operations (New Built)
Mr S Mntambo	Director: Communications & Marketing
Ms N Mhambi	Deputy Registrar: Assessment, Certification & Graduation
Mr Z Gumede	Deputy Registrar: Student Administration
Vacant	Manager: Certification

4.5 **Legal Committee****Composition**

Prof L Ramaccio-Calvino	Associate Professor: Law Department (Chairperson)
Mr V Thandazo	Director: Financial Services
Mr L Munsammy	Lecturer: Law Department
Prof D Iyer	Professor: Law Department

4.6 **Management Committee****Composition**

Prof XA Mtose	Vice-Chancellor (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof NW Kunene	Deputy Vice-Chancellor: Research & Innovation
Prof PS Jaca	Deputy Vice-Chancellor: Institutional Support
Dr D Mothilall	Registrar
Mr PJ Du Plessis	Executive Director: Finance
Mr RT Ngcobo	Executive Director: Human Resources
Dr NC Xhala	Executive Director: Infrastructure
Prof G Moyo	Interim Director: Richards Bay Campus
Ms N Mhambi	Deputy Registrar: Assessment, Certification & Graduation
Mr Z Gumede	Deputy Registrar: Student Administration
Mr MO Kheswa	Deputy Registrar: Governance, Secretariat & Convocation
Ms SN Mpenbe	Director: Supply Chain Management
Mr ME Tshabangu	Director: Institutional Planning
Mr S Mntambo	Director: Communications & Marketing
Mr VN Thandazo	Director: Financial Accounting
Mr L Khumalo	Director: Budget & Management Accounting
Ms Z Mathe	Director: Library Services & Information Services
Prof JN Mashiya	Director: Office of the Vice-Chancellor
Mr CVB Sehlogo	Director: Protective Services Department
Ms TA Ndimande	Director: Quality Assurance
Mr LD Mancini	Director: ICT
Prof ME Khuzwayo	Director: Teaching & Learning Centre
Mrs CN Ngxito	Director: Remuneration & Benefits
Mr T Lebakeng	Director: Employee Relations & Wellness
Ms RMP Sithole	Director: Organisational Development & HR Client Services
Prof B Brown	Director: Research & Innovation
Vacant	Director: Risk & Compliance
Vacant	Director: Physical Planning & Operations (New Built)

GENERAL CALENDAR

Prof L Greyling	Dean: FCAL
Prof SS Ntombela	Dean: FEDU
Prof AL Shokane	Dean: FHSS
Prof KC Lehloenya	Dean: FSAE
Mr T Ncokazi	Dean of Students
Dr AC Weyers	Richards Bay Campus Representative

4.7 POPI Compliance Committee**Composition**

Dr D Mothilall	Registrar (Chairperson)
Prof XA Mtose	Ex officio/Information Officer
Prof N Kunene	Deputy Vice-Chancellor: Research & Innovation
Mr MO Kheswa	Deputy Registrar: Governance, Secretariat & Convocation
Mr Z Gumede	Deputy Registrar: Student Administration
Prof L Ramaccio-Calvino	Legal Assistant to Registrar
Mr C Sehlogo	Director: Protective Services
Mr S Mntambo	Director: CMD
Mr L Mancini	Director: ICT
Mr L Bosiu	Manager: Risk and Compliance
Dr T Ncokazi	Dean of Students
Ms Z Mathe	Director: Library Services
Mrs HNH Zulu	Manager: Campus health Services
Prof KC Lehloenya	Dean: FSAE
Prof L Greyling	Dean: FCAL
Prof AL Shokane	Dean: FHSS
Prof S Ntombela	Dean: FEDU
Mr M Hlatshwayo	Manager: Estate & Logistics (PP&W)

4.8 Risk Management Committee**Composition**

Prof XA Mtose	Vice-Chancellor (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof NW Kunene	Deputy Vice-Chancellor: Research & Innovation
Prof PS Jaca	Deputy Vice-Chancellor: Institutional Support
Dr D Mothilall	Registrar
Mr PJ Du Plessis	Executive Director: Finance
Mr RT Ngcobo	Executive Director: Human Resources
Dr NC Xhala	Executive Director: Infrastructure
Prof G Moyo	Interim Director: Richards Bay Campus
Ms N Mhambi	Deputy Registrar: Assessment, Certification & Graduation
Mr Z Gumede	Deputy Registrar: Student Administration
Mr MO Kheswa	Deputy Registrar: Governance, Secretariat & Convocation
Ms SN Mpembe	Director: Supply Chain Management
Mr ME Tshabangu	Director: Institutional Planning
Mr S Mntambo	Director: Communications & Marketing
Mr VN Thandazo	Director: Financial Accounting
Mr L Khumalo	Director: Budget & Management Accounting
Ms Z Mathe	Director: Library Services & Information Services
Prof JN Mashiya	Director: Office of the Vice-Chancellor
Mr CVB Sehlogo	Director: Protective Services Department
Ms TA Ndimande	Director: Quality Assurance
Mr LD Mancini	Director: ICT
Prof ME Khuzwayo	Director: Teaching & Learning Centre
Mrs CN Ngxito	Director: Remuneration & Benefits

GENERAL CALENDAR

Mr T Lebakeng	Director: Employee Relations & Wellness
Prof B Brown	Director: Research & Postgraduate Studies
Vacant	Director: Physical Planning & Operations (New Built)
Vacant	Director: Risk & Compliance
Prof L Greyling	Dean: FCAL
Prof SS Ntombela	Dean: FEDU
Prof AL Shokane	Dean: FHSS
Prof KC Lehloenya	Dean: FSAE
Mr T Ncokazi	Dean of Students
Prof G Moyo	Interim Director: Richards Bay Campus

4.9 Safety, Health & Environment Committee

Composition

Dr NC Xhala	Executive Director: Infrastructure (Chairperson)
Prof G Moyo	Interim Director: Richards Bay Campus
Prof L Greyling	Dean: FCAL
Prof AL Shokane	Dean: FHSS
Prof SS Ntombela	Dean: FEDU
Prof KC Lehloenya	Dean: FSAE
Dr T Ncokazi	Dean of Students
Mr Z Gumede	Deputy Registrar: Student Administration
Mr CVB Sehlogo	Director: Protection Services Division
Ms SN Mpenbe	Director: Supply Chain Management
Mr L Manci	Director: ICT
Mr V Thandazo	Director: Finance
Ms C Ngxito	Director: Remunerations & Benefits
Mr T Lebakeng	Director: Employee Relations & Wellness
Ms AB Ntuli	Library & Information Services
Mr L Bosiu	Manager: Risk & Compliance
Mrs N Majola	Manager: Safety, Health, & Environment
Vacant	Manager: Campus Clinic

4.10 Transformation & Social Inclusion Committee

Composition

Prof PS Jaca	Deputy Vice-Chancellor: Institutional Support (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof NW Kunene	Deputy Vice-Chancellor: Research & Innovation
Vacant	Executive Director: Institutional Planning
Dr NC Xhala	Executive Director: Infrastructure
Mr RT Ngcobo	Executive Director: Human Resources
Prof AL Shokane	Dean: FHSS
Prof SS Ntombela	Dean: FEDU (Chairperson of Gender Forum)
Prof L Greyling	Dean: FCAL
	Chairperson: IF
Prof KC Lehloenya	Dean: FSAE
Mr T Ncokazi	Dean of Students
Prof M Matadi	Senate Representative
Vacant	MANCO Representatives
Vacant	Chairperson: Gender Forum
Mr P Mjadu	Head of Student Disability Unit
	SRC Representative
	SRC Representative
Vacant	Representative for people with disabilities
Vacant	Manager: Transformation & Social Inclusion

GENERAL CALENDAR

ACADEMIC STAFF

FACULTY OF COMMERCE, ADMINISTRATION & LAW

Dean	L Greyling, BCom, BComHons, MCom, DCom (RAU)
Faculty Manager	M Mpofo, NDip (Office Administration), BTech (WSU), MPA (NMMU), DAdmin (UNIZULU)
Faculty Officer	SP Mhlongo, NDip (OMT), BTech (OMT), M (Management Sciences in Business Admin) (DUT)
Dean's Secretary	NP Pakati, NSD (Mangosuthu Technikon), BA, BAHons (UNIZULU)
Secretaries	T Maphumulo, Dip (Public Admin), BAdmin, PGCert (Education) (UNIZULU) TC Ntuli, BA, PGCert (Education) (UNIZULU) S Nkonde-Masondo, Dip (PR), BA, BAHons (UNIZULU), PGCert (Education) (UKZN)
Administrative Assistant	G Bhengu, Dip (Business Management) (Richtek) S Ndaba (Acting) BCom (UNIZULU)

Accounting & Auditing

Senior Lecturers	S Khomo BCom, BAcc (WITS), CA (SA), Cert (UNIZULU Leadership Programme) (USB), MEd (UNIZULU) MT Mthimkulu, BComHons (UNIZULU), HCert (Taxation) (UP), SSTC (Indu), MBA (MANCOSA) ACG Weyers, MTech (Cost & Management Acc) (CUT), PhD (Management Acc), PGDip (HE) (UKZN) IAS Vally, ACMA, CGMA, M (Acc) (UKZN), CA (SA) A Soldat, B (Acc), PGDip (Acc), PGDip (HE) (UKZN), CA (SA) I Khoza, CA (SA), BCom (Acc) (UNIZULU), PGDip (Acc) (RU) S Ngcubhe, CA (SA), BCom (AccSc) (WSU) PGDip (Acc) (UFH) N Khanyile, CA (SA), BCom (Acc), BComHons (UFS) N Ngwenya, BCom (Acc) (UNIZULU), AdvDip (AccSc) PGDip (Acc) (UNISA) PF Mmatli, CA (SA), BCom (Acc), BComptHons (UL), PGDip (Acc) (UNISA)
Lecturers	A Jevu, CA(SA), BCom (AccSc) (WSU), PGDip (Acc) (RU) BF Nel, BSc (UFS), Dip (Datametrix) (UNISA) IN Mthembu, BCom (MIS), Hons (Development Studies), MA (Development Studies) (UNIZULU) AN Ngobese, MCom (IA) (UJ), BComHons (Acc), BCom (Acc) (UFS) MC Madwe, Dip (Acc), BTech (Cost & Management Acc), M (Acc) (DUT)
Administrator	NIL Khumalo, BCom (MIS) (UNIZULU), PGDip (Management) (UKZN)

Business Management

Professor	Vacant
Associate Professor	MF Vezi-Magigaba, BA, BAHons, DCom (UNIZULU), MBA (JSU, USA)
Senior Lecturer	AO Ayandibu, BScHons (Acc) (UNAD, Nigeria), PhD (UKZN), PGDip (HE) (UKZN)
Lectures	K Ampofo-Twumasi, BScHons, Dip (Education) (GH), Bhons (B&A), MBA (SU) S Heeralal, BComHons, MCom (UKZN), LLB (UNISA) NA Koenane, BAdminHons (Ind Psych), Dip (Public Admin)

GENERAL CALENDAR

	(UNIZULU), Pham (UDW), PGDip (Labour Law), M (Management) (SBS), MAdmin (UNIZULU), MA (UFS) V Mntambo, BCom, BComHons, MCom, Dip (Public Admin), PGCert (Education) (UNIZULU), M (Management) (SBS), NSC (Swinton College) NSD (MUT) MR Dengetsha, Dip (Law) (Asmara University), BA (Addis Ababa University), PGDip (Business Management), MBA (UKZN) MTB Makhanya, Dip (ElecEng) (MangosuthuTechnikon), Dip (Theol) (COTT), BThHons (UNISA), PGDip (BM), MBA (MANCOSA), MTh (UKZN) DAdmin (UNIZULU)
Economics	
Professor	DD Tewari, BSc (Ag and AH), MSc (Ag), (Rural Banking & Agricultural Economics) (GBPant University, India), MSC, PhD (University of Saskatchewan, Canada) I Kaseeram, BSocSci, BSociSchHons, MSocSci (Economics), PGDip (HE) (UKZN), DCom (UNIZULU)
Associate Professor	S Zhou, BScHons (Zimbabwe University), BComHons (UNISA), MCom (Great Zimbabwe University), DCom (UNIZULU), PGDip (HE) (RU)
Senior Lecturer	BP Makhoba, BCom, BComHons, MCom, DCom (Economics) (UNIZULU), PGCert (Education) (UNISA)
Lecturers	FJR Tarwireyi, BCom, MCom (UFH), BComHons (RU) TR Mtshengu, MCom (UKZN), BCom, BComHons (UNIZULU) N Nxumalo, BCom, BComHons, MCom (UNIZULU) YN Nkomo, BCom, BComHons, MCom (UJ) M Sekome, BCom, BComHons, MCom (UJ) T Mokoma, BCom, BComHons, MCom (NWU) LT Zungu BAdmin, BComHons (Economics), MCom (Economics), DCom (Economics) (UNIZULU)
Law	
Professor	D Iyer, BProc (UND), LLM (UNISA), LLD (UNIZULU), Attorney of the High Court of SA
Associate Professors	MP Lehloenya, BA (Law), LLB (NUL), LLM (UP), LLD (UFS) L Ramaccio-Calvino, BProc (UP), MBA (USQ-Australia), LLM (UNISA), LLD (UNIZULU), Attorney of the High Court of SA
Senior Lecturers	MT Matadi, LLB (UWB-Congo), LLM (UKZN), LLD (UNIZULU) HC Schoeman, BLC, LLB (UP), LLM (UNISA), Dip (Corporate Law) (UJ), Advocate of the High Court of SA
Lecturers	MC Buthelezi, BProc, LLM (UDW) L Munsamy, BCom LLB, AdvProg (Supply Chain Management) (UNISA), PGCert (Management) (Buckinghamshire College), PGDip (Law), PG (Competition Law), LLM (Competition Law) (London), Attorney of the High Court of SA XS Khanyile, LLB (UNIZULU), LLM (UP), Attorney of the High Court of SA, LLD (UNIZULU) NM Ngema, LLB (UNIZULU) LLM (UNISA) MF Khuzwayo, LLB (UNIZULU), LLM (UP)
nGAP Lecturer	KK Morgan, LLB, LLM (UWC)
Programme Coordinator Centre for Legal Services Clerk(s)	B Sogoni, LLB (UKZN), Practising Adv of the High Court of SA NM Dlamini, LLB (UNIZULU) NC Gasarasi, LLB (UKZN)

GENERAL CALENDAR

SN Biyela, LLB (UNIZULU)

Public Administration

Associate Professors & Senior Lecturers

RM Mthethwa, BAdmin, BAdminHons (UNIZULU), MA (University of Manchester, UK), DAdmin (UP)

NN Jili, BAdmin (UKZN), BAdminHons, MPA (UNIZULU), DAdmin (UKZN), PGDip (HE) (UKZN)

Lecturers

N Dlamini, BAdmin, BAdminHons, MPA (UNIZULU)

LM Sibiyi, BAdmin, BAdminHons, MPA (UNIZULU)

M Matyana, BAdmin. BAdminHons, MPA (UNIZULU)

FACULTY OF EDUCATION

Dean

SS Ntombela, BA, UED (UNIZULU), BEdHons, Dip (Special Education) (University of Natal), MEd (University of Manchester), PhD (UKZN)

Deputy Dean (Teaching & Learning)

Samantha Govender, BA (UDW), BEdHons, EMD, MEd (RAU), DED (UNIZULU), HDE (UDW)

Acting Deputy Dean (Research & Innovation)

BT Gamede, SSTD, PGDip (Development Studies), BPaed, BEdHons, DEd (UNIZULU), Cert (Business Management), Dip (Business Studies) (MANCOSA), Cert (ABET), Dip (ABET), Dip (Local Gov), Dip (HRM) (UNISA), MBA (MANCOSA)

Faculty Manager

P Mtotywa, Cert (Financial Management) (EL College), BAdmin (PA) (UFH), BPubAdminHons (UNIZULU)

Faculty Officer

N Zuma, BAdmin, BAdminHons (UNIZULU)

Resource Centre Librarian

S Feketshane, BBibl (UFH), BiblHons (UKZN), PGDip (Knowledge & Information Systems Management) (USB)

Senior Library Assistant

TD Mdletshe, NDip (LIS)

Faculty Secretary

Vacant

Administrative Assistant

TK Mthembu, Cert (Office Admin) (Richfield)

Educational Foundations

Professor

Vacant

Associate Professors

MSN Mabusela. BAed, BEd (Vista), MEd (RAU), PhD (UNIZULU) Cert (Economics & Public Finance) (UNISA), LDP (SU) SLDP (UKZN), TAU (UJ) PGDip (HE) (UKZN)

S Govender, BA (UDW), BEdHons, EMD, MEd (RAU), DED (UNIZULU), HDE (UDW)

S Govender, BA (UNIZULU), Hons (Psychology), HDE (UDW), MEd (Educational Psychology), PhD (Community Psychology) (UNIZULU), IPC (HIV) (US), PGDip (HE) (UKZN), MDP (USB)

Senior Lecturers

AB Buthelezi, BPaed, BEdHons, MEd (UNIZULU), HCert (ABET), DED (UNIZULU), Cert (Managing Employment) (UNISA), Cert (PT) (Damelin), SDF Prog. (EDUTEL), Assessor Programme (Competitive Edge & Consulting)

D Kent, PGDip (HE) (UKZN), AdvDip (Clinical Child Neuropsych) (Jyvaskyla), FETC, BScHons (Psych) MSc (Ed Psych) (University of Zimbabwe), DED (Ed Psych) (UNIZULU)

LC Mthethwa, SSTD, BPaed, BEdHons, BAHons, MEd (UNIZULU), ABET (UNISA), ACE (Maths Lit) (UKZN), AIM (UCT), PhD (UNISA)

GENERAL CALENDAR

Lecturers	<p>RG Mkhasibe, BPaed, BEdHons, BBibHons, MEd, Dip (Sch. Libr, Dip (Public Admin) (UNIZULU), Cert (HRM), Cert (ABET), Cert (HIV / AIDS Counsel) (UNISA), MFMP (UP), DEd (UNIZULU) STD</p> <p>PB Ngubane, SSTD, BPaed, BEdHons (UNIZULU), Cert (ABET) (UNISA), MEd (Curriculum & Instructional Studies) (UNIZULU), Vocational Education OP (UFS), DEd (Curriculum Studies) (UNIZULU), PGDip (HE) (RU)</p> <p>TZ Ngidi, JSTC (Madadeni) Cert (ABET), FED (Natal) (UNISA), BA, BEd, MEd, DEd (UNIZULU)</p> <p>HG Khanyile, Dip (Sikhawini College), ACE (UNISA), BEdHons (UNISA), MEd (UKZN), DEd (UNIZULU)</p> <p>PN Khumalo, BPaed, BEdHons (UNIZULU), MEd (UKZN), ACE (Life Orientation), Cert (ABET), PGDip (Tertiary Education) (UNISA), Dip (Advance Management) (MANCOSA), PhD (UNISA)</p> <p>TC Ntshangase, BCom, PGCert, BEdHons, MEd, PhD (UNIZULU), MBA (Regent)</p> <p>WN Msimango, JPTD (Mpumalanga College of Education), ACE (Computer Integrated Technology), ACE (Technology Education), BEdHons (Inclusive Education) (UNISA), Cert (Mentoring in Schools), MEd, PhD (UKZN)</p> <p>TD Mokoena, BASocSci, PGCert (E) (RU), PGDip (WITS), MEd (UKZN)</p> <p>SS Makhubu, B (Psych), MEd (Ed Psych), (UNIZULU), PGCert (E) (UNISA), Dip (Child Psychology) (CoE), DEd (Ed Psych) (UNIZULU)</p> <p>TP Mngomezulu, NDip (HR) (MUT), BPsych, PGCert (Education), MA (Counselling), DPhil (Psych) (UNIZULU)</p> <p>BP Nkwanyana, BA, BAHons (Public Administration), MEd (Research Methodology), DEd (Educational Psychology) (UNIZULU), PGCert (Education) (UNISA)</p> <p>AM Mzimela, BA, BEdHons (UNIZULU), PGDip (HIV/AIDS Management) (UL), Dip (HRM) (Damelin), MPhil (SU), MEd, DEd (UNIZULU), STD</p> <p>NH Ndaba, BPaed, BEdHons MEd, DEd (UNIZULU), SSTD</p> <p>Vacant</p>
Administrative Assistant:	J Maistry-Reddy, HCert (Archives & Records Management) (UNISA)
Child Guidance Clinic (CGC)	
Internship Supervisor	Vacant
Coordinator/Admin Assistant	VH Khanyile, BA (UNIZULU), NDip (Office Admin) (Mangosuthu Technikon), (Ed Psych Clinic)
Education Professional Practice	
Coordinator and Head: Education	Vacant
Professional Practice Cluster Coordinators	Vacant
Departmental Secretary	Vacant
Administrative Officer:	Vacant

GENERAL CALENDAR

Administrative Assistant	SM Gumede, NDip (UNIZULU), PGCert (Education) (UNISA)
Faculty Laboratory Technician	MP Manyoni, BCom, MIS (UNIZULU)
Mathematics, Science & Technology Education	
Senior Professor	Vacant
Professor	Vacant
Associate Professor	Vacant
Senior Lecturers	A Krishnannair, BSc, BEdHons, MEd, PhD, PGDip (UKZN)
	A Chibisa, BCom, Dip (Ed) (University of Zimbabwe), MSc (NUST), DEd (UNIZULU), PGDip (HE) (UKZN)
	T Talasi, BSc, PGDip (Education) (NUL), BScHons (Science Education), MSc (Science Education) (WITS), DEd (Science Education) (UNIZULU)
	PJ Kok, HED (UFS), BEdHons (Science), MEd, DEd (UNIZULU)
	TW Chinaka, BSc, MEd, (University of Zimbabwe), DEd (UNIZULU)
Lecturers	A Sondlo, BEd, BScHons, MSc (WITS), PhD (UJ)
	N Xaba, BEd, BScHons, MSc (WITS)
	NM Gumbi, BSc, BScHons, MSc, DEd (UNIZULU)
nGAP lecturers	MB Nhlumayo, BEd., BEdHons (Science Education), Med (Science education) (UKZN)
	O Mnethu, BEd, BScHons (Physics), MSc (Physics) (UNIZULU)
Senior Laboratory Assistant	MI Maikoo, BSc, BScHons (UKZN), PGCert (Education) (UNISA)
Administrative Assistant	ZH Mkhonza, NPDE, ACT (NWU)
Languages & Social Sciences	
Professor	Vacant
Associate Professor	BT Gamede, SSTD, PGDip (Development Studies), BPaed, BEdHons, DEd (UNIZULU), Cert (Business Management), Dip (Business Studies) (MANCOSA), Cert (ABET), Dip (ABET), Dip (Local Gov), Dip (HRM) (UNISA), MBA (MANCOSA)
Senior Lecturer	Vacant
Lecturers	S Mokoena, Cert (HRM), BCom, BComHons, MCom (Business Management) (UNIZULU), PGCert (SP & FET Teaching) (UNISA), DEd (UNIZULU)
	KG Mkhwanazi, SSTD, BPaed, (UNIZULU), MBA (Regent), MBA (MANCOSA)
	MR Khumatake, BCom (Education) (Vista), Dip (Commerce) (Technikon North-West), MBA (De Montfort University US)
	TF Mngomezulu, SSTD, BPaed, BEdHons, MA (UNIZULU), PhD (UKZN)
	ZV Hlatshwayo, SSTD, BPaed, BEdHons (UNIZULU), BAHons (Natal), MEd (UKZN)
	ZP Msweli, SSTD, BPaed, BAHons, MA (UNIZULU), Cert (ABET) (UNISA), PhD (UNIZULU),
	CP Nyathikazi, STD (Esikhawini College), BA (UNISA), BAHons, MA, PhD (UNIZULU)
	OP Masuelele, PhD (Music), M (Music), BHons (Music), BA (Music) (UP), UDE Prim (NWU)
	C Sabela, STD, BPaed, BEd (UNIZULU), MA (Applied Linguistics) (Univ of Illinois, Chicago)
Administrative Assistant	ZH Mkhonza, NPDE, ACT (NWU)

GENERAL CALENDAR

Early Childhood Education

Associate Professor	Vacant
Programme Coordinator	Vacant
Senior Lecturers	SCB Xulu, PTD (Ndumiso), BA, BAHons, MA, PhD (UNIZULU) ECA Kok, BSc, BScHons, HDE (UNPmb), MA (UFS), PhD (UJ)
Lecturers	C Luthuli, SSTD, BPaed, BEd, MEd (UNIZULU), MEd (Env Ed) (UNIZULU collaborating with UNISA), Cert (Mathematics Teaching) (UNISA) ZE Mtshali, PTD (Ndebele College), BA, MA (UNIZULU), BAHons (USB), Dip (Total Quality Management), ABET (UNISA), PhD (UKZN), PGDip (HE) (UKZN)
Administrative Assistant	MW Sibiya, BCom (UNIZULU)

FACULTY OF HUMANITIES & SOCIAL SCIENCES

Dean	AL Shokane, BASocSci (SW), MASocSci (SW) (RAU), PGDip (HE) (RU), D Litt et Phil (SW) (UJ)
ADeputy Dean (Teaching & Learning)	ZG Buthelezi, JSTC (Amanzimtoti/Adams College), SED (Vista University), BA, BAHons (UNIZULU), MEd, PhD (UKZN)
ADeputy Dean (Research, Innovation & Internationalisation)	GM Naidoo, BAHons, MA, DPhil (UNIZULU), CPRP (PRISA), PGDip (HE) (UKZN)
Secretary	SM Khanyile, Dip (Professional Office Assistant) (Working World College), Dip (Computerized Project Management) (Intec College), BCom (Industrial & Organisational Psychology), BComHons (Industrial & Organisational Psychology) (UNISA)
Faculty Manager	X Xothongo, Dip (Office Management & Technology), BTech (Public Management), M (Public Administration) (WSU)
Faculty Officer	B Mashiyane, Dip (Office Management & Technology), BTech (Office Management & Technology) (DUT), Hons (Information Science) (UNISA)
Faculty Administrative Assistants	BSP Mkwanazi, Dip (Public Admin), B (Public Admin), PGCert (UNIZULU) NN Ngema, (Office Management & Technology) (DUT), PGCert (UNISA), B (Public Admin), BHons (Public Admin) (UNIZULU) NP Makhanya, BA (Psych) (UKZN) RL Dimba, Dip (HRM) (Varsity College), Cert (Business Management/Secretarial) (Swinton Road Technical College) H Mathonsi, (Basic Computer Skills) (Avuxeni Computer Academy), BA (Correctional Studies), BAHons (Criminology) (UNIZULU), (Community Profiling) (Dept of Correctional Services) TF Khumalo, NCert (Secretarial & Business Studies) (Swinton Road Technical College) BA, BA Hons (UNIZULU), PGCE (UNISA) JM Gininda, BA (Home Economics) (UNIZULU)
Messenger/Copier	Vacant
African Languages & Culture	
Professor	Vacant
Associate Professor	ZG Buthelezi, JSTC (Amanzimtoti/Adams College), SED (Vista University), BA, BAHons (UNIZULU), MEd, PhD (UKZN)
Senior Lecturers & HoD	SL Ntuli, BA, Dip (University Education), BAHons, MA, PhD (UNIZULU), Cert (Conflict Resolution) (UNISA) NMAR Nzuza, BA (UED), BA (Hons), MA, PhD, PhD (UNIZULU)

GENERAL CALENDAR

Lecturers	SD Mbokazi, SSTD BPaed, BEd MA (UNIZULU), PhD (UNIZULU) KE Khumalo, BA, PGCert (Education), BEdHons, BAHons, MA, PhD (UNIZULU) GB Myeni, BSocSci, BAHons, MA, PhD (UKZN) ON Mbathu, BAHum (UJ), PGCE (UNISA), BAHons, MA, PhD (UJ). FN Gumede SSTD, BPaed,BAHons, MA, PhD (UNIZULU) PGDip (DUT), Dip (Ministry) (TICU) S Mthembu, BEd, BAHons, MA, PhD (UNIZULU)
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Anthropology & Development Studies

Professor	Vacant
Associate Professor	JM Mdiniso, PTD (Indumiso Coll.of Ed), BA (UNIZULU), BEd, Dip (ENV.Law), Dip (Library) (UKZN), MBA (MANCOSA), PhD (UNIZULU)
Senior Lecturer	Vacant
Lecturers	MP Ngwamba, B (Consumer Science) (Extention & Rural Development), BAHons (Dev Studies), MA (Dev Studies), PhD (Dev Studies) (UNIZULU) NC Monyela, BA, Hons (Sociology & Anthropology) (UWC), MA (Africa Studies) (UFS) NR Mofokeng, BA (Political Science & Dev Studies), BAHons (Dev Studies), MA (Dev Studies) (UJ), PhD (Dev Studies) (UNIZULU) Z Mthembu, BSocSci (Community Development), BHonsSocSci (Public Policy), MA (Social Sciences in Development Studies) (UKZN) L Phahladira, BA (Anthropology & Archaeology), BAHons (Archaeology), MA (Anthropology) (WITS) MW Mbatha, BA (Dev Studies), BAHons (Dev Studies), MA (Dev Studies), PhD (Dev Studies) (UNIZULU)
nGAP Lecturer	NE Madinga, BA (Psychology), BAHons (Anthropology) (UJ), MA Anthropology (WITS)
Administrative Assistant	Vacant

Communication Science

Associate Professor	GM Naidoo, BAHons, MA, DPhil (UNIZULU), CPRP (PRISA), PGDip (HE) (UKZN)
Senior Lecturers	MM Reddy, Dip (Div) (BBC), PGCert (Education) (UNISA), BAHons, MA, D.Litt. (UNIZULU), PGDip (HE) (UKZN) AR Moonasamy, BAHons, MA, DPhil (UNIZULU) MR Metso, BEd (NUL), BAHons, (UND), MA, PGDip (HE) (UKZN), DPhil (UNIZULU)
Lecturers	JM Magagula, BAHons, MA (UNIZULU) TG Mokgosi, BA (Com), Hons, MA (Com), PhD (NWU) JB Dlamini, BAHons, MA DPhil (UNIZULU) MW Molefe, MTech (CUT), BAHons (UNISA), Dip (STD) (BOCHUM) GJ Zondi, BAHons, MA (UNIZULU), PGDip (HE) (UKZN) NE Makhutla, BA, BAHons, MA (UNIZULU) C Khwebulana, BAHons, MA (UKZN)

GENERAL CALENDAR

Laboratory Technician	AM Motloutsi, BAHons, MA (UL) NP Makhanya, BA (Psychology) (UKZN)
Creative Arts	
Professor	Z Fikelepi-Twani, HDE, BMus, BEd, Cert (Management Practice) (RU), M (Music) (UP), PhD (Music) (WITS).
Associate Professor	Vacant
Lecturers	GM Ntaka, SSTD, BPaed, BEdHons, BAHons (Music), MEd (UKZN), MA (Music), PhD (UNIZULU), ABET HRCert (UNISA) M Manenye, BA (Drama & Theatre), BAHons (Drama & Theatre), MA (Drama & Theatre/Dance) (UFS) GT Marovatsanga, BA (Hons) (Zimbabwe), MA Applied Drama and Theatre (WITS) K Moshounyane, BA (Drama), MA (Drama & Theatre Arts) (UFS) B Buthelezi, BA, PGCert (UNIZULU), BAHons, MA (Music Performance) (UKZN), PhD (UNIZULU) L Pepu, BA (Visual Arts), BAHons (Drama & Theatrical Studies) (UNIZULU), BAHons (Curatorship) (UCT), MA (Heritage) (WITS) TB Radebe, BAHons (Applied Drama), M (Applied Drama) (WITS), PhD (Theatre & Drama Studies) (SU)
Criminal Justice	
Professor	J Steyn, NDip (Police Management) (TSA), BA (Criminology & Psychology) (UNISA), BTech (Policing), MTech (Policing) (Technikon Pretoria), DTech (Policing) (TUT)
Associate Professor	JM Ras, BAHons (Biblical Languages), BTh, MTh, DTh (USB), (Hons), MA (Psych), DPhil (Criminal Justice), DPhil (Psychology) (UNIZULU)
Senior Lecturers	S Dlamini, BSocSci (Criminology), BSocSciHons (Criminology), MSocSci (Criminology), PhD (Criminology) (UKZN) K Naidoo, BProc (UKZN), LLM (UNISA), LLD (UNIZULU), PGDip (HE) (RU)
Lecturer	ZN Snyman, BSocSciHons (Criminology), MA (Criminology) (UKZN)
nGAP Lecturer	M Makhaye, BSocSci (Criminology), BSocSciHons (Criminology & Forensic Science), MSocSci (Criminology & Forensic Science), PhD (Criminology) (UKZN), PGDip (HE) (RU)
Administrative Assistant	Vacant
English	
Senior Professor	Vacant
Professor	Vacant
Associate Professor	A Akpome, BAHons (English & Literary Studies) (Delta State University, Nigeria), BAHons, MA, D. Litt.et.Phil (English) (UJ)
Senior Lecturers	L Mafu, BA, MA, GradCert (Education), (Zimbabwe), Hons, DLitt et Phil (UNISA)
Lecturers	K Gqibitole, STD (Mxenge), MA, PhD (UKZN) WS Nkabinde, BPaedHons, MA, PhD (UNIZULU) IB Rawlins, BAHons, MACW (RU), CELTA (Cambridge) M Malimela, BAHons, MPhil (UCT) V Ndabayakhe, Dip (RAU), BAHons, MA (UNIZULU), PhD (NWU)

GENERAL CALENDAR

FM Ringwood, BA (English & Communication) (UJ), Hons (English Lit.), MA (English Publishing) (WITS), PhD (UNIZULU)
 SWN Kanyile, MA (English), BAHons (English), ACE (Educational Leadership) (UNIZULU), DESP (Esikhawini College of Education), BA (Theology) (The Great Commission Bible College)
 J du Plessis, BA (Communication Studies), BAHons (English), MA (English) (NWU)

General Linguistics & Modern Languages

Associate Professor

EM Mncwango, BAHons (Linguistics), MA, DPhil (UNIZULU), Cert (ABET) (SA), Leadership Programme (USB), PGDip (HE) (UKZN)

nGAP Lecturer

RX Masonto, BA (Media Studies), BAHons (Linguistics) (UL), PGCert (Foundation Phase & Early-childhood Development), BEdHons (UNISA), MA (Translation & Linguistics) (UL), DPhil (UNIZULU)

Lecturer

KP Nkosi, NDip, BTech (Language Practice), MA (TUT)

Geography and Environmental Studies

Associate Professor

I Moyo, BAHons (Geography), GRAD CE (University of Zimbabwe), MA (UWC), MEd (Higher Education Studies) (UCT), MA, PhD (Geography) (UNISA), PGDip (Higher Education Studies) (UKZN)

Senior Lecturers

ML Mdoka, BScHons (Applied Physics, NUST), GradDip (Meteorology) (Australia), MSc (Climatology), PhD (Climatology) (UCT)

Lecturers

AT Mthembu, BPaed, BEd, BAHons, MA, STD (UNIZULU)
 NP Ndimande, BAHons (UNIZULU), MSc (Oklahoma State)
 S Xulu, BScHons, PGCert (UNIZULU), MSc (SU)

Lecturer (N-GAP Programme)

K Phinzi, BSc, BScHons, MSc (Environmental Science) (UKZN)
 J Mzimela, BSc, BScHons, MSc (Environmental Science) (UKZN), PhD (Geography) (UNIZULU)

Senior Laboratory Assistant

LC Shongwe, BA (Environ Plan & Dev), BAHons (UNIZULU)

History

Professor

Vacant

Senior Lecturer

SH Ntuli, BPaed, SSTD, BAHons, MA, DPhil (UNIZULU)

Lecturers

MP Mbatha, BA, BAHons, MA, PhD (UNIZULU), PGDip (HE) (UKZN)
 NNA Mthembu, BA, BAHons, MA (UNIZULU)**Information Studies**

Professor

GV Jiyane, STD (Eshowe College) Cert (Online Teaching & Assessment) (Maryland, USA), B (LIS), BHons (LIS), M (LIS), PhD (LIS) (UNIZULU)

Senior Lecturer

PN Dlamini, Hons (LIB), M (LIS), PhD (UNIZULU)

Lecturers

MD Kekana, B (IS) (UL), M (LIS) (UKZN)
 MS Mthembu, Hons (LIS), MA (IS), PhD (UNIZULU)
 N Majola, B (IS), Hons (IS), MA (IS) (UNIZULU)
 NN Buthelezi, Hons (LIS), MA (IS)

nGAP Lecturer

NM Zungu, Hons (LIB), M (LIS) (UNIZULU)

GENERAL CALENDAR

Philosophy & Applied Ethics

Professor	A Nicolaidis, HED (WITS), BA, BHons, MA (UNISA), DCom, DTh, DPhil (UNIZULU)
Senior Lecturer	S Ndlovu, BA (UNISA), BAHons, MA (UCT), PhD (Philosophy) (UKZN)
Lecturers	N Shozi, MA, BAHons, BA (UKZN) C Austin, BAHons (UNIZULU) N Dlodla, BA (UNISA), BAHons (UKZN), MA (UJ) K Magoso, BAHons, MA (UKZN) G Lebakeng, BAHons, MA (UJ)

Political & International Studies

Associate Professor	TC Adetiba, BAHons (History) (Ilorin), MA (International Relations & Strategic Studies) (LASU), PhD (Development Studies) (UFH), PGDip (HE) (UKZN)
Lecturer	NP Dlamini, BSS (Politics & HRM), BSocSciHons (International Relations), MSS (Political Science) (UKZN) RH Phetha, BA (Cultural & Heritage Tourism), BSocSciHons (Political Science), MSoc (Science) (International Relations), PhD (International Relations) (UKZN) KA Khanyile, BSocSci (Politics & Dev. Studies), BSocSciHons, MSocSci (Political Science) (UKZN)
nGAP Lecturer	VS Mncibi, BSocSci (Political Science & Economic History), BSocSciHons (International Relations), MSocSci (Political Science) (UKZN)

Psychology

Associate Professor	
Senior Lecturers	MW Hlengwa, Cert (Ministerial Excellence) (Rhema Bible Training Centre), Cert (University Education Induction Programme) (Extended Learning), Dip (Project Management) (Varsity College), BA (Psychology & Sociology), BSocSciHons (Psychology), MSocSci (Health Promotion) (UKZN), DPhil (Community Psychology) (UNIZULU)
Lecturers	VC Mathe, BA, BAHons, MA (Counselling Psychology), PhD (UNIZULU) AD Singh, BASocSci (UN), BAHons (Psychology), MA (Research Psychology) (UDW) L Mashamba, BA (Psychology), BAHons (Psychology), MA (Psychology), PhD (Psychology) (UNIVEN) L Sanda, BA (Psychology), BAHons (Psychology), MA (Psychology) (UNISA) M Mlangeni, MA (Clinical Psychology), BPsych (UNIZULU) NN Ngema, B (Public Administration), Hons (Public Administration) (UNIZULU), PGCert (E) (UNISA), (xx) (Office Management & Technology) (DUT) SW Ntuli, BSW (UNIZULU)

Recreation & Tourism

Professor	AT Nzama, BPaed, STD, BEd, BAHons, MA (UNIZULU), MEd (UOVS), MSc, PhD (SIU-C Illinois)
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GENERAL CALENDAR

Senior Lecturers	IO Ezeudui, BScHons (UNIJOS), MSc, PhD (BOKU Vienna), MBA (The Open University UK) GS Nkosi, STD (Eshowe College), BAHons (Environmental Studies), MRT, PhD (UNIZULU), AdvCert (Education) (UKZN) MS Nkwanyana, STD (Eshowe College), (Travel & Tourism) (RAU), Hons (Education, Management Law) (UP), MRT, PhD (UNIZULU)
Lecturers	L Apleni, BTech (Tourism Management) (WSU), M (Management Sciences) (University of Science & Technology Beijing) N Linda, STD (Esikhawini College), Cert (Hotel Operations Management) (Damelin), Cert (ABET), Cert (Local Governance) (UNISA), PDRT, MRT, PhD (UNIZULU) PS Mhlongo, BA (Tourism), BAHons, M (Tourism) (UNIZULU), PGCert (UNISA) SD Ntshangase, BA, BAHons, PGCert, MA, PhD (UNIZULU) N Mabaleka, BTech (Tourism Management), MTech (Tourism & Hospitality) (CPUT)
Social Work	
Professors	AL Shokane, BASocSci (SW), MASocSci (SW) (RAU), PGDip (HE) (RU), D Litt et Phil (SW) (UJ) JV Rautenbach, BSocSci (SW, Psy, IndSoc) (RU), MSocSci (SW) (UFH), DPhil (SW) (NMMU)
Associate Professor	DM Mulqueeny, BA (SW), Hons (Industrial & Organisational Psychology), PGCert (UNISA), MBA (UFS), MSW, PhD (UKZN)
Lecturers	MJ Moganedi, BA (SW), M (Behavioural Science) (UNISA), xx (Policy Development & M&E) (Brooklyn College), HRCert (UNISA), PhD (SW) (UL) FG Xaba, BA (SW) (UNIZULU), Hons (BPA), MPA (SU), PhD (UNIZULU) MM Shabalala, BA (SW), MA (SW), PhD (UNIZULU) SS Myeni, BSW, MA (SW) (UNIZULU) T Ntini-Makununika, BSW, MSW (UKZN), MSW (Families & Children) (ISCTE – Lisbon University Institute European) NN Mkhize, BSW, MSW (UNIZULU) A Tshaka, BSW, MSW, PhD (UFH) NY Hadebe, BSW, MSW (UNIZULU)
nGAP Lecturer	
Sociology	
Professor	Vacant
Senior Lecturers	SC Cele, BAHons, MA (UDW), PhD (UNIZULU), MDP, PGDip (HE) (UKZN) PM Mzileni BA, BAHons, MA, PhD (NMU)
Lecturers	J Guambe, BA, BAHons, MA, PhD (UNIZULU) S Bhoola, Dip (Journalism) (Damelin College), BSocSci, BSocSciHons (UKZN), MA (Albert-Ludwigs Universitat Freiburg, UKZN & Jawarlal Nehru University, New Delhi), MA, PhD (UKZN) LA Hagemeyer, BA, BAHons, MA (WITS) T Tshilongo, BA (Psychology) (UJ), BAHons (Sociology), MA (Sociology), PhD (Sociology) (NWU)
nGAP Lecturer	A Phiwani, BSocSci, BSocSciHons, MA (WSU), SPSCert (RU)

