

WALTER SISULU UNIVERSITY

General Rules and Regulations

GENERAL PROSPECTUS 2026



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GENERAL PROSPECTUS 2026

This General Prospectus applies to all four campuses of Walter Sisulu University.

LEGAL RULES

1. The University may in each year amend its rules.
2. The rules, including the amended rules, are indicated in the 2026 Prospectus.
3. The rules indicated in the 2026 Prospectus will apply to each student registered at Walter Sisulu University for 2026.
4. These rules will apply to each student, notwithstanding whether the student had first registered at the University prior to 2026.
5. When a student registers in 2026, the student accepts to be bound by the rules indicated in the 2026 prospectus.
6. The University may amend its rules after the General Prospectus has been printed. Should the University amend its rules during 2026, the amended rules will be communicated to students. Students will be bound by such amended rules.

CAMPUSES & FACULTIES

MTHATHA CAMPUS

Faculty of Economic & Financial Sciences
Faculty of Law, Humanities & Social Sciences
Faculty of Medicine & Health Sciences
Faculty of Natural Sciences

KOMANI & MTHATHA CAMPUS

Faculty of Education

BUTTERWORTH CAMPUS

Faculty of Management & Public Administrative Sciences

BUFFALO CITY CAMPUS

Faculty of Engineering, Built Environment & Information Technology

ALL CORRESPONDENCE TO BE ADDRESSED TO:

The Registrar

Walter Sisulu University
Nelson Mandela Drive
Private Bag X1
MTHATHA
5099

CONTACTS:

MTHATHA CAMPUS

Nelson Mandela Drive
Private Bag X1
MTHATHA
5099
Telephone: +27 (0) 47 502 2111
TELEX NO: 734TT
Email: postmaster@wsu.ac.za
Web address: www.wsu.ac.za
Telegraphic address: WSU
Telefax: +27 (0) 47 532 6820

BUTTERWORTH CAMPUS

Private Bag X3182
BUTTERWORTH
4960
Telephone: +27 (0) 47 401 6000
Fax: +27 (0) 47 401 6267

BUFFALO CITY CAMPUS

PO Box 1421
Old Berlin Road
Fort Jackson
EAST LONDON
5200
Telephone: +27 (0) 43 708 5200
Fax: +27 (0) 43 708 5335

KOMANI CAMPUS

Whittlesea Site
280 Shepstone Road
WHITTLESEA
5360
Telephone: +27 (0) 40 842 6800
Fax: +27 (0) 40 842 6896 / 6889

USEFUL CONTACT NUMBERS

Office of the Vice-Chancellor & Principal:	+27 (0) 47 502 2200/2213
Office of the Deputy Vice-Chancellor: Research & Internationalisation	+27 (0) 47 502 2260/4
Office of the Deputy Vice-Chancellor: Teaching & Learning	+27 (0) 47 502 2264
Office of the Deputy Vice-Chancellor: Institutional Support	+27 (0) 47 502 2285
Office of the Registrar:	+27 (0) 47 502 2217/2715
Office of the Chief Financial Officer:	+27 (0) 47 502 2285
Office of the Chief Operating Officer:	+27 (0) 47 502 2659/2922
Office of the Executive Director Human Resources:	+27 (0) 43 703 8557/8558
Office of the Executive Director Student Affairs:	+27 (0) 43 708 5217/1918
Office of the Senior Director Marketing & Communication Directorate:	+27 (0) 43 702 9377/9397
Office of the Senior Director Library & Information Systems:	+27 (0) 43 709 4750
Office of the Senior Director: Institutional Research & Planning	+27 (0) 47 502 2799
Office of the Director Research & Innovation:	+27 (0) 47 502 2647
Office of the Director Learning and Teaching:	+27 (0) 43 722 3328
Office of the Special Advisor to the Vice-Chancellor & Principal:	+27 (0) 47 502 2697/2303

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SECTION ONE

INTRODUCTION TO WALTER SISULU UNIVERSITY

Walter Sisulu University (WSU) was established on 1 July, 2005 through a merger of the former Border Technikon, Eastern Cape Technikon and the University of Transkei. WSU is a comprehensive university established in terms of the Higher Education Act no 101 of 1997, as amended.

WSU has positioned itself as a gateway institution which focuses on improving access to higher education. As a developmental, comprehensive university WSU offers students a wealth of academic choices, articulation and mobility across the qualification spectrum ranging from certificates to diplomas, degrees and postgraduate studies. Strategically located within the Eastern Cape Province, WSU has a footprint of about 1,000 square kilometers across the urban and rural areas of the region. This provides the University with the platform to engage with the drivers of development so that an appropriate programme and research mix can be formulated to meet the needs of the region, province and the country.

WSU focuses on quality academic, technological and career-orientated programmes that provide relevant skills for development in both rural and urban areas and it places special emphasis on entrepreneurship.

WSU has four campuses with multiple delivery sites are spread across Mthatha, Butterworth, Buffalo City and Queenstown. Delivery Sites at these campuses are as follows:

- **Mthatha:** Nelson Mandela Drive Site, Zamukulungisa Heights Site, Nkululekweni Site; Nelson Mandela Academic Hospital Site
- **Butterworth:** Ibika Site
- **Buffalo City:** Cambridge Street Site, Buffalo City Stadium Site, Heritage Building Site, College Street Site, Chiselhurst Site, Potsdam Site
- **Komani:** Whittlesea Site and Grey Street Site

WSU has a student population of around 30,000 and a staff component of approximately 2,000.

WALTER MAX ULYATE SISULU 1912 – 2003



Walter Sisulu University was named to honour the late Walter Sisulu, a much-admired leader of the struggle for democracy in South Africa.

Walter Max Ulyate Sisulu was born in the village of Quthubeni at Engcobo in the Transkei region of the Eastern Cape on 18 May 1912 – coincidentally the same year that the ANC was founded.

Sisulu joined the ANC in 1940 and it was through him that both Nelson Mandela and Oliver Tambo were brought into the organisation. In 1944 he formed the ANC Youth League.

In 1944 Sisulu married Albertina Nontsikelelo Mnyila and the marriage produced five children. In the 1950s he was one of the leading figures in the Defiance Campaign.

Between 1956 and 1961 Sisulu was constantly in court defending himself against a string of treason charges. Sisulu was one of the founders of Umkhonto Wesizwe, the ANC armed wing after major liberation organisations such as the PAC and the ANC were banned in 1960. Sisulu, together with Mandela and other senior leaders of the ANC, was caught and tried in the Rivonia Treason Trial. In 1964 they were sentenced to life imprisonment, most of which was spent on Robben Island.

Sisulu was released on 15th October 1989, after almost three decades in jail. He then served the ANC as its Deputy President. Sisulu passed away on 5 May 2003 just before his 91st birthday.

Sisulu commanded respect from friends and rivals because of the dignified manner with which he carried himself and the values he embraced. He remains a towering giant of the South African struggle for justice for humanity. His humility, selflessness and ability to identify and promote leaders were some of his distinctive traits.

It is an honour for WSU to be carrying the name of such a notable figure in human history. He is an embodiment of the values of selflessness, courage, humility, Ubuntu and compassion to which this University aspires.

Three of his core values are used on WSU's academic crest:

- Excellence
- Wisdom
- Integrity

In 2007, WSU awarded a posthumous honorary doctorate to the late Walter Sisulu. His late wife, Albertina, also received an honorary doctorate from the former University of Transkei in 1992.

THE CHANCELLOR



On 14th April 2023, Council appointed a new University Chancellor in the person of Dr Nonkululeko Gobodo. She assumed the chancellorship position on 1 May 2023.

Nonkululeko Gobodo is the CEO of AWAKENED Global, a social initiative. She is the former Chairman, and founder of SizweNtsalubaGobodo, now SNG Grant Thornton, the largest, black auditing and accounting firm in South Africa.

Nonkululeko is the first African woman to qualify as a chartered accountant in South Africa, in 1987. In 2011, Nonkululeko played a key role, as one of the leaders in the successful merger of Gobodo Inc. and SizweNtsaluba to form

SizweNtsalubaGobodo. This was a monumental advancement that changed the landscape of the accounting profession in South Africa, ushering in a new era of economic transformation.

Nonkululeko started her career as a junior lecturer at Walter Sisulu University, formally known as University of Transkei, in 1984. She proceeded to begin her training as an accountant with KPMG in the Mthatha office. Subsequently, she joined the Transkei Development Corporation (TDC) as a Chief Financial Officer. In 1992 she established her own accounting practice in Mthatha, in the Eastern Cape. She expanded the practice in 1996 to form Gobodo Inc, which had offices in other cities in South Africa.

She is an author of a book, "Awakened to my true self", which was launched in October 2022. She also serves on the boards of PPC LTD and Shoprite Holdings which are listed on the Johannesburg Stock Exchange and Lesaka Technologies Inc (which is listed on the Nasdaq Stock Exchange).

Nonkululeko's career has been the subject of case studies by the Business School of the University of the Witwatersrand in South Africa, Nelson Mandela University and Lincoln University in New Zealand.

She has received the following awards:

- Chancellor's Medal: Awarded by the University of Pretoria's Gordon Institute of Business Science (GIBS) in recognition of her leadership and achievements in the accounting profession (2024);

- Honorary Doctorate in Philosophy: Awarded by the University of Johannesburg (UJ) in recognition of her leadership and influence in South Africa's business landscape (2024);
- Forbes Woman Africa Businesswoman Award by Forbes Africa in 2023;
- Platinum Award at the BBQ Awards in 2016;
- Pioneering Entrepreneur Award by the Black Business Council 2016;
- Lifetime Achievement Award: Excellency in Accountancy at the SA Professional Services Awards 2014; • Outstanding Woman in Business & Award at the BBQ Awards 2014;
- Businesswoman of the year at the Standard Bank Top Women Awards 2014;
- Lifetime Achievement Award by ABASA 2011;
- Woman of Substance Award by The African Women Chartered Accountants 2010



SECTION TWO

WSU COUNCIL

#	TITLE, INITIAL(S) & SURNAME	NATURE OF APPOINTMENT
EXTERNAL MEMBERS		
01	Adv T Ngcukaitobi Chairperson	Councillor / Convocation Representative
02	Ms FL Lamola Deputy Chairperson	Councillor / Elected by Council, expertise in commerce and industry
03	Ms NY Tyamzashe	Councillor / Ministerial Appointee
04	Judge SM Mbeneghe	Councillor / Ministerial Appointee
05	Dr MM Tebelele	Councillor / Ministerial Appointee
06	Mr T Bonakele	Councillor / Ministerial Appointee
07	Mr S Kou	Councillor / Ministerial Appointee
08	Mr V Jarana	Councillor / Elected by Council, expertise in financial and investment matters
09	Mr L Fuzile	Councillor / Elected by Council, expertise in commerce and industry
10	Mr MTG Matyobeni	Councillor / Donor representatives, designated by Advancement Office
11	Judge L Flatela	Councillor / Elected by Council, expertise in law
12	Mr XV Njikelana	Councillor / Donor representatives, appointed by Council
13	Dr LX Mantashe	Councillor / Convocation Representative
INTERNAL MEMBERS		
14	Prof R Songca	Councillor / Vice-Chancellor and Principal
15	Prof M Linington	Councillor / DVC: Teaching and Learning
16	Prof WW Chitha	Councillor / Senate Representative
17	Prof B Nguza-Mduba	Councillor / Senate Representative
18	Mr ME Nongadlela	Councillor / Non-Senate Employee Representative
19	Mr M Zoko	Councillor / Non-Academic Employee Representative
20	Mr M Abenta	Councillor / Institutional Student Representative Council
21	Ms L Malikana	Councillor / Institutional Student Representative Council

SECRETARY TO COUNCIL		
01	Dr L Ntonzima	Secretary to Council / Registrar
RESOURCE PERSONS		
01	Prof NN Feza	Deputy Vice-Chancellor: Research & Internationalisation
02	Dr N Tlale	Deputy Vice-Chancellor: Institutional Support & Development
03	Mr M Nhiwatiwa	Chief Financial Officer

EXECUTIVE MANAGEMENT COMMITTEE (EMC)

Vice-Chancellor & Principal

Professor RN Songca : BA Law (National University of Lesotho, LLB LLM (University of Natal), LLM (Georgetown Law Centre; USA), LLD (UP)

Deputy Vice-Chancellor: Teaching & Learning

Prof M Lington : B.Sc. Agric, (SU), B.Sc. Agric Hons (SU), PhD (Wits)

Deputy Vice-Chancellor: Research & Internationalisation

Prof NN Feza : DPME (UK), DE (SA College), FDE (RU), Bed (UPE), Med (NMMU), PhD (USA)

Deputy Vice-Chancellor: Institutional Support & Development

Dr N Tlale : BSc Mech Eng (UKZN), MBA (Finance) (UP), PhD Eng (UKZN)

Registrar

Dr L Ntonzima : ND-Public Mngt & Admin (WSU), BTech Public Mngt (CPUT), M-Tech Public Mngt (CPUT) & D-Tech Public Mngt (CPUT)

Chief Financial Officer

Mr M Nhiwatiwa : Chartered Management Accountant: ACMA, CGMA, CIMA(UK); Chartered Accountant: CA (SA)

Executive Director: Human Resources

Mr SA Mnyaiza : LLB, B Juris (UFH), Adv. Dip Labour Law (RAU)

Executive Director: Operations and ICT

Mr M Dube : .MSc Environmental Engineering & Sustainable Infrastructure; MSc Environmental Biotechnology; Master of Business Administration; National Diploma Civil Engineering

Executive Director: Planning, Monitoring & Evaluation

Ms O Mokgatle : MSc (Agricultural Education) Iowa State University, USA; BSc (Agriculture) University of Botswana; Diploma (Agricultural Education) University of Swaziland

Director: Special Projects in VC's Office

Mr N Ngqulu : MTech: IT (CPUT); BTech: IT and ND: IT (WSU)

Director: Academic Advisor in VC's Office

Dr PK Chembe : PhD (Pan African University), LLM (Unisa), LLB (Unisa)

REGISTRAR'S OFFICE**Registrar**

Dr L Ntonzima : ND-Public Mngt & Admin (WSU), BTech Public Mngt (CPUT), M-Tech Public Mngt (CPUT) & D-Tech Public Mngt (CPUT)

Deputy Registrar: Student Administration

Ms K Magwentshu : Master of Social Science (UFH), Bachelor of Social Science (Hons) (UFH), BTech in Commercial Admin (PE Tech), Certificate in Fundamentals of Project Management (Wits)

Deputy Registrar: Governance

Dr CS Novukela : PhD (WSU), M.Com. (UDW), B.Com, B.Com (Hons) UFH, Dip. Labour Law (GIMT), Practical Project Management (UNISA – SBL), Cert. in Total Quality Management (UNISA)

FACULTY EXECUTIVE DEANS**Faculty of Economic & Financial Sciences**

Prof M Panicker : ACMA, CGMA (CIMA UK), MBL (UNISA), BEd (Annamalai University, India), B Com (Osmania University, India)

Faculty of Law, Humanities & Social Sciences

Prof T Ndlovu : BA Hons, MA (UZ); PDGE (OUZ); PhD (Wits)

Faculty of Medicine & Health Sciences

Prof WW Chitha : MBChB (UCT), MPH Health Economics (UCT), AMDP (SAMDI/SU), PhD (WSU)

Faculty of Education

Prof B Bantwini : Fed (NMU), Bed (NMU), Bed Hon (NMU), MSc (USA), PhD, USA

Faculty of Natural Sciences

Prof AT Modi : BSc(UFH), MSc (Natal), PhD (OSU), FASSAf, FAAS

Faculty of Management & Public Administration Sciences

Vacant

Faculty of Engineering, Built Environment & Information Technology

Prof DW Thwala : BA, PGCE, (UNISWA) MSc DP, MSc Eng, (Wits), PhD (Wits)

EXECUTIVE DIRECTORS/SENIOR DIRECTORS/DIRECTORS**Executive Director: Student Affairs**

Dr IP Mohasoa : DLitt et Phil, MA (Psych.), Hons. BA (Unisa), BA (Vista)

Senior Director: Marketing & Communication Directorate

Ms YG Tukwayo : B Com (Hons) (UNISA), BTech Marketing (UNISA), Development Finance (University of Stellenbosch Business School), CM (SA)

Senior Director: Library & Information Services

Dr TT Mabunda : PhD (Info), MCom, BA Hons (Info), BA (Info) (UJ)

Director: Learning & Teaching Development

Dr K Siquko : PhD Education Humanities (UP); Masters in Rural Development (UFH); Masters in Business Administration (NMU); Bachelor of Technology in Business Admin (NMU); Bachelor of Information Science (UWC)

Director: Institutional Research & Innovation

Mr NL Mapatagane : MSc Wits; BSc (Hons) Wits; BSc Wits

Director: Academic Planning

Mr F Kwahene : BCom Accounting (UCT), PGDip Accounting (UCT), MCom Accounting Sciences (University of Pretoria), CA (SA)

Director: Information & Communication Technology

Mr NH Zulu : Masters in Computer Science (MSc) UniZul

Director: Human Resources

Ms LP Mojaki : B.Com in Human Resource Management (NWU), Honors in Human Resource Management (NWU); M.Com in Human Resource Management (NWU)

Director: Internal Audit

Ms PC Mgodana : B Com (UFH), Certified Internal Auditor (CIA), Certification in Control-Self-Assessment (CCSA).

Director: Internationalisation & Partnerships

Mr M Payi : MBA (Jackson State Univ-USA), B Com-Hons (Unisa), B Com (Vista), Project MngmtProg (SU)

Director: Short-learning Programmes

Ms L Bobi : MBA, BTech Management, NDip Commercial Administration (NMU)

Director: Institutional Advancement

Mr S James CA(SA) : BCom Accounting; BCom Honours (Accounting); Postgraduate Diploma (Public Sector Accounting) & Master of Accounting

Director: Quality Assurance

Mr C Khoza : HED, University of the North; BA and BA(Hons) University of the North; Master's of Public Management, Regenesys Business School

Director: Finance

Vacant

Ms Z Qweshu : Chartered Accountant (SA), Bachelor of Commerce in Accounting Degree (UFH), Post Graduate Diploma in Accounting (UNISA)

Director: Infrastructure Planning & Projects

Mr T Monare

Director: Postgraduate Studies

Prof A Mngeni : BSc, Enviro, BSC honours Geography, MSc Geography, (WSU) Ph.D. Environmental Science (UNISA)

Director: Residence Administration and Staff Accommodation

Dr LM Gqeba : PhD Social Sciences (UFH), MGPT (UFS), P. Admin. Hons (SU), BA (UWC), Project Management Cert. (Pen. Tech.), Planning & Organising Cert. (Pure Innovation) Assessor Cert. (Executive Coaching & Facilitation)

HONORARY GRADUATES

Paramount Chief KD Matanzima

Dr Nkosazana C Dlamini-Zuma

Mrs Albertina N Sisulu

Mr Aggrey Klaaste

Mr Raymond M Mhlaba

Mr Chris Hani

Prof Marina N V Xaba-Mokoena

Mr Gerhard S van Niekerk

Mr Donald M Ncube

Mr Archibald S Nkonyeni

Mr Hans Jurie Smith

Mr Vusumuzi P Khanyile

Ms Brigalia Bam

Mr Mongane W Serote

Mrs Laura B G Mpahlwa

Prof Phillip Tobias

Bishop Hamilton M Dandala

Mr Nelson R Mandela

Mrs Adelaide F Tambo

Prof Ali A Mazrui

Prof Ngugiwa Thiongo

Prof Herbert W Vilakazi

Mr Wallace A Mgoqi

Mr Jonathan Shapiro

Mrs Nokuzola Magida

Mr Walter M U Sisulu

Mrs Pam Golding

Professor Sam Fehrsen

Professor Daniel Ncayiyana

Dr Thelma Thompson

Professor Tebello Nyokong

Mr Caiaphus Semenya

Professor Makhosezwe Bernard Magubane

Doctor of Administration (1985)

Doctor of Medicine (1990)

Doctor of Philosophy and Sociology (1992)

Doctor of Literature and Philosophy (1992)

Doctor of Laws (1995)

Doctor of Literature and Philosophy - Political Studies (1995) Posthumously

Doctor of Medicine (1996)

Doctor of Philosophy

Doctor of Commerce (1997)

Doctor of Commerce (1998)

Doctor of Commerce (1998)

Doctor of Commerce (1998)

Doctor of Laws (1999)

Doctor of Laws (1999)

Doctor of Philosophy (Primary Health Care)

Doctor of Science (2003)

Doctor of Philosophy (Humanities)(2003)

Doctor of Laws (2004)

Doctor of Philosophy and Literature (2004)

Doctor of Philosophy Political Economy (2004)

Doctor of Literature and Philosophy (2004)

Doctor of Philosophy Political Economy (2004)

Doctor of Laws (2004)

Doctor of Literature (2004)

Master in Education (2004)

Doctor of Laws (2007) Posthumously

Doctor of Business Administration (2009)

Doctor of Medicine (2009)

Doctor of Medicine (2009)

Doctor of Literature and Philosophy (2009)

Doctor of Science (2010)

Doctor of Education (2010)

Doctor of Literature and Philosophy (2010)

Mr Luyanda Mpahlwa
Professor Archie Mafeje

Ms Letta Mbuli
Professor Francis Kofi Ampenyin Allotey
Professor John Hamilton OBE
Mr Daniel Malibongwe Pasiya
Professor Dorcas Nompumelelo Jafta
Professor Gottlieb Lobe Monekosso
Mr Louis Mtshizana
Archbishop Winston Hugh Njongonkulu Ndungane
Dr Peter Magubane
Mr Jonas Mosa Gwangwa
Mr Terence Nombembe
Mr Sizwe Nxasana
Judge Mbuyiseli Russel Madlanga
Mr Sisa Michael Ngebulana
Mrs Nomzamo Winnifred Madikizela-Mandela
Judge Mandisa Lindelwa Muriel Maya
Dr MMM Duka
Professor Markus Depfenhart

Mr L Kganyago

Doctor of Science (2010)
Doctor of Literature and Philosophy (2010)
Posthumously
Doctor of Education (2010)
Doctor of Science (2010)
Doctor of Medicine (2011)
Doctor of Business Administration (2011)
Doctor of Literature and Philosophy (2011)
Doctor of Medicine (2011)
Doctor of Laws (2011) Posthumously
Doctor of Philosophy (2011)
Doctor of Journalism (2012)
Doctor of Education (2012)
Doctor of Accounting Science (2014)
Doctor of Accounting Science (2015)
Doctors of Laws (2016)
Doctor of Commerce (2018)
Doctor of Social Work (2018) Posthumously
Doctor of Laws (2019)
Doctor of Literature (2021)
Doctor of Philosophy Honoris Causa in
Health Sciences (2022)
Doctor of Education (2025)



SECTION THREE

TERM DATES 2026	LECTURE STAFF	ADMIN STAFF	CLASSES COMMENCE	STUDY WEEK	ASSESSMENT DATES	RESULT PUBLICATION DATES	PUBLIC HOLIDAYS
TERM 1 05 January - 27 March	05 January - 27 March	05 January	9 February - 27 March				New Year's Day Human Rights Day 01 Jan 21 March
TERM 2 07 April - 26 June	07 April - 26 June		07 April - 13 May	13 - 19 May	May/June standard exam 20 May - 09 June	26 June	Good Friday Family Day Freedom Day Workers Day University holiday (proposed) Youth Day 18 April 21 April 27 April 28 April 01 May 02 May 16 June
TERM 3 20 July - 28 August	20 July - 28 August		20 July - 28 August		Supp exam 06 July - 10 July Special exam 30 July	24 July 04 August	Women's Day Public Holiday 09 Aug 10 Aug
TERM 4 07 Sept - 18 December	07 Sept - 18 December	18 Dec	07 Sept - 16 October	21 October - 27 October	October/November Standard exam 28 October - 19 November Supp Exam 07 Dec - 11 Dec	02 December 18 December	Heritage Day Day of Reconciliation Christmas Day Day of Goodwill 24 Sept 16 Dec 25 Dec 26 Dec

SUMMARY OF 2026 CALENDAR DATES

APPLICATIONS AND ENROLMENT RELATED DATES	ASSESSMENT RELATED DATES	GRADUATION RELATED DATES	IMPORTANT UNIVERSITY DATES
REGISTRATION DATES 07 January 2026 Online registration by all returning and new students with firm offers commences . Online registration for new and returning Masters and PhDs commences (January cohort) 23 January 2026 Online registration for new and returning Masters and PhDs ends (January cohort). 30 January 2026 Online registration by all returning and new students with firm offers ends (including Honours and PGDIP's) . 13 February 2026 Closing date for Year & 1 st semester subject cancellation & addition.	19 January 2026 2025 special examinations commence. 30 January 2026 Publication of 2025 special examination results. 10 February 2026 Closing date for applications for subject exemptions and recognitions for year & 2 nd semester modules. 13 February 2026 Submission of module assessment criteria & weights to Faculty Office & Exams. 13 February 2026 Closing date for submission of outstanding project/ research results of previous academic year.	04 May – 08 May 2026 May/ Autumn Central Graduation Ceremonies 25 September 2026 September/ Spring Graduation Ceremonies	Orientation dates for FTENS 02 February 2026 – 06 February 2026 VC's UNIVERSITY OPENING ADDRESS 06 February 2026 Mthatha (10:00) Lecturers commence 09 February 2026 STATE OF THE FACULTY ADDRESS 09 February 2026 FEFS (16:00) 10 February 2026 FLHSS (16:00) 11 February 2026 FNS (16:00) 12 February 2026 FMHS (16:00) 16 February 2026 FMPAS (16:00)

APPLICATIONS AND ENROLMENT RELATED DATES	ASSESSMENT RELATED DATES	GRADUATION RELATED DATES	IMPORTANT UNIVERSITY DATES
29 June 2026 Online registration for new and returning Masters and PhDs commences (July cohort).	20 February 2026 Closing date for submission of module assessment criteria & weights to Faculty Office & Exams.		17 February 2026 FEBEIT (16:00)
20 July 2026 Online registration/ subject addition for 2nd-semester modules commences.	20 May – 09 June 2026 Standard examinations (1 st semester)		19 February 2026 FED (16:00)
31 July 2026 All Online registration/ subject addition for 2 nd semester modules ends.	06 July – 10 July 2026 Supplementary examinations		
APPLICATION DATES	30 July 2026 Special examinations		
01 June 2026 Online Application opening date	21 August 2026 Closing date: applications for exemptions and recognition for 2 nd semester modules.		
30 September 2026 Online application closing date for International applicants	28 October – 19 November Standard examinations (Yr & 2 nd semester)		
31 October 2026 Online application closing date RSA applicants	07 December – 11 December 2026 Supplementary examinations		
	18 January 2027 Special Examinations		

2026 WSU STATUTORY MEETINGS

#	Structure	Date	Time	Chairperson
WSU COUNCIL				
01	Council Governance Workshop	Friday, 27 February 2026	09:00 to 16:00	External
02	Council	Friday, 10 April 2026	09:00 to 14:00	
03	Council	Friday, 07 August 2026	09:00 to 14:00	
04	Council Governance Workshop	Saturday, 08 August 2026	09:00 to 16:00	
05	Council	Friday, 27 November 2026	09:00 to 16:00	
EXECUTIVE COMMITTEE OF COUNCIL (ECC)				
01	Executive Committee of Council (ECC)	Friday, 20 February 2026	17:00 to 20:00	External
02	Executive Committee of Council (ECC)	Friday, 22 May 2026	17:00 to 20:00	
03	Executive Committee of Council (ECC)	Friday, 11 September 2026	17:00 to 20:00	
FINANCE COMMITTEE OF COUNCIL (FCC)				
01	Finance Committee of Council	Friday, 06 March 2026	17:00 to 20:00	External
03	Finance Committee of Council	Friday, 24 July 2026	17:00 to 20:00	
04	Finance Committee of Council	Friday, 13 November 2026	17:00 to 20:00	
AUDIT RISK AND COMPLIANCE COMMITTEE OF COUNCIL (ARCCC)				
01	Audit Risk & Compliance Committee of Council	Friday, 27 March 2026	17:00 to 12:00	External
02	Audit Risk & Compliance Committee of Council	Friday, 17 July 2026	17:00 to 12:00	
03	Audit Risk & Compliance Committee of Council	Friday, 06 November 2026	17:00 to 12:00	
PHYSICAL PLANNING AND INFRASTRUCTURE COMMITTEE OF COUNCIL (PPICC)				
01	Physical Planning and Infrastructure Committee of Council	Friday, 20 March 2026	09:00 to 12:00	External
02	Physical Planning and Infrastructure Committee of Council	Friday, 03 July 2026	09:00 to 12:00	
03	Physical Planning and Infrastructure Committee of Council	Friday, 30 October 2026	09:00 to 12:00	

