



WELWITCHIA HEALTH TRAINING CENTRE
GENERAL REGULATIONS AND RULES

Policy Name	General Regulations and Rules Policy
Version	2 of 2020
Responsibility	Registrar
Sub-Committee	Disciplinary Committee
Approval Authority	Governing Board
Date Approved	20 January 2019
Date of Last Review	20 January 2020
Date Review Approved	17 December 2020
Review Frequency	Three Years
Next Review	17 December 2022
Implementation	All WHTC Staff at all levels and Students

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SECTION A

Management and Governance Structure

A. The Institution

The Welwitchia Health Training Centre(WU) is a private Institution of Higher Learning, operating a hybrid campus that offers fully residential and online academic programs. The governance and management structure consists of the following:

- Chancellor (Titular)
- Vice-Chancellor & Rector
- Executive Management: Vice-Rector; Deans of Schools; Registrar; Consultants to the Office of the Rector
- Registrar
- Council
- Senate
- Convocation
- School Boards
- Institutional Forum
- Schools, departments and other academic structures
- Students' Representative Council

B. Schools of the Welwitchia Health Training Centre:

Clara Barton School of Nursing
Ignaz Semmelweis School of Public Health
Bellesini School of Medicine
Kübler-Ross School of Psychology
Paul Cézanne School of Multimedia and Industrial Art
St. Francis School of Humanities
Anne Sullivan School of Education
Röntgen School of General Sciences
Friedrich von Hayek School of Economic & Management Sciences

C. Academic program alignment with SAQA and NQA

One (1) SAQA / NQA credit equals a minimum of 10 notional hours of learning. Notional learning hours (NLH) are "real" hours. Notional learning hours represent an informed estimate of the average time an average learner, entering with the appropriate level of assumed knowledge, would take to master the specific outcomes of the unit standards. Time here refers to the time spent on the learning, including assignments, home study, independent study of subject matter, continuous assessment, and so forth, and not just the time spent in direct face-to-face tuition.

The standard employed to develop the academic programs are as follows:

120 SAQA / NQA credits = 1200 Notional Learning Hours = 600 lecturing hours (direct e-tuition/ e-lecturing) = 150 days at 4 hours per day = 30 academic weeks, i.e., 15 academic weeks plus one (1) end-of-module examination week per semester x 2 semesters, equal an academic year of 32 weeks per annum. By illustration, a qualification worth 360 SAQA / NQA credits would take three (3) years to complete, because:

360 SAQA / NQA credits = 3600 Notional Learning Hours = 1800 lecturing hours (direct e-tuition / e-lecturing) = 450 days at four (4) hours a day = 90 academic weeks, plus (1) end-of-module examination week per semester (i.e. 2 semesters x 3 years), equal 96 weeks spread over three (3) years as follows:

1st year of study: 30 academic weeks plus two (2) examination weeks = 32 (120 credits)
2nd year of study: 30 academic weeks plus two (2) examination weeks = 32 (120 credits)
3rd year of study: 30 academic weeks plus two (2) examination weeks = 32 (120 credits)

D. The Qualifications framework

Levels	HIGHER EDUCATION
10	Doctorate degree: 1080 credits Duration: minimum of two (2) academic years Rule of access to doctoral program of study: 840 credits
9	Master's degree: 840 credits Duration: minimum of two (2) academic years Rule of access to master's program of study: 600 credits

8	<p>Four (4) year capping degree / 1st professional / honours degree / postgraduate diploma (capping diploma): 600 credits</p> <p>Duration: minimum one (1) academic year, i.e. 3 + 1</p> <p>Rule of access to 4th year of study: 480 credits</p>
7	<p>Bachelor's degree: 360 credits</p> <p>Duration: minimum of three (3) academic years</p> <p>Rule of access to degree program: see General Regulation G1, together with applicable School admission criteria.</p>
6	<p>Diploma: 240 credits</p> <p>Duration: minimum of two (2) years, but usually extending over three (3) years</p> <p>Rule of access to diploma program: see General Regulation G1, together with applicable School admission criteria</p>
5	<p>Certificate: 120 credits</p> <p>Duration: minimum of one (1) year</p> <p>Rule of access to certificate program: see General Regulation G1, together with applicable School admission criteria</p>

FURTHER EDUCATION	
4	Unit standards + Certificates (120 credits)
3	Unit standards + Certificates (120 credits)
2	Unit standards + Certificates (120 credits)
1	Unit standards + Certificates (120 credits)

Undergraduate programs of study:

The minimum number of credits for an undergraduate academic program is as follows:

First level certificate (level 5)	120 credits (1200 NLHs)
First level diploma (level 6)	240 credits (2400 NLHs)
First level bachelor's degree (level 7) (3-year program)	360 credits (3600 NLHs)

Postgraduate programs of study:

1. Honours degree / first professional degree, e.g. a 4-years B.Ed

The minimum number of credits for a graduate / postgraduate academic program is as follows:

The rule of access for entry to a first professional, honours degree, or postgraduate diploma is 480 credits and completion of a level 7-qualification, or equivalent thereof.

Capping degree / first professional / honours degree / postgraduate diploma (e.g. a B.Ed or 4-years bachelor's degree) at level 8: a minimum of $120 + 480 = 600$ credits

2. Master's program of study

The rule of access for entry to a Master's program is a minimum of 600 credits and completion of a level 8-qualification, or equivalent thereof.

Capping degree (Master's degree) at level 9: a minimum of $240 + 600 = 840$ credits

3. Doctoral program of study

The rule of access for entry to a Doctoral program is a minimum of 840 credits and completion of a level 9-qualification, or equivalent thereof.

Capping degree (Doctorate degree) at level 10: a minimum of $240 + 840 = 1080$ credits

The preceding is the minimum standard, and the Welwitchia Health Training Centre reserves the right to stipulate a higher minimum number of Notional Learning Hours (NLHs) and credits per academic program, pending the level and complexity of the qualification, particularly in case of whole qualifications.

E. Denominators

The denominators of modules, e.g. ANA 102 reflect the following information:

- (i) ANA is the acronym for the module Anatomy;
- (ii) The first digit indicates the academic year of that specific program of study in which the module is offered, e.g. 1st year of the MD program of study (the digit is program specific, and not level specific);
- (iii) The last digit indicates in which semester of a specific program of study the module must be taken. In the above example the module Anatomy must be taken in the second semester;
- (iv) When the denominator is EPI 204, it refers to Epidemiology (EPI), offered in the 2nd year of the MD program of study, and the module must be taken in the 4th semester on the continuum of 10 semesters;
- (v) When the denominator is PED 300, it refers to Pediatrics (PED), offered in the 3rd year of the MD program of study, while the digits 00 identify this as a year module with a strong emphasis on applied knowledge;
- (vi) Although the academic year consists of two (2) semesters, the semesters to an academic program of study are numbered sequentially to reflect a continuum of study within any specific academic program of study;

F. Sandwich postgraduate training

Where the staffing strength and the teaching and research capacity for postgraduate training at the Welwitchia Health Training Centre can be complemented by co-operation linkage agreements with institutions abroad, sandwich postgraduate training programs are established and jointly run. Through sandwich arrangements, candidates will undertake part of their training in suitable institutions abroad, and also benefit from co-supervisors from institutions with which the Welwitchia Health Training Centre will establish co-operation linkage agreements.

G. Functions of the Welwitchia Health Training Centre

- (1) The functions of the Centre are -
 - (a) to preserve, extend and disseminate knowledge through teaching, research, scholarship, consultancy or any other means; and
 - (b) to provide tertiary education in such disciplines and areas of study as the University thinks appropriate to meet the needs of industry, commerce, the professions or any other section of the community; and
 - (c) to provide such tertiary education programs as the University thinks appropriate to meet the needs of groups within the community that the University considers have suffered disadvantages in education; and
 - (d) the establishment of a center of excellence in the study, training and research in sciences and technology within its various disciplines; and
 - (e) the acquisition and transmission of knowledge in science and technology by teaching, research and consultancy; and
 - (f) the encouragement of intellectual independence; and
 - (g) the fulfillment of the goals and guiding principles of the University as set out in its mission and vision statements; and
 - (h) to perform any functions that are ancillary or incidental to the functions referred to in the preceding paragraphs.
- (2) The University shall strive for excellence in teaching and research and for attainment of the highest standards in education.

I. Immunity from civil liability

- (1) No member of the Faculty of the University shall be personally liable for any act by commission or omission –
 - (a) in good faith; and
 - (b) in pursuance or intended pursuance of the functions of the University or of the Faculty.
- (2) No civil liability attaches to a member of the Faculty for an act or omission in the exercise or purported exercise of official powers or functions.

SECTION B

General Regulations

This section contains the General Regulations (G Regulations) that apply to all Schools of the Welwitchia Health Training Centre. As with other regulations, rules and prescriptions of the University, it is expected of each student to familiarize himself or herself well with these regulations.

The regulations for degrees, diplomas, and certificates here published may be amended prior to the commencement of the following academic year.

Definition of terms

For the purposes of these General Regulations, and unless interpreted differently from the context,

"academic staff" means those employees of the University who are classified by the Council as members of the academic staff, which might include academic consultants;

"academic year" means a period of twelve (12) months, either commencing in September (Spring semester), or in March (Fall semester) of any particular year, depending the commencement date of a particular academic program as approved by the Council;

"academic program" means the specified academic program of learning that, upon successful completion thereof, leads to conferment of an academic qualification or award. The Welwitchia Health Training Centre may from time to time, subject to the structure of a specific academic program, offer pre-arranged contact sessions and/or face-to-face mentoring/supervisory sessions, pending the specific academic program needs;

"campus" and/or **"University-controlled premises"** and/or **"University-controlled building or part thereof"** refers to the residential and virtual campus and website or part thereof, and within context may include the administrative offices of the University.

"Chief Executive Officer" means the person appointed by the Council as the Vice Chancellor or Rector of the University;

"Council" means the Council of the University;

"class attendance" includes face-to-face tuition, laboratory discussions, tutorials, e-tuition activities, and all e-forum and e-laboratory discussions;

"distance learning" means a non-residential mode of academic program delivery and learning;

"e-learning" means the electronic mode of academic program delivery and learning; the term e-learning pertains to a range of applications of technology in support of teaching and learning, including materials and activities delivered via the Internet, via a local intranet, or via CD-ROM;

"e-tuition" includes all online non-residential tuition and/or tuition offered during pre-arranged contact sessions and/or face-to-face mentoring/supervisory sessions;

"examination mark" means the mark awarded for performance during the end-of-module assessment period, as the module is normally examined at the end of the semester in which it is presented;

"general staff" means non-academic staff of the University;

"graduate" means a person on whom the University has conferred an academic award, including an honorary award, as well as an award conferred jointly with another university, or an award conferred by another acknowledged Institute of Higher Learning;

"lectures / lecturing" refers to all activities presented in residential (on-campus) or electronic distance mode (off-campus) with the aim to support learning, including pre-arranged face-to-face lecturing during such pre-arranged contact sessions;

"logo" means the original design of the coat of arms of the University declared by the Council to be the University logo; School logo means the original design of the coat of arms of the different Schools of the University declared by the Council to be the School logo;

"module" refers to a unit of learning offered within a specified time-frame and at a specified level, and also means semester module and year module;

"official insignia" means the logos, the official symbols, the official coat of arms, the credo, and the official title of the University;

"official symbol" means a combination of a logo and an official title;

"official title" means the name or title of the University registered to be the official title;

"postgraduate student" means a student enrolled at the University to a postgraduate course or academic program of study;

"School Research Committee" means the particular School's research committee that holds authority over all research conducted within that specific school, inclusive of postgraduate programs of study and postgraduate research; at WU postgraduate research, programs of study, authorization, and management thereof is done within that particular School; justification of decentralization of this function and authority within Schools lies therein that Schools have the needed expertise within the field of research, and that all Schools enjoy autonomy that flows naturally from academic freedom; the WU does not support the notion of a centralized Postgraduate Committee, since decentralization of this function to the respective Schools are likely to improve research output;

"semester" means either the first 16 weeks of an academic year (i.e. the first semester), or the last 16 weeks of an academic year (i.e. the second semester), as demarcated by the University administration;