GENERAL CALENDAR

FACULTY OF SCIENCE, AGRICULTURE & ENGINEERING

Dean	KC Lehloenya, BSc (Agriculture) (NUL) BScAgricHons, MSc (Agriculture), PhD (Agriculture) (UFS)
Deputy Dean Research & Innovation	I Moyo, BAHons (Geography), GRAD CE (University of Zimbabwe), MA (UWC), MEd (Higher Education Studies) (UCT), MA, PhD (Geography) (UNISA), PGDip (Higher Education Studies) (UKZN)
Deputy Dean Teaching & Learning	P Mudali, BSc, BScHons (Computer Science), MSc (Computer Science), PhD (Computer Science) (UNIZULU)
Faculty Manager	Vacant
Faculty Officer	LE Shandu, Dip (Office Admin), Dip (Public Admin) (UNIZULU)
Secretary	N Nxele (Office Admin) (Varsity College)

Agriculture

Professors	GE Zharare, BScHons (Crop Science) (University of Zimbabwe), MSc Crop (Physiology) (Reading University, UK), PhD (Agronomy) (Queensland, AUS) KC Lehloenya, BSc (Agriculture) (NUL), BScAgricHons, MSc (Agriculture), PhD (Agriculture) (UFS)
Associate Professors	FN Fon, BSc (Biochemistry) (Buea, Cameroon), BScHons (Biochemistry), MSc (Agriculture), PhD (Agriculture) (UKZN) M Sibanda, BSc (Agriculture) (Agricultural Economics), BScHons (Agriculture) (Agricultural Economics), MSc (Agriculture) (Agriculture Economics), PhD (Agricultural Economics) (UFH), PGDip (HE) (UKZN), ULDP (USB), Strengthening Postgraduate Supervision (SPS), Assessor & Moderation Course (Higher Education Development) (RU)
Lecturers	SP Dlodla, BSc (Agriculture) (Animal Science), BScHons (Agriculture), MSc (Agriculture) (UNIZULU) F Thabethe, BSc (Agriculture - Animal Science) (UNIZULU), MSc (Agriculture - Animal Science), PhD (Agriculture - Animal Science) (UKZN) P Jiba, BScAgric (Agricultural Economics), BScHonsAgric (Agricultural Economics), MSc (Agriculture) (Agriculture Economics), (UFH), PhD Agriculture (Agricultural Economics) (NWU) MM Selepe, BSc (Agriculture) (Animal Science), MSc (Agriculture) (Animal Science) (UNIZULU) Y Nontu, BSc (Agriculture) (Agricultural Economics) (Hons), MSc (Agriculture) (Agriculture Economics), (UFH) SJ Mmembe, BSc (Environmental Science), BSc Hons (Soil Science), MSc (Soil Science) (UKZN) LG Buthelezi, BSc (Agriculture) (Agronomy); MSc (Botany) (UNIZULU)
nGAP	KPM Lekola, BSc (Agriculture) (Animal Production), MSc (Agriculture) (Animal Production) (UL) ZL Ndou, BSc (Agriculture) (Plant Production), MSc (Agriculture) (Crop Protection) (UNIVEN) NZ Khumalo, BSc (Agriculture) (Agribusiness), MSc (Agriculture) (Agribusiness) (UNIZULU)
Secretary	RT Phakathi, Dip (Pub Admin), BA (Development Studies) (UNIZULU), HDip (Community Work) (UNIZULU)
Laboratory Technician	L Maupa, NDip (Analytical Chemistry) (N. Gauteng), BTech (Laboratory Management) (TUT)

GENERAL CALENDAR

Senior Laboratory Assistant	RS Hlophe, BScHons (Biochemistry) MSc (Agriculture) (UNIZULU)
Laboratory Assistants	Vacant
Farm Manager	S Malinga BTech (Agriculture Management) (NMU), Hons (Agriculture), MSc (Agriculture) (UKZN)
Farm Foreman	FM Hadebe, NDip (Agricultural Management), BTech (Agricultural Management) (UNISA)
Farm Driver	MF Mathenjwa
Farm Assistants	A Biyela N Biyela H Duma B Khumalo K Khumalo SW Makhathini Z Mthiyane P Mthiyane E Ndlovu G Ngema S Nzuzza SL Tshabalala K Zwane
Biochemistry & Microbiology	
Professor	SP Songca, PhD (Organic Chemistry) (Queen Mary University of London) K Syed, PhD (Biochemistry) (Sri Krishnadevaraya University, India)
Associate Professor	E Madoroba, PhD (Microbiology) (UP)
Lecturers	J Shandu, BScHons, MSc (UNIZULU) MS Goqo-Mathenjwa, PhD (Biochemistry) (UNIZULU) N Hlengwa, PhD (Biochemistry), (UNIZULU) HP Mbongwa, PhD (Biochemistry) (NWU) ZG Ntombela, PhD (Microbiology) (UNIZULU)
Senior Laboratory Assistants	TG Dube, BSc (Hydrology & Microbiology) (UNIZULU) SF Ndulini, MSc (Microbiology) (UNIZULU)
Laboratory Assistants	RD Mthembu
Botany	
Associate Professor	NR Ntuli, BScHons, MSc, PhD (UNIZULU)
Senior Lecturers	THC Mostert, PhD (UP) CM van Jaarsveld, MSc (NWU), PhD (UFS)
Lecturer	Z Mbele, BScHons, PhD (UNIZULU)
Laboratory Assistants	SC Ngubane, BScHons, MSc (UNIZULU) ZTG Ngcobo, NDip (Chemical Engineering) (MUT) PN Sokhela, BScHons (UNIZULU)
Chemistry	
Senior Professor	N Revaprasadu, BScHons (Natal), PhD (London), Dip (Imperial College)
Professor	VSR Pullabhotla, MSc (Eng) (JNT University, India), PhD, PGDip (HE) (UKZN)
Senior Lecturer	SM Mohomane, BScHons, MSc (UFS), PhD (UNIZULU)
Lecturer	SE Mavundla, PhD (UWC)
Senior Laboratory Assistants	NN Sibiyi-Hlatshwayo, ND (DUT), BScHons (UNISA), MPhil (Quality) (DUT)

GENERAL CALENDAR

Laboratory Technologist	NL Khumalo, BScHons (WITS)
Lab Assistant	PW Zibane, BScHons, MSc (Chemistry) (UNIZULU)
Laboratory Helpers	N Ntshangase SZ Mkhwanazi, BAdmin (UNIZULU)
Computer Science	
Senior Professor	MO Adigun, PhD, MSc, BSc (Combined Hons), (IFE), MIEEEE, PMACM, MSAICSIT
Professor	A Terzoli, Laurea (Physics) (Pavia University, Italy)
Associate Professor	P Mudali, PhD (Computer Science), MSc (Computer Science) BScHons (Computer Science), BSc (UNIZULU), MIEEEE, MSAICSIT
Lecturers	IN Ezeji, MSc (Computer Science) (UNIZULU), BScHons (Computer Science) (University of Calabar Nigeria) SU Mathaba, MSc, BScHons, BSc (UNIZULU) NC Sibeko, MSc (Computer Science), BScHons (Computer Science) (UNIZULU) P Tarwireyi, MSc (Computer Science) (UFH), BScHons (Computer Science) (RU), BSc (UFH), MSAICSIT, MIITP
nGAP Lecturer	SG Zwane, MSc, BScHons, BSc (Computer Science) (UNIZULU)
NESP Lecturer	
Computer Literacy instructors	T Ndlovu, BScHons (Computer Science) (UNIZULU) HS Zulu, BScHons (Computer Science) (UNIZULU)
Laboratory Technologist	S Fatyi, BScHons (Computer Science), BSc (Computer Science) (UNIZULU)
Secretary	KM Enslin, BA (Health Science & Social Services) (Applied Psychology), NDip (Management Assistant) (Lower Umfolozi)
Consumer Science	
Professor	U Kolanisi, B (Human Ecology) (UWC), M (Consumer Science), PhD (North West PUK)
Associate Professor	CJ du Preez, B (Home Economics) (Stell), HDE (UNISA), MSc, PhD (Wageningen University Netherlands)
Secretary	Vacant
Senior Lecturer	Vacant
Lecturers	NK Ndwandwe, B (Home Economics) (UNIZULU), Dip (Information Tech) (Working World), M (Consumer Science) (NWU), PhD (UKZN) NC Shongwe, BSc (Home Economics) (UNISWA), BScHons (Agric Food Science), MSc (Agriculture) (Food Science) (UFS) K Palmer, NDip (Consumer Science: Food & Nutrition), BTech (Consumer Science: Food & Nutrition), MS (Food & Nutrition), PhD (DUT) J Benadé, BSc (Home Economics) (UFS), B (Home Economics), Hons (UNIZULU) AS Sibisi, NDip (Consumer Science: Food & Nutrition) BTech (Consumer Science: Food & Nutrition), MappSci (Food & Nutrition) (DUT) ND Qumbisa, B (Consumer Science, Extension & Rural Development), Hons (B Consumer Science) (UNIZULU), M (Food Security) (UKZN)

GENERAL CALENDAR

NRB Campus

Laboratory Technician	N Ngwane, NDip (Consumer Science: Food & Nutrition), BTech (Consumer Science: Food & Nutrition) (DUT)
Laboratory Technician	P Kupiso, Food & Nutrition) BTech (Consumer Science: Food & Nutrition), MS (Food & Nutrition) (DUT)
Laboratory Technician	S Chiya, NDip (Food & Beverage Management), BTech (Consumer Science: Food & Nutrition) (DUT)

Engineering

Professor	Vacant
Associate Professor	Vacant
Senior Lecturers	EI Onuh, (UAM Makurdi, Nigeria), MEng (ATBU, Bauchi, Nigeria), PhD (Eng) (Combustion Studies & Renewable Energy) (UKZN) CJ Thiart, BEng (Mechanical), MEng (Nuclear), PhD (Eng Supersonic gas dynamics) (UP) OE Oni, BEng (Electrical & Electronic Eng) (EKSU), MSc (Electrical Eng) (UKZN), PhD (Electrical Eng) (UKZN)
Lecturers	B Khoza, BScEng, MPhil (Nuclear Power) (UCT) G Izaaks, BSc (Mech Eng) (UCT), MEng (Eng Management) (UJ) J Mushenya, BEng (Electrical/ Electronics) (Copperbelt University, Zambia), MSc (Electrical Engineering) (UCT) RG Fourie, BScEng (Mech Eng), MSc (Eng) (Mechanical Engineering) (UKZN) N Sibanda BSc (Electronic Eng), MSc (Electronic Eng), PhD (Electronic Eng) (UKZN)
Contract Lecturers	KOO Awodele, BScEng (Electrical & Electronic Engineering (Obafemi Awolowo University), MSc (Eng) (Electrical Power & Machines) (Ahmadu Bello University) C Mundenguma, BSc (Mechanical), MSc (Mechanical) (UKZN)
nGAP Lecturer	F Silwimba, BScHons (Statistics), MSc (Applied Mathematics) (UNIZULU)
Part-time Lecturers	S Jokweni, BSc (Applied Mathematics & Physics), BScHons (Applied Mathematics), MSc (Applied Mathematics) (UNIZULU)
Temporary Laboratory Technician	SG Khanyile, NDip (Electrical Engineering Heavy Current) MUT, PGCert (E) (UNISA) MM Buthelezi, NDip (Mechanical) (MUT), BTech (Mechanical) (NMU)
Administrator	ST Zikalala, NDip (Public Relations Management) (UNIZULU), BTech (Management) (DUT), BAHons (Development Studies) (UNIZULU)
Geography & Environmental Studies	
Associate Professor	I Moyo, BAHons (Geography), GRAD CE (University of Zimbabwe), MA (UWC), MEd (Higher Education Studies) (UCT), MA, PhD (Geography) (UNISA), PGDip (Higher Education Studies) (UKZN)
Senior Lecturers	ML Mdoka, BScHons (Applied Physics, NUST), GradDip Meteorology (Australia), MSc (Climatology), PhD (Climatology) (UCT)
Lecturers	AT Mthembu, BEd, BAHons, STD, MA (UNIZULU) NP Ndimande, BAHons (UNIZULU), MSc (Oklahoma State), PhD (SU)

GENERAL CALENDAR

	N Xulu, BScHons (UNIZULU), MSc (UNIVEN)
	K Phinzi, BSS (Geography & Environmental Management), BScHons, MSc (Environmental Science) (UKZN), PhD (Earth Sciences) (University of Debrecen, Hungary)
Lecturer (N-GAP Programme)	J Mzimela, BSc, BScHons, MSc (Environmental Science) (UKZN), PhD (Geography) (UNIZULU)
Laboratory Assistant	LC Shongwe, BA (Enviro. Plan. & Dev.), BAHons (UNIZULU)
Administrator	D Khumalo, NSC (Swinton Rd College), BCom, BAHons (UNIZULU)

Human Movement Science

Professors	Vacant
Senior Lecturers	GJ Breukelman, BA (Human Movement), BScHons (Biokinetics), MSc (Sport Science), PhD (Sport Science) (UNIZULU), NMDP (SBS)
	ML Mathunjwa, BSc (Sport Science), BScHons Adapted Physical Activity), MSc (Sport Science), PhD (Sport Science) (UNIZULU) NMDP (SBS)
	H Erasmus, BScHons (Biokinetics), MSc (Constraints to Physical Activity & Wellness), PhD (Rugby Injury Prevention, Movement Education) (NWU), Dip (Sport & Movement Science) (Leipzig University, Germany)
	L Millard, B (Human Movement Science) BAHons (Human Movement Science: Sport Science), M (Human Movement Science) (NMU), PhD (Sport Science) (UNIZULU)
Lecturers	PB Ndlovu, BScHons (Sport Science) (NUST), MSc (Sport Science) (SU)
	M Claassens, BA (Health Science) (NWU/Potchefstroom), BScHons (Biokinetics), MSc (Biokinetics) (UNIZULU)
	NM Shandu, BSc. (Human Movement Science), BScHons (Biokinetics), MSc. (Human Movement Science)
Secretary	BP Kunene, HCert (Shipping Practice & Freight Handling (SA Maritime College), Computer Literacy (Avuxeni Computer Academy), HCert (Business Administration) (MANCOSA)
Laboratory Assistant	Sneyimani, BScHons (Biokinetics) (UNIZULU)

Hydrology

Professor	V Elumalai, MSc (Madras), PhD (Anna) Pr. Sci. Nat.
Lecturers	AJ Hall, BScHons (Hydrology) (UNIZULU), MSc (Envi & Geog Sci) (UCT)
	RV Makahane, BScHons (Geology), MSc, PhD (Geohydro) (UFS)
Laboratory Assistant	DBX Makhathini, BAdmin (UNIZULU)

Hydrological Research Unit

Acting Director	V Elumalai, MSc (Madras), PhD (Anna) Pr. Sci. Nat.
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Mathematical Sciences

Professor	Vacant
Associate Professor	S Krishnannair, BEd (Maths) (India), MSc (Maths) (India), MSc (Eng) (SU), PhD (SU), PGDip (UKZN)
	MB Matadi, BScHons (Maths) (University of Kinshasa), MSc, PhD (Applied Maths), PGDip (UKZN)
Lecturers	MW Kubheka, BScHons, MSc (UKZN)
	NM Mkhize, BScHons, MSc (UKZN)

GENERAL CALENDAR

	PL Zondi, BScHons (UNIZULU), MSc (AIMS), MSc (UNIZULU) S Sibiyi, BScHons, MSc (UKZN) S Ndebele, BScHons, MSc (UKZN) PR Majozi, BScHons, MSc (UKZN) WJ Dlamini, MSc, BScHons, BSc (UKZN) OD Zibani, BA, Dip (Public Admin), PGCert (UNIZULU)
nGAP Lecturer Secretary	
Nursing Science	
Professor	Vacant
Associate Professor	ST Madlala, Dip (Gen, Com, Psy, Mid) (FSSON), AdvDip (Ed & Ad) (UNISA), BTech (Occ Health) (TUT), Hon (Health Studies) (UNISA), MTech Nursing (DUT), PGDip Pub Health (UNISA), D Nursing (DUT)
Senior Lecturers	NB Linda, Dip (Gen Nur), Dip (Mid) (KEHIII), Nur (Care) (WC), BANur (Ed & Com) (UNISA), MA (NE) (UKZN), DPhil (Nur) (UWC)
Lecturers	AS Joubert, B Cur (UP), M Cur (UP), RN, RM, Cert (Nursing Education) (UNISA), D (Nursing) (UNIZULU) L Mgobhozi, BTech (Nursing) (DUT), M (Nursing) (UKZN), RN, RM, Dip (Nursing Education) (NWU), PHC (UKZN) Z Pillay, BCur (UNISA), MNSc (UNISA), RN RM, CHN, Psych, DNEd, DNA. BJ Molato, BNSc (NWU), MA (Nur) (NWU), BA (Nur Ed) (NWU), AdvDip (Health Serv MN) (NWU) X Dlamini, BCur (NMU), PGDip (NE) (USB), Dip (HSM) (NWU), MCur (Adv Mid & Neo) (NMU)
nGAP Lecturer	F Singh, MA (Nursing), BCom (Business Management), BA (Nursing Health Service Management & Education) (UNISA), Intensive Nursing Science (RN), Dip (RN), (CHN), (Psych), Mid
Secretary	NT Makhoba, BAHons, PGDip (Education), (UNIZULU)
Professional Support Coordinator	CH Ngcobo, Ndip (HRM), Btech (HRM) (DUT)
Clinical Skills Laboratory Manager	Vacant
Clinical Instructors	SL Ngomane, BCur (UNIZULU), BA (Nursing) (Health Service Management & Nursing Education), PGDip (Public Health) (UNISA) Vacant N Mkhwanazi, BCur, BCur (E et A) (UNIZULU) MA Mkhwanazi, Dip (RN), (CHN), (Psych), Mid, AdvDip (Midwifery & Neonatal Nursing), BA (Nursing) (Health Service Management & Nurse Education)
Physics	
Professor	SS Ntshangase, BScHons, MSc (UNIZULU), PhD (UCT), MSAIP, PGDHE (UKZN)
Associate Professor	T Jili, BScHons (UNIZULU), MSc (Atlanta, USA), PhD (WITS), MSAIP, Pr. Phys
Senior Lecturers	CL Ndlangamandla, BScHons, MSc, PhD (UNIZULU) MSAIP, Pr. Phys PN Biyela, BScHons, MSc, PhD (UNIZULU), MSAIP, PGDip (HE) (UKZN)
Lecturers	CT Thethwayo, BScHons, MSc (UNIZULU), MSAIP PS Mkwae, BScHons, MSc (UNIZULU) PZ Ngcobo BScHons, MSc (UNIZULU), PhD (UCT), MSAIP GM Mengistie, BEd (Physics) (UJ), MSc (AAU), MSc (UCT), PhD

GENERAL CALENDAR

Senior Laboratory Assistant	(NWU) NP Chonco, BScHons, MSc (UNIZULU), MSAIP SP Noncolela, BSc (UKZN), Hons, MSc (UWC) PP Majozi, BScHons (UNIZULU) TXA Ntombela, BScHons (UNIZULU)
Laboratory Technician	NS Khanyile, Computer hardware and Software A+, N+ (Mega Training)
Secretary	NC Mothapo, Dip (Sec) (Working World)
Science Access Programme	
Lecturers	N Morojele-Mathibeli, MSc (Ed) (Southampton) TE Buthelezi, MSc (UNIZULU) S Naras, Med (UKZN) Q Schutte, MSc (UNIZULU) T Mpanza, MSc (UNIZULU) MM Mthethwa, MSc (UCT) L Cele, MSc (UKZN)
Zoology	
Associate Professor	L Vivier, MSc (UP), PhD (UNIZULU)
Senior Lecturer	NF Masikane, BScHons (UNIZULU), MSc (NMU), PhD (UKZN)
Lecturers	HMM Mzimela, MSc (UNIZULU), SSTD SN Mpanza, MSc (UNIZULU)
Senior Laboratory Assistants	N Nariensamy-Venkatasalu, BScHons (UNIZULU) M Mothwa, BScHons (UL)
Senior Technician	R Seabi, BScHons, (UL)
Administrative Assistant	NFC Mbongwa, (Office Management & Technology) (DUT)
Laboratory Assistants	M Mhlongo M Zondo
Science Centre	
Director	D Fish, BSc (Physics), BScHons (Physics), HDE (UCT), PhD (Physics) (UKZN), PrPhys
Operations Manager	Vacant
Secretary	S Mthembu
Projects Officer	N Malinga, BScHons (UNIZULU)
HIV AIDS Manager	D Thambaran, BSc (Enviro) (UKZN), PGDip (Education) (UNISA)
IKS Manager	M Nxumalo, PDRT (Hons) (UNIZULU), Cert (SciCom) (USB), PGDip (Education) (UNISA), BA (Tourism) (UNIZULU), Cert (Project Management) (Exec. Education)
Exhibit Facilitator 1	R Nzimakwe
Exhibit Facilitator 2	S Mthiyane

GENERAL CALENDAR

ADMINISTRATIVE & SUPPORT STAFF**VICE-CHANCELLOR**

Vice-Chancellor	XA Mtose, BA (UFH), HDE (Primary) (UCT), BA Hons (RU), MPhil (Higher Education) (US), PhD (Psychology) (UKZN)
Executive Secretary Director	NFJ Bhengu, NDip (Commercial Admin) (ML Sultan Technikon) JN Mashiya, DEd, MEd, BEd, BA (UNIZULU), PTD (Ntuzuma College of Education), Cert (HRM) (UNISA), Management of Internationalisation (Leibniz Universität Hannover)
Care Managers	N Mthembu, BEd (UNIZULU), Certs (Paralegal Practitioner, Leading Diversity & Inclusion at Work) (UCT) NF Chiliza, BA, BAHons (UNIZULU)
Projects Manager Liaison Officer	L Mankayi, BEd, HDE (UWC) KB Shamase, BTech (DUT), NDip (PRM) (UNIZULU)

International Office

Manager	ZP Mdletshe, MSc (Information & Technology) (USTB), BTech (TUT), MDP (USB)
International Partnerships Coordinator Administrative Assistant	N Mavumengwana, BSocSc (UFH) T Nsibande, BA (Comm, Inform & Tech), Dip (Public Admin), PGCert (Education), HDip (Community Work) (UNIZULU)

DEPUTY VICE-CHANCELLORS

Deputy Vice-Chancellor (Teaching & Learning)	VS Nomlomo, JSTC (Cicirha College), BA, BEd (UNITRA), MEd (Sociolinguistics) (UCT), MPhil (General Linguistics & Second Language Studies) (USB), PhD (UWC)
Executive Secretary	THZ Ngcobo, BAdmin, BAdminHons (Public Admin) (UNIZULU)
Deputy Vice-Chancellor (Research & Innovation)	NW Kunene, BSc (Agriculture) (Swaziland), MSc (Agriculture) (University of Natal), PhD (Agriculture) (UKZN)
Executive Secretary	NH Bhengu, BAdmin, BAdminHons (Public Admin), MA (Development Studies) (UNIZULU)
Deputy Vice-Chancellor (Institutional Support)	PS Jaca, BSc (Education), BScHons (Mathematics), MSc (Mathematics) (WSU), MSc (Education) (The Sheffield University, United Kingdom), PhD (Mathematics Education) (NMU)
Executive Secretary	R Danster, Cert (Office Management), AdvCert (Office Management) (UNISA)
Deputy Vice-Chancellor (Engagements & Transformation)	Vacant
Executive Secretary	Vacant

FINANCE DIVISION

Executive Director: Finance	PJ Du Plessis, BCompt, BAccHons (UFS), CA (SA)
Executive Secretary	NF Ntuli, BA (UNIZULU), BAdminHons (UNIZULU)
Director: Financial Services	VN Thandazo, BAcc (UFS), PGDip (Applied Acc Sciences) (UNISA), CA (SA)
Director: Budget & Management Accounting	LM Khumalo, NDip (Accounting) (DUT), BCompt (UNISA), PGDip (Applied Acc Sciences) (UNISA), CA (SA)

GENERAL CALENDAR

Secretary to the Directors	SBT Sibiya
Financial Accounting	
Financial Manager	SF Hlatshwayo, BCom (Acc) (UJ), AdvDip (Acc Sciences) (UNISA)
Assistant Accountant	XD Makhubu, BCom (Acc) (UNIZULU), AdvDip (Acc Sciences) (UNISA), AGA (SA)
Assistant Accountant	LN Mkhize, BCom (UKZN)
Assistant Accountant	WN Hlabisa, NDip (Acc) (MUT), BTech (Taxation) (DUT), PA (SA)
Recoveries Officer	R Hattingh, NCert (Office Management & Technology) (Middleburg Technical College)
Treasury	
Treasury Manager	MG Zungu, BCom, BComHons, PGDip (Acc) (UKZN), CA (SA)
Treasury Officer	NZ Buthelezi, NDip (HRM) (Umgungundlovu FET), BAdmin, BAdminHons (UNIZULU)
Grants & Projects Management	
Project Accountant	GP Mtshali, BCom (Acc) (UNIZULU)
Project Accountant	Vacant
Budget & Management Accounts	
Management Accountant	SS Dlamini, BCom (Acc) (UNIZULU), Cert (ULDP) (USB)
Budge Officer	ZS Mpungose, BCom (Acc) (UNIZULU)
Assets Management	
Senior Asset Officer	B Mabika, BAcc (UKZN), Cert (ULDP) (USB)
Assets Officer	LN Shandu, BCompt (UNISA)
Assets Officer	A Nkenke, NDip (Cost & Management Acc) (TUT)
Assets Clerk	ZT Msane, Cert (Financial Management) (IQ Academy)
Assets Clerk	NV Sikakane, NDip (Hospitality & Tourism) (Stanford Business College)
Creditors & Expenditure	
Creditors & Expenditure Manager	MSV Mondlane, BCom (Acc) (UKZN), BComHons (MANCOSA)
Creditors Supervisor	J Dube, BCom (UNIZULU), PGDip (Business Administration), MBA (MANCOSA)
Sundry Payment Officer	Vacant
Creditors Clerk	PS Khumalo, NDip (Acc) (DUT), BTech (Corp Adv Accounts) (UNISA)
Creditors Clerk	Vacant
Creditors Clerk	T Shange, NDip (Cost & Management Acc) (DUT)
Admin Officer	NF Biyela, NDip (Financial Acc) (Boston College)
Admin Officer	COP Seopela, BA (UNISA)
Payroll	
Payroll Manager	KZ Makhathini, NDip (Financial Management), BCom (Industrial Psychology) (UNIZULU), Cert (Taxation) (UNISA)
Payroll Officer	CP Biyela, BCom (UNIZULU)
Payroll Officer	SS Nxumalo, NDip (Cost & Management Acc) (DUT)
Student Accounts	
Student Accounts Manager	BP Msibi, NDip (Acc) (UJ), BCompt, AdvDip (Acc Sciences) PGDip (Internal Auditing) (UNISA)

GENERAL CALENDAR

Student Accounts System Administrator	TS Makhathini, BCom (UNIZULU)
Debt Collections Officer	NF Mnguni, BCom (HRM) (UNIZULU)
Student Claims Officer	PW Mafundityala, NDip (Credit Management) (TUT)
Student Accounts Officer	JC Zibani, BAdminHons (UNIZULU)
Student Accounts Officer	ZK Dlamini, BCom (Acc Sciences) (UNIZULU)
Financial Aid Office	
Senior Financial Aid Officer	E Mbangata, BCompt (WSU)
Assistant Financial Aid Officer	NC Cakwe, BCom (Acc) (UNIZULU), AdvDip (Acc Sciences) (UNISA)
Bursary Officer	B Maziko, PGDip (Forensic Investigation & Criminal Justice) (UKZN) BTech (Internal Auditing), NDip (Internal Auditing), NHC (Acc) (WSU)
Assistant Bursary Officer	MS Mthiyane, NDip (Cost & Management Acc) (UNISA)
Loans Officer	TP Mulaudzi, BCompt (UNISA)
Assistant Loans Officer	NC Nyembe, BA (UNIZULU)
HUMAN RESOURCES DIVISION	
Executive Director	RT Ngcobo, BAdmin (UNISA), Cert (Industrial Relations) (WITS), BComHons (HRM), MCom (Leadership Studies) (UKZN), PGDip (Company Direction) (GIMT Sunning hill), Cert (Essentials of Management Coaching) (USB)
Secretary	BG Sibiyi, NDip (Office Management & Technology), Cert (Specialist Operations Management) (DUT), Cert (Executive Leadership Municipal Development Programme) (UP), Cert (Advanced Human Resource Management) (UCT), Cert (New Managers Development Programme) (USB)
Director: Employee Relations & Wellness	T Lebakeng, BProc (UKZN), PGDip (Labour Law) (UJ), Advanced Labour Law (WITS), AMDP (UP)
Director: Remuneration and Benefits	NC Ngxito, MCom (Business Management) (UNIZULU), Cert (Management Development Programme) (USB), BComHons (HRM) (MANCOSA), NDip (HRM) (NMMU), Cert (HR Higher Education) (UP), Cert (HR Hiring Principles) (UNISA), Cert (Senior Management Development Programme) (USB)
Director: Organisational Development & HR Client Services	RMP Sithole, MA (Management) (WITS), PGDip (Management Studies) (Kingston University) (UK), BAdmin (UKZN), Cert (Senior Management Development Programme) (UP)
Manager – Remuneration	VL Mbukwana, NDip, BTech (HRM) (WSU), MCom (Business Management) (UNIZULU), Cert (New Managers Development Programme) (USB)
Specialist: Learning and Development	NM Nsele, NCert (Business Administration Services) (Sesto/Service Seta), Cert (Skills Development Facilitator) (Edutel), Dip (HR Management), BCom, BComHons (Industrial Psychology) (UNIZULU), MBL (UNISA SBL)
Specialist – Employee Wellness	Vacant
Specialist – Benefits	NP Matikinca, NDip, BTech (HRM) (DUT), MCom (Human Resources Management) (UKZN), Cert (Emerging Managers Programme) (UKZN), Cert (Supervisory Management) (UP), Cert (New Managers Development Programme) (USB)
HR Business Partners	ES Ferreira, BA (Industrial Psychology & Industrial Sociology), Cert (Industrial Relations) (NWU) PC Nhlengethwa, BSocSci, PGDip (Industrial Relations) (UKZN), Cert (Supervisory Management) (UP), Cert (New Managers

GENERAL CALENDAR

	Development Programme), Cert (Management Development Programme) (USB)
	NN Mdletshe, BComHons (HRM) (UNISA), BCom (WITS), Cert (Supervisory Management) (UP), Cert (New Managers Development Programme) (USB), Cert (Management Development Programme) (USB)
Employee Relations Coordinator	SP Mthethwa, NDip (HRM), AdvDip (Management Sciences HRM) (DUT)
HR Administrators	A Nduli, BCom (UNIZULU), BComHons (HRM) (Regent Business School), Cert (New Managers Development Programme) (USB) LP Mthethwa, BCom, BComHons (UNIZULU), Cert (New Managers Development Programme) (USB)
Organisational Development Administrator	N Shandu, BAHons (UNIZULU), BCommHons (Industrial Psych) (UNISA)
HR Administrator - Payroll & Benefits	M Nxele, AdvDip (Office Management) (UNISA), Cert (Records Management) (Deal Training Consultant & Information Systems Management) (UNIZULU), Cert (New Managers Development Programme) (USB)
HR Administrator Payroll and Records	AH Ntanzu, BA (Public Administration) (Industrial Psychology) (UNIZULU), PGCert (Education) (UKZN)

INSTITUTIONAL PLANNING

Director	ME Tshabangu, BA (Public Governance) (UJ), BAHons (Public Admin) (UNISA), BTech (Project Man) (TUT), MA (Public Admin) (UP)
Manager: Project Management and Executive Assistance Administrator	Vacant AR Madalane, NDip (Public Relations), B (Bus Admin) (MANCOSA), N4-N5-N6 Cert (PR) (TNC), Cert (Intro to SAMTRAC), Cert (SAMTRAC), Cert (Hazard Identification & Risk Assessment), Cert (Intro to OHSACT), Cert (ASHEPP), Cert (Incident Investigation) (NOSA)
Executive Secretary	Vacant
Grants Management Office	
Grants Manager	Vacant
Financial Project Accountant	JZ Mthethwa, BComHons (Management Acc) (UKZN), BCompt (UNISA), Cert (Generic Management) (Skills College), Cert (Foundation of SA Financial Markets), (Financial Planning & Modelling),(Data Analysis), Cert (Data Analysis) (UCT), Cert (Project Management) (UP)
UCDP Grants Project Administrator	A Mutwanamba, BComHons, BCom (Business Management), PGCert (Education) (UL)
Clinical Grants Project Administrator	SN Mdletshe, AdvDip (Financial Management) (Regent), NDip (Taxation) (DUT)
HDI Grants Project Administrator	Vacant
IEG Project Administrator	BL Jafta, BTech (Construction Management), BTech (Quantity Surveying), NDip (Building) (CUT), N4-6Cert (Business Management) (Motheo FET)
Foundation Grants Project Administrator	Vacant

HEMIS

Manager	M Poswa, Cert (Management Development Programme) (USB), LLM (Environmental Law) (UKZN), MSc (Wildlife Management)
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GENERAL CALENDAR

HEMIS Officer	(UP), PGDip (Assessor & Moderator in Higher Education) (RU), BScHons (Zoology) (WSU), BSc (Biological Sciences) (UNITRA), Pr. Sci. Nat Ecological Science KE Dyule, BTech (Public Management), NDip (Office Admin) (WSU), PGCert (E) (NMMU)
Quality Assurance	
Director	TA Ndimande, MEd (UKZN), NHDip (Medical Tech) (ML Sultan), Cert (Executive Leadership Development Programme) (USB)
Manager	Vacant
Quality Advisor	MP Sithole, MEd (UKZN), MBM (SETU, Ireland), PGDip (DE) (Wits), PGDip (HE) (IIE), BTech, NDip (TUT)
Quality Advisor & Data Analyst	Vacant
Student Survey Co-ordinator	Vacant
Quality Advisor	Vacant
Administrative Assistant	ZC Bhengu, FLT, OA, INCW, FMO, Cert (AOM & AS) (Damelin), Cert (E & LD) (Management Information) (Envision International)
Risk, Compliance & Investigations	
Manager: Risk & Compliance	L Bosiu, BCom (Acc) (UFS), PGDip (Compliance) (UJ), PGDip (Law), Cert (Information & Privacy Law), Cert (Law of Banking & Financial Markets (WITS), PGDip (Internal Audit), Cert (Risk-Based Internal Audit) (UNISA), Cert (Intro to SAMTRAC) (NOSA)
Strategic Analytics & Business Intelligence	
Manager	Vacant
Business Analyst & Statistician	Vacant
Business Analyst	Vacant
Transformation & Social Inclusion	
Manager	Vacant
INSTITUTIONAL SUPPORT DIVISION	
Deputy Vice-Chancellor (Institutional Support)	
	PS Jaca, BSc (Education), BScHons (Mathematics), MSc (Mathematics) (WSU), MSc (Education) (The Sheffield University, United Kingdom), PhD (Mathematics Education) (NMU)
Campus Health Services	
Acting Manager	NF Msweli, BA (Nursing Education & Management) (UNIZULU) Dip (Nursing Science Psychiatry Community & Midwife) (KZN Collage of Nursing Ngwelezane), Dip (Primary Health Care) (UKZN) Cert (NMDP) (USB), Dispensing License (Public Health of Institute) NIMART (Broadreach), Cert (IUD & Implanon) (DoH)
Secretary	AX Mbuyazi, BEd (UNISA)
Data Capturer	CZ Simelane, BCom (UNIZULU)
General Assistant	Vacant
Professional Nurses	TJ Gumede, Dip (Gen. Nursing) (Ngwelezane Hospital), Dip (Community Nursing), Dip (Midwifery) (UNIZULU) Dip (Nursing Management, Primary Health Care & Family Care), Cert (HIV/AIDS Management) (UKZN) MM Mthethwa, Dip (Nursing Science, Psychiatry, Community & Midwifery) (KZN College of Nursing,Ngwelezane), Primary Health

GENERAL CALENDAR

	Care (UKZN), Cert (Dispensing) (UL), Cert (Supporting WHO Course in HIV & Nutrition in Children in Adolescents, Africa Centre, Audiometry) (DUT), Cert (Supporting Clients Receiving ARV Treatment Plan)
	Z Ngwenya, BCur (UNIZULU), Primary Health Care (UKZN), Dispensing Course (UL), Dip (Nursing Management) (UKN) NIMART (DoH)
	GN Mdlalose, BCur (UNIZULU), Primary Health Care (UKZN)
	SOP Zondi, BCur (UNIZULU), Primary Health Care (UKZN), Nursing Management (NWU), Dispensing License (UL)
	HJ Tembe, Basic Ambulance Assistant South African Aid League Intermediate Life Support (Mankwe Ambulance Training Collage)
	TN Mngayi, Basic Ambulance Assistant (Meditrax)
	NN Ngema, Basic Ambulance Assistant (Meditrax)
	ZX Jobe, Basic Ambulance Assistant (Meditrax)
	SP Mkhize, Basic Ambulance Assistant (St Jones)
	S Mkhize Basic Ambulance Assistant (Academy of Emergency Medical Training) Occupational Health & Safety (Oxbridge Academy) Intermediate Computer Literacy (AVUXENI Computer Academy KZN) Life Skill Empowerment Course (World Changers Academy)
	SS Ngubane, Basic Ambulance Assistant (St Jones)
	V Ndaba, Basic Ambulance Assistant (Mokgotfwa College)
	TW Buthelezi, Dip (Business Management) (Mfolozi College), Dip (Public Admin) (UNIZULU), Intermediate Life Support, Basic Life Support & Medical Rescue (KZN College of Emergencies)
Nursing Assistant	DO Xaba, (Nursing Assistant)
Vacant	
Communications & Marketing	
Director	S Mntambo, NDip (PRM) (Technikon Natal/DIT), BTech (PRM) (DUT), CPRP (PRISA), MDP (USB)
Secretary	KN Ntuli, NDip (OMT) (DUT), BTech (OMT) DUT, (Master of Management Sciences (Administration & Information Management) (DUT)
Manager	N Hlefane, NDip (Journalism), BTech (Journalism) (DUT), MDP (UKZN)
Communications Officer	Vacant
Publications Officer	Vacant
Events Co-ordinator	T Mdluli, NDip (PRM) (DUT), PGDip (Project Management) (MANCOSA)
Public Relations Officer	NT Dlamini, NDip (Marketing) (MUT), Cert (A to Z Branding) (Vega)
Convocation Officer	R Ntheledi, BA (WITS), LLB (UNIZULU)
Webmaster	MD Gwebu, BSc (Chemistry & Computer Science), BScHons (Chemistry) (UNIZULU), Cert (Videography, Photography, Radio Broadcasting) (Keyline Digital Design College), Cert (SEO) (Udemy), N4 Engineering Studies (Umfolozu TVET College)
Public Relations Assistant	Vacant
Graphic Designers	C van de Vyver, NDip (Graphic Design) (UJ), NMDP (USB) XM Ngidi, BA (Creative Brand Communication) (Vega)

GENERAL CALENDAR

Guidance & Counselling

Head	Vacant
Clinical Psychologist	Vacant
Counselling Psychologist	JD Thwala, BA, BAHons (UL), MA (Clinical Pysch.) (Natal), PhD (UNUZULU), AHCD – Sophia Western Australia
Coordinator	SAS Makhanya, Dip (General Nursing) (UKZN)