HUMAN RESOURCE COMMITTEE OF COUNCIL				
01	Human Resource Committee of Council	Friday, 13 March 2026	17:00 to 12:00	External
02	Human Resource Committee of Council	Friday, 10 June 2026	17:00 to 12:00	
03	Human Resource Committee of Council	Friday, 23 October 2026	17:00 to 12:00	
REMUNERATION COMMITTEE OF COUNCIL				
02	Remuneration Committee of Council	Friday, 26 June 2026	17:00 to 19:00	
03	Remuneration Committee of Council	Friday, 16 October 2026	17:00 to 19:00	
APPOINTMENT OF SENIOR MANAGEMENT				
	Ad Hoc			External
INSTITUTIONAL FORUM (IF)				
01	Institutional Forum	Friday, 17 April 2026	09:00 to 12:00	External/
02	Institutional Forum Workshop	Friday, 15 May 2026	09:00 to 16:00	Internal
03	Institutional Forum Workshop	Friday, 02 October 2026	09:00 to 16:00	
04	Institutional Forum	Thursday, 05 November 2026	09:00 to 12:00	
INSTITUTIONAL FORUM EXECUTIVE COMMITTEE (IFOREX)				
01	IFOREX	Tuesday, 23 June 2026	09:00 to 12:00	External/
02	IFOREX	Monday, 23 November 2026	09:00 to 12:00	Internal
CONVOCATION				
01	Convocation AGM (KOMANI)	Saturday, 27 June 2026	09:00 to 16:00	External
CONVOCATION EXECUTIVE COMMITTEE (CONVEX)				
01	CONVEX	Friday, 27 February 2026	10:00 to 13:00	External
02	CONVEX	Friday, 06 November 2026	10:00 to 13:00	
WSU ENTERPRISE (PTY) LTD BOARD				
01	WSU Enterprise (Pty) Ltd Board	Tuesday, 24 March 2026	09:00 to 12:00	External
02	WSU Enterprise (Pty) Ltd Board	Tuesday, 14 July 2026	09:00 to 12:00	
03	WSU Enterprise (Pty) Ltd Board	Friday, 20 November 2026	14:00 to 16:00	

STUDENT SERVICES COUNCIL				DVC: T&L
01	Student Services Council	Thursday, 25 March 2026	15:00 to 18:00	DVC: T&L
02	Student Services Council	Thursday, 14 July 2026	15:00 to 18:00	
03	Student Services Council	Wednesday, 28 October 2026	15:00 to 18:00	
SENATE				Vice-Chancellor
01	Senate	Wednesday, 18 March 2026	09:00 to 16:00	Vice-Chancellor
02	Senate	Wednesday, 15 July 2026	09:00 to 16:00	
03	Senate	Wednesday, 11 November 2026	09:00 to 16:00	
SENATE EXECUTIVE COMMITTEE (SENEX)				Vice-Chancellor
01	SENEX	Thursday, 12 March 2026	09:00 to 12:00	Vice-Chancellor
02	SENEX	Tuesday, 09 June 2026	09:00 to 12:00	
03	SENEX	Thursday, 29 October 2026	09:00 to 12:00	
DEANS' FORUM				DVC: T&L
01	Deans' Committee	Monday, 02 March 2026	09:00 to 12:00	DVC: T&L
02	Deans' Committee	Thursday, 02 July 2026	09:00 to 12:00	
03	Deans' Committee	Tuesday, 10 November 2026	09:00 to 12:00	
FACULTY BOARDS				Executive Dean
01	Faculty of Economic & Financial Sciences			Executive Dean
1.1	Faculty Board: FEFS	Wednesday, 11 February 2026	09:00 to 13:00	
1.2	Faculty Board: FEFS	Wednesday, 15 April 2026	09:00 to 13:00	
1.3	Faculty Board: FEFS	Monday, 14 September 2026	09:00 to 13:00	Executive Dean
02	Faculty of Education			
2.1	Faculty Board: FED	Thursday 12 February 2026	09:00 to 13:00	
2.2	Faculty Board: FED	Thursday, 16 April 2026	09:00 to 13:00	Executive Dean
2.3	Faculty Board: FED	Tuesday, 15 September 2026	09:00 to 13:00	

03	Faculty of Engineering, Built Environment & Information Technology			Executive Dean
3.1	Faculty Board: FEBEIT	Monday, 16 February 2026	09:00 to 13:00	
3.2	Faculty Board: FEBEIT	Tuesday, 14 April 2026	09:00 to 13:00	
3.3	Faculty Board: FEBEIT	Wednesday, 16 September 2026	09:00 to 13:00	
04	Faculty of Law, Humanities & Social Sciences			Executive Dean
4.1	Faculty Board: FLHSS	Thursday 12 February 2026	09:00 to 13:00	
4.2	Faculty Board: FLHSS	Tuesday, 28 April 2026	09:00 to 13:00	
4.3	Faculty Board: FLHSS	Thursday, 17 September 2026	09:00 to 13:00	
05	Faculty of Management & Public Administration Sciences			Executive Dean
5.1	Faculty Board: FMPAS	Tuesday, 17 February 2026	09:00 to 13:00	
5.2	Faculty Board: FMPAS	Tuesday, 29 April 2026	09:00 to 13:00	
5.3	Faculty Board: FMPAS	Friday, 18 September 2026	09:00 to 13:00	
06	Faculty of Medicine & Health Sciences			Executive Dean
6.1	Faculty Board: FMHS	Wednesday, 18 February 2026	09:00 to 13:00	
6.2	Faculty Board: FMHS	Tuesday, 21 April 2026	09:00 to 13:00	
6.3	Faculty Board: FMHS	Tuesday, 22 September 2026	09:00 to 13:00	
07	Faculty of Natural Sciences			Executive Dean
7.1	Faculty Board: FNS	Tuesday, 10 February 2026	09:00 to 13:00	
7.2	Faculty Board: FNS	Monday, 13 April 2026	09:00 to 13:00	
7.3	Faculty Board: FNS	Thursday, 23 September 2026	09:00 to 13:00	
SENATE LEARNING AND TEACHING COMMITTEE (SLTC)				
01	Senate Learning & Teaching Committee	Wednesday, 25 February 2026	09:00 to 12:00	DVC: T&L
02	Senate Learning & Teaching Committee	Wednesday, 03 June 2026	09:00 to 12:00	
03	Senate Learning & Teaching Committee	Wednesday, 07 October 2026	09:00 to 12:00	
SENATE ENGAGEMENT AND PARTNERSHIP COMMITTEE (SEPC)				

01	Senate Engagement & Partnerships Committee	Tuesday 24 February 2026	09:00 to 12:00	DVC: R&I
02	Senate Engagement & Partnerships Committee	Thursday, 04 June 2026	09:00 to 12:00	
03	Senate Engagement & Partnerships Committee	Monday, 05 October 2026	09:00 to 12:00	
SENATE RESEARCH & HIGHER DEGREES COMMITTEE				
01	Senate Research & Higher Degrees Committee	Monday, 23 February 2026	09:00 to 14:00	DVC: R&I
02	Senate Research & Higher Degrees Committee	Friday, 05 June 2026	09:00 to 14:00	
03	Senate Research & Higher Degrees Committee	Monday, 12 October 2026	09:00 to 14:00	
SENATE SHORT-LEARNING PROGRAMME COMMITTEE				
01	Senate Short-Learning Programme Committee	Monday, 09 March 2026	09:00 to 12:00	DVC: ISD
02	Senate Short-Learning Programme Committee	Monday, 25 May 2026	09:00 to 12:00	
03	Senate Short-Learning Programme Committee	Monday, 26 October 2026	09:00 to 12:00	
SENATE RESEARCH ETHICS COMMITTEE				
01	Senate Research Ethics Committee	Monday, 02 March 2026	09:00 to 12:00	DVC: R&I
02	Senate Research Ethics Committee	Thursday, 11 June 2026	09:00 to 12:00	
03	Senate Research Ethics Committee	Wednesday, 21 October 2026	09:00 to 12:00	
INSTITUTIONAL QUALITY ASSURANCE COMMITTEE				
01	Institutional Quality Assurance Committee	Thursday, 26 February 2026	09:00 to 12:00	DVC: T&L
02	Institutional Quality Assurance Committee	Monday, 18 May 2026	09:00 to 12:00	
04	Institutional Quality Assurance Committee	Thursday, 02 October 2026	09:00 to 12:00	
SENATE ASSESSMENT COMMITTEE				
01	Senate Assessment Committee	Thursday, 05 March 2026	09:00 to 12:00	DVC: T&L
02	Senate Assessment Committee	Thursday, 21 May 2026	09:00 to 12:00	
03	Senate Assessment Committee	Thursday, 20 August 2026	09:00 to 12:00	
04	Senate Assessment Committee	Wednesday, 25 November 2026	09:00 to 12:00	

SENATE LIBRARY COMMITTEE				
01	Senate Library Committee	Wednesday, 04 March 2026	09:00 to 12:00	DVC: R&I
02	Senate Library Committee	Wednesday, 10 June 2026	09:00 to 12:00	
04	Senate Library Committee	Thursday, 15 October 2026	09:00 to 12:00	
SENATE COMMITTEE ON LANGUAGES				
01	Senate Committee on Languages	Thursday, 05 February 2026	09:00 to 12:00	DVC: T&L
02	Senate Committee on Languages	Wednesday, 20 May 2026	09:00 to 12:00	
03	Senate Committee on Languages	Monday, 19 October 2026	09:00 to 12:00	
INSTITUTIONAL HEALTH AND WELLNESS CO-ORDINATING COMMITTEE				
01	Institutional Health and Wellness Co-Ordinating Committee (IHWC)	Wednesday, 04 March 2026	14:00 to 16:00	Executive Dean: FMHS
02	Institutional Health and Wellness Co-Ordinating Committee (IHWC)	Tuesday, 26 May 2026	14:00 to 16:00	
03	Institutional Health and Wellness Co-Ordinating Committee (IHWC)	Thursday, 22 October 2026	14:00 to 16:00	
INSTITUTIONAL TRANSFORMATION COMMITTEE				
01	Institutional Transformation Committee (ITC)	Monday, 23 March 2026	09:00 to 12:00	DVC: T&L
02	Institutional Transformation Committee (ITC)	Thursday, 18 June 2026	09:00 to 12:00	
03	Institutional Transformation Committee (ITC)	Friday, 04 September 2026	09:00 to 12:00	
04	Institutional Transformation Committee (ITC)	Tuesday, 24 November 2026	09:00 to 12:00	
HONORARY DEGREES COMMITTEE				
01	Honorary Degrees Committee	Monday, 29 June 2026	09:00 to 12:00	Vice-Chancellor

EXECUTIVE MANAGEMENT COMMITTEE (EMC)				Vice-Chancellor
01	Executive Management Committee	Tuesday, 03 February 2026	09:00 to 16:00	
02	Executive Management Committee	Tuesday, 03 March 2026	09:00 to 16:00	
03	Executive Management Committee	Wednesday, 01 April 2026	09:00 to 16:00	
04	Executive Management Committee	Thursday, 14 May 2026	09:00 to 16:00	
05	Executive Management Committee	Tuesday, 02 June 2026	09:00 to 16:00	
06	Executive Management Committee	Wednesday, 01 July 2026	09:00 to 16:00	
07	Executive Management Committee	Tuesday, 04 August 2026	09:00 to 16:00	
08	Executive Management Committee	Tuesday, 01 September 2026	09:00 to 16:00	
09	Executive Management Committee	Tuesday, 06 October 2026	09:00 to 16:00	
10	Executive Management Committee	Tuesday, 03 November 2026	09:00 to 16:00	
11	Executive Management Committee	Tuesday, 01 December 2026	09:00 to 16:00	
SENIOR LEADERSHIP COMMITTEE (SLC)				Vice-Chancellor
01	Senior Leadership Committee	Tuesday, 17 March 2026	09:00 to 16:00	
02	Senior Leadership Committee	Monday 22 June 2026	09:00 to 16:00	
04	Senior Leadership Committee	Thursday, 12 November 2026	09:00 to 16:00	
MANAGEMENT LEKGOTLA				
03	Management Year-End Lekgotla	09, 10 & 11 December 2026	09:00 to 16:00	
INSTITUTIONAL ADVANCEMENT COMMITTEE (IAC)				DVC: ISD
01	Institutional Advancement Committee	Monday, 13 April 2026	09:00 to 12:00	
02	Institutional Advancement Committee	Monday, 17 August 2026	09:00 to 12:00	
04	Institutional Advancement Committee	Thursday, 19 November 2026	09:00 to 12:00	
INSTITUTIONAL DISABILITY COMMITTEE (IDC)				Vice-Chancellor
01	Institutional Disability Committee	Tuesday, 10 March 2026	09:00 to 12:00	
03	Institutional Disability Committee	Monday, 20 July 2026	09:00 to 12:00	
04	Institutional Disability Committee	Thursday, 08 October 2026	09:00 to 12:00	

IT STEERING COMMITTEE				
01	IT Steering Committee	Wednesday, 11 March 2026	09:00 to 12:00	DVC: ISD
02	IT Steering Committee	Wednesday, 24 June 2026	09:00 to 12:00	
03	IT Steering Committee	Tuesday, 27 October 2026	09:00 to 12:00	
VC'S MULTI-STAKEHOLDER ENGAGEMENT				
01	Stakeholder Engagement with Labour	Friday, 29 January 2026	14:00 to 17:00	Vice-Chancellor
02	Stakeholder Engagement with SRC	Thursday, 19 February 2026	14:00 to 17:00	
03	Stakeholder Engagement with Labour	Thursday, 23 July 2026	14:00 to 17:00	
04	Stakeholder Engagement with SRC	Thursday, 23 September 2026	14:00 to 17:00	
END				

JANUARY 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 NEW YEAR'S DAY	2	3
4	5 TERM ONE COMMENCES -All Staff Report for Duty (Academic and Non-Academic) -Application for 2025 special examination Commences	6	7 -Online Registration Commences (Returning and New Students with firm offers) -Online Registration for new and returning Master's and PhD's commences (January Cohort)	8 -Online Registration Continues (Returning and New Students with firm offers) -Online Registration for new and returning Master's and PhD's continues (January Cohort)	9 -Online Registration Continues (Returning and New Students with firm offers) -Online Registration for new and returning Master's and PhD's continues (January Cohort) -Closing date for application for academic exclusion appeals	10
11	12 -Online Registration Continues (Returning and New Students with firm offers) -Online Registration for new and returning Master's and PhD's continues (January Cohort) -All Returning Clinical years commence lectures -Publication of 2026 Final Class Timetable(1 st Semester and Year Modules)	13 -Online Registration Continues (Returning and New Students with firm offers) -Online Registration for new and returning Master's and PhD's continues (January Cohort)	14 -Application for 2025 special examination Ends -Online Registration Continues (Returning and New Students with firm offers) -Online Registration for new and returning Master's and PhD's continues (January Cohort)	15 -FTEN Online Registration Commences -Online Registration Continues (Returning and New Students with firm offers) -Online Registration for new and returning Master's and PhD's continues (January Cohort)	16 -FTEN Online Registration Continues -Online Registration Continues for all students -Online Registration for new and returning Master's and PhD's continues (January Cohort)	17

18	19 -2025 Special examinations Commence (1 day only across all campuses) -All Master's and PhD students' classes commence for January Cohort -FTEN Online Registration Continues -Online Registration Continues for all students -Online Registration for Master's and PhD's continues (January Cohort)	20 -FTEN Online Registration Continues -Online Registration Continues for all students -Online Registration for Master's and PhD's continues (January Cohort)	21 -FTEN Online Registration Continues -Online Registration Continues for all students -Online Registration for Master's and PhD's continues (January Cohort)	22 -FTEN Online Registration Continues -Online Registration Continues for all students -Online Registration for Master's and PhD's continues (January Cohort)	23 -FTEN Online Registration Continues -Online Registration Continues for all students -Online Registration for Master's and PhD's ends (January Cohort)	24
25	26 -FTEN Online Registration Continues -Online Registration Continues for all students	27 -FTEN Online Registration Continues -Online Registration Continues for all students	28 -FTEN Online Registration Continues -Online Registration Continues for all students -Final Submission of 2025 Moderated Special Exam results -Approval of Moderated Special Examinations Results by Department Board	29 -FTEN Online Registration Continues -Online Registration Continues for all students -Approval of Moderated Special Examinations Results by Faculty Board	30 -VC's Engagement with Labour: 14:00 -All online Registration end -Publication of 2025 Special Examination results	31

FEBRUARY 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 -Welcoming of FTENS All campuses: 10:00 -New staff induction Institutional -FTEN Orientation Commences -Registration amendments commence: Change of qualification, course cancellations and additions. -First Semester Applications for Examination Concession (Students with Disabilities): Commence	3 -EMC: 09:00 -New staff induction Institutional -FTEN Orientation Continues	4 -New staff induction Faculties/ Departments -FTEN Orientation Continues	5 -Senate Language Committee: 14:00 -Faculty Introductory lectures -FTEN Orientation Continues -New staff induction Faculties/ Departments	6 -Vice-Chancellor's University Opening Address: 10:00 (Mthatha) -Faculty Introductory lectures -FTEN Orientation Ends	7
8	9 -Faculty Board: FEFS: 09:00 -Commencement of Lectures -State of Faculty Address FEFS 16:00 -Lecture Day 1	10 -Faculty Board: FLHSS: 09:00 -Closing date: Applications for subject exemptions and recognitions. -Application for Exams Only -State of Faculty Address FLHSS 16:00 -Lecture Day 2	11 -Faculty Board: FNS: 09:00 -State of Faculty Address FNS 16:00 -Lecture Day 3	12 -Faculty Board: FMHS: 09:00 -State of Faculty Address FMHS 16:00 -Lecture Day 4	13 -Submission of Assessment criteria & weights -Closing date for Year and 1st Semester Courses cancellations with FULL credit refund -Closing date: submission of final year WIL/project/ research results of previous academic year to Examination Department -Lecture Day 5	14
15	16 -Faculty Board: FMPAS: 09:00 -State of Faculty Address FMPAS 16:00 -Lecture Day 6	17 -Faculty Board: FEBEIT: 09:00 -State of Faculty Address FEBEIT 16:00 -Lecture Day 7	18 -Lecture Day 8	19 -VC's Engagement with ISRC: 14:00 -Faculty Board: FEFS: 09:00 -State of Faculty Address FEFS 16:00 -Lecture Day 9	20 -Executive Committee of Council: 17:00 -Closing date for submission of assessment criteria & weights -Publication of 1 st Draft Examination Timetable for Semester 1 -Lecture Day 10	21
22	23 -Senate Research & Higher Degrees Committee: 09:00 -Lecture Day 11	24 -Senate Engagement & Partnership Committee: 09:00 -Lecture Day 12	25 -Senate Learning & Teaching Committee: 09:00 -Lecture Day 13	26 -Institutional Quality Assurance Committee: 09:00 -Lecture Day 14	27 -CONVEX: 09:00 -Lecture Day 15	28

MARCH 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 -Senate Research Ethics Committee: 09:00 -Registration amendments (cancellations and/or additions) End -(Semester tests) -Lecture Day 16	3 -EMC: 09:00 -(Semester tests) -Lecture Day 17	4 -Senate Library Committee: 09:00 -Institutional Health and Wellness Co-Ordinating Committee: 14:00 -(Semester tests) -Lecture Day 18	5 -Senate Assessment Committee: 09:00 -(Semester tests) -Lecture Day 19	6 -Finance Committee of Council: 17:00 -(Semester tests) -Lecture Day 16	7
8	9 Senate Short-Learning Programme Committee: 09:00 (Semester tests) Lecture Day 21	10 Institutional Disability Committee: 09:00 (Semester tests) Lecture Day 22	11 IT Steering Committee: 14:00 (Semester tests) Lecture Day 23	12 -SENEX: 09:00 -(Semester tests) -Lecture Day 24	13 -Human Resources Committee of Council: 09:00 -(Semester tests) -Lecture Day 25	14
15	16 Student Services Council: 15:00 Publication of 2 nd Draft Examination Timetable Lecture Day 26	17 Senior Leadership Committee: 09:00 Lecture Day 27	18 Senate: 09:00 Lecture Day 28	19 -Test Marks Captured on I-Enabler -Lecture Day 29	20 -Physical Planning and Infrastructure Committee of Council: 09:00 Lecture Day 30	21 HUMAN RIGHTS DAY
22	23 -Institutional Transformation Committee: 09:00 -Lecture Day 31	24 -WSU Enterprise (Pty) Ltd Board: 09:00 -Final Date for Year and 1 st Semester Course cancellations with 40% credit refund -Lecture Day 32	25 -WSU MIT International conference on Africa Perspectives -Lecture Day 33	26 -WSU MIT International conference on Africa Perspectives -Lecture Day 34	27 Audit, Risk & Compliance Committee of Council: 17:00 WSU MIT International conference on Africa Transformatives Perspectives TERM ONE ENDS Lecture Day 35	28
29	30 -Term 1 Break	31 -Term 1 Break				

APRIL 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 -EMC: 09:00 -Term 1 Break	2 -Term 1 Break	3 GOOD FRIDAY -Term 1 Break	4
5	6 FAMILY DAY (EASTER MONDAY) -Term 1 Break	7 TERM TWO COMMENCES -Lectures commence -Publication of Final Examination Time-Table -Publication of Semester 1 Final Examination Timetable -(Semester tests) -Lecture Day 36	8 -Final Date: Submission of moderated standard, supplementary, and special assessment question Papers & Memoranda for 1 st Semester Exams -(Semester tests) -Lecture Day 37	9 -(Semester tests) -Lecture Day 38	10 -Council: 09:00 -First Semester Applications for Examination Concession (Students with Disabilities): Ends -(Semester tests) -Lecture Day 39	11
12	13 -Institutional Advancement Committee: 09:00 -Faculty Board: FNS: 09:00 -(Semester tests) -Lecture Day 40	14 -Faculty Board: FEBEIT: 09:00 -(Semester tests) -Lecture Day 41	15 -Faculty Board: FEFS: 09:00 -(Semester tests) -Lecture Day 42	16 -Faculty Board: FMHS: 09:00 -(Semester tests) -Lecture Day 43	17 -Institutional Forum: 09:00 -(Semester tests) -Lecture Day 44	18
19	20 -Lecture Day 45	21 -Faculty Board: FED: 09:00 -Lecture Day 46	22 -Test Marks Captured on 1-Enabler -Lecture Day 47	23 -Lecture Day 48	24 -Lecture Day 49	25
26	27 FREEDOM DAY	28 -Faculty Board: FLHSS: 09:00 -(Semester tests) -Lecture Day 50	29 -Faculty Board: FMPAS: 09:00 -Final Date: capturing of Second Term Assessment Marks -(Semester tests) -Lecture Day 51	30 -(Semester tests) -Lecture Day 51		

MAY 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					WORKERS DAY	
3	4 -Central Graduation: Mthatha Campus -Lecture Day 53	5 -Central Graduation: Mthatha Campus -Lecture Day 54	6 -Central Graduation: Mthatha Campus -Test Marks Captured on I-Enabler -Lecture Day 55	7 -Central Graduation: Mthatha Campus -Lecture Day 56	8 -Central Graduation: Mthatha Campus -Publication of DP Marks and lodging of appeals -Lecture Day 57	9
10	11 -Final Date: Applications & Registration for Exams Only -Lecture Day 58	12 -Lecture Day 59	13 -Lecture Day 60 -Lectures END -Study Week Day 1	14 -EMC: 09:00 -Study Week Day 2	15 -Institutional Forum Workshop: 09:00 -Study Week Day 3	16
17	18 -Institutional Quality Assurance Committee: 09:00 -Study Week Day 4	19 -Study Week Ends Day 5	20 -Senate Language Committee: 09:00 -First Semester Standard Examinations Commence -Exam Day 1	21 -Senate Assessment Committee: 09:00 -Exam Day 2	22 -Executive Committee of Council: 17:00 -Exam Day 3	23
24	25 -Senate Short-Learning Programme Committee: 09:00 -Exam Day 4	26 -Institutional Health and Wellness Co-Ordinating Committee: 14:00 -Exam Day 5	27 -Exam Day 6	28 -Exam Day 7	29 -Exam Day 8	30
31						

JUNE 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 -Online Applications Open for 2027 Academic Year -Exam Day 9	2 -EMC: 09:00 -Exam Day 10	3 -Senate Learning & Teaching Committee: 09:00 -Exam Day 11	4 -Senate Engagement & Partnership Committee: 09:00 -Exam Day 12	5 -Senate Research & Higher Degrees Committee: 09:00 -Exam Day 13	6
7	8 -Exam Day 14	9 -SENEX: 09:00 -Exam Day 15 -First Semester Standard Examinations END	10 -Senate Library Committee: 09:00	11 -Senate Research Ethics Committee: 09:00	12	13
14	15 UNIVERSITY HOLIDAY	16 YOUTH DAY	17	18 -Institutional Transformation Committee: 09:00	19	20
21	22 -Senior Leadership Committee: 09:00 -Approval of Moderated Semester Examinations -Results and academic exclusions by Department Board	23 -IFOREX: 09:00 -Opening Date: Applications for Special Exams	24 -IT Steering Committee: 09:00 -Approval of Moderated Semester Examinations -Results and academic exclusions by the Faculty Board	25	26 -Remuneration Committee of Council: 17:00 -Approval and Publication of First Semester Examinations Results and Academic Exclusions by SAC -TERM TWO ENDS -Final Date for Year Course cancellations	27 -Convocation AGM: 10:00 (KOMANI)
28	29 -Honorary Degrees Committee: 09:00 -Registration for new M's & D's commences (semester 2)	30 -Due Date: Submission of Annual Report				

JULY 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 -EMC: 09:00	2	3 -Physical Planning and Infrastructure Committee of Council: 09:00 -Publication of the Final 2 nd Semester Class Timetable	4
5	6 -Supplementary Examinations Day 1	7 -Supplementary Examinations Day 2	8 -Supplementary Examinations Day 3	9 -Supplementary Examinations Day 4	10 -Human Resources Committee of Council: 17:00 -Supplementary Examinations Day 5	11
12	13	14 -Senate: 09:00	15 -WSU Enterprise (Pty) Ltd Board: 09:00	16 -Student Services Council 15:00	17 -Audit, Risk & Compliance Committee of Council: 17:00	18
19	20 -Institutional Disability Committee: 09:00 -TERM THREE COMMENCES -Lectures Commence -2 nd Semester Online Registration Commences (including subject additions) -Lecture Day 1	21 -Amendments to 2 nd Semester registration commences -Approval of Moderated Supplementary Examinations Results by Department Board -Lecture Day 2	22 -2 nd Semester Online Registration continues -Lecture Day 3	23 -2 nd Semester Online Registration continues. -VC's Engagement with Labour: 14:00 -Approval of Moderated Supplementary Examinations Results by Faculty Board -Lecture Day 4	24 -Finance Committee of Council: 17:00 -Publication of Supplementary exam results. -Publication of 1 st Draft Examination Time Table for 2 nd Semester -Lecture Day 5	25
26	27 -Final Date for 2 nd Semester Courses cancellations with FULL credit refund -Closing Date: Applications for Special Examinations -Lecture Day 6	28 -Closing Date: applications for access through RPL -Lecture Day 7	29 -Lecture Day 8	30 -Special Examinations commence (1day only across all campus) -Lecture Day 9	31 2 nd Semester Online Registration ENDS Lecture Day 10	

AUGUST 2026							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					-Registration for M's & D's Ends (Semester 2)	1	
2	3 -New staff induction Semester 2 -Lecture Day 11	4 -EMC: 09:00 -Publication of Special Exam Results -New staff induction Semester 2 -Lecture Day 12	5 -New staff induction Semester 2 -Lecture Day 13	6 -Lecture Day 14	7 -Council: 09:00 -Lecture Day 15	8	
9 NATIONAL WOMEN'S DAY	10 -NATIONAL WOMEN'S DAY (observed)	11 -FMPAS Business Entrepreneurship week -(Semester tests) -Lecture Day 16	12 -FMPAS Business Entrepreneurship week -(Semester tests) -Lecture Day 17	13 -FMPAS Business Entrepreneurship week -(Semester tests) -Lecture Day 18	14 -FMPAS Business Entrepreneurship week -Publication of 2 nd Draft Examination Time - Table for 2 nd Semester -(Semester tests) -Lecture Day 19	15	
16	17 -Institutional Advancement Committee: 09:00 -(Semester tests) -Lecture Day 20	18 -(Semester tests) Lecture Day 21	19 -(Semester tests) -Lecture Day 22	20 -Senate Assessment Committee: 09:00 -(Semester tests) -Lecture Day 23	21 -Closing date: Application for subject exemption and recognition. -Closing date: Applications for examination ONLY -(Semester tests) -Lecture Day 24	22	
23	24 -Lecture Day 25	25 -Lecture Day 26	26 -Lecture Day 27	27 -Test 1 Marks Captured on I-Enabler -Lecture Day 28	28 TERM THREE ENDS -Second Semester and Year End Application for Examination Concession (Students with Disabilities): Ends -Lecture Day 29 -Lectures END	29	
30	31						