"semester mark" means the cumulative or one time mark awarded/achieved in respect of a module of 16 weeks' duration;

"student" means a person enrolled at the University as an undergraduate or postgraduate student of the University;

"tuition" refers to all activities presented in on-campus or in electronic distance mode (off-campus) with the aim to support learning, including tuition offered during pre-arranged face-to-face contact sessions;

"undergraduate student" means a student enrolled at the University to an undergraduate course or academic program of study;

"university" means, within context, the Welwitchia University;

"university campus" bears the same meaning as "campus" and includes the registered WorldWideWeb domain, owned or occupied by the University or of which the University has the exclusive control and management;

"university grounds" means all land owned or occupied by the University or of which the University has the care, control and management;

"virtual campus" means the registered WorldWideWeb domain that houses the virtual and technological facilities and assets of the University, inclusive of administrative, tuition, learning, and other intellectual materials and programs of the University housed on the virtual campus;

I. FIRST AND ADVANCED BACHELOR'S DEGREES

G.1 Admission

1. In order to register for a first bachelor's degree at the Centre a candidate should:
 - (a) be in possession of a matriculation exemption certificate issued by the Matriculation Board of the certifying country;
 - (b) comply with the particular requirements, prescribed in the admission procedures and School regulations of the respective Schools and departments, for admission to particular modules and fields of study.
2. A candidate, who does not comply with the requirements in G.1.1 (a) above, may also be considered for admission, provided that the candidate
 - (a) is in possession of a certificate deemed by the University to be equivalent to any of the certificates mentioned in G.1.1(a);
 - (b) is a graduate from another recognized tertiary institution or has been granted the status of a graduate of such an institution; and/or
 - (c) passes an admissions examination prescribed by the University from time to time.
3. The Senate may limit the number of students allowed to register for a field of study, in which case the dean concerned may, at his or her own discretion, select from the students who qualify for registration those who may be admitted.
4. Subject to other School regulations and the stipulations of G.1.3 and G.62, a candidate is admitted to a postgraduate academic program of study only if he or she is already in possession of a recognized bachelor's degree, and satisfies all other rules of access.

National Senior Certificate generic requirements to pursue degree studies at any university:

The minimum statutory requirement to obtain university entry is a National Senior Certificate (NSC) certified by a Department of Education of a particular country with an achievement rating of **4** (50 - 59%) in **four** recognized 20-credit subjects from the designated subject list and an overall APS score of 25. Please note that Life Orientation is a 10-credit subject and will not be considered. Also note that different Schools may set the minimum APS score at a higher standard, and applicants must consult School-specific admission requirements. School-specific admission requirements for other degree or postgraduate studies are published per School. Provisional admission may be granted, based on the results obtained in the final Grade 11 examination, but the final Grade 12 results remain the determining factor with regard to admission. The achievement of the minimum requirements does not necessarily guarantee admission to any program or field of study. The calculation of an Admission Point Score (APS) is based on a candidate's achievement in any SIX 20-credit recognized subjects (not only designated subjects), by using the Point Rating Scale of Achievement.

To be able to gain access to a School and specific programs, prospective students require the appropriate combinations of recognized NSC subjects as well as certain levels of achievement in the said subjects. In this regard the determination of an admission point score (APS) is explained and a summary of the School-specific requirements, i.e. the admission point score (APS) per program and the specific subjects required per program is provided. Take note that additional subject requirements may be specified per School.

Determination of an Admission Point Score (APS, old M-Score)

The calculation is simple and based on a candidate's achievement in six 20-credit recognized subjects by using the NSC ratings, i.e., the "1 to 7 scale of achievement". **Life Orientation** is excluded from the calculation determining the APS required for admission per School.

Admission Point Scale (* > 90%)								
Points	NSSC	NSSC	CAMBRIDGE	CAMBRIDGE	SENIOR CERTIFICATE	SENIOR CERTIFICATE	GCE	GCE
	Higher Level	Ordinary Level	HIGCSE	IGCSE	HG	SG	A-Level	O-Level
10							A	
9	1		1		A		B	
8	2	A*	2	A*	B		C	
7	3	A	3	A	C	A	D	A
6	4	B	4	B	D	B	E	B
5		C		C	E	C	N or O or subsidiary	C

4		D		D	F	D		D
3		E		E		E		E
2		F		F		F		F
1		G		G				G

Inverse NSC rating codes are used in some countries. In this regard the admission point scores (APS) will be determined as follows:

Admission Point Scale (inverse NSC rating)					
Points	NSC	NSC	NSC	Rating	Marks %
10					
9					
8					
7	7	A	G	Outstanding achievement	80 - 100%
6	6	B	F	Meritorious achievement	70 - 79%
5	5	C	E	Substantial achievement	60 - 69%
4	4	D	D	Adequate achievement	50 - 59%
3	3	E	C	Moderate achievement	40 - 49%
2	2	F	B	Elementary achievement	30 - 39%
1	1	G	A	Not achieved	0 - 29%

G.2 REGISTRATION

1. A student registers at the University at the time and in a manner determined by the Council from time to time. By virtue of such registration, the student subjects himself or herself to the regulations and rules of the University.
2. Registration takes place in accordance with the regulations applicable to the particular degree for which the student registers, and on condition that compliance with the requirements of that degree is the student's responsibility.
3. Subject to exceptions approved by the dean concerned, a student may register for a module only if the official program of study provides for such registration in a specific academic year.

4. Subject to exceptions approved by the dean in consultation with the head of the department concerned, a student is not permitted to register for a module later than 15 days after lectures in that quarter or semester have commenced.
5. After the closing dates for amendment to the selection of modules and fields of study, i.e. one (1) month after commencement of lectures in that quarter or semester, changes may be made only on the recommendation of the head of the department and with the approval of the dean.
6. Registration for a module taken for non-degree or non-diploma purposes may take place only with the approval of the dean.
7. After registration, a student is obliged to pay the fees due on or before the date stipulated by the Council; and a student who cancels his or her registration after the date stipulated by the Council, is not entitled to any refund and remains liable for the full amount due for the academic semester or year, whichever is applicable in terms of the type of module, i.e. a semester or year module.

G.3 RENEWAL OF REGISTRATION

1. Students of the University are registered for one year of study, or for a shorter period determined in general or in specific cases by the Council, e.g. in case of third semester students. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as prescribed by the Council from time to time.
2. Re-registration is permitted only
 - (a) in the case of full-time students, if the student has passed at least the equivalent of 50% of the prescribed modules per semester in a particular year of study, and, in the case of after-hours students and students who follow an approved extended study program, if they have passed at least the equivalent of 40% of the prescribed modules per semester – with the proviso that School boards may stipulate other requirements for progress that students must comply with in order to be readmitted;
 - (b) in the case of full-time students, if the student completes the degree for which he or she is still registered within the prescribed minimum period plus two years and, in the case of after-hours students and students who follow an approved extended study program, if such students still complete their studies within the prescribed minimum period plus three years: with the proviso that School boards may stipulate other requirements for progress that students must comply with in order to be readmitted.
3. A student who does not comply with the requirements in G.3.2 and who seeks readmission to the School may submit a written request to the dean that his or her application for readmission to the School be considered in terms of the set procedure.
4. Regulation G.3.2 is **mutatis mutandis** applicable to students from other tertiary institutions who register at the Centre.

G.4 TERMINATION OF REGISTRATION

A School's dean may, on the recommendation of a particular School committee, cancel the registration of a student or the registration for a module during an academic year, if the student fails to comply with the minimum requirements determined by the School board with regard to tests, examinations or any other work – with the proviso that a student may request that the dean reconsider the decision in terms of the set procedures.

G.5 APPLICATION OF OLD AND NEW REGULATIONS

1. Should a regulation, according to which a curriculum has been compiled, be amended, a student who has started his or her curriculum under the old regulation and who has not interrupted his or her study, may complete such a curriculum in accordance with the old regulation – on condition that a School board may formulate special transitional requirements in order to enable that student to complete his study in accordance with the new regulation.
2. A student who has been registered for a degree program and
 - (a) who has failed to renew his or her registration for such a degree program in the ensuing calendar year; or
 - (b) who has failed a year of study; or
 - (c) who has not complied with the prescribed requirements for progress in accordance with School regulations,

is deemed to have interrupted his or her study and forfeits the right to continue studies under the old regulation. In exceptional cases, a dean may grant such a student permission to continue his or her study in terms of such stipulations as the dean may determine.

G.6 CONCURRENT REGISTRATION FOR TWO FIELDS OF STUDY

With the permission of the dean/deans concerned, a student may register for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, simultaneously, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean/deans may prescribe on the condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean/deans concerned if the student does not perform satisfactorily.

G.7 MINIMUM STUDY PERIODS AND REQUIREMENTS FOR BACHELOR'S DEGREES

A bachelor's degree is conferred on a student only if he or she complies with the minimum period of study and other requirements as stipulated in the regulations of the Centre pertaining to the acquisition of that degree.

G.8 RECOGNITION OF MODULES PASSED AT THIS CENTRE

1. Modules may be recognized for degree purposes only if the date of the student's matriculation exemption certificate, as specified in G.1.1, becomes effective before commencement of the academic year in which such a module was completed.
2. If a student wishes to continue his or her study after an interruption, the dean, on the recommendation of the head of the department, may require either that such a student should repeat certain modules already passed or that supplementary work in these modules be undertaken with a view to the continuation of his or her studies at this University.
3. Periods of attendance at and credits for modules which a student obtained at the University and which did not form part of the requirements for a degree already conferred on a student, may be accepted by the dean in consultation with the head of the department concerned, for a bachelor's degree, provided that the student complies with the stipulations in G.8.1 and G.9.4(a).
4. Periods of attendance at and credits for modules which a student acquired at the University and which formed part of the requirements for a degree already conferred on the student, may be accepted by the dean in consultation with the head of the department concerned for a degree in another School, or for a second bachelor's degree in the same School, provided that there shall be no overlap in the course content of the first degree and the degree in the other School or the second degree in the same School and furthermore that the student complies with the stipulations in G.9.4(b).

G.9 RECOGNITION OF MODULES/STUDY UNITS PASSED AT OTHER TERTIARY INSTITUTIONS AND THE ADMISSION OF SUCH STUDENTS

1. A student who was registered at another tertiary institution, must, on application for admission to this University, submit a certificate of conduct from that tertiary institution, as well as a comprehensive official academic record from the tertiary institution concerned and any other documents that may be required by the head of the department or the dean.
2. Subject to the stipulations of the Statute, the dean may accept periods of attendance as a registered matriculated student at any other tertiary institution approved by the Senate for this purpose, as part of the student's attendance record for a bachelor's degree. Subject to the stipulations of G.9.3, the dean may, furthermore, accept certificates of competence in any module issued by another tertiary institution, and may recognize such modules by means of exemption from class attendance (including e-learning activities) and the

examination – with the proviso that such a certificate of competence be accepted only with regard to a module which is recognized by the tertiary institution where it was taken for approved study programs, and on condition that the student complies with the stipulations in G.8.1. The head of the department concerned may prescribe supplementary requirements if a student wishes to continue with subsequent modules in the subject in question.

3. If there is overlap in the course content of the degree for which the student wishes to enroll or is enrolled and a degree already conferred by another tertiary institution, the dean may not accept certificates of competence in any module and may not recognize such modules that form part of the degree already conferred, unless the student academic record forms part of an application for recognition of prior learning (RPL). Recognition of prior learning may be considered towards part or whole qualifications.
4. A bachelor's degree is conferred on a student in terms of subparagraph (2) only if
 - (a) the period of the student's attendance is at least equivalent to the full period that is prescribed for the degree;
 - (b) the student, subject to differently worded requirements approved by the Senate on the grounds of previously approved accredited programs, has attended, at this Centre, the modules required by the Centre
 - (i) for a degree for which the period of attendance is three academic years, at least two academic years – on condition that the student has attended at least half the modules prescribed for that degree, as a registered student for that degree;
 - (ii) for a bachelor's degree for which the period of attendance is four academic years, at least during the final two academic years;
 - (iii) for a bachelor's degree for which the period of attendance is four and a half academic years, at least during the final two and a half academic years;
 - (iv) for a bachelor's degree for which the period of attendance is five academic years, at least during the final two academic years;
 - (v) for a bachelor's degree for which the period of attendance is five and a half academic years, at least during the final two and a half academic years;
 - (vi) for a bachelor's degree for which the period of attendance is six academic years, at least during the final three academic years.