Information Communication Technology

Director	LD Mancini, NDip (Advance Management) (MANCOSA), PGDip (ICT Management) (WITS), Cert (IT Business Manager) (Belmont University)
Office Administrator	ZS Bhengu, BCom Marketing Management (Varsity College), Cert (Bookkeeping), Cert (Micro Economics) (Varsity College)
Services Support Manager	YT Canham, Dip Programming, Dip Data Processing (Computer Careers SA), Dip (Strategic Planning) (Kangan Batman Tafe, Australia), Cert (ITIL) (PeopleCert), Cert (COBIT) (APMG Int)
Technical Services Manager Manager: Business Process & ERP	Vacant PZ Zungu, BSc (Computer Science), BScHons (Computer Science) (UNIZULU), PGCert (Research Data Management) (UCT), Cert (Project Management) (DUT), Cert (ITILv3 Foundation), Cert (Model & Design Business Process & Workflow) (ITC)
Student Lab Coordinator	NN Ngcobo, BCom (Management Information Systems), PGCert (UNIZULU), BComHons (Business Informatics) (UNISA), MDP (USB), Cert (ITIL), Cert (COBIT), Cert (Service Desk Analyst) (APMG Int), Cert (A+) (CompTIA)
Student Lab Technician	BN Simelane, BCom (Management Information Systems), (UNIZULU), Cert (ITIL) (Udemy), Cert (COBIT) (Analytix)
End User IT Coordinator	N Fada, Dip (ICT Software Development) (MUT), Cert COBIT (APMG Int), Cert (ITIL) (Byte Tech), MDP (USB)
Academic Applications Support Specialist	ST Magubane, Dip (ICT Software Development) (UJ), NMDP (USB), Cert ITIL (PeopleCert), Cert COBIT (APMG Int), Cert Service Desk Analyst (APMG Int)
End User Consultant	B Mngomezulu, NTDip (Metro Technical College), BAdmin (UNIZULU)
Classroom Technology Specialist	SN Mazibuko, Dip (Com), HDip (Community Organisation), BA (Correctional Studies) (UNIZULU), Cert (ITIL) (APMG Int), Cert (COBIT) (APMG Int), Cert (Service Desk Analyst) (APMG Int)
End User Support Specialist	A Zwane, NDip (Information Technology) (MUT), Cert (COBIT) (APMG Int), Cert (ITIL), Cert (Service Desk Analyst) (APMG Int)
End User Support Specialist	RM Molopa, BAHons (UNIZULU), NCert (PC Engineering) (Richfield Graduate Institute of Technology) COBIT, ITIL
Service Desk Consultant ICT Governance Manager	Vacant N Gumede, NDip (IT Networking) (Varsity College), NCert (Systems Support Engineering) (Bytes People Solutions), COBIT, Service Desk Analyst
Project Manager Infrastructure	S Qabaka, Cert (A+ IT) (CompTIA), BCom (Information Systems) (UFH)
Business Analyst –Student Systems	IM Matshela, BCom (Acc) (UJ), Cert (Business Analysis) (Facility Training Institute), Cert (Agile Testing) (Facility Training Institute)
Business Analyst HR & Payroll Business Analyst Finance	Vacant S Mdluli, Cert (Adv Business Analysis) (FTI), Cert (ISTQB) (Bytes), Cert (MCSE) (CTU), B (Economic Management Science) (UNISA), Cert (Bookkeeping) (Boston College)
Systems Administrator	N Zungu, Cert (Cobit 5), Cert (ITILv3 Foundation) (APMG Int)

GENERAL CALENDAR

Network/Tel Unit Consultant	Vacant
Campus Systems Technician	T Ackerman, Dip (Comp Skills) (UNIZULU)
System Developer	SSB Mavuso, BSc (Computer Science) (UNIZULU)
Academic User Support Specialist	MP Mafu, BAdmin, BAdminHons (UNIZULU), Cert (ITILv3 Foundation) (APMG), Business System Analysis (UCT), Dip (Adv Exec Secretarial Studies) (PC Training College)
IT Security Specialist	TZN Mazibuko, AdvDip (Computer Studies) (CTI), Cert (CCNA & CCNP Routing & Switching, Security+) (TORQUEIT), Cert (Bluecoat Proxy SG Professional) (OBSCURE), Cert (Business Analysis) (FTI), Cert (ITILv3 Foundation) (Quantica)
Voice	
Senior Switchboard Operator	NB Khumalo, Cert (Service Desk Analyst), Cert (ITIL) (APMG Int)
Telephony Technician	GKT Mangazi, N4Cert (Business Management) (Umfoloz Technical)
Switchboard Operator	T Mthembu
Switchboard Operator	K Buthelezi, BA (Sociology) (UKZN)
Protective Services	
Director	CVB Sehlogo, B Phys. Ed, BEdHons, PGDip. (Management in Security) (WITS), Cert (Fraud Examination), Cert (Risk Management) (UP), Grade A (PSIRA), Cert (MDP) (USB)
Secretary	MC Dlamini, BA (Crime Studies), Hons (SW), MA (SW) (UNIZULU)
Deputy Director: Operations (KwaDlangezwa Campus)	M Yolelo, Grade B (PSIRA), Cert (Fire-arm), Cert (Student Safety) (Ongoti)
Deputy Director: Operations (Richards Bay Campus)	R M Lukhele, Dip (Security Management) (Damelin) Grade A (PSIRA)
Manager: Administration	RM Hofmeyr, NDip (Security Risk Management) (UNISA), NDip (Office Management & Technology) (UNISA) Grade A (PSIRA)
Protection Officer	K Zibane, Grade B (PSIRA), Cert (Fire-arm)
Investigating Officer	SZ Zibani, Grade B (PSIRA), Cert (Crime Scene Management) (HJN College), Dip (Investigation) (Stretch Hughes Associates), Cert (Forensic Investigation) (HJN College)
Administration Officer	SN Mkhwanazi, Grade B (PSIRA), Cert (Performance Admin), Cert (Supervision with Project Principles)
VIP Officers	AB Mabija, Cert (Close Protection), Cert (Fire-arm)
Security Officers	S Mkhwanazi, Grade C (PSIRA), Cert (Fire-arm)
	P Gumede, Grade C (PSIRA)
	J Khumalo, Grade C (PSIRA), LLB (UNIZULU)
	VM Mthiyane, Grade C (PSIRA), Cert (Fire-arm)
	SI Myeni, Grade C (PSIRA), Cert (Fire-arm)
	SZB Mkhwanazi, Grade C (PSIRA), Cert (Fire-arm)
	GM Mzimela, Grade C (PSIRA), Cert (Fire-arm)
	SB Mkhwanazi, Grade B (PSIRA), Cert (Fire-arm)
	FN Myeni, Grade C (PSIRA), Cert (Fire-arm), BA (Dev Studies) (UNIZULU)
	TB Tembe, Grade B (PSIRA), Cert (Fire-arm)
	ZN Chili, Grade C (PSIRA), Cert (Fire-arm), BEd (UNIZULU)
	CM Gumede, Grade A (PSIRA), Cert (Fire-arm)
	MZ Mthiyane, Grade C (PSIRA), Cert (Fire-arm)
	GV Ntuli, Grade C (PSIRA), Cert (Fire-arm), BA, Hons (Dev Studies) (UNIZULU)
	CZS Nxumalo, Grade A (PSIRA), Cert (Fire-arm)
	UZ Mathenjwa, (Grade C) PSIRA, Cert (Fire-arm)

GENERAL CALENDAR

ZP Sithole, Grade B (PSIRA)
 SP Makhanya, Grade B (PSIRA), BEd (UNIZULU), Cert (Fire-arm)
 IN Sibiyi, Grade C (PSIRA), Cert (Fire-arm)
 R Mkhwanazi, Grade B (PSIRA), Cert (Fire-arm)
 B Cele, Grade B (PSIRA), Cert (Fire-arm)
 MA Mpungose, Grade C (PSIRA), Cert (Fire-arm), Dip (Public Admin) (UNIZULU)
 J(m) Khumalo, Grade A (PSIRA)
 BT Masinga, Grade C (PSIRA), Cert (Fire-arm)
 NN Mathe, Grade C (PSIRA), Cert (Fire-arm), BAdminHons, PGDip (Community Work) (UNIZULU)
 ET Mpanza, Grade B (PSIRA), Cert (Fire-arm), Cert (Close Protection)
 SS Masinga, Grade A (PSIRA), Cert (Fire-arm)
 PP Dlamini, Grade C (PSIRA), BA (Correctional Studies), BEd (UNIZULU)

Sports & Recreation

Manager

Vacant

Sport Officers

LL Ledwaba, BA (Human Movement Science) (UFS)

MR Mohlakoana, BSc (Microbiology & Human Movement Science), Hons (Biokinetics), MSc (Human Movement Science) (UNIZULU)

Secretary

EZT Nsibande, Dip (IR) (Damelin), Dip (Secretarial) (R/Bay Training College), Cert (Business Management) (Richtek)

General Assistant

DH Mathaba

Student Housing

Head

MB Khomo, BA (Soc Sci & Dev Studies), MSc (Social Policy) (UKZN), Cert (Middle Management Leadership Programme), Cert. (SMDP) (USB)

Secretary

TP Mnguni, Dip (OAC) (Metro Tech), BAdminHons (UNIZULU)

Senior Warden

EM Gumede, BA, BAHons (UNIZULU), Dip (HRM) (Varsity College)

Warden

Vacant

Coordinator Residences

TJ Msowoya, Dip (Travel & Tourism) (Damelin), NCert (Office Management) (UNISA), NCert (Information Technology) (IT Intellect College), Cert (MDP) (UKZN), HCert (Management Practice) (Henley Business School)

Off Campus Coordinator

MA Mthlane, BTech (Marketing) (DUT)

Assistant Wardens

MD Mtolo

ZW Ntanzu, BA (Humanities), PGCert (Education) (UNIZULU)

PB Mhlongo

Vacant

Vacant

DL Nduli

T Mthembu, Dip (Public Admin) (UNIZULU)

Vacant

SB Ncobela, BSc (Environmental Sciences), PGCert (Education), PGDip (Finance, Banking & Investments) (UKZN)

NSS Dumisa, BA (Information Science), BAHons (Information Science) (UNIZULU)

NS Khuzwayo, BA (Intercultural Communication Science), BAHons (Communication Science) (UNIZULU)

GENERAL CALENDAR

Co-ordinator: Students with Different abilities

PC Mjadu, BA, SSTD, BEdHons (Support Services) (UNIZULU),
Cert (New Manager's) (USB)

Student Services

Dean of Students

T Ncokazi, PGCert (Higher Education Academy HR) (UP), PGCert (Higher Education Management) (WITS), NDip (HRM), BTech (HRM), BTech (Project Management) (CUT), Magister in Development Studies, PhD (Higher Education Studies) (UFS)

Secretary

WSN Zitha, BCom (Business Management) (UNIZULU), NDip (Senior Bookkeeper) (Boston City Campus)

Societies Administrator

TN Mnisi, BAHons (Comm) (UNIZULU), Cert (New Manager's) (USB)

SUPPLY CHAIN MANAGEMENT (SCM)

Director

SN Mpembe, NDip (Project Management) (DUT), Dip (Supply Chain) (CIPS), BTech (Business Management) (DUT) AdvDip (Sourcing & SCM) (UNISA), BcomHons (SCM) (MANCOSA), PGDip (Leadership) (UCT)

Administrator

B Marovatsanga, M, BHons (Tourism), B (Tourism) (UNIZULU), HCert (Supply Chain) (MANCOSA)

Procurement Management

Procurement Manager

NP Mbhele, ND (Public Finance & Acc) (MUT), BCom (Acc Sciences) (UNISA), PGDip (Marketing & SCM), MCom (Management) (UKZN)

Procurement Officers

OJ Kubeka, Dip (International Trade & Transport) (Maritime Institute)
NJ Nzimande, BCom (Acc) (UNIZULU), Cert (Public Procurement & Supply Management) (UNISA)

NP Makhoba, NDip (Cost & Management Acc) (DUT)

TI Zibane, NDip (Financial Acc) (DUT)

Commitments Officer

X Khubisa, BCom (Acc) (UNIZULU)

Contracts Management

Contracts Manager

T Mngadi, NDip (Cost & Management Acc) (MUT), BCom (SCM) (MANCOSA)

Contracts Administrators

A Madinga, BCom (SCM & Public Governance), BComHons (SCM & Marketing) (UKZN)

T Zungu, BCom (SCM & Economics) (UKZN), AdvCert (Acc Science) (UNISA)

Travel Administrator

NC Ngcobo, BCom (Acc) (UWC)

Travel Co-ordinator

Z Dube, N6 (Financial Management) (Mfolozi College)

Stores & Logistics Management

Assistant Logistic Officer

Vacant

GRV Clerks

DN Mkhwanazi

N Mndaba, BCom (Acc Science) (UNIZULU)

Stores Issue Clerk

L Mhlongo BCom (Acc Science) (UNIZULU), PGCert (UKZN), N3 (Electrical Engineering) (Mfolozi College)

General Assistants

M Mnqayi

B Mthethwa

Drivers

G Dludla

Vacant

GENERAL CALENDAR

OFFICE OF THE REGISTRAR

Registrar	D Mothilall, BA (Law), LLB (UDW), LLM (UNISA), Attorney of the High Court of SA, LLD (UNIZULU)
Executive Secretary	NPZulu, Dip (Office Admin) (Damelin), Dip (Business Management) (Umfoloji College), AdvProg (Office Management) (UNISA) AdvDip (Business Management) (MANCOSA)

Assessment, Certification & Graduation

Deputy Registrar: Assessment, Certification & Graduation	N Mhambi, BA, BSocSchons, Cert (Clinical Management) HIV/AIDS (UFH)
Office Administrator	NB Zulu, Dip (Public Relations), BA (UNIZULU)

Assessment Management

Manager Assessment	SB Vetricurugan, BDS (Annamalai University, India)
Senior Administrator: Examination	NJ Mthembu, BA, BAHons (Sociology) (UNIZULU)
Senior Examinations Officer	L Jama, BCom (Economics), PGCert (Education) (UNISA)
Postgraduate Examination Officer	N Mhlungu, BA (Correctional Studies) (UNIZULU)
Senior Administrator: Timetable	JP Dube, NDip (Office Management & Technology) (DUT) BComHons (HRM) (MANCOSA)
Administrator: Timetable	Vacant
Administrator: FCAL	NM Cele, NDip (Child & Youth Development) (DUT)
Administrator: FSAE	S Shoro, Cert (End User Computer) (Richfield Institution)
Administrator: FHSS	LP Zondo, Dip (Computer & Admin) (Natal Computer College)
Administrator: FEDU	Vacant
Examination Administrative Officer	SD Zondo, Cert (Computer & Admin) (Natal Computer College)
Office Administrator	PT Mabuyakhulu, Dip (Management of Cooperatives) (UNIZULU), AdvDip (Business Admin) (DUT)

Certification Management

Manager	BB Booyesen
Administrator	SSM Khalishwayo
Administrator	Vacant

Governance, Secretariat & Convocation

Deputy Registrar: Governance, Secretariat & Convocation	MO Kheswa, NDip (Exec Sec) (MUT) BTech (Business Admin) (DUT), MCom (Management) (UKZN), OccupCert (Company Secretary) (CGISA)
Office Administrator	YP Mafolwana, NDip (Business Management) (Icesa City Campus)
Manager: Committee Administration	GS Vilakazi, NDip (Commercial Admin) (MUT), PGDip (Management) (UKZN), MCom (Business Management) (UNIZULU)
Committee Coordinators	US Mbatha, BSocSc (Communication), PGDip (Management) (UKZN) WM Phakathi, BTech (Business Admin), BTech (OMT), NDip (OMT) (DUT), Cert (Project Management) (BSU-DUT) NS Sikosana, BSocSc (Public Policy & Admin), BSocSchons (Public Policy) (UCT), Dip (Project Management) (VC), Cert (Entrepreneurship) (Investec) SS Duma, NDip (Public Management) (MUT), BTech (Public Management), M (Public Management) (DUT)

Legal Services

Director: Legal Services (Acting)	L Ramaccio-Calvino, BProc (UP), MBA (USQ-Australia),
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GENERAL CALENDAR

	LLM (UNISA), LLD (UNIZULU), PGDip (HE) (UKZN), Attorney of the High Court of SA
Manager: Student Judicial Services Administrator	Vacant
	SS Khathwayo, NDip (Office Management & Tech), BTech (Office Management & Tech) (DUT), PGCert (Education) (UNISA)
Manager: Contracts & Litigation	Vacant
Legal Services Officer	Vacant
Student Discipline Officer	Vacant
Student Administration	
Deputy Registrar: Student Administration Office Administrator	Z Gumede, BAHons, MA (UNIZULU), MCom (UKZN) Vacant
Admissions Management	
Manager	VW Maneli, BSocSc, BScoSchHons (UCT)
Senior Admissions Officer	GD Zikalala, BAdmin (UNIZULU), BAdminHons (UNISA)
Admissions Officers	L Sosibo, BSocSc, BSocSchHons (UKZN) IN Zulu, NDip (Office Management & Technology) (TUT) NB Zulu, NDip (Public Relations), BA (Tourism & History), AdvDip (Recreation & Tourism) (UNIZULU)
Administrative Assistant	Vacant
Student Administration & Records	
Manager	TB Mvubu, BA, PGDip (Information Studies), BBbHons (UKZN)
Student Administrator (FCAL)	JP Sikhakhane, Cert (Secretarial) (NTC), BAHons (UNIZULU)
Student Administrator (FEDU)	MP Mtshali, Dip (Public Admin), BAdmin (UNIZULU)
Student Administrators: (FHSS)	NP Xulu, BAdminHons (UNIZULU)
Student Administrator (FSAE)	NB Zungu, Dip (Marketing) (DUT), PGCert (Education) (UNISA), Cert (Business Admin), BEdHons, (UKZN)
Student Administrator (International & Postgraduate)	B Cebekhulu, Dip (Public Admin), BAdmin, PGDip (Community Development) (UNIZULU)
Senior Records Officer	KN Mhlongo, BA (UNIZULU)
Senior Records Officer (Student Cards)	BG Khumalo, BA (Industrial Sociology) (UNIZULU)
Records Officers	PN Ncube, BA (Intercultural Communication) (UNIZULU) GD Mantengu, Dip (Public Admin) (MUT), BAdmin (UNIZULU) XI Mathaba, BA (Information Science) BAHons (Information Science) (UNIZULU), HCert (Archives & Records Management) (UNISA) AP Dludla, BAdmin, BAdminHons (UNIZULU)
Assistant Records Officer	ST Nxumalo, BCom (Business Management & Economics), BAHons (Development Studies) (UNIZULU)
PHYSICAL PLANNING & OPERATIONS	
Executive Director: Infrastructure	NC Xhala, PhD (Construction Management) (UFS), MSc (Project Management) (NMU), MA (Town & Regional Planning) (UP), BHons (Population Studies), BA (Education) (UNITRA), Cert (Business Case Development for Infrastructure & Projects Authority) (United Kingdom, HM Treasury), Cert (Finance for Development) (World Bank Group), Cert (Introduction to Monitoring & Evaluation) (PALAMA), Cert (Nyukela Public Service Pre-Entry Programme) (National School of Government)

GENERAL CALENDAR

Executive Secretary	NSN Madlala, Dip (Public Relations) (Varsity College), PGCert (Education) (UNISA)
Infrastructure & Projects Unit	
Director: New Build	Vacant
Manager Projects	Vacant
Finance Manager Projects	JA Sithole, STD (Adams College), BPaed (UNIZULU), BCompt, PGDA (UNISA), Adv (Project Management: Driving Organisational Success) (UCT)
Project Management Assistant	VM Pillay, NDip (Town & Regional Planning), BTech (Town & Regional Planning), PG (Specialist Project Management Programme) (DUT)
Manager: Social Facilitation	P Bigala, PhD (Population Studies) (NWU), MA (Social Sciences) (UNW), BASocSci (University of Botswana).
Liaison Officer	T Mngomezulu, BCom (Banking & Management) (UNIZULU)
Administrator: Projects	NP Bokako, NDip (Cost & Management Accounting) (VUT), PGCert (Education) (UNISA)
Civil Engineer:	Vacant
Energy Management & Sustainability	
Manager	RM Dube, BSc (Electrical Engineering), Cert (Project Management) (WITS)
Section Head: Electrical Services Technician (LV)	Vacant
Technician (HV)	NT Zakwe, NDip (Electrical Engineering H/V) (DUT), Electrical Trade (Multi-skills Training Centre), Wiremans Licence (3-Phase & Single Phase) (Gateway College/ Umbilo Skills)
Electrician	NJ Singh, N6 (Electrical Engineering) (Umgungundlovu FET), Electrical Trade Test (Eskom Training Midrand), Wiremans Licence (3 Phase) (Shukela Training Centre), Cert (High Voltage) (Eskom, Power Plant Maintenance)
Electrician	ST Shozi, N6 (Electrical) (Durban Coastal College), Wiremans Licence (Shukela Training Centre), Wastewater Treatment Practice (Umbilo FET College), Cert (Computer) (PATNET College), Cert (Production Technician) (Ubuhle Training Centre)
Electrician	MS Mbutu, N6 (Electrical Engineering) (Umfoloji TVET College), Electrical Trade Test (Mandeni Training Centre)
Electrician	NP Gumede, N4 (Electrical Engineering) (Richards Bay Tech & Assess Centre), Electrical Trade Test (Princeview FET College)
Electrical Handyman	ZT Mthembu, S3 (Credit Cert Electrical Engineering H/V) (DUT), Electrical Trade Test (Athol Mlenday Training Centre), Cert (Mechanics) (Umbilo Training Specialist)
Electrical Handyman	TP Nqubuka, NDip (Electrical Engineering) (Umfoloji TVET College), Electrical Trade Test (Mandeni Training Centre)
Electrical Handyman	SH Mhlongo, Cert (Electrical) (Thubelihle Training Centre/ Umfolozi TVET College), N4 (Taisend Training College), Electrical Trade Test (Majuba Training College)
Administrative Officer	Vacant
Estates & Transport	
Manager: Transport & Estate Services	MD Hlatshwayo, SSTD, BPaed (UNIZULU), Dip (Transportation Management) (RAC), BTech, (Transportation NEC Contracts), Cert (Transportation) (UJ)
Supervisor: Transport & Logistics	DM Makhathini

GENERAL CALENDAR

Property Coordinator Administrator: Transport & Estate	Vacant PP Hlongwa, BA (Correctional Service) (UNIZULU), NDip (Education), GradCert (Education ACE), Hons (Education) (NWU)
Administrator: Venue Management Drivers	CM Makhathini, Cert (Financial Management) (UNIZULU) MT Mkhwanazi DT Ngcobo ABS Nduli TI Mathenjwa LR Mkhwanazi MM Myeni NC Mdletshe, BA (Information Science) (UNIZULU) CN Gcabashe SM Vutha TN Ngubane TN Mkhize ZT Mkhonto MM Mkhwanazi T Gumede
Maintenance Services & Operations	
Manager	Vacant
Section Head: Plumbing & Civils	Vacant
Section Head: Building & Carpentry	Vacant
Section Head: Mechanic	Vacant
Supervisor: Gardens	CD Mdletshe
Supervisor: Cleaning Services	Vacant
Supervisor: Cleaning Services (RB)	SP Khumalo
Supervisor: Waste Management	Vacant
Senior Quantity Surveyor	Vacant
Quantity Surveyor	Vacant
Quantity Surveyor	L Khanyile, NDip (Construction Management & Quantity Surveying) (MUT), PGCert (Education) (Stadio School of Education)
Help Desk Administrator	SM Msweli, NDip (Public Relation Management) (UNIZULU), Cert (Facilities Management) (UCT), Cert (Service Analyst) (Torque IT) Cert (Information & Communication Tech Support) (PC Training College), COBIT@5foundation (Analytix), ITIL foundation (Torque)
Administrator: Facilities Management	Vacant
Safety, Health & Environment	
Manager	NC Majola, NDip (Biotechnology) (DUT), BTech (Quality Management) (UNISA), MBA (MANCOSA), Cert (Construction Safety & Quality Management) (WITS), Cert (SAMTRAC) (NOSA), Cert (Adv Project Management)
Safety Officer	MD Dlamini, NDip (Safety Management) (UNISA), Cert (SAMTRAC) (NOSA)
RESEARCH & INNOVATION DIVISION	
Deputy Vice-Chancellor (Research & Innovation)	NW Kunene, BSc (Agriculture) (Swaziland), MSc (Agriculture) (University of Natal), PhD (Agriculture) (UKZN)
Community Engagement Office	
Community Engagement Manager	Vacant

GENERAL CALENDAR

Administrative Assistant	H Vidima, N4 (HRM) (Central Johannesburg College)
Library & Information Services	
Director	Z Mathe, BBIBL (WSU), BInfHons (UKZN), MBS (The Hochschule Wismar, University of Applied Sciences), Cert (Essentials of Management Coaching) (USB), Cert (Digital Transformation Strategy) (UCT)
Deputy Director	Vacant
Office Co-ordinator	I Naidoo, NDip (HRM) (UNISA), BInf (UNISA)
Finance & Administrative Officer	C Moodley, Dip (HR & Labour Management) (CTA)
Senior Librarian: Digital Curation	Z Madibi, NDip (LIS) (DUT), BTech (UNISA), BA Honours (UNISA), MPhil (Digital Curation) (UCT)
Senior Librarian: Operations Management	AB Ntuli, (BA) (UNIZULU), PDIM (RAU), NDLIS, (DUT) MIT(UP)
Senior Librarian: Faculty Support	Vacant
Manager: Integrated Library Systems	BB Jwara, NDip (ICT) (MUT), AdvDip (Inf Res Management),
Librarians	BH Nkuhlu, BBibI (UNIZULU) ZC Hadebe, BA (UNIZULU), PGDip (LIS) (UB), MLIS (UB) FM Gina, BA, PGDip (LIS) (UNIZULU) MP Sentleng NDip (LIS) (Cape Technikon) BTech (LIS) (UNISA), MBIBL (LIS) (UWC). FL Nsele, Bbibl, PGCert, BEdHons (UNIZULU) ZC Msweli, BAHons, PGDip (LIS) (UNIZULU) SC Buthelezi, BA, PGDip (LIS), MLIS (UNIZULU) IM Thusi, BA (ComSci) (UNISA) PGDip (LIS) (UWC)
	Vacant
	Vacant
Principal Library Assistants	BM Mkhwanazi Vacant
	A Lwandle, BA (LIS) (UNIZULU)
Senior Library Assistants	PH Shandu, BA (UNIZULU) S Zibani SP Makunga, BTech (DUT) NS Mngadi, NDip (LIS) (DUT) MS Sikosana T Mkize, NDip (LIS) (DUT) LB Mthiyane L Jiyane, BA (LIS) (UNIZULU) NA Nene, BA (LIS), Hons (LIS) (UNIZULU) BT Sithole, BA (Info Studies) (UNIZULU)
	Vacant
	Vacant
Technical Assistant	Vacant
Library Assistants	BH Khumalo BA (LIS) (UNIZULU) Vacant
Stack Attendants	NE Mathaba EN Mthembu PK Msomi JB Nxumalo Q Majola, BA (Social Work) (UNIZULU) PG (LIS) (UNISA) SN Mabika BA (LIS) (UNIZULU)
	Vacant
	A Khanyile BA (LIS) (UNIZULU)
Messenger	MM Nzuzza

GENERAL CALENDAR

Research Administration

Director	B Brown
Manager: Ethics & Postgraduate Studies	S Mangele
Chief Research Administrator	D Viljoen
Manager: Intellectual	F Sinefu
Senior Administrative Officer (Intellectual Property, Innovation & Funding)	BS Ndlovu
Post Graduate Studies & Ethics Officer	Vacant
Administrator (Training & Development)	Z Ntuli
Assistant Research Administrator	N Shoba
NRF Administrator	M Mthembu
Administrator, Projects & Grants	B Ntsele
Secretary	TP Mtetwa
Research Admin Officer	NL Mthembu

DramAidE

DramAidE was established in 1992. It is a Public Health Communication Agency. It is an outreach programme of the University of Zululand but is not linked to any academic faculty. DramAidE is also registered as an NPO and fundraises for all its community projects and to pay project staff.

DramAidE is informed by action research. It strives to facilitate critical awareness, provide information and help develop the skills that stimulate communities to take action for sustained healthy living. DramAidE uses the arts and other participatory methodologies to: - reduce stigma and discrimination around HIV, AIDS and TB; Help reduce new HIV infections; Promote Gender Awareness and Equity; Promote healthy behaviors and safe relationships; Promote treatment literacy and create Caring Communities: and Environmental awareness programmes. "DramAidE has a Management Board which consists of representatives of stakeholders in the DramAidE Programmes."

Chairman of Board	Z Mahlase
Director	T Manana, BAHons, M (Social Science Entertainment Education)
Financial Manager	FA Nicholson, NDip (Medical Tech), Cert (Finance Management)
Project Manager	X Ngema, BAHons
M & E Manager	N Mthiyane, BAHons (Psychology)

TEACHING & LEARNING DIVISION**Deputy Vice-Chancellor
(Teaching & Learning)**

	VS Nomlomo, JSTC (Cicirha College), BA, BEd (UNITRA), MEd (Sociolinguistics) (UCT), MPhil (General Linguistics & Second Language Studies) (USB), PhD (UWC)
Director	ME Khuzwayo, SSTD, BPaed, BEd, DEd (UINZULU), MEd (UDW)
Administrator	MC Sikhakhane, PAHons (UNISA), BAdmin (UNIZULU), Dip (Office Management) (DUT), PGCert (E) (UNISA)
Coordinator Teaching with Technology	Vacant
Technology Enhancement Specialist	AD Wakeni, Hons (Computer Science), BSc (Computer Science & GIS) (UFH), Project Management (Varsity College), MEd (UKZN)
Secretary/PA	NM Chihaba, B (Public Administration) (MANCOSA), Cert (Office Admin) (Damelin), Cert (Receptionist Skills), Cert (Computer Skills) (Working World College)
Coordinator Student Academic Support	Vacant
Coordinator Writing Centre	Vacant
Writing Centre Facilitator	NG Dlamini, MSc (Microbiology), Hons (Microbiology), BSc (Biochemistry & Microbiology) (UNIZULU), PGDip (Public Health) (UP), PhD (UNIZULU) R Harilall, BSocSci (Psychology & Sociology) (UKZN), BAHons (Psychology) (UNISA), BHons (Psych) (Psychological Counsellor –

GENERAL CALENDAR

Trauma) (UNISA & HPCSA), Cert (Business Writing Skills) (KZN Business Writing Skills Services Seta), Cert (Copy Editing) (UCT)
 AT Cebani, BComHons (Human Resources Management) (UKZN), BAdmin (Human Resources), Cert (Information Management Systems) (UNIZULU), Supplement Instruction (NMU), Project Management (CCPQ)
 TJ Ntshingila, PhD (UNIZULU), MEd (Research Methodology) (UNIZULU), BEdHons (UNISA), PGCert (E) (UNIZULU), ABET (UNISA), BCom (VISTA)
 S Ngcobo, BA (Industrial Sociology) (UNIZULU), BAHons (Sociology) (UNIZULU), MA (Sociology) (UNIZULU), Cert (Coaching & Mentoring) (KZN Business Training Centre)

RICHARDS BAY CAMPUS

Director

G Moyo, BAHons (Sociology with Professional Studies) (CNAAB, UK), MSc (Social Planning) (University of London School of Economics), PhD (Education) (RU)

Secretary/PA

XP Khumalo, NDip (Management Assistant) (Umfolozi College) Cert (Office Management) (UNISA), BAdminHons (MANCOSA)

Administration Officer

NP Cele, BAHons (UNIZULU), Cert (HRM) (UNISA)

Administrative Secretary

SG Zubane, BTech (Office Management & Technology) (DUT), BComHons (Business Development Studies) UKZN

Receptionist

Vacant

Campus Health Service

Professional Nurses

TJ Gumede, Dip (Gen Nursing), Dip (Community Nursing), Dip (Midwifery), Dip (Nursing Management, Primary HealthCare & Family Planning), Cert (HIV/Aids Management) (UKZN)

Z Ngwenya, BCur (UNIZULU), Primary Health Care (UKZN), Dispensing Course (UL), Dip (Nursing Management), M (Nursing Management) (UKZN), NIMART (DoH)

Finance

Finance Officer

PW Mafundityala, NDip (Credit Management) (TUT)

ICT

End User Consultant

SN Mazibuko, BA (Correctional Studies), HDip (Community Organisation) (UNIZULU) Cert (Quality Service at Customer) (DEAL), Cert (COBIT® 5), Cert (ITIL Foundation) (APMG), Cert (Project Management), Cert (Information System Management), Cert (Fundamentals of Cybersecurity) (UCT), PGDip (Information & Technology Management) (MANCOSA)

Library

Senior Library Assistant

SP Makhunga, BTech (Library & Information Science) (DUT)

Library Assistant

B Sithole, BA (Information Science) (UNIZULU)

Protective Services

Deputy Director

RM Lukhele, Dip (Risk Management), Dip (Safety Management) (Oxbridge) Dip (Security Management) (Damelin), NCert (Crime Investigation) (UNISA), Cert (Handling of firearms), Security Cert A (PSIRA).

Manager Admin

RM Hofmeyr, NDip (Security Risk Management) (UNISA), NDip (Office Management & Technology) (UNISA), Cert (Handling of firearms)

GENERAL CALENDAR

Protective Services Officer	SN Mkhwanazi, Security Grade B (PSIRA), Cert (Performance Admin), Cert (Supervision with Project Principles), Cert (Investigation) (HJN Training)
Student Administration	
Manager: Student Administration	KS Adlam, Cert (Secretarial) (Technikon Natal), NDip (Commercial Practice) (TSA), BAHons (Industrial Psychology) (UNIZULU)
Administrators	V Munian, Prog (Reception Year Teaching), BEd (UNISA) ES Radebe, BCom (Economics) (UNIZULU) DN Ngcemu, BCom (Economics) (UNIZULU)
Engineering	
Administrative Secretary	ST Zikalala, Dip (Public Relations Management) (UNIZULU), BTech (DUT), BAHons (Development Studies) (UNIZULU)
Student Housing	
Off-Campus Co-Ordinator	M Mthlane, BTech (Marketing) (DUT)
Writing Centre	
Facilitator	S Ngcobo, BA (Industrial Sociology), BAHons (Sociology), MA (Sociology) (UNIZULU)

2025
GENERAL CALENDAR

LIBRARY FACILITIES

The library is for the use of registered students and all members of the teaching, administrative, technical and library staff of the University. Persons who are not members of the University are permitted to use the facilities of the library, after individual approval by the Director: Library and Information Services and on receipt of the prescribed fee if applicable, subject to conditions laid down by the Director: Library and Information Services.

KwaDlangezwa Campus

DURING ACADEMIC PERIOD		
	OPEN	CLOSE
Monday to Friday	07h45	23h00
Saturday	08h00	18h00
DURING EXAMINATIONS		
Monday to Saturday	07h45	00h00
Closed on Sundays, Public Holidays and "long weekends"		
DURING STUDENT RECESS		
Monday to Thursday	07h45	16h00
Friday	07h45	14h45
Closed on Weekends, Public Holidays and "long weekends"		

Richards Bay Campus

DURING ACADEMIC PERIOD						
	NORMAL HOURS		EXTENDED HOURS		EXAMINATION HOURS	
	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE
Monday to Thursday	07h45	16h00	16h00	19h00	07h45	19h00
Friday	07h45	14h45	14h45	16h00	07h45	16h00
Saturday	-	-	-	-	-	-
Closed on Sundays, Public / UNIZULU Holidays, and "long weekends"						
DURING STUDENT RECESS						
Monday to Thursday	By Arrangement					
Friday						
Closed on Weekends, Public / UNIZULU Holidays and "long weekends"						

2025
GENERAL CALENDAR

RULES

Quality of items

Category	Maximum number of items lent out simultaneously	Loan	
		Period	Renewal
Undergraduate Students	6	14 days	once
Undergraduate 4 th Year Students	6	14 days	once
Honours	10	30 days	once
Master's & Doctoral Students	15	42 days	once
Other Postgraduate Students	10	30 days	once
Academic Staff	20	60 days	once
Other Staff	10	30 days	once
External CHELSA	6	30 days	none
External Ordinary	4	14 days	once

When issued books are urgently required

To promote the accessibility of books, the issuing of library material is subject to the condition that any work that may be more urgently required by another reader, must be returned to the library within 24 hours after notice has been given by the Director.

Stock-taking

To facilitate stock-taking all books issued should be handed in at the loan desk at least three days before the last day of each semester or two days before the borrower leaves the University.

Books and periodicals on reserve

Books and other documents that, at the request of lecturers, are placed on the reserve shelf for use in the library only, may be consulted in the library for periods of two hours (renewable at the counter). Books on reserve may be applied for in advance for specific times on specific days.

Material that may not be taken out of the library

Reference material and material in the UNIZULU Collection is available for use only in the library. Unbound periodicals may also not be taken out of the library.

Fines for overdue library materials

A fine shall be imposed on a borrower who fails to return any material borrowed from the Library on or before the due date, provided that a fine shall be:

- (a) R1.25 per day on any one unit not returned on or before the due date.
- (b) R3.00 per hour on any one unit not returned within the prescribed time in the case of library materials issued on short loan.

Compensation

Lost material

Compensation to the value of the estimated replacement price of the lost material or periodical or an amount determined by the Director will be payable by a borrower who is unable to substitute a copy of the same material.

Damaged/stolen material

Compensation of an amount decided upon by the Director will be payable, by the borrower concerned, for damaged but repairable material. It is a serious offence to tear pages from a library book. The Director reserves the right to take strong measures against any user guilty of such an offence. This may include disciplinary action or being barred from using library services.

Failure to return library materials and/or Unpaid fines

Borrowers will be refused the use of all library facilities until such time as the overdue books are returned or replaced, or the borrower refunds the value of the books and all fines are paid. Materials on loan are not transferable. Every user is responsible for the return of material that he/she has borrowed from the library.

The Director Library and Information Services reserves the right to request that examination results be withheld for students who default.

UNIVERSITY OF ZULULAND RULES

The General Rules are promulgated in accordance with the Higher Education Act (Act 101 of 1997) as amended, Chapter 4, Section 32 (1)(b), with due observance of the Common Statute issued in accordance with the Universities Act (Act 61 of 1955), and referred to in the Higher Education Act (Act 101 of 1997), Chapter 9, Section 74(6) and the Institutional Statute of the University of Zululand (UNIZULU), as published in Government Gazette No. 41982, Vol. 640 of 19 October 2018, in accordance with Chapter 4, Section 33 of the Higher Education Act (Act 101 of 1997), and read in conjunction with the faculty rules and regulations, as approved.

As determined by the Minister of Higher Education, Science and Innovation in accordance with section 8(2)(e) of the National Qualifications Framework Act, 2008 (Act 67 of 2008) (Notice No. 1040 of 2012; Government Gazette No. 36003, Volume 570, 14 December 2012) and published, as directed by the Minister of Higher Education, Science and Innovation in terms of section 27(k)(iv) of the National Qualifications Act, as policy of the Council on Higher Education by SAQA (Notice No. 592, Government Gazette No. 38116, Volume 592, 17 October 2014).

The General Rules apply to all students at the University (including occasional and short learning programme students). UNIZULU policy documents and regulations support and provide guidance regarding the General Rules and these must be read in conjunction where applicable. In cases of conflict between the said documents, the General Rules will take precedence. Where discrepancies in the names of qualifications arose during the Higher Education Qualifications Sub-Framework (HEQSF) alignment process and the preceding period, each case will be dealt with on merit.

Faculty rules are supplementary to the General Rules, and where there is a discrepancy between the two sets of rules, the General Rules shall apply. The General Rules are applied in accordance with the Higher Education Act (Act 101 of 1997), Chapter 8, Section 68(2) and the Institutional Statute of the University of Zululand and the responsibility for implementing such rules is assigned by Council to the Registrar, except where indicated differently in the rules. The Registrar must regularly, as agreed, report in writing to Council via Senate on the implementation of the General Rules. As stated in the General Rules, the Registrar may – with the approval of Council – delegate the implementation of the General Rules to other functionaries and the latter must provide the Registrar with a written report on the implementation of the rules in question.

The Deans are accountable for the correct interpretation and implementation of these Rules. The design and implementation of faculty rules are mentioned in the same Act; references as those regarding the Registrar and are assigned by Council to the faculty boards and their respective deans. As agreed upon, all deans must regularly report in writing to Council via Senate on the implementation of faculty rules.

The University Council may also enter into agreements with registered and accredited private providers of higher education to offer academic qualifications of the University. Where such agreements do exist, reference must be made to them in both admission rules and faculty rules. If the minimum prescribed number of students have not registered for a module, the University reserves the right not to offer that particular module.

The rules contained in this document are the rules as approved on the date of publication. The rules are subject to amendments approved after the date of publication. The financial rules or rules regarding the payment of fees should be read in conjunction with the fees yearbook of the University, which is updated annually. In the event of a possible discrepancy between the provisions, the decision of the relevant Vice-Chancellor will be enforced.