SEPTEMBER 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Term 3 Break	1 -EMC: 09:00 -Term 3 Break	2 -Term 3 Break	3 -Term 3 Break	4 -Institutional Transformation Committee: 09:00 -Term 3 Break	5
6	7 -TERM FOUR COMMENCES -Lectures commence -Publication of Final Examination Timetable for 2 nd Semester -Lecture Day 30	8 -Faculty Research and Innovation Day: FEFS -Lecture Day 31	9 -Faculty Research and Innovation Day: FLHSS -Lecture Day 32	10 -Faculty Research and Innovation Day: FMHS -Lecture Day 33	11 -Executive Committee of Council: 17:00 -Faculty Research and Innovation Day: FNS -Lecture Day 34	12
13	14 -Faculty Board: FEFS: 09:00 -(Semester tests) -Lecture Day 35	15 -Faculty Board: FED: 09:00 -(Semester tests) -Lecture Day 36	16 -Faculty Board: FEBEIT: 09:00 -(Semester tests) -Lecture Day 37	17 -Faculty Board: FMHS: 09:00 -(Semester tests) -Lecture Day 38	18 -Faculty Board: FMPAS: 09:00 -(Semester tests) -Lecture Day 39	19
20	21 -Faculty Research and Innovation Day: FMPAS -(Semester tests) -Lecture Day 40	22 -Faculty Board: FLHSS: 09:00 -(Semester tests) -Lecture Day 41	23 -Faculty Board: FNS: 09:00 -VC's Engagement with SRC: 14:00 -(Semester tests) -Lecture Day 42	24 HERITAGE DAY	25 -Central Graduation Ceremony -(Semester tests) -Lecture Day 43	26
27	28 -Faculty Research and Innovation Day: FED -Lecture Day 44	29 -Faculty Research and Innovation Day: FEBEIT -Lecture Day 45	30 -Closing date: Applications for admissions for international applicants -Test Marks Captured on I-Enabler -Lecture Day 46			

OCTOBER 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 -Institutional Quality Assurance Committee: 09:00 -Lecture Day 47	2 -Institutional Forum Workshop: 09:00 -Faculty Community Engagement Day: FMPAS -Lecture Day 48	3
4	5 -Senate Engagement & Partnership Committee: 09:00 -Faculty Community Engagement Day: FEFS -(Semester tests) -Lecture Day 49	6 -EMC: 09:00 -Faculty Community Engagement Day: FLHSS -(Semester tests) -Lecture Day 50	7 -Senate Learning & Teaching Committee: 09:00 -(Semester tests) -Lecture Day 51	8 -Institutional Disability Committee: 09:00 -Faculty Community Engagement Day: FMHS -(Semester tests) -Lecture Day 52	9 -Faculty Community Engagement Day: FED -(Semester tests) -Lecture Day 53	10
11	12 -Senate Research & Higher Degrees Committee: 09:00 -Faculty Community Engagement Day: FEBEIT -Lecture Day 54	13 -Faculty Community Engagement Day: FNS -Test Marks Captured on I-Enabler -Lecture Day 55	14 -Lecture Day 56	15 -Senate Library Committee: 09:00 -Publication of DP's and lodging of DP Appeals commence. -Lecture Day 57	16 -Remuneration Committee of Council: 17:00 -Lecture Day 58	17
18	19 -Senate Language Committee: 09:00 -International Open Access Week -Lecture Day 59	20 -WSU Open Access Colloquium -International Open Access Week -Lecture Day 60 -Lectures END	21 -Senate Research Ethics Committee: 09:00 -Study Week for Examinations Commences Day 1 -International Open Access Week	22 -Institutional Health and Wellness Co-ordinating Committee: 14:00 -Study Week for Examinations Day 2 -BCC Learning and Teaching Day -International Open Access Week	23 -Human Resources Committee of Council: 17:00 -Study Week for Examinations Day 3 -BTW Learning and Teaching Day -International Open Access Week	24
25	26 -Senate Short-Learning Programme Committee: 09:00 -Wathatha Learning and Teaching Day -Year-End standard examinations commence. -Study Week for Examinations Day 4	27 -IT Steering Committee: 09:00 -Study Week for Examinations End Day 5	28 -Student Services Council: 15:00 -Exam Day 1	29 -SENEX: 09:00 -Exam Day 2	30 -Physical Planning and Infrastructure Committee of Council: 17:00 -Closing date: Applications for RSA Applicants -Komani Learning and Teaching Day -Exam Day 3	31

NOVEMBER 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 -Exam Day 4	3 -EMC: 09:00 -Exam Day 5	4 -Exam Day 6	5 -Institutional Forum: 09:00 -Exam Day 7	6 -Audit, Risk and Compliance Committee of Council: 17:00 -CONVEX: 10:00 -Exam Day 8	7
8	9 -Exam Day 9	10 -Exam Day 10	11 -Senate: 09:00 -Exam Day 11	12 -Senior Leadership Committee: 09:00 -Exam Day 12	13 -Finance Committee of Council: 17:00 -Exam Day 13	14
15	16 -Exam Day 14	17 -EMC: 09:00 -Exam Day 15	18 -Exam Day 16	19 -Institutional Advancement Committee: 09:00 -Exam Day 17 -Year-End standard examinations END	20 -WSU Enterprise (Pty) Ltd Board: 09:00	21
22	23 -IFOREX: 09:00	24 -Institutional Transformation Committee: 09:00	25 -Senate Assessment Committee: 09:00	26 -Institutional Research Day	27 -Council: 09:00 -Approval of Moderated Semester Examinations Results and academic exclusions by Department Board	28 -Council Governance Workshop: 09:00
29	30 -Approval of Moderated Semester Examinations Results and academic exclusions by the Faculty Board					

DECEMBER 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 EMC: 09:00	2 -Approval and Publication of First Semester Examinations Results and Academic Exclusions by SAC	3 -Excellence, Long Service, and Retirees Recognition Awards	4 -VCs Distinguished Awards	5
6	7 -Supplementary Exams Commence Day 1	8 -Supplementary Exams Day 2	9 -Management Mid-Year Lekgotla: 09:00 -Supplementary Exams Day 3	10 -Management Mid-Year Lekgotla: 09:00 -Supplementary Exams Day 4	11 -Management Mid-Year Lekgotla: 09:00 -Supplementary Exams Day 5	12
13	14	15 -Closing date: Online Applications for M's & D's -Final Date: Capturing of Supplementary Exam Marks.	16 DAY OF RECONCILIATION	17 -Approval of Moderated Supplementary Examinations Results by the Department Board	18 -Approval of Moderated Supplementary Examinations Results by the Faculty Board -Publication of supplementary examination results -Terms four ends -University Closes	19
20	21	22	23	24	25 CHRISTMAS DAY	26 FAMILY DAY
27	28	29	30	31		

JANUARY 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 NEW YEAR'S DAY	2
3	4 TERM ONE COMMENCES -All Staff Report for Duty (Academic and Non-Academic) -Applications for special examinations commence.	5	6 -Online Registration by ALL Returning and New Students with firm offers commences -Online Registration for new and returning Master's and PhDs commences (January Cohort)	7 -Online Registration Continues -Online Registration for new and returning Master's and PhD's continues (January Cohort)	8 -Online Registration Continues -Online Registration for new and returning Master's and PhD's continues (January Cohort)	9
10	11 -Online Registration Continues -All Returning Clinical years commence lectures -Online Registration for new and returning Master's and PhD's continues (January Cohort)	12 -FTEN Online Registration -Online Registration Continues -Online Registration for new and returning Master's and PhD's continues (January Cohort)	13 -Application for 2026 special examination Ends -FTEN Online Registration -Online Registration Continues -Online Registration for new and returning Master's and PhD's continues (January Cohort)	14 -FTEN Online Registration -Online Registration Continues -Online Registration for new and returning Master's and PhD's continues (January Cohort)	15 -FTEN Online Registration Continues -Online Registration Continues -Online Registration for new and returning Master's and PhDs Ends (January Cohort)	16

17	18 -2026 Special examinations commence (1 day only across all campuses) -FTEN Online Registration Continues -All Master's and PhD students' classes commence for Block 1 -Tuition commences for M's and D's	19 -FTEN Online Registration -Online Registration Continues	20 -FTEN Online Registration -Online Registration Continues	21 -FTEN Online Registration -Online Registration Continues	22 -Final Date: Submission of 2026 Special Exam results ENDS -FTEN Online Registration -Online Registration Continues	23
24	25 -FTEN Online Registration -Online Registration Continues	26 -Publication of 2026 Special Examination results -FTEN Online Registration -Online Registration Continues	27 -FTEN Online Registration -Online Registration Continues	28 -FTEN Online Registration -Online Registration Continues	29 -VC's Engagement with Labour: 14:00 -FTEN Online Registration -Online Registration Continues	30
31						



SECTION FOUR

GENERAL ADMISSION AND REGISTRATION RULES AND REGULATIONS

1. APPLICATIONS FOR ADMISSION

1.1 Applications for Admissions to undergraduate and postgraduate programmes are processed on-line by the applicant themselves.

1.2 When applying to WSU visit the website: www.applications.wsu.ac.za and follow the steps below:

- a) Follow the online application process to completion as per the required applicable date fields / instructions.
- b) On completion of the online application process, an automatic confirmation of receipt of application is generated directly to the applicant's email address.
- c) All compulsory documents required for application decision making must be uploaded during the application process.

1.3 Compulsory documents to be uploaded

1.3.1 Certified copy of identity document.

1.3.2 Certified copy of Grade 11 Term Four results

1.3.3 Certified copy of Grade 12 Term Two and/or Term Three results.

1.3.4 For both undergraduate and postgraduate applications, certified copy of Statement of Symbols/Senior Certificate/ National Senior Certificate/NCV/N3 or equivalent qualification.

1.3.5 For postgraduate studies, certified copy of the relevant preceding degree certificate and academic transcript (e.g. first degree for Honours studies, Honours degree or equivalent for Master's studies, and Master's degree for doctoral studies).

1.3.6 If applicable, certified copy of Marriage Certificate/ Decree of Divorce (for different or change of names).

1.3.7 Conditional exemption applicants must submit forms in person with all the required documents.

1.3.8 If applicable, proof of current registration with relevant Association/Council e.g. Nursing Council.

1.3.9 An academic record and certificate of good conduct if previously registered at a Higher Education Institution.

1.4 Admission Requirements

- 1.4.1 The general requirement for admission to study for a degree qualification is a matriculation exemption certificate, or a National Senior Certificate endorsed for degree admission.
- 1.4.2
- a. The standard requirement for admission to study a diploma or certificate qualification is a school leaving certificate with a minimum aggregate symbol E-S, or National Senior Certificate endorsed for diploma/certificate admission. All students will be required to satisfy any additional criteria prescribed by Senate and/or the Faculties concerned.
 - b. To study for a postgraduate degree qualification, the general requirement for admission is possession of a preceding degree, (e.g. first degree for Honours studies, Honours degree or equivalent for Master's studies, and Master's degree for Doctoral studies). The preceding degree must have been passed at an acceptable level (see, for example, Rule G13.3.2 and Rule G17.1).
- 1.4.3 Notwithstanding the standard requirements for admission, a non-matriculant may be admitted to a degree or diploma programme if he or she has obtained a certificate of conditional exemption issued by the Matriculation Board on the recommendation of Senate.
- 1.4.4 It is left to Faculties to take a decision on the equivalence of Degree and Diploma courses undertaken at other institutions, with the proviso that Faculties will submit recommendations to Senate about the status of such courses.
- 1.4.5 Applicants with the following qualifications from FET/TVET colleges and/or other technical colleges or institutions may apply:
- 1.4.5.1 An N3 with four subjects passed with at least 40% each, plus two official languages: one of these to be English and to be passed at least on First or Second Language SG or;
 - 1.4.5.2 N4 with four subjects passed with at least 50% each, provided the person can prove communication competence in the language of instruction (English)
 - 1.4.5.3 NCV (L4) pass with a pass rate of 60% and above in 3 fundamental subjects, including a Language of Learning and Teaching (LoLT) in the higher education institution OR 70% in at least 4 vocational subjects for admission to a Bachelor's qualification.
 - 1.4.5.4 NCV (L4) pass with at least 50% in 3 fundamental subjects, including a Language of Learning and Teaching (LoLT) in the higher education institution OR 60% in at least 4 vocational subjects for admission to diploma qualification.

1.5 **Selection**

- 1.5.1 The university reserves the right to set selection criteria, in addition to the minimum admission requirements, and to apply such criteria to admit or refuse admission to specific qualifications and programmes, taking into consideration the university's targets and the capacity to offer the qualifications and programmes concerned.
- 1.5.2 The allocation of a reference number for identification purposes to an applicant who meets the minimum admission requirements does not constitute a right to be admitted to the university as a student.

1.6 **Forms of Recognition of Prior Knowledge (RPL)**

There are two main forms of RPL, that reflect the different purposes and processes within which RPL takes place:

- RPL for access: To provide an alternative access route into a programme of learning, professional designation, employment and career progression; and
- RPL for credit: To provide for the awarding of credits for, or towards, a qualification or part-qualification registered on the NQF.

1.7 **Application of RPL**

- 1.7.1 It is the responsibility of the Faculty/Department to determine the criteria for the operational implementation of RPL within the guidelines of their admission policies. National and institutional policy congruence and standardised quality benchmarks are, therefore, critical elements in the successful implementation of RPL across the sector.
- 1.7.2 RPL may be used to grant access, exemption or advanced standing. Faculties/Departments may recognise forms of prior learning as equivalent to the prescribed minimum admission requirements, and may recognise other forms of prior learning for entry to, or for granting, advanced standing in given programmes.
- 1.7.3 In RPL processes designed to grant access, an RPL application is evaluated against the entry requirements of the qualification. Applicants seeking access to WSU who do not hold a National Senior Certificate with the appropriate exemption may be considered for the RPL route, but must meet the minimum age requirements as specified by and for the sector.
- 1.7.4 Qualifications, part-qualifications and professional designations registered on the NQF may be awarded in whole or in part through RPL. The processes followed must be credible, quality-assured and consistent with accepted and approved principles and criteria of SAQA and the relevant QC/ professional body/ institution concerned;
- 1.7.5 Exemption granted through RPL from completion of one or more modules within a qualification has the implication that the qualification will be completed with a lesser number of credit points than those normally required for the qualification. Where such exemption is granted, the student should not be required to complete the full number of credit points for the qualification.

- 1.7.6 Applicants seeking access to a postgraduate qualification in a particular field or Classification of Education Subject Matter (CESM) category but who do not hold an undergraduate degree in that field or CESM category may be admitted by RPL if they are able to satisfy the requisite RPL assessment criteria. Such applicants may be given advanced standing but without the award of the primary qualifications(s). Faculties/departments are required to spell out in detail their assessment criteria for advanced standing, bearing in mind the needs of adult students.
- 1.7.7 Assessment criteria for RPL should not simply replicate those for mainstream study, but should seek to accommodate the knowledge and skills gained in practices outside the higher education institution in terms of their value for the envisaged course of study.
- 1.7.8 Assessment should be undertaken within faculties, departments and not by a central RPL Office, as the disciplinary expertise of academic staff plays a crucial role in assessing the learning achieved by RPL.
- 1.7.9 All Faculties offering RPL must ensure that staff members engaged in RPL implementation are thoroughly informed of the processes and issues involved, and are aware of the barriers commonly experienced by adult learners seeking to enter higher education. Given that RPL is a pedagogical practice, dedicated staff development should be provided to equip staff to respond appropriately.
- 1.7.10 In line with the recognition that RPL is a specialised pedagogical process, any department that makes RPL processes available must ensure that administrative and support systems, both prior and subsequent to RPL assessment, are in place. This should include making a fair and transparent appeals process available to applicants who might not feel satisfied with the initial outcome of their applications for RPL.
- 1.7.11 Certificates awarded signifying successful completion of a qualification will not reflect that a candidate has gained access or been awarded advanced standing, through an RPL process. However, transcripts will reflect exemptions achieved through the RPL process but with no credit points attached.
- 1.7.12 Faculties should ensure that quality assurance processes that address the specificities of the RPL process (including applications, assessment, and reporting and management systems) are implemented.
- 1.7.13 The same set of credits cannot be transferred to more than one qualification within an institution, and that credits are not duplicated.
- 1.7.14 A maximum of 50% of the credits of a completed qualification may be transferred to another qualification. This practice seeks to protect the integrity of qualifications by ensuring that the exception does not become the norm.

1.8 Admission of Non-South African Students

- 1.8.1 The admission of international applicants (i.e. students from countries outside the borders of South Africa), to study at any South African university is restricted by the

South African Government to persons who comply with certain conditions summarised as follows:

- 1.8.1.1 An international applicant must follow the prescribed admission procedures which includes obtaining a valid study permit and a final letter of acceptance from the University. A copy of the study permit, certified only by the Admissions Office will be acceptable.
- 1.8.1.2 A study permit will normally be issued for a period not exceeding the official duration of the qualification and must be renewed after the expiry date.
- 1.8.1.3 A study permit will only be valid for the course of study for which the original approval was given. Should the student change his/her course of study, the student must notify the South African High Commission thereof.
- 1.8.1.4 Any international student discontinuing his/her studies must notify the South African High Commission accordingly.
- 1.8.1.5 A non-South African citizen, who is in possession of a permanent residence permit, need not submit a study permit.
- 1.8.1.6 A separate fee structure applies to international students. Information is available from the the office of Internationalisation and Partnerships Directorate.

1.9 **Admission of Foreign Non-Matriculated Students: Senate's Discretionary Conditional Exemption**

- 1.9.1 A candidate below the age of 23 years of age will be granted Senate's discretionary, conditional exemption provided that such a person:
 - 1.9.1.1 Holds a certificate entitling him/her to unconditional admission as a candidate for a degree or equivalent qualification at another institution, approved by Universities South Africa (USAf) in the country where the candidate obtained his/her school-leaving certificate; or in the case of international applicants one has to comply with the requirements of USAf as contained in the international qualification document.

1.10 **SPECIAL ADMISSION PROVISIONS**

- 1.10.1 Credit shall be given for Afrikaans Special or Sesotho Special or isiXhosa Special provided that:
 - 1.10.1.1 Such a course may be selected only by students who have not obtained a matriculation standard of 50% in Afrikaans or 40% in an African Language, unless the head of the department concerned recommends admission.
 - 1.10.1.2 A student who has completed a special course may register for Afrikaans I, Sesotho I or isiXhosa I but credit shall not be given for both Afrikaans Special and Afrikaans I or both Sesotho Special and Sesotho I or both isiXhosa Special and isiXhosa I.

- 1.10.1.3 For postgraduate students, a Faculty Board, on the recommendation of its Higher Degrees Committee, may approve admission to postgraduate studies on the basis of RPL or other satisfactory credentials.

1.11 Registration of Students

NB: First time entering students (FTENS) register online on first come first served basis subject to availability of space.

- 1.11.1 Registration of students takes place at the beginning of the year as per the university calendar dates reflected in the general prospectus, on the University website, subject to changes that may be made by the University.
- 1.11.2 No prospective student may report for registration unless he/she has been notified by the Registrar in writing that he/she has been admitted to the University.
- 1.11.3 The University is not obliged to register a prospective student unless he/she complies with all the registration requirements. A student is personally responsible to ensure compliance with all the programme and module registration requirements and the completion and submission of formal documents required for registration as specified in the general/faculty rules.
- 1.11.4 It is the responsibility of every registered student to have proof of registration and immediately verify its correctness of:
- First Name(s)
 - Surname
 - Identity number / passport
 - Title
 - Cellphone number
 - Email address
- 1.11.5 A student will be de-registered if:
- The student was registered without meeting all the minimum admission requirements.
 - The student was registered through human administrative error.
 - The student was registered through fraudulent means.
 - The student fails to submit any required document after registration.
- 1.11.6 A student who cancels all registered subjects/modules is automatically deregistered with immediate effect.
- 1.11.7 If registration rules and regulations are contravened, formal disciplinary measures may be applied by the University in accordance with the prescribed Disciplinary Procedures.
- 1.11.8 All registered students must have student cards. Admission to the University Campus is by student card and must be displayed by the students on campus at all times.
- 1.11.9 A student may not register for more than the maximum number of academic credits permitted in an academic year.

- 1.11.10 No person who has not been registered as a student may attend lectures or avail him/herself of any privilege whatsoever which may be offered by the institution.
- 1.11.11 Permission to register at two universities concurrently may be granted by the Executive Dean only if there is no time-table clash in the final year and provided that the course involved is the last outstanding course for qualification purposes.
- 1.11.12 No candidate shall be allowed to report for registration after the closing date without the written consent of the Council or his/her nominee for such late registration. An additional late registration fee will be charged.
- 1.11.13 Students may be recommended to the extended programmes if they fail to satisfy the criteria prescribed by the faculties concerned in specific subjects. Such students will be restricted in the number of main-stream courses.
- 1.11.14 The Council may on the recommendation of Senate, limit the number of students who may be admitted to any course of study to prevent overcrowding in the lecture rooms and laboratories.
- 1.11.15 Subject to applicable faculty rules and the applicable provisions regarding payable fees, a student may apply in the prescribed manner and within the period indicated for that purpose on the annual university calendar, to amend or cancel registration. No student will be permitted to change his/her course after the due date indicated in the Almanac. Change of Course Form is obtainable from the Faculty Offices.
- 1.11.16 All lectures must be attended punctually and regularly. Where absence from class is unavoidable, the lecturer should be notified in writing. A medical certificate is required if a student is absent for more than three consecutive days due to illness.
- 1.11.17 All students must leave the campus during the Official University Holiday except where other arrangements have been officially made. Every student must leave the University within 24 hours after completion of the student's last examination paper.
- 1.11.18 Students who have achieved a qualification, whether at Walter Sisulu University or elsewhere, will be allowed to register for another programme at Walter Sisulu University only if the second qualification is different or on a higher NQF level than the qualification already obtained.
- 1.11.19 All undergraduate and postgraduate registrations are valid for one academic year only and a student must register afresh for each year of study. For example, if the duration of a programme is two or more years, a student must register afresh every year of the study period.
- 1.11.20 Personal and education-related information will remain protected.
- 1.11.21 The university may disclose personal or education-related information regarding a student to a third party only after the law applicable to the protection of and access to information has duly been complied with.
- 1.11.22 Departments must ensure that only registered students participate in and submit work

for assessment in a course. No work submitted by an unregistered student may be marked or returned.

1.12 Conditional Exemptions - General

1.12.1 USAf, shall issue a certificate of complete matriculation exemption on the grounds of post- school qualifications to any person who is in possession of a senior certificate or equivalent qualification approved by USAf in one of the following completed diplomas/ post-school qualifications with a minimum prescribed full-time duration of three years:

1.12.1.1 A diploma obtained from a South African university.

1.12.1.2 A teacher's diploma obtained from a South African College of Education.

1.12.1.3 A national diploma obtained from a former South African Technikon/ University of Technology.

1.12.1.4 A nursing diploma obtained from a South African Nursing College affiliated to a South African university.

1.12.1.5 A teacher's diploma awarded on the grounds of interrupted periods of study comprising combinations of a two-year post-school certificate and a one year upgrading diploma or a two-year post-school certificate followed by a two-year diploma.

1.12.1.6 Any other equivalent post-school qualification approved by USAf.

1.13 Conditional Exemption for Mature Age Students

1.13.1 An applicant who has attained the age of twenty-three (23) years or more and is in possession of a senior certificate with acceptable pass marks, and who has been granted a certificate of conditional exemption by the Matriculation Board on grounds of mature age, may be admitted to a Bachelor's Degree with a minimum full-time duration of three years and for which a matriculation endorsement or a certificate of exemption is a prerequisite.

1.13.2 The University may, at its discretion, admit a student, irrespective of educational qualifications, who has been granted a certificate of conditional exemption by the Matriculation Board on the grounds of having attained the age of forty-five (45) years on or before the year in which he/she intends to enrol for a bachelor's degree with a minimum full-time duration of three years where a matriculation endorsement or certificate of exemption is a prerequisite.

GENERAL ACADEMIC AND REGISTRATION RULES AND REGULATIONS FOR DEGREES, DIPLOMAS AND CERTIFICATES

G1 REGISTRATION

- G1.1 All students must pay the required minimum initial payment on registration. The University reserves the right to demand the payment of the fees in full, where a student fails to pay the fees on due dates.
- G1.2 The account of each student, to whom a bursary, loan or other allowance is payable, will only be credited with the amount of such bursary, loan or allowance after completion of the prescribed forms. If a student's bursaries and/or loans represent two thirds or more of the total fees prescribed, the balance due must be paid on the date of registration.
- G1.3 Except by permission of Senate a student shall not be registered in the same academic year for more than one degree, diploma or certificate, or any combination of these, nor shall a student of the University be registered as a student of another university (See rule 1.11.12).
- G1.4 A student may be allowed to register for an additional module in the same programme or another programme provided that the student does not exceed the maximum credit load.

G2 AMENDMENT OF REGULATIONS

- G2.1 If the regulations for a degree/diploma are amended, a student registered under the old regulations who obtains credit in the academic year preceding the introduction may, subject to any provision to the contrary, elect to proceed under either the old or new regulations, provided that:
- G2.1.1 Such election will be final, and
- G2.1.2 If he/she elects to proceed under the old regulations and thereafter fails to obtain credit in any subsequent academic year or interrupts his/her studies at any time, he/she shall be obliged to proceed under the new regulations.

G3 CONDONATION OF BREACH OF REGULATIONS

- G3.1 Notwithstanding any provision to the contrary, Senate may condone a breach of the regulations if it is satisfied that the student concerned was not at fault and would suffer undue hardship if the breach were not condoned.

G4 GENERAL ACADEMIC REGULATIONS

- G4.1 Subject to regulation G1, every student shall attend an approved curriculum in terms of the regulations for the degree, diploma or certificate concerned.
- G4.2 Senate may approve a special curriculum within the framework of the regulations

for a student who has been exempted from any course or courses in terms of the provisions of the Statute or of regulation G33 of these regulations, or who interrupted his/her studies prior to change in the regulations for the degree, diploma or certificate for which he/she is registered and is consequently obliged to proceed under the new regulations.

- G4.3 A student who takes a course in a faculty other than the one in which he/she is registered shall be required to comply with all the regulations prescribed for that course including those concerning prerequisites and ancillary courses, as if he/she was registered in the faculty in which the course is offered.
- G4.4 Subject to any provision to the contrary, a student shall not be admitted to the second or subsequent course in a subject unless he/she has obtained credit for the preceding course.

G5 THE REGULATIONS FOR A DEGREE

- G5.1 A student shall not be registered for a particular course/module in a subject unless he/she has completed specific ancillary courses in another subject or subjects or unless such courses/modules are taken concurrently with the particular course concerned, or
- G5.2 A student shall not obtain credit for a course/module completed by him/her until such time as he/she completes another specified course module or courses/modules.

G6 READMISSION OF STUDENTS TO UNDERGRADUATE PROGRAMMES

GENERAL PRINCIPLES

- 1. To be given the status of a full-time student:**
 - A student must in any one-year register for courses/modules towards obtaining a certificate, diploma or degree, totalling at least 90 credit points.
 - Credit points for courses not essential for obtaining the qualification for which a student is registered will not be taken into account.
- 2. An extended programme student:**
 - Is a student who formally registers to complete a standard full-time certificate/diploma/degree programme in an additional year, with the curriculum designed accordingly.
 - Must in any one-year register for courses/modules towards obtaining a certificate, diploma or degree, totaling at least 60 credit points.
 - Credit points for courses not essential for obtaining the qualification for which a student is registered will not be taken into account.
- 3. A part-time student:**
 - Is a student who in any one year has registered for courses/modules totalling 60 credit points or fewer, irrespective of whether the courses/modules contribute towards a qualification or are taken for non-degree/diploma/certificate purpose.
- 4.** A student who is in full-time employment may not register as a full-time student and must comply with the provisions applicable to part-time students.

5. A student:

- May not register for more than 160 credits in any one academic year.
- May proceed from one academic level to another (e.g. from first-year level to second-year level) only once at least 80 credits from the lower level have been completed and passed; and conversely, a student may not proceed to the next level if more than 40 credits at the lower level are outstanding.
- May not register for a course/module at two different levels (e.g. Mathematics 1 and Mathematics 2) simultaneously.
- May not register for a course/module at a higher level prior to having completed and passed the course/module a lower level, (e.g. Mathematics 2 prior to having passed Mathematics 1) or any other pre-requisite course/module.

5.1 Specific rules

Credits Obtained	Academic Status	Academic Progression Status
40—79	First Year	May register for modules at the next level, provided that pre-requisite rules have been met. Maximum 40 second-year credits.
80—199	Second Year	May register for modules at the next level, provided that pre-requisite rules have been met. May not exceed 160 credits p.a.
200—319	Third Year	May not exceed 160 credits p.a.
320—480	Fourth Year	May not register for more than 160 credits p.a.

G7 EXCLUSION RULES

Section 37 (4) of the Higher Education Act, Act 101 of 1997 as amended and paragraph 7 (3) (f) of the Institutional Statute stipulate that Council with the approval of Senate may refuse readmission to a student who fails to satisfy minimum requirements for readmission.

G7.1 Purpose of Exclusion Rules

- To maintain a quality learning and teaching environment and to encourage academic throughput**
Students should be incentivised to perform academically and non-performing students who are unlikely to meet minimum exit level requirements within the stipulated time cause a strain on already depleted resources.
- To increase access**
Poorly performing students who continue in the system without satisfactory progress limit and/or deny space to new University entrants.
- Financial viability**
Poorly performing students negatively affect the throughput rate and diminish subsidy earnings based on teaching output units.