G.10 REQUIREMENTS FOR ADMISSION TO EXAMINATIONS, PROMOTION TO A SUBSEQUENT YEAR OF STUDY, PROMOTION IN A MODULE AND ATTENDANCE MODULES

1. Certificate of satisfactory preparation and payment of tuition fees

- (a) A student is permitted to enter an examination or to be promoted in a module only if the lecturer of that module, in consultation with the head of the department, certifies that the student has prepared himself or herself satisfactorily by due performance in his or her work.
- (b) A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module if the prescribed tuition fees are not paid.

2. Admission to examination

Subject to other stipulations in School regulations, no minimum year mark or minimum semester mark is required for admission to the examination: Provided that all year and semester modules in a School need not be dealt with in the same way, although a large degree of uniformity is desirable.

3. Promotion to a subsequent year of study and promotion in a module

- (a) Students who have reached the required standard in a module as stipulated in G10.3(b), may be promoted, in accordance with authorized School regulations, to the next semester or level in a module without writing the prescribed examination, provided that a student receives credit for such promoted modules only if study in those modules is concluded by successfully completing a prescribed examination.
- (b) Subject to other School regulations, a student reaches the required standard of progress in a module as intended in G.10.3(a) if he or she has satisfactorily prepared himself or herself by due performance of his or her work and, in addition, has obtained a year/semester mark of at least 75% in the particular module, as composed and calculated in terms of G11.1(a) and (b).
- (c) Students, who have been promoted in a module at another university or who have been promoted without writing the examination therein, may be admitted to a subsequent semester or level in the subject, as the case may be, at this University, on condition that a student can obtain credit for a promoted module only after an examination in the subsequent module has been passed at this University.

4. Attendance modules

Subject to other School regulations, a student receives credit for face-to-face and online attendance of a module only if he or she has attended e-forums and/or compulsory face-to-face sessions (as might be required by applicable Schools) to the satisfaction of the lecturers concerned and has obtained a year or semester mark of at least 60% for their work.

G.11 YEAR AND SEMESTER MARKS AND REPETITION OF MODULES

1. Year and semester marks

- (a) Each School shall, by way of School regulations, determine the manner in which year and semester marks are compiled: Provided that all year modules and semester modules in a School need not be dealt with in the same way, although a large degree of uniformity is desirable.
- (b) At the beginning of an academic year or a semester, the head of the department informs the students in his or her department in an appropriate manner concerning the formula for the calculation of the year or semester marks in modules in that department. Before each test, he or she also informs the students of the weight that will be allocated to the results of that test in the calculation of the year or semester mark. Each head of department announces the year or semester marks to the students in his or her department at the latest at the official conclusion of lectures.

2. Repetition of modules

- (a) A student who fails a particular examination, is obliged to attend the module(s) concluded by that examination again, unless the dean, on the recommendation of the head of the department concerned, grants exemption from class attendance, in which case the year or semester mark of the student has to be taken into consideration; and exemption in a specific module will be allowed only once.
- (b) Application for exemption from class attendance must be submitted within 14 days after the commencement of lectures – with the proviso that deans may consider justifiably late applications.
- (c) A student who has failed a module, may be exempted by the dean, in consultation with the head of the department, from the examination in such a module and receive credit for it by virtue of the achievement in a subsequent semester in the module concerned.

G.12 EXAMINATIONS

1. Examinations and essays

An examination in a module may be oral and/or written. Essays are prepared and examined as stipulated in School regulations.

2. Pass requirements

2.1 In order to pass a module, a student must

2.1.1 obtain the minimum examination mark prescribed for that module;

2.1.2 obtain a final mark of at least 60%; when any particular School wishes to change this minimum pass requirement, it must be reduced to writing and students so notified;

2.1.3 comply with the sub-minimum in subdivisions of modules, as stipulated in the regulations of the particular Schools.

2.2 Each School shall, by way of School regulations, determine the weight that is allocated to the year or semester mark and the examination mark in the calculation of the final mark of the student: Provided that all year modules and semester modules in a School need not be dealt with in the same way, although a large degree of uniformity is desirable.

2.3 Subject to other School regulations, a student passes a module with distinction if he or she obtains a final mark of at least 75%.

3. Ancillary examinations

After writing an examination, the examiners may summon a student for an ancillary examination on particular aspects of the work in a module, with a view to awarding a final examination mark.

4. Supplementary examinations

4.1 Subject to other School regulations, a student may be admitted to a supplementary examination in a module, in cases where

(a) a final mark of between 50% and 59% has been obtained; or

(b) a pass mark has been obtained, but the required sub-minimum in the examination section of the module or divisions thereof has not been obtained.

4.2 If the module, in which a final mark of between 50% and 59% has been obtained, is the only module in which a pass mark is due in fulfillment of the requirements of a qualification, a supplementary examination must be granted.

- 4.3 Subject to other School regulations, a student must obtain a final mark of at least 60% in order to pass a supplementary examination. The semester or year mark is not taken into account and the supplementary mark is the final mark.
- 4.4 The highest final mark that may be awarded to a student in a supplementary examination is 60%.
- 4.5 Special supplementary examinations are not arranged for students who are unable to write the examination at the times scheduled for supplementary examinations.

5. Special examinations (including the aegrotat)

- 5.1 A student who is prevented from preparing for an examination, or from sitting for it, owing to unforeseen circumstances or illness, may be granted permission by the dean to write a special examination in the particular module(s).
- 5.2 An application to sit for a special examination, supported by applicable corroborative proof, should be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written due to unforeseen circumstances – with the proviso that an application that could not be submitted in time, may also be submitted for consideration, provided that there is a valid reason.
- 5.3 The period to sit for a special examination is determined by the lecturer, in consultation with the head of the department concerned – on condition that the examination is conducted as soon as possible after the unforeseen circumstances or illness have/has ceased to exist; and on the further condition that an examination in a module may not be sat for in more than one examination period.
- 5.4 Once a student has sat for an examination, he or she may not afterwards apply for a special examination on the basis of unforeseen circumstances or illness.
- 5.5 Should a special examination be granted, the prescribed fees must be paid by the student; and in cases where the cost of conducting the examination exceeds the prescribed fees, such additional costs may be recovered from the student.

6. Special examinations

- 6.1 A student requiring a limited number of modules to complete his or her degree, or to continue his studies in a meaningful manner, may in terms of School regulations, be admitted to a special examination, at any time before a scheduled examination in the modules concerned is conducted.
- 6.2 If the special examination is conducted before official commencement of the ensuing academic year or semester (whichever applies), a student is not required to register again and the examination is treated as a supplementary examination.
- 6.3 If the special examination is conducted on or after commencement of the ensuing academic year or semester (whichever applies), the student must register again for the module(s) in question and the lecturer may demand that a semester mark be obtained in an appropriate manner. In such a case, the result of the examination will not be taken into consideration with a view to the graduation ceremonies in October/April, but for the subsequent graduation ceremony of a particular academic year.

G.13 EXAMINERS

An examination in a module must be conducted by one or more external moderator(s) who is/are not involved with the instruction of that division of the module that is examined, together with one or more of the lecturers of such a module. Should this be impracticable as a result of the death, resignation, absence, illness or any other inability of the lecturer concerned, the dean of the School in question, in consultation with the head of the department concerned, may make the necessary alternative arrangements.

G.14 RE-MARKING OF EXAMINATION SCRIPTS

After conclusion of the examinations departments provide feedback to students concerning the framework used by examiners during examinations, provided that in the case of e-learning distance education the dean may make other arrangements to provide feedback to students. The head of the department concerned determines the manner in which feedback is provided. Students may apply for the re-marking of examination scripts after perusal of such scripts and within 14 days after the commencement of the lectures of the ensuing semester, and after payment of the prescribed fee. The examiner will be appointed by the head of the department concerned.

G.15 COMPLIANCE WITH DEGREE REQUIREMENTS AND DEGREE PRIVILEGES

With the exception of an honorary degree, a degree will be conferred on a student only if the student has complied with all the requirements for the particular degree and has reached the level of competence prescribed for each module that is required for the degree, and on condition that no one is entitled to any privileges pertaining to a degree before the degree has been conferred on him or her at a graduation ceremony.

II. HONORS DEGREE

G.16 ADMISSION

1. Subject to the stipulations of G.1.3 and G.62, a candidate is admitted to the study for the honors degree only if he or she is in possession of a bachelor's degree and fulfills all rules of access to that specific academic program of study.
2. A candidate may be refused admission to an honors degree by the head of the department if he or she does not comply with the level of competence required in the subject as determined by the department – with the proviso that a candidate, who fails to comply with the level of competence required, may be admitted if additional study assignments, as agreed upon, are completed and/or examinations are written.
3. A candidate, who is refused admission to an honors degree, may request that the dean reconsider his or her application for admission in terms of the set procedures.

G.17 REGISTRATION

The stipulations of G.2 apply **mutatis mutandis**.

G.18 RENEWAL OF REGISTRATION

1. The stipulations of G.3.1 apply **mutatis mutandis**.
2. Subject to exceptions approved by the dean, on the recommendation of the head of the department, and in the case of e-learning distance education where the dean formulates the stipulations that will apply, a student may not sit for an examination for the honors degree more than twice in the same subject.
3. A student for an honors degree must complete his or her study, in the case of full-time students, within two years and, in the case of after-hours students, within three years of first registering for the degree and, in the case of e-learning distance education students, within the period stipulated by the dean. Under special circumstances, the dean, on the recommendation of the head of the department, may give approval for a limited extension of this period.

G.19 TERMINATION OF REGISTRATION

The stipulations of G.4 apply **mutatis mutandis**.

G.20 APPLICATION OF OLD AND NEW REGULATIONS

The stipulations of G.5 apply **mutatis mutandis**.

G.21 CONCURRENT REGISTRATION FOR TWO FIELDS OF STUDY

The stipulations of G.6 apply **mutatis mutandis**.

G.22 MINIMUM STUDY PERIODS AND REQUIREMENTS FOR HONOURS DEGREES

1. An honors degree is conferred on a student only if the student has complied with the following minimum periods of study:
 - (a) One academic year after the qualification has been obtained by virtue of which admission to the study has been granted.
 - (b) Where an honors degree is followed concurrently with a bachelor's degree, one academic year in addition to the minimum period prescribed for the bachelor's degree in question – with the proviso that in cases of exceptional merit, the University may, in agreement with School specific requirements, shorten the minimum period of attendance.
2. In addition to the stipulations of G.22.1, an honors degree is conferred on a student only if the student has complied with all the requirements laid down in School regulations. The stipulations of Section A (F), sandwich postgraduate training, apply **mutatis mutandis**.

G.23 ACKNOWLEDGEMENT OF MODULES

1. Subject to the stipulations of G.22.1, G.23.2 and the regulations governing specific Schools, a dean may acknowledge modules passed at another tertiary institution or at this University in a department other than that in which the honors study is undertaken for the honors degree – with the proviso that at least half of the required modules for the degree in question are attended and passed at this University.
2. If there is overlap in the course content of the degree for which the student wishes to enroll or is enrolled and a degree already conferred, the dean may not acknowledge any modules that form part of the degree already conferred, unless the student academic record forms part of an application for recognition of prior learning (RPL). Recognition of prior learning may be considered towards partial or whole qualifications. Stipulations of Section A (F), sandwich postgraduate training, apply **mutatis mutandis**.

G.24 REQUIREMENTS FOR ADMISSION TO EXAMINATIONS, PROMOTION TO A SUBSEQUENT YEAR OF STUDY, PROMOTION IN A MODULE AND ATTENDANCE MODULES

The stipulations of G.10 apply **mutatis mutandis**.

G.25 YEAR AND SEMESTER MARKS

The stipulations of G.11 apply **mutatis mutandis**.