The University recognises the religious holy days as indicated annually in the University's Calendar and will avoid, if possible, scheduling examinations or assessments for such days.

Various policy and procedure documents relevant to the higher education sector in South Africa, from (for instance) the Council on Higher Education (CHE), Higher Education Quality Committee (HEQC), South African Qualifications Authority (SAQA), National Qualifications Framework (NQF), and the HEQSF, have been used as a point of departure or reference. Some directives, definitions, terms or phrases have been quoted directly to retain the meaning. In others, meanings were combined to describe a concept. Definitions for qualification types have been quoted directly from the HEQSF (Government Gazette No. 38116, Volume 592, 17 October 2014) to retain the intended meaning, purpose, characteristics, minimum admission requirements and progression of the qualification. When reference is made to the National Senior Certificate (NSC) or the National Certificate (Vocational) NC(V), the following reference is used throughout as defined in the Minister's policies: Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes Requiring a National Senior Certificate, Government Gazette, Vol. 751, No. 32131 of 11 July 2008 and Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Certificate (Vocational), published in the Government Gazette, Vol. 533, No. 32743, November 2009.

Copyright of students' scripts (mini-dissertations, dissertations, theses, etc.) vests in the University. The University encourages the publication of derivative works of such scripts, preferably in subsidy-bearing publications. Copyright (including associated risks and benefits) of derivative works of scripts shall vest in the student. However, the prior approval of the UNIZULU Research Committee is required in the three cases below:

- a) Contract research: The publication of derivatives of scripts that were developed as part of contract research conducted by the University may be subject to certain contractual conditions.
- b) Patents: Some scripts may contain patentable or protectable subject matter with potential commercial benefits.
- c) Legislative requirements: The National Environmental Management: Biodiversity Act (Act No. 10 of 2004) or the Intellectual Property Rights from Publicly Financed Research and Development Act (Act No. 51 of 2008) may impose limitations upon the University to grant certain rights to students.

IMPORTANT INFORMATION FOR PROSPECTIVE STUDENTS

1. Admission of Students

- 1.1 Admission means approval to report for registration as a student of the University, irrespective of previous registration and in line with the university's policies on admission.

- 1.2 Registration is at the sole discretion of Council. Compliance with the minimum entrance qualifications does not mean automatic admission. On registration, every student is bound to observe all the rules and regulations applicable to students.
- 1.3 De-Registration must be approved by the Office of the Registrar. The Registrar can revoke a student's registration at any time during his/her study based on false/fraudulent information and or any other information that may warrant such revocation.
- 1.4 A registered student will be deregistered should the student not comply with the rules of the university by submitting required documentation within a prescribed period for verification and/or if a student is charged with misconduct.
- 1.5 Any staff member who has been dismissed from the employ of the University, or resigned under suspicious circumstances¹ shall not be considered for registration as a student, unless approved by Council.

2. Applying for Admission

2.1 Masters and Doctoral degree students

- 2.1.1 Masters and Doctors degree students must submit completed application forms together with the prescribed fees when applying for admission. Acceptance of the fees does not imply acceptance of the candidate.
- 2.1.2 A candidate may apply at any time for admission. When - and only when – he/she has fulfilled all the requirements for postgraduate admission as contained in the Policy on Postgraduate Registration will a student be registered. The registration must be finalized and renewed **annually** before 31 May.
- 2.1.3 Application and registration takes place at the Main Campus only, except where the university Council direct otherwise.

2.2 Registration of Continuing and returning Students (Master's and Doctoral students)

- 2.2.1 All returning students must register yearly before the date described in the calendar.
- 2.2.2 Students who took a year of absence and who were not registered in the preceding year are required to complete application forms for re-admission to the programme and submit the application forms to the Administration Office by not later than 31 October in the year preceding registration.

¹ "suspicious circumstances" include, but is not limited to any circumstance where a member of staff resigns prior to or amidst a disciplinary inquiry or subject to an investigation of serious misconduct.

G1 Definitions and Interpretation

- (1) Unless the context otherwise indicates:
- “academic year”** means that portion of a Calendar year approved by Council on recommendation of Senate for the academic activities of the University.
- “academic exclusion criteria”** refers to the specific criteria (norms) applied in determining whether a student should be excluded from further participation in the qualification.
- “academic intervention”** refers to any programme, supportive or developmental action before exclusion takes place, either prescribed (compulsory) or recommended (voluntary) by the department or faculty. Such interventions can also be prescribed or recommended by Student Services Department/Teaching and Learning Department on behalf of the department or faculty. Academic interventions may take place before exclusion or as an exclusion or probation condition.
- “academic performance”** is the relative success or failure of a student to comply with the requirements of the academic qualification for which he or she is registered, within the limited time prescribed for the qualification.
- “academic probation”** refers to the conditional grace period in the exclusion process which affords the student an opportunity, through specific conditions and interventions, to comply with the academic performance requirements, to avoid final exclusion.
- “additional modules”** means modules taken supplementary to the minimum number of credits required for a particular qualification.
- “admission”** means approval to report for registration as a student of the University, irrespective of previous registration.
- “admission Process”** means the process or act in terms of which it is determined whether or not a prospective applicant should be allowed to register for the proposed academic programme, bearing in mind the suitability of the applicant. Admission is the first stage academic registration process and involves an academic decision by the Dean of Faculty/Admissions Office. Once admitted, an applicant can then proceed to be formally registered as a student.
- “aegrotat examination”** means an examination granted on medical or compassionate grounds;
- “assessment”** means the process of determining the value, significance, or extent of what students know, understand, and can do with their knowledge as a result of their educational experiences. Assessment results are used to document, explain, and improve performance. Assessment can be done at various times throughout a learning programme and a comprehensive assessment plan will include either formative and summative assessment, or alternatively continuous assessment. The point at which the assessment takes place in a programme distinguishes these three types of assessment, namely Continuous, formative and summative.
- “close relative”** means a mother, father, grandmother, grandfather, brother, sister or child or legally adopted children.
- “co-examiner”** means a person appointed by a Faculty Board to assist an examiner in the setting and marking of an examination.
- “compulsory modules”** means modules that must be taken to be able to progress with a programme or to be eligible for awarding of a qualification. They contain the essential parts of the programme and are therefore compulsory to enable the learning outcomes for the programme to be met.
- “continuous assessment”** means internally moderated oral and written assignments, tests, practicals, project reports, etc.; Continuous assessment is used as an alternative to summative

assessment. It is a series of assessments that occurs throughout the learning process, and not only after the learning process. Students are thus examined continuously over the duration of a quarter, semester or year. It is cumulative and the marks are calculated to produce a final result;

“co-requisite” means a module that a student must enrol in at the same time as, or in some cases prior to, enrolling in the desired module.

“Council” means the Council of the University as comprised in section 18 the Statute of the University.

“credit” means the volume of learning required for a qualification can be specified in terms of the total minimum number of credits required and in terms of the minimum number of credits required at its specified exit level on the HEQSF. Credits are a measure of the volume of learning required for a qualification, quantified as the number of notional learning hours required for achieving the learning outcomes specified for the qualification. This includes contact time, structured learning, WIL, self-study, and assessment time. One credit is awarded for 10 notional hours of successful learning activity. Notwithstanding the link between credit and notional learning time, the emphasis of assessment should be upon learning achieved and not time served. Credit is awarded for the achievement of specified learning outcomes. No additional credit can be awarded for achievement above the threshold level (although such achievement can be recognised through the award of marks or grades).

“credit accumulation” means the totalling of relevant credits towards the completion of a qualification or a part qualification.

“credit transfer” means the vertical, horizontal or diagonal relocation of credits towards a qualification or part qualification at the same or a different level registered on the same or different sub-framework, usually between different programmes, departments or institutions.

“curriculum” means the complete programme of study for a particular degree, diploma or certificate.

“Duly Performed (DP)” means a student has fulfilled the minimum requirements in terms of attendance and full period mark to sit for an examination in a particular module.

“elective modules” support achievement of the programme learning outcomes and form part of the approved programme specification. A list of possible elective modules is stated for each programme and students can choose modules from this list.

“equivalent status” means recognition of a qualification from another tertiary institution for admission to a higher degree.

“examination” means a formal evaluation of a student’s academic performance, which may be in the form of a written examination, an oral examination, a practical examination, a dissertation, a thesis, or any other formal examination.

“examination mark” means the mark obtained in an examination.

“examiner” means a person appointed by a Faculty Board to assess the academic performance of a student.

“EXCO” means the Executive Management committee as stipulated in clause 68(b) of the Statute of the University of Zululand.

“final mark” means the mark derived from a combination of a Full Period Mark and an examination mark.

“final semester” means the semester that concludes the curriculum.

“final-year student” means a student who is registered for sufficient modules to lead to the completion of a qualification.

“first-year student” means a student who has not obtained sufficient credits at this University or any other University for promotion to the second academic year of a degree, diploma, or certificate.

“foundation modules” means development modules in extended curriculum programmes.

“formative assessment” measures students’ progress during the learning process to provide ongoing feedback and incremental feedback. It includes a range of formal and informal assessments typically to monitor the progress being made towards achieving learning outcomes and obtaining a semester mark or predicate, i.e. admission to the summative assessment.

“full period mark” means the combination of all assessment marks, which mark will be used in combination of the examination mark to calculate the final mark.

“level of study” means the level at which a student is positioned within the curriculum of the qualification for which he or she is registered.

“moderator” means a person appointed by a Faculty Board to evaluate the quality and the marking of assessments or examinations.

“module” means a unit of study material within the curriculum of a particular degree, diploma or certificate and are distinguished between compulsory, elective, foundation and service modules;

“National Senior Certificate” or **“NSC”** means a high school diploma and graduate certificate of South Africa. This certificate is commonly known as the matriculation (matric) certificate, with grade 12 as the matriculation grade. The NSC, previously known as the Further Education and Training Certificate or FETC, replaced the Senior Certificate effectively in 2008, was phased in starting with grade 10 in 2006.

“National Qualifications Framework” or **“(NQF)”** means the comprehensive system, approved by the Minister of Higher Education and Training, for the classification, coordination, registration, and publication of articulated and quality-assured national qualifications and part qualifications. The South African NQF is a single integrated system comprising three coordinated qualifications sub-frameworks for: General and Further Education and Training; Higher Education; and Trades and Occupations.

“notional learning hours” means the agreed estimate of the learning time that it would take an average student to meet the defined learning outcomes of the course-unit or programme; it includes consideration of contact time, research, completion of assignments, time spent in structured learning in the workplace, individual learning and assessment. They are therefore not a precise measure but, provide students with an indication of the amount of study and degree of commitment expected. Ten notional hours equate to one credit.

“notional learning time” means taught or contact time will vary according to the mode of delivery, but notional learning time will not. All learning relevant to the learning outcomes should be considered when notional learning time is being estimated. Consideration should also be given to the level at which the learning is being offered. Notional learning time is not equivalent to the actual time that any particular learner needs to spend in order to achieve the learning outcomes. The real time will vary according to the individual's capability, degree of prior experiential or other learning and the mode of learning, for example, in the case of work based learning the actual time spent in the workplace may greatly exceed the notional time required to achieve the specified learning outcomes. Any prior skill or knowledge required of the learner should not be included in an estimate of notional learning time. Higher Education uses the 10-hour credit which means that each credit awarded equates with 10 notional hours of successful learning. The notional learning time encompasses all time (formal classes, self-study, reading, searching the internet for information, writing assignments) spent by the learner in pursuit of achieving the designated learning outcomes. The emphasis is on the term 'notional' because it is well known that the actual time which learners need to achieve designated learning outcomes varies considerably. It is based on how long it would take an average full-time student entering a university and studying that subject, at that level, for the first time would take

to gain the knowledge, skills and understanding to achieve the learning outcomes. So it is presumed that an 'average' student will take 200 hours to successfully achieve a 20 credit module.

"NQF level" means one of the series of levels of learning achievement arranged in ascending order from one to 10 according to which the NQF is organised and to which qualification types are linked.

"postgraduate student" means a student who is registered for a Postgraduate Certificate, Postgraduate Diploma, Honours, Masters or Doctoral degree.

"Prerequisite" means a module that a student must pass before continuing with the more advanced module.

"Programme" means a purposeful and structured set of learning outcomes leading to a qualification.

"progression/promotion" means by which individuals are permitted to move through yearlevels by accumulating appropriate combinations of credits.

"promotion" means the combined result of both the continuous assessment and the summative assessment conducted.

"Qualification" means a formal recognition and certification of learning achievement awarded by the university.

"re-checking" means verifying administratively by the Examinations department whether all questions in a particular paper have been marked and whether such marks have been correctly totalled.

"recognition of a module credit" means a module successfully completed at a specified NQF level within an academic programme that may be used to exempt a student from, and grant credit for an equivalent module in another academic programme, provided that the module for which the student is registered is at the same NQF level and same learning outcomes.

"Recognition of a module exemption" means a module successfully completed at another institution which may be used to exempt a student from and grant credit for an equivalent module in an academic programme, provided that the module is at the same NQF level and has the same learning outcomes.

"re-examination" means a scheduled examination after the regular examination has taken place, as determined by Senate.

"re-marking" means the re-marking of an examination paper by an external examiner on application by a student.

"returning student" means a student who has previously registered with the University;

"semester" means one half of the academic year of the University.

"semester mark" means the full period mark obtained from continuous assessment in a semester module.

"Senate" means the Senate of the University as comprised of in section 29 of the Statute of the University.

"senior certificate" means a school-leaving certificate with pass marks in at least five Higher Grade or five Standard Grade subjects or a combination of five Higher Grade and Standard Grade subjects, approved by the Committee of Principals and issued by the Council, or an equivalent certificate issued prior to the commencement of section 9 of the South African Certification Council Act, 1986 (Act 85 of 1986).

"senior student" means a student who is not classified as a first-year student.

"special re-examination" means an examination granted to a candidate to facilitate the completion of a qualification.

"service module" means a module presented in a particular faculty that is a required module for qualifications.

“**student**” means a person who is registered for a qualification offered at the University or a person who, prior to being registered as a student was granted special permission by EXCO to conduct any student or other activity on the university’s campuses.

“**summative assessment**” means assessment of learning and is distinguished from formative assessment, which is assessment for learning. Summative assessment takes place after the learning has been completed, i.e. at the end of a semester or year, and provides information and feedback that sums up the teaching and learning process.

“**supervisor**” means a member of staff and/or any other person appointed by the Higher Degrees Committee to oversee the research project or dissertation or thesis of a postgraduate student.

“**syllabus**” means the contents of a module.

“**University**” means the University of Zululand.

“**work-integrated learning**” or “**WIL**” refers to learning that is incorporated into the curriculum of qualifications of a vocational and professionally oriented nature at all levels of the HEQSF with the purpose of integrating theory and practice. WIL as a structured part of a qualification must be appropriate to the purpose of the qualification, the volume of the learning allocated to the WIL, the cognitive demands of the learning outcomes and the assessment criteria of the appropriate level descriptors of the qualification.

“**year of study**” means the year in which a student is registered at the University, which corresponds with a student’s academic year of study. However, students who fail modules or who change programmes might not have a corresponding level in terms of academic status; for example a student in his or her second year of study who has changed programmes after the first year of study would have first-year academic status. For the purposes of determining a student’s year of study, the time spent on foundation programmes shall not be considered.

- (2) Where the term “**Council**” appears in italics in the General rules it indicates a power delegated by Council to Senate.
- (3) Where the term “**Senate**” appears in italics in the General rules it indicates a power delegated by Senate to a Faculty Board.

G2 Application of General rules

- (1) The rules in this Calendar are based on the Higher Education Act 101 of 1997 (as amended), and the statutes and regulations framed thereunder, and the resolutions taken by Council and Senate in terms of the Act and in terms of such statutes and regulations.
- (2) These general rules apply throughout the University and any rule made in any Faculty is subject to these general rules. Students are personally responsible for being well-informed as regards General Rules and faculty rules, and for complying with the said rules.
- (3) If the rules of a Faculty prescribe special requirements for the study of a subject or module, such rules also apply where the said subject or module is offered to students in another Faculty,
- (4) Upon registering, a student undertakes to abide by general and faculty rules, as amended from time to time.

G3 Rights of the University

- (1) The University may confer and award such qualifications as approved by the relevant authorities.

GENERAL CALENDAR

- (2) No person is entitled to the privileges attached to a degree, diploma or certificate unless such a degree, diploma or certificate has been conferred on or awarded to him or her at a congregation of the University.
- (3) A qualification obtained by a student in an improper manner shall be revoked by Council.
- (4) The University reserves the right to withhold a degree, diploma, certificate or letter confirming completion of a degree, diploma or certificate or the results of examination(s) until all prescribed fees and outstanding fines are paid.
- (5) The University reserves the right to exclude a student from pursuing his or her course of study should his or her academic performance or conduct proves to be unsatisfactory or if he/she fails to pay the required fees.

UNDERGRADUATE DEGREES, DIPLOMAS AND CERTIFICATES, AND NON-DEGREE MODULES**G4 Admission requirements for certificates, diplomas and bachelors degrees**

- (1) A person who wishes to study at the University must apply to the Central Applications Office (CAO) for consideration to be admitted to the University.
- (2) A returning student who is not registered in the current year and who wishes to be readmitted in the following academic year must complete an application form and submit it to the Admissions Office on or before the date prescribed in the Calendar.
- (3) Compliance with the minimum requirements for entering a qualification does not mean automatic admission to it.
- (4) To be admitted to an undergraduate qualification, a person must comply with the requirements set out in one of the following categories, unless otherwise prescribed by Faculty rules:

CATEGORY 1**General Admissions Criteria**

All Faculties of the University apply the following minimum new National Senior Certificate (NSC) achievement ratings for admission to undergraduate degree, diploma and certificate qualifications:

Degree

An NSC with an achievement rating of 4 (50%) in four recognised NSC 20 credit subjects; an achievement rating of 3 (40%) in Life Orientation; and an achievement rating of 3 (40%) in English as First Additional Language (FAL), or 4 (50%) in English as Home Language;

Diploma

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (moderate Achievement, 40-49%) or better in four recognized NSC 20-credit subjects; an achievement rating of 3 (40- 49%) in Life Orientation and an achievement rating of 3 (40-49%) in English as First Additional Language (FAL), or 4 (50-59%) in English as a Home Language.

Higher Certificate

The minimum admission requirement is a National Senior Certificate as certified by Umalusi. In addition to the minimum ratings achieved, each Faculty sets its own minimum entry requirements.

CATEGORY 2

An old Senior Certificate (pre 2008) with endorsement that the holder has obtained exemption from the matriculation examination.

CATEGORY 3

If a candidate has not obtained full exemption from the matriculation examination in case of a SC and seeks to qualify for conditional exemption from Universities South Africa, he/she must

- (a) be at least 23 years of age; and
- (b) have passed four (4) subjects with at least an “E” symbol.

Conditional exemption must be obtained prior to registration.

CATEGORY 4

- (1) Applicants who do not meet the requirements in category 2 may qualify for mature age exemption.
- (2) In order to qualify, an applicant must be 45 years and above.

Mature age exemption must be obtained prior to registration.

CATEGORY 5: INTERNATIONAL STUDENTS

- (1) International students must apply through SAQA/USAf to have their international qualifications/certificates evaluated for equivalency.
- (2) All certificates of equivalency must be obtained in order to be considered for admission.
- (3) All requirements for international students as contained in the University’s admissions policy must be complied with in order to be admitted to the university.
- (4) Any offer of admission to students are conditional upon the student acquiring a South African Student Visa.
- (5) No fulltime student studying at any University campus in South Africa shall be registered without a valid South African Student Visa.
- (6) International post graduate students who do not intend on studying at any University campus in South Africa whilst conducting research may register without a South African Student Visa.

CATEGORY 6: RECOGNITION OF PRIOR LEARNING (RPL)

UNIZULU’s academic programmes allows one to apply for recognition and credits for skills and learning acquired through means other than through formal learning programmes. One’s skills and knowledge will be evaluated and if it is found to be relevant, one may be granted appropriate credits. RPL may thus make it possible for one to either gain access to or earn credits towards a UNIZULU academic programme based on prior non – formal learning, thereby reducing the time to complete the qualification. If one is interested in RPL, please contact the admissions office at admission@unizulu.ac.za or 035 902 6030/6178

CATEGORY 7: CERTIFICATE OF COMPLETE EXEMPTION BY VIRTUE OF POST-SCHOOL QUALIFICATIONS

- (a) a senior certificate issued by the Council or any of the examining institutions previously recognized for this purpose by the Matriculation Board for matriculation exemption, or any other qualification approved by the Committee of Principals;
- (b) a relevant diploma approved by the **Committee of Principals**, from a university or technikon, with a minimum prescribed full-time post-school duration of two years; or
- (c) one of the following diplomas approved by the **Committee of Principals**, with a minimum prescribed full-time post-school duration of study of three years:
 - (i) teachers' diploma obtained from a South African teachers' training college;
 - (ii) nursing diploma obtained from a South African nursing college in terms of a cooperation agreement with a South African university; or
 - (iii) any other equivalent post-school qualification approved by the **Committee of Principals**.

G5 Registration

- (1) Once admitted, a person may be registered for a particular year and qualification.
- (2) Registration is at the sole discretion of Council.
- (3) Once registered, a student is bound to observe all the current rules and regulations applicable to students and is subject to the disciplinary authority of the University.
- (4) Council may prescribe minimum requirements for a person who wishes to re-register for the following year with the aim of continuing his or her studies.
- (5)(a) A student must pay the prescribed fees on or before the dates specified in the General Calendar.
- (5)(b) In instances where a (postgraduate) student is required to register merely to ensure that the results are captured in that academic year of graduation, the University may waive the registration fees for that particular year and elect to apply a *pro rata* fee only.
- (6) The curriculum that a student intends following is as set out in the particular Faculty prospectus.
- (7) The Faculty may advise the selection of modules that a student intends to register for in a particular year.
- (8) A modification to the selection of modules is subject to the rules applicable at the time of modification.
- (9) If a student who has studied at another Higher Education Institution wishes to apply for admission to the University of Zululand, such application must be accompanied by a certificate of satisfactory conduct as well as academic transcript from the other institution. Admission remains the prerogative of the University of Zululand;
- (10)(a) The last date for registration is as stipulated in the Calendar, after which no person shall be registered, except where otherwise authorised by EXCO.
- (10)(b) No student shall be permitted to participate in an academic program, including but not limited to attending lectures, writing assessments, participating in practical or WIL, if the student is not registered for that qualification for academic program.
- (10)(c) The student or staff member complicit with breaching Rule G5(10)(b) commits may be deemed to have committed an act of misconduct.
- (11) No student will be allowed to register simultaneously for more than one qualification at the University.

GENERAL CALENDAR

- (12) Qualifications are based on modules, and modules with a minimum total credit value, as prescribed by National Policy.
- (13) A lost or stolen registration card (“student card”) can only be replaced at a cost determined by the University.
- (14) Except with the special permission of Senate a student cannot, be registered simultaneously for a degree, diploma, or certificate in one academic year, either at this University or at this and at another higher education institution in the same academic year.
- (15) **Change of programme**
- (a) Subject to the provisions of this Rule, a student may change registration from one programme to another on **one occasion only**, irrespective of whether the second programme is offered in the same faculty or another faculty; except where otherwise approved by Senate.
- (b) A student may change registration from one programme to another after the first or second year of study only, provided that he or she meets the entry requirements for the second programme and provided further that enrolment targets have not been exceeded.
- (c) Where a student has been allowed to change registration from one programme to another after the first year of study, the prescribed period of study shall be calculated from the registration of the new programme.
- (d) Any change in registration must be completed within the registration period.
- (e) A student who has been excluded from a programme may not change registration to any other programme offered by the university.
- (f) This rule applies only to undergraduate students who have not completed their studies.
- (16) **Modification of Modules**
- (a) Subject to the provisions of this Rule and Rule G6(2), a student may modify his/her registration within the prescribed period in the calendar.
- (b) No modification will be allowed outside the prescribed period without the approval of Senate.
- (17) **Interruption of study**
- (a) Students who interrupt their studies for whatever reason, except academic exclusion from the University, may resume their studies in subsequent years, provided that:
- (i) they meet the entry and/or academic progression requirements for continuation of their studies;
 - (ii) enrolment targets for that programme has not been exceeded;
 - (iii) the programme is part of the University’s approved qualifications list or that the programme has not been discontinued, and;
 - (iv) the interruption of studies did not exceed a period of 5 years.
- (b) Students who wish to return to the University after interrupting their studies must apply for re-admission prior to the final date for admissions stipulated in the Calendar in the year preceding their return, in which event their applications will be assessed against the usual progression criteria applying to returning students who have not interrupted their studies, as set out in the rules.

- (c) If the interruption of studies exceeds a period of five years, a student must:
- (i) apply for re-admission to a programme in which he was registered for prior to the interruption of his/her studies subject to the provisions of clause 17(C)(ii)(a-b) below; or
 - (ii) in the case of the programme not being offered in a particular year or discontinued, apply for admission into any accredited programme, provided that:
 - (a) the provisions of clause 17(b) has been complied with, and
 - (b) no more than fifty percent of completed credits obtained prior to the interruption may be recognised towards fulfilment of the requirements of the new programme;
 - (c) approval of Senate is obtained.
 - (iii) in the case of a programme being offered by the University, and the Faculty Board deems the module to have changed in more than 50% of its substantive course content and structure, the Board may direct the student to repeat the module or register any relevant module of equivalent credit required for the programme.
- (d) Should a returning student wish to enrol for a programme different from the one for which he or she has been registered, the General Rule for the change of programme shall apply.

G6 Number of modules that may be registered for in a semester

- (1) A full-time student must register for all prescribed modules for a particular qualification in a particular semester, subject to any co - or pre-requisites and in line with the academic structure as approved by Senate.
- (2) Subject to the provision of (1) above, a student may only register one module in addition to those prescribed for a particular qualification in a particular semester with the approval of the Dean of the Faculty.

G7 Transitional rules regarding phased-out programmes

- (1) Specific rules may apply, as approved by Senate in the case of phased-out programmes, in which case such rules may take preference over these rules.

G8 Admission to examination

- (1) To be admitted to an examination in a module a student must:
 - (a) be registered for that module in that semester or year;
 - (b) have completed the minimum amount of work prescribed;
 - (c) have obtained a full period mark of at least 40%;

G9 Assessment

- (1) A final mark is based on the full period mark and a final examination mark.
- (2) The examination mark must count for at least 50% of the final mark.
- (3) Marked examination scripts and mark sheets will be retained for safekeeping by the Registrar's office for a period of 5 years.

GENERAL CALENDAR

- (4) Except as otherwise indicated in this Rule, where a student meets the required standard for a pass in an examination, including an aegrotat examination, the actual final mark obtained and the classification of the pass (merit or distinction), shall be recorded on the student's academic record.
- (5) Where a student who has been granted a re-examination has succeeded in meeting the required standard for passing the module, the actual mark obtained for the examination must be captured on the student administration system, however the system will condone the mark to a final pass mark of 50%, which mark shall be recorded on the student's academic record.
- (6) Where a student fails a re-examination or special re-examination, the actual mark obtained in that examination shall be recorded.
- (7) A student who has missed an assessment with valid reasons as described in Rule G13 shall have 7 days to submit evidence and be given a re-assessment. Once 7 days has lapsed, no representation regarding a missed assessment shall be entertained.
- (8) A student shall have 3 days after the publication of their full period mark to query such mark. Once 3 days has lapsed, no representation regarding a full period mark shall be entertained.
- (9) The onus is on the student to ensure that he/she check/verify his/her published final marks within 3 days after publication after which no modification will be allowed.
- (10) A student /who has erred in respect of the examination timetable and/or the scheduled test timetable, or as regards submission of assignments or research essays shall not be allowed to apply for condonation in respect of the error.
- (11) No student will be allowed to partake in any form of assessment or have their assessment marks captured without being registered for the relevant module.

G10 Minimum marks required for pass, merit pass and distinction

- (1) To obtain a pass, a final mark of 50% is required.
- (2) To obtain a certificate, diploma or degree with merit, a candidate must
 - (a) have achieved a mark average of 65% for all prescribed modules required for the qualification attaining a subminimum mark of 55% for each module
 - (b) have completed the qualification in the minimum prescribed time; and
 - (c) have passed all modules at first examination;
- (3) To obtain a certificate, diploma or degree with distinction, a candidate must
 - (a) have achieved a mark average of 75% for all prescribed modules required for the qualification attaining a subminimum mark of 60% for each module;
 - (b) have completed the qualification in the minimum prescribed period, and;
 - (c) have passed all the prescribed modules at first attempt.
- (4) A student who has obtained a semester or year mark or an examination mark of 39%, or final mark of 39%, 49%, 64% or 74%, may be entitled to an automatic condonation towards one percent higher than the one obtained resulting in a change in result status, irrespective of the number of modules in which a student has obtained such a semester or examination mark.
- (5) In giving effect to sub-rule 4, the lecturer shall in the first instance record the actual mark that the student obtained after which the student administration system shall automatically change the mark.
- (6) Certificates, diplomas and degrees passed with merit will only reflect on the academic record of a student and not on the actual certificate.
- (7) Certificates, diplomas and degrees passed with distinction will reflect on the academic record as well as the actual certificate.

G11 Subminima

- (1) In order to pass any course, a student shall attain a subminimum of 40 per cent in the examination in each module.
- (2) A student who attains a final mark of 50 per cent or more in a module, but fails to obtain a subminimum in an examination, shall be deemed to have failed the examination but may qualify for a re-examination in that paper or module.

G12 Examination procedure

- (1) All examinations are conducted at venues determined by the Registrar.
- (2) An examination of a module in a degree, diploma or certificate is conducted by an examiner, co-examiner and moderator where applicable.
- (3) The examiner must set an examination paper and mark the script submitted by a student, and may be assisted by a co-examiner in undertaking this responsibility.
- (4) The moderator assesses a selected sample of examination scripts and reports the outcome of such examination to the Office of the Registrar.
- (5) The Head of a Department is accountable to the Dean of the Faculty for the examination of the academic performance of all students doing modules offered by that Department.
- (6) The University policy on external examination and moderation shall apply.
- (7) Senate has the right to appoint an external examiner or moderator or both for the examination of any module.

G13 Aegrotat examination

- (1) An aegrotat examination may be granted to a student prevented from taking part in the final examination of a module
 - (a) by illness on the day of the examination or immediately before it, on condition that he or she submits a doctor's certificate specifying the nature and duration of the illness and declaring that for health reasons it was impossible or undesirable for him or her to sit for the examination; or
 - (b) by family circumstances, such as the serious illness or death of a close relative at the time when the examination was conducted, on condition that substantiating evidence of such circumstances is produced; and
 - (c) any other legitimate circumstance beyond a student's control, provided that substantiating evidence of such is provided and subject to approval by the Registrar.
- (2) An aegrotat examination shall not be granted to a student who has written the final examination
- (3) An application for an aegrotat examination must be submitted to the Examination Section within 7 days prior to the commencement of the re-examination.
- (4) The Examination Section will:
 - (a) approve or reject the application; and
 - (b) inform the relevant examiner
- (5) The final mark for a module for which an aegrotat examination has been granted shall be determined according to Rule G9.
- (6) A student who has been granted an aegrotat examination will not qualify for any re-examination after the aegrotat examination.

G14 Re-examination

- (1) A student qualifies for admission to a re-examination in a module if he or she obtained a final mark of between 40% and 48% in that module provided the subminimum of 40% was obtained in the examination.
- (2) A re-examination shall be conducted in the period specified in the General Calendar.
- (3) The mark obtained in the re-examination shall be recorded separately, and the original mark will remain on the student's academic history.
- (4) A student who has written a re-examination in a module will not qualify for another re-examination in that same module, except if subject to G15A below.
- (5) Subject to the provisions of Rule G(9)(5), a final pass mark of 50%, not the actual mark obtained, shall be recorded on the student's academic record.

G15 Special Examinations**G15A. Special Examination for final-year students in respect of last-outstanding modules**

- (1) Students in their final academic year who, after the completion of the November examination period have 32 credits (2 modules) outstanding for completion of the curriculum of the qualification for which they are registered may be granted a special -examination in respect of such module(s), irrespective of the semester in which such modules were presented and/or examined and irrespective of the number of times the student has previously attempted an examination in a module.
- (2) Students who at the end of the special re-examination period continue to have outstanding credits towards their degrees must thereafter either re-register in terms of the rules or register at another institution in terms of the relevant rules.
- (3) To qualify for consideration under this Rule a student must have duly performed in the module.
- (4) The clearance opportunity envisaged in this Rule is given only in respect of modules for which the student has been registered. The modules must have been registered in the previous academic year.
- (5) Special re-examinations are conducted only in the period specified in the general calendar.
- (6) Applications for special examinations must be done in writing to the Registrar (Examination Section) before or on the date stipulated in the calendar.

15 B. Extended duly-performed status for last-outstanding modules

- (1) No extension of duly performance of a previous academic year will be allowed to be carried over to another academic year.

15 C. Re-registration of last-outstanding modules at another institution

- (1) Students in their final academic year who have 48 credits or fewer credits outstanding (excluding major modules) for completion of the curriculum of the qualification for which they are registered, may apply for permission to register at another institution, subject to the provisions of Rules G5(14), G15 B(3), G20 and G21
- (2) A student who wishes to register at another institution in order to obtain the necessary credits for fulfilling the outstanding requirements for obtaining a qualification at the University shall:
 - (a) be responsible for complying with all the requirements of both institutions;

GENERAL CALENDAR

- (b) select a course(s) or module(s) at the other institution that must be comparable with the modules failed at the University;
 - (c) obtain from the Dean of the faculty in which he or she was registered, written permission to register at the other institution and written confirmation that the proposed course(s) or module(s), if passed, would satisfy the outstanding requirements for obtaining the degree and that they would be recognised for such purposes;
 - (d) pay the usual fees associated with the granting of credits obtained at another institution.
- (3) This Rule applies to all modules in an undergraduate curriculum, irrespective of the year in which the modules are offered, however excludes major modules.
- (4) The written permission granted by the Dean as referred to in Rule15C (2)(c) above is valid for a maximum period of one year.

G16 Rechecking and remarking of examination scripts

- (1) A student may apply to the Registrar (Examination Section) for the rechecking of an examination script, provided that
- (a) the application is made in writing;
 - (b) the application is submitted within 3 days after the official publication of results; and
 - (c) the prescribed fee is paid.
- (2) If a student is not satisfied after rechecking he/she may apply to the Registrar (Examination Section) for remarking provided that:
- (a) the application is made in writing;
 - (b) the application is submitted within 3 days after the outcome of the re-checking; and
 - (c) the prescribed fee is paid.
- (3) This rule applies to examination papers in undergraduate modules.
- (4) Remarking or rechecking may change the result status of a candidate if
- (a) a fail becomes a pass;
 - (b) a pass becomes a pass with merit; or
 - (c) a pass with merit becomes a pass with distinction.
- (5) If, as a result of remarking, the result status of a candidate changes for the better, then the required fee will be refunded.
- (6) Rechecking or remarking of a script may not result in the lowering of a mark.
- (7) Remarking of a script shall be done by an external examiner appointed for this purpose.
- (8) The Examination Committee of the Faculty concerned must finalise the result.

G17 Study material

- (1) At the start of a module, the lecturer must supply to each student in a particular course
- (a) a module outline;
 - (b) a study time-table;
 - (c) the scope of material to be covered;
 - (d) a list of prescribed works or study guides;
 - (e) sample questions; and
 - (f) an explanation of the modes of assessment
 - (g) weights and assessment criteria for each module
- (2) A lecturer must submit to his or her Head of Department, before the start of a semester, a copy of such documentation, or information as to where it can be obtained or viewed.

G18 External reviewer of qualification

- (1) An external reviewer and an alternate must be appointed by the relevant Faculty Board for each qualification.
- (2) The term of appointment of such reviewer must be determined by the Faculty Board, but may not exceed three years.
- (3) The external reviewer must submit an annual report on the overall examination of the qualification to the Dean of the Faculty, who must include this report in the annual Faculty report submitted to Senate.

G19 Evaluation of lecturers and modules

- (1) Students have the opportunity to evaluate lecturers and the contents of modules at regular intervals.
- (2) Deans must ensure that such evaluations take place regularly and report the findings to their Faculty Boards and Senate.
- (3) An evaluation instrument is available from the Teaching and Learning Centre office of the University, which may conduct such evaluations after consultation with the Dean.

G20 Academic Exclusion**G20 A. Academic exclusion of full-time students**

A student may be excluded from a module, qualification or Faculty if the student fails to make satisfactory progress towards the completion of their qualification. Satisfactory progress is determined by assessing the number of minimum credits a student has accumulated over an academic year/s. Students who are unable to accumulate the minimum credits in an academic year, as set out below, will be excluded, as provided hereunder:

- (1) A student who does not perform satisfactorily may be placed on academic probation, be excluded from a faculty or from the University.
- (2) Full-time students in their first academic year who have failed to obtain the minimum number of credits towards the qualification for which they are registered, may be placed on academic probation on academic grounds, as determined by the Faculty Academic Exclusion Committee.
- (3) In addition to sub-rule 2, full-time students in their second or subsequent years of study who have failed to obtain the prescribed minimum number of credits towards the qualification for which they are registered, in accordance with the following criteria be excluded from their module, qualification or faculty, as determined by the Faculty Academic Exclusion Committee:
 - 3.1 After one year, a minimum of 32 credits.
 - 3.2 After two years, a minimum of 128 credits.
- (4) Students contemplated in sub-rule 3 may apply for registration for programmes in another faculty, subject to the provisions of the relevant rules.
- (5) Full-time students in their third or subsequent years of study who have failed to obtain the minimum number of modules towards the qualification for which they are registered, in accordance with the following criteria may be excluded from the University on academic grounds:
 - In the case of a three-year degree programme**
 - 5.1 After three years, a minimum of 180 credits.
 - 5.2 After four years, a minimum of 300 credits.

GENERAL CALENDAR

5.3 After five years, if a degree has not been obtained.

In the case of a four-year degree programme

5.4 After three years, a minimum of 240 credits.

5.5 After four years, a minimum of 360 credits.

5.6 After five years, a minimum of 420 credits.

5.7 After six years, if a degree has not been obtained

- (6) Students contemplated in sub-rule 5 shall thereafter not be entitled to register for any programme offered at the University
- (7) In calculating the number of years in terms of this Rule, the year that a student spent on a foundation programme, if applicable, shall not be considered.
- (8) Notwithstanding the provisions in this Rule indicating the contrary, the University may re-admit a student who has been excluded from the University where his or her subsequent experience or academic achievement justifies re-admission.

20B. Appeal against academic exclusion from a faculty and/or the university

- (1) A student who has been excluded on academic grounds from a programme shall be entitled to appeal against such exclusion.
- (2) Such appeal must be lodged with the Exclusion Appeals Committee no later than 10 January of every year.
- (3) The Exclusion Appeals Committee must consider and decide upon such appeals no later than 18 January of every year.
- (4) The Exclusion Appeals Committee shall consider all factors deemed pertinent to such a matter.
- (5) The Exclusion Appeals Committee may dismiss the appeal or re-admit the student, with or without specific conditions.
- (6) The decision of the Exclusion Appeals Committee shall be final and binding.

20 C. Academic probation

- (1) Full-time students, other than students in their first academic year, who have failed to obtain any credits for which they were registered and who have not been excluded, shall be given a written warning that notes their poor performance and draws attention to the exclusion provisions contained in the General Rules. In addition, such students shall be put to terms and be informed that failure to obtain a minimum of 64 credits from modules registered in the following academic year will result in academic exclusion, irrespective of whether or not they have met the exclusion criteria contained in the General Rules.
- (2) All students who fail to obtain a minimum of 64 credits from modules registered in a given academic year, shall be given a written warning that notes their poor performance, draws attention to the exclusion provisions contained in the General Rules, giving them notice that the rules will be enforced in future. A student who has been excluded from a faculty in terms of the rules and who has been enrolled for a programme offered in a different faculty, shall be enrolled on probation, on condition that the student obtains at least 64 credits in respect of the modules for which he or she has enrolled, failing which the student shall be excluded from the University.

G21 Acceptance of attendance, certificates of proficiency, and recognition of modules

- (1) Subject to Rules G5(14), G15(B) and G20, Senate may accept, as part of the prescribed period of attendance for a qualification, periods of attendance as a registered student at another university or institution, and certificates of proficiency in subjects issued by such other university or institution, provided that
- (a) the student's total period of attendance amounts to the full period prescribed for the degree by the University;
 - (b) the student completes all major modules as outlined in the curriculum of the qualification at the University;
 - (c) the student shall not be exempted from more than 50% of the total number of modules prescribed for the qualification; and
 - (d) the courses from such other university or institution are equivalent in content and have at least the same NQF level and the same credit value as the modules for which exemption is sought.

G22 Exemption from modules

- (1) Subject to the policy on the recognition of modules and the rules, no module may be recognised for exemption from a completed qualification towards another qualification.

G23 Sequence of modules

- (1) In the absence of a provision to the contrary in the rules of a Faculty, no student may take a higher level module in a subject before he or she has completed the lower level modules in that subject.