G7.2 To be readmitted in the following year, whether to the same level or to the next level of study, a student must have met the following minimum requirements:

- The student must attain the minimum credit requirements as stipulated in the tables below; and

- b) Where applicable, the student must be on track to attain in the required time the exit level courses (e.g. major subjects) necessary for obtaining the qualification.

G7.3 Progression rules will include the following:

1. Maximum Period of Study:

a) Full-time Students in Standard Programmes

Programme Credits	Minimum Period of Study	Maximum Period of Study
120 credits	1 year	2 years
360+ credits	3 years	5 years
480+ credits	4 years	6 years

b) Full-time Students in Extended Programmes

Programme Credits	Minimum Period of Study	Maximum Period of Study
120 credits	2 years	3 years
360+ credits	4 years	6 years
480+ credits	5 years	7 years

c) Part-time Students

Programme Credits	Minimum Period of Study	Maximum Period of Study
120 credits	2 years	3 years
360+ credits	4 years	7 years
480+ credits	6 years	8 years

2. Credit Requirements for Full-time Students

a) One-year Programme (Total credits: 120)

Study Period	Minimum Credits
After 1 Year	40 Credits
After 2 Years	80 Credits

b) Three-year Programme (Total credits: 360)

Study Period	Minimum Credits
After 1 Year	40 Credits
After 2 Years	120 Credits
After 3 Years	200 Credits
After 4 Years	280 Credits
After 5 Years	360 Credits

c) Four-year Programme (Total credits: 480)

Study Period	Minimum Credits
After 1 Year	40 Credits

After 2 years	110 Credits
After 3 Years	200 Credits
After 4 Years	290 Credits
After 5 Years	380 Credits
After 6 Years	480 Credits

d) Two-year Extended Programme (Total credits: 120)

Study Period	Minimum Credits
After 1 Year	40 Credits
After 2 years	80 Credits
After 3 Years	120 Credits

e) Four-year Extended Programme (Total credits: 360)

Study Period	Minimum Credits
After 1 Year	40 Credits
After 2 Years	100 Credits
After 3 Years	160 Credits
After 4 Years	220 Credits
After 5 Years	280 Credits
After 6 Years	360 Credits

f) Five-year Extended Programme (Total credits: 480)

Study Period	Minimum Credits
After 1 Year	40 Credits
After 2 years	100 Credits
After 3 Years	170 Credits
After 4 Years	240 Credits
After 5 Years	320 Credits
After 6 Years	400 Credits
After 7 Years	480 Credits

g) Part-time students (Total credits: 120)

Study Period	Minimum Credits
After 1 year	40 Credits
After 2 years	80 Credits
After 3 years	120 Credits

h) Part-time students (Total credits: 360)

Study Period	Minimum Credits
After 1 Year	40 Credits
After 2 years	80 Credits
After 3 Years	120 Credits
After 4 Years	180 Credits
After 5 Years	240 Credits

After 6 Years	300 Credits
After 7 Years	360 Credits

i) **Part-time students (Total credits: 480)**

Study Period	Minimum Credits
After 1 Year	40 Credits
After 2 years	80 Credits
After 3 Years	130 Credits
After 4 Years	200 Credits
After 5 Years	270 Credits
After 6 Years	340 Credits
After 7 Years	410 Credits
After 8 Years	480 Credits

3. **Additional requirements for student progression will be determined by faculties, within the parameters stipulated in these rules, and submitted to Senate for approval and published in the Faculty Prospectus.**

G7.4 **Grounds for Academic Exclusion:**

A student who fails to attain the minimum credit requirements at the end of any year of study as stipulated in all the tables above and / or, where applicable, is not on track to attain in the required time the exit-level courses (e.g major subjects) necessary for obtaining the qualification, will be excluded.

G7.5 **Exclusion Period**

A student who has been excluded on academic grounds shall not be reconsidered for readmission within a period of one (1) year after exclusion; provided that where a student, with the permission of the Dean and/ or Senate, has registered elsewhere and obtained the outstanding course(s) or module(s), in which event the student may be readmitted within the 1-year period to enable him/ her to graduate.

G7.6 **Exceptions to G7.4**

- A student who has **more than 40 credits points** outstanding may, with the permission of the Dean, register for the outstanding subject or module either as a part-time non-attending student at WSU or as a student at another University;
- A student who has **more than 40 and fewer than 120 credit points outstanding** may, with the permission of the Dean and subject to Senate approval, register for the outstanding subject(s) or module(s) at another University provided exit level credit points do not exceed 50% of the number required for graduation.
- Any student who wishes to study at another institution must obtain written permission from the Dean who must be satisfied that the content of credit sought to be recognised is compatible with the WSU course content.

G8 APPLICATION OF THE RULES

- G8.1 Readmission rules will apply to undergraduate students in all faculties.

G9 MINIMUM REQUIREMENTS FOR READMISSION

- G9.1 After the 1- year period of exclusion, a student may apply for readmission to study at WSU on the following conditions:
- a) The application must be for the same programme for which the student had originally been registered, with a view to obtaining the qualification.
 - b) The student may not, after readmission, apply to change programmes.
 - c) Only students who have no more than 120 credits required towards their qualification will be considered.
 - d) Only students who are NOT indebted to the University will be considered for readmission.

G.10 CONDITIONS FOR READMITTED STUDENTS

- G.10.1 All readmitted students will be on academic probation and must:
- a) Attend supplementary learning programmes as relevant Heads of Department (HODs) may determine.
 - b) Pass at least 50% of module(s) written in the first semester.
 - c) Complete and pass the outstanding subjects or modules within one year.
 - d) A failure to adhere to the above conditions will result in permanent exclusion of the student.
- G10.2 A student will be readmitted ONLY once (1).
- G10.3 A student who is not readmitted in terms of this rule may be allowed to complete the qualification in another institution but subject to the provisions of Rule G7.5.

G11 PROCESS TO DETERMINE STUDENTS FOR EXCLUSION

The following process must be followed when considering whether a student ought to be excluded:

- G11.1 The Registrar shall prepare and share a system generated report as per the progression rules of academically excluded students with Faculty Executive Deans for verification purposes. During the approval and publication of standard examination results, the Faculty Executive Deans shall also present the verified final exclusions lists.
- G11.2 Exclusion lists will serve at SAC for approval, together with the standard examinations results.
- G11.3 The Registrar will inform the excluded students in writing immediately after SAC approval.

G12 APPEAL PROCESS FOR EXCLUDED STUDENTS

- G12.1 Process for excluded students:
- a) All students have a right to appeal provided their appeals reach the Executive Dean of the Faculty within THREE weeks after the Registrar has notified them

- of their exclusion.
- b) Each faculty will have a Faculty Appeal Committee (FAC).
- c) A student must submit the appeal in writing (either printed or electronic copies via e-mail) to the Executive Dean's Office, with full motivation and supporting documentation.
- d) An appeal shall be invalid and will not be considered if it is:
 - i. Filed out of time;
 - ii. Not properly motivated;
 - iii. Without credible supplementary documentation; and/ or
 - iv. Submitted orally, telephonically and/ or via mobile messaging services.

G12.2 Faculty Appeal Committee (FAC) Membership

The Faculty Appeal Committee (FAC) shall be constituted as follows:

- i. The Executive Dean or the representative (Chairperson).
- ii. Five Senior Academics of the Faculty designated by the Dean.
- iii. Two Student Representatives (observers).
- iv. A (non-voting) Secretary to record the proceedings.

G12.3 Faculty Appeal Committee Terms of Reference

The Faculty Appeal Committee shall:

- a) Consider the appeals from students who have been excluded.
- b) In the interest of fair and equitable application of rules to all students in the same situation, not deviate from the prescribed rules set in the General Rules and in the Faculty prospectus.
- c) Decide whether or not there is merit in the appeal.
- d) Record the reasons for a particular decision both in respect of favourable and unfavourable outcomes.

Recommend the outcomes, both favourable and unfavourable to SAC for approval, together with the supporting reasons.

GENERAL ADMISSION RULES AND REGULATIONS FOR POSTGRADUATE PROGRAMMES

G13 ADMISSION TO HONOURS DEGREES/POSTGRADUATE DIPLOMA

G13.1 Every registration, including for a postgraduate programme, is valid only for one academic year. Students must register every year for the duration of their study programme.

G13.2 Students will only be allowed a lateral registration to another Honours/Postgraduate Diploma or Coursework Master's programme provided that no more than 20% of credits accumulated in the previous Honours or Coursework Master's qualification is transferred to the new qualification. In other words, in the event of a lateral registration to another Honours/Postgraduate Diploma or Coursework Master's programme, 80% of the credits for the new qualification must be accumulated in that new qualification.

G13.3 A person shall not be admitted as a candidate for an Honours/Postgraduate Diploma

degree unless he/she:

G13.3.1 Has been admitted to a Advanced Diploma/ Bachelor degree at the University, or is a graduate of any other university or institution and has been granted Advanced Diploma/ Bachelor degree status at the University or has passed at any other university or institution considered by Senate to be equivalent to the University, such examinations as in the opinion of Senate are equivalent to, or of a higher standard than, the examinations prescribed for a degree of the University.

G13.3.2 Has obtained an aggregate of 60% or higher in the relevant subjects in a final-year level course.

G13.3.3 Is otherwise considered a suitable candidate by Senate on the recommendation of the Faculty.

G13.4 A person who wishes to be admitted as a candidate for an Honours degree/ Postgraduate Diploma must submit an online application to the university setting out his/her qualifications and stating which qualification he/she wishes to study. No student shall be admitted as a candidate for the same Honours degree/Postgraduate Diploma more than once.

G13.5 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on his/her proficiency in the subject of the applicant's proposed study if he/she either:

G13.5.1 Obtained the qualification on which the application is based at another university or institution; or

G13.5.2 Being a graduate of the University, did not include the subject as a major in his/her undergraduate curriculum.

G14 ANCILLARY COURSES

Senate may require a candidate to attend specified ancillary courses in addition to the Honours degree/Postgraduate Diploma course and may require him/her to complete such courses by examination before he/ she sits for any specified part of the Honours/Postgraduate Diploma examination. Honours/Postgraduate Diploma students are required to register for a Research Proposal module, which is primarily designed to enhance their success in the research component of the study programme.

G15 FOREIGN LANGUAGE REQUIREMENT

Senate may require a candidate to pass a test in English if their medium of instruction for the undergraduate degree was not English.

G16 MINIMUM AND MAXIMUM PERIOD OF REGISTRATION

Honours Degree students may register for a minimum period of one year and a maximum

period of two years for full time. For part-time, students may register for a minimum period of two years and a maximum of three years. The research structure will be similar to the dissertation structure under Rule G37, except that the word 'dissertation' will be substituted by 'research paper' and the word 'Master' will be substituted by 'Honours'.

GENERAL REGULATIONS FOR THE DEGREE OF MASTERS

G17 ADMISSION TO MASTER'S DEGREES

- G17.1 A person shall not be admitted as a candidate for a Master's degree unless:
- G17.1.1 He/she has obtained an aggregate of 60% or higher in an Honours degree at the University; or
 - G17.1.2 He/she is a graduate, with an aggregate score of 60% or higher, of any other university or institution and has been admitted to the status of the qualifications referred to in regulations; and/or
 - G17.1.3 He/she has passed at an acceptable level, at this University or any other tertiary institution considered by Senate to be equivalent to the university, such examination as in the opinion of Senate is equivalent to or higher than the examinations prescribed for either of the qualifications referred to in regulations.
 - G17.1.4 The student has a viable research topic, in the case of a Master's by dissertation.
 - G17.1.5 There is adequate supervisory capacity in the relevant academic department or centre, especially in the case of a Master's by dissertation.
 - G17.1.6 There are suitable research facilities in the relevant academic department or centre.
- G17.2 A person who wishes to be admitted as a candidate for a Master's degree must submit to the University an online application setting out his/her qualifications and, where applicable, the title of his/her acceptable research proposal and an outline of the method of research.
- G17.3 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on his/her proficiency in the subject concerned.
- G17.4 With the approval of Senate, a suitably qualified person wishing to obtain a Master's degree by dissertation may be provisionally admitted for the purpose. He/she must then submit an acceptable research proposal within six months of registration, with the proviso that an extension may be granted. At the end of this period, he/she will be de-registered if he/she has not submitted an acceptable research proposal.

G18 MINIMUM AND MAXIMUM PERIOD OF REGISTRATION

For Master's full-time students, the minimum period of study is one (1) year and the maximum period is four (4) years, except for Master of Medicine, for which the minimum period shall be four (4) years and maximum six (6) years (see rule G19.5). For Master's part-time students the minimum period is two (2) years and the maximum five (5) years (see Rule G17). For Master of Medicine, only full-time study shall be permissible.

G19 PROGRESS REQUIREMENTS AND PROVISION FOR SUSPENSION OR CANCELLATION

- G19.1 A candidate whose application for a Master's degree by dissertation is accepted is required to register for the appropriate compulsory research proposal module upon commencement of study. The outcome of this module is an approved research proposal (see Parts 3 and 4 of the Procedures for Postgraduate Programmes Policy).
- G19.2 A quarterly or biannual report on the progress of a candidate shall be submitted to the Faculty Research and Higher Degrees Committee by the supervisor.
- G19.3 The Faculty Higher Degrees Committee may at any time suspend or cancel the registration of a candidate who in its view is not making satisfactory progress with his/her studies, provided the candidate had been given opportunity to remedy the unsatisfactory academic performance.
- G19.4 G19.1 and G19.2 apply to Master's Dissertations and Doctoral Theses.
- G19.5 If a candidate fails to complete his/her studies within the number of years specified in G18 Senate may refuse to renew his/her registration or may renew it subject to any conditions it may see fit to impose. This applies to Honours, Master's and Doctoral Degrees, also with changes as per G17 and G20 respectively.

GENERAL REGULATIONS FOR DOCTORAL DEGREES

G20 ADMISSION TO DOCTORAL DEGREES

- G20.1 Except where the regulations in a particular faculty provide otherwise, a person shall not be admitted as a candidate for a Doctoral degree unless:
- G20.1.1 He/she has obtained a Master's degree, with a score of 60% or higher, at the University.
- G20.1.2 He/she is a graduate of any other university institution and has been admitted to the status of Master at the University, with a score of 60% or higher.
- G20.1.3 He/she has passed, at an acceptable level, at this or any other university or at any institution considered by Senate to be equivalent to the University, such examinations as in the opinion of Senate are equivalent to or higher than the examinations prescribed for the degree of Master at the University.

G20.1.4 The student has a viable research topic.

G20.1.5 There is adequate supervisory capacity in the relevant academic department or centre.

G20.1.6 There are suitable research facilities in the relevant academic department or centre.

G20.2 A person who wishes to be admitted as a candidate for a Doctoral degree must submit to the University an online application setting out his/her qualifications and, in the case of an application in terms of regulation G20.1, an acceptable research proposal and an outline of his/her method of research.

G20.3 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on his/her proficiency in his/her subject (see rule G17.3).

G20.4 A candidate whose application for a doctoral degree is accepted is required to register for the appropriate compulsory research proposal module upon commencement of study. The outcome of this module is an approved research proposal (see Parts 3 and 4 of the Procedures for Postgraduate Programmes Policy). A completed proposal, as an outcome of the proposal module, must be successfully defended within the first year of registration.

G21 MINIMUM AND MAXIMUM PERIOD OF REGISTRATION

G21.1 For Doctoral full-time students the minimum period of registration is two years and the maximum period is five years. For Doctoral part-time students the minimum period of registration is three years and the maximum period is seven years (see rule G18).

G21.2 The Faculty Higher Degrees Committee may at any time suspend or cancel the registration of a candidate who in its view is not making satisfactory progress with his/her studies, provided the candidate had been given opportunity to remedy the unsatisfactory academic performance.

G22 HOW THE DEGREE MAY BE OBTAINED

G22.1 The degree may be obtained by means of research on an approved topic completed under the guidance of a promoter appointed by Senate.

GENERAL EXAMINATION RULES AND REGULATIONS FOR DEGREES, DIPLOMAS AND CERTIFICATES

G23 EXAMINERS

G23.1 All examinations shall be conducted by at least one examiner and one moderator appointed by Senate. All final-level subjects shall be moderated by an external moderator who is an expert in the field of study and who shall be appointed from

another university or institution approved by Senate.

G23.2 RULES GOVERNING THE SECURITY OF EXAMINATION QUESTION PAPERS

Examination question papers must be kept secured at all times from the time a question paper is set by the examiner until when the paper is administered in the scheduled examination session.

G23.2.1 THE ROLE OF THE EXAMINER / LECTURER / MODERATOR

- Lecturers are responsible for the setting of question papers.
- The individual lecturers are accountable for preserving confidentiality and security of examination papers they have prepared in their Departments.
- Examiners/Moderators should ensure that strict security measures are in place for the entire examination process.
- Examiners are expected to personally type all examination papers they have set.
- The preparation and storage of examination papers electronically, must be done on computers that are password protected with limited accessibility.
- Examination papers (including draft questions and memoranda) that are stored on removable hard-drives should be password protected.
- Moderated examination papers are to be submitted by the Examiner through electronic examination management system to Examinations Department.
- The use of emails in transmitting the question paper to the Examinations Office is not acceptable, except under special circumstances where a security measure (such as a password-protected attachment) will be used.
- Hard copies of examination question papers should only be kept at the Examination Office. Examiners are not allowed to take away a copy of unwritten examination paper to any premises outside the University and no unauthorised person should have access to examination papers.
- Once the examination question paper has been submitted to the Examinations Office, the examiner should not keep hard copies of the question paper.

G23.2.2 THE ROLE OF THE HEAD OF DEPARTMENT

- In the case where there is a common paper, the Heads of Departments are responsible to ensure that subject Lecturers/Examiners in all Sites/Campuses take joint ownership and responsibility for the quality and content of the examination paper.
- The Head of Department is responsible to ensure that Examiners/Lecturers adhere to security rules and enforce adherence to such rules.

G23.2.3 THE ROLE OF THE CHIEF EXAMINATIONS OFFICER

- The Chief Examinations Office receives electronically moderated question papers, moderators' reports and memoranda from the Examiners/ Lecturers.
- The Chief Examinations Officer is accountable for duplicating the examination papers, storing them and dispatching them to examination venues.
- The Chief Examination Officer should check verify, approve and record all question papers submitted through the examination management system.
- The Chief Examination Officer must oversee the printing of examination papers in preparation for the venue-based examinations. The Chief Examinations Officer should supervise and ensure that a minimum of two people are

available for the duplication of examination papers to ensure that a second count of printed examination papers takes place and that recordings are kept for quality assurance.

- The Chief Examination Officer must ensure release of the online examination papers on the scheduled date and time of the examination.
- Care must be taken that all copies of examination papers are removed from the copier.
- The Examinations Officers should ensure that spoilt examination papers are shredded.
- All examination question papers should be stored in the strong-room.

G24 ADMISSIONS TO EXAMINATIONS

- G24.1 The students will only be permitted to write an examination on a course/module if:
- (i) They are officially registered for the course/module according to University records.
 - (ii) All prescribed fees have been paid by the due dates (see the fees regulations).
 - (iii) They satisfy the individual course/module and additional requirements for the completion of semester/year mark for entry to the examination.
- G24.2 A student shall not be admitted to the examination at the end of a course unless he/she has obtained a semester or year mark of at least 40%.
- G24.3 In order to complete a course, a student shall obtain at least 40% of the marks in every paper of the examination, and;
- G24.4 At least 50% of the total marks for the semester/year mark and the examination combined.
- G24.5 A student who obtains 75% of the marks at the first attempt in a course/module shall be awarded a pass with a distinction in that course/module.
- G24.6 An examination will include a written test comprising of one or more papers as determined by Senate and may also include a practical or oral test or both.
- G24.7 Any change of marks after the results have been published shall only be considered by the Head of Examination and only on the basis of:
- G24.7.1 Substantial evidence of the change from the Dean
- G24.7.2 Written permission from the Registrar.
- G24.8 The Examiners, in consultation with the Head of Department, may require borderline students to be condoned from a 39% examination mark to 40%, a 49% final mark to 50% provided the student obtains a minimum of 40% in the exam, and from 74% to 75% to obtain a distinction or cum laude if it is the first attempt in a course/module.

G24.9 In the event of a pass mark:

G24.9.1 In the event of a pass mark from the internal examiner and a fail mark from the moderator or external examiner, an average between the two marks will be calculated to determine the final results of the candidate but subject to a subminimum mark of not less than 45% awarded by the moderator or external examiner.

G24.9.2 In the event of a pass mark from the moderator or external examiner and a fail mark from the internal examiner, an average between the two marks will be calculated to determine the final results of the candidate but subject to a subminimum mark of not less than 45% awarded by the internal examiner.

G24.10 A student shall only sit for his/her examination at the examination centre for which he/she has been registered.

G24.11 In exceptional circumstances, a candidate shall apply in writing to the Registrar five (5) working days prior to examinations for permission to write at a venue where the candidate has not been registered.

G24.12 A student who has failed in a subject which is the last outstanding requirement for his/her instructional programme may be granted permission at the end of a subsequent academic semester/year to write the main examination without re-attending the subject concerned provided that he/she registers for the subject and pays the prescribed fees.

G25 ALTERNATIVE ASSESSMENT (prior computing of final results)

The Lecturer may before computation of the semester/ year mark (DP) with permission from the HOD give an alternative assessment to the whole class to replace a mark type where students performed poorly in

G26 SUPPLEMENTARY EXAMINATIONS (not applicable to postgraduates from NQF level 8)

G26.1 A student shall be admitted to supplementary examinations in a course/module provided he/she has obtained an examination mark of at least 40% and a final mark of between 40% and 49% or subject to faculty rules and regulations.

G26.2 A student shall be admitted to supplementary examinations in a course/module provided he/she has obtained an examination mark of at least 40% and a final mark of between 40% and 49% or subject to professional bodies' rules and regulations.

G26.3 The supplementary examinations may be written at the end of each semester/year.

G26.4 A student who qualifies for a supplementary examination in terms of G26.1 shall write the entire supplementary examination. However, if his/her final mark based on the original examination is at least 50%, only those papers in which the sub-minimum has been failed need to be written.

G26.5 All examinations including Aegrotat, supplementary and special examinations, shall be

held at times determined by Senate.

G27 AEGROTAT EXAMINATIONS

- G27.1 A student who is prevented from writing one or more papers by illness or family circumstances such as the death or serious illness of a relative during the examination period, may be permitted by the Registrar (or an officer designated by him/her) to present him/herself for an aegrotat examination, provided satisfactory evidence of such circumstances is produced.
- G27.2 Permission in terms of sub-regulations G26.1 will not be granted to a student whose application fails to reach the Registrar within five (5) days after the final date of the examination.
- G27.3 Permission in terms of sub-regulation G26.1 will not be granted to a student who fails to write a supplementary examination for any other reason.
- G27.4 A student who is granted an aegrotat examination shall be required to write all the papers in the course concerned.
- G27.5 Aegrotat examinations shall be written during supplementary examinations.

G28 SPECIAL EXAMINATIONS

- G28.1 The following terms and conditions will apply for admission to Special Examinations:
- G28.1.1 The candidate must require 1 (one) instructional offering/module to be completed from the prescribed curriculum of the qualification for which he/she registered in the final year.
- G28.1.2 The candidate should have written the examination in the subject/module at this institution and failed in the previous examination cycle of the current year.
- G28.1.3 The candidate must apply for the Special Examination on the application form obtainable from the Examinations Department.
- G28.1.4 Application for a Special Examination must be submitted on or before the dates as reflected in the University prospectus, to the Head of Department.
- G28.1.5 All Special Examination procedures are subject to the normal moderation process.
- G28.1.6 No Special Examination will be granted for continuous evaluation instructional offerings.
- G28.1.7 A student shall be allowed to write Special Examinations once only.
- G28.1.8 Those students who fulfil the requirements of sub-regulations G28.1.1 to

G28.1.7 should obtain a 50% pass mark in the special examination in order to pass the course. The year/ semester mark of the student will be disregarded in the calculation of the final mark for Special Examinations candidates.

G29 ACCESS TO EXAMINATION SCRIPTS (VIEWING OF SCRIPTS)

- G29.1 A student may upon written application to the Head of Examinations and payment of the prescribed fee within 30 days of the publication of results request to view his/her unmoderated examination script/s for any subject.

G30 RE-MARKING

- G30.1 A student may upon written application to the Registrar and payment of the prescribed fee within 30 days of the publication of the results, request remarking of his/her examination scripts for any courses/modules. The result of such a remarking shall be final. In the event of a student being successful he/she shall be refunded the fee paid.
- G30.2 The remarking shall be done by person/s to be appointed by the Executive Dean in consultation with the Head of the Department concerned. Such a person should not have been involved in the original marking of the script. Remarking shall not be permitted for papers in which external examiners/moderators are involved.

G31 AWARDING OF QUALIFICATIONS

- G31.1 In order to satisfy the requirements for the conferment of a degree, diploma or certificate a student must satisfy all the requirements for obtaining such a qualification, as prescribed by the Rules.
- G31.2 A degree may be conferred and a diploma or certificate awarded in absentia or posthumously.
- G31.3 Only the Registrar may issue a letter of confirmation that a qualification has been completed.

G32 AWARDING OF DEGREES, DIPLOMA AND CERTIFICATE CUM LAUDE

- G32.1 The degree, diploma and certificate shall be awarded cum laude if a candidate complies with the following requirements:
- G32.1.1 The curriculum prescribed for the degree, diploma and certificate must be completed in the minimum prescribed period.
- G32.1.2 None of the courses/modules prescribed in the curriculum must have been failed or passed on a second attempt.
- G32.1.3 The average mark obtained in all courses/modules in the candidate's prescribed curriculum must be at least 75%. Only courses/modules passed at WSU will be considered in this calculation.

G32.1.4 The average of courses/modules at the exit level of the qualification must be at least 75%.

G32.1.5 Marks obtained at another institution in respect of exemption credits will not be considered in the calculation.

G32.1.6 The candidate must have completed at least 80% of the prescribed courses/modules at WSU.

G33 EXAMINATIONS WITH A DEFERRED SEMESTER/YEAR MARK (EXAMS ONLY)

G33.1 A student who fails in an examination may in the following year be permitted by the Head of the Department concerned, with the approval of the Dean, to present himself/herself for re-examination at the end of the academic year/semester **without** re-attending the course concerned, provided that the Head of the Department concerned shall require:

G33.1.1 That the previous semester/year mark obtained by the student in the course/module shall apply in respect of the subsequent year/semester of study.

G33.1.2 In any event, such student should register for the course and pay the prescribed fees.

G33.2 The decision of the Head of Department made in terms of sub-regulation G33.1.1 shall be final and the student concerned shall be informed thereof in writing before the final date for change in curricula.

G34 EXEMPTIONS

G34.1 Senate may, subject to such conditions as it may lay down, exempt a student from a course if he has obtained credit for the same or an equivalent course towards another degree, diploma or certificate of the University, provided that no such student shall be admitted to a degree, diploma or certificate unless:

G34.1.1 He/she has passed approved courses for the degree, diploma or certificate for at least one-half (50%) of the minimum total number of courses prescribed for the qualification. No credits will be given for final level courses. Credits for first and second level courses will be given by Senate on the recommendation of the Head of the Department. The Dean of the Faculty may in exceptional cases recommend a waiver of any or part of the rule to Senate.

G34.1.2 He/she shall have passed such examinations as Senate may determine; and

G34.1.3 He/she shall have complied in all other respects with the requirements for the qualification.

G34.2 The onus shall be on the student to submit to the Faculty an authentic statement of credits obtained elsewhere, complete an application form and pay the prescribed fees.

G34.3 Senate may permit a student to graduate with another related qualification where:

- G34.3.1 The student has obtained credit for some but not all the courses required for a qualification.
- G34.3.2 He/she has also, where necessary (in terms of regulation G10.2 or otherwise), accumulated additional credits valid for the related qualification.
- G34.3.3 All the credits can be combined in a way that fulfils the requirements for the related degree provided that if such a student later decides to continue with the original qualification he/she shall do so in terms of regulation G34.1.
- G34.3.4 The University recognises the credit/s obtained from another recognised higher education institution and not the assessment marks obtained from that institution.

G35 CREDIT

- G35.1 Subject to any provision to the contrary, a student shall obtain credit for every course completed by him/her, provided that the regulations for a qualification may lay down that a student may not proceed to the second or subsequent year of study in any particular subject or in any subject whatever until he has completed the minimum number of courses prescribed for the purpose.
- G35.2 Credits that are more than 10 years old shall not be recognised. This rule applies to all Non-exit and Exit level subjects/ credits.

G36 DETERMINATION OF LEVEL OF STUDY

- G36.1 This will be determined in accordance with progression rules as prescribed by the Department.

G37 VIOLATION OF EXAMINATION RULES AND REGULATIONS

- G37.1 All students are compelled to abide by the Examination rules and regulations contained on the cover of each answer book.
- G37.2 Before the start of every examination session the Chief Invigilator shall read out these rules to the candidates.
- G37.3 Any student who fails to comply with the provisions of the examination rules and regulations shall be called to a disciplinary hearing which shall be held before the publication of results.