G.26 EXAMINATIONS

1. Examinations and essays

- (a) The examination for an honors degree consists of examination papers, or examination papers and an essay, and may be oral and/or written.
- (b) The nature and extent of the examinations are determined by the dean, on the recommendation of the head of the department.
- (c) Essays are prepared and examined according to the procedures laid down in School regulations.
- (d) A written examination for an honors degree takes place during the examination periods announced annually.
- (e) An oral honors examination may be conducted at a time other than the periods approved for written examinations, provided that this is arranged by the head of the department, in consultation with the dean.

2. Pass requirements

The stipulations of G.12.2 apply **mutatis mutandis**.

3. Ancillary examinations, supplementary examinations and special examinations

The stipulations of G.12.3 to G.12.6 apply **mutatis mutandis**.

G.27 EXAMINERS

The stipulations of G.13 apply **mutatis mutandis**.

G.28 RE-MARKING OF EXAMINATION SCRIPTS

The stipulations of G.14 apply **mutatis mutandis**.

G.29 COMPLIANCE WITH DEGREE REQUIREMENTS AND DEGREE PRIVILEGES

The stipulations of G.15 apply **mutatis mutandis**.

III. MASTER'S DEGREE

G.30 ADMISSION

1. Subject to the stipulations of G.1.3 and G.62, a candidate is admitted to study for the master's degree only if he or she is in possession of a bachelor's or honors degree as required by the regulations of the School in question, and if the candidate fulfills all rules of access to a specified master's program of study.
2. A candidate may be refused admission to a master's degree by the head of the department if he or she does not comply with the standard of competence in the subject as determined by the department – with the proviso that a candidate who does not comply with the required level of competence, may be admitted, provided that he or she completes additional study assignments and/or examinations.
3. A candidate who is refused admission to a master's degree may request that the dean reconsider his or her application for admission in terms of the prescribed procedure.

G.31 REGISTRATION

The stipulations of G.2 apply **mutatis mutandis**.

G.32 RENEWAL OF REGISTRATION

1. The stipulations of G.3.1 apply **mutatis mutandis**.

2. Subject to exceptions approved by the dean, on the recommendation of the head of the department, a student may not enter for the master's examination in the same subject more than twice.
3. A student who is allowed to present him or herself more than twice for the examination in the same department must pay the full fees for this examination.
4. Subject to other School regulations, a student for a master's degree must complete his or her studies within four years after first registering for the degree. Under special circumstances, the dean, on the recommendation of the head of the department, may give approval for a limited fixed extension of this period.

G.33 TERMINATION OF REGISTRATION

The stipulations of G.4 apply **mutatis mutandis**.

G.34 APPLICATION OF OLD AND NEW REGULATIONS

The stipulations of G.5 apply **mutatis mutandis**.

G.35 CONCURRENT REGISTRATION FOR TWO FIELDS OF STUDY

The stipulations of G.6 apply **mutatis mutandis**.

G.36 MINIMUM STUDY PERIODS AND REQUIREMENTS FOR MASTER'S DEGREES

1. The master's degree is conferred on a student only if at least one year has expired after the qualifications by virtue of which admission to master's study has been obtained – with the proviso that the student is registered for at least 12 months for a master's degree at this University. Regulation G. 37 (1) mandates the dean to motivate and approve of a shorter period.
2. Subject to the stipulations of G.36.1, a master's degree is conferred on a student only if he or she complies with all the requirements laid down in School regulations. The stipulations of Section A (F), sandwich postgraduate training, apply **mutatis mutandis**.

G.37 ACKNOWLEDGEMENT OF MODULES

1. Subject to the stipulations of G.36 and G.37.2, a dean may acknowledge for master's study, examinations passed at other tertiary institutions or at this University in a department other than that in which the master's study is undertaken – on condition that dissertations and essays are prepared and examined in terms of these regulations and are completed under the guidance of a supervisor at this University and, on further condition that if the master's degree is conferred only by virtue of an examination, at least half of the required modules for that degree are attended and passed at this University.
2. If there is overlap in the course content of the degree for which the student wishes to enroll or is enrolled and a degree already conferred, the dean may not acknowledge any examinations and modules that form part of the degree already conferred, unless the student academic record forms part of an application for recognition of prior learning (RPL). Recognition of prior learning may be considered towards partial or whole qualifications.

G.38 REQUIREMENTS FOR ADMISSION TO EXAMINATIONS, PROMOTION TO A SUBSEQUENT YEAR OF STUDY, PROMOTION IN A MODULE AND ATTENDANCE MODULES

The stipulations of G.10 apply **mutatis mutandis**.

G.39 YEAR AND SEMESTER MARKS

The stipulations of G.11 apply *mutatis mutandis*.

G.40 EXAMINATIONS

1. General

A master's degree is conferred on a student by virtue of an examination, or an examination and a dissertation, or an examination and an essay, or a dissertation only. Examinations may be written or oral.

2. Oral and written examinations

- (a) The nature and extent of examinations are determined by the dean of the School in question, on the recommendation of the head of the department.
- (b) A written master's examination takes place during the examination period announced annually.

- (c) An oral master's examination may be conducted at a time other than the periods approved for written examinations, provided that this is arranged by the head of the department, in consultation with the dean.
- (d) The stipulations of G.12.2 to 12.6, G.13 and G.14 apply **mutatis mutandis** to examinations.
- (e) Stipulations of Section A (F), sandwich postgraduate training, apply **mutatis mutandis**.

G.41 ESSAYS

Essays are prepared and examined according to the instructions that are laid down in the School regulations.

G.42 DISSERTATIONS

The stipulations of G.57 to G.60 apply.

G.43 DRAFT ARTICLE FOR PUBLICATION

The stipulations of G.61 apply.

G.44 COMPLIANCE WITH DEGREE REQUIREMENTS AND DEGREE PRIVILEGES

The stipulations of G.15 apply *mutatis mutandis*.

IV. DOCTORATE

G.45 ADMISSION

1. Subject to cases where a master's degree is not laid down as a prerequisite and subject to the stipulations of G.1.3 and G.62, a candidate is admitted to doctoral study only if he or she is in possession of a master's degree or an equivalent thereof, and fulfills the rules of access to a doctoral program of study. In the case of a hybrid (professional) doctorate degree, a dean may acknowledge for doctoral study, examinations passed at other tertiary institutions or at this University in a department other than that in which the doctoral study is undertaken by virtue of sandwiching programming. But for the thesis, all modules passed in terms of a sandwich program at another University are acknowledged by virtue of credit transfer. The stipulations of Section A (F), sandwich postgraduate training, apply *mutatis mutandis*, on condition that the candidate prepares the doctoral thesis under guidance of a supervisor at this University, and that such thesis is examined in terms of these regulations.

2. A candidate may be refused admission to doctoral study by the Registrar, if he or she does not comply with the standard of competence in the subject as determined by the dean concerned – with the proviso that a candidate who does not comply with the required level of competence, may be admitted, provided that additional study assignments and/or examinations are completed.
3. A candidate, who is refused admission to doctoral study, may request that the dean reconsider his or her application for admission in terms of the prescribed requirements.

G.46 REGISTRATION

The stipulations of G.2 apply **mutatis mutandis**.

G.47 RENEWAL OF REGISTRATION

The stipulations of G.3.1 and G.32.4 apply **mutatis mutandis**.

G.48 TERMINATION OF REGISTRATION

The stipulations of G.4 apply **mutatis mutandis**.

G.49 APPLICATION OF OLD AND NEW REGULATIONS

The stipulations of G.5 apply **mutatis mutandis**.

G.50 CONCURRENT REGISTRATION FOR TWO FIELDS OF STUDY

The stipulations of G.6 apply **mutatis mutandis**.

G.51 MINIMUM PERIODS OF STUDY AND REQUIREMENTS FOR A DOCTORATE

1. The doctorate is conferred on a student only if
 - 1.1 One of the following periods has expired:
 - (a) At least four years after complying with all the requirements for a three-year bachelor's degree;

- (b) At least three years after complying with all the requirements for a four-year bachelor's degree;
 - (c) At least two years after complying with all the requirements for a bachelor's degree of five years or more;
 - (d) At least two years after complying with all the requirements for a master's degree -
- 1.2 With the exception of a shorter period that may be approved by the dean, at least 12 months since registration for the doctorate at this University have expired.
2. In addition to the stipulations of G.51.1, a doctorate is conferred on a student only if he or she has complied with all the requirements laid down in School regulations.
3. Stipulations of Section A (F), sandwich postgraduate training, apply **mutatis mutandis**.

G.52 EXAMINATIONS

1. General

A doctorate is conferred by virtue of a thesis – with the proviso that the Schools may lay down the additional requirements of written and/or oral examinations. Stipulations set out in Section A (F), sandwich postgraduate training, apply **mutatis mutandis**.

2. Doctoral examinations

- (a) The dean, on the recommendation of the head of the department, determines the nature and extent of examinations, as well as the pass requirements.
- (b) Stipulations of Section A (F), sandwich postgraduate training, apply **mutatis mutandis**.
- (c) The results of the examination are presented to the dean for ratification.

G.53 THESES

The stipulations of G.57 to G.60 apply.

G.54 DRAFT ARTICLE FOR PUBLICATION

The stipulations of G.61 apply.

G.55 COMPLIANCE WITH DEGREE REQUIREMENTS AND DEGREE PRIVILEGES

The stipulations of G.15 apply **mutatis mutandis**. The doctorate is not conferred with distinction.

G.56 DOCTORAL DEGREE BY VIRTUE OF PUBLICATIONS

1. General

This doctoral degree is conferred in those Schools where the relevant School regulations make provision for it.

2. Admission

The degree is conferred on a candidate who enjoys international recognition by virtue of outstanding and extensive research. Stipulations of Section A (F), sandwich postgraduate training, apply **mutatis mutandis**.

3. Application

- (a) A candidate must apply in writing to be considered for the degree.
- (b) Should a student wish to graduate at a particular ceremony, an application must be submitted before the closing date of the various graduation ceremonies, which is announced annually.
- (c) The application must be accompanied by
 - (i) four sets of copies of the publications by virtue of which application is made;
 - (ii) a declaration made before a Commissioner of Oaths in which the candidate testifies that the publication/s submitted for the doctoral degree

- has/have not previously been submitted to this or any other tertiary institution for such a doctoral degree;
 - is/are his or her own work, and with regard to such publication/s of which he or she is co-author, that his or her personal contribution to those works is clearly stated;
 - take(s) place with due recognition given to the author's copyright in accordance with the case.
- (iii) a summary of not more than 500 words that indicates the contribution that the work has made to the discipline.

4. Registration

A candidate must register in the manner determined by the University and pay the prescribed registration and tuition fee.

5. Evaluation of the publications

- (a) The dean appoints a School Research Committee, chaired by the chairperson of the Research Committee and of which the head of the department concerned is a member, to make a recommendation to the School board as to whether the works have sufficient substance to be submitted for examination in terms of G.56.5(b).
- (b) If the School board accepts the recommendation, the School Research Committee appoints an examination panel for a particular candidate, subject to approval by the dean.
- (c) The head of the department concerned compiles a list of names of potential examiners from which the School Research Committee chooses at least three external examiners from outside the University, all of whom must be recognized internationally as having made significant contributions in the field of study.
- (d) No examiner should have any interest in the candidate or in any way be involved in the research that the candidate has done previously.
- (e) External examiners must be from different institutions.
- (f) As soon as a potential examiner has accepted his/her appointment as examiner, he/she is supplied with a formal letter of appointment as well as documentation on the policy of the University concerning examinations. Examiners must sign an acceptance form that is to be returned to the Head: Student Administration.
- (g) A candidate passes if all the members of the examination panel accept the publications for the purposes of conferring the doctoral degree, and on condition that if all but one of the examiners accept the work, the dean, after consultation with the School Research Committee,

may appoint a knowledgeable and esteemed academic of stature from outside the University as additional examiner. If the additional examiner accepts the publications, the candidate passes. If such an examiner also rejects the publications, the doctorate is not conferred.