G24 Level of study

- (1) A student's level of study shall be determined by the academic progression applicable to each programme.

POSTGRADUATE DEGREES**G25 Conferment of equivalent status**

- A Faculty may:
- (1) admit a graduate of another university (whether in the Republic or elsewhere) to a status at the University equivalent to the status which he or she attained at the other university; and
 - (2) admit as a candidate for a postgraduate degree or diploma, any person who
 - (a) has passed at another university or institution such courses as, in its opinion, are equivalent to or at a higher level than modules prescribed for the degree that is a prerequisite for admission to a specific postgraduate qualification; or
 - (b) has in any other manner attained a level of competence which, in its opinion, is adequate for the purposes of postgraduate studies.
 - (3) The admission of all students admitted in accordance with rule G25(1) and (2) are subject to ratification by Senate. The Faculty Board must provide a motivation for recommendation to

Senate for ratification immediately after admission in order to serve at the earliest Senate meeting.

HONOURS BACHELOR'S DEGREES

G26 Admission and registration

Admission

The process or act in terms of which it is determined whether or not a prospective postgraduate candidate should be allowed to register for the proposed postgraduate degree, bearing in mind the suitability of the candidate, the nature of the proposed research and the availability of resources. Admission is the first stage of the academic registration process and involves an academic decision by the Head of Department and the Dean of Faculty. Once admitted, a candidate can then proceed to be formally registered as a student.

- (1) Prospective Honours students apply for admission to the academic department hosting the qualification.
- (2) The head of department which hosts the degree (HOD) will assess the academic suitability of the prospective candidate and either admit the applicant or reject the application.

Registration

The formal process or act in terms of which a postgraduate candidate who has been admitted, or a candidate who has previously been registered becomes a student in a particular year. Registration is the second stage of the academic registration process and involves an administrative decision by the Registrar. Once registered, a candidate has all the rights, privileges and obligations of a student.

- (1) After admission to the qualification is approved by the HOD, the candidate submits the application form (together with the SAQA certificate and/or a conferment of equivalent status form if applicable) to the Admissions Office in the Registrar's division together with proof of payment of the application fee. The Admissions Office will issue the candidate with a student number (if necessary) and an acceptance letter.
- (2) On registration the candidate will pay the registration fee and complete a registration form.
- (3) Candidates may also complete a tuition fee waiver form. This fee waiver form will be used to determine the amount of fees that may be waived in respect of the candidate, and the candidate must settle the balance within the prescribed time frames.
- (4) The registration form must be signed by the HOD and it is then submitted to the Deans Office for finalization.
- (5) On completion of the abovementioned process the candidate is academically registered.

G27 Assessment

- (1) Senate, on the recommendation of the Faculty Board, shall appoint an external examiner for the Honours degree.
- (2) The final mark for a module other than the research paper comprises a continuous assessment component and a final examination.

GENERAL CALENDAR

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- (3) The year mark may not comprise more than 40% of the final mark.
 - (4) A final mark for a module of below 50% constitutes a fail.
 - (5) The research paper is assessed through the examination of a final mini-dissertation or report that must be submitted by the end of semester two.
 - (6) The examination may also include components such as an oral presentation of the research and seminar presentations as outlined in Departmental rules.
 - (7) No re-examinations are held for modules, however, a student may be granted a special re-examination, which is conducted on the date specified in the Calendar, in a module if by passing that module he or she will complete the requirements for the qualification, provided that he or she
 - (a) was registered for that particular module in the preceding year; and
 - (b) obtained a minimum final mark of 40% in the module.
 - (8) The final mark for the qualification will be derived from credit weighted marks for each of the modules. To obtain
 - (a) a pass, a final mark of at least 50% is required in all modules;
 - (b) a pass with merit, a final mark of at least 65% is required, with a subminimum of 55% in all modules, and the degree must have been completed in the minimum time;
 - (c) a pass with distinction, a final mark of at least 75% is required, with a subminimum of 60% in all modules, and the degree must have been completed in the minimum time.
 - (9) Modules that are failed may be repeated and must be passed within a period of one year after the module is first failed in order to retain credit for the modules that have been passed, provided that
 - (a) if the failed module(s) is/are not compulsory then a substitute module(s) must be passed within a period of one year in order to retain credit for the modules passed, and
 - (b) if, after the period of one year, not all components have been passed the Honours qualification must be repeated in its entirety.
 - (10) Substitute modules referred to in (9a) above must be Honours-level modules and the Head of Department must approve the substitution. If a substitute module is selected from another Department the substitution must also be approved by the Head of the Department that offers the module.
 - (11) Rechecking and remarking of examination scripts is permitted under the same provisions as Rule G16 above.

G28 Duration of the qualification and Interruption of Studies

- (1) The minimum duration of the qualification may not exceed one year for full-time students, and two years for part-time students unless Senate grants an extension.
- (2) The Dean of a relevant faculty may grant a student permission to place his/her studies in abeyance for a period of no more than one (1) year, however the student must re-register for the same qualification prior to the last date for re-registration in the resuming year.
- (3) Should the student fail to register in the subsequent year, she/he will have to apply *de novo* for admission and any period/s during which she/he was not registered for the qualification will be included when calculating the residential period of the student. The year in which the request for abeyance has been approved by the dean is not included when calculating the residential period of the student.
- (4) Applications for abeyance must be submitted in writing to the dean for a decision and communicated to the Office of the Registrar.

MASTER'S DEGREES**G29 Admission**

- (1) While admission into any postgraduate programme is determined by the relevant rules and policies, admission into postgraduate study at the research Master's and Doctoral level is significantly influenced by the processes of pre-definition and work prior to formal application.
- (2) All candidates must first discuss their intended topic informally with the HOD and prospective supervisor.
- (3) If the HOD holds a preliminary view that the candidate meets the minimum academic requirements for admission and has the necessary academic maturity to enroll for the degree, that the proposed topic is suitable and that supervision capacity and other resources exist in the Department, the HOD will request the candidate to submit a statement of intent.
- (4) A statement of intent is not a research proposal but rather a preliminary document that assists the HOD in determining whether a candidate and the proposed research topic are suitable and whether the candidate can proceed to the proposal writing stage. It provides a brief background and contextualisation of the intended study as well as some evidence that the candidate has knowledge of research methodology at the appropriate level.
- (5) A statement of intent shall contain:
 - (a) A preliminary title
 - (b) The field of study
 - (c) The purpose of and rationale for the study
 - (d) An indication of the preliminary work that has been done to determine the suitability of the proposed topic for further in-depth research
 - (e) Broad time frames for the research
 - (f) Reasons why the candidate is suitable for conducting the type of research proposed
 - (g) Any other information that the candidate considers relevant in determining whether the intended research should proceed.
- (6) On receipt of the candidate's statement of intent, the HOD shall refer the statement to a prospective supervisor(s) with a view to determining whether:
 - (a) Suitable supervision capacity exists in terms of expertise and experience
 - (b) Potential supervisors are willing and able to accommodate the supervision within their current workloads and in compliance with institutional policy
 - (c) The nature and extent of the proposed research render the topic suitable for research towards the proposed postgraduate degree
 - (d) The candidate has the necessary motivation and academic background and/or experience in the field of study to undertake the proposed research
- (7) To assist in the decision, an HOD may, where appropriate, request a candidate to present the letter of intent to a departmental meeting or seminar.
- (8) The HOD shall approve the statement of intent only if the criteria mentioned in Clause 7.1.5 above have been met. In appropriate circumstances, where the failure to meet the criteria is not material, the HOD may request that the statement of intent be reworked and resubmitted.

G30 Registration

- (1) On approval of the statement of intent, the candidate submits an application form (together with the SAQA certificate and/or the Conferment of Equivalent Status form, if applicable) to the Admissions Office together with proof of payment of the application fee. The Admissions Office will issue the candidate with a student number (if necessary) and an acceptance letter.

GENERAL CALENDAR

- (2) On registration the candidate will pay the registration fee and complete a registration form.
- (3) Candidates may also complete a tuition fee waiver form. The fee waiver form will be used to determine the amount of fees that may be waived for the candidate, and the candidate must settle the balance within the prescribed time frames.
- (4) The registration form must be signed by the HOD and it is then submitted to the Dean's Office for finalisation.
- (5) On completion of the abovementioned process the candidate is registered academically.
- (6) The deadline for registration is the date stipulated in the University Calendar.

G31 Deregistration

- (1) Underpinning the process of registration is the understanding that a postgraduate candidate will be required to develop an acceptable dissertation or thesis proposal to enable final academic registration. The format and requirements of such a proposal are set out in the Higher Degrees Guide.
- (2) Normally research proposals should be completed and accepted by the respective Faculty structures and ultimately by the appropriate Senate committees (the Higher Degrees Committee and the Research Ethics Committee) within the following time frames:
 - (a) A full-time Master's candidate should submit a research proposal within 4 months of registration and gain acceptance within 6 months;
 - (b) A full-time Doctoral candidate should submit a research proposal within 6 months of registration and gain acceptance within 8 months;
 - (c) A part-time Master's or Doctoral candidate (and a Coursework Master's candidate) should submit a proposal within 8 months of registration and gain acceptance within 12 months of first registration
- (3) The date of acceptance of a proposal is the date upon which approval of both the Higher Degrees Committee and the Research Ethics Committee has been obtained.
- (4) Should the time frames stipulated in Clause 7.3.2 not be met, the supervisor shall report the delay to the HOD, give reasons for the delay and suggest appropriate action to be taken in the matter. The HOD shall in turn report the matter to the committee charged with overseeing postgraduate degrees in the Faculty.
- (5) The relevant faculty committee shall consider the HOD's report and take appropriate action. Normally such action shall be de-registration of the candidate, but in appropriate circumstances the deadlines may be extended for no more than three months. No further extensions will be permitted.
- (6) A candidate whose proposal has not been accepted within the time frames set out in Clause 7.3.2 or any extended period granted in terms of Clause 7.3.5 shall be deregistered.

G32 Duration of qualification and Interruption of Studies

- (1) The Master's degree shall not be conferred on a candidate before at least one year has elapsed since the first registration of the degree.
- (2) The Dean of a relevant faculty and Supervisor may grant a student permission to place his/her studies in abeyance for a period of no more than one (1) year, however the student must re-register for the same qualification prior to the last date for re-registration in the presuming year.
- (3) Should the student fail to register in the subsequent year, she/he will have to apply de novo for admission and any period/s during which she/he was not registered for the qualification will be

included when calculating the residential period of the student. The year in which the request for abeyance has been approved by the dean is not included when calculating the residential period of the student.

- (4) Applications for abeyance must be submitted in writing to the dean of the relevant faculty and supervisor, who must both approve the request and approval must be communicated to the Office of the Registrar.

G33 Assessment

- (1) The assessment may consist of
- (a) two or more written examination papers; or
 - (b) a dissertation; or
 - (c) written examination papers and a dissertation; or
 - (d) a dissertation and an oral examination.
- (2) If a written examination is required, it shall be conducted on the dates specified in the Calendar.
- (3) A student may not sit for the examination more than twice without the permission of Senate.
- (4) Senate, on the recommendation of the Faculty Board, must appoint two examiners, and one alternate.
- (5) The dissertation will be sent to the examiners only after the Dean of the Faculty has received:
- (a) a report from the Supervisor(s) that outlines relevant information concerning the research project that the examiners should be aware of;
 - (b) a letter confirming that the dissertation has been edited for the use of language; and
 - (c) a summary report from a recognised plagiarism detection service which confirms that the dissertation is acceptably free of plagiarism.
- (6) The Master's dissertation must be examined by at least two examiners, one of whom may be an academic staff member at the University of Zululand who has not been a Supervisor or co-Supervisor of the student. If no academic staff member at the University of Zululand has the necessary expertise then both examiners will be external.
- (7) The final mark for the Master's degree will be recommended to the Faculty Board by an Examination Committee, and the Supervisor (or co-Supervisor where there is one) must attend the meeting of the Examination Committee.
- (8) The Examination Committee may recommend one of the following outcomes
- (a) the dissertation is accepted without changes;
 - (b) the dissertation is accepted subject to minor corrections being completed to the satisfaction of the Supervisor(s);
 - (c) the dissertation is referred back to the student for more extensive revision and resubmission, and reconsideration of reports by examiners; or
 - (d) the dissertation is failed.
- (9) In the case of (a), (b) or (d) above, the final mark will be based on the recommendations of the examiners.
- (10) In the case of (c) above, if the revised dissertation is subsequently passed, the dissertation will be awarded a final mark of 50%; if not, the final mark will be based on the recommendations of the examiners.
- (11) In the case of (b) above, a letter from the Supervisor, endorsed by the Head of Department, stating that all corrections and/or revisions requested by the examiners have been attended to, must be submitted to the Dean of the Faculty together with the revised dissertation, for forwarding to Examinations Section.
- (12) To obtain

GENERAL CALENDAR

- (a) a pass, a final mark of at least 50% is required;
- (b) a pass with merit, a final mark of at least 65% is required;
- (c) a pass with distinction, a final mark of at least 75% is required.

G34 Dissertation for master's degree

- (1) A student must work under the supervision of a University Supervisor in the subject concerned unless Senate has approved otherwise.
- (2) If a Supervisor is appointed who is not attached to the University, Senate must appoint a co-supervisor who is an employee of the University.
- (3) The title of a dissertation is approved for a period of five years, after which the student must apply to Senate for an extension of time.
- (4) The title of the dissertation may be changed only with the approval of the Faculty Board.
- (5) No dissertation may be submitted
 - (a) without the approval of Senate; and
 - (b) without a letter from the Supervisor in which he or she recommends that the dissertation be accepted for examination.
- (6) By issuing the letter in (b) above the Supervisor does not imply that he or she recommends or approves the dissertation.
- (7) A dissertation which has previously been submitted for a degree at another university shall not be accepted, but material from the student's own published works may be incorporated into the dissertation.
- (8) The dissertation must show proof of the student's ability to work independently, and the language must be correct and the technical workmanship satisfactory.
- (9) A summary of not more than 500 words, in the language of the dissertation and in at least one other official language, must be included in the bound dissertation when it is submitted for examination.
- (10) When submitted, the dissertation must be accompanied by a declaration by the student regarding the extent to which it represents the student's own work, both in conception and in execution.
- (11) For examination purposes, a student must submit the dissertation in triplicate to the Registrar on or before the date specified in the Calendar if he or she intends to graduate the following year.
- (12) After approval of the dissertation, but before conferment of the degree, the student must submit, to the office of the Registrar, four bound copies and a digital version (saved on a CD or other suitable media) of the dissertation in pdf format.
- (13) A dissertation must be typed on non-transparent A4 paper, in at least one and a half spacing, with a margin of at least 2 centimetres on both sides of the page after the dissertation has been bound.
- (14) The dissertation must be bound in hard covers by means of a gluing process.
- (15) The title of the dissertation and the name of the candidate must appear on both the cover and the spine.
- (16) The title of the dissertation must bear the following inscription:
 - (a) (full title of dissertation)
 - (b) by (full name of student and student number)
 - (c) submitted to the Faculty of
 in fulfilment or partial fulfilment of the requirements for the degree
 of in the Department
 ofat the University of Zululand.

GENERAL CALENDAR

- (d) Supervisor:
- (e) Date submitted:

- (17) If, on the date of presentation, a portion of the dissertation submitted has not been published, or is not being published in a manner satisfactory to the Faculty Board, Senate has the right to reproduce the work, in whole or in part, for purposes of research, however, Senate may waive this right on condition that the student makes arrangements for publication of the work in a manner which is to Senate's satisfaction.

DOCTORAL DEGREES**G35 Admission and registration**

- (1) A Doctoral degree candidate, after consultation with the relevant Faculty, must submit the completed registration form together with the prescribed fees when applying for admission.
- (2) Acceptance of the prescribed fees does not imply acceptance of the candidate
- (3) A candidate may apply at any time for admission, but the registration must be finalised and renewed annually on or before the date specified in the Calendar.
- (4) Application for admission and registration takes place at the KwaDlangezwa Campus only.
- (5) In the absence of any provision to the contrary in the relevant Faculty rules, a student must:
 - (a) have obtained a Master's degree in the discipline for which he or she wants to register; or
 - (b) have had equivalent status to a Master's degree conferred on him or her by virtue of rule G25; and
 - (c) satisfy Senate as to his or her proficiency in the discipline.
- (6) Admission is subject to the approval of Senate on the recommendation of the Faculty Board.

G36 Duration of qualification and Interruption of Studies

- (1) The degree may be conferred on a candidate only after a period of two years has elapsed since he or she registered for the degree, or such longer period as may be prescribed in the Faculty rules.
- (2) The Research Committee may grant a student permission to place his/her studies in abeyance for a period of no more than one (1) year, however the student must re-register for the same qualification prior to the last date for re-registration in the presuming year.
- (3) Should the student fail to register in the subsequent year, she/he will have to apply de novo for admission and any period/s during which she/he was not registered for the qualification will be included when calculating the residential period of the student. The year in which the request for abeyance has been approved by the dean is not included when calculating the residential period of the student.
- (4) Applications for abeyance must be submitted in writing to the supervisor for submission to the Research Committee for approval. The approval must be communicated to the Office of the Registrar.

G37 Assessment

- (1) The Faculty Board, on the recommendation of the Head of Department, must recommend to Senate the names of three examiners and one alternate examiner.
- (2) One of the examiners may be an academic staff member at the University of Zululand who has not been a Supervisor or co-Supervisor of the student.
- (3) If no academic staff member at the University of Zululand who has the necessary expertise is available then all examiners will be external.
- (4) It is preferable that at least one of the examiners is based at an institution outside of the borders of South Africa.
- (5) The final examination consists of a thesis and, if so required by Senate or the examiners, an oral or written examination on the subject of the thesis or the subject as a whole.
- (6) No person may present himself or herself for the examination more than twice without the permission of Senate.
- (7) The thesis will be sent to the examiners only after the Dean of the Faculty has received –
 - (a) a report written by the Supervisor(s) that outlines relevant information concerning the research project that the examiners should be aware of;
 - (b) a letter confirming that the thesis has been edited for the use of language; and
 - (c) a summary report from a recognised plagiarism detection service which confirms that the thesis is acceptably free of plagiarism.
- (8) An Examination Committee, which the supervisor (or co-supervisor) must attend, must recommend the outcome of the degree to the Faculty Board.
- (9) The Examination Committee may recommend one of the following outcomes:
 - (a) the thesis is accepted without changes;
 - (b) the thesis is accepted subject to minor corrections being completed to the satisfaction of the promoter(s);
 - (c) the thesis is referred back to the student for more extensive revision, resubmission and reconsideration of reports by examiners; or
 - (d) the thesis is failed.
- (10) In the case of (b) above, a letter from the Supervisor, endorsed by the Head of Department, stating that all corrections and/or revisions requested by the examiners have been attended to, must be submitted together with the revised dissertation.
- (11) A thesis will only be classified as a pass or as a fail, and no final mark is awarded.

G38 Thesis

- (1) A student must work under the supervision of a University Supervisor in the subject concerned unless Senate has approved otherwise.
- (2) If a Supervisor is appointed who is not attached to the University, Senate must appoint a co-supervisor who is an employee of this University.
- (3) The title of a thesis is approved for a period of five years, after which the student has to apply to Senate for an extension of time.
- (4) The title of the thesis may be changed only with the approval of the Faculty Board.
- (5) No thesis may be submitted:
 - (a) without the approval of Senate; and
 - (b) without a letter from the Supervisor in which he or she recommends that the dissertation be accepted for examination.

GENERAL CALENDAR

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- (6) By issuing the letter in (b) above the Supervisor does not imply that he or she recommends or approves the thesis.
 - (7) A thesis which has previously been submitted for a degree at another university shall not be accepted, but material from the student's own published works may be incorporated into the thesis.
 - (8) The thesis must show proof of the student's ability to work independently, and the language must be correct and the technical workmanship satisfactory.
 - (9) A summary of not more than 500 words, in the language of the thesis and in at least one other official language, must be incorporated into the thesis and must be included in the bound thesis when it is submitted for examination.
 - (10) When submitted, the thesis must be accompanied by a declaration by the student regarding the extent to which it represents the student's own work, both in conception and in execution.
 - (11) For examination purposes, a student must submit the thesis in triplicate to the Registrar on or before the date specified in the Calendar if he or she intends to graduate the following year.
 - (12) After approval of the thesis, but before conferment of the degree, the student must submit four bound copies and a digital version (saved on a CD or other suitable media) of the thesis in pdf format.
 - (13) A thesis must be typed on non-transparent A4 paper, in at least one and a half spacing, with a margin of at least 2 centimetres on both sides of the page after the thesis has been bound.
 - (14) The thesis must be bound in hard covers by means of a gluing process.
 - (15) The title of the thesis and the name of the candidate must appear on both the cover and the spine.
 - (16) The title of a thesis must bear the following inscription
 - (a) (full title of thesis)
 - (b) by (full name of student and student number)
 - (c) submitted to the Faculty of
in fulfilment or partial fulfilment of the requirements for the degree of
..... in the Department of
.....at the University of Zululand.
 - (d) Supervisor:
 - (e) Date submitted:
 - (17) If, on the date of presentation, a portion of the thesis submitted has not been published, or is not being published in a manner satisfactory to the Faculty Board, Senate has the right to reproduce the work, in whole or in part for purposes of research, however, Senate may waive this right on condition that the student makes arrangements for publication of the work in a manner which is to Senate's satisfaction.

G39 General financial information

- (1) University fees are determined annually by the Council of the University.
- (2) Studying at the University of Zululand also includes, amongst other things, participation in student organizations, sporting activities and the utilization of the library and computer centre.
- (3) It is very important to meet your financial obligations to the University. The University cannot provide the necessary services, infrastructure and support to its students if students do not honour their obligations.
- (4) Students are only considered to have completed the registration process after satisfying the academic requirements as prescribed by the Office of the Registrar and are not entitled to attend classes or write examinations until fees have been paid or satisfactory arrangements

GENERAL CALENDAR

- have been made with the Finance Department. Registration will be terminated if the appropriate fees have not been paid and arrangements in this regard have not been made.
- (5) A student with an unpaid balance from a previous semester will not be permitted to register in a subsequent term until his or her account has been paid or satisfactory arrangements have been made with the Finance Department.
 - (6) It is expected that each student who registers at the University of Zululand will be familiar with the contents of the Calendar and will accept responsibility for meeting curriculum requirements, accurate completion of registration and related forms and compliance with published dates and deadlines.
 - (7) Students should ensure that they have made adequate provision for the purchase of books and stationery. A minimum amount of R2000.00 per annum is suggested for this purpose. A bookshop is available on the Main Campus. A credit facility at the bookshop with a limit of R2000.00 is included on student's accounts and will be incorporated into the total annual fees payable. This facility is only available for Main Campus students.
 - (8) Fees are subject to revision from time to time.
 - (9) Receipt of fees does not imply registration or a contract.



UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

on

Disciplinary Code: Students

POLICY NUMBER	VC P1	POLICY OWNER	Council
OVERSEEING COMMITTEE(S)	Council Committee(s) - Council		
APPROVAL DATE	20 September 2019	REVISION DATE	20 September 2024

POLICY STATEMENT

This policy provides guidelines regarding student discipline.

REVISION HISTORY

CURRENT APPROVAL CYCLE	
DATE OF APPROVAL BY MANCO:	
DATE OF APPROVAL BY SENATE:	
DATE OF APPROVAL BY COUNCIL:	20 September 2019
EFFECTIVE DATE FOR IMPLEMENTATION:	20 September 2019
NEXT REVISION DATE:	20 September 2024

APPROVAL HISTORY	
POLICY NUMBER	COUNCIL APPROVAL DATE
C22/13	12 September 2013

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY
RI P5	Policy and Procedures on Managing and Preventing Acts of Plagiarism
	Rules Governing Examinations, Tests and Other Academic Assignments

UNIVERSITY OF ZULULAND

DISCIPLINARY CODE: STUDENTS

CONTEXT

Paragraph 65 of the Statute of the University of Zululand stipulates as follows with regard to Student Discipline:

65. Student discipline

- (1) Registered students are subject to the disciplinary measures and procedures applicable to students as determined by this Statute and the Rules.
- (2) The disciplinary measures and provisions applicable to students as described in the Rules and contemplated by section 36 of the Act, may be changed by Council after consultation with Senate and the SRC as provided for in section 32(2)(d) of the Act.
- (3) If the Vice-Chancellor, who is the chief disciplinary officer of the University, is of the opinion that the circumstances of a specific case warrant it, he or she may perform some or all of the actions performed by the Registrar in terms of the Disciplinary Code or, alternatively, he or she may delegate the authority to perform these functions to another employee or an independent external person.
- (4) The definition of misconduct, the composition of the various disciplinary committees and their duties, the procedures followed during a disciplinary hearing and the various disciplinary measures that may be imposed, as well as the lodging of an appeal shall be set out in the Rules and made available to all students.
- (5) Where a student has been found guilty of misconduct and the disciplinary measure applied by the University leads to suspension or termination of his or her studies at the University, or his or her expulsion from a University residence, the student concerned shall forfeit all claims to a refund or a rebate on fees paid or payable to the University.

The Disciplinary Code: Students (the Code) of the University of Zululand represents the Rules with regard to student discipline at the University, as contemplated in paragraph 65(2) and (4) of the Statute, and shall, subject to the provisions of the Statute and the Rules, apply to all registered students of the University.

The University resolved to take a firm position against all acts of plagiarism and consequently developed and approved Rules ("Policy and Procedure on Managing and Preventing Acts of Plagiarism", attached to this Code as Annexure B) to manage and prevent acts of plagiarism. All alleged misconduct of students pertaining to plagiarism will therefore be dealt with in accordance with said Rules.

Experience has also shown that a large number of disciplinary enquiries are the result of contraventions of the "Rules Governing Examinations, Tests and Other Academic Assignments". These Rules are attached to this Code with a view to informing students of the contents thereof and to alert them to the serious consequences of misconduct associated with examinations, tests and academic assignments.

PREAMBLE: DISCIPLINARY CODE

Central to the academic stature of the University is the quality and integrity of its academic, research and community engagement programmes. Multiple other factors, however, impact on the academic stature of the institution. Important factors are the behaviour of students and the policies, programmes and practices applied by the institution to regulate such.

The Code is an important institutional instrument to steer the behaviour of students with a view to developing and preparing them to become well-rounded people and responsible citizens of the country. The ultimate goal is to guide and assist students to embrace a value framework and institutional culture showing due respect for the constitutional rights of people and the Rules of the University.

The Code provides for a variety of disciplinary measures to be applied, depending on the circumstances of each case. The vast majority of these measures are designed to afford students the opportunity to correct their behaviour, whilst continuing with their studies. Incidences of serious misconduct, however, must be dealt with firmly and appropriate disciplinary measures might have far-reaching impact on the future of a student at the University and/or other universities. Certain incidences of misconduct may also compel or otherwise prompt the University to report an incident to the South African Police Service for investigation and action, and/or to pursue a particular matter in a court of law or other appropriate forum.

The Code furthermore promotes the fair and lawful adjudication of disciplinary matters and the imposition of suitable disciplinary measures. The processes and procedures imbedded in the Code are also aligned with the institutional aspiration to initiate and finalize disciplinary matters as soon as possible.

The Code is an important instrument whereby the University gives effect to its responsibility to implement all reasonable measures to protect the interests of students, members of staff, contractors and members of the public on its premises.

The Code also has as its objective the promotion and protection of the interests of the University as an educational institution.

The Code is not intended to be an exhaustive, catch-all set of rules and regulations providing for every conceivable objectionable and/or punishable act by a student. The rules and regulations below will therefore not be assigned an overly literal or strict interpretation. When the conduct of a student is being assessed, the determining factor will always be the objective aim of a rule or regulation.

This Code, including Appendix A, Annexure A (*Disciplinary Code for Students: University of Zululand Residences*), Annexure A1 (*Disciplinary Guidelines: Residences*), Annexure B (*Policy and Procedure on Managing and Preventing Acts of Plagiarism*) and Annexure C (*Rules Governing Examinations, Tests and Other Academic Assignments*) may be reviewed from time to time, as contemplated in paragraph 65 (2) of the Statute, and is therefore subject to change.

INTERPRETATION

In this Code, unless expressly stipulated otherwise, or the context indicates the contrary:

- Words importing genders include all genders; the singular includes the plural and *vice versa*; and natural persons include all categories of legal entities;
- Any word or term defined in the Code shall bear the same meaning throughout the Code and the Annexures thereto, except where a different meaning is assigned to it in an Annexure by way of a separate definition.

DEFINITIONS

The following terms shall have the meanings assigned to them hereunder and similar expressions shall have corresponding meanings:

"Appeals Committee" means the committee appointed in accordance with paragraph 1.6 of the Code;

"Chairperson" means the Chairperson of the Disciplinary Committee (Students) appointed in accordance with paragraph 1.4;

"Code" means the Disciplinary Code: Students, including all Annexures thereto, as approved by Council;

"Constitution" means the Constitution of the Republic of South Africa, Act No 108 of 1996;

"Copyright and Other Intellectual Property Rights" means the rights protected in accordance with relevant legislation;

"Dependency-inducing Substance" means the substances defined in Section 1 of the Drugs and Drug Trafficking Act, Act No 140 of 1992, or any statutory modification thereof, or any supplementary law or law passed in substitution thereof;

"Disciplinary Code: Students" see **"Code"**;

"Disciplinary Code for Students: University of Zululand Residences" or **"Residence Code"** means the disciplinary code and disciplinary guidelines attached to the Code as Annexures A and A1 and approved as such by the Council of the University;

"Disciplinary Committee (Students)" means the committee composed in accordance with paragraph 1.4 of the Code;

"Disciplinary Enquiry" means the process described in the Code to investigate and adjudicate the alleged misconduct of a student;

“Final Year of Study” means the academic status of a student as determined by the Registrar in accordance with the Rules of the University;

“Fine” means the amount determined by the Council of the University from time to time and imposed by an adjudicatory body in terms of the Code as an appropriate disciplinary measure;

“Jurisdiction” means the legal authority conferred on the University to preside over matters pertaining to all students;

“Representative” means a lecturer in a law department at the University, a registered student of the University with a legal qualification, a student enrolled for a legal qualification at the University in his/her final year of study, a law student enrolled for practical legal training at the University law clinic, or a person appointed by the Registrar who deems such person as having the necessary and appropriate experience;

“Legal Qualification” means a formal legal qualification recognized as such by South African qualification authorities;

“Lawful instruction” means a directive issued by any person who has the authority to issue such directive;

“Statement” means an expression of something either written or oral but not under oath;

“Misconduct” means the conduct of students described in paragraph 1.1 of the Code;

“Practical Experience” means at least 2 (two) years’ experience in legal practice or 2 (two) years’ experience as a lecturer in a law faculty or law department at a tertiary institution;

“Registrar” means the person appointed by the Council of the University as such in accordance with the provisions of the Higher Education Act, Act No 101 of 1997, as amended, and the Statute and Rules of the University, and any person acting in the said capacity;

“Residence Code” means the **“Disciplinary Code for Students: University of Zululand Residences”**;

“Rules” means the collective term for all the policies, protocol, codes of conduct, regulations and directives of the University as approved by the Council, the Senate or any other authorized body of the University, or by any official or employee with appropriate delegated authority;

“Statute” means the Statute of the University as approved by the Minister of Higher Education and Training, or his successor in title, and duly published in the Government Gazette;

“Student” means any person who falls within any one of the categories as mentioned herein below;

“University” means the University of Zululand, a public higher education institution and juristic person established in terms of the Higher Education Act, Act No 101 of 1997, as amended;

“Vice-Chancellor” means the person appointed by the Council of the University as such in accordance with the provisions of the Higher Education Act, Act No 101 of 1997, as amended, and the Statute and Rules of the University, and any person acting in the said capacity.

KEY ROLE PLAYERS WITHIN THE DISCIPLINARY PROCESSES

REGISTRAR

The general supervision and control of student discipline shall vest with the Registrar and, where otherwise directed by the Registrar, shall be administered by a Manager of Judicial Services or other appropriate person in terms of these rules.

MANAGER OF JUDICIAL SERVICES

The University may appoint a Manager of Judicial Services (MJS) to advise the Registrar in any matter relating to student discipline who shall:

1. Bear the administrative responsibilities for all disciplinary procedures from when a complainant lays a charge to its final discharge;
2. Direct the allocation of cases to a Disciplinary Committee;
3. Be based at the Registrar’s Division and report to the Registrar or his Deputy;
4. Be assigned those functions and duties that are necessary for the execution of disciplinary matters on campus;
5. Be assisted by a Prosecutor, appointed by the Registrar, who will assess the evidence, consult with witnesses and prepare and present evidence regarding contraventions of the rules for student discipline at disciplinary inquiries;
6. Be assisted by Investigating Officers, appointed by the Registrar to register and investigate student complaints, and present a dossier to the Manager: Student Discipline for prosecution;
7. Inform line functionaries including the Investigating Officers and Prosecutors on suitable action against the handling of misconduct by students;
8. Refer cases of alleged misconduct by students to the Investigating Officer and make inquiries on the state of the investigation;
9. Keep an electronic database containing the information of students found guilty of misconduct and archive all paper documentation for a minimum period of 5 years;
10. Report to the Registrar or his Deputy on any aspect pertaining to Student Discipline.

CHAIRPERSON

1. The Chairperson shall preside over all student discipline matters;
2. The Chairperson shall remain objective at all times;
3. The Chairperson must promote the rule of law and of the University Statutes and Codes;
4. The Chairperson must promote the principles of *Ubuntu, audi alteram partem*, ensuring a just administrative process;
5. The Chairperson is *dominus litis* managing the inquiry at his discretion;
6. Where a procedural rule or policy is silent on an issue, the Chairperson may exercise his discretion to ensure a just administrative process;
7. The Chairperson may, with the leave of the Registrar, recuse himself from a hearing in the event of a conflict of interest.

PROSECUTOR

1. The Prosecutor shall prosecute and represent the University in all disciplinary forums;
2. The Prosecutor shall report on a monthly basis to the Registrar or his designate on all new and pending cases;
3. On receipt of a disciplinary report from the Investigating Officer the Prosecutor may:
 - i. Refer the matter for further investigation, or;
 - ii. Refer the matter to mediation or an alternate dispute resolution;
 - iii. Decline to prosecute

INVESTIGATING OFFICER

The University may appoint an Investigating Officer to investigate alleged acts of misconduct. The Investigating Officer:

1. In his/her investigations, may interview the student against whom an allegation of misconduct has been made;
2. The Investigating Officer must inform the student of his right to remain silent, the right to consult with a legal representative or parent/guardian before making a statement;
3. Must inform the student that his/her statement may be submitted to a Disciplinary Committee;
4. Must not administer an oath and/or certify a statement to be under oath;
5. Must compile a docket of evidence for consideration by the Prosecutor;
6. Carry out any lawful instruction;

7. At the discretion of the Prosecutor, give evidence at a Disciplinary Hearing;

STUDENT

A person shall be deemed to be a student of the University if he/she:

1. Registered as a student at the University;
2. Acquired accommodation at the University with the intention to register, despite having not registered;
3. Participated in any integration/orientation programme designed for new students;
4. Commenced with or participated in any academic programme or activity prior to registration;
5. Had previously registered as a student and returns to the University with the intention to register for that academic year;
6. Represents the University on or away from campus in any academic, sport, cultural or other activity;
7. Completed his studies but has not yet graduated with his degree or obtained his qualification;
8. Conducts an activity, research and/or study in accordance with a student exchange programme or within the context of a partnership agreement entered between the University and a third party.

STUDENT REPRESENTATIVE

A Student Representative:

1. May represent an accused student at a Disciplinary Inquiry, mediation or an alternative dispute resolution;
2. May not charge the student a fee or stipend, nor provide services in exchange for goods, services, cash or kind;

1.1 MISCONDUCT

Without any derogation from the general provisions of section 65 of the Statute of the University, a student will be guilty of misconduct if he wrongfully infringes on the fundamental rights of another person as contained in the Bill of Rights, Chapter 2 of the Constitution, Act 108 of 1996, or acts in any way that breaches any other laws of the Republic and the rules, regulations, policies and provisions of the University, as approved from time to time.

The following constitutes misconduct in terms of this Code: If a student –

- 1.1.1 contravenes, or attempts to contravene, any Rule of the University;
- 1.1.2 refuses to obey, ignores or acts in conflict with any lawful written or oral instruction or request by any student, member of staff, contractor of the University, governing body, functionary or any other person who is in a position of

authority or to whom authority is delegated by the University;

- 1.1.3 Engage in conduct, be it intentional or negligent which results in:
 - 1.1.3.1 the good name and reputation of the University being brought into disrepute or otherwise compromised;
 - 1.1.3.2 the maintenance of order and discipline at the University being prejudiced or otherwise compromised;
 - 1.1.3.3 prejudice to, compromise or endangerment of the normal pursuit of teaching, research, community engagement and/or study or the general activities of the University.
- 1.1.4 on University or University-controlled premises, or at any other location while attending a University-related activity or representing the University or where such a student may be seen to represent the University or may otherwise be identified as a student of the University, performs an act which is an offence in terms of South African law, or conducts himself or herself in an indecent or improper manner, or performs any act that may bring the good name of the University into disrepute;
- 1.1.5 in University context, infringes on the Copyright or other Intellectual Property Rights of the University or any other person or entity, provided that acts of plagiarism, as contemplated in the Rules pertaining to "*Policy and Procedures Managing and Preventing Acts of Plagiarism*", shall be adjudicated in accordance with said Rules;
- 1.1.6 in University context, –
 - 1.1.6.1 acts in a dishonest manner, or attempts to act in a dishonest manner, which includes, without limiting the generality of this provision, theft, unauthorized possession of property, bribery, fraud, forgery, perjury or presenting false or misleading statements;
 - 1.1.6.2 intimidates and/or assaults, or attempts to intimidate and/or assault any person, or engages in fighting;
 - 1.1.6.3 represents through their behavior or actions, to any student, staff member, official or functionary of the University whilst knowing full well that such representations are false;
 - 1.1.6.4 makes misrepresentations with regard to any administrative process, which includes, but is not limited to, the following: misrepresentations regarding academic and other records; degree, diploma or any other certificates; illness; persuading, or attempting to persuade, the University to administratively act in a way that the University would not, or probably would not, have acted in the absence of such misrepresentations; and/or;
 - 1.1.6.5 counterfeits a document, and/or presents a counterfeit document as a legitimate one, changes an existing document, or forges another person's signature on any document;

- 1.1.7 possesses and/or uses property of the University, or property under the University's control, unlawfully or without permission, or damages such property in a manner that may give rise to liability for damages;
- 1.1.8 removes, misuses, damages, defaces or uses or enters, without permission, any asset or property owned or controlled by the University or by any staff member or student of the University;
- 1.1.9 uses emergency equipment for purposes other than in an emergency situation;
- 1.1.10 enters or occupies, or attempts to enter or occupy, any University or University-controlled premises or building or part thereof, without permission;
- 1.1.11 introduces a dangerous weapon, explosive or illegal substance onto any University controlled premises or building or within its vicinity, without permission;
- 1.1.12 in any manner infringes, or attempts to infringe, on University or University-controlled premises, or at a University-related function or activity (at any location), or in circumstances where he or she represents or may be seen to represent the University, or may be identified as a student of the University, on the freedom of movement of a student, a member of staff, a contractor of the University, or a member of the public;
- 1.1.12 conducts himself or herself in an insulting, indecent or improper manner towards a student, a member of staff, a contractor of the University, or a member of the public, on University or University-controlled premises or vicinity or at a University function or activity (at any location) or in circumstances where he or she represents or may be seen to represent the University, or may be identified as a student of the University;
- 1.1.13 in contravention of the provisions of South African law or a Rule of the University, unlawfully possesses, distributes, buys, sells, uses, and/or is under the influence of a dependency-inducing substance while present on University or University-controlled premises or at a University-related function or activity (at any location), or in circumstances where he or she represents or may be seen to represent the University, or may otherwise be identified as a student of the University;
- 1.1.14 accepts or attempts to obtain any benefit or information or access to information in an unlawful or inappropriate manner;
- 1.1.15 intentionally or negligently supplies false or incorrect information and such actions are to the detriment, or potential detriment, of the University;
- 1.1.16 allows another student or any other person to utilize their student card or student number for any purpose whatsoever, or to utilize the student car or student number on another student for any purpose whatsoever;
- 1.1.17 refuses to produce a student identity card upon lawful request by any personnel or functionary of the University to do so;

- 1.1.18 assists, or attempts to assist, or encourages another student to commit an act which constitutes misconduct; and/or;
- 1.1.19 refuses to subject him- or herself to the approved disciplinary processes of the University and/or fails to comply with any disciplinary measure imposed on him or her by an authorized disciplinary committee or body;
- 1.1.20 Impedes the orderly course of an investigation into alleged misconduct or the course of disciplinary proceedings;
- 1.1.21 Is required to testify at the Disciplinary Hearing and in the absence of cogent and valid reasons, fails and/or refuses to do so;
- 1.1.22 Engages in hate speech;
- 1.1.23 Engages in cruelty to animals;
- 1.1.24 Cheats or commits examination fraud. For the purposes of this rule, an examination includes every examination or test or assessment of a student's knowledge or performance organized or conducted by the University or any department of the University or any member of the academic staff of the University. Cheating or fraud will include, but not limited to:
 - 1.1.24.1 the introduction, or attempt to introduce, into any place where an examination is about to be conducted or is being conducted, of any book, note, cell phone, or other device or instrument capable of storing, sending or receiving information, or any other article containing information, the use of which is not authorized by the examiner or the examinations officer;
 - 1.1.24.2 the possession, use, or attempted use, during an examination of any book, note, cell phone, or other device or instrument capable of storing, sending or receiving information, or any other article containing information, the use of which is not authorized by the examiner or the examinations officer;
 - 1.1.24.3 the removal or attempted removal from an examination room of any examination book or writing paper supplied by the University for the purposes of answering an examination;
 - 1.1.24.4 the communication or attempted communication of any information relating to an examination to any candidate while the examination is in progress;
 - 1.1.24.5 the use of a false name or identity number in an examination;
 - 1.1.24.6 the submission for examination as own work any written matter or project which has been copied, reproduced or extracted, in whole or in part, from the work of another student, or which is substantially the same, in whole or in part, as the work of another student;

- 1.1.24.7 intentionally or negligently assisting another student to cheat;
- 1.1.24.8 the commission of any other fraudulent, deceitful or dishonest practice whereby any student while being examined by the University, seeks to mislead or deceive the examiner or the examinations officer;
- 1.1.25 Contravenes any provision of the Policy and Procedures on Managing and Preventing Acts of Plagiarism, Policy No. RI P5, as amended and approved from time to time;
- 1.1.26 Contravenes any provision of the Policy and Procedures on Research Ethics Policy No. RI P4, as amended and approved from time to time;

1.2 PROCEDURE IN CASE OF MISCONDUCT

1.2.1 General

- 1.2.1.1 All the University's disciplinary committees are administrative tribunals with the objective of education and rehabilitation.
- 1.2.1.2 Apart from the provisions of this disciplinary code, and the principles of administrative justice, the rules determine the procedure that shall be followed before the hearing and in so far as the rules are silent thereon, the disciplinary committee shall follow an inquisitorial procedure.
- 1.2.1.3 The Disciplinary Committee is a forum of record and a record of all hearings shall be kept.
- 1.2.1.4 In the case of an alleged transgression of this Code, a charge of misconduct shall be laid with the Office of the Registrar.
- 1.2.1.5 The Registrar may inform the parents, or legal guardian of a student (notwithstanding the student having reached the legal age of majority), in a manner in which the Registrar deems appropriate, of any disciplinary investigation and/or proceedings initiated or completed involving the student;
- 1.2.1.6 The Registrar may appoint a University staff member (full-time or part time), or a person from outside the University with appropriate legal qualifications and practical experience, as a Prosecutor in proceedings before the Disciplinary Committee (Students).
- 1.2.1.7 When the Registrar is of the opinion that a formal charge(s) of misconduct against a student is warranted, disciplinary processes against the student as set out below shall be commenced with.