GENERAL EXAMINATION RULES AND REGULATIONS FOR POSTGRADUATE PROGRAMMES

HONOURS DEGREES/POSTGRADUATE DIPLOMA

G38 EXAMINATION

G38.1 The Honours/Postgraduate Diploma examination shall be:

G38.1.1 A form of written examination and/or a practical examination and a research paper; and

G38.1.2 Such examinations as are required to satisfy regulations G24 and rules on remarking.

G38.2 The examination shall be held at the end of each academic year or semester in which the course or part of it is taken.

G38.3 A semester/year mark may be awarded in each paper/module. If awarded, a semester/year mark of 40% in a paper/module shall enable a candidate to sit for an examination in that paper.

G38.4 The contribution of semester/year mark in a module shall not exceed 60% of the final mark in that module.

G38.5 Contribution of the research paper to the Honours Degree/Postgraduate Diploma will be 25% of the total academic credits.

G38.6 A research paper shall be examined by at least one internal examiner, who must not be the supervisor, and one external examiner approved by Senate.

G38.7 The number of hard and electronic copies, the research paper structure and other requirements will be similar to those under rule G41 and G48 except that the words 'dissertation' and 'master of' will be substituted by words 'Research Paper' and 'Honours/Postgraduate Diploma' respectively wherever applicable.

G38.8 The candidate should have obtained at least 50% from the external examiner for the research paper. The final average mark will be calculated by equal weight to the internal as well as to the external assessment.

G38.9 Rule G40 below also applies to Honours degree/Postgraduate Diploma

G38.10 Rule G48.3 on Plagiarism Declaration and Rule G51 apply to Honours/Postgraduate Diploma research papers.

G39 CUM LAUDE

The diploma/ degree/ advanced diploma/ honours degree / postgraduate diploma shall be conferred cum laude on a candidate who obtains an average of 75% of the marks in the

examination for the qualification provided that the candidate has completed the qualification in the minimum permissible time and has not failed any paper/ module or written any supplementary examinations.

G39.1 EXCEPTIONS

Any exception to, or modification of, the above regulations shall be approved by Senate.

MASTER'S DEGREE

G40 EXAMINATIONS

G40.1 A candidate shall either:

G40.1.1 Submit a dissertation on an approved topic (this is a 'Master's by dissertation');
or

G40.1.2 Submit a mini-dissertation in addition to completing a prescribed number of written papers/modules and a maximum of four written papers/modules (this is a 'Coursework Master's'). The mini-dissertation component shall not be less than 50% of the total credits for the degree.

G40.2 Regulations governing semester/year marks, sub-minimum and pass mark, as stipulated for the Honours degree/Postgraduate Diploma, shall apply in the case of a Coursework Master's (that is, Master's obtained by coursework and mini-dissertation).

G40.3 A mini-dissertation shall be examined by one internal examiner, who must not be the supervisor, and one external examiner approved by Senate. Where a suitable internal examiner cannot be identified within the University, an additional external examiner shall be appointed. The names of the examiners may not be disclosed to students until the completion of the examination process, and subject to the examiners' full consent. Every effort must be made to ensure that there is no conflict of interest in the entire examination process, including in the nomination and appointment of examiners. Each examiner must award a minimum mark of 50% in order for the mini-dissertation to qualify for a pass. The suggestions of both the external examiner and internal examiner must be factored into the revisions to improve the final research output. The final mini-dissertation mark will be averaged, by equal weight, with the final coursework mark to obtain the final mark for the degree.

G40.4 A dissertation shall be examined by a panel of examiners.

G40.5 For a dissertation, the panel of examiners must be made up of two external examiners and non-examining chairperson. The external examiners must not be from the same institution and must be approved by Senate. The names of the examiners may not be disclosed to students until the completion of the examination process, and subject to the examiners' full consent. Every effort must be made to ensure that there is no conflict of interest in the entire examination process, including in the nomination and appointment of examiners. Each examiner must award a minimum mark of 50% in order for the dissertation to qualify for a pass. The suggestions of both examiners

must be factored into the revisions to improve the final research output. The non-examining chairperson should be an experienced permanent senior member of the department; or the Head of a department in the Faculty other than the department that hosts the qualification, or the Executive Dean of the Faculty.

- G40.6 The supervisor may not be a member of the examining panel (with the exception of a viva voce) but must submit a supervisor's non-evaluative report to the Non-examining Chair (NEC) after the dissertation has been submitted for examination.
- G40.7 For external examination purposes, the dissertation or mini-dissertation is to be transmitted to the Examination Office through the Postgraduate Office, for onward transmission to the external examiners. The Examination Office is the only authorised entity to transmit the dissertation or mini-dissertation to external examiners.
- G40.8 All examiners' reports are to be transmitted from examiners (both internal and external, as applicable) to the Examination Office, or a designated person, and from the Examination Office to the supervisor/Department via the Faculty.
- G40.9 The Examination Office, Postgraduate Office or designated person, shall not release any examination reports to the Faculty or supervisor/Department until all the reports (both internal and external, as applicable) have been received from the examiners.
- G40.10 The same examiner shall not be appointed to examine a dissertation or mini-dissertation more than three times in a given examination cycle.
- G40.11 Ex-employees or graduates of the University shall not be eligible to serve as external examiners within the first three years of their leaving the University.
- G40.12 Research Associates and other individuals with direct affiliation to the University will not be eligible to serve as external examiners.

G41 RE-EXAMINATION

- G41.1 Except by permission of Senate a candidate may not present himself/herself for examination more than twice.

G42 SUBMISSION OF MINI-DISSERTATIONS AND DISSERTATIONS

- G42.1 A candidate wishing to receive his/her degree at a particular graduation ceremony shall notify the Registrar not later than a date two weeks before the last faculty meeting of the preceding year of his/her intention to submit his/her dissertation, and shall submit it not later than 31 December of that year, or, by special permission of the Head of the Department, not later than 31 January, provided that this does not constitute a guarantee on the part of the University that the dissertation will have been examined in time for the ensuing graduation ceremony, provided further that the whole examination process (including Senate approval) will have been completed by 31 March.
- G42.2 A candidate shall not submit a mini-dissertation or a dissertation unless it is

accompanied by a written declaration by the supervisor in which permission is granted to lodge the dissertation or mini-dissertation, unless there is an acceptable reason for submitting without the supervisor's permission, in which case the matter should be escalated to the Faculty Higher Degrees Committee via the Head of Department.

G42.3 For examination purposes a higher degree candidate shall present the mini-dissertation, dissertation or thesis (with proof that it has been duly checked for plagiarism) in triplicate. After approval of the mini-dissertation, dissertation or thesis and before conferment of the degree, the candidate shall submit one electronic copy (CD, DVD or flash stick) labelled appropriately. In other words, no physical copy of the mini-dissertation, dissertation or thesis is required after approval.

G42.4 Rules G48.3 and G51 also apply to Master's degree.

G43 DISSERTATION STRUCTURE

G43.1 A dissertation shall, unless exemption is granted from this requirement, be typed in double spacing and be stoutly bound. See Postgraduate Manual for formatting style of cover page.

G43.2 The title page of a dissertation shall bear the following inscription:

1.(Full title of dissertation)
2.(full name of candidate)
3.(Student Number)
4.Submitted in fulfilment/partial fulfilment of the requirements for the degree of Master ofin..... (name of subject) at the Walter Sisulu University
5. Supervisor.....
6. Year submitted..... (see Postgraduate Manual for example)

G43.3 A dissertation which has previously been submitted for a degree at another university shall not be accepted.

G43.4 A candidate shall submit, together with his/her dissertation, a copy of every dissertation previously submitted by him/her for another degree, whether it was accepted or not.

G43.5 A dissertation shall not be approved unless it provides proof of the candidate's acquaintance with the methods and techniques of research. The language must be correct and the technical workmanship satisfactory.

G44 CUM LAUDE

A Master's degree may be awarded cum laude to a candidate who has in the minimum permissible time obtained 75% and above in the final result

G45 PUBLICATION

If, at 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 University, the University shall have the right to reproduce the work, in whole or in part, for purposes of research. The University may waive this right, provided that the candidate makes arrangements for publication of the work in a manner satisfactory to the University.

DOCTORAL DEGREE

G46 HOW THE DEGREE MAY BE OBTAINED

G46.1 The degree may be obtained by means of a thesis on an approved topic completed under the guidance of a promoter appointed by Senate.

G47 EXAMINATION

G47.1 A candidate may be required to present him/herself for an examination comprising a prescribed number of written modules/papers.

G47.2 A candidate admitted in terms of regulation G45.1 shall submit a thesis on the approved topic and, if so prescribed in the regulations of the faculty or required by the examiners, present himself for an oral or written examination on the subject of his/her thesis or in the relevant subject as a whole.

G47.3 A candidate admitted in terms of regulation G45.1 shall submit his/her publication, in which the rules relating to the submission of a thesis shall apply, with necessary changes.

G47.4 A candidate may not submit a thesis unless his/her promoter has reported to Senate that he/she is satisfied with the candidate's knowledge of the subject as a whole.

G47.5 Senate may require a candidate to attend and, by examination, to complete a programme of study before he/she may submit his/her thesis.

G47.6 A thesis shall be examined by a panel of examiners.

G47.7 The panel of examiners for a thesis must be made up of three external examiners, none of whom shall be the thesis supervisor, and a non-examining chairperson. The three external examiners and the non-examining chairperson must be approved by Senate. The appointment of the three external examiners must adhere to the principles of diversity in terms of geographical location, gender and institution. At least one of the examiners, but not more than two, must be based outside South Africa. No two external examiners may be based in the same country or in the same institution. All three examiners must award the thesis a pass for it to be deemed to have met the requirements for the award of the degree. The suggestions of the external examiners must be factored into the revisions to improve the final research output.

G47.8 The supervisor may not be a member of the examining panel (with the exception of a viva voce) but must submit a supervisor's non-evaluative report to the NEC after the

thesis has been submitted for examination.

- G47.9 Except by permission of Senate, a candidate may not present himself/herself for examination more than twice.
- G47.10 For external examination purposes, the thesis shall be transmitted to the Examination Office through the Postgraduate Office, for onward transmission to the external examiners. The Examination Office is the only authorised entity to transmit a thesis to external examiners.
- G47.11 All examiners' reports are to be transmitted from examiners to the Examination Office, or a designated person and from the Examination Office to the Postgraduate Office, and to the supervisor/Department via the Faculty.
- G47.12 The same examiner shall not be appointed to examine a thesis more than three times in a given examination cycle.
- G47.13 Ex-employees or graduates of the University shall not be eligible to serve as external examiners within the first three years of their leaving the University.
- G47.14 Research Associates and other individuals with direct affiliation to the University will not be eligible to serve as external examiners.
- G47.15 Except by permission of Senate, a candidate may not present himself/herself for examination more than twice. The suggestions of the external examiner who failed the student, in addition to those of the examiners who passed the student, must be factored into the revisions to improve the research output.

G48 SUBMISSION OF THESIS

- G48.1 A candidate wishing to receive his/her degree at a particular graduation ceremony shall notify the Registrar, through the Postgraduate Office, on a date no later than two weeks before the last faculty meeting of the preceding year of his/her intention to submit his/her thesis, and shall submit it not later than 31 December of that year, or by special permission of the Head of the Department, not later than 31 January, provided that this does not constitute a guarantee on the part of the University that the thesis will have been examined in time for the ensuing graduation ceremony, provided further that the whole examinations process (including Senate approval) will have been completed by 31 March.
- G48.2 For examination purposes a candidate shall present the thesis in triplicate. After approval of the thesis, and before conferment of the degree, the candidate shall submit one electronic copy (CD, DVD or flash stick) appropriately labelled. In other words, no physical copies of mini-dissertation, dissertation or thesis are required after approval.
- G48.3 When submitted, a thesis shall be accompanied by a plagiarism declaration (see WSU Procedures for Postgraduate Programmes Policy) by the candidate as to the extent to which it represents his/ her own work, both in concept and execution. A text-matching report evidencing the plagiarism declaration shall be kept by the Department.

G49 THESIS STRUCTURE

- G49.1 A thesis shall, unless exception is granted from this requirement, be typeset in double spacing and be stoutly bound.
- G49.2 The title page of a thesis shall bear the following inscription (see Postgraduate Manual for formatting style of the cover page):
- 1. (full title of thesis)
 - 2. (full name of candidate)
 - 3. (Student Number)
 - 4. Submitted in fulfilment of the requirements for the degree of Doctor of.....
 (Name of the subject) at Walter Sisulu University.
 - 5. Supervisor.....
 - 6. Year submitted (see Postgraduate Manual for example)
- G49.3 A thesis which has previously been submitted for a degree at another university shall not be accepted.
- G49.4 A candidate shall submit together with his/her thesis, a copy of every dissertation or thesis previously submitted by him/her for another degree, whether it was accepted or not.
- G49.5 A thesis shall not be approved unless it provides proof of original work by the candidate and constitutes a distinct contribution to the knowledge of, and insight into, the subject.

G50 PUBLICATION

If, at 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 University, the University shall have the right to reproduce the work, in whole or in part, for purposes of research. The University may waive this right, provided that the candidate makes arrangements for publication of the work in a manner satisfactory to the University. For further information on general regulations for Post-Graduate see the guide to Higher Degree studies.

G51 RESEARCH PAPER, DISSERTATION AND THESIS DIGITAL COPIES TO THE LIBRARY

- G51.1 One electronic copy of the thesis, dissertation or mini-dissertation must be submitted to the Academic Department and Postgraduate Office for onward submission to the Library via the Faculty before graduation. No physical copy is required.
- G51.2 The Postgraduate Office should have approved the format as conforming to the guidelines in the Procedures for Postgraduate Programmes Policy.

G52 CERTIFICATION

- G52.1 Possible graduands shall be identified through the automated graduate identification system and tabled for SAC approval.
- G52.2 Names of graduands approved by SAC shall be issued with confirmation of completion letters and invited to their graduation ceremonies.
- G52.3 All certificates shall be issued to graduates upon receipt of a fee clearance from the Department of Finance.

G53 CERTIFICATE OF ENDORSEMENT

- G53.1 A certificate of endorsement shall be issued in lieu of a lost original certificate.
- G53.2 Requests to change names that already appear on an issued certificate are not entertained.
- G53.3 The following documents shall be required before printing of the certificate:
 - G53.3.1 An application form
 - G53.3.2 An affidavit from the Commissioner of Oaths
 - G53.3.3 Payment of the prescribed fee and
 - G53.3.4 Certified copy of the identity document.

G54 WITHDRAWAL OF CERTIFICATE

Any certificate, diploma, degree, academic record or examinations results that have been erroneously issued by the University will not be valid.

SECTION FIVE



RULES AND REGULATIONS REGARDING FEES

5.1. METHODS OF PAYMENT

5.1.1 The payment channels available for the payment of registration fees (MIP and prior year debt) are as follows:

- Bank Deposits and Electronic Funds Transfer
- Credit Card and POS payments (over the counter)
- Credit and Debit Card payments (i-enabler/Paygate)
- Debit order

The University does not accept cash payment of registration fees. Students are therefore requested not to make cash payments to any University official. The University will not accept responsibility for any loss as a result of cash paid to university officials in contravention of this notice.

5.1.2 **Bank Deposits and Electronic Funds Transfer**

Fees should be paid directly into the University bank account below, either by cash deposit or electronic funds transfer (EFT):

- Bank: FNB
- Account name: WSU Student Fees Account
- Account type: Current
- Account No. 52640012812
- Branch code: 210521
- Recipient ref: (Student number) – no spaces or extra characters

The banking details above should be used by students from all Campuses for the payment of student fees.

5.1.3 **Debit and Credit Card payments (POS)**

Debit and credit card payment facilities will be available at Butterworth and Mthatha campuses. Student identity cards must always be produced at the Student Fees Accounts Section and Cashier's Counter.

5.1.4 **Acknowledgment of Debt (AoD) forms and Debit order - RealPay**

Students who are not funded are required to enter into a payment agreement with the University by signing up for debit order. The debit can be used to pay the balance of prior year and current year fees (after paying MIP). Debit order forms can be accessed at the web form:

https://waltersisuluuniversity.na4.documents.adobe.com/public/esig_nWidget?wid=CBFCIBAA3AAABLbqlqZhAJH4Ue-cjKnKdUcKN_WKB1YZCRyxm9wJdOL3qeBYId45IcsXWnxd7MitLQPWbza90*

Manual debit order forms can also be accessed here:

<https://wsuacza.sharepoint.com/sites/FinanceSharedDocuments/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FFinanceSharedDocuments%2FShared%20Documents%2FStudent%20fees%2F2026%20Registration%2FSurety%2Dand%2Ddebit%2Dorder%2Dmandate%2Epdf&parent=%2Fsites%2FFinanceSharedDocuments%2FShared%20Documents%2FStudent%20fees%2F2026%20Registration&p=true&ga=1>

Once completed the manual debit order forms should be sent to aod@wsu.ac.za.

Students are strongly encouraged to use the web link form as the forms as the web forms are easier and faster to process.

The payment agreement should be completed by the person responsible for fees (not the student unless if they are employed).

Verification of AoDs and payment agreement will take up to 3 working days.

5.1.5 **Debit and Credit Card payments (online)**

Students can pay registration fees and balance of fees for the year through debit or credit card on the i-enabler account. Payments will reflect immediately on student accounts. To make a payment log onto your student i-enabler account.

5.1.6 **Acknowledgment of Debt (AoD)**

Students with prior year debt (including funded NSFAS students) are required to sign an AoD form including entering into a payment agreement for the payment of prior year debt through a debit order arrangement before being allowed to register. The AoD is signed on the system and should be accompanied by the following supporting documentation:

- a. Copy of student card
- b. Certified ID copy of the student and
- c. Certified ID copies of parents or person responsible for paying fees
- d. Proof of income (from the person responsible for the fees). Proof of income may be accepted from a student provided they are enrolled for a postgraduate programme and are employed.
- e. Proof of banking details
- f. Surety agreement
- g. Debit order mandate

The payment agreement should be completed by the person responsible for fees (not the student unless if they are employed).

The AoD and payment agreement can be completed online and can be accessed below or on the website/study with us/student finance:

https://waltersisuluuniversity.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhAWsmC5iHeEcnZm-RqJAAtctYNvr0y-nbwg-JbBMWAG2WOztJSqkAB-usbkBbmLD4pY*

Verification of AoDs and payment agreement will take up to 3 working days.

5.2. FINANCIAL CLEARANCE AND ONLINE REGISTRATION

5.2.1. NSFAS Funded Students

First time entering students (FTENs) & New Applicants

FTENs with confirmed NSFAS funding **and enrolled for a funded qualification** will be cleared to register, after the University has confirmed funding eligibility directly with NSFAS. Financial clearance is based solely on verification by the university directly with NSFAS and not on information submitted by students. Students should note that it may take up to 3 days for the University to verify and process NSFAS funding.

Returning students

These are previously funded students who are continuing with their studies at the University and fall into two categories:

- Students with prior year debt not covered by NSFAS
- Students with no debt or whose prior year debt is covered by NSFAS ie students who have been funded for all years of study

NSFAS funded students with prior year debt that is not covered by NSFAS will be required to pay a percentage of the prior year debt as per the MIP schedule and enter into a payment agreement for the balance before they are cleared to register.

The NSFAS criteria for the funding of returning students is as follows:

- A student should have passed the requirement minimum percentage of enrolled modules (2024 50%, 2025 to be advised)
- A student must be within N+1
- The household/family income is less than R350 000
- A student must be enrolled for a funded qualification
- The student must be enrolled for a minimum number of credits

Academic eligibility

In terms of the MoA between NSFAS and the University, the University has an obligation to verify the funding eligibility of students against its admission and registration records. Students must meet all eligibility criteria to receive NSFAS funding. Even if a student's NSFAS portal shows 'funded,' they will not be approved for NSFAS funding if they fail to meet any of the eligibility requirements.

N+1 rule

The N+ rule evaluation is completed by NSFAS using registration and qualification data submitted by the Institution and HEMIS data from DHET. The N+ rule is not an institution decision and therefore can only be amended by NSFAS with input from the Institution where appropriate. The following should also be noted regarding the N+ rule:

- Years of study for a previous qualification and/or at a prior institution are included in the calculation of years of study whether the qualification was completed or not.
- Years during which a student is not funded are included in the calculation

Funding status

Once the funding status has been verified and processed, students will be notified by email and the funding status will be updated on the WSU student portal https://students.wsu.ac.za/student_portal/index.php. Students should also check their funding status on the NSFAS portal <https://my.nsfas.org.za/Application/selfservice.jsp>.

Funded qualifications

To be eligible for NSFAS funding, a student must be enrolled for a funded qualification such as a Diploma programme or first time degree programme. Post graduate programmes such as Advanced Diplomas, Honours qualifications, PGCE and second qualifications are not funded. For a full list of unfunded programmes students should check with FAB or the DHET funding guidelines. What this means is that a student may be funded on the NSFAS portal but not be approved for NSFAS funding if they are enrolled for an unfunded qualification.

NSFAS Appeals

Students who appeal a NSFAS funding decision cannot be cleared to register until their funding appeal has been approved by NSFAS and their funding status has changed to approved/funded. **We have noted in recent years that an appeal may be approved but a student is not funded. In this instance, NSFAS benefits can only be processed when the funding has been confirmed.** Appeals are now being handled directly by NSFAS

All funding appeals should be submitted within the deadlines communicated by NSFAS. Late applications may not be considered by NSFAS.

Defunded students

Students should regularly check their funding status on the NSFAS portal. Funding statuses may change after initial confirmation, meaning a student may lose funding during the academic year. Although FAB will assist, funding queries should be directed to NSFAS. In the event of a conflict between the funding status on the student portal and the NSFAS portal, the status on the NSFAS funding portal takes precedence.

Students who lose NSFAS funding will be liable for the debt incurred that is not settled by NSFAS, including any allowances paid on the basis that the student is funded. The University will not pay allowances to students who have lost their funding and such students will be required to make alternative accommodation arrangements

5.2.2. Bursary Funded Students

A letter of funding applies to cases where fees are paid by a sponsor or a funder other than NSFAS.

The following shall apply to letters of funding:

- The University will only accept letters of funding from approved sponsors (big corporates, public entities including SETAs, and companies that have MoAs with the University).
- Letters of funding should be on official letterhead, should be signed by an authorised signatory and should be sent from an official email address and send directly to bursaries@wsu.ac.za. Letters that are not on official letterhead and

letters sent from unofficial and personal email address will not be accepted.

- The University will not accept letters of funding from students or staff to prevent fraud. The letter of funding should include contact details of the person signing the letter for verification purposes.
- Subsidy letters should be sent by HR to bursaries@wsu.ac.za.
- The University reserves the right to verify the validity and authenticity of letters of funding from new sponsors. The verification of letters of funding may take up to 3 days. New sponsors are encouraged to make upfront payments to the University in the first year of funding to avoid registration delays.
- Verification and approval of funding letters will take 2–5 days to ensure authenticity and prevent fraud.
- Letters from employers/bursars should clearly indicate what the funding covers. e.g. tuition, residences, books, meals, international students levy, etc and the maximum amount of funding.
- Proof of application for a loan or bursary is NOT acceptable, nor sufficient for the purposes of registration clearance

5.2.3 Self-funded students (with no prior year debt)

Self-funded with no prior year debt will be required to:

- pay MIP (Minimum Initial Payment)
- enter into a payment agreement for payment of current year fees

Students will be automatically cleared to register after payments have been made and allocated to the student account

The payments payable are also calculated and indicated by the system.

The amount payable is indicated on i-enabler at the point of registration.

Self-funded students with no debt will be required to enter into payment agreement (signing a debit order) to pay the balance of current year fees within a month of registration.

5.2.4 Self-funded students (with prior year debt)

Self-funded with prior year debt will be required to:

- pay MIP (Minimum Initial Payment)
- pay a % of prior year debt as per the MIP schedule
- enter into a payment agreement for payment of prior year debt and current year fees

Students will be cleared to register after:

- required payments have been made and allocated to the student account
- a payment agreement has been reviewed and approved by student fees
- the debit order / debicheck mandate has been accepted by the person responsible for fees

5.2.5 Special cases

After approval by the special cases committee of the respective campus, in terms of the special cases guidelines and subject to the approved quota, special cases students will be cleared to register after signing an AOD and completing a payment agreement in terms of Section 5.1.7 of these guidelines.

5.2.6 Fundi financial assistance

Students who do not have funding can ask their parents or guardians to apply for Fundi loans. Fundi Agents will be on each Campus during the registration period. Where the Fundi loan covers MIP and a % of prior year debt, students will be required to enter into payment agreement (signing a debit order) to pay the balance of fees and prior year debt

The University offers a 10% discount to students who settle their fees through Fundi

5.2.7 International students

In terms of the fees policy, international students are required to pay their fees upfront. As international student should not have a debt, they will not be allowed to register without first clearing prior year debt if they have accumulated debt. International students will be required to pay a deposit for current year fees before being allowed to register.

5.3. RESIDENCE FEES

5.3.1 The University has two types of residences, i.e WSU-owned residences and leased residences. WSU-owned residence fees are charged per room type, i.e single room or double room; leased residence fees are charged at negotiated prices with the landlords.

5.3.2 Fees for leased residences are payable in FULL regardless of whether the facilities being provided are interrupted by factors beyond the University's control, e.g. strikes, student boycotts, civil unrest and any disruption on campus. All students must obtain financial clearance for residences, prior to moving into residences.

5.3.3 Residence fees are charged for the academic year. Students should vacate their rooms during vacation in June and at the end of academic year.

5.3.4 Applications for residences are to be done online on i-enabler.

5.3.5 Rooms will be allocated after registration for funded students. For self-funded students, rooms will be allocated after registration following receipt and allocation of residence MIP.

5.3.6 A student shall be liable for residence fees from the time of allocation. Should a room allocated no longer be required, a student is required to cancel the room allocation.

5.3.7 In the event of withdrawal from residence or check-in in the second semester, the residence fees will be charged on a pro-rata basis.

5.3.8 Transfers and cancellations should be communicated through the Residence Officer, who will give guidance to a student on the process to be followed.

5.3.9 Students who require accommodation in university residences during long vacations i.e. June/July and December/January or for any other reasons, must make satisfactory arrangements for the payment of additional residence fees PRIOR to being admitted to

the residences. This is subject to the proper support of approved student participation events.

5.4 REFUNDS

5.4.1 MIP (STUDENTS UNABLE TO REGISTER)

In the event that a student has paid MIP and no longer wishes to register with the university or is unable to register, they can apply for a refund of the MIP.

To apply for a refund of MIP, students should log onto the student i-enabler account and complete the refund forms and upload supporting documents (proof of banking details).

The processing of refunds will take up to 5 working days, if there are no issues with the refund application or the supporting documents.

5.4.2 MIP (STUDENTS SUBSEQUENTLY FUNDED)

Students who have paid MIP and are subsequently funded may apply for a refund of the MIP if all the following conditions are met:

1. The student has no outstanding debt from prior year.
2. The funder has paid the amount due to the University for the year of study

MIP refunds will be processed in October of each academic year.

5.5 PAYMENT TERMS / PAYMENT AGREEMENTS

5.5.1 After registration, the balance of fees should be paid as follows:

Reg Block	Payment Agreement
1 st Semester	01 Jan to 31 Mar – 50% of the debt is payable
	01 Apr to 30 May – 100% is payable
2 nd Semester	01 Jul to 31 Aug – 50% is payable
	01 Sep to 30 Sep – 100% is payable
Year Programme	01 Jan to 31 Mar – 30% is payable
	01 Apr to 30 Jun – 60% is payable
	01 Jul to 30 Sep – 100% is payable

N.B. all fees for the 1st Semester must be paid by end May and the balance MUST be settled by end September.

Interest charged on outstanding debtors

5.5.1 Interest will be charged for any amounts outstanding for more than 12 months.

- 5.5.2 The rate applied will be the repo rate at the beginning of the year. Interest will be compounded monthly.

5.6. REGISTRATION AND LATE FEES

- 5.6.1 All students shall pay the following Administration Fees (Non-refundable) upon registration and any other fees as determined by the University.
- SRC Fees
 - Copyright Fee
 - Sport and Culture Fee
 - Student Insurance Fee
 - Student Data Bundles
 - Emergency Services

5.7. RULES REGARDING LATE OR NON-PAYMENT OF FEES

- 5.7.1 A student shall be fully liable for all fees payable by him/her in terms of these regulations.
- 5.7.2 All fees must be paid as outlined in 5.5.1. Failure to do so could have the following consequences:
- The University reserves the right to refuse utilisation of facilities.
 - Deregister the student, or
 - Prevent the student from accessing academic results, or
 - Exclusion from lectures, or
 - The University reserves the right to refuse admission to examinations, or
 - Withheld my certificate or qualification , or
 - Refusal of future registration at the University unless the outstanding balance is paid in full, or
 - The University will initiate collection procedures as per the University's policies. These include handing over the debt to Legal Debt collector .
- 5.7.3 A student will be a fully-fledged student of Walter Sisulu University once he/she complies fully with the University requirements as stipulated in the prospectus. One of the requirements is the settlement of fees.
- 5.7.4 The University reserves the right to hand over (without any further notice) all outstanding fees to Debt Collectors for collection. If this happens, no student will be allowed re-registration until all outstanding debt is paid in full.