- (h) A candidate is only considered once for a doctoral degree based on publications.
- (i) The degree is not conferred with distinction.
- (j) After a decision on whether the degree is to be conferred or not, has been reached, as indicated in G.56.5(g), the Head: Student Administration has to
 - (i) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
 - (ii) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process;
 - (iii) inform the candidate and the head of the department of the final result.

V. DISSERTATIONS AND THESES

G.57 GENERAL

1. Approval of topic and title

- (a) Applications for approval of a topic and title, as well as changes of titles, are submitted to the relevant School Research Committee, on recommendation of the relevant head of the department.
- (b) The School Research Committee considers the applications and either approves them or refers them back to the head of the department.
- (c) In the event of a dispute between the head of the department and the School Research Committee an appeal in writing can be made to the dean. The decision of the dean is final.
- (d) The titles of theses/dissertations are submitted to the School board for notification, and for subsequent registration of the title with the University Senate.

2. Non-disclosure of the contents of a study

- (a) Where part or all of the contents of the study must remain confidential, the supervisor will be required to submit an application to the School Research Committee setting out the grounds for such a request and indicating the duration of the period of confidentiality. This period would normally not exceed 2 (two) years.
- (b) The School Research Committee considers the recommendation and either approves it or refers it back to the supervisor.
- (c) In the event of a dispute between the supervisor and the School Research Committee an appeal in writing can be made to the dean. The decision of the dean is final.

3. Designation of supervisors or co-supervisors

- (a) The School Research Committee, on the recommendation of the head of the department concerned, designates a supervisor and/or co-supervisor from within the School for a particular candidate. If a suitable supervisor and/or co-supervisor is not available from within the School, a suitable supervisor and/or co-supervisor can be appointed from within any other School or externally from within another recognized University on consultancy basis. Should the School Research Committee refuse to confirm any recommendation by the head of department, the matter is referred to the dean for a final decision.
- (b) A person designated as supervisor, should hold the necessary qualifications, and have the appropriate stature and experience to supervise postgraduate candidates.
- (c) A person designated as supervisor, must be associated with the University as a full-time lecturer, unless adequate justification can be submitted to the committee as to why an external person should be designated.
- (d) On the retirement or resignation of a supervisor from the University's service, he or she may, with approval of the School Research Committee concerned, and after consultation with the head of the department, for a period of no longer than two years after retirement or resignation, still act as supervisor for the student for which he or she was appointed as supervisor, in order to enable such a student to complete his or her dissertation/thesis. For this purpose and for this period such a supervisor will be deemed to be an accredited lecturer of the University. If on the retirement or resignation of a supervisor from the University's service, he or she is no longer prepared to act as supervisor for the student for which he or she was appointed as supervisor, a new supervisor is appointed as stipulated in G.57.3(a) to (c).
- (e) The designation of supervisors and co-supervisors is submitted to the School board for notification.

4. Preparation and submission of the dissertation or thesis

- (a) The supervisor has the responsibility to ensure that the dissertation/thesis is properly prepared by the student.
- (b) A dissertation/thesis can only be submitted with the written permission of the supervisor. Should the supervisor refuse to grant permission for submission, the candidate may appeal to the School Research Committee. The School Research Committee may allow the dissertation/thesis to be submitted for examination or turn down the appeal. The decision of the School Research Committee is final.
- (c) A dissertation/thesis is submitted to the Head: Student Administration, before the closing date for the various graduation ceremonies as announced annually.
- (d) On submission of the dissertation/thesis the student should also submit a written statement by the supervisor or chairperson of the School Research Committee, where applicable, approving submission of the dissertation/ thesis.
- (e) A student for the master's degree/doctorate, on submission of the dissertation/thesis, has to declare the following before a Commissioner of Oaths: "I declare that the dissertation/thesis, which I hereby submit for the degree at the Welwitchia University, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution."
- (f) For examination purposes, a student must, in consultation with the supervisor, submit a sufficient number of bound copies of the dissertation/thesis, printed on good quality paper and of good letter quality, to the Head: Student Administration. Permission to submit the dissertation/thesis in unbound form may be obtained from the supervisor concerned on condition that a copy of the final approved dissertation/thesis is presented to the examiners in bound format or electronic format.
- (g) Should the supervisor deem it to be appropriate, an electronic copy of the dissertation/thesis must be submitted to the Head: Student Administration for examination purposes in the format specified by the School and in accordance with the minimum specifications set by the Academic Information Services (e-library). The School Research Committee in consultation with the dean may determine whether the electronic copies should be submitted instead of or in addition to the paper copies.
- (h) If a dissertation/thesis is accepted, but the student is required to make certain amendments in accordance with the examiners' decisions, the amendments should be made to all copies to the satisfaction of the supervisor concerned, who must submit a declaration to this effect to the Head: Student Administration before 31 August (Spring semester) or 31 January (Fall semester) of that year for the graduation ceremony.
- (i) In addition to the copies mentioned in G.57.4(f), each successful student must submit a bound paper copy as well as two electronic copies of the approved dissertation/thesis to the Head: Student Administration in the format specified by the School and in accordance with the minimum standards set by the Academic Information Services (e-library), before 31 August (Spring semester) or 31 January (Fall semester) of that year, failing which the degree will not be conferred during the graduation ceremony of that year.

5. Progress reports

- (a) The supervisor reports once a year in writing to the head of department on the progress of his/her candidate.
- (b) The head of department annually submits a report to the School Research Committee on the progress of all of the postgraduate students in the department.
- (c) Once a year the School Research Committee submits a general report on postgraduate matters to the School board.

6. Intellectual property

- (a) All rights in regard to intellectual property that is produced by a student during his/her studies or as a result of any research project conducted at the University or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or his/her parents or guardians at registration. This stipulation applies inter alia where the student works under study guidance or as a member of a project team of the University. It also applies where the student does contract work for a third party as a member of a research team of the University. The University and the student may, however, agree in writing to another arrangement.
- (b) A student and the University may conclude an agreement regarding the publication of an essay, a dissertation, thesis and/or any article, as contemplated in G.61. Should the copyright of the essay, dissertation, thesis and/or article be the only exploitable intellectual property that arises from such essay, dissertation, thesis and/or article, the University would normally transfer the copyright to the student, subject to certain conditions. A School may, in consultation with the Office of the Registrar, make arrangements that apply to that specific School.
- (c) In the absence of any agreement as contemplated in G.57.6(b), the University has the right to reproduce and/or publish, in any manner it may deem fit, the essay, dissertation, thesis and/or article as contemplated in G.61, and to distribute such reproduction.
- (d) On publication of the essay, dissertation, thesis or any article as contemplated in G.61, or an adaptation thereof, it should be stated that it emanates from a bachelor's/ master's/doctoral study at the University. The name of the supervisor/promoter and the department, in which the study was completed, should also be acknowledged. Reprints should state the title and date of the original publication.
- (e) The above should be read in conjunction with the Intellectual Property Law Policy: Personnel and Students, as amended from time to time.

G.58 TECHNICAL EDITING OF THE DISSERTATION AND THESIS

1. Subject to exceptions that have to be approved in writing by the dean, in consultation with the supervisor, the technical editing of a dissertation/ thesis should comply with the following requirements:

1.1 Title page

The title page of the copies of the dissertation/thesis submitted should contain the following:

- (a) (The full title of the dissertation/thesis)

by

- (b) (Full name of the student)

- (c) Submitted in partial fulfillment of the requirements for the degree

or

Submitted in fulfillment of the requirements for the degree..... in the School of, Welwitchia Health Training Centre

- (d) (Year and date of submission)

1.2 Format and cover

The dissertation/thesis should be submitted in a format not larger than A4. The bound copies must be bound in a hard cover, on which the title of the dissertation/thesis and the name of the student are printed. The name of the student and the year of submission of the dissertation/thesis should appear on the spine of each bound copy.

G.59 SYNOPSIS OF THE DISSERTATION AND THESIS

1. (a) A summary of the dissertation/thesis in English of not more than 500 words should be compiled and included by the student in each bound copy of the dissertation/thesis.

- (b) In addition to the summary in G.59.1(a), an abstract, in English, of the doctoral thesis (350 words), as well as a copy of the title page in English, should be submitted together with the examination copies of the thesis.
- (c) A list of key terms to ensure recovery of the source should also be submitted together with the examination copies of the dissertation/thesis.

2. The title of the abstract referred to in G.59.1(b) contains the following:

- (a) (The full title of the thesis)
- by
- (b) (Full name of the student)
- (c) Supervisor
- Co-supervisor
- (d) Department
- (e) Degree for which the thesis is submitted

3. The student submits the summary of the dissertation, and the summary and abstract of the thesis for approval by the supervisor before final presentation thereof.

G.60 EVALUATION OF THE DISSERTATION AND THESIS

1. Appointment of the examination panel

- (a) A student should inform the Head: Student Administration, in writing, of the intention to submit the dissertation/thesis at least three months prior to submission, in order that examiners can be notified accordingly.
- (b) The School Research Committee appoints the examination panel for a particular candidate subject to the provisions of regulation G.60.1(c).
- (c) The supervisor in consultation with the head of the department concerned compiles a list of names of potential examiners both inside and outside of the University from which the School Research Committee appoints examiners in the following manner:

- (i) For dissertations: At least one internal examiner and at least one external examiner from outside the University.
 - (ii) For theses: At least one internal examiner, at least two external examiners from outside the University, of whom at least one must preferably be from another international University and at least two substitute examiners for purposes of attending the oral examination as provided for in G.60.4(e)(ii).
- (d) The supervisor shall be an internal examiner.
 - (e) An external examiner shall not be associated in any way with the candidate or in any way be involved in the research that the candidate has done previously, neither shall a substitute examiner in any way be involved in the research that the candidate has done previously.
 - (f) External examiners must be from different institutions.
 - (g) A summary of the dissertation/thesis in English of not more than 500 words compiled by the student will be made available to potential examiners in order to enable them to decide whether they have the expertise to accept the nomination.
 - (h) As soon as a potential examiner has accepted his appointment as examiner, he/she is supplied with a formal letter of appointment as well as documentation on the policy of the University concerning examinations. Examiners must sign an acceptance form, which is to be returned to the Head: Student Administration.

2. Identity of members of the examination panel

- (a) The identity of the examiners, other than the internal examiners, may not be revealed to the candidate until the examination process has been completed and then only with the consent of the examiner and the School Research Committee of that particular School.
- (b) The identity of the examiners is made known in the program of the graduation ceremony at which the degree is to be conferred on the candidate.

3. Criteria for evaluation

- (a) A dissertation must be proof of a candidate's ability to work independently.
- (b) A thesis must contain proof of a candidate's ability to conduct original research that contributes to the development of new knowledge and expertise.

- (c) A dissertation/thesis is also evaluated on the following and should otherwise also comply with the requirements stipulated by Schools:
- (i) scientific and academic standard of research; research procedures and techniques; methodology; definition and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;
 - (ii) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;
 - (iii) editing and use of language;
 - (iv) technical finish and layout which must meet the requirements set by Schools; and
 - (v) whether the dissertation/thesis or parts thereof is publishable.
- (d) If a dissertation has been rejected in terms of regulation G.60.4(d)(v), the student may submit an amended version or another dissertation within two years, and in such a case the student must bear the full cost of the examination.
- (e) A student is allowed to submit a thesis that has been rejected only once in amended form, and in such a case, he or she must bear the full cost of the examination.