1.2.2 Expedited Informal Procedure

- 1.2.2.1 The Registrar or his designate, at his or her sole discretion may endeavor to resolve the matter by mediation if it is deemed appropriate to do so. In the event mediation is unsuccessful, the Registrar shall direct that the matter proceeds to a formal disciplinary inquiry.
- 1.2.2.2 The Registrar or his designate may, after due consideration of the alleged misconduct, at his or her sole discretion and by agreement with the student, conduct an Informal Inquiry, to finalize the matter and impose an appropriate disciplinary measure, provided that the expulsion of a student from the University, or a University-controlled residence, and

/or the permanent deprivation of a student of any privilege or benefit associated with his registration, must be confirmed by the Vice-Chancellor.

- 1.2.2.3 The Registrar or his designate is conferred all the power and authority of that of a Chairperson when conducting an Informal Disciplinary Inquiry.
- 1.2.2.4 An Informal Disciplinary Inquiry may be conducted without an Assessor or Student Representative.

1.2.3 Temporary suspension or removal of a student from University- controlled premises, or a University or University-controlled residence.

- 1.2.3.1 After an inquiry is conducted by the Registrar and if reasonable grounds exist to believe that a student has committed misconduct of a serious nature, the Registrar may, until the final disposition of the charge, suspend a student temporarily from the University and/or a University or University-controlled residence, or deny a student access to any or all University-controlled premises pending the finalization of a disciplinary hearing.
- 1.2.3.2 The suspension forbids the student to enter the University premises, to reside in a University residence, be it on or off campus, attend lectures, seminars, conferences, etc, write tests and examinations or to participate in any other activity of the University.
- 1.2.3.3 The student shall forfeit all claims to repayment, rebate or remission of fees paid or payable to the University if the Registrar temporarily or permanently suspends a student.
- 1.2.3.4 The Registrar is entitled to act in the manner set out above, where he or she is of the reasonable opinion that the suspension of the student is necessary in order to maintain the order and discipline on the premises of the University and/or to protect the interests of the University, the student involved, other students, members of staff, contractors of the University and the public.
- 1.2.3.5 The Registrar must inform the student in writing of his or her intention to suspend him or her temporarily.
- 1.2.3.6 The student shall be entitled to make verbal representations to the Registrar, should he or she be of the opinion that the grounds referred to in paragraph 1.2.3.1 and 1.2.3.2 above do not exist, or do not justify his or her temporary suspension, or that other compelling reasons exist why the intended suspension should not be effected.
- 1.2.3.7 The Registrar shall consider the above-mentioned representations and exercise his or her discretion in a fair and just manner, taking into account all relevant circumstances.
- 1.2.3.8 The Registrar must inform the student in writing of his or her final decision with regard to the intended suspension, after consideration of the student's representations, as referred to in paragraph 1.2.3.6.

1.2.4 Procedure: Formal plea and agreed disciplinary measure

1.2.4.1 Where a student is formally charged by the University with misconduct and the student, before the disciplinary enquiry has commenced –

- i) admits to the charge(s) against him or her, and;
- ii) enters into a plea and disciplinary measure agreement with the University,

the Registrar shall, subject to the provisions of paragraph 1.2.2.1, follow the procedure described in paragraph 1.2.4.2, provided that the agreed disciplinary measure is in accordance with paragraph 1.3 below.

1.2.4.2 The charge(s), admission of guilt and disciplinary measure imposed shall be noted and recorded by the Registrar in the presence of the student, or the student and his or her parent or legal guardian, or the student and his or her legal representative, as the case may be.

1.2.4.3 The Registrar must refer the matter for a formal disciplinary enquiry in accordance with this Code, should it at any time become evident that the student may not be guilty of the charges against him or her, or that the student wishes to revisit his or her decision regarding the plea and disciplinary measure agreement.

1.2.5 Formal disciplinary procedure

1.2.5.1 If a charge against a student has been formulated as envisaged in paragraph 1.2.1.4 and the student denies the charge(s) against him or her, the Registrar must convene a disciplinary enquiry by the Disciplinary Committee (Students). This Committee will determine whether the student is guilty of the alleged misconduct and decide on appropriate disciplinary measures in accordance with this Code.

Notices and Service of Process

1.2.5.2 A Notice shall be compiled and delivered to the student concerned including, but not limited to, the following:

- i. The date, time and place of the hearing;
- ii. A description of the Charge and particulars of the alleged misconduct;
- iii. A notice to the student of his right to legal assistance, and his right to attend the disciplinary hearing;
- iv. A notice that if the student does not attend the disciplinary hearing, and fails to provide cogent reasons therefore, the hearing may continue in his absence;

- 1.2.5.3 Such notice may be served on the student in one or more of the following ways:
- i. Delivery to his person;
 - ii. via email to the student's official University or nominated email address;
 - iii. By registered post, which notice shall be deemed to have been received by the student within a period of seventy-two (72) hours from date of postage;
 - iv. By affixing a copy of the notice on the main door at the premises of the student's last known address as provided by the student;
 - v. Be served on a parent/guardian of the student either in person, registered post, fax, email or delivery to an address, declared by the student or his parent/guardian.
- 1.2.5.4 The notice shall inform the student that proceedings under the Disciplinary Codes: Students are to be instituted and notify the student that a copy of the Rules is available for inspection in the Office of the Registrar.

Representation at Hearing

- 1.2.5.5 A student shall be entitled to be accompanied by his or her parent(s) or legal guardian and/or legal representative during the disciplinary inquiry.
- 1.2.5.6 Only the legal representative may represent the student at the disciplinary inquiry.
- 1.2.5.7 The Chairperson of the Disciplinary Committee (Students) may, at his or her discretion, permit a third party, other than the parent(s), the legal guardian of the student, or a legal representative to assist the student.
- 1.2.5.8 A student's parent(s) or legal guardian, or any third party as referred to herein, will only be allowed to provide general support to the student and shall not be permitted to represent the student at the inquiry.

Inquiry Procedure

- 1.2.5.9 The Inquiry shall be conducted in the presence of the accused student;
- 1.2.5.10 If the student, after notice being duly served, and without leave of the Committee, fails to attend the inquiry, or fails to notify the Committee with cogent reasons of his absence, The Disciplinary Committee may proceed with the inquiry in his absence;

- 1.2.5.11 The student may make written representations to the Registrar in reply to the Notice and the alleged offence of misconduct, setting out in detail the following:
- i. His plea to the charge;
 - ii. A substantive statement supporting his Plea;
 - iii. Any relevant facts he wishes the Committee to consider.
- 1.2.5.12 At commencement of a Disciplinary Inquiry, the Chairperson must:
- i. Inquire whether the student was provided with the full details of the charge(s) against him with relevant supporting documentation;
 - ii. Inquire whether the student as afforded reasonable time (not less than 5 calendar days) to prepare for the inquiry;
 - iii. Inform the student, appearing before the Disciplinary Committee (Students) without legal representation, that he has the right to remain silent;
 - iv. Inform the student that at the close of the Prosecutor's case, the student may elect to lead evidence in rebuttal or has the right to remain silent. However, the Committee can draw an adverse inference from electing to remaining silent;
 - v. Inquire whether the student understands the charge(s) against him and to enter a Plea of guilty or not guilty to the charge(s) as the case may be.
- 1.2.5.13 The Committee may consider and grant or otherwise, as it may determine, any application for the amendment of the charge, so as to add further charges or substitute one charge for another;
- 1.2.5.14 The inquiry shall be held in camera, except if the student expressly consents otherwise or, if on application, it is deemed to be in the public interest, but in compliance with prevailing legislation, e.g. The Protection of Personal Information Act 4 of 2013;
- 1.2.5.15 The Prosecutor shall present a background to the offence and submit evidence to the Committee substantiating the allegations;
- 1.2.5.16 The Student or his representative may rebut the allegations by stating his defense and submit evidence to the Committee substantiating his defense;
- 1.2.5.17 The student has the right to remain silent but may make written representations to the Committee;
- 1.2.5.18 The onus lies with the Prosecutor to establish a prima facie case against the student;

- 1.2.5.19 The Student bears no onus to prove his innocence;
- 1.2.5.20 The Committee must determine the matter on a balance of probabilities;
- 1.2.5.21 the Committee must first determine if a *prima facie* case has been established;
- 1.2.5.22 Should the Prosecutor fail to establish a *prima facie* case against the student, the Chairperson must discharge the student;
- 1.2.5.23 if a *prima facie* case has been established and should the student thereafter elect to remain silent or refuse to make representations, the Committee may draw an adverse inference from his failure to make representations in rebuttal;
- 1.2.5.24 In conducting the inquiry, the Committee shall do so in an inquisitorial manner and may direct that a witness be called and/or exhibits should be submitted as it deems fit;
- 1.2.5.25 The Committee may of its own accord, call such witnesses as it may determine, or for such documents or evidence relevant to the inquiry and may, in its discretion, instruct that any exercise, test, demonstration or experiment that may be relevant to a determination of the issue before it, be conducted;
- 1.2.5.26 The rules of the law of evidence shall not apply;
- 1.2.5.27 The committee may, on application, permit the University and the student to call witnesses to give evidence in their favour and to submit any other relevant documentation and information;
- 1.2.5.28 The Committee may, on application, permit the University and the student to lead evidence in-chief and to cross-examine each other's witnesses;
- 1.2.5.29 The party so applying for leave to lead formal evidence must satisfy the committee that the matter is of such a nature that it cannot be properly ventilated without formal evidence being led and that it is in the interest of justice to do so;
- 1.2.5.30 Evidence shall not be taken under oath but each witness must be admonished by the Chairperson to give evidence that is truthful and honest;
- 1.2.5.31 An admonished witness who gives false or dishonest evidence commits an act of misconduct;
- 1.2.5.32 At the conclusion of the hearing, the student or his representative and the Prosecutor may address the Committee on the merits of the case. The Committee may engage either party on their representations;
- 1.2.5.33 The Committee shall consider all the evidence and representations to determine whether or not the student is guilty of the offence(s) charged;

- 1.2.5.34 A finding of guilty shall only be returned if:
- i. the charge has been proven on a balance of probabilities;
 - ii. where the student has freely and voluntarily admitted guilt, and the Chairperson is satisfied that there is evidence from the student or another source to substantiate the admission.
- 1.2.5.35 If the Committee finds that there is no prima facie case against the student or on a balance of probabilities, the student's submissions are reasonably probably true, the student must be acquitted;
- 1.2.5.36 If the Committee finds that the Prosecutor has discharged the onus, and on a balance of probabilities, the student has failed to present a version that is reasonably probably true, the student must be found guilty of the charges so proven. Upon finding the student guilty of the offences, the Committee must permit the Prosecutor to address on aggravating factors, and the student to address on mitigating factors, for the purpose of determining an appropriate sentence;
- i. In exceptional circumstances, the Prosecutor or Student or his representative may, on application be afforded the opportunity to present formal evidence in support of aggravation or mitigation of sentence;
 - ii. The Committee must consider the prescribed minimum sanctions as appearing in the scheduled to this policy in determining an appropriate sanction;
 - iii. inform the student of the right to Appeal against its verdict and sanction.
- 1.2.5.37 The proceedings shall be recorded in full by a competent person appointed by the Registrar for this purpose.
- 1.2.5.38 After handing down its decisions, and providing reasons for its decisions, if so requested, the Disciplinary Committee (Students) is deemed to have fulfilled its mandate and is *functus officio*.

1.3 DISCIPLINARY MEASURES

- 1.3.1** A Disciplinary committee shall ensure that any penalty or sanction that it imposes is fair and in proportion to the misconduct of which the student has been found guilty.
- 1.3.2** A Disciplinary committee may defer the imposition of a penalty for a particular period of time, or suspend a penalty or any part thereof for a particular period of time, subject to such conditions as the committee may think fit.

- 1.3.3** Where the Disciplinary committee has imposed a penalty, it shall be competent for such committee to suspend the operation of such penalty, pending the outcome of an appeal, on application by the student or his representative.
- 1.3.4** Upon finding a student guilty of misconduct and having heard representations in aggravation and mitigation, the Chairperson may impose any one, or a combination, of the following disciplinary measures, but subject to Appendix A hereof, being the prescribed minimum imposed sanctions:
- 1.3.4.1 A warning or reprimand or both;
 - 1.3.4.2 temporarily, or permanently, deprive the student of any right or privilege associated with his or her registration as a student at the University;
 - 1.3.4.3 impose a fine, not exceeding the amount determined from time to time for this purpose by the Council of the University on recommendation of the Vice-Chancellor, and/or order the student to pay an amount equaling the amount of the actual damage caused by the student, and/or to re-reimburse any other party for damages suffered as a consequence of the student's actions;
 - 1.3.4.4 compel the student to perform community service within or for the benefit of the University for a specified number of hours, as is deemed to be reasonable, given the nature and seriousness of the transgression and the evidence presented to the Disciplinary Committee (Students);
 - 1.3.4.5 deny the student the right or privilege to register for a particular module, or revoke a credit obtained in a module;
 - 1.3.4.6 disqualify the student from entry to any examination;
 - 1.3.4.7 declare that the student forfeits any test, assignment, tutorial, examination or other assessment mark;
 - 1.3.4.8 In addition to any sanction imposed herein, where the misconduct involved a contravention of Rule 1.1.24 during an official examination session, save at the discretion of the Disciplinary Committee, in respect of conviction of a mere "introduction" or "possession" of a cellular phone, the committee shall impose the following sanctions:
 - 1.3.4.8.1 Cancellation or forfeiture of the examination module in which the student was found guilty of cheating in, or;
 - 1.3.4.8.2 deprivation of a degree, diploma or certificate obtained as a result of the misconduct, and;
 - 1.3.4.8.3 unless compelling mitigating factors are found to exist, exclusion from the University for a minimum of one semester.

- 1.3.4.9 In addition to a sanction imposed herein where the misconduct relates to dishonesty including plagiarism, the Committee may order the deprivation of a degree, diploma or certificate obtained as a result of such dishonesty or plagiarism.
- 1.3.4.10 suspend the student's registration for a specified period;
- 1.3.4.11 permanently expel a student from the University;
- 1.3.4.12 deny the student the privilege of re-registering as a student at the University;
- 1.3.4.13 suspend the award of any degree, qualification and/or other award pending the finalization of any disciplinary proceeding or the expiry of any suspended disciplinary measure, or compliance with any sanction or measure;
- 1.3.4.14 recommend to Senate and Council the revocation of any qualification or award and, or;
- 1.3.4.15 recommend to Management the referral of the student to a registered clinic or other institution, depending on the circumstances, for appropriate treatment.

1.3.5 The Registrar shall inform the student in writing of the outcome of the disciplinary enquiry as soon as possible after the conclusion thereof, where after the imposed disciplinary measure(s) shall take effect.

1.3.6 DISCIPLINARY COMMITTEE

1.3.6 The Disciplinary Committee (Students) shall consist of a Chairperson, a Prosecutor, an Interpreter (if required), a member from the Protective Services Department, a Student Representative (if applicable).

1.3.7 The Chairperson shall be appointed from the ranks of the following categories of persons:

1.3.7.1 University staff (full-time or part time) with a legal qualification and practical experience, or;

1.3.7.2 External persons with a legal qualification and practical experience.

1.3.8 Any additional members of the Disciplinary Committee (if required) shall be appointed from the ranks of the academic staff, in the case of academic matters, and all members of staff, in the case of all other matters.

1.3.9 The Chairperson is appointed by the Registrar, in consultation with the Vice-Chancellor or his or her authorized representative, for a period of 12 months. The Registrar may appoint alternate members where

appropriate in the circumstances.

- 1.3.10** All disciplinary investigations and proceedings (which shall include appeal procedures) are strictly of a confidential nature and shall be treated as such by all the parties attending the proceedings as well as the staff involved in the processes pertaining to disciplinary enquiries. The aforesaid confidentiality obligation shall extend to any documentation utilized or information disclosed for purposes of a disciplinary enquiry. The University reserves the right to obtain a written undertaking of confidentiality from any involved party.
- 1.3.11** The University may inform the university community appropriately of incidents of misconduct, or trends identified by the University, and the disciplinary measures applied, provided that the students and staff involved may not be identified in such communications.
- 1.3.12** The Registrar must take appropriate steps to ensure consistency in the application of disciplinary measures at the University as a whole.

1.4 APPEAL PROCEDURE

- 1.4.1** A student may appeal against the finding and/or the disciplinary measures imposed by the Disciplinary Committee (Students) in accordance with the following procedure:
 - 1.4.1.1 The student may appeal to the Appeals Committee by lodging a written notice of appeal with the Office of the Registrar.
 - 1.4.1.2 The written notice of appeal shall be lodged with the Registrar not later than 5 (five) calendar days after the decision of the Disciplinary Committee (Students) has been communicated to the student. The University may require an undertaking from the student to carry the costs incurred by the University to prepare the record of the proceedings of the Disciplinary Committee (Students). Where the student is required to carry the costs of the preparing the record, the University must provide the student with a quotation for the transcription of the record. The Student must settle the cost of preparing the record within 90 (ninety) days from receipt of the quotation, failing which the appeal shall lapse.
 - 1.4.1.3 The grounds of appeal must be furnished in the notice of appeal and must indicate clearly whether the appeal is lodged against the finding and/or the disciplinary measure.
 - 1.4.1.4 On receipt of the notice of appeal, a copy thereof shall have submitted to the Chairperson of the Disciplinary Committee (Students), whereupon the Chairperson shall prepare response within 15 days and submit it to the Registrar.
 - 1.4.1.5 The Registrar shall arrange for the record to be transcribed and furnish a copy to the student or his legal representative, the Prosecutor and Chairperson.
 - 1.4.1.6 The student or his legal representative must file their Heads of Argument with the Registrar within 10 days of receipt of the transcripts.

- 1.4.1.7 The Prosecutor may file Heads of Arguments within 10 days of receipt of the students Heads of Arguments.
- 1.4.1.8 The Registrar shall then arrange for the appeal to be heard as soon as possible by the Appeals Committee as composed in accordance with paragraph 1.6.
- 1.4.1.9 The Appeals Committee may confirm, alter or set aside any finding and shall be entitled to suspend, increase or reduce any disciplinary measure imposed by the Disciplinary Committee (Students). Should the Appeals Committee set aside the finding and/or disciplinary measures imposed by the Disciplinary Committee (Students), or reduce the disciplinary measures imposed on the student, any amount paid by the student in accordance with paragraph 1.5.1.2 above shall be refunded.
- 1.4.1.10 The appeal shall be decided on the basis of the documentation before the Appeals Committee and only arguments on the papers filed shall be allowed.

1.5 APPEALS COMMITTEE

1.5.1 The Appeals Committee consists of:

- 1.5.1.1 A Deputy Vice-Chancellor of the University designated by the Senate, or in the absence of Deputy Vice-Chancellors, any other person designated by the Senate, who shall act as Chairperson;
- 1.5.1.2 Two academic members of staff elected by the Senate from its ranks for a term of 2 (two) years, provided that at least one member must have a legal qualification and appropriate practical experience, and;
- 1.5.1.3 Senate may elect as many alternates for members of the Appeals Committee as it deems appropriate.

1.5.2 A person who served on the Disciplinary Committee (Students) in respect of a particular matter may not serve in any capacity on the Appeals Committee.

1.6 GENERAL

1.6.1 If a student refuses, or fails to attend a disciplinary hearing without an acceptable reason, the hearing may continue in his or her absence in a manner which the Disciplinary Committee (Students) deems appropriate.

1.6.2 Where a student's misconduct also constitutes a breach of the professional or ethical code of a profession, the University shall, upon request by the professional body and/or if compelled by law, provide relevant information pertaining to a disciplinary enquiry involving a particular student. The consent of the relevant student shall be obtained before the release of any information, should it be required by law.

1.6.3 In the event that a student is guilty of misconduct which also constitutes a criminal offence, the University shall be entitled (and in certain circumstances may be legally obliged) to report the matter to the South African Police Service.

1.6.4 Any reference to the Registrar of the University in this Code shall, unless the context indicates differently, include the Registrar's representative, authorized to perform the respective functions of the Registrar as set out in this Code.

1.6.5 A student may be found guilty of misconduct if the Disciplinary Committee (Students) is on a balance of probabilities of the view that the student had indeed committed the alleged misconduct.

1.8 JURISDICTION AND PRECEDENCE

1.8.1 Nothing in this document shall prohibit the Council of the University from promulgating separate or supplementary disciplinary codes and procedures to regulate the conduct of students in any constituent part of the University, or with regard to any specific manifestation of misconduct.

1.8.2 Adjudicating bodies have the jurisdiction as determined in the respective codes.

1.8.3 All students of the University are subject to the general disciplinary rules and procedures laid down in the Code and the Policy and Procedure on Managing and Preventing Acts of Plagiarism, which rules and procedures shall take precedence over any rules and/or procedures contained in any other Code or regulation. In the event of any conflict between the rules and procedures of the Disciplinary Code: Students and the Policy and Procedure on Managing and Preventing Acts of Plagiarism, the rules and procedures of the Disciplinary Code: Students shall take precedence.

1.8.4 The provisions of the Act and the Statute take precedence over any Rule of the University.

1.9 AMENDMENTS

1.9.1 Amendments to this Code will have no effect unless it is approved by the Council of the University.

1.9.2 Council may only amend the Code after due process, as prescribed by the Higher Education Act, Act 101 of 1997, as amended, and the Statute of the University, have been followed.

1.10 ANNEXURES TO THE CODE

Annexure A: Disciplinary Code for Students: University of Zululand Residences

Annexure A1: Disciplinary Guidelines: Residences

1.11 APPENDIX A – Prescribed Minimum Sanctions

DISCIPLINARY CODE FOR STUDENTS: UNIVERSITY OF ZULULAND RESIDENCES

CONTEXT

The Disciplinary Code for Students: University of Zululand Residences (hereafter the "Residence Code") set out below is an integral part of the Disciplinary Codes: Students.

Where any policy or procedure contained herein is in conflict with the Disciplinary Codes: Students, the Disciplinary Codes: Students shall take precedent over these codes.

1. DEFINITIONS

In the Residence Code, unless it is expressly stipulated otherwise, or the context indicates another meaning, the following terms shall have the meanings assigned to them hereunder and similar expressions shall have corresponding meanings:

"Chairperson of the Residence" means the chairperson of the House Committee of a Residence, or a person with a similar title, depending on the tradition and practice of a particular Residence;

"Dean of Students" means the person designated by the University with the responsibilities associated with student affairs;

"Disciplinary Committee (Students)" means the committee appointed by the University in accordance with the Disciplinary Code: Students to adjudicate student disciplinary matters and which, for purposes of the Residence Code, may also be referred to by way of the acronym "DCS";

"Disciplinary Enquiry" means the process described in this Residence Code to investigate and adjudicate the alleged misconduct of a residence student;

"Fine" means the amount of money determined by the Council of the University from time to time, and imposed by an adjudicatory body in terms of this residence Code as an appropriate disciplinary measure;

"Head of Residences" means a staff member of the University, appointed by the University to oversee, manage and control the students, their structures and all other aspects of Residence life at the University;

"Head of the Residence" means a staff member of the University appointed by the University to oversee, manage and control the students in a particular Residence;

"House Committee" means the committee appointed by the Residence's management and constituted in accordance with the applicable University and Residence management rules, policies and procedures, and which for purposes of this Residence Code may also be referred to by way of the acronym "HC";

“Residence” means any place of student accommodation controlled and/or managed by the University;

“Residence Code” means the Disciplinary Code for Students: University of Zululand Residences and its Annexures;

2. APPLICATION OF THE RESIDENCE CODE AND MATTERS INCIDENTAL THERETO

- 2.1 All students in Residences are subject to the general disciplinary rules and procedures laid down in the Code, which rules and procedures shall enjoy precedence over any rules and/or procedures contained in the Residence Code or otherwise laid down by the management of any Residence, and in the event of any conflict the rules and procedures of the Code shall enjoy precedence.

3. DUTIES AND POWERS OF THE HOUSE COMMITTEE MEMBER FOR DISCIPLINE

The HC member for discipline’s responsibilities, in addition to such other duties as may from time to time be assigned to him or her by the HC, shall include the following:

- 3.1 Investigating all complaints of a disciplinary nature and relating to any student resident in the relevant Residence, that is reported to the HC member for discipline;
- 3.2 Referring to the Registrar and/or his designate for decision on whether a particular student should be charged with misconduct as set out in this Residence Code or the Disciplinary Codes: Students.
- 3.3 Preparing and providing timeously any documentation that will be presented by the Prosecutor for discipline at a SDC hearing as evidence to substantiate any charge or charges against a student (i.e. a student charged with misconduct should be furnished with such documentation in advance of the SDC hearing to enable the student to prepare him or herself appropriately for the meeting of the SDC);
- 3.4 Ensuring that the disciplinary measures imposed by the SDC on any student are properly and timeously executed;
- 3.5 Keeping a complete written record of all cases of misconduct (i.e. where a student is found guilty of misconduct) as well as disciplinary measures imposed by the SDC;
- 3.6 Referring all disciplinary matters outside the jurisdiction of the SDC to the Head of Residences who shall refer all such matters to the Dean of Students. The Dean of Students shall, in turn, refer the matter to an appropriate forum.

4. TEMPORARY SUSPENSION OF A STUDENT FROM A RESIDENCE AND THE SUSPENSION OF A HOUSE COMMITTEE MEMBER FROM DUTIES

- 4.1 If the Head of Residences reasonably believes that a student has committed serious misconduct which justifies his or her temporary suspension from the Residence pending the finalization of a disciplinary investigation, the Head of Residences must, as soon as possible, report the matter to the Dean of Students. The Dean of Students must refer the matter, together with all such documentation as may be relevant, to the office of the Registrar for consideration.
- 4.2 The Registrar shall, as soon as possible after receiving the above referral from the Dean of Students, decide whether or not the student in question should be temporarily suspended from the Residence or the University Campus and shall inform the Dean of Students and the Head of Residences of his or her decision in this regard. Before the suspension is finalized, the student must be afforded the opportunity to make submissions to the Registrar. Temporary suspensions shall commence at the date and time determined by the Registrar, upon which the student in question shall immediately leave the Residence or the campus as the case may be.
- 4.3 Any matters referred to the Registrar as set out in paragraphs 5.1 and 5.2 shall be referred by the Registrar to the Disciplinary Committee (Students) for adjudication.
- 4.4 In the case of a HC member being accused of misconduct, the Head of Residences may, in consultation with the relevant Head of the Residence, and subsequent to the HC member in question being informed of the complaints against him or her and the HC member being afforded the opportunity to make submissions in this regard, temporarily relieve the HC member of his or her duties (but with retention of his or her position) pending the finalization of a disciplinary investigation.
- 4.5 Alleged misconduct of HC members must be dealt with in accordance with the Code. Should a HC member be found guilty by a disciplinary enquiry, he/she will automatically be relieved of his/her membership of the HC, unless the Disciplinary Committee (Students) explicitly rules otherwise.

5. REPORTING OF DISCIPLINARY COMPLAINTS

- 5.1 Any student, member of staff, contractor of the University or member of the public may report alleged misconduct of a residence student to the HC member for discipline of the Residence and/or the relevant Head of the Residence and request that the matter be further investigated.
- 5.2 The HC member for discipline and the Head of the Residence may of their own accord lodge a disciplinary complaint against a student with the Protective Services Department.

ANNEXURE A1

6. DISCIPLINARY GUIDELINES: RESIDENCES

The guidelines set out below relate to possible transgressions and the proposed disciplinary measure to be imposed in respect thereof, but do not make provision for every conceivable transgression and should moreover not be construed as stipulating that a specific disciplinary measure as indicated below must be imposed when a particular transgression is committed. Discipline must therefore be applied with discretion, with due observance of the circumstances of every case and in accordance with the general spirit of this Residence Code.

TRANSGRESSION	GUIDELINE	
<p>1. Less Serious Misconduct</p> <p>“Petty transgressions”, including disturbance of the peace; swearing; transgressions of restroom/bathroom rules, recreational area/common room rules, foyer rules, or dining hall rules.</p>	1 st transgression	RDC hearing – written warning and/or maximum fine of RXX.
	2 nd transgression	RDC hearing – final written warning and/or maximum fine of RXX and/or letter addressed to parents / legal guardian.
	3 rd transgression	Referral to DCS – possible expulsion from particular Residence and/or all University Residences.
<p>2. Medium-level Misconduct</p> <p>Examples: Conduct prejudicial to the good name, reputation and/or interests of the University and/or Residence; use of alcohol in unauthorized areas.</p>	1 st transgression	RDC session – final written warning and/or fine of RXX and/or letter addressed to parents/legal guardian.
	2 nd transgression	Referral to DCS – possible expulsion from particular Residence and/or all University Residences.

<p>3. Serious Misconduct</p> <p>Examples: Assault; fighting, racism; dishonesty; violation of any safety and/or security measures; vandalism; victimization; intimidation; permitting unauthorized visitors and/or visitors outside prescribed visiting times</p>	<p>1st transgression</p>	<p>Referral to DCS – possible expulsion from particular Residence and/or all University Residences.</p>
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UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

on

MANAGING AND PREVENTING ACTS OF PLAGIARISM

POLICY NUMBER	RI P5	POLICY OWNER	Deputy Vice-Chancellor: Research and Innovation
OVERSEEING COMMITTEE(S)	Research Ethics Committee → Senate → Council		
APPROVAL DATE	27 November 2024	REVISION DATE	26 November 2027

POLICY STATEMENT

The University is responsible for developing and promoting academic integrity and improving trust in scholarly work, and for preventing plagiarism in educational and research material. This Policy articulates the University’s resolve to take a firm position against all acts of plagiarism and sets out the processes and procedures that will create awareness of plagiarism issues, monitor all acts of plagiarism and will enable transgressions to be acted upon in a uniform manner across the Institution.

REVISION HISTORY

CURRENT APPROVAL CYCLE	
DATE OF RECOMMENDATION BY THE LEGAL COMMITTEE:	11 November 2024
DATE OF RECOMMENDATION BY EXCO:	16 October 2024
DATE OF RECOMMENDATION BY SENATE:	11 November 2024
DATE OF APPROVAL BY COUNCIL:	27 November 2024
EFFECTIVE DATE FOR IMPLEMENTATION:	27 November 2024
NEXT REVISION DATE:	26 November 2027

APPROVAL HISTORY	
POLICY NUMBER	COUNCIL APPROVAL DATE
C1080/12	07 June 2013
RI P5	28 June 2019

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY
RI P1	Postgraduate Assessment Guide
RI P4	Research Ethics
RI P12	Research Management
VC P1	Student Disciplinary Code
HR P20	Staff Disciplinary Code
	Research Proposal Guide

TABLE OF CONTENTS

SECTION A: POLICY

1	PURPOSE AND RATIONALE	5
2	SCOPE	6
3	DEFINITIONS	6
4	GUIDING PRINCIPLES AND VALUES	7
5	EDUCATIONAL DEVELOPMENT OBLIGATION	10
6	STRUCTURES FOR OVERSEEING COMPLIANCE OF THIS POLICY	11
7	ROLES AND RESPONSIBILITIES	13
	7.1 Academic staff	
	7.2 Students	
	7.3 Academic support	
	7.4 Faculty and Departmental Plagiarism Monitoring and Prevention	
8	DEALING WITH PLAGIARISM	14
	8.1 Awareness and training	
	8.2 Preventative measures	
	8.3 Punitive measures	
9	SPECIFIC INSTANCES INVOLVING STAFF AND/OR RESEARCHERS	16
	9.1 Introduction	
	9.2 Supervisors	
	9.3 Members of a research group or team	
	9.4 Co-authors	

SECTION B: PROCEDURES

10	DEALING WITH TRANSGRESSIONS AT UNDERGRADUATE LEVEL	18
11	DEALING WITH CATEGORY A TRANSGRESSIONS AT UNDERGRADUATE LEVEL	18

12	DEALING WITH CATEGORY B TRANSGRESSIONS AT UNDERGRADUATE LEVEL	18
13	DEALING WITH CATEGORY C TRANSGRESSIONS	19
14	DEALING WITH PLAGIARISM TRANSGRESSIONS AT POSTGRADUATE LEVEL PRIOR TO GRADUATION	20
14.1	Procedures applicable before submission for assessment	
14.2	Procedures applicable on or after submission for assessment <u>Honours or Course-work Master's material</u> <u>Master's dissertations and Doctoral theses</u>	
14.3	Procedures applicable after the award of a degree, diploma or certificate	
15	DEALING WITH PLAGIARISM INVOLVING STAFF AND/OR RESEARCHERS	21
16	RECORD-KEEPING AND REPORTING	22
17	IMPLEMENTATION AND OVERSIGHT RESPONSIBILITIES	23
18	POLICY REVIEW	23
	ACKNOWLEDGEMENTS AND REFERENCES	23
	<u>ANNEXURE A:</u> ORIGINALITY DECLARATION (ASSIGNMENTS AND PROJECTS)	
	<u>ANNEXURE B:</u> ORIGINALITY DECLARATION (MINI-DISSERTATIONS, DISSERTATIONS AND THESES)	

SECTION A: POLICY

1 PURPOSE AND RATIONALE

Plagiarism constitutes a breach of academic integrity and compromises and undermines the values and processes by which knowledge is created, shared and evaluated. Such breach not only cast suspicion upon the integrity of the individuals involved, but also damage the reputation of the academic community. The University of Zululand (“the University”, “UNIZULU”, “the Institution”) therefore has a responsibility to uphold academic integrity and to promote trust in scholarly work undertaken at the Institution and to prevent plagiarism within the Institution.

This Policy and Procedures on Managing and Preventing Acts of Plagiarism (“the Policy”) articulates the University’s resolve to promote academic integrity and to take a firm position against all acts of plagiarism. Its purpose is to establish consistent guidelines and procedures on how plagiarism at UNIZULU can be monitored and prevented at undergraduate, postgraduate and research levels in order to enhance academic integrity and ethical behaviour from the onset of a student’s and a researcher’s academic career.

The Policy’s premise is that acts of plagiarism do not necessarily stem from dishonesty and therefore adopts a nuanced approach that allows for formative, corrective and punitive approaches depending upon the particular circumstances. Accordingly, it sets out processes and procedures for creating awareness of plagiarism issues, for educating and monitoring, and for acting upon transgressions in a uniform manner across the Institution. Effective policy implementation will also enhance UNIZULU’s image as a quality academic institution.

The Policy is necessary for the following reasons:

- To get a shared and clear understanding of the nature of plagiarism
- To emphasize the need to educate the University community about plagiarism and its impact on them and the Institution
- To provide for monitoring, detection and prevention mechanisms and processes
- To establish uniform procedures for dealing with instances of plagiarism that comply with the principles of natural justice
- To contribute to academic integrity within the Institution
- To improve the quality of research at UNIZULU
- To augment the attributes of the University’s graduates
- To enhance the University’s academic reputation

The Policy should be read together with institutional codes of conduct, the Research Ethics Policy, the Disciplinary Codes for staff and students, and the Postgraduate Handbook. Referencing conventions within a particular academic discipline should also be considered.

2 SCOPE

This Policy applies to all students registered for a qualification at the University, or an affiliate institution where such work can reasonably be seen to be associated with the University and where the act of plagiarism has impacted or has the potential to impact upon the University's academic and administrative reputation and/or standing. Without limiting its scope, the Policy has particular relevance to the conduct of all undergraduate and postgraduate students.

3 DEFINITIONS

Category A Transgressions

First-time, minor infringements, often associated more with incorrect citation and referencing. Such instances usually stem from ignorance or lack of academic maturity and are seldom intentional. Such cases are usually restricted to undergraduate students in their first or second years of study.

Category B Transgressions

(a) Repeated Category A offences, or to relatively minor offences at a more senior academic level than second year; (b) first-time, more serious offences, irrespective of a student's year of study, where the offence would not attract a penalty of more than the loss of a Duly Performed (DP) certificate; (c) first-time minor offences perpetrated by postgraduate students; or (d) first-time minor offences perpetrated by members of staff. Category B offences are not necessarily committed intentionally.

Category C Transgressions

Major, serious infringements by students or infringements by staff; in circumstances where they acted intentionally or negligently; or failure on the part of staff members to take reasonable steps to ensure that they comply with their obligations to prevent plagiarism as stipulated in this policy.

Cheat(ing)

Cheating often involves more overtly deceptive or fraudulent acts of academic dishonesty designed to gain credit for academic work that is not one's own.

Ethics

A set of principles of correct conduct, in this instance, in the academic environment of teaching and learning and research. It involves morality and specific moral choices to be made by a student, lecturer or researcher. Ethics are reflected in rules and

standards directing the actions and conduct of a person or the members of the University.

Plagiarism and self-plagiarism

Plagiarism is the act of submitting or presenting work, study material, assignments, research work or inventions of someone else, irrespective of its source, as one's own creation; in some instances, even where credit or acknowledgement is given to the original source.¹ Plagiarism where a researcher makes use of his or her own previously-published work, without proper reference to the original work, is called self-plagiarism. (Note that fault is not part of the definition. A person's intention, negligence or innocence is not relevant to determining whether conduct constitutes plagiarism.²)

Plagiarism Detection

Processes and procedures used to identify acts of plagiarism with the assistance of relevant detection tools such as anti-plagiarism software.

Plagiarism Prevention

Steps that reduce acts of plagiarism through education, creation of awareness, prevention and monitoring.

Postgraduate student

A student registered to do a postgraduate diploma, or an Honours, Master's or doctoral degree, irrespective of whether it is a coursework or research qualification.

Researcher

A person who researches at the University and/or who produces research output in the name of or under the auspices of the University, irrespective of whether he or she is a staff member or student and could include Research Fellows, research associates, collaborators, co-authors and external supervisors of postgraduate students.

Undergraduate student

A student registered for an undergraduate degree, diploma or certificate programme.