5.8. RULES REGARDING REFUND OF FEES

- 5.8.1 If a student obtains funds from other sources which are more than sufficient to cover all fees, refunds to students may be made only at the end of the academic year and to the extent allowed by the funder.
- 5.8.2 In cases where payment is made by the sponsor or donor a WRITTEN authorisation from the sponsor for refund will be required.

- 5.8.3 Funds for other purposes, e.g. text books or living expenses, may be withdrawn upon the submission of request (once the funds have been credited to the fee account) and authorised by the sponsor.
- 5.8.4 No refunds will be paid to NSFAS students having credit balances on their account. All credit balances will be returned to NSFAS as a first repayment on the loan or as a credit on the bursary allocation.
- 5.8.5 In the event a student has paid MIP and no longer wishes to register with the university or is unable to register or no longer wishes to continue with their studies with the University, they can apply refund of the MIP.

To apply for a refund of MIP, students should log onto the student i-enabler account and complete the refund forms.

The processing of refunds may take up to 5 – 10 working days

5.9 TOURS, MATERIALS AND STIPENDS

5.9.1 Tours

The University shall make travel and accommodation arrangements for academic tours via its normal procurement processes. **Note that if an academic tour does not occur for whatever reason, the funds allocated for that tour will NOT be paid to students under ANY circumstances.** WSU cannot and will not make such refunds because the funding is intended for academic purposes only. Where an academic tour does not occur for whatever reason, and the funding cannot be reallocated for a different and approved academic purpose or activity, the students' account shall be credited and the funds for tours returned to NSFAS.

5.9.2 Materials

The University shall purchase materials required for practicals through the normal procurement processes. Payments shall be made directly to the suppliers. Under no circumstances shall funds for materials be paid to students or staff.

5.9.3 Stipends

The University shall pay stipends to funded students engaged in Work Integrated Learning to the extent the stipends are included in the fee structure for the relevant modules. No stipend shall be paid if the fee structure does not make provision for stipends.

5.9.4 Unfunded students

The following provisions shall apply for unfunded students:

- Unfunded students MUST ensure that payments to the University are up to date in terms of payment agreements. If payments are not up to date, unfunded students will be required to pay 50% of the estimated costs for materials or a tour.
- The University shall not pay stipends to unfunded students whose payment agreements are not up to date.
- Student accounts shall be credited for students who have not received stipends,

materials through the University or taken part in a tour. This shall be done at the end of the academic year.

5.10 CANCELLATION (DEREGISTRATION)

5.10.1 The administration fee (i.e. Registration Fee, SRC Fee, Sport & Culture Fee, Student Insurance Fee, Student Date Fee and Copy Right Fee) shall under no circumstances be refunded to students. This is to cover administrative expenses for registration.

5.10.2 In order to cancel a course, a student must formally cancel with the Faculty Office by completing a cancellation form (which must be in duplicate and the student must keep a copy). Should a student not do so formally, he/she will be held responsible for the full outstanding fees plus finance charges and collection costs.

5.10.3 Cancellation Credits

The following credits apply when a student cancels a subject:

	Block	Date	Credit
a.	First Semester Programme:	01 Jan to 28 Feb 01 Mar to 31 Mar 01 Apr to 30 Apr After April	100% credit 50% credit 25% credit No credit
b.	Second Semester Programme:	01 Jul to 31 Jul 01 Aug to 31 Aug 01 Sep to 30 Sep After September	100% credit 50% credit 25% credit No credit
c.	Year Programme:	01 Jan to 28 Feb 01 Mar to 30 April 01 May to 30 June After June	100% credit 50% credit 25% credit No credit

Any courses cancelled after these dates will not attract any credit.

The following credits apply when a student cancels residence:

Residence Period	Credit
1-2 months	75%
3-5 months	40%
6-8 months	25%
More than 9 months	0

SECTION SIX



ACADEMIC DRESS AND REGALIA

The antique silver, embossed Academic Seal depicting the face of Walter Sisulu, after whom the University was named, has been adopted exclusively for academic purposes such as Graduation. It appears on the degrees and diplomas awarded to graduates of WSU and is incorporated into the Academic Dress and Regalia used at Graduation.

A graduand shall not be allowed to wear a hood of a qualification that is not being awarded to him/her in the graduation ceremony.

All graduands must settle their outstanding fees before graduation in order to receive certificates during graduation.

The seal carries three words which depict three significant values which were embraced by Walter Sisulu and which consequently, underpin the values embraced by WSU:

- **Excellence**
- **Wisdom**
- **Integrity**

The seal also features on some of the Academic Regalia used at Graduation. A range of different gowns with symbolic meaning is worn by the academics and dignitaries who attend graduation and all graduands wear WSU academic dress on being capped by the Chancellor. The WSU corporate colours of black, white and silver form the foundation for academic regalia whilst the seven faculties can be identified by their own specific colours.

Birch's is the only approved and authorised supplier of WSU Academic Regalia. A single supplier is selected to ensure consistency in quality and the correct application of the WSU brand.



SECTION SEVEN

GENERAL INFORMATION ON LIBRARY & INFORMATION SERVICES

WSU Library and Information Services (LIS) is made up of twelve library sites that spread across WSU's four campuses, which are located at Butterworth, East London, Komani and Mthatha. There are four site libraries at Buffalo City campus (Potsdam, College Street, Chiselhurst, and Cambridge Street). There are two site libraries at Mthatha campus (Nelson Mandela Drive (NMD) and Zamukulungisa (ZMK)). The NMD consists of two libraries, the Sasol and the Health Sciences libraries. There are two site libraries at Komani campus (Masibulele and Grey Street libraries) and one at Butterworth Campus (Butterworth Campus library). In East London, there is Phyllis Ntantala Collaborative Library (PNCL), and this is a collaboration between Fort Hare, UNISA and Walter Sisulu universities. The three institutions share the library building, services and resources (Except electronic resources). The building consists of four floors, Fort Hare situated on the first floor, UNISA on the second floor and WSU on the third floor. The fourth floor is the executive suite and the ground floor is a 24-hour shared open study space. The Institutional Office of WSU LIS is located at PNCL, and this is where all E-resources (databases, e-journals, e-books, and library licenses) are ordered, renewed and processed.

WSU LIS has a close relationship with 8 Health Resource Centre libraries and also shares the library system and electronic databases. The Health Resource Centres are located in Gqeberha with three Health Resource Centre site libraries (Livingstone Hospital, Dora Nginza and PE Provincial Health Resource Centre libraries), Queenstown, East London, Mthatha and Lusikisiki.

MEMBERSHIP:

Membership is free for all the categories of library users listed here below, except for external borrowers. Membership commences immediately after library registration. For students, membership expires immediately after the annual examinations of each year or when a student discontinues his/her course of study during the course of the year. Membership for staff and external borrowers expires at the end of each academic year. Membership for the external borrowers is subject to approval by the Deputy Director of the Campus Library. The WSU staff or student identity card must be produced at all times when services from the library are required. Prospective external library members will pay a non-refundable fee of R300.00 that is reviewed annually. External borrowers will produce an Identity Document (ID) for all their library transactions.

Membership is grouped according to the following categories:

- Chancellor/Council Members
- Academic Staff (Full-Time, Contract, Part-Time and Temporary)
- Administrative & Support Staff (Full-Time or Contract and Temporary)
- Registered Students
- External Borrowers
- Visiting Lecturers/Professors/Students
- CHELSA referees
- Alumni

CHELSA (Committee for Higher Education Libraries in SA) Signed Memorandum of Understanding

The memorandum is intended to promote co-operation among University Libraries in order to enhance access to information resources within the ecosystem. As individual libraries are not in a position to meet all the requirements of their users, the establishment of a networked academic information ecosystem is essential for resource sharing. The memorandum provides the framework to ensure the provision of equitable quality services by all participants.

The heads of university libraries have committed themselves and undertook to collaborate with one another as implied in the Higher Education Act and to be of service to one another's clients.

Provision of Services:

- Each university library is individually responsible for, and is expected to provide, core library and information services to all its users from undergraduate to research.
- Each university library must provide for the needs of its own undergraduate students as well as pre-masters students.
- The parties do not make their libraries available to one another for use by diploma, undergraduate, honours and postgraduate diploma students.
- The parties agree to make their libraries available to one another for use by academic and research staff and postgraduate Masters and Doctoral students
- Institutions will deal with occasional visitors in terms of their established policies.

Letters of introduction issued by heads of university libraries:

- When a member of staff or a student of a university wishes to use the library and information services of another university library, the client should obtain a signed standard letter of introduction from the head of the library, or from a person who has been duly authorised, and present such a letter to the head of the hosting university library for acceptance.
- No other letter of introduction will be acceptable.
- Grounds for issuing letters of introduction. Letters for special membership of a university library will not be provided to persons on the grounds of wishing to access a university library other than their home institution's library.

Grounds for issuing Letters of Introduction should be:

- Evidence of inadequacy of the home institution's library resources in a particular academic area
- Special research requirements that cannot be met by the home institution's library
- Where a Masters or Doctoral student has registered at their home institution and in the opinion of the head of the university library or a person duly authorized is experiencing problems of access (for example, a student registered for part time postgraduate study who lives at a significant geographical distance from the home institution), a signed letter of introduction may be issued for presentation at a university library nearer to the home of the student.
- The granting of special membership is at the discretion of the head of the university library or a person duly authorised to whom the letter is directed, based on grounds of inadequacy of resources and or special research requirements.

Responsibility for any material borrowed by the person to whom the letter of introduction has been issued, in their capacity as a special member of the host

University Library:

- Any losses resulting from material that is not returned by the special member within the stipulated time will be recompensed in full by the responsible university library.

RESOURCES:

Library resources are classified according to the following categories:

- Electronic resources, databases and e-books are accessible through the library website.
- Printed books are campus-based resources that can be used by visiting the library, and are borrowed through the campus librarians.
- Resources not available in WSU libraries can be borrowed through inter-library loans at campus libraries or by obtaining a CHELSA referral letter if planning a visit to another university in South Africa.
- If a book is not available in another WSU Campus library, it can be obtained through the Inter-Campus lending. The Campus/ Site librarian will make arrangements for the borrower to get the book. The book can be returned by the user to any WSU nearest library.
- Both services, ILL and CHELSA, are limited to researchers, academic staff and postgraduate students.

SERVICES OFFERED BY PHYLLIS NTANTALA COLLABORATIVE LIBRARY (PNCL)

- Digital Script Writing Hub Services
- Computer laboratory Services
- Training sessions in the training room
- Research Commons Services
- Interactive Learning Zones
- Bring your own device zones
- Collaborative study booth areas
- Printing.

BENEFITS OF ONLINE LIBRARY SERVICES

As the library is subscribing to E-resources (databases, ebooks, online journals, etc.) and using Alma integrated library system shared between SEALS libraries (University of Fort Hare, NMU, Rhodes University and Walter Sisulu University sharing a server)

- Telephonic renewal of borrowed items can be obtained, subject to having your staff or student card at your disposal during that telephonic transaction, and this service cuts across all WSU libraries.
- Access to online resources can be attained using our off-campus platform at home, using either your mobile phone or desktop with internet through the library website. Unmediated access to the library is available from anywhere and as long as there is internet. This service requires a library user to register on My Account. Librarians are always available to assist in registering on My Account.
- Access to the latest online library resources, e-articles and e-books for use as reference materials in your course. Contact the subject librarian or go through the library website 'search and find' –subject portals (Lecturing staff and students).
- Access to other regional library catalogues (UFH, RU, NMU, WSU) can be obtained through the library website OPAC platform.
- Personalised library service or creation of personal preferences can be obtained through the

library system by creating a personal account with logins. Users will be able to remember to generate the library use history on the system and to keep search findings.

- Online newspapers are also accessible through the Press reader in the palm of the hand. This system allows the entire university community to access the latest newspapers and magazines at work and from home saving them the hassle of collecting daily newspapers.
- Through university lecturers and librarians, students are urged to make time for the library information searching skills, how to access library databases and how to use literature, avoiding irregularities such as plagiarism, cut and paste and copying other people's ideas. The library staff train academic staff and students on how to use plagiarism software (Turnitin) to detect the extent of illegal use of information sources on assignments or term papers. Having a Turn-it-in account is as important as having access to the WiSeUp.
- Turn-it-in is integrated to the WiseUp (Moodle)/ Blackboard / Online teaching platform

To gain access to resources to support online teaching – please contact the subject librarian or campus library managers.

CONDUCT / BEHAVIOUR IN THE LIBRARY:

In order to create an environment that is conducive to teaching, learning, research and community engagement, members are to adhere to the following code of conduct:

- Library users must conduct themselves in a decent manner that is not disturbing to other users.
- To exploit the best capabilities of the librarians and other library users, everyone should be treated with respect, to enable the best experience during university study.
- The library is a non-smoking environment. Therefore, smoking is prohibited in all public spaces of the library buildings.
- No food or drink may be consumed in the library.
- Firearms are not allowed.
- Use of cellular devices is prohibited.
- Cleanliness must be maintained at all times.
- Users may not shelve items back onto the shelves, except only in the Health Sciences Resource Centre, where it is a rule to put items back onto the shelves.
- Theft or mutilation of library material is taken seriously and is a punishable offence.
- Property cannot be left on chairs or tables to reserve places for oneself or others.
- Transgression of the WSU libraries' rules may lead to suspension of the user's borrowing rights.
- Treat the library staff/library users with respect or in the way one would want to be treated.

We value your support and contribution towards improving our library services. Any queries, comments and complaints must be directed to the campus where a student is registered. Contact details of librarians for campus libraries are available on the library website.

LIBRARY HOURS

MTHATHA CAMPUS

Nelson Mandela Drive Library

Sasol Library

Term Time

Monday – Friday :	08:00 - 24:00
Saturday :	09:00 - 17:00
Sunday :	Closed

Examination Time

Monday – Friday :	08:00 - 24:00
Saturday & Sunday :	09:00 - 17:00

Short Vacation (March & September)

Monday – Friday :	08:00 - 18:00
Saturday :	09:00 - 13:00
Sunday :	Closed

Long Vacation (June & December)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 15:30
Saturday :	Closed
Sunday :	Closed

Health Sciences Library

Term Time

Monday – Friday :	08:00 - 24:00
Saturday :	09:00 - 17:00
Sunday :	Closed

Examination Time

Monday – Friday :	08:00 - 24:00
Saturday :	09:00 - 17:00
Sunday :	09:00 - 17:00

Short Vacation (March & September)

Monday – Friday :	08:00 - 24:00
Saturday :	09:00 - 17:00
Sunday :	Closed

Long Vacation (June)

Monday – Thursday :	08:00 - 24:00
Friday :	08:00 - 17:00
Saturday :	Closed
Sunday :	Closed

Long Vacation (December)

Monday – Friday :	08:00 - 18:00
Saturday :	Closed
Sunday :	Closed

Zamukulungisa Library

Term Time

Monday – Friday :	08:00 - 24:00
Saturday :	09:00 - 17:00
Sunday :	Closed

Examination Time

Monday – Friday :	09:00 - 24:00
Saturday :	09:00 - 17:00
Sunday :	09:00 - 17:00

Short Vacation (March & September)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 15:30
Saturday :	Closed
Sunday :	Closed

Long Vacation (June & December)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 15:30
Saturday :	Closed
Sunday :	Closed

BUTTERWORTH CAMPUS

Library

Term Time

Monday – Friday :	08:00 - 24:00
Saturday :	09:00 - 17:00
Sundays :	Closed

Examination Time

Monday – Friday :	08:00 - 24:00
Saturday :	09:00 - 17:00
Sunday :	09:00 - 17:00

Short Vacation (March & September)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 15:30
Saturday :	Closed
Sunday :	Closed

Long Vacation (June&December)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 15:30
Saturday :	Closed
Sunday :	Closed

BUFFALO CITY CAMPUS**Potsdam Library****Term Time**

Monday – Friday :	08:00 - 24:00
Saturday :	09:00 - 17:00
Sunday :	Closed

Examination Time

Monday – Friday :	08:00 - 24:00
Saturday :	Closed
Sunday :	Closed

Short Vacation (March & September)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 14:00
Saturday :	Closed
Sunday :	Closed

Long Vacation (June & December)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 14:00
Saturday :	Closed
Sunday :	Closed

College Street Library**Term Time**

Monday – Friday :	08:00 - 24:00
Saturday :	09:00 - 17:00
Sunday :	Closed

Examination Time

Monday – Friday :	08:00 - 24:00
Saturday :	09:00 - 17:00
Sunday :	09:00 - 17:00

Short Vacation (March & September)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 14:00
Saturday :	Closed
Sunday :	Closed

Long Vacation (June & December)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 14:00
Saturday :	Closed
Sunday :	Closed

Cambridge Street Library**Term & Examination Time**

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 13:00
Saturday :	Closed
Sunday :	Closed

Short Vacation (March & September)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 13:00

Long Vacation (June & December)

CLOSED

Chiselhurst Library**Term Time**

Monday – Friday :	08:00 - 19:00
Saturday :	09:00 - 13:00
Sunday :	Closed

Examination Time

Monday – Friday :	08:00 - 19:00
Saturday :	09:00 - 17:00
Sunday :	09:00 - 17:00

Short Vacation (March & September)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 15:30
Saturday :	Closed
Sunday :	Closed

Long Vacation (June & December)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 15:30
Saturday :	Closed
Sunday :	Closed

KOMANI CAMPUS

Queenstown Library – Grey Street

Term Time

Monday – Thursday :	08:00 - 21:00
Friday :	08:00 - 20:00
Saturday :	09:00 - 17:00
Sunday :	Closed

Examination Time

Monday – Thursday :	08:00 - 21:00
Friday :	08:00 - 20:00
Saturday :	09:00 - 17:00
Sunday :	09:00 - 17:00

Short Vacation (March & September)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 15:30
Saturday :	Closed
Sunday :	Closed

Long Vacation (June & December)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 15:30
Saturday :	Closed
Sunday :	Closed

Whittlesea Library

Term Time

Monday – Thursday :	08:00 - 21:00
Friday :	08:00 - 20:00
Saturday :	09:00 - 17:00
Sunday :	Closed

Examination Time

Monday – Thursday :	08:00 - 21:00
Friday :	08:00 - 20:00
Saturday – Sunday :	09:00 - 17:00

Short Vacation (March & September)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 15:30
Saturday – Sunday :	Closed

Long Vacation (June & December)

Monday – Thursday :	08:00 - 16:30
Friday :	08:00 - 16:30
Saturday – Sunday :	Closed

Phyllis Ntantala Collaborative Library (PNCL)

Monday – Thursday :	09:00 – 16:30
Friday :	09:00 – 14:00
Saturday – Sunday :	Closed

Public Holidays :	Closed
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Shared Study Centre (PNCL)

Monday to Sunday :	24 hours
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Livingstone, Dora Nginza & Provincial Library

Term Time

Monday – Friday :	08:00 - 16:30
Saturday – Sunday :	Closed

Lusikisiki Library

Term Time

Monday – Friday :	08:00 - 16:30
Saturday – Sunday :	Closed
Sunday :	Closed

Library Term Time

Monday – Friday :	08:00 - 16:30
Saturday :	Closed
Sunday :	Closed

East London Health Resource Centre Library

Term Time

Monday – Friday :	08:00 - 16:30
Saturday – Sunday :	Closed

Queenstown Health Resource Centre Library

Term Time

Monday – Friday :	08:00 - 16:30
Saturday – Sunday :	Closed

(There are no vacations in Health Resource Centres)

Public Holidays (All WSU Libraries & Health Resource Centre Libraries) are closed except if a public holiday falls within the examination period

SUPPLEMENTARY EXAMS OPENING HOURS – ALL WSU LIBRARIES

Monday - Friday: 08:00 – 18:00

Saturday & Sunday: Closed

Public Holidays (All WSU Libraries): Closed

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SECTION EIGHT

INFORMATION & COMMUNICATION TECHNOLOGY (ICT) SERVICES

This department provides ICT services to the entire WSU community. Our primary purpose is to ensure that the students, as our main customers, receive the best possible educational services from the University.

VISION

To facilitate an excellent ICT environment for effective research, teaching, learning and community engagement.

MISSION

- To implement a best practice service management framework that will deliver effective services
- To provide ICT solutions that respond to customer needs
- To develop and sustain an ICT infrastructure that will facilitate effective delivery of university services.
- To develop a department of choice for ICT practitioners

SERVICES

ICT Services provides service and support to the University community in the following service categories:

- Desktop Services
- Storage and Backup Services
- Software and Application Services
- Networking and Collaboration Services
- ICT Security Services

GUIDELINES FOR USE OF COMPUTER SERVICES

User Accounts and Email

- Each student is allocated a Username and Password, initially set via SMS and email that the student provided when applying to study at WSU.
- Each student must keep his/her Username and Passwords confidential.
- Students are not allowed to use their username and passwords to login for another person(s)/student(s) on the WSU network.
- Students must use their WSU email accounts accessible at www.office.com to communicate with lecturers and other university officials.
- Students are responsible for the appropriate use of all networked resources assigned to them.
- Students must only use the email address provided by the university to send or receive any form of communication related to their academic work.
- Students must not attempt to access restricted areas of the network, operating systems, security software or other administrative applications.
- Students must only use their accounts for access to resources aligned with learning, research and community engagement. Any abusive use of access accounts will be dealt with accordingly.

- The University may revoke access or suspend user accounts or disable connection of a device which present a cyber security risk on the network.

Computing Passwords

- The WSU Computing Passwords Policy requires that all passwords:
- Be at least eight alphanumeric characters long.
- Contain digits or punctuation characters as well as letters (e.g. 0-9,+?*#@-=).
- Contain both upper- and lower-case characters (e.g. a-z; A-Z).
- Not be a word in a dictionary, language, slang, dialect or jargon.
- Not be solely based on easily guessed personal information like birthdays, pets or nicknames.

Personal Devices

- Personal devices are allowed on the network provided the installed software is kept up to date and an antivirus software is installed.
- The university reserves the right to disconnect devices or disable services for security reasons without notification.
- Students are expected to always use their devices in an ethical manner, adhering to the university's policies.
- Students are responsible for maintaining their personal devices.
- WSU is not responsible for damages or malfunctioning which occurs while the device is connected on the university network.

Computer Labs

- Students are expected to use lab equipment in a responsible manner.
- Students are not allowed to attempt to repair lab equipment.
- Students are not allowed to move any equipment from its original position.
- Students are not allowed to install or uninstall software on lab computers.
- Students are not allowed to eat or drink in the lab.
- Students are expected to tidy up the lab at the end of their session.

STUDENT SUPPORT SERVICES

It is important that all students communicate with the ICT Services Department via the ICT Service Desk to ensure that their issues and faults are recorded and resolved promptly.

The ICT Services Desk may be contacted by:

- Calling the Student Support Services on 043 703 8543/71/79 or
- Sending an email to remotelarning@wsu.ac.za or
- Going to the self-service service-desk website or
- Visiting the ICT Student Support Services at the local campus.



SECTION NINE

INTERNATIONALISATION & PARTNERSHIPS

The Internationalisation and Partnerships Directorate's responsibility is, in line with the WSU's Vision 2030, to support the faculties with their internationalisation and partnerships plans and activities. WSU's Vision 2030 captures as one of the University's core strategies over the next 10 years, the notion of embedding internationalisation and partnerships in the academic mission.

The Directorate is responsible for the overall internationalisation and partnerships strategy which includes creating sustainable and meaningful alliances and partnerships to support WSU's academic project; internationalisation of the curriculum; internationalisation at home initiatives; student and staff mobility programmes; internationalisation of research and innovation; and international students recruitment. The Internationalisation and Partnerships Directorate is the first point of contact for all the external stakeholders that have an interest in partnering with WSU and incoming international students and provides assistance and information to students with regard to visas, medical aid and much more.

The services provided include, but not limited to:

- Liaising with various external stakeholders such as local and international governments, funding agencies, embassies, business organizations etc.
- Ensuring that the international students are compliant with relevant legislation
- Supporting the social integration of international students
- Organising Internationalisation at home activities such as cultural diversity, celebrations and activities
- Institutional reporting on internationalisation and creating an institutional narrative of internationalisation

SECTIONS WITHIN THE DIRECTORATE

The Directorate comprises of the following sections:

- Partnerships Unit
- Internationalization Unit

FOCUS AREA 1: STRATEGIC PARTNERSHIPS

GOAL 1: To establish strategic partnerships with the communities and relevant institutions locally, nationally and internationally.

GOAL 2: To facilitate the implementation of projects that flow from the strategic partnerships

FOCUS AREA 2: INTERNATIONALISATION

GOAL 1: The participation of WSU students and academics in international experiences

GOAL 2: Administration and the recruitment of international students

GOAL 3: Internationalization of the curriculum

GOAL 4: International development and Research Collaborations

GOAL 5: Facilitate funding opportunities for international programmes

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SECTION TEN

QUALITY MANAGEMENT DIRECTORATE

The Quality Management Directorate's responsibility is to assure, promote and enhance the effectiveness and impact of the quality measures employed in the University's core business activities of teaching and learning, research, community engagement and support services, as well as the quality of the total student life experience.

The Directorate falls directly under the Office of the Deputy Vice-Chancellor: Academic, Administration and Research (DVC: AAR).

1. National and institutional contexts

1.1 National context

In the context of the South African higher education system, quality refers to the interrelated demonstration of fitness of, and for purpose, value for money, and contribution to social transformation in line with the intent and values enshrined in the Constitution of the Republic of South Africa (1996), (CHE, 2020).

The Higher Education Act (no 101 of 1997), amongst other provisions, commits "*to provide for quality assurance and quality promotion in higher education*" and further assigns the Council on Higher Education (CHE) the responsibility for quality assurance and quality promotion for higher education and for development and implementation of appropriate legislative frameworks. The CHE's mandate to fulfil its quality assurance obligations is preserved in the National Qualifications Framework Act and further accentuated in the Higher Education Qualifications Sub-Framework (HEQSF) which seeks to facilitate the development of a single coordinated national higher education system as envisaged in Higher Education White Paper 3, A Programme for the Transformation of Higher Education (1997). The CHE's Quality Assurance Framework (QAF, 2020) on the other hand, which has recently been published, seeks to provide a new approach to quality assurance in higher education, amongst other things, it aims to simplify external quality assurance processes and provide for greater self-regulation, responsibility and accountability of higher education institutions (HEIs) for the quality management of their higher education provisioning through their internal quality management and assurance systems. It is therefore appropriate that the WSU's quality function, of which the Quality Management Directorate is a custodian, frames its strategic planning within the context of this legislative environment.

Quality management comprises an integrated quality assurance system that includes quality support, ongoing quality development and enhancement, and concomitant quality monitoring (IA), it also refers to the institutional arrangements for assuring, supporting, developing and enhancing, as well as monitoring the quality of learning and teaching, assessment, research, and community engagement, (QAF, 2020). For WSU's quality function to be effective and responsive, its quality management system must therefore support, develop, enhance and monitor the institution's delivery of the core functions of higher education (IA) as articulated in

the WSU's V2030.

2. **Quality Management Directorate Philosophy**

Vision

Enhance quality and excellence in all aspects of institutional pursuits.

Mission

To assure and promote quality through sustainable use of technologies, integrated systems and processes.

Slogan

Do the right thing, put quality first.

Values

- Honesty and integrity
- Quality and excellence
- Respect
- Ubuntu

Principles

- Responsibility and Accountability
- Integration
- Fitness for Purpose
- Fitness of Purpose
- 'Fit' for African context and a rapidly changing world.
- Differentiation
- Simplification
- Collaboration
- Innovation
- Transformation

3. **QMD Strategic Focus Areas**

1. ***Planning for quality***

Design and develop the structure of a quality management system, its processes and plans for implementation. A quality plan needs to ensure the needs of WSU, its staff, students and relevant stakeholders are a driving force behind the quality improvements and enhancement.

2. ***Continuous and reflexive quality assurance***

A cyclical and reflective quality system involving evaluating and providing evidence of the extent to which institutions have put in place the measures needed to achieve i) the goals and purposes they have identified for themselves and ii) programmes that are able to deliver a set of learning experiences which will support students in attaining their qualifications. The main goal will be to determine the effectiveness and efficiency of plans and processes toward the set objectives, to communicate findings to stakeholders and to develop best quality practices and processes.

3. *Quality monitoring for continuous improvement*

A quality monitoring system will ensure quality improvement plans are developed, approved, validated and monitored for continuous improvement and reporting back to management and institutional governance structures. on the critical aspects identified in the institutional QA policies and systems, and includes matters of sustainability, positive developments and use of resources.

4. *An institutionalized culture of quality*

A planned programme of activities to institutionalise a quality culture and to provide for better quality than existed previously. This includes development and implementation of initiatives to raise quality standards and the quality of provisioning beyond threshold standards and benchmarks.

5. Impactful, digital and integrated quality systems and processes.

WSU recognizes that we live in a technology driven world requiring all its functional units to embrace and harness technological advancements to improve operational efficiency and sustainability. In this context, QMD plans to employ digital technologies to change its business processes and to convert data and information into a digital format. In other words, QMD will embrace the concepts of digitization which refers to conversion of information into digital format and digitalization which refers to conversion of QMD business processes into digital equivalents. Importantly, QMD will develop digital systems that are integrated with each other to enhance operational efficiency.