4. Examiners' reports

- (a) Every examiner independently and individually submits a report to the Head: Student Administration. The reports are treated confidentially.
- (b) Every report has to contain one of the following recommendations, namely:
- (i) that the degree be conferred without any changes to be made by the candidate to the dissertation/thesis;
 - (ii) that the degree be conferred as soon as minor changes have been made to the dissertation/thesis by the candidate, to the satisfaction of the head of the department;
 - (iii) that the degree be conferred as soon as the candidate has made major changes to the dissertation/thesis to the satisfaction of the examination panel;
 - (iv) that the dissertation/thesis does not meet the required standard, but that the candidate be invited to review the dissertation/thesis and to resubmit the dissertation/thesis at a later stage for re-examination;
 - (v) that the dissertation/thesis be rejected and that the candidate does not pass;

- (vi) that the candidate should be called for oral questioning by the examination panel prior to finalization of the result;
 - (vii) in addition to the above in the case of dissertations, the mark that the candidate has achieved: on condition that at least 60% be regarded as a pass mark and at least 75% as a pass with distinction.
- (c) The reports are made available to the head of the department by the Head: Student Administration.
- (d) In the case of a dissertation, the supervisor and the head of the department review the examiners' reports and submit a consolidated report with one of the following recommendations to the School Research Committee:
- (i) that the degree be conferred;
 - (ii) that the degree be conferred as soon as minor changes have been made to the dissertation by the candidate to the satisfaction of the head of the department;
 - (iii) that the degree be conferred as soon as the candidate has made major changes to the dissertation to the satisfaction of the examination panel;
 - (iv) that the dissertation does not meet the required standard, but that the candidate be invited to review the dissertation and to resubmit the dissertation at a later stage for re-examination;
 - (v) that the dissertation be rejected and that the degree is not conferred on the candidate;
 - (vi) that the candidate should be called for oral questioning by the examination panel prior to finalization of the result;
 - (vii) in addition to the above, the mark that the candidate has achieved: on condition that at least 60% be regarded as a pass mark and 75% as a pass with distinction.
- (e)
- (i) In the case of a thesis, the examiners' recommendations made in terms of G.60.4(b) are preliminary in nature and subject to the successful completion of an oral examination by the candidate as provided for in G.60.4(e)(ii)–(iv) below, or such recommendations are treated as provided for in G.60.4(f) below, as the case may be.
 - (ii) The supervisor arranges an oral examination chaired by the head of the department during which the candidate is required to do a presentation on the thesis. The examiners appointed in terms of G.60.1 constitute the examination commission for the oral examination. If an examiner cannot participate in the examination the supervisor calls upon one of the substitute examiners appointed in terms of G.60.1 to act as a member of the examination commission.
 - (iii) The supervisor in consultation with the head of the department makes the relevant section(s) of the examiners' reports available to the candidate in accordance with G.60.5(c) beforehand in order for the necessary changes to be made to the thesis before the presentation.

- (iv) After the presentation by the candidate, the examination commission constitutes a closed meeting chaired by the head of the department to consider the success of the candidate's representation, to review all the examiners' reports and to submit a consolidated report with one of the following recommendations to the School Research Committee:
- that the degree be conferred;
 - that the thesis does not meet the required standard, but that the candidate be invited to review the thesis and to resubmit it at a later stage for re-examination;
 - that the thesis be rejected and that the degree not be conferred on the candidate.
- (f) In the case of a thesis, where all the examiners recommended in terms of G.60.4(b)(v) that the thesis be rejected, the supervisor and the head of the department review the examiners' reports and submit a consolidated report to the School Research Committee.

5. Treatment of examiners' reports

- (a) Under no circumstances shall any party modify any examiner's report.
- (b) The contents of the examiners' reports or the consolidated examiners' report may only be revealed to the candidate with the permission of the School Research Committee and with the consent of the examiners.
- (c) In the event that the candidate has to make corrections to the dissertation/ thesis, the relevant section(s) of the examiners' reports will be made available to the candidate by the supervisor in consultation with the head of the department in order for the necessary changes to be made to the dissertation/thesis.

6. Finalization of reports

- (a) Should the examiners' reports not reflect substantial consensus, the head of the department in consultation with the supervisor, submits a report to the School Research Committee with a recommended solution. Under no circumstances shall a report of any examiner be ignored.
- (b) Should it be impossible to reach consensus, the dean, after consultation with the School Research Committee and the head of the department, appoints an additional external examiner who has international standing in the field of research to evaluate the dissertation and report to the School Research Committee on the matter.

- (c) The School Research Committee, after considering all the reports (including the report mentioned in G.60.6.(b)) makes a preliminary decision on the conferment or not of the degree. The committee may make any one of the recommendations as indicated in G.60.4(d) or (e)(iv). The recommendation, together with all relevant documentation, is submitted to the dean.
- (d) Should the dean concur with the recommendation, he/she takes a decision accordingly.
- (e) Should the dean not concur with the recommendation, he/she consults with the School Research Committee. For purposes of this meeting, the dean becomes a member of the School Research Committee and also acts as chair of the School Research Committee. The extended committee takes a decision by means of a majority vote. Should there be a tie of votes, the dean has a deciding vote.
- (f) After a decision on the result of the dissertation/thesis has been reached as indicated in G.60.6(d) or (e), the Head: Student Administration has to
 - (i) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
 - (ii) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process;
 - (iii) inform the candidate, the supervisor, the co-supervisor and the head of the department of the final result.

G.61 ARTICLE FOR PUBLICATION

Unless the Senate, on the recommendation of the supervisor, decides otherwise, a student, before or on submission of a dissertation, must submit at least one draft article for publication in a recognized academic journal and in the case of a thesis, must submit proof of submission of an article issued by an accredited journal, to the Head: Student Administration.

The draft or submitted article, as the case may be, should be based on the research that the student has conducted for the dissertation/thesis and be approved by the supervisor if the supervisor is not a co-author. The supervisor shall be responsible for ensuring that the paper is taken through all the processes of revision and resubmission, as may be necessary. Conferment of the degree may be made subject to compliance with the stipulations of this regulation.

VI. GRANTING OF GRADUATE STATUS WITH A VIEW TO POSTGRADUATE STUDY

G.62 The Senate may

- (a) grant a graduate of another university a status at the University that is equivalent to the status the student has at such other university.
- (b) admit a person, who
 - (i) has passed examinations at another university or institution which the Senate deems equivalent to, or higher than the examinations prescribed for a degree at the University, which are set as a prerequisite for admission to a particular postgraduate study program, or for the admission of such a person as a research student; or
 - (ii) in another manner has reached a standard of competence the Senate considers adequate for the purposes of postgraduate study or research at the University,as a student for a postgraduate degree, diploma or certificate.

VII. DIPLOMAS AND CERTIFICATES

G.63 Subject to provisions to the contrary in School regulations, the General Regulations shall apply **mutatis mutandis** to diplomas and certificates.

SECTION C

General Rules

C1. DISCIPLINARY CODE: STUDENTS

(Rules prescribed by the Centre Council)

C1.1 DEFINITION OF MISCONDUCT

A student shall be guilty of misconduct and may be dealt with in terms of this code, if he or she:-

- 1.1.1 Contravenes or attempts to contravene any other order, regulation, rule or directive of the University;
- 1.1.2 Refuses to obey any lawful instruction or request by any council member, lecturer, official or body of the University, or acts contrary to such instruction or request;
- 1.1.3 Is guilty of intentional or negligent conduct which results in:
 - (a) bringing the good name of the University into disrepute;
 - (b) prejudicing or endangering the maintenance of order and discipline at the Centre;
 - (c) prejudicing or endangering the proper course of teaching, research and/or community service at the Centre;
- 1.1.4 without detracting from the generality of paragraphs 1.1.1 to 1.1.3,
 - (a) Unlawfully infringes another person's fundamental rights as contained in the Constitution of the Republic of Namibia, while present on University or University-controlled premises or in University context;
 - (b) Performs an act which is an offence in terms of Namibian law and such an act is prejudicial to the University or its staff, guests, contractors or students;
 - (c) In University context infringes a person's copyright or any other intellectual property right, including but not limited to plagiarism;
 - (d) In University context -
 - (i) makes any misrepresentation with regard to any administrative process, which includes but is not limited to the following:
misrepresentations regarding academic and other records, including degree and diploma certificates and other documents;
misrepresentations regarding illness; misrepresentations made to persuade or attempt to persuade the University to

administratively act in a way that the University would not or probably would not have acted in the absence of such misrepresentation;

- (ii) forges a document (which includes drawing up a document purporting to be a copy of a non-existent document as well as changing an existing document);
 - (iii) presents a forged document with the aim of misleading another person; or
 - (iv) plagiarizes by stating, or implying, original authorship of someone else's written or creative work (words, images, ideas, opinions, discoveries, artwork, music, recordings, computer-generated work), and/or by incorporating such work or material, in whole or in part, into his or her own work without properly acknowledging or citing the source; and such act is prejudicial or potentially prejudicial to the University, its staff, guests, contractors or students;
- (e) uses property of the University or under the University's control unlawfully or without permission, or damages such property in a manner that may give rise to delictual liability;
 - (f) enters or occupies or attempts to enter or occupy any University or University-controlled premises or building or part thereof without permission;
 - (g) conducts him- or herself in an indecent or improper manner on University or University-controlled premises or at a WHTC function or activity;
 - (h) in any manner infringes the freedom of movement of a student or staff member of the WHTC or a member of the public who is present on University or University-controlled premises or attempts to do so; or
 - (i) conducts him- or herself in an insulting, indecent or improper manner towards a student or staff member of the WHTC or a member of the public who is present on University or University-controlled premises or at a University function or activity;
 - (j) in contravention of the provisions of Namibian law or a rule of the University, possesses, distributes, buys, sells, uses or is under the influence of a dependency-inducing substance while present on University or University-controlled premises.

C1.2 PROCEDURE IN CASE OF MISCONDUCT

1.2.1 A charge of misconduct shall be laid with the Registrar.

1.2.2 The Registrar may of his or her own volition investigate or refer a charge of misconduct for investigation.

1.2.3 Should the Registrar be of the opinion that -

- (a) reasonable grounds exist for a charge of misconduct against a student; and
- (b) the conduct of the particular student could possibly justify disciplinary steps in terms of paragraph 1.3;

the Registrar formulates a charge in writing and convenes a disciplinary investigation by the Disciplinary Committee (Students).

1.2.4 The Registrar may, if there are reasonable grounds for suspecting that a student is guilty of serious misconduct, temporarily expel a student from the virtual campus and/or University-controlled property, or temporarily deny a student access to the virtual campus of the University, pending the results of the disciplinary investigation. An expulsion of this nature takes place if the Registrar is of the opinion that it is reasonably necessary for the protection of the interests of other students, staff and/or the University.

1.2.5 If the Registrar is of the opinion that the conduct of a student does not warrant an investigation by the Disciplinary Committee (Students), but that steps should nevertheless be taken against that particular student, and the student has admitted the charge against him or her and has been afforded the opportunity to address the Registrar on the appropriate disciplinary measures, the Registrar may take steps against the student without implementing any further process. The Registrar may deprive the student of a right or privilege exercised in terms of his or her registration as a student as provided for by these rules, or reprimand the student, or impose a fine not exceeding the amount determined from time to time by Council for this purpose. Where the student is of the opinion that the punishment imposed by the Registrar is unreasonable, he or she may lodge an appeal in respect of this specific aspect in terms of paragraph 1.5.

1.2.6 Should the Registrar decide to order a disciplinary investigation by the Disciplinary Committee (Students), a copy of the written charge shall be served on the student concerned. In the document the student is summoned to appear at the specific date, time and venue stated in the document in order to answer to the charge.

1.2.7 If the student is a minor, his or her parents or legal guardian must be informed of the disciplinary investigation in a manner which the Registrar deems appropriate under the circumstances.

1.2.8 The Registrar shall notify all persons who must be present at the disciplinary investigation.

- 1.2.9 An accused student shall be entitled to be assisted by his or her parents or legal guardian during the disciplinary investigation.
- 1.2.10 An accused student shall not ipso iure be entitled to legal representation during the disciplinary investigation. If the student so requests, the Chairperson of the Disciplinary Committee (Students) may give leave to the student to employ the services of a legal representative at his or her own cost. The Chairperson may also give permission to a third party, other than the parent or guardian of the student or his or her legal representative, to assist the student.
- 1.2.11 The Registrar may, as the case may be and when it is justified by the charge, appoint a competent person to handle the charge against the student on behalf of the University. In such instance the accused student is ipso iure entitled to legal representation. However, the student remains responsible for his or her own legal costs.
- 1.2.12 The procedure followed during a particular disciplinary investigation is determined by the Disciplinary Committee (Students), taking into account the rules of fair administrative justice. The latter, among other things entails that the accused student -
- (a) does not have to incriminate him- or herself;
 - (b) is asked whether he or she admits the charge;
 - (c) is permitted to present his or her defense in a manner that the Committee deems appropriate under the circumstances, but which is at the same time fair towards the student;
 - (d) is allowed to provide evidence in his or her favour; and
 - (e) is allowed to cross-examine anyone who testifies against him or her.
- 1.2.13 The Disciplinary Committee (Students) shall keep minutes of the proceedings or ensure that such minutes are kept in a manner that it considers appropriate under the circumstances.
- 1.2.14 If the Disciplinary Committee (Students) cannot reach a unanimous decision, the decision of the majority of the members shall apply. In the case of an equal vote, the Chairperson has a casting vote.
- 1.2.15 If so requested by a student who is found guilty, the Disciplinary Committee (Students) must furnish written reasons for its decision and/or disciplinary steps.