4 GUIDING PRINCIPLES AND VALUES

The following principles govern the University's approach to the identification and management of plagiarism and will inform any decisions and processes taken to ensure compliance with this Policy:

4.1 Zero tolerance. The University adopts a zero tolerance for acts of plagiarism. The

¹ Examples of conduct that may fall within the definition include:

- Using the direct words of another without using quotation marks (even where the passage is referenced)
- Unacknowledged copying of a sentence or two of text; or copying more extensive blocks of text
- Syndication of a single piece of work by more than one student (except where the assignment task is a legitimate group assignment)
- Borrowing and using another person's assignment (with or without his or her knowledge and permission)
- Submitting an entire essay from another person or from the Internet; or infringing copyright

² However, these factors become material when determining the nature of any remedial or punitive action.

zero-tolerance stance is aimed at safeguarding the reputation of the University. It is also to safeguard the academic project of the University by ensuring that the purpose of education, research and scholarship is not undermined or defeated.

- 4.2 Scholarly discourse. The University endorses and supports the foundational principle of scholarly discourse. Plagiarism is antithesis to academic discourse because it erases the credit that individuals deserve for their ideas or intellectual labour. In addition, it impedes the development and advancement of knowledge and stifles scholarly discourse because it inhibits other scholars from tracing ideas back to their true source, which makes the scholarly process more difficult.
- 4.3 Artificial Intelligence (AI). Any use of Artificial Intelligence to cheat is an academic offence. The University promote adherence to the highest standards of ethics in all aspects of research and scholarship. The University commits to the highest level of vigilance to prevent any use of technology to cheat, or where such practices are detected those responsible shall be held accountable for the malpractices. Furthermore, as a principle, AI tools cannot be cited as an author in any form of academic work. The citation of an AI tool as an author is a misconduct because AI tools do not meet the requirements for authorship as they cannot take responsibility for the work submitted. As non-legal entities, they cannot assert the presence or absence of conflicts of interest nor manage copyright and license agreements³.
- 4.4 Academic integrity. The University commits to upholding the highest level of academic integrity and to promoting trust in scholarly work undertaken at the Institution. Plagiarism is a violation of academic integrity because a staff or student claiming a piece of work that is not their own is cheating, and it constitutes a false claim. Staff and students have an obligation to represent themselves and their academic work truthfully. Academic activity within the Institution shall be conducted with scholarly integrity and excellence. Plagiarism constitutes a breach of academic integrity and compromises and undermines the values and processes by which knowledge is created, shared and evaluated. Instances of plagiarism cast suspicion not only upon the integrity of the individuals involved, but also upon the reputation of the University and its academic community. In addition to its own policies, the University shall be guided on matters of academic or research integrity by the principles laid down in the Singapore Statement on Research Integrity, the Cape Town Statement on Research Integrity, and the Committee on Publication Ethics (COPE) Statement on authorship and artificial intelligence tools in research.
- 4.5 Safeguarding intellectual property. The University is committed through this policy to safeguard the intellectual property (IP) of IP owners. The institution strongly opposes all acts of theft of contents, inventions, or work in the creatives, in both the moral and legal sense of the term. Taking these properties without permission or attribution is an of theft. Given the legal status of intellectual property rights,

³ <https://publicationethics.org/cope-position-statements/ai-author>

misuse of intellectual property could open students, staff, and the University to legal liability for the theft of other people's intellectual property. Nothing in this policy shall limit any IP owner from pursuing legal claim(s) of infringement.

- 4.6 Self-plagiarism is discouraged. Like plagiarism, self-plagiarism is an academic offense. No staff or student is allowed to present the work he/she has published or showcased previously as new scholarship or ideas – except in the limited circumstances permissible (i.e., [a] when the duplicated words are limited in scope; or [b] when describing the details of a standardised data collection instrument, or an analytic approach, under which the authors may wish to duplicate without citing the previously used words).

There shall be no excuse for self-plagiarising methods. If the academic work or manuscript is an update of an ongoing or earlier study and the method has been published in detail elsewhere, the staff or student may refer the reader to that source and simply give a brief synopsis of the method in the present work or section of the work.

- 4.7 A lack of knowledge or intention is no defence to plagiarise. Staff and students who have plagiarized cannot base their defence on unintentionality or ignorance, especially that the University provides access to appropriate software where they can check their academic submissions for plagiarism. While ignorance is not necessarily a defence against plagiarism, a committee hearing a plagiarism trial may take unintentionality into account when determining the severity of the sanction to be handed down if the person is found guilty. This is in acknowledgement that different levels of academic maturity may manifest, and should be recognized, and the University policies and rules should cater for such different situations. Nevertheless, the University shall maintain appropriate standards and provide adequate academic preparation in respect of referencing protocols to support student academic development.

- 4.8 Plagiarism reporting principle. It is mandatory for all staff and students to produce a report of the level of similarity between the work they produced and other works already published. The University shall interpret the reported *similarity index* as an indication of the level of plagiarism. The University shall establish a level of similarity that it considers appropriate in the circumstances. In principle, a similarity index that ranges between 0 and 20% shall be deemed acceptable but an appropriate administrative office or committee shall monitor and evaluate the content flagged.

- 4.9 Principle of declaration. Responsibility for understanding and avoiding plagiarism lies with both the staff and student. In the case of students, all shall submit signed declaration that the academic work they submitted for assessment or publication is original and their own. This requirement forms part of student educational development because the ability to recognize and avoid plagiarism is an academic skill which, like other academic skills and knowledge,

students are expected to master. As for other academic skills and knowledge, students are expected to show clearer understanding of plagiarism as they progress through the years of education, and failure to progress in this regard will affect their academic record.

5. EDUCATIONAL DEVELOPMENT OBLIGATION

- 5.1 While the University and the students have a reciprocal responsibility to educate and to learn about plagiarism, the University is committed to its responsibility to take steps to ensure that students understand plagiarism, its risks, legal ramifications, and how to avoid it. As a learning institution, the University takes its obligation to create awareness and educate students about plagiarism and its impact on students, as well as the institution, seriously. Equally, students have a responsibility to avoid plagiarism and to learn all they can about it.
- 5.2 Academic staff shall act in the interest of the University to track, monitor, evaluate and report all acts of plagiarism. It is a derelict of academic duty if academic staff conduct themselves otherwise. Academic staff assigned to teach and /or supervise students, shall take responsibility for tracking levels of plagiarism in students' academic work and for advising and educating students accordingly.
- 5.3 The precepts of the Constitution, the University's policies and regulations and the principles of natural justice shall govern the procedures for acting upon plagiarism transgressions. Accordingly, rules and the consequences of their breach must be certain, clear and known to the alleged transgressor; and compliance and remedial standards and procedures shall be uniform, transparent and evenly applied.
- 5.4 Consequently, a nuanced developmental approach should be adopted in formulating remedial action in cases where plagiarism occurs, and it shall at all times be borne in mind that in a learning environment, space should be allowed for mistakes and/or breaches of rules. In this regard, as part of student training, the plagiarism software shall be made available to all students for them to check their work repeatedly before it is submitted. This approach is part of inculcating self-discipline, which shall take precedence over excuses. "Self-discipline" is a key *graduate attribute* which is to be developed through formative or corrective approach to remedial action, and by encouraging students to "take responsibility", which is also another graduate attribute. Punitive action should normally be reserved for last resort, and for serious and/or repeated violations, or where a person's academic maturity would give rise to higher standards of expectation.
- 5.5 Plagiarism cases are not all the same and circumstances may dictate that ostensibly the same conduct should be treated differently. For example,

- :
- (a) A violation of academic integrity by a staff member or a postgraduate student may amount to a serious offence, but in the first assignment of a first-year student, it may amount to no more than an academic misdemeanor.
 - (b) Likewise, work submitted in the course of supervision is not a finished product and provides opportunity for education and remedial action; repeated offences would attract more serious responses.
 - (c) Subject discipline conventions might also dictate that what constitutes plagiarism in one discipline, as opposed to another discipline where it does not attract the same reprobation.

5.6 All of these situations affirm that plagiarism checking constitutes an opportunity for pedagogy and learning. Compliance oversight should be conducted in a spirit of promoting human development.

6. STRUCTURES FOR OVERSEEING COMPLIANCE OF THIS POLICY

6.1 The University's research ethics oversight structures comprise the following:

6.1.1 Senate

6.1.2 The University of Zululand Research Ethics Committee (UZREC).

6.1.3 Faculty Boards

6.1.4 Disciplinary Committee: Students and other relevant
Tribunals of the University

6.2 The structures mentioned in Clause 6.1 operate as a collective and any of them may, without derogating from their overall responsibilities, perform certain of their functions and obligations through other committees, or special ad hoc committees or tribunals set up for specific purposes.

6.3 The committees established to implement this Policy have discretion to deviate from strict application of the relevant ethical guidelines where exceptional circumstances exist to avoid a procedure injustice.

6.4 It is important to note that Senate and the committees that oversee plagiarism focus primarily on research conducted at the University and the degrees and/or programmes that the University offers. They have the usual powers associated with dealing with academic matters. Where findings may impact upon contractual relations between the University and the person involved, additional processes in terms of the appropriate codes would have to be instituted. Such processes cannot, however, override or supplant the conclusions reached regarding issues of academic integrity.

6.5 **Senate** has overall oversight in respect of research integrity, but may delegate

- this function, in terms of this and other policies,³ to the Research Ethics Committee (UZREC) and other committees that are accountable to that Committee including the Faculty Boards.
- 6.6 The **University Research Ethics Committee (UZREC)** implements, oversees and monitors research integrity at the University, including plagiarism, and shall
 - 6.6.1 Provide guidance on the interpretation and implementation of this Policy
 - 6.6.2 Receive faculty reports regarding Category A and B plagiarism in their faculties
 - 6.6.3 Act upon Category C transgressions
 - 6.6.4 Refer plagiarism matters to the Disciplinary Committee: Students for consideration.
 - 6.6.5 Where necessary and/or appropriate, constitute *ad hoc* Plagiarism Tribunals to deal with specific instances
 - 6.6.6 Report annually to Senate on matters concerning plagiarism
 - 6.6.7 Periodically review the content and the implementation of this Policy
 - 6.7 **Departmental Plagiarism Committees** are *ad hoc* informal committees constituted by Heads of Department to investigate, oversee and implement this Policy within a department, and to deal with Category A transgressions only. The membership will vary according to the size and needs of the Department.
 - 6.8 **Faculty Board** will oversee and implement this Policy within departments, receive departmental reports regarding Category A plagiarism cases and act upon Category B transgressions. They may constitute *ad hoc* informal Tribunals to deal with specific instances. In instances of Category C transgressions, the Chairperson of the UZREC shall refer plagiarism cases to the Disciplinary Committee: Students to preside over the matter, in accordance with the policy and procedures prescribed in The Disciplinary Code: Students C22/13.
 - 6.9 The Appeals Tribunal constituted in accordance with the Policy and Procedures on Disciplinary Codes: Students will adjudicate appeals in respect of Departmental and Faculty tribunal decisions
 - 6.10 The Disciplinary Committee: Students shall report its findings to Senate via the UZREC.
 - 6.11 A person who has been found guilty of a Category C transgression, may appeal the Committee's decision. In such instances the Appeals Committee constituted in accordance with the Disciplinary Codes: Students, comprising of a Deputy Vice-Chancellor as the Chairperson with one academic and one non-academic member shall preside over the appeal. The Appeals Committee shall report its findings to Senate via the UZREC. Subject to the overriding authority

of Senate, its decision shall be final and no further appeals shall be permitted.

- 6.12 In instances of Category C transgressions involving staff, the Disciplinary Committee, alternatively the UZREC, may, in addition to taking action in respect of the academic transgression, refer the matter to the Executive Director, Human Resources for possible disciplinary action in terms of the prevailing Staff Disciplinary policy.

7. ROLES AND RESPONSIBILITIES

7.1 Academic staff

- 7.1.1 Academic staff members are responsible for creating awareness and for putting preventative measures in place
- 7.1.2 All lecturers must be able to use and apply programs used to detect plagiarism.
- 7.1.3 Departmental Heads must report acts of plagiarism to the Deans of Faculties and the Deans will ensure that the Plagiarism Policy and procedures are duly implemented.
- 7.1.4 Supervisors of postgraduate students and their research work are expected to follow the university policy on postgraduate supervisory practice and should, when reviewing drafts of students' work, be vigilant in identifying potential plagiarism; and insist on students attending workshops that will familiarize them with best practice and the use of plagiarism detection software and databases.

7.2 Students

- 7.2.1 During the first two years of study students must follow orientation and awareness programmes to educate them about plagiarism
- 7.2.2 All postgraduate students should follow the procedure to check scholarly work for possible plagiarism whereafter a Plagiarism Declaration Form (Annexure B) must be completed.

7.3 Academic support

The Research Office, the Library and Information Services Division, the Academic Development Unit and the Information Communication Technology Division will co-operate to ensure availability of orientation sessions and programmes, as well as software licensing and maintenance of approved detection programmes.

7.4 Faculty and Departmental Plagiarism Monitoring and Prevention

- 7.4.1 FRECs are responsible for overseeing and coordinating awareness and preventative activities within their faculties and shall liaise with the designated persons in each department to ensure that appropriate steps are taken to implement this Policy.
- 7.4.2 Deans and Heads of Department must ensure that staff members are aware of the contents of the Policy and academic staff members are in turn obliged to educate their students in respect of their responsibilities in terms of this Policy.

7.4.3 At the beginning of each academic year Heads of Department should identify staff members who will oversee and implement this Policy in their departments, particularly regarding awareness training and taking preventative measures, and who will be available to assist other staff in dealing with Category A cases, and identifying Category B cases for referral to the FREC or Category C cases for referral to the UZREC.

8 DEALING WITH PLAGIARISM

8.1 Awareness and training

- 8.1.1 Staff and students must be made aware of plagiarism and its consequences and the importance that the University attaches to the detection and prevention of plagiarism. The educational role is an ongoing and shared one and it is incumbent upon University and faculty managers, Heads of Department, lecturers, supervisors and tutors to make a concerted and sustained effort to make the University community aware of their obligations.
- 8.1.2 Departments and academic staff must appreciate the importance of their roles in assisting students to acquire the academic discourse and their responsibility for taking active steps to provide students with an explanation as to why and how sources are used and cited in building academic integrity. In addition, because the nature of referencing and plagiarism is usually context-specific, departments, in collaboration with institutional support structures such as the Research Office, the Academic Development Unit and the Library and Information Services, are responsible for ensuring that students fully understand the nature of legitimate academic practice, of what constitutes illegitimate practice, and the potential consequences of such conduct, in that particular discipline.
- 8.1.3 It is particularly important that students are alerted to the nature of plagiarism, are informed that it constitutes a serious offence, and are informed about the disciplinary procedures that are in place for dealing with suspected cases. Such information should not only be provided to them at the beginning of their studies, but there should be constant reminders afterwards.
- 8.1.4 Without limiting the nature of any educational programme that the UZREC or any other body or person might wish to follow, the following specific tasks should be undertaken:
- (a) The Research Office and Library staff shall conduct regular plagiarism workshops for staff and students.
 - (b) Faculty Research Ethics Committees shall supplement the University workshops with faculty-specific programmes.
 - (c) Departments shall expose students to the concept and the consequences, and train them on the citation, referencing and presentation conventions applicable to their disciplines.
 - (d) Departments are encouraged to refer students and staff to the useful information literacy- and plagiarism prevention workshops provided by the Library.
 - (e) The topic must be covered during departmental induction activities

for new students. Such training could occur either in lectures or during the regular tutorial programme or in specialized sessions designed for this purpose. Students are alerted to the nature of plagiarism, are informed that it constitutes a serious offence, and are informed about the disciplinary procedures that are in place for dealing with suspected cases.

- (f) Such training should not occur at the first-year level only, but must be reinforced at each subsequent level, including postgraduate levels.
- (g) Faculty and departmental student handbooks and study guides must contain information on plagiarism and its consequences, and how material from such sources as books, articles, the Internet and the work of other students, may and may not be used in the preparation of assignments, dissertations, publications and theses. Guidelines as to the extent of the loss of marks and other penalties for plagiarism (where such are appropriate) should be agreed by departments and should be made available to the students in handouts and study guides.
- (h) All postgraduate students must attend at least one workshop on plagiarism and the contents of this Policy during the course of their studies towards a postgraduate degree, which shall become a prerequisite (DP requirement) for obtaining a postgraduate degree.
- (i) In addition, supervisors must ensure that postgraduate students are aware of their obligations and responsibilities, and the supervision meeting minutes must record the fact that the supervisor has counselled the candidate in this regard.

8.2 Preventative measures

- 8.2.1 The University will purchase the rights to use acceptable and lawful text- matching, similarity-checking software, or to use an internet-based text- matching database to assist staff and students in cross-checking material and identifying situations where submitted material matches previously- submitted material or previously- published sources.
- 8.2.2 Members of staff are compelled, in terms of their professional commitment to best academic practice, to be on the lookout for cases of plagiarism, and to deal with any such cases in accordance with this Policy and its procedures. Staff should be open to various detection and monitoring approaches.
- 8.2.3 Monitoring and detection material should not be used only to detect possible plagiarism in final products. In line with the developmental and educational objectives of this Policy, such mechanisms should also serve to assist staff and student authors to improve their writing and referencing skills and to prevent instances of plagiarism in the final product.
- 8.2.4 In compliance with this principle of promoting academic integrity, all postgraduate material submitted for final examination must be accompanied by a statement not only that the material constitutes the author's original work, but preferably also that

it had been subjected to the University's text-matching and/or similarity-checking procedures to confirm that the work is original.

8.3 Punitive measures

- 8.3.1 The principle of legality, a standard principle underpinning punitive action, must be applied in all cases. In terms of this principle, a person should not be sanctioned in respect of rules that did not exist at the time the conduct was perpetrated. It is therefore important, before punitive steps are taken, that the entire University community, staff and students, are made aware of this Policy, the plagiarism concept and the consequences of committing an act of plagiarism.
- 8.3.2 In compliance with the principles of natural justice, punitive action must be uniform, consistent, impartial and equitable in their application. In addition, given the academic nature of the offence, punitive action should have a strong developmental focus, while not ignoring the other disciplinary objectives of punishment, which are to reprimand and discipline the individual, to regulate that person's behaviour and the behaviour of the University community generally, and to deter the person and others from engaging in such conduct in future.
- 8.3.3 In line with this Policy's objectives, a gradual, incremental approach to punishing acts of plagiarism should normally be followed, determined by the nature of the offending conduct and the academic maturity of the individual involved.

9 SPECIFIC INSTANCES INVOLVING STAFF AND/OR RESEARCHERS

9.1 Introduction

- 9.1.1 Although the concepts of plagiarism, plagiarism prevention and referencing are sometimes not well understood by staff, such knowledge is an inherent requirement of an academic staff member's job. It is therefore incumbent upon all academic staff members to become acquainted with this Policy and the obligations it imposes upon them. Ignorance of the nature and content of an inherent job requirement cannot constitute an excuse. Staff members are therefore encouraged to acquaint themselves regarding plagiarism and to attend training events that the University offers from time to time. Academic staff members have an additional responsibility to ensure that their conduct serves as model academic behaviour for their students.
- 9.1.2 As far as the members of the academic staff are concerned, it is important that staff themselves have the opportunity to be trained about plagiarism.

9.2 Supervisors

- 9.2.1 Supervisors are ordinarily not principal investigators of postgraduate candidates' research and so would not be primary authors of a mini- dissertation, dissertation or thesis. It is therefore unlikely that a supervisor would be held responsible for a candidate's plagiarism in a thesis that has been submitted for assessment.
- 9.2.2 A supervisor who fails to take reasonable steps to ensure that s/he complies with

the obligations stipulated in Clause 6.1.4 above, may be held responsible for having breached those obligations.

- 9.2.3 Should a candidate and a supervisor subsequently publish thesis material, at which stage the plagiarism is revealed, the supervisor may attract responsibility as a co-author in respect of that output. This matter is dealt with below (Clause 8.4).

9.3 Members of a research group or team

- 9.3.1 Members of a research group or a research team who are not cited as authors of a document will not be responsible for any plagiarized material that is contained in that document. As authors, they may attract responsibility, applying the rules set out below in Clause 8.4.

9.4 Co-authors

- 9.4.1 Instances arise where staff members are co-authors, with fellow employees, outside persons or students whom they have supervised, of work containing plagiarised material.
- 9.4.2 All co-authors are presumed to be jointly responsible for the published material; in other words, each is responsible for the entire content of the publication, even those parts which they did not write themselves. Unless they can show that they were not at fault in any way in publishing the plagiarised work, they will be held to have perpetrated the plagiarism as if they were the principal author of that part of the work.
- 9.4.3 It is therefore important to assess the co-author's role in preparing and presenting the published output. A person who wrote the offending section will normally be accountable for what he or she wrote.
- 9.4.4 In instances of an author who did not write the piece, the question arises as to whether or not he or she had been negligent; in other words, whether the person met or had acted below the standard of a reasonable co-author. A reasonable co-author would not checked every word against every document available on the Internet, for example, or use plagiarism tracking facilities to verify the words that a co-author had written; but such a person must be alert to the possibility, depending upon the academic maturity and experience of the co-author, of plagiarism violations and should recognize obvious instances. Crucial to the enquiry would be nature of the steps that the co-author took to prevent the risk of plagiarism occurring in the document. If reasonable preventative action was taken, even if such action did not succeed in preventing the plagiarism, the co-author cannot be said to have been negligent and therefore at fault.

SECTION B: PROCEDURES

10 DEALING WITH TRANSGRESSIONS AT UNDERGRADUATE LEVEL

- 10.1 Although plagiarism constitutes unacceptable academic conduct, each instance should be considered on its merits in order to assess the appropriate remedial or punitive action. The concepts of plagiarism, plagiarism prevention and referencing are often not well understood by many students so, irrespective of the severity of a case, all instances plagiarism should be with sensitively; and developmental remedial action such as counseling and education should always be considered as a preferable first step, rather than simply imposing sanctions.
- 10.2 It is also important that students are alerted to the nature of plagiarism, are informed that it constitutes a serious offence, and are informed about the disciplinary procedures that are in place for dealing with suspected cases. Such information should not only be provided to them at the beginning of their studies, but there should be constant reminders afterwards.

11 DEALING WITH CATEGORY A TRANSGRESSIONS AT UNDERGRADUATE LEVEL

- 11.1 Category A transgressions constitute first time, minor infringements, and are usually handled by the staff member/lecturer who detects the offence, usually in conjunction with the lecturer in charge of the course, or the course coordinator.
- 11.2 In cases where the student is new to the University, and/or where it is apparent that the student has committed such plagiarism because of a lack of understanding of what is required, the student should usually:
- 11.2.1 Be counseled by the staff member concerned: the problem should be explained, the correct practice should be encouraged, and the student should be warned of the serious consequences of committing plagiarism again.
 - 11.2.2 The student may be required to get more training on plagiarism prevention and referencing techniques. This practice would reflect the importance of our educative role as far as plagiarism is concerned.
 - 11.2.3 In some cases it might be appropriate to ask the student to re-do the work to demonstrate that he or she has learnt from the experience.
 - 11.2.4 Additionally, if it is appropriate, a mark penalty could be imposed.

12 DEALING WITH CATEGORY B TRANSGRESSIONS AT UNDERGRADUATE LEVEL

- 12.1 Category B transgressions relate to repeated offences of a minor nature, or to

relatively minor offences at a more senior academic level than first year, or to first time, more serious offences, where the offence would not attract a penalty of more than the loss of a Year Mark or Duly Performed (DP) certificate.

12.2 Where a member of staff is uncertain as to whether an alleged case of plagiarism constitutes a Category A or B offence:

12.2.1 This matter should be discussed with the Head of Department and/or members of the departmental plagiarism structures, and a decision should be taken that is consistent with previous practice in the department.

12.2.2 In large departments, Heads of Department may delegate this role to a senior member of staff.

12.2.3 If a category B offence is detected, the matter must be referred to the Head of Department or nominee, who must refer the matter to the Faculty Board for a hearing.

12.3 Should the Faculty Board determine that the offence in question is a Category C offence, the matter must be referred to UZREC to decide on whether a formal disciplinary action be instituted.

13 DEALING WITH CATEGORY C TRANSGRESSIONS

13.1 Where the relevant Faculty Board identifies a case that it considers serious enough to constitute a Category C case, it must refer the matter to the Chairperson of the UZREC. The Head of Department must include with the correspondence copies of the offending material and the sources from whence the plagiarism is alleged to have occurred (both suitably marked).

13.2 The Chairperson of the UZREC shall refer the matter to the Disciplinary Committee: Students for a formal inquiry. A person charged with a Category C offence must be given full written particulars of the allegation against him or her:

13.2.1 Should the person be dissatisfied with the Disciplinary Committee's decision and or recommendation, he or she may appeal the decision, in accordance with the appeal procedures as set out in the Policy and Procedures Disciplinary Codes: Students in which the grounds of appeal and reasons therefor are set out. The Appeals Tribunal as envisaged in Section 17 of the Policy and Procedures Disciplinary Committee: Students.

13.2.2 The Appeals Committee as envisaged in 12.2.1 *supra*, without derogating any of the rights conferred on it by the Disciplinary Code: Students, may dismiss or uphold the appeal, vary or rescind the award or amend the recommendation as it deems fit.

14 DEALING WITH PLAGIARISM TRANSGRESSIONS AT POSTGRADUATE LEVEL PRIOR TO GRADUATION

14.1 Procedures applicable before submission for assessment

- 14.1.1 In line with a developmental approach, preventative and remedial action should be taken in respect of any draft work (either course work or research work) that a student presents before the stage of submission of the work for examination. Such remedial action may take the form of counseling or attending a workshop on plagiarism, or preferably, both. This provision applies even in respect of final drafts.
- 14.1.2 The nature of the counseling should be such that the candidate understands why the conduct in question amounts to plagiarism and what other forms of conduct might constitute plagiarism, and the candidate should be warned of the consequences of plagiarism and that should any further plagiarism be revealed in drafts or final products submitted subsequently, disciplinary action could be taken against the candidate. In such an event, the normal procedures applicable to Categories B and C will apply.

14.2 Procedures applicable on or after submission for assessment

- 14.2.1 All postgraduate work submitted for assessment in the form of assignments, mini-dissertations, dissertations and theses must be accompanied by a declaration by the author(s) that the submitted work is the author(s) original work and that it has not been plagiarized. (See Annexure B.)
- 14.2.2 Where an examiner or assessor of material identifies acts of plagiarism, that examiner or assessor should provide a report indicating the nature and extent of potential plagiarism.
- 14.2.3 The principles and procedures set out in Clause 12 above shall apply equally to postgraduate students, with the necessary changes; provided that any specific principles and procedures mentioned in this Clause shall take precedence.

Honours or Coursework Master's material

- 14.2.4 In the case of assignments or material submitted as part of an Honours or Master's course work programme, the Head of Department must determine the category in which the alleged transgression falls and implement the appropriate steps. Where the Head of Department is directly involved as a supervisor/examiner, the Dean of the Faculty, or a senior member of the Department nominated by the Dean, should perform this task. Given the academic seniority of such students, such transgressions would seldom fall within Category A and should normally be either Category B or C offences.
- 14.2.5 Allegations of plagiarism in a postgraduate research paper or mini- dissertation should be treated as a Category C offence.

Master's dissertations and Doctoral theses

14.2.6 For allegations of plagiarism in Master's dissertations and Doctoral theses, the following procedure should be adopted:

- (a) On discovery of a possible plagiarism transgression, the matter must be referred to the Head of Department, whose task it is to collate the relevant evidence (which may include a report from one or more examiners) and to refer the allegation of plagiarism to the Chairperson of the UZREC and also notify the Chairperson of the relevant FREC. Where the Head of Department or the Dean is directly involved as a supervisor/examiner, the Deputy Dean, or a senior member of the Faculty nominated by the Dean, should perform this task.
- (b) The process described in Clause 12 shall apply equally to these matters, with the necessary changes.
- (c) If the Tribunal finds that there is no case of plagiarism, the matter must then be referred back to the Head of Department (or appropriate nominee) for that person to process the matter in the normal way.

14.3 Procedures applicable after the award of a degree, diploma or certificate

14.3.1 This clause applies to all certificates, diplomas and degrees that the University has awarded.

14.3.2 Should it transpire, after a degree, diploma or certificate has been awarded, that plagiarism normally falling within Categories B or C might possibly have occurred in material that had been submitted for assessment in the course of obtaining that qualification, the matter must be referred to the Head of Department and Dean of Faculty, whose task it is to collate the relevant evidence and to refer the allegation of plagiarism to the Chairperson of the UZREC and also notify the Chairperson of the relevant FREC.

14.3.3 In the case of Master or PhD material, the HOD or Dean of Faculty must request the library to retract the material in question from the Institutional Repository until the case is resolved.

14.3.4 The process described in Clause 12 shall apply to these matters.

15 DEALING WITH PLAGIARISM INVOLVING STAFF AND/OR RESEARCHERS

15.1 Except in the instances as defined, plagiarism perpetrated by staff in lecturing and research material shall ordinarily constitute Category C offences.

15.2 All allegations of plagiarism involving staff and researchers, or of a failure to take reasonable steps to ensure that they comply with their obligations stipulated in Clause 6.1.4 above, must be referred to the Dean of the relevant Faculty, whose task it is to collate the relevant evidence and to refer the allegation of plagiarism to the Chairperson of the UZREC.

15.3 The UZREC Chairperson shall then constitute a Plagiarism Tribunal as envisaged in Clause 12 above.

16 RECORD-KEEPING AND REPORTING

16.1 All academic departments shall keep records of all cases of plagiarism that have occurred in their departments.

16.2 Each department shall ensure that

16.2.1 The names of students involved in Category A cases

16.2.2 The plagiarism findings of category B and C cases and copies of documents associated with the cases are reported and/or delivered to the Research Office immediately upon finalization of such cases.

16.2.3 Both physical and electronic copies of postgraduate theses or dissertations and the metadata thereof associated with the plagiarism cases are withdrawn from the Institutional repository pending the outcome of the investigation.

16.3 Plagiarism Tribunals and Plagiarism Appeals Tribunals shall similarly report their findings to the Research Office.

16.4 The Registrar shall inform the Research Office of any decisions of Senate and Council regarding plagiarism matters.

16.5 The research office shall notify the library of the outcome and recommend whether to restore or permanently remove copies of theses and dissertations that were retracted during the investigation.

16.6 The Research Office shall record all cases on a database set up for this purpose.

16.7 This database may be accessed by Heads of Department (or their authorized nominees) to allow departments to ascertain whether a student has committed serious plagiarism before.

16.8 In February of each year, the Research Office shall compile a report, to be submitted to UZREC and thereafter, Senate, on incidences of Category B and C plagiarism across the University in the previous academic year.

16.9 In appropriate instances, the Registrar's Division and the Executive Director, Human Resources, shall endorse student academic records and staff personal files and maintain the records on file.

17 IMPLEMENTATION AND OVERSIGHT RESPONSIBILITIES

- 17.1 The project owner of this Policy is the Deputy Vice-Chancellor, Research and Innovation, who shall ensure that the Policy is presented for revision and review at the appropriate time.
- 17.2 Oversight and implementation of this Policy vests in the UZREC and the FRECs, but Senate has overarching oversight responsibility.
- 17.3 Management and administration of this Policy rests with the Office of the Deputy Vice-Chancellor, Research and Innovation and the Research Office.

18 POLICY REVIEW

- 18.1 Council shall review the Policy on a three-yearly cycle.
- 18.2 On recommendation of the Research Ethics Committee, Senate may review and amend Section B at any time, in which event the amendments take effect on the date of the Senate approval.
- 18.3 The Policy owner may review amend annexures that contain or illustrate forms or documents for effective administration and/or management at any time.
- 18.4 All persons affected by the Policy must be notified of any amendments.
- 18.5 Nothing in this clause shall prevent Council from reviewing this Policy at any time prior to the stipulated three-year cycle, in which event a new cycle shall commence from the date of such review.

ACKNOWLEDGEMENTS AND REFERENCES

This document draws from similar policies developed at Rhodes University and the University of Fort Hare. The University of Zululand thanks both universities for granting it permission to use the material.

Inter-Academy Council Responsible Conduct in the Global Research Enterprise: A Policy Report (2012)

ANNEXURE A:
ORIGINALITY DECLARATION (ASSIGNMENTS AND PROJECTS)

Departments may adapt the template provided below to suit their academic needs.

ORIGINALITY DECLARATION

Name:

Department:

Title of Work submitted:
.....
.....
.....

1. The material that I am submitting together with this declaration is the product of my own work, or my group’s own unique group effort.
2. I understand that my research must be accurately referenced. I have followed the rules and conventions concerning referencing, citation and the use of quotations as set out in the Departmental and/or Faculty Handbooks.
3. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one’s own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person’s ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
4. I know that the University has a Plagiarism Policy and that the University considers plagiarism to be a serious academic offence.
5. I acknowledge that plagiarism is wrong. I also acknowledge that copying someone else’s work, or part of it, or taking material from the Internet, is wrong, and that submitting identical work to others constitutes a form of plagiarism. I know that persons who do so may be disciplined.
6. I understand further that if I allow someone to copy my work with the intention of passing it off as their own work, I would be party to that person’s unacceptable conduct. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Signed

Date

ANNEXURE B:
ORIGINALITY DECLARATION (MINI-DISSERTATIONS, DISSERTATIONS AND THESES)

ORIGINALITY DECLARATION

I acknowledge that I have read and understood the University's policies and rules applicable to postgraduate research, and I certify that I have, to the best of my knowledge and belief, complied with their requirements.

I declare that this mini-dissertation/dissertation/ thesis is, save for the supervisory guidance received, the product of my own work and effort. I have, to the best of my knowledge and belief, acknowledged all sources of information in line with normal academic conventions.

I further certify that this mini-dissertation/dissertation/ thesis is original, and that the material has not been submitted, either in whole or in part, for a degree at this or any other university. (*Where the work is a continuation or progression of research that was submitted for another degree, e.g. an Honours project or a Master's dissertation this must be stated clearly, the name of the work must be provided, and an explanation must be given regarding the extent of the current work's originality.*)

I have/have not subjected the document to the University's text-matching and/or similarity-checking procedures. (*One could indicate that this process applied only to some chapters or that it occurred during the course of the research and not in respect of the final product.*)

Signature:.....

Print Name:.....

Date:

ADDENDUM

PROCEDURE IN CASE OF PLAGIARISM

1. GENERAL

- 1.1 All the University's disciplinary committees are administrative tribunals with the objective of education, reformation and rehabilitation.
- 1.2 Apart from the provisions of this disciplinary code, and the principles of administrative justice, the rules determining the procedure that shall be followed before the hearing and in so far as where the rules are silent thereon, the disciplinary committee shall follow an inquisitorial process.
- 1.3 The Disciplinary Committees is a forum of record and a record of all hearings shall be kept.
- 1.4 In the case of an alleged transgression of this Code, a charge of misconduct shall be laid with the Office of the Registrar.
- 1.5 The Registrar may inform the parents, or legal guardian of a student (notwithstanding the student having reached the legal age of majority), in a manner in which the Registrar deems appropriate, of any disciplinary investigation and/or proceedings initiated or completed involving the student.
- 1.6 The Registrar may appoint a University staff member (full-time or part time), or a person from outside the University with appropriate legal qualifications and practical experience, to act as an Initiator/Prosecutor in proceedings before the Students Disciplinary Committee.
- 1.7 When the Registrar is of the opinion that a formal charge(s) of misconduct against a student is warranted, disciplinary processes against the student as set out below shall be commenced with.

2. PLEA AND AGREED DISCIPLINARY MEASURE

2.1 Where a student is formally charged by the University with misconduct and the student, before the disciplinary enquiry has commenced –

- i) admits to the charge(s) against him or her; and
- ii) enters into a plea and disciplinary measure agreement with the University,

the Registrar shall, subject to the provisions of paragraph 2.3, follow the procedure described in paragraph 2.2.

2.2 The charge(s), admission of guilt and disciplinary measure imposed shall be noted and recorded by the Registrar in the presence of the student, or the student and his or her parent or legal guardian, or the student and his or her legal representative, as the case may be.

2.3 The Registrar must refer the matter for a formal disciplinary enquiry in accordance with this Code, should it at any time become evident that the student may not be guilty of the charges against him or her, or that the student wishes to revisit his or her decision regarding the plea and disciplinary measure agreement.

3. FORMAL DISCIPLINARY HEARING

If a charge against a student has been formulated and the student denies the charge(s) against him or her, the Registrar must convene a disciplinary enquiry by the Disciplinary Committee (Students). This Committee will determine whether the student is guilty of the alleged misconduct and decide on appropriate disciplinary measures in accordance with the Disciplinary Codes: Students and this Policy.

4. SERVICE OF NOTICE

- 4.1 A Notice shall be compiled and delivered to the student concerned indicating the following information:
 - 4.1.1 The date, time and place of the hearing.
 - 4.1.2 The full charge and particulars of the alleged misconduct.
 - 4.1.3 The student's right to legal assistance, and his right to attend the hearing.
 - 4.1.4 A warning that should the student fail to attend the hearing, the hearing could continue in his/her absence;
- 4.2 Such notice shall be delivered to the student personally, registered mail or by email to the student's official University or nominated email or postal address, provided that if the student cannot conveniently be found, the notice may:
 - 4.2.1 be posted by registered post to the student's last known address as provided by the student which shall be deemed to have been received by the student within a period of seventy-two (72) hours from date of postage;
 - 4.2.2 Be left at the student's last known address as provided by the student which shall be deemed to have been received by the student within a period of seventy-two (72) hours from date of delivery;
 - 4.2.3 Be served on a parent/guardian of the student either in person or by fax, email or delivery to an address, nominated by the parent.
 - 4.2.4 The notice shall inform the student that proceedings under the Disciplinary Codes: Students are to be instituted and notify the student that a copy of the Rules is available for inspection in the Office of the Registrar.

5. REPRESENTATION AT THE HEARING

- 5.1 A student shall be entitled to be accompanied by his or her parent(s) or legal guardian and/or legal representative during the disciplinary enquiry.
- 5.2 The student may only be represented at the disciplinary enquiry by a legal representative.
- 5.3 The Chairperson of the Student Disciplinary Committee may, at his or her discretion, give permission to a third party, other than the parent(s), the legal guardian of the student, or a legal representative to assist the student.
- 5.4 A student's parent(s) or legal guardian, or any third party as referred to herein, will only be allowed to provide general support to the student and shall not be permitted to represent the student.

19 FORMAL INQUIRY PROCEDURE

- 19.1 The Inquiry shall be conducted in the presence of the accused student, provided that if the student, after notice being duly given and without leave of the Committee, fails to attend the inquiry, the inquiry may proceed in his/her absence;
- 19.2 The student may make written representations to the Registrar in reply to the Notice and the alleged offence of misconduct, setting out in detail the following:
 - 19.2.1 His/Her plea to the charge;
 - 19.2.2 A substantive statement supporting his/her Plea;
 - 19.2.3 Any relevant facts he/she wishes the Committee to consider.

- 19.3 At the outset, considering the rules of natural justice and fair administrative process, the Chairperson must first establish the following:
- 19.3.1 Whether the student was provided with the full details of the charge(s) against him/her and whether he/she was furnished with the relevant supporting documentation;
- 19.3.2 Whether the student and his/her legal representative was afforded reasonable time (not less than 5 working days) to prepare for the inquiry;
- 19.3.3 Whether the student understands the charge(s) against him/her and to enter a Plea of guilty or not guilty to the charge(s) as the case may be.
- 19.4 The Committee may consider and grant or otherwise, as it may determine, any application for the amendment of the charge, so as to add further charges or substitute one charge for another.
- 19.5 The inquiry shall be held in camera, except if the student expressly consents otherwise or, if on application, it is deemed to be in the public interest, subject to prevailing legislation, e.g. The Protection of Personal Information Act 4 of 2013 and relevant legislation;
- 19.6 The evidence prepared by the Initiator or Prosecutor, as the case may be, shall be placed before the Committee;
- 19.7 The evidence prepared by the Student or his representative may be placed before the Committee;
- 19.8 The student has the right to remain silent but may make representations to the Committee;
- 19.9 The onus lies with the Initiator/Prosecutor to prove his/her case, on a balance of probabilities;
- 6.10 The Committee must first determine if a *prima facie* case has been established

and inform the student of such instance;

- 6.11 Should the Initiator/Prosecutor fail to establish a *prima facie* case against the student, the Chairperson must discharge the student;
- 6.12 If a *prima facie* case has been established and should the student thereafter elect to remain silent or refuse to make representations, the Committee may draw an adverse inference from his/her failure to make representations in reply;
- 6.13 In conducting the inquiry the Committee shall do so in an inquisitorial manner and may direct that a witness may be called and/or exhibits should be submitted;
- 6.14 The Committee may of its own accord, call such witnesses as it may determine, or obtain any documents or other evidence relevant to the inquiry and may, in its discretion, instruct that any exercise, test, demonstration or experiment that may be relevant to a determination of the issue before it, be conducted;
- 6.15 The rules of the law of evidence shall not apply.
- 6.16 The committee may, on application, permit the University and the student to call witnesses to give evidence in their favour and to submit any other relevant documentation and information;
- 6.17 The Committee may, on application, permit the University and the student to lead evidence in chief and to cross-examine each other's witnesses;
- 6.18 The party so applying for leave to lead formal evidence must satisfy the committee that the matter is of such a nature that it cannot be properly ventilated without formal evidence and that it is in the interest of justice to do so;
- 6.19 Evidence shall not be taken under oath but each witness must be admonished

by the Chairperson to give evidence that is truthful and honest;

- 6.20 An admonished witness who gives false or dishonest evidence shall be liable of an offence and subject to disciplinary proceedings.
- 6.21 At the conclusion of the hearing, the student or his/her representative and the Initiator/Prosecutor may address the Committee on the merits of the case.
- 6.22 The Committee shall decide thereafter, in light of the evidence and representations whether or not the student is guilty of the offence(s) charged.
- 6.23 A finding of guilty shall only be returned if:
- 6.23.1 the charge has, in the opinion of the Chairperson, been proven on a balance of probabilities, or a determination of the issue(s) before it is concluded;
- 6.23.2 The student has freely and voluntarily admitted guilt, and the Chairperson is satisfied that there is evidence from the student or another source to substantiate the admission.
- 6.24 If the Committee does not find the student guilty as herein provided, the student must be acquitted.
- 6.25 If the Committee is satisfied that the Initiator/Prosecutor has discharged the onus and has proven all the essential elements of the offence, the student having failed to present a version that is *reasonably probably true*, or any version at all, then the student must be found guilty of the charges.
- 6.26 Upon finding the student guilty of the offences, the Committee must permit the Initiator/ Prosecutor to address on aggravating factors, and permit the student to address on mitigating factors for the purpose of

determining an appropriate sanction or disciplinary measure;

- 6.27 In exceptional circumstances, the Initiator/Prosecutor or Student or his/her representative may, on application be afforded the opportunity to present formal evidence in support of aggravation or mitigation of sentence.
- 6.28 After pronouncing its sanction, the Committee must inform the student of the right to Appeal against its verdict and sanction.
- 6.29 The proceedings shall be recorded in full by a competent person appointed by the Registrar for this purpose.
- 6.30 After handing down its decisions, and providing reasons for its decisions, if so requested, the Students Disciplinary Committee has fulfilled its function and is *functus officio*.