6. Empowered human capital

QMD enhances the capacity and capabilities of QMD staff through targeted training and development opportunities because availing such opportunities will empower staff, increase operational effectiveness and create a workplace culture and climate that is conducive to high performance. Capacity development opportunities will focus on strengthening both technical and technological capabilities of QMD staff. QMD will also attract and retain talented quality practitioners.

7. QMD as a recognisable and impactful enabler of quality

QMD recognises that branding, marketing and communication are important parts and tools of quality management, promotion and enhancement by which they will inform, persuade, empower and enrich the knowledge of their stakeholders about the value of quality management and assurance, its strengths and impact in ensuring quality of WSU provision.

8. Responsibilities of students in ensuring quality

- Participate actively in the learning processes and participate according to subject offering and assessment requirements.
- Attend all scheduled classes as indicated on the timetable.
- Read and understand all pertinent university rules and regulations
- Write and submit all the tests, presentations, practical's & projects according to the specified time as indicated in the module guide and as advised by the lecturer.
- Ensure that the attendance register is signed when attending the lecture. Punctuality and regular attendance to classes is encouraged.
- Where relevant, consult the Student Development and Support Services as early as possible about any disability issues, counseling, or general health issues.

- g. Discuss any concerns or challenges that relate to course/module activities and assessments as early as possible with relevant lecturers and/or the Programme Coordinators.
- h. Consult with the Lecturer (in the first instance) and Programme Coordinator, Head of Department or Dean as early as possible if personal circumstances are affecting participation or performance in learning activities.
- i. Raise any concerns regarding marks for each assessment tasks promptly, rather than wait until the final mark is awarded.
- j. Check that your name is on the class list after classes commence and if not, contact the faculty and/or registration office.
- k. Request student module guides for all your modules in the first week of attendance of each module.
- l. Be committed to all university requirements that relate to your learning and ask clarity where necessary.

9. *Responsibilities of lecturers in ensuring quality*

- a. Attend all scheduled classes as indicated on the timetable.
- b. Notify students and make prior arrangements for classes that may be cancelled.
- c. Make attendance register available to students for all lectures conducted.
- d. Ensure that a timetable and student module guides are available for all modules taught.
- e. Keep an updated module file arranged as per the module file guide.
- f. Provide feedback to students timeously for all assessments done.
- g. Arrange support for all at risk students.
- h. Comply to all pertinent university policies and rules
- i. Indicate consultation hours on office door for student enquiries and for other academic activities.

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SECTION ELEVEN



DIRECTORATE OF LEARNING & TEACHING

The Directorate of Learning and Teaching (DLT) is a centre of excellence in academic development programmes and services in order to enhance the quality of students' learning experiences in higher education and training. To fulfill this vision, the DLT mission is encapsulated by means of the following mission statement:

To enhance quality in learning and teaching by providing integrated and specialised pedagogic and professional expertise to all faculties towards improved student academic performance.

STRATEGIC OBJECTIVES:

- Increase student access by means of foundational provisioning.
- Improve student success and graduation rates at both undergraduate and postgraduate levels.
- Provide accredited academic staff development programmes and services for student academic success.
- Ensure student and staff participation in appropriate teaching and learning technology.

FUNCTIONS OF FIRST YEAR SUPPORT

- Coordinate and champion the design, development and implementation of all profiling and placement tests, including alternative admission for students at risk in relation to academic success.
- Co-ordinate, in partnership with university faculties, an institutional strategy for all DHET-funded extended programmes.
- Design and implement a student tracking and monitoring system for early detection of students at risk of academic failure and for appropriate intervention.
- Coordinate and develop skills-based retention programmes such as:
 - * Academic literacy and academic writing.

FUNCTIONS OF ACADEMIC ADVISING

- Design and co-ordinate the orientation and induction programmes of all new students, including provision of academic advising for student academic excellence.
- Track and monitor all students who are at-risk of failure and exclusion as identified from the first test intervention and subsequent tasks.
- Provide training for, and management of, student mentorship programmes and tutorial programmes, including Peer Assisted Learning (PAL) programme, as skills-based retention programmes.
- Provide training on graduate attributes for all levels including graduate development programme skills which include employability and entrepreneurship skills in line with the demands of the Fourth Industrial Revolution (4IR) as demonstrated in: CV writing, presentation skills, interview skills, problem-solving skills, etc.
- Promote the enrolment in mathematics, science, engineering and technology (MSET),
- and accounting students from our region and feeder schools.
- Coordinate developmental partnerships in other strategic areas between WSU and the Schools from our region.

FUNCTIONS OF LEARNING AND TEACHING WITH TECHNOLOGY (LTwt)

- Champion institutional e-learning projects as part of institutional strategy for the integration of ICTs in learning and teaching.
- Manage the Institution's Learning and Teaching with Technology Centres.
- Promote academic expertise in the integration of learning and teaching.
- Coordinate curriculum innovation in digital learning.
- Provide advice on learning materials development, both printed and online.
- Participation in research and development in the field of educational technologies to keep abreast of new trends in Higher Education.
- Establish partnership and network nationally and internationally.

FUNCTIONS OF ACADEMIC STAFF DEVELOPMENT

- Assist faculties in Recognition of Prior Learning (RPL) through candidate advice and support, including the design of credible assessment methods for student learning.
- Provide specialised expertise and functions in designing, management and the delivery of relevant and accredited academic programmes, including learning and teaching materials development.
- Champion professionalisation of teaching and enhanced pedagogy in higher education and training by attainment of relevant teaching qualifications, for example, a Postgraduate Diploma in Higher Education (PGDHET) and senior qualifications in higher education studies.
- Coordinate the implementation of short-learning programmes as part of community engagement with the local communities.
- Promote excellence in teaching by means of scholarship for learning and teaching and the Vice-Chancellor's Teaching Excellence Awards.

FUNCTIONS OF SCHOLARSHIP OF TEACHING AND LEARNING (SoTL)

- Strengthen academics knowledge on SoTL.
- Support academics in curriculum facilitation practices for quality teaching and learning
- Mentor academic on publication of best practices.
- Engage faculties to undertake critical review of academics' involvement in quality teaching.
- Create SoTL community of fellowship at all WSU sites (SoTL clusters).
- Promote scholarly teaching and learning.
- Offer a platform to accelerate the publication of papers on SoTL.
- Provide advice on manuscript preparation and DHET accredited journals and recognized conferences.

FUNCTIONS OF STUDENT TRACKING AND MONITORING UNIT

- Develop a University-wide approach to employing data analytics to achieve better student success and throughputs.
- Providing holistic student tracking and monitoring guidelines necessary for epistemological access, retention and student success.
- Provide information on student activities and performance, based on data drawn from internal sources to determine bespoke intervention targeted to address the identified risk of the student and module.
- Addressing ethical issues and pragmatic ways of engaging students based on information generated from data analytics.
- Refer students to relevant support programmes using relevant students profiling and monitoring data.
- Develop a data warehouse and perform a data mining exercise that will load the predictive data into the data warehouse.

FUNCTIONS OF THE WRITING CENTRE

- Provide support to academic writing support to students at all levels.
- Undertake language development programmes to needy students.
- Assist students with oral presentation skills.
- Support academics to make their modules writing intensive.
- Run workshops in essay writing, referencing, academic integrity, critical reading, reviewing and proof-reading assignments and others.
- Research related to academic writing in the institution.

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SECTION TWELVE

DIRECTORATE OF RESEARCH & INNOVATION:

DIVISION OF RESEARCH AND INTERNATIONALISATION

The Directorate of Research and Innovation (DRI) is the capacity-building and administrative hub for research, postgraduate studies and innovation at WSU. It provides policy, strategic and operational support to the University in the core mandate areas of research, postgraduate studies and innovation capacity development. Most of the Directorate's activities are carried out in coordination with faculties and research entities. DRI is an important gateway for researchers, postgraduate students, innovators and WSU entrepreneurs seeking funding, administrative and logistical support for their studies or research and innovation projects.

The Directorate administers the University's research and innovation capacity development budget, and interacts with national and international research funding, standards-setting, regulatory, and policy institutions to grow the University's research and innovation footprint in a sustainable, visible and impactful way. Among these institutions are National Research Foundation (NRF), Department of Higher Education and Training (DHET), Medical Research Council (MRC), National Intellectual Property Management Office (NIPMO), and Water Research Commission (WRC) - to name just a few. The Directorate is a member of the Southern Africa Research and Innovation Management Association (SARIMA) and works closely with the Technological Higher Education Network South Africa (THENSA) – formerly, South African Technology Network (SATN) - of which the University is a member.

DRI's philosophy and strategic approach foregrounds research and innovation excellence, relevance and transformative impact. The Directorate remains committed to initiatives aimed at repositioning the University as an innovation-focused, research-active institution whose work shapes futures and changes lives - from the remotest rural Eastern Cape village to far-flung commercial and industrial centres nationally and globally. New streams of funding are constantly being sourced and availed, among other things, to boost support for Applied Research Niche Area (RNA) development, empower emerging academics to become published scholars, orient Master's and doctoral students to social justice leadership as well as entrepreneurial values, and create postgraduate pipeline development initiatives through which larger numbers of honours students enrol for Master's programmes and Master's candidates become doctoral degree candidates.

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OFFICE OF TECHNOLOGY TRANSFER (OTT)

One of the three service units of the Directorate of Research and Innovation, the Office of Technology Transfer (OTT), is funded by the National Intellectual Property Management Office (NIPMO) through the national Department of Science and Innovation. It became fully functional at WSU in 2018 with the appointment of a Technology Transfer Officer and an Intellectual Property Scout. A Technology Transfer Manager was also appointed in 2018, but assumed duty in March 2019. The OTT is the Research and Innovation Directorate's main vehicle for developing and maintaining cutting-edge intellectual property management systems across the university to support research that results in impact-making innovations and inventions. It is also the hub of IP support for WSU's entrepreneur community. It works in close collaboration with faculties and research units and with the other service units of the Research Directorate, namely, Postgraduate Studies and Research Administration Central.

MANAGER: TECHNOLOGY TRANSFER

Vacant

INTELLECTUAL PROPERTY ADMINISTRATOR

Ms Vuyokazi Nibe;
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RISK AND VULNERABILITY SCIENCE CENTRE (RVSC)

The Risk and Vulnerability Science Centre is an initiative of the Department of Science and Technology (DST) and National Research Foundation (NRF) with primary focus on knowledge management through bridging the gap between researchers, business communities, municipalities and policy-makers. RVSC envisages resilient communities where scientific knowledge and research-based decision support tools are applied to efficiently and effectively manage the risks of, and vulnerability to, environmental adversities.

The Risk and Vulnerability Science Centres (RVSCs) are designed to empower rural-based universities to contribute to effective production and the application of Global Change

Knowledge, as well as to the development of capacity for Global Change Research.

RVSC is multidisciplinary in nature and aims to achieve the following objectives:

- Human Capital Development (HCD) of postgraduate students to acquire masters and doctoral degrees;
- Knowledge generation through publications in line with Global Change Grand Challenge research themes;
- Knowledge dissemination to municipalities and policy decision-makers; and
- Contribute to the South African Risk and Vulnerability Atlas (SARVA) with the generated information.

DIRECTOR (ACTING):

Dr MDV Nakin

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ADMINISTRATIVE ASSISTANT:

Miss L Pakati

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DEPARTMENT OF ENVIRONMENTAL AFFAIRS NATIONAL POLLUTIONS LABORATORY

The National Pollution Laboratory is a product of the Memorandum of Understanding between Walter Sisulu University (WSU) and Department of Environmental Affairs (DEA). It is one of the Operation Phakisa projects. WSU hosts and manages the Oceans and Coasts National Pollution Monitoring Laboratory that collects and analyses water quality, sediment and biota samples along the South African coastal waters. The laboratory is working towards accreditation under the South African Accreditation System(SANAS).

The laboratory is expected to:

- provide baseline water quality information that will support the long-term assessment of accumulative impacts associated with ocean economy initiatives. Areas of interest include marine aquaculture facilities/nodes and embayments.
- provide baseline information on water quality of the natural receiving environment (ecosystem functioning) near land-based sources of pollution.
- support recreational coastal water quality monitoring at local government municipalities.
- build capacity in the field of marine water quality, sediment and mussels samples analysis.

ACTING PROJECT MANAGER

Dr MDV Nakin

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SECRETARY

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TECHNICAL MANAGER

Dr J Ntozakhe

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SECTION THIRTEEN



STUDENT AFFAIRS

Enriching student experiences at Walter Sisulu University is the responsibility of the Students Affairs Division under the leadership of the Executive Directors. The Student Affairs Division has offices at all WSU campuses and manages student enquiries, complaints, events, and student life in general on a daily basis. Using the services of dedicated and competent staff, the Student Affairs Division provides students with relevant co-curricular training and support within the areas of counselling, health, personal development, and student governance and leadership development. The Student Affairs Division strives to create and sustain a vibrant and well-resourced living and learning environment in which respectful relationships are established. Interpersonal skills such as cross-cultural dynamics, empathy, citizenship, voluntarism, and social responsibility are groomed amongst WSU's students. The University is committed to providing students with a holistic learning experience. Student Affairs Division is also responsible for enforcing the University's Rules and Regulations pertaining to students. Students, in turn are expected to respect the rules and protect the property of the University and the rights and the property of fellow students.

GENERAL RULES FOR STUDENT ACCEPTANCE

- When a student's application to study at Walter Sisulu University is accepted, he/she automatically becomes a member of the University and *ipso facto* agrees to abide by its Rules and Regulations. It is the joint responsibility of all members to observe the rules and maintain the standards of the University, and the official duty of all staff to enforce, if and when required and necessary, the Rules and Regulations of the Walter Sisulu University.
- It is incumbent upon each student of the University to familiarise himself/herself with all the University's codes, regulations, rules and instructions to which he/ she may be subjected to.
- Without limiting student misconduct as may implicitly or expressly be provided for in these rules or any other rules and regulations of the University, a student shall be guilty of misconduct if he/she intentionally or negligently contravenes or subverts, or attempts to contravene or subvert, or assists, encourages or persuades any other person to contravene or subvert a code, regulation, rule or instruction of the University.
- All students are subject to the control of any member of the University staff, so far as their general conduct is concerned and are required to provide their student details when asked for such information by any officer of the University.

ADMISSION TO CAMPUS

- Admission to campus is by Student Card which is issued free of charge at registration. These cards must be displayed by students whilst on the campus and using any University vehicle.

ATTENDANCE AT LECTURES

- All lectures must be attended punctually and regularly. Where absence from class is unavoidable, the lecturer should be notified in writing of the circumstances as soon as

possible.

- A medical certificate is required if a student is absent for more than three consecutive days due to illness. The University may at its own cost, and at any time, require any student forthwith to undergo a medical examination before a Medical Officer of its choice and submit to the University a medical certificate in respect thereof.

INITIATION AND RAIDS

- Initiation and student raids in any form are strictly forbidden.
- Any interference with first year students or any other student at any time, direct or indirect physical contact, sexual or gender harassment, assault or molestation, psychological injury or humiliation is a serious transgression of the code of conduct.

VEHICLES, TRAFFIC AND PARKING REGULATION

- No unauthorised vehicles are allowed on the campus.
- A student's car must display a valid parking disc, issued by the University, on the front windscreen of the car.
- Traffic and parking regulations stipulated by the University must be observed.
- The University reserves the right to search any vehicle entering the University and to confiscate or hold any item specified below.

FIRE-ARMS AND OTHER DANGEROUS OBJECTS

- No fire-arms or dangerous objects whatsoever may be brought onto the University campus.

PROPERTY

- No student may negligently or maliciously damage, remove or destroy any property of the University or its members. Any breakages shall be payable on the spot. If unable to pay he/she might have to vacate until such has been settled.
- The University shall not be held liable for any theft, loss or damage of student property whilst within University premises.

CHANGE OF ADDRESS

- A student should notify the Student Registration Officer within 14 days of any change of address or contact details.

PARTICIPATION IN SPORT

- Students who take part in sports do so at their own risk and the University is in no way liable for any consequence of sporting activity.

MESSAGES, PERSONAL MAIL AND TELEPHONE CALLS

- A student may not receive telephone calls at the Administrative buildings of the University except in the case of emergency.
- A student may have personal mail addressed to the University only if the student has no fixed address in term time. The University is not responsible for forwarding personal mail received for students who are no longer registered at the University.
- Students will not be called out of classes for visitors, except in the case of an emergency.

PUBLICATION OF MATERIAL

- A student cannot affix, distribute or display a banner, placard, notice, circular, letter, pamphlet, or any other printed material on or in the University premises without first

obtaining the written permission of the Vice-Chancellor or the person authorised to do so.

- A student may not knowingly make a misrepresentation, false or erroneous statement to any member of the University or intentionally provide materially false or misleading information to anyone inside or outside the University to, for, or about the University.
- Students may not reproduce or transmit in any form or manner, whether electronically or mechanically (including photocopying, recording or any other form of information storage or retrieval), any book, thesis, dissertation, article, computer program, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorised in terms of the Copyright Act No. 98 of 1978, and unless the copyright owner's permission for the reproduction or transmission is obtained.
- A student may not use the name of the University or its corporate branding to offer for sale or advertise any goods or services, or seek to collect funds or any other favour, without the written permission of the Vice-Chancellor or the person authorised to do so.

APPEARANCE, DRESS AND GENERAL BEHAVIOUR

- Students are expected to maintain an acceptable standard of personal hygiene and dress.
- Students are expected to respect University Authorities at all times.
- Students should not behave in a manner that leads to, or may lead to: the University's reputation being prejudiced; the maintenance of order, discipline and security at the University being prejudiced or imperilled; the process of tuition, examinations, research, practicals and administration, and general University activities being prejudiced or imperilled.

STUDENT CODE OF CONDUCT

1. GENERAL STUDENT CONDUCT AND COMPLIANCE TO THE CODE

Upon signing the university registration form, the student accepts all conditions to which he/she may be subjected in relation to the code of conduct of the university and any other applicable policies. It is incumbent upon each student of the University to familiarise himself/herself with all the University's codes, regulations, rules and instructions to which he/she may be subjected to.

2. CONDUCT WITH REGARDS TO THE UNIVERSITY

- 2.1. Students are expected to respect and protect the reputation of the University and should avoid any acts or activities that can breach this Code of Conduct;
- 2.2. Students must at all times conduct themselves in a manner that is dignified and disciplined on and off the campus.
- 2.3. Students are expected to maintain an acceptable standard of personal hygiene and dress.
- 2.4. Any disruptive and disorderly behaviour amounts to the contravention of the Disciplinary Code as stated above.
- 2.5. Students have an obligation to respect the dignity, privacy and the freedoms of employees, university functionaries and their fellow students at all material times.
- 2.6. Students also have an obligation to respect the property of the university, employees,

university functionaries and fellow students.

- 2.7. Initiation of any kind by students on one another is strictly forbidden.
- 2.8. WSU property is a smoke-free zone. Smoking is permitted only in designated areas. The smoking of dagga is also prohibited inside WSU Residences.

3. CONDUCT IN RELATION TO TEACHING AND LEARNING

- 3.1. Students are expected to attend all lectures, group classes, seminars, tutorials, practical classes and excursions as determined in the relevant programme regulations. Students are expected to comply with instructions as directed by their lecturers, tutors and examiners in relation to academic work.
- 3.2. Students are required to submit a medical certificate on their failure to write a test or examination if they were sick at the time a test or examination was sat for or written. Students prevented by illness or any other reason from attending lectures must ensure that the Executive Dean/Deputy Dean of the relevant faculty/ Deputy Director Student Affairs is informed of the circumstances as soon as possible. The University may, at its own cost, at any time require any student forthwith to undergo a medical examination before a Medical Officer of its choice and submit to the University a medical certificate thereof.
- 3.3. Students must comply with the rules and regulations pertaining to the control and protection of examinations and class tests.
- 3.4. Students may not submit any written assignment/essay to a lecturer for assessment if they have included the entire work or considerable sections of essentially unchanged quotations from the work of another student or from another source without recognition of the source.
- 3.5. All students must leave the campus and all University leased buildings during the official University Semester holidays except when other arrangements have been officially made. Every student must leave the University residences within 48 hours after completion of the student's last examination paper.

4. PROCEDURE IN RELATION TO PICKETING, PROTESTS AND DEMONSTRATIONS

- 4.1. The right to picket, protest and demonstrate are recognised, as such rights are enshrined in the Constitution;
- 4.2. The rights as stated in 4.1 should be exercised in the context of Rules and Regulations of the university. The procedure to be followed is as follows:
 - a. An application should be tendered to the office of the Registrar within 5 days prior to the date of picketing, protesting and demonstrating;
 - b. The Registrar shall consider such application for approval or disapproval;
 - c. The Registrar must take into account whether such picketing, protesting and demonstration may not jeopardise the safety and security of the university property, employees, university functionaries and the interests of other students and other university programmes.

5. DISTRIBUTION OF PUBLICATIONS, MATERIALS AND EXPRESSIONS

- 5.1. Students have a right to freedom of expression. The right to freedom of expression should be exercised in a responsible manner.
- 5.2. Students should exercise the right in terms of 5.1 in the interests of fellow students and without compromising the integrity of the university, its employees, functionaries and fellow students.
- 5.3. The right to freedom of expression must be exercised as follows:
- a) Students who wish to distribute documents and publications on campus, must apply for this to the Campus Manager: Student Governance and Leadership Development.
 - b) Students should make an application to the Campus Manager: Student Governance and Leadership Development which must take into consideration whether the interests of students and the university will be served by the distribution of such documents, publications and materials.
- 5.4. An application may be approved or disapproved if in the opinion of the Campus Manager: Student Governance and Leadership Development such distribution, publications and materials may be prejudicial to the good name of the SRC and that of the University.
- 5.5. Where such distribution, publication and expressions may result in physical or emotional harm to fellow students, employees and functionaries of the university, the Campus Manager: Student Governance and Leadership Development should reject such an application, including instances where the distribution, publication or expressions amount to hate speech, promotion of tribalism, racism, ethnicity and xenophobia.

6. USE OF UNIVERSITY FACILITIES

- 6.1. All students have a right of access to halls, restaurants, libraries, sports fields, and other facilities, save where limitations to such rights have been imposed.
- 6.2. Where students seek to use university facilities for specific events, they have to apply for such use with relevant authorities.
- 6.3. Where the relevant authorities are satisfied that the facility/facilities concerned will be used for a good and appropriate purpose, the permission may be granted.
- 6.4. Where use of such facilities is likely to cause harm to students, university property, employees and university functionaries, the relevant authority may deny access to such facility/facilities.
- 6.5. Where access to such a facility/facilities may cause disruption and disturbance of academic activities of fellow students, or the disorderly functioning of the university, functionaries and employees, such access may be denied or disapproved.

- 6.6. The use of all university facilities is at the student's risk. The University shall not be held liable for any damages suffered as a result of the use of those facilities.

7. RIGHT OF ADMISSION AND NON-ADMISSION OF STUDENTS

- 7.1. The Council of Walter Sisulu University reserves the right of admission or non-admission of students to the University.

- 72. The right of admission of students is subject to university rules and regulations.
- 73. The rules and regulations also require that students, must have their student cards displayed at all times on campus as a form of identity.
- 74. Student cards are university property that is given to students for access to campus and other facilities of the university. Such student cards must be produced on demand by any University official.
- 75. Students must produce student cards when using University transport.
- 76. All students must leave the campus during closure periods, except if other arrangements with the relevant University authorities have been made.
- 77. Students may not remain in university premises or property where the Council or Management has ordered the students to vacate university premises, property or university-controlled property.

8. ACCESS TO INFORMATION

- 8.1. The right of access to information is a constitutional right to which students are entitled. The exercise of this right is subject to rules and regulations of the university.
- 8.2. Students may use the information technology offered by the University for academic purposes.
- 8.3. Students have a right of access to information technology-related resources. The exercise of such a right must be utilised for the personal development of the student. Students have an obligation to protect such resources when at their disposal.
- 8.4. Students have a responsibility to keep all university materials, goods, property and resources in the condition in which they were prior to such materials, goods, property and resources being made available to them.

9. ACADEMIC TRIPS

- 9.1. Academic trips and excursions may be allowed only with the permission of the relevant University authority.
- 9.2. Students are required to observe the Code of Conduct at all material times during such trips.

10. SMOKING

Students may not smoke during lectures or in examination halls, or in any other place where smoking is prohibited by the University authorities. Smoking can only take place in designated areas.

11. CHANGE OF ADDRESS AND TELEPHONE/CELL PHONE NUMBER

Students must immediately notify the Admissions Department in writing of any change of address and/or telephone/cell phone number.

12. POSSESSION OF FIREARMS ON CAMPUS

The University is a gun free zone. This implies that firearms or guns are not allowed on campuses (**See Article 3.1.11.1 of the WSU Code of Conduct**).

13. USE OF ALCOHOL

The main business of a student at the University is academic development. Use and possession of, or merchandising of, alcohol and other drugs is not allowed on campus. **(see Article 3.1.9 of the WSU Code of Conduct)**.

14. MOTOR VEHICLES

Students are allowed to park their cars/vehicles on campus. The car/vehicle must be registered with Traffic division of the University for University Registration Discs.

Measures for Contravention

- Any resident who fails to comply with the provisions of the rules may be found guilty of an offence and may be sentenced to a fine not exceeding the maximum amount as determined by the University Vice-Chancellor from time to time, or to community service not exceeding the maximum number of hours as determined by the University Vice-Chancellor from time to time.
- Any resident who is found guilty of the same offence within 1 year, shall be ordered to pay for the costs of placing the room in the desired state and may be rusticated from the residence, and/or sentenced to a fine not exceeding the maximum amount as determined by the Vice-Chancellor, or community service not exceeding the maximum number of hours as determined by the Vice-Chancellor.

Article 9 of the Student Disciplinary Code of Conduct provides the following sanctions for misconduct:

After finding a student guilty of misconduct, the SDC may impose one or more of the following sanctions:

- Revocation of a degree, diploma or other qualification improperly obtained from the University;
- A written reprimand and/or warning;
- Denial of the opportunity to enrol as a student at the University;
- A fine not exceeding twice the annual tuition fee for the full first year of study of the qualification for which the student is registered;
- Payment of compensation or requiring the accused student to repair the damage caused by his/her misconduct;
- Denial of the opportunity to register for a particular study module or course offered by the University;
- Annulment of examination results and/or withdrawal of a credit(s) obtained in a study modules and/or courses;
- Confirmation of the temporary suspension of a student, and/or the suspension of the student for a specified period or further period subject to any condition(s) which the SDC deems reasonable;
- Denial of the opportunity to register or enrol again as a student at the University for a specified period;
- Any other appropriate sanction(s) which the SDC deems suitable in the particular circumstances.
- A student who is temporarily or permanently deprived in terms of this Code of the

opportunity he/she has as a student or is temporarily or permanently denied admission to the University forfeits any claim for repayment, reduction or remission of money paid or payable to the University.

- Where the accused before the SDC is a student organisation, the SDC may impose any of the punishments provided that where the punishment is reparation or a fine, the SDC may direct that it be collectively levied upon all members of the student organisation, provided further that the SDC shall specify the maximum amount an individual student may be levied, and/or suspend the existence of such student organisation for a specified period.

CONTAGIOUS DISEASES

In terms of the Health Act, 1977 (Act No. 63 of 1977), Regulations: Surveillance and Control of notifiable medical conditions, the medical conditions below are notifiable and WSU must, therefore, be informed in writing of such medical conditions without delay:

- Acute flaccid paralysis
- Acute rheumatic fever
- Anthrax
- Botulism
- Brucellosis
- Bilharzia (schistosomiasis)
- Cholera
- Congenital syphilis
- Congenital Rubella syndrome
- Diphtheria
- Enteric fever
- Food poisoning (outbreaks of more than four persons)
- Haemolytic uraemic syndrome (HUS)
- Haemophilus influenzae type B
- Hepatitis A
- Hepatitis B
- Hepatitis C
- Hepatitis E
- Hemorrhagic fevers of Africa (Congo fever Dengue fever, Ebola fever, Lassa fever, Marburg fever)
- Rift Valley fever
- Listeriosis
- Lead poisoning
- Legionellosis
- Leprosy
- Malaria
- Measles (rubella)
- Meningococcal infections
- Mercury poisoning
- Pertussis
- Paratyphoid fever
- Plague
- Poisoning from any agricultural or stock remedy registered in terms of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947)

- Poliomyelitis
- Rabies
- Rift valley fever
- Respiratory disease caused by a novel respiratory pathogen
- Smallpox and any smallpox-like disease, excluding chickenpox
- Soil transmitted helminth (Ascaris Lumbricoides, Trichuris trichuria, Ancylostoma duodenale, Necator americanus)
- Tetanus
- Viral haemorrhagic fever disease
- Yellow fever
- Trachoma
- Tuberculosis : pulmonary
- Tuberculosis : extra pulmonary
- Tuberculosis: multidrug-resistant (MDR-TB)
- Tuberculosis: extensively drug-resistant (XDR-TB)

If a student suspects that he or she has a contagious or an infectious disease that may be transmitted to other people, he/ she may not participate in any academic or recreational activities of WSU (without limitation) nor remain in WSU accommodation. He/she must obtain medical advice and/or undergo the required treatment without delay. Should such a student fail to withdraw from the activity or activities in question, he or she must exempt WSU from any liability of any kind whatsoever, whether directly or indirectly for the consequences of his or her failing to do so. A student who has suffered from, or has been exposed to, the risk of a contagious or infectious disease may only return to WSU once a medical certificate has been submitted to the Campus Manager: Health Services confirming that the student may return to WSU without there being any danger of him/her infecting other students.