C1.3 PENALTIES

- 1.3.1 Upon finding a student guilty and having heard evidence in mitigation, the Disciplinary Committee (Students) may, with due consideration of any guidelines applicable to minimum penalties for particular transgressions as determined by the Council of the University from time to time:
- (a) reprimand the student;
 - (b) temporarily or permanently deprive the student of a right or privilege which his or her registration as a student at the University entails;
 - (c) impose a fine not exceeding the amount determined from time to time for this purpose by Council, and also order the student to pay an amount which amounts to the actual damage caused by the student;
 - (d) deprive the student of the right or privilege to register for a particular module, or revoke a credit obtained in a module;
 - (e) compel the student to perform community service within the University for a specified number of hours not exceeding the maximum determined from time to time by the Council for this purpose;
 - (f) suspend the student for a specified period; and/or
 - (g) deny the student the privilege of re-registration as a student at the University.
- 1.3.2 When an appeal against a decision of the Disciplinary Committee (Students) is lodged in terms of paragraph 1.5, the Chairman, after consulting with the other members of the Committee, may suspend any disciplinary measure imposed by the Committee pending the result of the appeal.

C1.4 DISCIPLINARY COMMITTEE (STUDENTS)

- 1.4.1 The Disciplinary Committee (Students) consists of three members. The members appointed to serve on a specific committee shall be appointed from the ranks of the following categories of persons:
- (a) a person with a legal qualification from within or outside the University, appointed by the Registrar to act as the Chairperson of the disciplinary investigation;
 - (b) an academic staff member of the University; and
 - (c) a registered student of the University appointed from the ranks of the Student Representative Council (SRC).
- 1.4.2 After the Chairperson of a specific disciplinary committee has been appointed by the Registrar, it is the duty of the Chairperson to appoint the remainder of the committee in consultation with the Registrar and in accordance with the abovementioned guidelines.
- 1.4.3 If there is no SRC representative available, the disciplinary investigation may lawfully continue without a representative from the ranks of the SRC. The student may recruit a lawyer at own costs to represent him or her at the disciplinary meeting.

C1.5 APPEAL PROCEDURE

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

- (a) The student may appeal to the Appeals Committee of Senate against the conviction and/or the disciplinary measures imposed by the Disciplinary Committee (Students) by lodging a written Notice of Appeal to the Registrar.
- (b) The written Notice of Appeal shall be lodged with the Registrar not later than ten days after the student has been informed in writing of the finding of the Disciplinary Committee (Students). The Notice of Appeal shall be accompanied by an amount not exceeding N\$2 000 (Two Thousand N\$) or another amount as determined by Council from time to time, which shall serve as part payment for costs related to the appeal: provided that in deserving cases the Registrar may lower the amount payable or waive the payment at his/her discretion.
- (c) The grounds of appeal must be furnished in detail in the Notice of Appeal.
- (d) On receipt of the Notice of Appeal, a copy thereof shall be submitted to the Chairman of the Disciplinary Committee (Students), whereupon the Committee shall prepare a response to the grounds of the appeal within a reasonable time and submit it to the Registrar.
- (e) The Registrar shall provide the student with the response furnished by the Disciplinary Committee (Students), who in turn may within seven days submit a written replication to the Registrar.
- (f) The Registrar shall then arrange for the appeal to be heard as soon as possible by the Appeals Committee of Senate.
- (g) The Appeals Committee of Senate may ratify, alter or set aside any conviction and/or disciplinary measure imposed, which may include the suspension or reduction of or increase in disciplinary measures, and may otherwise make any order which, taking into account the facts of the case, would be just and equitable. Should the Appeals Committee of Senate set aside the conviction and/or disciplinary measures imposed by the Disciplinary Committee (Students), or reduce the disciplinary measures imposed on the student, the University shall repay the amount paid by the student in accordance with 1.5.1(b) above.
- (h) The appeal shall be adjudicated on the basis of the documentation before the Appeals Committee of Senate and no representation on behalf of any party shall be permitted at the hearing of the appeal.

C1.6 APPEALS COMMITTEE OF SENATE

The Appeals Committee of Senate consists of:

1.6.1 the Chairperson of Senate or his or her delegate; and

1.6.2 two academic staff members, one of whom must be from within the School of Law, provided that a staff member who has served as a member of the Disciplinary Committee (Students) in respect of a certain matter, may not serve as a member of the Appeals Committee

of Senate in respect of the same matter. If no academic staff members are available, consultants may be appointed to the Appeals Committee of Senate, one of whom must be a legal practitioner.

C1.7 GENERAL

- 1.7.1 If the Disciplinary Committee (Students) and/or the Appeals Committee of Senate deprives a student of a right or a privilege that he or she exercises as a student, or temporarily or permanently denies him or her entrance to the University or a University campus, premises or website, such student shall forfeit all claims to a refund or reduction of or exemption in respect of money paid or payable to the University.
- 1.7.2 If a student refuses to attend a disciplinary hearing, or where he or she has been absent from such hearing for a second time without the permission of Chairman of the Committee, the hearing may be continued forthwith in his or her absence in a manner which the Disciplinary Committee (Students) deems appropriate.
- 1.7.3 If the Vice-Chancellor / Rector is of the opinion that the circumstances of a specific case warrant it, he or she may perform some or all of the actions performed by the Registrar in terms of the Disciplinary Code or, alternatively, he or she may delegate the authority to perform these functions to another staff member of the University.
- 1.7.4 Nothing in this document shall prohibit the Council of the University from promulgating specific disciplinary codes and procedures for regulating conduct in the virtual campus or in other units within the University where this is necessitated by operational requirements. This Code shall apply in the absence of such measures.

C2. IMPORTANT PROCEDURES, REGULATIONS, RULES, AND INSTRUCTIONS

It is required of each student to acquaint him- or herself thoroughly with the provisions of the procedures, regulations, rules and instructions of the University with regard to the matters hereafter.

NB: In the case of contraventions ignorance of the above-mentioned procedures, regulations, rules, and instructions will not be accepted as an excuse.

C2.1 SEXUAL, RACIAL and other forms of HARASSMENT

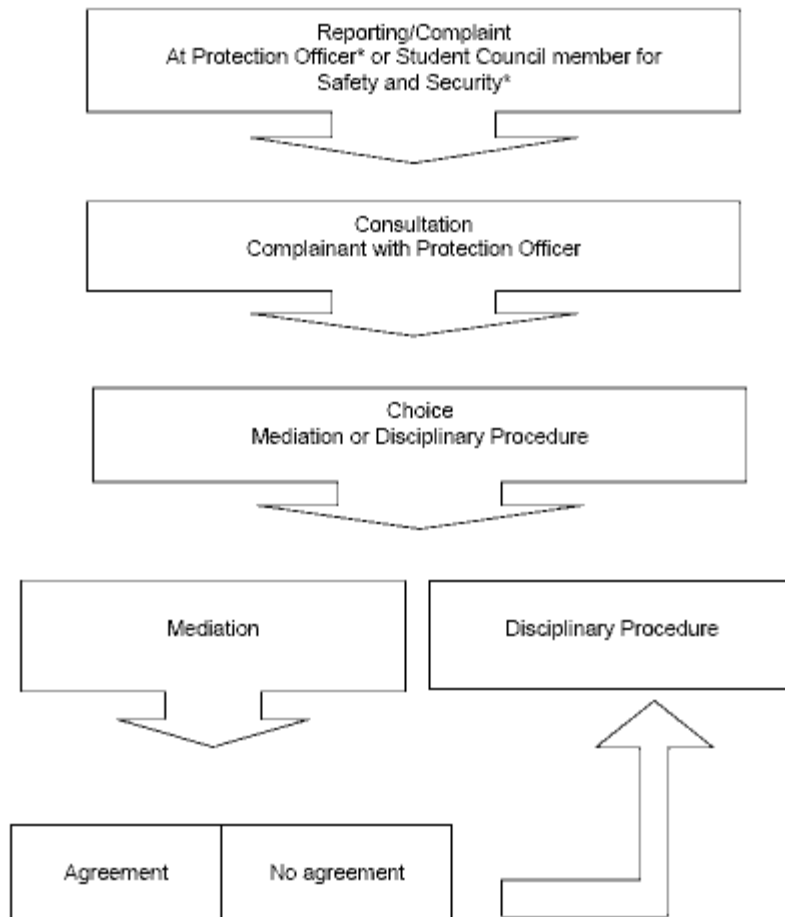
In terms of its policies on racial and sexual harassment, the Welwitchia Health Training Centre strives towards the establishment of a non-sexist, non-racist, non-discriminatory learning environment.

Disciplinary steps can be taken against students who commit acts of sexual and/or racial harassment. Upon conviction, such students can be expelled.

Sexual harassment is any conduct with a sexual undertone or suggestion that infringes on a student's right to a safe, non-intimidating learning environment, while racial harassment is described as any humiliating and/or derogatory verbal or non-verbal action which has an explicit or implicit racial connotation or undertone and infringes on a student's right to a safe, non-intimidating, non-racist learning environment.

The University's policy on sexual harassment and racial harassment sets out the procedures to be followed by a complainant in the above-mentioned cases and can be illustrated as follows:

PROCEDURE IN A CASE OF SEXUAL OR RACIAL HARASSMENT



C2.2 EXAMINATIONS, TESTS AND OTHER ACADEMIC ASSIGNMENTS

A. INSTRUCTIONS

1. Students are obliged to identify themselves positively when writing a test and/or examination by means of a valid student card (student number) and candidate examination number.
2. No person may pretend to be a registered student and/or write a test and/or examination on behalf of a student.
3. No student may enter the test or examination venue later than half an hour after commencement of a test or examination session and no student may leave the test or examination venue earlier than half an hour after commencement of a test or examination session. In the case of computer-based assessment, the Moodle™ platform will be utilized to conduct online assessments, subject to the operational safeguards of the Moodle™ platform.
4. Students must obey to all examination instructions.
5. Students may not bring into the test or examination venue or have in their possession any unauthorized apparatus, books, electronic means of communication, or notes of any nature whatsoever or any paper, no matter how small. Mere possession of any of the aforementioned, irrespective of whether the student acted intentionally or negligently or innocently, is regarded as a serious transgression of the rules and subsequently as serious academic misconduct. It remains the student's responsibility to double-check, prior to the commencement of a test or examination, that none of the aforementioned items are in his/her possession.
6. Students are responsible for providing their own teaching materials and stationery in accordance with the requirements and specifications set by the lecturer concerned. Mutual exchange of such items will not be allowed.
7. No student may assist or attempt to assist another student, or obtain help, or attempt to obtain help from another student during a test or examination.
8. Students may not act in a dishonest way with regard to any test or examination assessment, as well as with regard to the completion and/or submission of any other academic task or assignment. Dishonest conduct includes, but is not limited to, plagiarism, as well as the submission of work by a student with a view to assessment when the work in question is, with the exception of group work as determined by the lecturer concerned, the work of someone else either in full or in part, or where the work is the result of collusion between the student and another person or persons.
9. As soon as the invigilator announces during a test or examination that the time has expired, students should stop writing immediately. In the case of computer-based assessment students should stop working on the computer as soon as the login time has expired.