20 APPEAL PROCEDURE

A student may appeal against the finding and/or the disciplinary measures imposed by the Students Disciplinary Committee in accordance with the following procedure:

- 20.1 The student may appeal to the Appeals Committee by lodging a written Notice of Appeal with the Office of the Registrar.
- 20.2 The written notice of appeal shall be lodged with the Registrar not later than 5 (five) working days after the decision of the Students Disciplinary Committee has been communicated to the student. The University may require an undertaking from the student to carry the costs incurred by the University to prepare the record of the proceedings of the Students Disciplinary Committee.
- 20.3 The grounds of appeal must be furnished in the notice of appeal and must

indicate clearly whether the appeal is lodged against the finding, sanction and/or the disciplinary measure.

- 20.4 On receipt of the notice of appeal, a copy thereof shall be submitted to the Chairperson of the Students Disciplinary Committee, whereupon the Chairperson shall prepare a response within 15 days and submit it to the Registrar.
- 20.5 The Registrar shall arrange for the record to be transcribed and furnish a copy to the student or his/her legal representative, the Initiator/Prosecutor and Chairperson.
- 20.6 The student or his/her legal representative must file their Heads of Argument with the Registrar within 10 days of receipt of the transcripts.
- 20.7 The Initiator/Prosecutor may file Heads of Arguments within 10 days of receipt of the students Heads of Arguments.
- 20.8 The Registrar shall then arrange for the appeal to be heard as soon as possible by the Appeals Committee as composed in accordance with The Disciplinary Codes: Students.
- 20.9 The Appeals Committee may confirm, alter or set aside any finding and shall be entitled to suspend, increase or reduce any disciplinary measure imposed by the Students Disciplinary Committee. Should the Appeals Committee set aside the finding and/or disciplinary measures imposed by the Students Disciplinary Committee, or reduce the disciplinary measures imposed on the student, any amount paid by the student shall be refunded.
- 20.10 The appeal shall be decided on the basis of the documentation before the Appeals Committee and only arguments on the papers filed shall be allowed.



UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

on

THE ADMINISTRATION OF EXAMINATIONS

POLICY NUMBER	REG P15	POLICY OWNER	Registrar
OVERSEEING COMMITTEE(S)	MANCO → Senate → Council		
APPROVAL DATE	27 June 2024	REVISION DATE	26 June 2029

POLICY STATEMENT
<p>It is the policy of the University of Zululand to publish a policy on the Administration of Examinations that contains all the policies and procedures on Examinations and Summative Assessment. This policy must be read in conjunction with the Rules of the University. In case of any inconsistencies between this policy and the rules of the university, the rules of the university will take preference.</p>

REVISION HISTORY

CURRENT APPROVAL CYCLE	
DATE OF APPROVAL BY EXCO/MANCO:	16 April 2024
DATE OF APPROVAL BY SENATE:	22 April 2024
DATE OF APPROVAL BY COUNCIL:	27 June 2024
EFFECTIVE DATE FOR IMPLEMENTATION:	27 June 2024
NEXT REVISION DATE:	26 June 2029

APPROVAL HISTORY	
POLICY NUMBER	COUNCIL APPROVAL DATE
REG P15	26 November 2016

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY
REG P16	Recognition of Modules Passed at the University of Zululand/Another Institution
REG P22	Timetable Administration

TABLE OF CONTENTS

1. PURPOSE AND RATIONALE.....	4
2. DEFINITIONS AND INTERPRETATION.....	4
3. GUIDING PRINCIPLES AND VALUES.....	7
4. STRUCTURES FOR OVERSEEING COMPLIANCE TO THIS POLICY.....	7
5. ROLES AND RESPONSIBILITIES.....	7
6. RULES ON EXAMINATIONS.....	7
6.1 APPOINTMENT OF EXAMINERS.....	7
6.2 EXAMINATION QUESTION PAPERS.....	8
6.3 EXAMINATION TIMETABLE.....	9
6.4 EXAMINATION SCRIPTS.....	10
6.5 PUBLICATION OF RESULTS.....	11
6.6 INVIGILATION.....	11
6.7 CHIEF INVIGILATORS.....	12
6.8 INVIGILATORS.....	13
7. ACCESS TO EXAMINATION.....	15
7.1 To be admitted to an examination venue the students must:.....	15
7.2 This rule also applies to an occasional student or a student who has registered for a non-degree module.....	15
7.3 The various weightings of the components that constitute a DP mark must be published in the Faculty Handbooks for every module.....	15
7.4 The weighting of the DP mark against the examination mark must also be published in the Faculty Handbooks for every module.....	15
8. EXAMINATION PROCESS.....	15
9. SUPPLEMENTARY EXAMINATIONS.....	15
10. RE-EXAMINATIONS.....	16
11. AEGROTAT EXAMINATIONS.....	16
12. RE-CHECKING AND RE-MARKING OF EXAMINATION SCRIPTS.....	17
13. SPECIAL RE-EXAMINATIONS FOR FINAL-YEAR STUDENTS IN RESPECT OF LAST OUTSTANDING MODULES.....	17
14. FINAL MARK.....	18
15. MINIMUM MARKS REQUIRED FOR PASS, MERIT PASS AND.....	18
DISTINCTION.....	18
16. EXAMINATION FRAUD AND IRREGULARITIES.....	19
17. MISSING OR LOST SCRIPTS.....	20
18. EXAMINATIONS FOR STUDENTS WITH DISABILITIES.....	20
20. POLICY REVIEW.....	20

1. PURPOSE AND RATIONALE

The purpose and rationale of this policy are to provide policies and procedures for the administration of examinations and summative assessment processes at the University of Zululand.

2. DEFINITIONS AND INTERPRETATION

Unless the context otherwise indicates the following meanings will be assigned to the following concepts:

“POPIA” Protection of Personal Information Act 4 of 2013.

“Academic year” means that portion of the calendar year approved by Council on recommendation of Senate for the academic activities of the University and will as far as possible be within the period 1st January and 31st of December of the same year;

“Aegrotat examination” means an examination granted on medical or compassionate grounds;

“Candidate” means a registered student who qualifies to sit for an examination;

“Close relative” means mother, father, spouse, partners, grandmother, grandfather, brother, sister or child;

“Co-examiner” means a person appointed by a Faculty Board to assist an examiner in the setting and marking of an examination;

“Continuous assessment” means internally moderated oral and written assignments, tests, practical's, project, reports, etc.;

“Council” means the Council of the University of Zululand as contemplated in clause 18 of the UNIZULU Statute;

“Curriculum” means the complete programme of study for a particular degree, diploma or certificate;

“Departmental Examination Committee” means the committee established by each academic department which validate the final marks, authenticate and certify that the final marks of the candidates reflect the true performance of all candidates as well as validate all tests, projects, assignments, practical's and or any other assessment instrument employed by the department and or faculty;

“Disability” refers to any impairment, disability or medical condition that inhibits a student's access to education;

“Disability Discrimination” includes—

- (a) any act, practice or conduct which has the effect of unfairly hindering or precluding any person or persons who have or who are perceived to have disabilities from conducting their activities freely, and which undermines their sense of human dignity and self-worth, and prevents their full and equal participation in society;
- (b) any systemic, societal or individual act, conductor practice which has the direct or indirect effect of unfairly defining persons with disabilities by-
 - (i) denying or removing from any person who has a visual or hearing impairment or any other disability from their supporting or enabling facility necessary for their function in society, such as a hearing aid, a guide dog, braille, sign language or appropriate information technology;

- (ii) contravening the code of practice or regulations of the South African Bureau of Standards that govern environmental accessibility;
- (iii) failing to take reasonable steps to accommodate the needs of a person or persons with disabilities; and
- (iv) failing to identify or eliminate obstacles that unjustly limit or restrict persons with disabilities from enjoying equal opportunities;

“Duly performed (DP)” means the student has fulfilled the minimum requirements in terms of attendance and semester or year mark to sit for an examination in a particular module;

“Examination” means a formal evaluation of a student’s academic performance, which may be in the form of a written examination, an oral examination, a practical examination, dissertation, a thesis or any other formal examination;

“Examination mark” means a mark obtained in an examination;

“Examiner” means a person appointed by a Faculty Board to assess the academic performance of a student;

“Faculty Examination Committee” means the committee established by each Faculty and tasked to consider all the reports of the Departmental Examination Committees to ensure that marks are valid, authentic and reflect the true performance of candidates prior to submission to the Faculty Examinations Committee and publication.

“Final mark” means a mark derived from a combination of a semester or year mark and an examination mark;

“Final semester” means the semester that concludes the curriculum;

“Final-year student” means a student who is registered for sufficient modules to lead to the completion of a qualification;

“First-year student” means a student who has not obtained sufficient credits at this University or any other University for promotion to the second year of a degree, or diploma, or certificate;

“Intermediate student” means a student who is neither a first year student nor a final year student;

“Level of study” means the level in which a student is positioned within the curriculum of the qualification for which he or she is registered;

“Moderator” means a person appointed by a Faculty Board to evaluate the standard, quality and the marking of an assessment or examination in a particular module;

“Module” means a unit of study material within the curriculum of a particular degree, diploma or certificate as identified in the Academic Structure of a particular study programme;

“Non-degree module” means a module offered to a registered student which is not required for his or her approved curriculum in a specific degree, diploma or certificate and cannot be offered for recognition or for substitution of any module in any other programme;

“Occasional student” means a student who is not registered for a degree, diploma or certificate, but who is registered for a stand-alone module or modules;

“Online Examination” means examination which is conducted virtually.

“Postgraduate student” means a student who is registered for an Honours, Masters or Doctoral degree or any postgraduate diploma degree course offered by the University;

“Provisional registration” means registration subject to conditions prescribed by the University;

“Re-checking” means verifying administratively whether all questions in a particular paper have been marked and whether such marks have been correctly totalled;

“Re-examination” means a newly scheduled examination after the regular examination has taken place, the result of which replaces the results of the regular examination;

“Re-marking” means the re-marking of an examination paper by an external examiner on request of a student and after meeting all the requirements;

“Returning student” means a student who has been previously registered with the University;

“Semester” means one half of the academic year of the University;

“Semester mark” means the mark obtained from formative assessment in a semester module;

“Senate” means the Senate of the University;

“Senior student” means a student who is not classified as a first-year student;

“Special re-examination” means an examination granted to a candidate to facilitate the completion of a qualification;

“Status” means recognition of a qualification from another tertiary institution for admission to a higher degree;

“Student” means a person who is registered for a qualification offered at the University;

“Summative assessment” the process used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period—typically at the end of a project, unit, course, semester or programme;

“Supervisor” means a member of staff appointed by a Faculty to oversee the research project or dissertation or thesis of postgraduate student;

“Supplementary examination” means an examination conducted before the meeting of the examination committee of a Faculty;

“Syllabus” means the contents of a module;

“University” means the University of Zululand;

“University Examination Committee / Examination Committee” means the committee established and tasked to consider all the reports of the Faculty Examination Committees to ensure that marks are valid, authentic and reflects the true performance of candidates prior to publication;

“Year mark” means the mark obtained from formative assessment in a year-long module;

“Year of study” means the year in which a student is registered at the University, which ideally corresponds with a student’s academic year of study. However, students who fail modules or who change programmes might not have a corresponding level in terms of academic status; for example a student in his or her second year of study who has changed programmes after the first year of study

would have first-year academic status. For the purpose of determining a student's year of study, the time spent on foundation programmes shall not be considered.

2. Where the term "Council" appears in italics in the General Rules it indicates a power delegated by Council to Senate.

3. Where the term "Senate" appears in italics in the General Rules it indicates a power delegated by Senate to a Faculty Board.

4. Where there are differences in the interpretation of the General Rules, the interpretation of the Registrar shall be final.

3. GUIDING PRINCIPLES AND VALUES

This policy is based on the following guiding principles and values:

- 3.1 Innovation: Promoting attributes of excellence, creativity and discovery among students and staff.
- 3.2 Teamwork: Working together to accomplish a common goal.
- 3.3 Efficiency: Sustaining high levels of productivity.
- 3.4 Accountability: Subscribing to integrity and transparency.
- 3.5 Mutual Trust: Inculcating dependable and trustworthy relationships and mutual respect.

4. STRUCTURES FOR OVERSEEING COMPLIANCE TO THIS POLICY

The following structures shall oversee the implementation of this policy:

- (a)MANCO;
- (b)Senate; and
- (c)Council.

5. ROLES AND RESPONSIBILITIES

- 5.1 The role of the Office of the Registrar is to implement the policy and to ensure that it is adhered to.
- 5.2 It is the responsibility of Faculties to ensure that the policy is followed by Academic Staff.

6. RULES ON EXAMINATIONS

6.1 APPOINTMENT OF EXAMINERS

- 6.1.1 Senate is the final authority in respect of the appointment of examiners, but acts through the Faculty Boards. External examiners shall be appointed for a period not exceeding three (3) years.
- 6.1.2 The Heads of Departments shall submit names of internal and external examiners to Faculty Boards for recommendation to Senate. External examiners should be appointed for all modules as they are used for remarking of examination scripts.

- 6.1.3 The recommendation made by Faculty Boards must serve at Senate for final approval.
- 6.1.4 At the beginning of the second semester all Heads of Departments shall submit on a prescribed form, countersigned by the relative Dean, the names of examiners for the first and second semesters of the following year.
- 6.1.5 When external examiners are appointed, alternate names must be submitted by Heads of Departments in case the first nominees does not accept. In all cases, Assessment Management must be provided with the full addresses and contact details of all external examiners.

6.2 EXAMINATION QUESTION PAPERS

- 6.2.1 The Assessment Office will provide each Examiner with a complete file with all relevant information and instructions related to the administrative processes and dates for presenting the information for duplication and processing of examination papers.
- 6.2.2 The Assessment Office should as far as possibly request examination papers not later than the 31st of March for the First Semester examinations and 31st August for the Second Semester Examinations.
- 6.2.3 Moderated examination question papers must be submitted at Assessment Management by the Head of Department not later than thirty (30) days prior to the commencement of examinations cycle.
- 6.2.4 Assessment Manager shall report the non-submission of examination question papers to the relevant Dean of Faculty.
- 6.2.5 Examination question papers may be submitted in electronic format (password protected) or in hard copy.
- 6.2.6 Examination question papers must be set according to the prescribed layout as contained in a form that is sent out in the notification that is set out with the call for question papers.
- 6.2.7 Setting and typing of examination question papers by Academic Staff must be done in a strict and confidential setting.
- 6.2.7 On submission of question papers to the Assessment Office, the Head of Department should sign a register and receive an acknowledgement receipt.
- 6.2.8 On receipt of examination question papers, Assessment Management should immediately seal and tag the question papers.
- 6.2.9 The sealed examination question papers should be stored in the strong room and only retrieved for duplication.
- 6.2.10 The duplication of examination papers shall be finalised by Assessment Management under the strictest precautionary measures.
- 6.2.11 Sealed envelopes containing the examination papers together with the attendance control registers for the particular session shall be handed to the Chief Invigilator by Assessment Management.
- 6.2.12 The printing of examination question papers will take place on the university of Zululand campus and under close supervision. The

university will make use of approved service providers to print examination papers.

- 6.2.13 Assessment Management must report the late and/or non-submission of examination question papers on the day after closure for submissions to the Registrar who must investigate the non-compliance and report the matter to the Executive Director: Human Resources for possible disciplinary action and to Senate.

6.3 EXAMINATION TIMETABLE

- 6.3.1 The Assessment Management Section is responsible for compiling the examination timetable. Students will be furnished with draft examination timetables for the first and second semesters and it shall be the responsibility of the student to ascertain that he /she does not register for courses that clash on the examination timetable.

Students to access the timetable through Online Platform

- 6.3.2 In drawing up the timetable, the following principles should be applied:
- 6.3.2.1 Examination papers which involve external examiners should be given priority on the examination timetable as a consequence of the importance of the time limit regarding the dispatch and marking of examination papers by external examiners;
 - 6.3.2.2 Modules with large numbers should be given priority on the examination timetable as a consequence of the time limit for marking of scripts and submission of mark schedules; and
 - 6.3.2.3 Modules at the same level in a programme should not be written in the same session.
- 6.3.3 Examinations shall run for not more than four (4) weeks, excluding Saturdays.
- 6.3.4 The main timetable shall be drawn up simultaneously with the re-examination timetable.
- 6.3.5 The University of Zululand shall assume no responsibility for the coinciding, on any timetable, of examinations of subjects due to students repeating subjects.
- 6.3.6 Clash-free timetable is now compiled and provided to all students.
- 6.3.7 The University shall not accommodate Timetable clashes where examination times or dates coincide because of a simultaneous registration for another qualification and or registration at another tertiary institution, and/or because of responsibilities placed on a student by an employer and or other third party.
- 6.3.8 In the cases mentioned above, the following provisions shall apply if a student's examination times and dates should coincide:
- 6.3.8.1 The student shall notify Assessment Management at the campus concerned of the coinciding examination dates.
 - 6.3.8.2 He/she shall complete the required form at least ten (10) working days before the examination date concerned.

- 6.3.8.3 Enquiries regarding arrangements to accommodate the coinciding of examinations should be made at Assessment Management the day before the examinations of the subjects concerned are to be taken; and
 - 6.3.8.4 The examinations of both subjects shall be taken on the same day, although at different examination sessions; and
 - 6.3.8.5 Celcat Tool will provide, as far as possible, for a Clash – free timetable;
- 6.3.9 No changes will be made on an official Examination Timetable. Instead, an Addendum will be published with necessary changes.

6.4 EXAMINATION SCRIPTS

- 6.4.1 Examination scripts shall at all times remain the property of the university and shall not be removed from the examination venue or fall in the hands of unauthorised persons.
- 6.4.2 Blank examination scripts and other stationery that may be necessary at any examination session shall be delivered at the examination hall by Assessment Management.
- 6.4.3 Examination scripts and other stationery must be collected from Assessment Management by examiners within 24 hours after that paper had been written.
- 6.4.4 Should the examination scripts not be collected by the internal examiner within 24 hours after that paper has been written, Assessment Management must inform the Dean of the Faculty and the Head of the Department concerned accordingly.
- 6.4.5 Marked examination scripts with a mark schedule containing the signatures of the internal examiner and the Head of Department should be submitted to Assessment Management within (5) days of the writing of the module concerned.
- 6.4.6 Examination scripts will be kept safely for three (3) years for any validation and or verification purposes, after which it must be destroyed by Assessment Management in accordance with the applicable records management policy.
- 6.4.7 Assessment Management shall send a sample of scripts for external moderation for exit modules subject to the following:
 - 6.4.7.1 The sample shall consist of all scripts if the total scripts are less than forty (40) scripts, or
 - 6.4.7.2 The sample shall consist of forty (40) scripts of four hundred (400) or less scripts per module, or
 - 6.4.7.3 The sample shall be ten percent (10%) of four hundred (400) and more scripts.
 - 6.4.7.4 The sample shall be selected to represent twenty percent (20%) of candidates with examination marks less than forty percent (40%), twenty percent (20%) of candidates with

examination marks of more than sixty percent (60%) and eighty percent (80%) representing candidates with examination marks between forty percent (40%) and sixty percent (60%).

6.4.8 The relevant Faculty/Academic department shall select the sample according to the performance of candidates.

6.4.9 Heads of Departments are responsible to verify at least ten (10) percent of scripts in every module before marks are captured.

6.4.10 Marks should be captured before they are sent to the external examiners.

6.4.11 Necessary changes shall be made when the report of the external examiner is received. Prior to publication of marks

6.5 PUBLICATION OF RESULTS

6.5.1 The last date for the capturing and validation of marks shall be published in the University Calendar or as determined by Senate. As a rule, the system on which marks are captured should be opened at the beginning of an exam cycle and closed at the end of that cycle.

6.5.2 All Departments must constitute Examination Committees to validate the final marks, authenticate and certify that the final marks of the candidates reflect the true performance of all candidates.

6.5.3 All Departmental Examination Committees shall validate all tests, projects, assignments, practicals and or any other assessment instrument employed by the department and or faculty.

6.5.4 All Departmental Examination Committees shall report to the Faculty Examinations Committee.

6.5.5 All Faculties must constitute Faculty Examination Committees to ensure that marks are valid, authentic and reflect the true performance of candidates.

6.5.6 Faculty Examination Committees shall look at the reports of the Departmental Examination Committees.

6.5.7 Examination results will be made public by the Registrar immediately after they have been finalised by the Faculty Examination Committee.

6.5.8 The date of publication of results shall be as it appears in the University Calendar or as determined by Senate.

6.5.9 Students will receive their results through the Student Online

6.6 INVIGILATION

6.6.1 Chief invigilators and invigilators are appointed by Assessment Management as per determined criteria.

6.6.2 It is not permissible to appoint members of staff as Chief Invigilators or as invigilators.

6.6.3 No examiner shall be allowed to act as invigilator to his/her own candidates.

- 6.6.4 Chief Invigilators and Invigilators are remunerated according to scales determined by the Council.
- 6.6.5 Chief Invigilators and Invigilators shall be remunerated for attending Disciplinary cases involving candidates who were involved in examination fraud or irregularities.

6.7 CHIEF INVIGILATORS

- 6.7.1 At each examination session one of the chief invigilators appointed in terms of rule 6.6.1, who shall be on duty and he/ she shall have full control in the examination hall during the session over all candidates, examiners and invigilators and shall see to it that the examination rules are observed.
- 6.7.2 The Chief Invigilator shall report to the Assessment Management Office at least one (1) hour before the commencement of the examination session, where Assessment Management shall hand to him/ her:
- (a) the attendance control registers for a particular session; and examination scripts;
 - (b) the sealed envelopes containing examination papers.
- 6.7.3 The Chief Invigilator shall sign for the examination question papers after he/ she has been satisfied that there are correct papers for the session as indicated on the timetable.
- 6.7.4 Should the Chief Invigilator fail to report at Assessment Management one (1) hour before the session, it will be presumed that he/ she is not available, and an alternative Chief Invigilator shall be appointed. Should an alternate Chief Invigilator not be available, Assessment Management shall take such steps as deemed necessary and report the matter to the Registrar.
- 6.7.5 The Chief Invigilator and his/ her invigilators must check, before the session starts, whether sufficient stationery and other material has been supplied to them.
- 6.7.6 The Chief Invigilator shall be responsible for the following announcements at the beginning of each session:
- (a) that candidates found in possession of books, apparatus, notes of any kind or paper or on their person, or any other material not specifically authorized and not handed out by invigilators are contravening examination rules and are liable to disciplinary action;
 - (b) that candidates who enter the examination venue should take up their seats immediately and fill the attendance slips and the front cover of the examination scripts;
 - (c) that candidates should display their examination admission letters and student cards;
 - (d) that candidates should note that they should stop writing immediately the end of the session is announced, failing which

- examination scripts shall not be taken delivery of and the examination shall be considered as not having been written; and
- (e) that candidates are not allowed to write notes on question papers but rather use the last page(s) of the answer script for this purpose and cancel after finishing writing.
- 6.7.7 Candidates should be allowed reasonable time in which to complete the attendance slips and the covers of the examination scripts. This should be done before the invigilator gives instructions to the candidates to turn their papers over and commence writing.
- 6.7.8 In the event of discrepancy between the number of examination scripts and the number of attendance slips, the Chief Invigilator must ascertain the reasons for the discrepancy and report the matter to the Assessment Manager immediately.
- 6.7.9 The Chief Invigilator shall ensure that a seating plan is displayed in the examination venue to indicate where the candidates for the courses to be written in a particular session shall sit.
- 6.7.10 Approximately five minutes before the session expires, the Chief Invigilator shall warn the candidates of the time still available before the end of the session. Candidates must be instructed to stop writing immediately the end of the session is announced.
- 6.7.11 In the event of the Chief Invigilator receiving a report on a candidate who renders him/ herself liable to disciplinary action, the Chief Invigilator submits a written report addressed to the Assessment Manager together with all incriminating material and a written statement from the invigilator concerned immediately after the session.
- 6.7.12 The Chief Invigilator may, in his or her discretion, grant extension of time to a candidate provided he submits a written report on the circumstances and reasons for his decision immediately after the session to the Assessment Manager.

6.8 INVIGILATORS

- 6.8.1 All invigilators must acquaint themselves with all examination rules.
- 6.8.2 Invigilators shall be provided with attendance slips for a particular examination session and shall issue one attendance slip to one candidate.
- 6.8.3 The complete examination attendance slips issued must be collected simultaneously with the examination scripts. Any discrepancies must be reported to the Chief Invigilator.
- 6.8.4 Each candidate shall be handed only one examination script. If necessary, a second examination book may be supplied after the invigilator has ascertained that the first examination script has been fully used. Only official date- stamped examination scripts are to be issued to candidates, which are valid for the particular session/ day of the examination only as indicated on the examination timetable. Invigilators must ensure that all examination scripts handed in carry the official date stamp of that particular session and day.

- 6.8.5 Candidates are not permitted to enter the examination venue until 30 minutes before the commencement of the examination.
- 6.8.3 Examination papers may only be handed to candidates and internal examiners, or their assignees and no examination paper may be removed from the examination hall before the termination of the examination session.
- 6.8.7 A candidate may not leave the examination hall within 30 minutes after the commencement of the session and no candidate is permitted to enter the examination hall after the first 30 minutes of the session.
- 6.8.8 No unauthorised person is allowed to enter the examination hall during an examination session unless arrangements have been made with Assessment Management.
- 6.8.9 Invigilators are expected to carry out their duties meticulously. They are not allowed to do anything which might divert their attention such as reading a book, magazine, or newspaper. For the duration of the examination, they should regularly walk about the examination hall. It is of the utmost importance that candidates should have no reason to believe that, for want of proper invigilation on the part of the invigilator, the opportunity exists for disregarding the rules.
- 6.8.10 Should an invigilator be obliged to leave the examination hall; a relief invigilator should take his place until he returns.
- 6.8.11 Should it be necessary for a candidate to leave the examination for a short while during a session, such candidate shall be accompanied by an invigilator of the same sex.
- 6.8.12 Unless it has been specifically ordered by the chief invigilator, no candidate is to be granted an extension of time beyond the time indicated on the examination timetable.
- 6.8.13 At the termination of each session, the invigilators must tally the examination scripts and attendance slips and report any discrepancies to the Chief invigilators.
- 6.8.14 At the termination of each session, the invigilators shall collect all examination scripts, attendance slips, unused stationery, statements and reports on irregularities during the session and hand them over to Assessment Management.
- 6.8.15 Only candidates who enter an open book examination are permitted to take prescribed study material into the examination hall.
- 6.8.16 Candidates may seek clarity from internal examiners on any question that is contained in an examination question paper within 15 minutes of the start of the session.
- 6.8.17 If an invigilator is convinced that a candidate has rendered himself liable to disciplinary action, the invigilator:
- (a) confiscates all incriminating material, if any;
 - (b) takes from the candidate the examination book or books which the candidate has used up to that moment and writes "confiscated at... (time)" on the cover, draw a line underneath the last entry inside and put a date;
 - (c) reports the matter to the chief invigilator immediately;

- (d) warns the candidate that the matter will be reported to the Registrar;
- (e) requests the candidate to submit a written statement to the invigilator before the candidate leaves the examination venue;
- (f) provides the candidate with a new examination script on the cover of which the invigilator must write "New script issued at ... (time and date);
- (g) should the candidate continue in his malpractices during the remainder of the session the invigilator reports the matter to the chief invigilator for necessary action.
- (h) should write a statement regarding any reported fraud or irregularities at the end of session.

7. ACCESS TO EXAMINATION

- 7.1 To be admitted to an examination venue the students must:
 - (a) be registered for that module in that semester or year;
 - (b) have completed the minimum amount of work as prescribed;
- 7.2 This rule also applies to an occasional student or a student who has registered for a non-degree module.
- 7.3 The various weightings of the components that constitute a DP mark must be published in the Faculty Handbooks for every module.
- 7.4 The weighting of the DP mark against the examination mark must also be published in the Faculty Handbooks for every module.

8. EXAMINATION PROCESS

- 8.1 Examinations shall be conducted at a period as approved by Senate.
- 8.2 Examinations may be conducted Online or face to face in Venues as determined by the Registrar.
- 8.3 An examination of a module in a degree, diploma or certificate is conducted by an examiner, moderator, and co-examiner where applicable.
- 8.4 The examiner must set an examination paper and mark the script submitted by a student and may be assisted by a co-examiner in undertaking this responsibility.
- 8.5 Senate approval should be sought for Subjects not to have a written examination but some other form of assessment.

9. SUPPLEMENTARY EXAMINATIONS

- 9.1 The Head of Department may summon a student for an oral or written supplementary examination after the main examination but before the finalisation of marks to resolve a borderline case.
- 9.2 A supplementary examination must be undertaken in the presence of the moderator and a record of the proceedings shall be kept by the Faculty.
- 9.3 Assessment Management must be provided with the details of the affected student (s) before the Supplementary examination is conducted.

10. RE-EXAMINATIONS

- 10.1 A student qualifies for admission to a re-examination in a module if he or she:
- (a) Obtained a final mark of between 40% and 48% in that module; or
 - (b) Was prevented by circumstances beyond his or her control from sitting for the examination, in which case such a re-examination is an aegrotat examination.
- 10.2 A re-examination shall be conducted in the period specified in the Calendar.
- 10.3 The mark obtained in the re-examination shall be recorded separately recorded through batch registered and the original mark will remain on the student's academic history.
- 10.4 A student (other than a final-year student in respect of whom different considerations apply) who has one (1) module outstanding after the completion of the re-examination period shall not be entitled to a further re-examination in that academic year, even where such a person was unable to participate in the re-examination for reasons that would otherwise have qualified him or her for an aegrotat examination.
- 10.5 A student who has written or not written a re-examination in a module will not qualify for another re-examination in that same module.
- 10.6 To qualify for consideration under this Rule, a student must have duly performed in the module concerned, must have qualified to write the original examination by having obtained a 40% semester or year mark, and must have obtained a final mark of 40% in the module(s) concerned.

11. AEGROTAT EXAMINATIONS

- 11.1 An aegrotat examination may be granted to a student prevented from taking part in the final examination of a module:
- (a) by illness on the day of the examination or immediately before it, on condition that he or she submits a doctor's certificate specifying the nature and duration of the illness and declaring that for health reasons it was impossible or undesirable for him or her to sit for the examination; or
 - (b) by family circumstances, such as the serious illness or death of a close relative at the time when the examination was conducted, on condition that substantiating evidence of such circumstances is produced.
- 11.2 An aegrotat examination shall not be granted to a student who has written the final examination.
- 11.3 An application for an aegrotat examination must be submitted by a student to the Assessment Manager within 7 days of the date of the final examination.
- 11.4 The Assessment Manager must:
- (a) Approve or reject the application; and
 - (b) Determine whether the examination shall be conducted in writing or orally, provided the examination is not in a different format to the original examination.
- 11.5 The final mark for a module for which an aegrotat examination has been granted shall be determined according to the rules.

- 11.6 A student who has been granted an aegrotat examination and has been unable to sit for it for any reason, will not qualify for any re-examination.

12. RE-CHECKING AND RE-MARKING OF EXAMINATION SCRIPTS

- 12.1 A student may apply to the Registrar for the re-checking or remarking of an examination script, provided that:
- (a) the application is made in writing;
 - (b) the application is submitted within 21 days after the official publication of results; and
 - (c) the applicable fee is paid.
- 12.2 This rule applies to examination scripts in undergraduate modules and postgraduate modules.
- 12.3 Re-marking or re-checking may change the result status of the candidate if:
- (a) A fail become a pass.
 - (b) A pass become a pass with merit.
 - (c) A pass with merit become a pass with distinction.
- 12.4 If, as a result of re-checking or re-marking, the result status of a candidate changes, then the required fee will be refunded.
- 12.5 A student does not qualify for re-examination as a result of the re-marking or re-checking of a script.
- 12.6 Re-checking or re-marking of a script may not result in the lowering of a mark.
- 12.7 Re-marking of a script shall be done by an external examiner appointed for this purpose. The decision of the external examiner is final, subject to rule 12.3.
- 12.8 The Dean of the Faculty concerned must finalise the result(s).
- 12.9 A student has a choice to apply for re-marking or re-checking, provided a fee is paid for either.

13. SPECIAL RE-EXAMINATIONS FOR FINAL-YEAR STUDENTS IN RESPECT OF LAST OUTSTANDING MODULES

- 13.1 Students in their final academic year who, after the completion of the November examination period have 30 or fewer credits (2 modules) outstanding for completion of the curriculum of the qualification for which they are registered may be granted a special re-examination in respect of such module(s), irrespective of the semester in which such modules were presented and/or examined and irrespective of the number of times the student has previously attempted an examination in a module.
- 13.2 Students who at the end of the special re-examination period continue to have outstanding credits towards their degrees must thereafter either re-register in terms of the rules or register at another institution in terms of the relevant rules.
- 13.3 To qualify for consideration under this Rule a student must have duly performed in the module concerned, must have qualified to write the original examination by having obtained a 40% semester or year mark, irrespective of the final mark obtained in the module concerned.

- 13.4 The clearance opportunity envisaged in this Rule is given only in respect of modules for which the student has been registered. The modules must have been registered in the previous academic year.
- 13.5 Special re-examinations are conducted only in the period specified in the calendar.
- 13.6 Applications for special examinations must be done in writing to the Registrar before or on the date stipulated in the calendar.

14. FINAL MARK

- 14.1 A final mark is based on both formative assessment and an examination mark.
- 14.2 Not more than 50% of the final mark may be derived from formative assessment.
- 14.3 Where a student meets the required standard for a pass in an examination, including an aegrotat examination, the actual mark obtained and the classification of the pass (merit or distinction), shall be recorded on the student's academic record.
- 14.4 Where a student who has been granted a re-examination or a special examination has succeeded in meeting the required standard for passing the module, the actual mark obtained shall be recorded on the student's academic record.
- 14.5 Where a student fails a re-examination or special examination, the original mark shall remain unchanged, but the marks obtained in that examination shall be recorded.
- 14.6 A final mark and other marks on the system may only be changed through a Mark History Capture form, irrespective of whether the system is open or not.
- 14.7 No mark older than 3 years may be captured. Students who have not queried their marks within that period have to re-register the module concerned if failed.

15. MINIMUM MARKS REQUIRED FOR PASS, MERIT PASS AND DISTINCTION

- 15.1 To obtain a pass, a final mark of 50% is required.
- 15.2 To obtain a certificate, diploma or degree with merit, a candidate must:
 - (a) have achieved an average mark derived from the marks for all final year modules of at least 65% with a minimum mark of at least 55% in all of these modules.
 - (b) have completed the qualification in the minimum prescribed time; and,
 - (c) not have failed any compulsory modules for the qualification.
- 15.3 To obtain a certificate, diploma or degree with distinction, a candidate must:
 - (a) have achieved an average mark derived from the marks for all final year modules of at least 75% with a minimum mark of at least 60% in each of these modules;
 - (b) have completed the qualification in the minimum prescribed time; and
 - (c) not have failed any compulsory modules for the qualification.
- 15.4 A student who has obtained a semester or year mark or an examination mark of 39%, or a final mark of 39%, 49%, 64% or 74%, shall be entitled to an

automatic condonation towards one mark higher than the one obtained, irrespective of the number of modules in which a student has obtained such a semester or examination mark.

15.5 Subminima

- (a) In order to pass any course or to qualify for re-examination a student shall attain an examination subminimum of 40 percent in each module.
- (b) A student who attains a final mark of 50 percent or more in a module where there is more than one examination paper and who attains an examination mark of 40% or more but fails to obtain a subminimum in one paper only, may sit for a re-examination in that paper.
- (c) If the student attains the required subminimum in the re-examination, he/she shall pass the module with the same final mark as in the previous examination.
- (d) If a student fails to attain the subminima, but obtain a mark between 35 and 39, qualifies for a re-examination.

16. EXAMINATION FRAUD AND IRREGULARITIES

- 16.1 A candidate renders himself or herself liable to disciplinary action if he or she commits the following:
- (a) carries on conversation after the examination question papers have been distributed;
 - (b) possesses any book, object, document or other writing on any object during an examination session except such answer book or other object that is permissible under these rules;
 - (c) assists or attempts to assist another candidate or receive or attempts to receive assistance from another candidate;
 - (d) fails to obey any lawful instruction given by an invigilator;
 - (e) tears a page or pages from his examination script;
 - (f) removes or attempts to remove his examination answer book from the examination hall;
 - (g) fails to hand in his examination answer book to the invigilator;
 - (h) assists another candidate to contravene any of these rules;
 - (i) smokes in the examination hall;
 - (j) contravenes sub-rules (i) to (j) in a University test.
- 16.2 Such a candidate should be taken through a disciplinary process.
- 16.3 The results of a candidate who has been involved in examination fraud or an irregularity should be blocked, pending the outcome of the disciplinary process.
- 16.4 The script of a candidate who has been involved in examination fraud should be marked under strict conditions.

17. MISSING OR LOST SCRIPTS

- 17.1 Examination scripts may be lost or get missing at the examination venue, in transit, at the Assessment offices or when they are in possession of the Examiner before they are captured on the computer system.
- 17.2 In the event of scripts getting lost or becoming missing, the University may provide an alternative writing opportunity or an oral examination for the affected student.
- 17.3 Alternatively, a mark may be calculated from the student's year mark based on a formula that will be provided by Senate.

18. EXAMINATIONS FOR STUDENTS WITH DISABILITIES

- 18.1 On the basis of documentation provided by the student and discussions with the student, the Health, Counselling and Disability Services will make recommendations of reasonable adjustments to Assessment Management.
- 18.2 These recommendations will be made on an appropriate pro forma, and will indicate which aspects of these adjustments will be accommodated by the Student Services Department (SSD).
- 18.3 It is Assessment Management's responsibility:
 - 18.3.1 To provide additional time for students for whom this is a reasonable adjustment;
 - 18.3.2 To provide any other support which is readily available.
- 18.4 It is the responsibility of the Student Services Department:
 - 18.4.1 To provide sign interpreters, scribes, readers;
 - 18.4.2 To provide specialist equipment (eg voice recognition/ synthesis software, modified computers, screen enlarging software);
 - 18.4.3 To arrange for the provision of examination papers in alternate print formats where required;
 - 18.4.4 To provide any other support which is not readily available to Assessment Management.
- 18.5 Assessment Management will inform students of arrangements for their examinations.
- 18.6 Applications for reasonable adjustment in examinations should be lodged with Assessment Management no later than the deadline approved by the Deputy Vice-Chancellor (Teaching & Learning) or nominee. Normally, applications lodged after this date will not be considered.

19. POPIA

Information and/or personal data, processed in terms of this policy, shall at all times comply with the provisions of the Protection of Personal Information Act 4 of 2013 and the Regulations.

20. POLICY REVIEW

This policy shall be reviewed every 5 years.



Students Admissions

KwaDlangezwa Campus: +27 (035) 902
6178/6051/6361/6184

Richards Bay Campus: +27 (035) 902
6923/6950/6977/6924

Email: admissions@unizulu.ac.za

Website: www.unizulu.ac.za



Central Applications Office

Tel: 031 268 4444

Website: www.cao.ac.za