STUDENT AFFAIRS STAFF MEMBERS

Name & Surname	Position	Campus	Contact number	Email address
EXECUTIVE DIRECTOR STAFF MEMBERS				
Dr Irene Mohasoa	Executive Director of Student Affairs	Mthatha	0475021918 0649558359	imohasoa@wsu.ac.za
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STUDENT AFFAIRS MANAGEMENT				
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Mrs Nosiya Mbulela Maveliso	Admin Assistant	Butterworth	0474016260	nmaveliso@wsu.ac.za
Ms Nobuhle Mpambani	Deputy Director: Residence Life and Co-Curricular	Komani	0408426823 0664720277	nompambani@wsu.ac.za
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Ms N. Mzamo-Mrwetyana	Acting Deputy Director: Student Health & Wellness	Mthatha	0475022901 0846006319	nmzamo-mrwetyana@wsu.ac.za
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Mr Sibusiso Cola	Student Assistant	Mthatha	0475022834	scola@wsu.ac.za
STUDENT GOVERNANCE AND LEADERSHIP DEVELOPMENT STAFF MEMBERS				
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Mr Dumisani Ntose	Student Development Practitioner	Komani	0726152698	dnntose@wsu.ac.za
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STUDENT COUNSELLING UNIT STAFF MEMBERS				
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HEALTH SERVICES STAFF MEMBERS				
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Ms Nonzukiso Ngqakaza	Admin. Assistant	Buffalo City	0730170977	nngqakaza@wsu.ac.za
RESIDENCE LIFE AND CO-CURRICULAR STAFF MEMBERS				
Ms Babalwa Libala	Manager Residence Life and Co-Curricular	Buffalo City	0437029379	blibala@wsu.ac.za
Ms Nomthandazo Ntakana	Residence Life and Co-Curricular Practitioner	Buffalo City	0437029379	mntakana@wsu.ac.za
Mr Nduzo Novuka	Admin Assistant	Buffalo City	0437029379	nnovuka@wsu.ac.za
Ms Fundiswa Ramela	Manager: Residence Life and Co-Curricular	Butterworth	0474016112 0603821998	framela@wsu.ac.za
Mr Lungile Nontiya	Residence Life and Co-Curricular Practitioner	Butterworth	0474016112 0736754158	lnontiya@wsu.ac.za
Ms Ntombozuko Kutsu	Admin Assistant	Butterworth	0474016260	nkutsu@wsu.ac.za

Ms Khanyisa Mbali	Manager: Residence Life and Co-Curricular	Komani	0674154161	kmbali@wsu.ac.za
Mr Musa Malongete	Admin Assistant	Komani	0641863066	mmalongete@wsu.ac.za
Ms Ndimphiwe Mani	Residence Life and Co-Curricular Practitioner	Komani	0722349330	mani@wsu.ac.za
Ms Akhona Siko	Acting Residence Life and Co-Curricular Practitioner	Komani	0794890072	asiko@wsu.ac.za
Mr Luyanda Tshangana	Manager: Residence Life and Co-Curricular	Mthatha	0661836144	ltshangana@wsu.ac.za
Mr Pumezo Sonkqayi	Residence Life and Co-Curricular Practitioner	Mthatha	0475022048	psonkqayi@wsu.ac.za
Mr Khwezi Situnda	Admin Assistant	Mthatha	0475022348	ksitunda@wsu.ac.za
Ms Posiza Matu	Admin Assistant	Mthatha	0475022048	pomatu@wsu.ac.za
Ms Naledi Mehlo	Student Assistant	Mthatha	0475022348	smehlo@wsu.ac.za
Mr Azola Mzwendaba	Student Assistant	Mthatha	0475022348	amzwendaba@wsu.ac.za
Mr Litha Ngalonkulu	Student Assistant	Mthatha	0475022348	lngalonkulu@wsu.ac.za



SECTION FOURTEEN

RESIDENCE ADMINISTRATION AND STAFF ACCOMMODATION (RASA)

ADMISSION TO RESIDENCE

All students must vacate the university and privately owned residences during the official University holidays, except when other arrangements have been made in writing. Every student must vacate the residence within 48 hours after completing the student's last examination paper. Admission to residence is by Student Card which is issued free of charge at registration. These cards must be displayed by students whilst in residence.

VEHICLES, TRAFFIC AND PARKING REGULATION

- No unauthorised vehicles are allowed in residences.
- A student is only allowed to have one light motor vehicle with a valid disc as per university traffic and parking regulations.
- During the recess period, there is no vehicle expected to be on the residences.

PROPERTY

- No student may negligently or maliciously damage, remove or destroy any residence and its components both (On and Off campus). Any breakages shall be payable on the university stipulated costs. If unable to pay, he/ she might be blocked for the next registration or graduate certificate.
- The University shall not be held liable for any theft, loss or damage of student property whilst within university residences.
- Students and staff may not use residences for commercial activities.
- The residences are the property of the university and may not be damaged. No structural change may be made to the building, equipment, and furniture of the residences.

STUDENTS' RESIDENCE RULES

Acceptance of Rules and Regulations: Upon acceptance of a student's application to be admitted to the University's residences, that student agrees to abide by the Rules and Regulations specifically applicable to the residences.

Admission to the Residence

- Students are to apply online for admission into residences through the University website.
- The application forms must be completed in all respects and, in the case of minor students, are to be countersigned by the parent or legal guardian.
- Self-paying students who wish to be accommodated in university-owned residences will be allocated upon payment of 40% of the annual residence costs in advance during registration and the remaining balance as per the MIP schedule.
- Self-paying students who wish to be accommodated in university-leased residences will

be allocated upon payment of 100% of the annual residence costs in advance during registration.

- A residence indemnity deposit in an amount determined from time to time by the Vice-Chancellor must be paid prior to admission to the residence, as security against any damage to the building, furniture and fittings, or loss of University-owned property or the Lessor's property, which is caused by the resident or his/ her guest.
- The accepted student, together with any member of the residence staff, must inspect the room immediately after admission and complete the appropriate report form relating to the condition of the room. This form must also be updated in a similar manner upon the student vacating the premises.
- The residence indemnity deposit will only be refundable upon the resident vacating the premises, on inspection of the premises by the University and/or Lessor for determination of, and satisfaction as to, the state of the premises and completion of the form relating to the condition of the premises, and provided that the resident is not liable for any outstanding amounts for damages.
- The acceptance or refusal of the student's application form shall be at the discretion of the University, subject to selection criteria outlined in the Room Allocations Policy
- Residents shall only be allowed to gain access to the residence upon presentation of their student card, bearing the student's name, student number and photograph.
- The University reserves the right to search the person and property of all persons (residents, students and visitors) entering the residence premises, and to refuse to admit any person wishing to enter the residence premises.
- The University reserves the right not to re-admit students into residences if they have contravened good conduct rules and regulations as prescribed in the Student code of conduct.

Rules and Measures for Contravention

- All students who receive admission into a residence owned by the University or into a residence contracted by the University, are compelled to abide by the rules and regulations that are instituted to protect the rights and property of the University, its staff and students.

The following rules apply to all students occupying residence belonging to, or accredited by, the University:

Absence from residence

A resident may not be absent from the residence premises without the written approval of the relevant Institutional Officer. The approval of the relevant Institutional Officer may only be requested where the purpose of the resident's absence is for the attendance of an approved official or social function. In the event of an emergency, the relevant Institutional Officer must be contacted immediately. The approval aforesaid does not include approval of the resident's absence from lectures and other academic activities. A resident who requires to be absent from lectures and other academic activities must follow the requisite procedures in this regard.

Bedding

All residents are to supply their own bedding.

Personal Belongings

The university is not liable for any loss nor damage to students' belongings, whether by human

or natural catastrophe.

Condition of premises

- Residents are responsible for the proper care of University property on the premises and in their rooms and shall handle the same with the utmost care at all times. Residents shall maintain their rooms in a neat and tidy condition at all times.
- Pictures, posters or any other documents may only be affixed to the pin boards provided and may not be affixed to the walls, door or furniture in any manner whatsoever.
- Any resident who has caused damage to the premises, fixtures or furniture, or whose guest has caused such damage, must immediately report such damage to the relevant residence official.
- Any resident who has any knowledge of the cause of the damage to the premises, fixtures, or furniture is obliged to report the same to the relevant residence official in complete confidentiality.
- The University and/or the Lessor reserve the right to inspect the premises and the rooms at any time, without prior warning to the resident.
- The property of the University and/or the Lessor may not be removed from the premises or the designated room, at any time.
- Students shall accept responsibility for the safe keeping of their own belongings, and the University shall not accept liability for the loss or theft of any resident's belongings.
- The University and/or the Lessor undertake to provide reasonable security measures for the premises and the rooms.
- The only appliances that may be operated in the rooms are lamps, radios and clocks.
- No student may operate any other appliance in their rooms, including, but not limited to, stoves and microwaves.

Consciousness-altering substances - alcohol, narcotics and drugs

No student or his/her guest/s may possess, use, cultivate, brew, manufacture or purchase alcohol, narcotics, drugs, including marijuana, or sell to any person, including but not limited to students, staff members or visitors to the University, at any place or event associated with the University, such as University property and premises (including rooms in residences owned or controlled by the University or rented from private accommodation suppliers), functions, field excursions and tours; unless prescribed by a registered medical practitioner for medical purposes or use and provided further that the University is notified of such prescribed use via either the Registrar's Office at the relevant campus or the relevant Student Clinic. Furthermore, students may not possess, use or distribute any prohibited substance described in the Drug and Drug Trafficking Act 140 of 1992.

Disruptive noise and behaviour

No disorderly, noisy, unseemly or indecent behaviour may occur on the premises. Radios, tape recorders, hifi's or any other audio equipment may not be used in such a manner which disturbs other residents of the residence premises or neighbouring premises.

General Regulations

No resident shall tamper or interfere with any appliance used for the prevention of fire, or in connection with the saving of a life and property in the event of a fire. No resident shall waste, misuse or contaminate any water supplied.

Locking of gates

The gates to all residence premises shall be locked at 22h00 and opened at 06h00. Any resident wishing to gain entry or exit from the premises after the gates are locked or prior to the gates being opened, may only do so upon prior arrangement with the relevant residence official. The relevant residence official is the only person who may authorise the security of the residence premises to unlock the gates.

Smoking

No student may smoke in public spaces. Students are required to observe the smoking laws and the University's policy at all times. Students are permitted to smoke in designated smoking areas.

Sub-letting

No resident may sub-let their room or any portion thereof. Students found to be practising sub-letting will be subjected to the disciplinary process. The sub-lettee will be expelled from the residence with immediate effect.

Residence Roof Tops

Students are prohibited from accessing residence roof tops for any reason. Students found removing locking devices blocking access to the rooftops will be charged for misconduct.

TV Aerials and Satellite Dishes

Students are not allowed to mount any personal TV Aerials/ Satellite Dishes onto residence rooftops.

Visitors

All visitors shall be required to complete in full detail and sign the visitor's book, and to present an acceptable form of identification prior to being allowed entry to the residences. No visitors shall be allowed to be present on the residence premises between 22h00 and 06h00. Visitors are not allowed beyond the common area of a residence.

Name & Surname	Position	Campus	Email address
Dr L.M. Gqeba	Director	Institutional	lgqeba@wsu.ac.za
Mr B.M. Msengi	Deputy Director	Institutional	bmsengi@wsu.ac.za
Mrs T. Tshikitsha	Deputy Director	Institutional	ttshikitsha@wsu.ac.za
Miss S. Mkohlwa	Student Assitant	Institutional	smkohlwa@wsu.ac.za
Ms. O. Barnes	Manager-Finance	Institutional	obarnes@wsu.ac.za
Ms. T. Beja	Admin assistant	Institutional	tbeja@wsu.ac.za
Ms. L. Magaga	Admin assistant	Institutional	lmagaga@wsu.ac.za
Mr. S. Ntwanambi	Manager	BCC	sntwanambi@wsu.ac.za
Mrs F. Ntshona	Residence officer	BCC	fsicatsha-ntshona@wsu.ac.za
Mr. S. Naki	Residence officer	BCC	snaki@wsu.ac.za
Mr. T. Landu	Residence officer	BCC	tlandu@wsu.ac.za

Mr. S. Nomatyeli	Admin assistant	BCC	snomatyeli@wsu.ac.za
Mr. X. Jayiya	Manager	Komani	xjayiya@wsu.ac.za
Mr. L. Nomkonwana	Residence officer	Komani	lnomkonwana@wsu.ac.za
Mr. N. Kundayi	Residence officer	Komani	nkundayi@wsu.ac.za
Ms. S. Mapuko	Admin assistant	Komani	smapuko@wsu.ac.za
Ms. A. Mthintweni	Admin assistant	Komani	amthintweni@wsu.ac.za
Ms. T. Nyangule	Manager	Ibika	tnyangule@wsu.ac.za
Mr. L. Manxiwa	Residence officer	Ibika	lmanxiwa@wsu.ac.za
Mr. M. Mzukwa	Residence officer	Ibika	mmzukwa@wsu.ac.za
Mr. L. Vukethwele	Admin assistant	Ibika	lvukethwele@wsu.ac.za
Mr. M. Mndiyata	Admin assistant	Ibika	mmndiyata@wsu.ac.za
Mr. N. Nkosana	Residence officer	Mthatha	nnkosana@wsu.ac.za
Mr. N. Ndzingani	Residence officer	Mthatha	mndzingani@wsu.ac.za
Mr. M. Faku	Residence officer	Mthatha	mfaku@wsu.ac.za
Mrs. N. Nongqika	Residence officer	Mthatha	nnongqika@wsu.ac.za
Mrs. Z. Mazwi	Residence officer	Mthatha	zmazwi@wsu.ac.za
Mrs. Z. Malindzi	Residence officer	Mthatha	zmalindzi@wsu.ac.za
Mr. A. Pakati	Admin assistant	Mthatha	apakati@wsu.ac.za

SECTION FIFTEEN



CORPORATE IDENTITY AND COMMUNICATIONS

CORPORATE IDENTITY

The Walter Sisulu University (WSU) corporate identity consists of the logo, strapline and crest/seal of the University. The corporate identity is the registered, legal trademark of the University. The custodian of the corporate identity is the Council and the use of the corporate identity and all its applications is managed by the Marketing and Communication Directorate (MCD), in consultation with the Council.

Staff and students may only utilise the official corporate identity logo and all its applications as approved by Council and in strict accordance with the Corporate Identity Manual which is available from MCD or the WSU intranet. No staff, student, staff organisation or student organisation may reproduce the corporate identity on invitations, programmes, posters, publications, stationery, clothing or signage without adhering strictly to the guidelines of the official Corporate Identity Manual and approval from MCD.

MEDIA RELATIONS

WSU is a public institution and as a consequence it attracts considerable interest from local and national media. Media attention has the potential to enhance, as well as detract from, the overall reputation of the University. It is important, therefore, to manage the University's engagement with the media positively, constructively and professionally.

The overall responsibility for the University's Media Relations rests with MCD. The official spokesperson for WSU is the Council who may delegate this responsibility to the Executive Director: MCD. WSU recognises that staff may occasionally interact with the media as private individuals or as an academic or professional expert. The University affirms the right of staff to interact freely with the media as private individuals. When staff members discuss with the media, or write about matters outside their areas of work, they must make it clear that they are speaking as private individuals and not as staff members. The use of University position titles, letterhead or postal addresses is prohibited in this context.

Academic staff members are encouraged to respond to media enquiries related to their areas of academic expertise and inform MCD when they have had contact with the media so that the resulting media coverage can be monitored.

Staff are encouraged to consult the MCD Office for advice or assistance in dealing with media enquiries. Some media enquiries about an academic matter might also relate more broadly to the University (for example, a request for an accounting professor to comment on the University's accounting policies). In such cases, or where the staff member has any doubt about whether he or she may answer the enquiry, the matter must be referred to the Executive Director: MCD.

Staff who answer a media enquiry as an academic expert must make it clear that their opinions

are based on their expert knowledge and research. Where the subject is likely to be contentious, they must make it clear in their response to the media that their opinion does not represent the considered position of the University.

Staff must provide the media with their academic titles (e.g. Professor or Doctor) when they are commenting as academic experts. Position titles (e.g. dean or deputy vice-chancellor) are not appropriate in this context, as such titles may convey the impression that the person is representing the considered position of the Walter Sisulu University.

Social media is far-reaching, therefore, staff, students and convocants must take care when referring to WSU and its people on social media platforms. It is the responsibility of the University to allow freedom of expression, academic freedom and the right of association. However, users are expected to exercise these rights in a responsible manner so as not to injure another party.

Users are expected to be mindful of the fact that any activity on public platforms has an impact on the image of the University and individuals, and users should at all times refrain from any activity that can tarnish this image. It should also be noted that certain conduct may be regarded as misconduct in terms of the provisions of the relevant Disciplinary Code and Procedures of the University, and that it may also constitute a criminal offence, in which case offenders may be prosecuted by the authorities. The guidelines and rules and regulations governing users' conduct during normal interaction as stated in the University's Code of Conduct, also apply to users' conduct online.

The WSU Media Relations and Social Media policies should be studied.

UNIVERSITY PUBLICATIONS

Any publication produced in the name of the University should be guided by the Publications Section of the WSU Corporate Identity Manual.

INVITATIONS AND EVENT PROGRAMMES

There is a standard procedure to ensure correct application of the WSU brand and consistency of quality. Please contact the Graphic Designer in MCD for guidance.

NOTICE BOARDS AND ADVERTISEMENTS

Posters, notices, flyers, etc; may only be attached or applied to official notice boards. The University notice boards may not be used to display material that compromises the brand of the University or material that can be construed as insensitive to the constitutional rights of members of the University. Any external group, organisation, business or individual wishing to advertise on-campus must obtain written permission from the Executive Director: Marketing and Communication Directorate or the Campus Rector.

Use of the name 'WSU' or logotype on any product (directly or indirectly) in any advertisement must be approved in advance by the Executive Director: Marketing and Communication Directorate.

MCD Offices:

Tecoma Office Park, Tyrell Road, Berea, East London Tel: 043 - 702 9397
Executive Director MCD: Yonela Tukwayo, ytukwayo@wsu.ac.za, 043 702 9377
Graphic Designer: Linda Mynhardt, lmynhardt@wsu.ac.za, 043 702 9395

SECTION SIXTEEN



CONVOCATION

Convocation exists in terms of the University Statute as gazetted on 04 October 2024. The statute outlines the critical role of Convocation as, *inter alia*, being that of assisting the university and WSU Advancement in fund-raising and the institutional statute also clearly states that the secretary to Convocation is the Registrar.

When WSU was established on 01 July 2005, it inherited three convocation offices which represented separate merger institutions; Border Technikon, Eastern Cape Technikon and the University of Transkei. All former students and staff of these institutions are eligible for WSU Convocation membership. Since the establishment of WSU, an integrated Alumni/Convocation has been formed.

VISION

A Strategic Pillar in the legacy of Walter Sisulu University

MISSION

In pursuit of its Vision Convocation/Alumni will:

- Influence the strategic direction of the University through participating in its governance structures.
- Assist the University in resource mobilisation for the realisation of its mission.
- Serve as Excellent Ambassadors for the development of Walter Sisulu University.
- Promote, inspire, expand and maintain educational, social and business networks for the development of Walter Sisulu University.

Committees comprise of the following:

#	TITLE, INITIAL(S) & SURNAME	DESIGNATION
EXTERNAL MEMBERS		
01	Dr LX Mantashe	Chairperson/President
02	Adv S Rubela	Deputy President
03	Mr S Cekiso	Treasurer
04	Ms S Mgozeli	Organiser
05	Ms M Mkhundlu	Additional Member
06	Dr S Heshula	Additional Member
07	Mr P Mangesi	Additional Member

INTERNAL MEMBERS		
01	Prof RN Songca	Vice-Chancellor & Principal
03	Prof S Nomatshila	Academic Representative
04	Mr F Socam	Non-Academic Representative
05	Dr L Ntonzima	Secretary to Convocation/ Registrar
SECRETARIAT		
01	Ms Mohlala	Committee Administration

The Senior Director of Marketing & Communication is also a permanent resource person for the Convocation Executive Committee.

SECTION SEVENTEEN



CAMPUS PROTECTION AND ACCESS CONTROL

It is the policy of the Walter Sisulu University (WSU) to implement systems and methods to control the access and egress of people, vehicles and goods into and out of all its campuses and facilities. Persons entering or leaving any campus facility should be prepared to subject themselves to being searched. This includes the following:

1. All closed sections of vehicles may be inspected when they are entering and/ or leaving the campus.
2. The luggage compartments of all motor vehicles may be inspected when they are entering and/or leaving the campus.
3. All personal hand luggage/carry-bags may be inspected when a person is entering and/or leaving the campus on foot.

The use of the parking areas of WSU is at the vehicle owner's risk.

STUDENT AND STAFF CARDS

1. It is compulsory for all students and staff to display their student or staff cards at all times when they are on the campuses of WSU.
2. No student or staff may be in possession of more than one student or staff card or another student's or staff's card.
3. A lost or damaged student or staff card should immediately be reported to the campus control.

CARRYING OF FIREARMS AND ANY DANGEROUS WEAPON

No student or staff shall bring a firearm, any other dangerous weapon, explosives or fuel (with the exception of fuel required within reason for driving an engine) etc. onto the premises of the University. Any transgression of this rule will result in strict disciplinary measures to be taken against such transgressor.

REPORTING OF INCIDENTS OF CRIME

In order to eliminate crime on our campuses, all crime-related incidents happening at WSU premises must be reported to Campus Protection Services and SAPS immediately. Any other crime happening at hostel/residence must be reported to wardens. Should the need arise, a warden or Campus Protection Services official will support and escort a victim of crime to the nearest police station or health facility. Our Campus control officers can be reached at the following numbers in the respective campuses.

MTHATHA CAMPUS:

NELSON MANDELA DRIVE Site : Campus Control Tel: 047-5022349

Head of Security Tel: 0475022754

ZAMUKULUNGISA Site : Main gate Control Centre Tel: 047-5011461/1461

Facilities Co-ordinator Tel: 0825385386

KOMANI CAMPUS:

Facilities Co-ordinator Tel: 08227903972

WHITTLESEA Site: Main gate Control Centre Tel: 040-8426884/040-8422414

Facilities Co-ordinator Tel: 0827903972

BUTTERWORTH CAMPUS:

IBIKA Site : Main gate Control Centre Tel: 047-4016377

Facilities Co-ordinator Tel: 0723369925

BUFFALO CITY CAMPUS:

Security Phone Numbers

POTSDAM Site: Main gate Control Centre Tel: 043-7085231

College Street Site: Control Centre Tel: 043-7029271

CHISELHURST Site: Control Centre Tel: 043-7221306 / 043-7094072

Heritage Building: Tel: 043-7038696

CAMBRIDGE STREET Site: Tel: 043-7044834

Facilities Co-ordinator Tel: 0716084476

SAFETY

Safety at WSU is managed in compliance with the Health and Safety Act of 1993. All staff and students are required to comply with the safety policies and regulations of the University. Copies of these policies and regulations may be obtained from the Department of Estates and Technical Support or from the WSU intranet. The University may institute disciplinary action against any staff member or student who does not comply with all health, safety and security regulations at WSU.

RULES ON THE SLAUGHTERING OF ANIMALS ON ALL WSU CAMPUSES

It is a rule of WSU not to allow any slaughtering of animals in any form on any of our campuses.

USE OF UNIVERSITY TRANSPORT

1. Authorised Persons Only: The following persons are authorised to make use of WSU vehicles:
 - a. All full-time staff members, in possession of a valid, official, unendorsed drivers licence, not less than two years old.
 - b. All recognised WSU drivers, with public driver permits.
2. Unauthorised persons: The following persons are not authorised to drive WSU vehicles:
 - a. All persons who either have an official WSU vehicle or those that receive a travelling allowance.
 - b. Person/s who continually infringe the transport regulations.
 - c. Person/s suspended from driving WSU vehicles for whatever reason.
3. Applications for University Transport and Procedures: The guidelines and procedures for applications and use of University vehicles can be obtained from the Transport Section in the Department of Estates and Technical Support.

USE OF LIQUOR /ALCOHOL, TOBACCO, NARCOTICS AND DRUGS

PLEASE NOTE:

1. It is the policy of WSU to discourage the use of liquor or limit its use as far as possible. Bookings are made in accordance with this policy.

2. Students are not permitted to transport, consume or have in their possession any alcoholic drinks on the campus without the written consent of the Campus Rector or his/ her authorised representative.
3. Students may not consume or have in their possession alcoholic drinks or sell liquor without the consent of the manager or lecturer in charge of an official tour or excursion of the University.
4. Students may not unlawfully bring, consume, or have in their possession or control, any narcotics or drugs on the WSU Campuses.
5. Smoking is prohibited in all lecture rooms, in examination rooms and in any other place where smoking has been forbidden by the WSU authorities and according to National Legislation and Smoking Laws.
6. An application for a temporary liquor license must be submitted to the Campus Rector. The approval of the application does not mean that permission has been granted for the selling or the serving of liquor at a function.
7. Proof must be submitted that permission has been granted to use the particular facility before permission to use liquor may be granted.
8. The applicant assumes full responsibility for any damage that he or she, or any person(s) under his or her control, may cause to any property of the WSU or to any other property under the control of the University.
9. In the case of an external organisation, the applicant must personally be present, from start to finish, at a function where liquor is used.
10. In the case of a student function, the use of liquor will be permitted only if the guardian concerned will personally be present, from start to finish, at a function where liquor is used. The guardian must be an employee of WSU.

DISABILITY

The University is committed to providing for the educational and physical needs, as well as promoting equal opportunities for all staff and students with disabilities, in compliance with the Constitution of the Republic of South Africa and the Higher Education Act of 1997. For more information about how the University supports people with disabilities please contact the Student Services and Development Department, the Department of Human Resources or visit the University Intranet.



SECTION EIGHTEEN

HEALTH AND SAFETY OFFICE

What is health and safety in the workplace?

Being safe at work is important. It is a responsibility shared by both the employer and the employee. For employers, one of the fundamental principles of **workplace health and safety** is risk assessment which identifies all the hazards and potential for harm whilst working.

An employee's and student's duties are; take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do, cooperate with the University on health and safety matters and not misuse any equipment that is provided for safety purposes.

Emergency Numbers

Institutional Health and Safety

Ms Y Cata

Occupational Health and Safety Manager

Cell: 066 346 9245; Email:ycata@wsu.ac.za

Mthatha Campus

Internal Head of Security

Mr B Xuma

Cell: 076 622 0021; Email:bxuma@wsu.ac.za

Health and Safety Officer

Ms L Mkhumbini

Tel: 064 6029 178; Email:lmkhumbini@wsu.ac.za

Campus Clinic: 047 502 2727

Ambulance: 047 532 4174/047 531 1201

Emergency - Ambulance (10177); Emergency Ambulance - Cell phone (112)

Hospitals

Nelson Mandela Academic Hospital: 047 502 4400

Life St Marys Private Hospital: 047 505 5600

Mthatha Central Police Station: 047 501 1010

Butterworth Campus

Internal Head of Security

Mr A Nomnqa

Tel: 072 336 9925; Email:anomnqa@wsu.ac.za

Health and Safety Officer
Qaqamba Mtebele
Cell: 060 608 2125

Campus Clinic: 047 401 6371
Emergency - Ambulance (10177); Emergency Ambulance - Cell phone (112)
Butterworth Hospital: 047 401 9000

Police Station: 047 401 1100

Komani Campus

Facilities
Mr M Kwababa
Tel: 040 842 6807/6920; Email:mkwababa@wsu.ac.za

Campus Clinic: 040 842 6816
Emergency - Ambulance (10177); Emergency Ambulance - Cell phone (112)

Frontier Hospital: 045 808 4200
Hewu Hospital: 040 841 0133
Life Queenstown Hospital: 045 838 4110

Whittlesea Police Station: 040 842 6138
Queenstown Police Station: 045 808 6030
Fire Department: 045 839 2233

Buffalo City Campus

Internal Head of Security
Mr M Moroke
Tel: 043 708 5253; Email:mmoroke@wsu.ac.za

Health and Safety Officer
Ziyanda Ntsabo
Cell: 0781893108; Email: zntsabo@wsu.ac.za

Campus Clinic: 082 200 6092
Dynamic Ambulance-043 726 2225
Alderson Ambulance-086 022 3366
Emergency - Ambulance (10177); Emergency Ambulance - Cell phone (112)

Frere Hospital: 043 709 2006
Cecilia Makiwane Hospital (Mdantsane) – 043 708 21111
St Dominic's Hospital: 043 707 9000
Life Beacon Bay: 043 711 5100

Cambridge Police Station (Chislehurst): 043 709 7500
Fleet Police Station (central): 043 707 0600
Mdantsane Police Station (Potsdam): 043 708 4600/09
Fire Department: 043 705 9000