Please note: Students should take note that, if found guilty of academic misconduct or non-compliance with these rules, a student could, amongst others, forfeit his/her credits for a module and/or be suspended from the University for a period that could range from one year to permanent suspension. Such student's record will be blocked for the period of suspension and he/she will not be entitled to a certificate of good conduct from the University during this period. Students should also take note that, if found guilty of academic misconduct, it may negatively influence their admission to other universities and/or registration with professional councils. Academic misconduct is indicated in all certificates of conduct provided to students by the University.

B. REGISTRATION FOR EXAMINATIONS

At the beginning of the year, a student indicates on his or her registration form in which modules he or she will be writing examinations. If, however, the student later decides not to write an examination in a module(s), he or she must inform the Student Administration of the School concerned accordingly.

C. ADMISSION TO EXAMINATIONS

1. A student is admitted to an examination in a module only if he or she has prepared him- or herself satisfactorily through the proper execution of the work, and subject to other School stipulations has obtained a semester/year mark of at least 50%, provided that for all first-semester modules at the 100-level a student must obtain a semester mark of at least 45% in order to be admitted to the examination in the module in question.
2. In the calculation of the year mark, performance in tests and the satisfactory execution of assignments (tasks) are taken into consideration.
3. It is therefore essential that a student attends online lectures, discussion groups, and e-forums regularly, writes all tests and completes all work assignments. A student who, as a result of unforeseen circumstances, is prevented from attending classes, writing tests or completing assignments on time, should contact the lecturer(s) concerned without delay in order to make alternative arrangements. Neglect to do so could result in admission to the examination being denied.
4. In the event of illness, a valid and acceptable medical certificate must be submitted to the Student Administration concerned, in addition to making arrangements with the lecturer(s) concerned.
5. The names of students who have been admitted to examinations are announced by the various departments on the last day of lecturing by means of name lists placed on the departmental e-notice boards. Students must personally ascertain whether or not they have been admitted to an examination in a particular module.

D. ANNOUNCEMENT OF EXAMINATION RESULTS

Examination results will be published on the departmental e-notice boards, using the candidate's student and examination numbers only. Results can be viewed on the e-notice boards as a student self-service.

E. RE-MARKING OF EXAMINATION SCRIPTS

Re-marking of examination scripts are allowed subject to the following conditions:

- (a) A written application for re-marking of an examination script must be submitted within 14 calendar days after the commencement of the ensuing semester at the office of the Head of Student Administration.
- (b) The mark(s) awarded after re-marking will be the final result(s), even if it is lower than the original mark(s).
- (c) The fee for re-marking each individual script is N\$150. The fees for re-marking of modules consisting of papers one and two are therefore N\$300, which money should be paid to the University before the application will be considered.
- (d) Should the re-marking result in a pass mark, the student concerned may be refunded the appropriate amount.
- (e) Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of re-marking.
- (f) Re-marking results will be made known as quickly as possible, usually within 10 working days.

F. TEST INSTRUCTIONS

The examination instructions described in preceding paragraphs apply with the necessary changes to tests and practicals.

G. CONDUCTING OF EXAMINATIONS AND TESTS ON SATURDAYS

Due to its extensive test and examination programs, the University is compelled to conduct some tests and examinations on Saturdays. It is therefore not practicable to accede to requests for special tests and examinations that are exclusively intended to substitute programs scheduled for Saturdays.

H. LECTURES AND TESTS

A timetable regulating all lectures, discussion groups and tests will be posted on the e-bulletin board per School upon commencement of the respective academic semester.

C2.3 UNIVERSITY CAMPUS, GROUNDS, AND BUILDINGS

1. The University reserves the right to deny persons and organizations access to its virtual campus, grounds, and buildings.
2. Persons who log in to the virtual campus, or enter and park on the premises of the University do so at their own risk. Therefore, the University does not accept liability for any accident or damage suffered by a person resulting from the use of the virtual campus, grounds, or buildings of the University.
3. The use of the virtual campus, grounds, and buildings of the University is subject to the policy and procedural provisions determined by the University Council.

C2.4 THE USE OF STUDENT CARDS

Each student is responsible for the safekeeping of his/her student card. A student card may only be used by the registered student to whom the card was issued. A student card may not be abused and care should be taken by the card holder that the card is not used in such a way that it may pose a security risk to the University, i.e. by lending, sharing or giving it to someone else. Should a student no longer be a registered student at the Welwitchia University, the student card issued to that particular student may no longer be used for any purpose whatsoever.

C2.5 OCCUPATIONAL HEALTH AND SAFETY

All staff members and students of the University must at all times comply with the provisions regarding occupational health and safety as set out in Chapter 4 of the Namibian Labour Act, 2007 (Act No. 11 of 2007), including all rules and work proceedings as set out by the University in the interest of health and safety.

C3. TERMINATION OF STUDIES

1. A student who decides to terminate his or her studies during the course of the academic year, must notify the University in writing and the notification (on the official form) of the termination of studies must be submitted electronically to the Registrar. All applications for changes of modules must be done in writing and submitted electronically to the Registrar. All regulations apply.
2. The date on which the University receives the notification from the student will be considered to be the date on which studies are terminated. The burden of proof for the termination of studies or modules rests with the student.
3. If a student terminates his or her studies after the first Tuesday in June, or notice to this effect is received by the University after this date, the student shall be considered to have registered for the full academic year and to have failed. It is therefore in the interest of the student to notify the University without delay that he or she is terminating their studies.

C4. LANGUAGE OF TUITION

The University uses English as the official language in conducting its general business. The language of tuition is English. The Registrar has an overall responsibility for overseeing the implementation of the University's Language Policy.

C5. ACADEMIC DRESS AT GRADUATION CEREMONIES

DOCTOR'S DEGREE

Gown: A ruby gown (Cambridge model) with a 15 cm band in the School colour on the front panel.

Cap: A ruby beret (Utrecht model) with the tassel in the School colour.

Hood: A maroon hood lined in the School colour (Oxford model) with a 7,5 cm border in the School colour.

MASTER'S DEGREE

Gown: A black gown (Cambridge model).

Cap: A flat square black beret with the tassel in the School colour.

Hood: A black hood lined in the School colour with a 7,5 cm border in the School colour.

HONOURS DEGREE

Gown: A black gown as for bachelor's degrees.

Cap: A flat square black beret with the tassel in the School colour.
Hood: As for bachelor's degrees, but hemmed with a 2 cm band of the base material.

BACHELOR'S DEGREE

Gown: A black gown (Cambridge model).
Cap: A flat square black beret with the tassel in the School colour.
Hood: A grey hood with a 7,5 cm edging in the School colour.

BACHELOR OF DIVINITY and BACHELOR OF EDUCATION

Gown: A black gown as for bachelor's degrees.
Cap: A flat black square beret with the tassel in the School colour.
Hood: As for bachelor's degrees but with a 2 cm edge in the base material.

DIPLOMAS and CERTIFICATES

Gown: A black gown (Cambridge model).
Cap: A flat square black beret with a black tassel.
Hood: A 12 cm wide hood band made of Cashmere fabric in the prescribed School colours, and a V-form neck piece with a 5 cm grey strip in the center of the neck piece for all diplomas and certificates.

C6. SCHOOL COLOURS

School

Clara Barton School of Nursing
Ignaz Semmelweis School of Public Health
Bellesini School of Medicine
Kübler-Ross School of Psychology
Paul Cézanne School of Multimedia and Industrial Art
St. Francis School of Humanities
Anne Sullivan School of Education
Röntgen School of General Sciences

Colour

Plum
Scarlet
Peacock blue
Purple
Dark blue
Salmon
Old gold
Green

C7. DRESS

Conditions regarding the use of the University Coat of Arms and the wearing of University colours are contained in the Corporate Identity Manual of the University and relevant regulations that the Student Representative Council may lay down in this regard. Enquiries should be directed to the School of Arts.

C8. STUDENTS WITH SPECIAL NEEDS (PHYSICAL AND LEARNING DISABILITIES)

Parents and students are requested to communicate with the Division of Student Support regarding all matters concerning students with special needs.

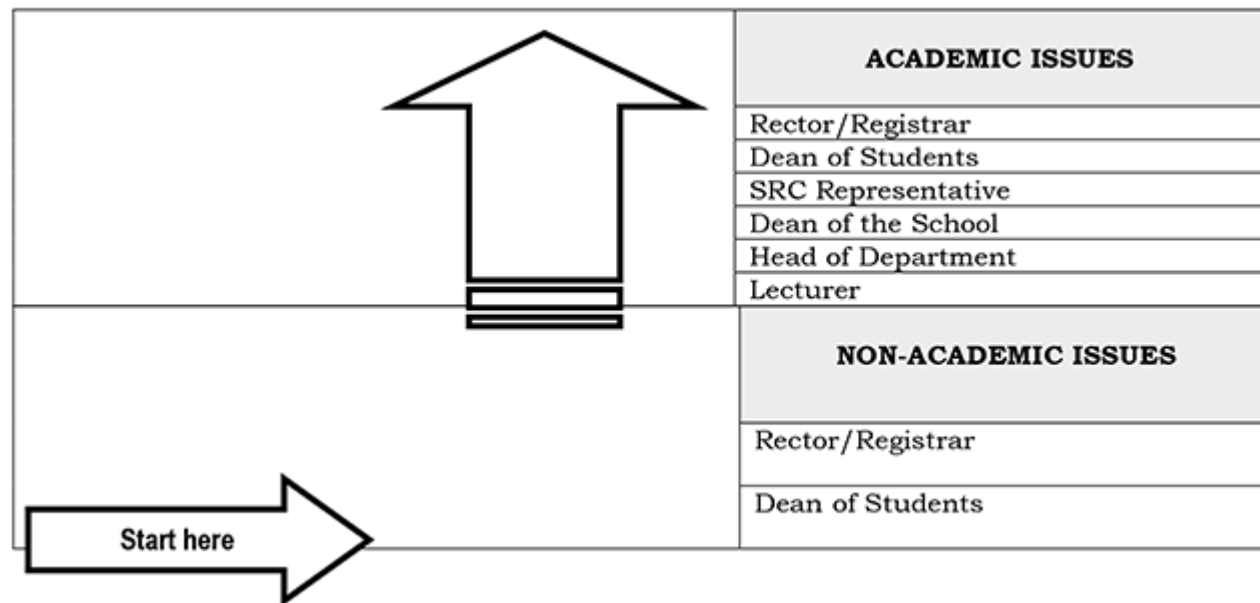
C9. NON-COMPLIANCE WITH RULES AND REGULATIONS

1. A student's non-compliance with the rules and regulations of the University may constitute misconduct and will be dealt with in terms of the Disciplinary Code: Students.
2. A student's non-fulfillment of his or her financial obligations towards the University does not constitute misconduct as intended in the disciplinary code and procedures of the University. However, the University reserves the right to:
 - (a) levy interest on unpaid amounts at an interest rate equal to that of the prime rate of the University's bankers as of 1 March of the year concerned, and to hold the student responsible for such amounts;
 - (b) withhold a student's final marks;
 - (c) refuse registration for a following term;
 - (d) deny admission to examinations;
 - (e) deny admission to lectures/practical sessions;
 - (f) deny the student a certificate of conduct;

- (g) withhold a student's academic record;
- (h) withhold a student's degree/diploma certificate;
- (i) have the debt listed with a credit bureau; or
- (j) hand the account over to the Welwitchia University's attorneys or debt collectors in order to collect the outstanding fees. In the case of (j) herein, the student will be liable for the costs incurred.

C10. RESOLVING STUDENT PROBLEMS: COMMUNICATION CHANNELS


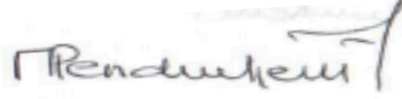
All communication between parties must be done in writing.



C11. APPROVAL AND EFFECTIVE

The Policy effective after approval by the Governing Board at the Recombination of the Quality Assurance Committee.

Thus Done, Signed and Certified as an Approved Policy of Welwitchia Health Training Centre (WHTC) at Windhoek on this 17th Day of December 2020.

	
Prof. Scholastika Ndatinda Iiping	Mrs. Monika Pendukeni
Rector & Chief Executive Officer	Deputy Rector & Executive Director